**Project Specifications Assembly Tool**

The purpose of this Design Bulletin is to provide CDOT designers with the updated tool that is a more efficient way to assemble their Specification Package for their advertisement set. Using this tool, designers will be able to easily assemble the necessary Project Special Provisions (PSPs) and Index of Standard Special Provisions for their Specification Package. Additionally, the use of this tool ensures the use of the most up-to-date PSPs and Standard Special Provisions Index issued by the CDOT Standards and Specifications Unit.

In order to use the tool, designers must follow the instructions that are provided in the “Project Specification Assembly Tool” website (see the link below). Generally speaking the tool has been updated to one step instead of two, so that the user picks the tool link directly from the website to start, then opens the tool, picks the necessary Project Special Provisions and items for the Standard Special Provision Index, saves this document to their project folder, then they can input the required project specific data throughout this newly created Specification Package. Once again, use of this tool on a consistent basis by designers will reduce errors from copying, pasting and editing old worksheets from previous projects.

The Standards and Specifications Unit has two websites of commonly used [Project Special Provisions Work Sheets](http://www.coloradodot.info/business/designsupport/construction-specifications/2011-Specs/project-special-provision-work-sheets) and [Sample Construction Project Special Provisions](http://www.coloradodot.info/business/designsupport/construction-specifications/2011-Specs/sample-construction-project-special-provisionshttp:/www.coloradodot.info/business/designsupport/construction-specifications/2011-Specs/sample-construction-project-special-provisions). Project specific PSPs not on these websites but are required in the Specification Package must be inserted by the designers themselves in their appropriate locations.

This assembly tool was also updated so that it can now be used by both CDOT employees and consultants (or anyone who has access to the internet).

The Project Specification Assembly Tool and the instructions on how to use it can be accessed by clicking on this link: [Project Specifications Assembly Tool](http://www.coloradodot.info/business/designsupport/construction-specifications/2011-Specs/psp_specs_writing_program).

**References:**

Design Bulletins can be found on the CDOT external website at: [Design Bulletins](http://www.coloradodot.info/business/designsupport/bulletins_manuals/design-bulletins) .

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