



**DISCLAIMER FOR  
Design and Engineering Design Standards Documents**

Sound Transit makes these documents available on an "as is" basis. By accepting receipt of the documents, the receiver agrees to the following:

- The documents are provided for information only;
- The receiver will not utilize the documents in any way that violates or infringes on Sound Transit's intellectual property rights in such documents;
- The provided documents should not be construed to represent formal design guidance and/or direction for any project;
- Sound Transit makes no representation or warranty that the provided data is complete, appropriate, or fit for any particular purpose, stated or otherwise;
- All documents provided by Sound Transit, including any revisions, shall remain the personal and intellectual property of Sound Transit; and
- To indemnify, defend, and hold harmless Sound Transit, its consultants, and agent(s) from any and all damages and claims arising from the receiver's use of these documents.

**APPLICABILITY FOR  
Design and Engineering Design Standards Documents**

Project teams shall refer to their advertised or executed project contracts for applicable document versions/revisions.

**SUMMARY OF SIGNIFICANT CHANGES**  
**EP-02 Rev. 5**

- **Added acronyms and definitions list.**
- **Updated and clarified the roles and responsibilities for Contract Specifications, Standard Specifications, and Guidance Specifications.**
- **Added quality section for checking Project Contract Specifications.**
- **Updated and clarified the procedures for applicability of ST Standard and Guidance Specifications on projects.**
- **Provided a process to review and approve similar SMRs from recent projects at the project level.**
- **Exhibits**
  - **Added Exhibit EP-02-01 Standard Specification Modification Request Process.**
  - **Modified Exhibit EP-02-02 Standard Specification Modification Form to include PDM review and signature.**



<b>Approvals:</b>  <hr/> AO Chief Engineer  <hr/> Director of Technical Standards & Requirements	<b>ENGINEERING DESIGN PROCEDURES</b>	<b>EP- 02 Rev: 5</b>
	<b>Specification Development and Maintenance</b>	
	Original Issue Date: 9/5/07 Current Revision Date: SEPT 2024	

### 1.0 PURPOSE

This procedure sets forth the responsibilities and methods for specification development and maintenance to achieve the following objectives:

- Ensure uniform format and content in the preparation of Contract Specifications for Sound Transit’s (ST) projects.
- Ensure revisions to Contract Specifications are properly formatted and approved for release to potential bidders and contractors.
- Ensure Sound Transit Standard Specifications and Guidance Specifications are updated with current design requirements and standards.

### 2.0 APPLICABILITY

This procedure applies to the specifications for all Sound Transit projects.

### 3.0 SCOPE

This procedure covers the development and revision of Contract Specifications, Standard Specifications, and Guidance Specifications. Adherence to this procedure applies to all ST project staff and to the Design Consultants and their sub-consultants.

### 4.0 REFERENCES

- Construction Specifications Institute MasterFormat
- Project Controls Policies and Procedures
- ST Quality Management System Plan
- ST Contract Specifications Preparation Manual
- ST Standard Specifications
- ST Guidance Specifications
- EP-03 Design Development, Submittal, and Review

<b>ENGINEERING DESIGN PROCEDURES</b> <b>EP-02 Specification Development and Maintenance</b>	Issued: 9/5/07 Rev. 5 Date: SEPT 2024
--	--

- EP-05 Design Support During Construction

## 5.0 ACRONYMS

- AHJ: Authority Having Jurisdiction
- DOR: Designer of Record
- SME: Subject Matter Expert
- SMR: Specification Modification Request

