
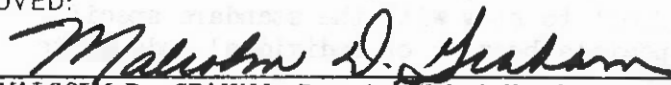


TO: Director, Preliminary Plan Review Bureau MODIFIED BY EI 74-023 EFFECTIVE 4/15/1974	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 73-50</u> Date: <u>8/20/73</u>
APPROVED:  <u>MALCOLM D. GRAHAM, Deputy Chief Engineer, Facilities Design</u>	Supersedes: EI 73-040 DATE 5/25/73

Originating New Regional Special Specifications for the Estimate Handling System.

A. Region Special Specifications Existing Now.

As of now, your Regional special specifications (those requested by Main Office memo: December 12, 1972) have been coded for item number category, unit or payment, abbreviated description of title, full description of title and are presently being inserted into the Estimate Handling System Addendum File. We expect that many of these specials will no longer be required when you make a comparison of them against the standards in the '73 book. The Main Office will almost immediately begin reviewing these specials for content and justification as they appear in your P. S. & E. submissions in the first few lettings.

B. Region Special Specifications after July 1, 1973.

After July 1, 1973, any Regional special specification (other than those presently coded into the addendum file noted above) will require the Region to initiate a request in the following format:

1. All requests for Special Specifications will require a written submission. No numbers will be issued over the phone.
2. All New York City Special Specifications will be accepted and entered into the addendum file without any further review.
3. The written request for a Special Specification will include the following:
 - a. Abbreviated Specification Title
 - b. Complete Specification Title
 - c. Unit of Payment
 - d. A copy of the Special Specification as it will appear in proposal.
 - e. A brief explanation of why the Special Specification is required and why the Standard Specifications are not suitable.
 - f. A statement that this specification is likely to be reused in future designs by the initiating Region or a statement that it is a "ONE-TIME" type.

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This request should be submitted at least one month prior to the P. S. & E. submission. This office, in conjunction with support from Technical Services, Structures, and others, will begin a review for functional justification of the use of the Region's request. Once the special is reviewed and justified, it will be entered into the Estimate Handling System Addendum File. These specifications will be monitored from time to time, and little used and "one time-use" specials will be purged from this file. As you can see, the computer has a long memory and unless you can justifiably re-use those stored specials within certain time frames - THEY WILL BE SCRATCHED and this means you will have stalled estimates at the final design stage. It therefore behooves design to make a concerted effort to stay with the standard specifications where possible and not use specials because of individual judgements in the Regions relative to minor points.

MDG:WH:BS