Helpful Computer Applications for Processing Jobs

The following information will help guide TxDOT personnel on useful computer applications for processing jobs. This information is broken down into the following sections: **1.** Locating Special Specifications and Special Provisions; **2.** Submitting Special Specifications and Special Provisions for Approval; **3.** Checklist for Specifications; **4.** Descriptive Codes and **5.** Conclusion.

1. Locating Special Specifications and Special Provisions

To obtain information on existing special specifications and special provisions, go to the Specifications page of TxDOT's Website (http://www.dot.state.tx.us/business/specifications.htm). There is a search function available, "Search for a Special Provision or Specification" where the search can be performed by the actual Item number, CSJ, and key words in title. Also, special specifications and special provisions are indexed in groups of "all" or "current Statewide and Districtwide." Once you have found a specification or provision you are interested in you click on the PDF (portable document format) to view it. If you want to modify an existing specification, you will first need to download the RTF (rich text format) file and then modify it.

2. Submitting Special Specifications and Special Provisions for Approval

After determining that standard specifications and approved existing special provisions or special specifications will not work for you, paperwork needs to be created for a proposed special provision or special specification. Paperwork consists of a completely filled out Form 1814, the proposed specification created in the correct template and saved as a Rich Text Format (RTF) file and possibly a marked-up version of the changes to an existing specification. The Form 1814 and templates for specifications may be found on the DES tab of Microsoft Word or may be download form TxDOT's Website (http://www.dot.state.tx.us/business/specifications.htm) under miscellaneous.

Submit the Form 1814, the proposed specification, and the mark-up (if any) electronically through GroupWise to the following:

1) if the proposed specification is for a Division reviewed job, the district should submit information to the Design Division's Field Section, Bridge Division or Traffic Operations Division who will then submit it to DES-Roadway Design Section (GroupWise account DES-PS);
2) if the proposed specification is for maintenance project or district reviewed construction project, the district should submit information directly to DES-Roadway Design (GroupWise account DES-PS).

For approval of special specifications and special provisions for one time use, **one month** should be allowed for processing time **after the Item has been submitted to DES-Roadway Design**. If the proposed specification is for an emergency project, please let us know and we will work with you.

Filling out the Form 1814

Use Form 1814 when submitting Special Provisions and Special Specifications to DES-Roadway Design. Please fill the form out completely. Check Construction Non-review if it is for a District Review project, Construction Reviewed if it is for a Division Reviewed project and/or Maintenance if the proposed Special Provision or Special Specification affects those types of projects. The specification book year is very important. Use 1993 or 2003 for English projects and 1995 for Metric projects. The following is a brief explanation on each section that needs to be completed.

"Anticipated Use" – This section requires the placement of a checkmark in the appropriate anticipated use box. We recommend one time use to be used about 3 times before requesting a Districtwide designation. Districtwide does not mean that the work is being performed on a districtwide basis but the district wants to have access to the specification for many projects. **NOTE:** Statewide use application usually comes from division personnel.

"Proposed Special Provision or Special Specification" – This is for the title of the submittal.

"Conditions that created the need ..." – This should state the reason for the submittal. Why is it needed? Please give a detailed explanation in this space. If more space is needed, attach additional sheets. Based upon your explanation, the specification may or may not be approved.

"Is the Proposed Special Provision or Special Specification identical or similar to a previously approved specification or provision?" – If the submittal is similar or identical to one previously approved, the processing time is usually much shorter.

"Give brief summary of content" – This should describe specifically the content of the submittal in summary format. If similar to a previously approved specification, be sure to provide a marked-up copy showing the changes.

"Number of times previously used in your District" – This should show the number of times this submittal has been used in your district. This gives us an idea of when to request Districtwide approval.

"Reference Items" – This refers to the number of any Item referenced inside the submittal. These numbers will be placed in a TACS table to be pulled for the Specifications List.

"Bid Item Description Codes needed are located in this ROSCP/ROSCOE Library" – Do not use this line to get bid codes. Instead follow the instructions below on descriptive codes.

"Created by" – This line is for the name and phone number of the person who created or reviewed the Item for inclusion into a project. The date of creation is also needed.