## 6.0 DEFINITIONS

- **Project Design Manager:** Single point of accountability who performs day-to-day coordination between Sound Transit and design team during design development. The assigned design manager could be either a Sound Transit staff or a GEC/DBPM/PMSS consultant staff. Sound Transit staff could be a systems corridor design manager, infrastructure senior design manager or a project manager on the project.
- **Consultant Design Manager:** Single point of accountability who oversees the design development to achieve a quality design which meets requirements and standards.
- **ST Technical Standards & Requirements Director:** Responsible for maintaining ST Standard Specifications and Guidance Specifications.
- **Designer of Record:** The party responsible for preparing designs that comply with ST requirements and regulations from the AHJ.
- **ST Specification Section Owners:** Subject matter experts in specific disciplines, responsible for maintaining their assigned sections of the ST Standard Specifications and Guidance Specifications.
- **Project Contract Specifications:** Include Request for Proposal specific specifications and ST Standard Specifications. Design Build specifications become Project Contract Specifications after Issued for Construction.
- **Standard Specifications:** Provide a uniform basis for construction specification of the Sound Transit Link Light Rail, Sounder Commuter Rail, Regional Express Bus, and Stride Bus Rapid Transit Systems. Standard Specifications are prescriptive documents for all projects. Some Standard Specifications contain identified sections which must be tailored to the project. Modifications are subject to Sound Transit approval following the process identified herein.
- **Guidance Specifications:** Used by design teams as representations of preferred approaches. Guidance specifications are to be converted into Project Contract Specifications incorporating project conditions which include applicable jurisdictional codes and standards. Sound Transit makes the Guidance Specifications available on an as-is basis and they must not be deemed to be “design furnished” by Sound Transit.

<b>ENGINEERING DESIGN PROCEDURES</b> <b>EP-02 Specification Development and Maintenance</b>	Issued: 9/5/07 Rev. 5 Date: SEPT 2024
--	--

- Specification Modification Request: A formal process to submit a request for modification to a Standard Specification.
- Specifications Applicability Table: Identifies the ST Standard Specifications that apply to different transit project types.

## 7.0 RESPONSIBILITIES

### 7.1 PROJECT DESIGN MANAGER

- Manage the coordination, development, and delivery of Project Contract Specification packages for assigned corridor/project.
- Manage the integration of sub-consultant work, coordination between specification sections, and resolution of submittal review comments.
- Submit requests for modifications to ST Standard Specifications.
- Develop and manage modifications to Project Contract Specifications during construction.

### 7.2 ST TECHNICAL STANDARDS & REQUIREMENTS DIRECTOR

- Manages and audits the Standard Specification Modification Request process.
- Manage the maintenance and publication of Standard Specifications and Guidance Specifications.

### 7.3 DESIGNER OF RECORD

- Reviews applicability of Standard Specifications and Guidance Specifications in conjunction with contract documents and selects, validates, stamps, and signs applicable specifications for inclusion in the Project Contract Specifications.
- If the Designer of Record (DOR) recommends that an aspect or aspects of any Standard Specifications be modified, the designer must inform the Project Design Manager on the project and secure concurrence from Engineering following modification process identified in engineering procedures.
- Completes and submits Specification Modification Request (SMR) forms.

### 7.4 ST CONSTRUCTION MANAGEMENT STAFF

- Develop select Division 00 documents.
- Coordinate project-specific use of Division 01 specifications.
- Review and comment on Project Contract Specifications during milestone submittal reviews.

<b>ENGINEERING DESIGN PROCEDURES</b> <b>EP-02 Specification Development and Maintenance</b>	Issued: 9/5/07 Rev. 5 Date: SEPT 2024
--	--

## 7.5 ST CONTRACTS SPECIALIST

- Coordinate preparation of contract documents package with ST staff including the Project Design Manager and ST Configuration & Change Management Specialist.

## 7.6 ST SPECIFICATION SECTION OWNERS

- Provide evaluation and approval for project specific modifications to ST Standard Specifications.
- Review and evaluate Project Contract Specifications and approved modifications to Standard Specifications for possible incorporation into future Guidance and Standard Specifications publications.
- Secure input from and coordinate with ST stakeholders on potential changes to Guidance and Standard Specifications.
- Review and comment on Project Contract Specifications during milestone submittal reviews.

