



Florida's Turnpike Enterprise
 Consultant Prepared Specifications Package
 Quality Control and Assurance Checklist

Form last updated: 10-13-2016

PROJECT INFORMATION

FPID(s): _____

Project Description: _____

Consultant Firm: _____

Engineer of Record: _____

Scheduled Letting: _____

Date of EOR Spec
 Package Preparation
 Training (**Required**): _____

SPECIFICATIONS PACKAGE

- Review the **FDOT Specifications Package Preparation Handbook** to ensure Quality Assurance
http://www.fdot.gov/programmanagement/PackagePreparation/Handbooks/SpecsHandbk_3-8-16.pdf
- Specifications Package generated from correct workbook
- All FPID numbers shown on the Specifications Package cover sheet
- Cover sheet contains full names of "initial" & "final" reviewers
- All applicable specification inserts have been checked for quality assurance (grammar, spelling, etc.)
- "Scope of Work" insert has been reviewed (in the Specifications Package) for grammatical correctness and sufficiently detailed work description
- Specifications Package table of contents checked for accuracy
- If Technical Special Provisions (TSPs) are included, ensure pages are dual numbered
- If TSPs are included, ensure cover sheet signature block meets requirements outlined in **FDOT Specifications Package Preparation Handbook**
- Status of Environmental Permits confirmed
- Status of Utility Work Schedules confirmed

PLANS

- All** pay items have been double checked against FDOT Basis of Estimates Manual (BOE) usage requirements and Specifications Workbook usage notes
- All** pay items notated with a "T" or "D" in the Summary of Quantities have been properly addressed with a TSP or Plan Detail as required per the BOE.
- Quality Control has been performed by the EOR on **all plan notes** to ensure they do not restate, conflict with or duplicate any Specifications

Required ERC Submittal Items for Specs Review

- PDF of Specifications Package
- PDF of Workbook used to create Specifications Package
- PDF of completed, signed & scanned Quality Control Checklist
- PDF of Final Plans

Engineer of Record
 Signature: _____

Date: _____