"Submitted by" – This line is for the name and phone number of the person DES-Roadway Design should contact with the assigned number and/or questions. If a Division is processing the job then the reviewer's name goes here. If there is no Division review then the district should place the name and phone number of the person who is processing the project.

3. Checklist for Specifications

For a current copy of the checklist for required special provisions and special specifications, you can view them from TxDOT's Website (http://www.dot.state.tx.us/business/specifications.htm). Pick the book year you want and click on the "Required Check List". From this point you will have four required check lists to pick from: Federal Aided Construction, Non-Federal Aided Construction, Federal Aided Maintenance, and Non-Federal Aided Maintenance. Use the list that matches your project's funding.

4. Descriptive Codes

A descriptive code (bid code) is used in the estimate for each bid item. Bid codes describe the Item and define its unit of measurement. Bid items are the types of work to be performed by the contractor with quantities based on plan details. Bid items are based on standard specifications, special provisions or special specifications.

When determining the need for a new descriptive code the following steps should be taken. First check the existing bid codes to see if the code you need already exists. Second make sure the bid item's unique description and measurement can be implemented by checking the specification or special provision measurement and payment articles. If not, you will need to submit a special specification or special provision for approval. Third, creating the bid codes. Fourth, submit a GroupWise to DES-PS with the name of the ROSCOE file containing the new descriptive codes.

Checking Existing Bid Codes

The first step is to check if a bid code already exists, go to TxDOT's Website (http://www.dot.state.tx.us/business/specifications.htm) and click on the correct book year of USF Description

Codes and find the standard item or special specification you are interested in. Note if bid code requires a certain special provision to be used.

Checking Measurement and Payment Articles

The second step is to verify how the Item should be paid for. The following is an example of how to verify the bid item:

1)   Look at the measurement and payment articles of Item 556, "Pipe Underdrains", 1995 Specification Book.
2)   The measurement article allows this Item to be measured only by the meter. No other choice of measurement is available for this Item unless a special provision is created and approved.
3)   Under the payment article, this Item will be paid for at the unit price bid for "Pipe Underdrains", of the type and size specified.
4)   Therefore, in the bid code, you expect to see the type listed with the size. For example: 0556 5001 Pipe Unddr (TY1)(150 MM) M

If you submit a bid item for a descriptive code and it does not meet the requirements listed in the measurement and payment articles, DES-Roadway Design will deny your request. So, please check these articles as you are creating your bid items to make sure a special specification or special provision is not needed.

Creating Bid Codes

The third step to obtaining a descriptive code is to create a bid code. If no bid code exists for your bid item and you have confirmed through review of measurement and payment articles that the bid item is acceptable, then you must create and submit your bid item. At this point we are assuming that if a special specification or special provision is needed to create the bid code, it has already been approved and assigned a number.

Bid codes submitted to DES-Roadway Design (through GroupWise account DES-PS) are to be in a mainframe computer file that will be copied into the Universal Specifications File (USF). Since mainframe programs are column sensitive, it is important that you use as a guide a copy of the BIDCODE file to create your bid code requests.

To get the sample computer file, perform the following steps:
 1) Sign onto ROSCP/ROSCOE or your regional mainframe computer
 2) Type **F ZR.BIDCODE** <E>
 3) Type an **A** (attach)
 4) Type **S** and a <u>unique file name</u> to save it in your library. <E>
 5) To logoff type **OFF** <E>

Keep this file in your library to reuse and type over. A <u>unique file name</u> is important when the completed file is transferred to DES-Roadway Design library. <u>The computer will **overwrite** any file in the receiver's library with the same name</u>. We are suggesting you use the district's name with your own initials for a library name.

After the BIDCODE file is in your library, you need to fill out your name, phone number, the spec book year (1993, 1995 or 2003), CSJ, County and special provision used. Then, type over the existing examples in the file and delete or add lines as necessary.

To add lines, type "copy 5 7 n5" <E>, this will copy line 5 after line 7 five times.
To delete lines, type "del 5 7" <E>, this will delete lines 5 to 7 inclusive.