## 8.0 QUALITY

As specifications are developed or modified, the following quality checks must be followed:

- The Design Consultant must check the Project Contract Specifications and follow the quality procedures as detailed in the ST Quality approved project-specific Quality Management Plan (QMP).
- The ST specification section owner must check that the Safety and Security Certifiable Items and Operations or Maintainability impacts review is complete on submitted SMRs and that concurrence and written documentation is included if applicable.

## 9.0 PROCEDURES

### 9.1 GENERAL

- The ST Standard Specifications must be adopted by all projects into the Contract Documents.
- The DOR must use the Specifications Applicability Table to determine which ST Standard Specifications apply to the project. The Specifications Applicability Table is contained in the 2024 ST Standard Specifications.
- When Guidance Specification sections are available, the DOR must utilize the sections as the starting basis to complete Contract Specifications.
- When no ST Standard Specification or Guidance Specification exists, the DOR must develop the necessary specification sections to fully cover the project scope of work.

<b>ENGINEERING DESIGN PROCEDURES</b> <b>EP-02 Specification Development and Maintenance</b>	Issued: 9/5/07 Rev. 5 Date: SEPT 2024
--	--

- The DOR is responsible for identifying and incorporating the applicable Division 01 specifications based on scope and delivery type of the project in coordination with the assigned Project Design Manager and Construction Manager. Any modifications to these sections are subject to the approval of the Director of Construction Management. The DOR must address project-specific considerations in the “editable” sections of Division 01 specifications. Modifications to Division 01 specifications must use the sharepoint form on the Specifications SharePoint site: [Standard Specifications Modification Requests \(Div 01\)](#).
- The DOR must sign/seal technical sections from Division 02 - 49 including Standard Specifications, and select project-specific Division 01 specifications. The DOR must include section 01 01 07, signed and stamped “seal pages”, in the project manual for Issued for Bid and Issued for Construction submittals.

## 9.2 DEVELOPMENT

The development of Project Contract Specifications is the responsibility of the Project Design Consultant, and under the approval of the Project Design Manager.

- Project Contract Specifications are to be based on the current Construction Specifications Institute MasterFormat. Templates are provided on the ST Specifications SharePoint site demonstrating SectionFormat and PageFormat to be used. Exhibit EP-02-04 contains a description of the Specification PageFormat.
- The ST Contract Specifications Preparation Manual should be used as a guide for preparing Project Contract Specifications.

## 9.3 MODIFICATIONS

- ST must approve any exclusions, modifications, or replacements to any Standard Specification, including those with editable sections.
- At 30% design, projects must submit an updated Specifications Applicability Table to the ST Technical Standards and Requirements group to confirm the standard specifications that will used on the project.
- Exhibit EP-02-02 provides the form for seeking ST approval to modify a standard specification for a project. The current version of the SMR form can be found on the Specifications SharePoint Site: [Standard Specification Modification Request Form](#)
- Exhibit EP-02-01 provides a summary of the specification modification request process. Approved modifications will be denoted by an “M” next to the section number in the Table of Contents (see Exhibit EP-02-03).
- If a project has an SMR that’s equal to an SMR on a recent project, the DOR or Project Design Manager may attach a copy of the approved SMR and a justification with the new SMR request. The request will be reviewed and approved by the ST Specification Section Owner and Project Design Manager. The PDM must route the approved SMR to the ST Technical Standards and Requirements group for records.

<b>ENGINEERING DESIGN PROCEDURES</b> <b>EP-02 Specification Development and Maintenance</b>	Issued: 9/5/07 Rev. 5 Date: SEPT 2024
--	--

- Revisions to Project Contract Specifications must be formatted using the tracked-changes function in Microsoft Word and must be issued in PDF.
- Project Contract Specifications revised during construction must be reviewed by and commented on by the assigned project staff as outlined in EP-05.

## **10.0 SPECIFICATION MAINTENANCE**

### **10.1 STANDARD SPECIFICATIONS**

The ST Standard Specifications are published as a PDF book on the Controlled Document SharePoint site. The Standard Specifications book version is identified by year of issuance. The Standard Specifications revision cycle is described in EP-10.

### **10.2 GUIDANCE SPECIFICATIONS**

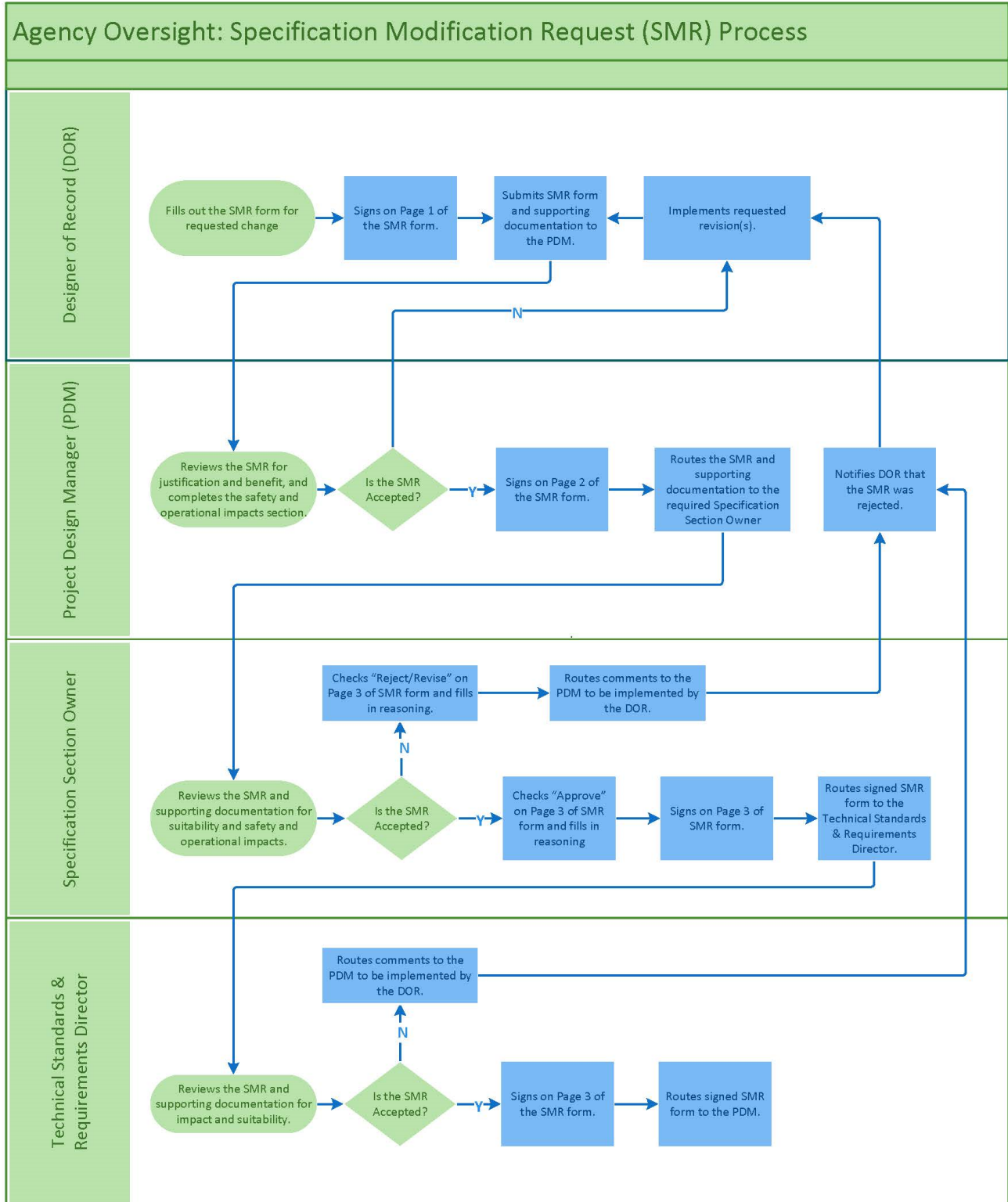
Guidance Specifications are published as word files on the Specifications Sharepoint site. Updates are evaluated and published on a regular basis.