Make sure you update your Roscoe file by saving the information you added. After making all the changes, press <E> to go to the command line and type **U *** <E>. This updates the information in the file.

At the end of this article there is a list showing allowable units of measurement. No additional forms of measurement accepted. Note: For the 1995 Specification Book, megagram, for computer applications, is shown as MGR, not MG (which represents thousand of gallons). For the 2003 Specification Book, foot, for computer applications, is shown as LF, not FT.

The following example is a request for a bid code in the 1995 spec book for Item 556:

	Descriptive		
Item #	Code	Unique Description	Unit of Measurement
0556	XXXX	PIPE UNDDR (TY 1)(150 MM)	M

(Note: you can use all the spaces (39 spaces total) to the beginning of the unit of measurement for the unique description)

After placing bid codes in your uniquely named "BIDCODE" file you need to perform a ROSCOE to ROSCOE transfer.

1) Sign onto ROSCP/ROSCOE or your regional mainframe computer
2) Type **RJEJCL 40 1** <E>
   These commands are for data transfer of ROSCOE to ROSCOE.
3) On JOB CARD INFORMATION screen <E>
4) Type for the Destination of file Computer ID **CENTRAL**
5) Type **D480706** for the ROSCOE key.
6) Type your <u>unique file name</u> for the file <E>
7) Type **X** next to JSUB <E>
8) <E> on the JOB NUMBER screen
9) Type **JOUT** <E>
10) Type **1** for the first job <E>
11) Keep pressing <E> until it says AWAITING PRINT, then press PF2 to attach job.
12) Type **LAST FILE** <E>, this will show the file was updated in **FPD.** "your <u>unique file name</u>" to
    know the transfer was complete.
13) To logoff type **OFF** <E>

There should be an error message if it does not work. One possible cause of a problem is that the file needs to be shareable. Fetch and attach your file by typing **F file name** <carriage return> **A** <E>. Type **U * S** <E> to make it shareable and try transferring again.

Submitting Bid Codes

The final step is to submit the bid codes for processing. Send a GroupWise to DES-PS and include the following information:
1) the specbook year
2) the computer filename that has been transferred into D480706
3) any special provisions used to create the bid codes
4) project information of county and CSJ
5) your phone number for questions
6) The proposed bid codes will be checked against the bid item for correctness. You will receive a GroupWise message with the descriptive codes or information on the bid codes requested.

Note: DES-PS is a shared account so the account can be covered at all times. Description codes usually have a 1 day turn around time if everything is straight forward and there are no questions. Please do not carbon copy anyone in the DES-Roadway Design Section since it causes confusion and double work.

5. Conclusion

In conclusion, use the GroupWise account DES-PS to turn in <u>all</u> special provisions, special specifications, and bid codes. DES-PS is a shared account monitored by members of DES-Roadway Design Section. If you need help or have questions contact Lisa Merwin at (512) 416-3353 for descriptive codes and Diane Venable (512) 416-2663 or Peggy Chandler (512) 416-2659 for special provisions and special specifications.

<u>UNIT OF MEASUREMENTS AVAILABLE FOR SPECIFICATION BOOKS</u>

<u>1993 & 2003 Specification Books</u>

AC	acre
BBL	barrel
CF	cubic foot
CWT	hundred weight (100 pounds)
CY	cubic yard
CYC	cycle
DAY	day
EA	each
GAL	gallon
HR	hour
LB	pound
LF	linear foot, foot
LMI	lane mile
LS	lump sum
MFB	thousand feet board
MG	thousand gallons
MI	mile
MIN	minute
MKF	thousand kip feet
MO	month
SF	square foot
SQ	square (100 square feet)
STA	station
SY	square yard
TON	ton
YH	cubic yard/hour
$/D	dollars per day

<u>1995 Specification Book</u>

CYC	cycle
DAY	day
EA	each
H	hour
HA	hectare
KG	kilogram
KL	kiloliter
KM	kilometer
KNM	kilonewton/meter
L	liter
LS	lump sum
M	meter
M2	square meter
M3	cubic meter
M3H	cubic meter/hour
MGR	megagram
MIN	minute
MO	month
$/D	dollars per day