## **11.0 EXHIBITS**

- EP-02-01 Standard Specification Modification Request Process
- EP-02-02 Standard Specification Modification Request Form
- EP-02-03 Table of Contents
- EP-02-04 Specification Page Format




**EXHIBIT EP-02-01 STANDARD SPECIFICATION MODIFICATION REQUEST PROCESS**



Uncontrolled Document from Soundtransit.org

**EXHIBIT EP-02-02 STANDARD SPECIFICATION MODIFICATION REQUEST FORM**

		<b>AGENCY OVERSIGHT</b> <b>STANDARD SPECIFICATION MODIFICATION REQUEST</b>	
Page 1 to be completed by the DOR			
Contract Unit No.:	Project Name:	Date of Request:	
Specification Section Number and Title:			
Proposed Modification (include article and/or subarticle number):			
Technical Justification for Modification:			
_____ Designer of Record Name		_____ Date	
_____ Designer of Record Signature		_____ Company	

Uncontrolled Document from Soundtransit.org



**AGENCY OVERSIGHT  
STANDARD SPECIFICATION MODIFICATION REQUEST**

Page 2 to be completed by the Project Design Manager

Does this modification relate to a safety and security certifiable item? Does this modification affect operations or maintainability of any elements? Please explain.

Yes  No Safety and Security Certifiable Item

Yes  No Operations/Maintainability

If yes, obtain concurrence from the appropriate Sound Transit staff for this modification and attach written documentation.

\_\_\_\_\_  
Project Design Manager Name Date

\_\_\_\_\_  
Project Design Manager Signature Company



**AGENCY OVERSIGHT**  
**STANDARD SPECIFICATION MODIFICATION REQUEST**

Page 3 to be completed by Sound Transit

Sound Transit Engineering:

Reject / Revise  
Reason:

Approve

\_\_\_\_\_  
Specification Section Owner Name

\_\_\_\_\_  
Specification Section Owner Signature      Date

\_\_\_\_\_  
Director of Technical Standards & Requirements Name

\_\_\_\_\_  
Director of Technical Standards & Requirements Signature      Date

**EXHIBIT EP-02-03 TABLE OF CONTENTS**



---

[PROJECT NAME]

[CONTRACT NAME]

**TABLE OF CONTENTS**

“M” signifies a **Modification** to the Sound Transit Standard Specifications

**VOLUME 1**

**DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS**

<u>Section</u>	<u>Title</u>
00 72 00	General Conditions
00 73 00	Special Conditions

**VOLUME 2**

**DIVISION 01 - GENERAL REQUIREMENTS**

<u>Section</u>	<u>Title</u>
01 11 00	Summary of the Work

**DIVISION 02 - EXISTING CONDITIONS**

<u>Section</u>	<u>Title</u>
02 41 00M	Demolition

**VOLUME 3**

**2024 SOUND TRANSIT STANDARD SPECIFICATIONS**

**END OF TABLE OF CONTENTS**

[PROJECT NAME]  
[CONTRACT NAME]

TABLE OF CONTENTS

[RTA/CN XXXX-YY]  
[CONTRACT UNIT IDENTIFIER]  
[MILESTONE/REV IDENTIFIER]

PAGE 1 OF 1

**EXHIBIT EP-02-04 SPECIFICATION PAGEFORMAT**

FONTS:

Base Font:	Arial, 10 pt
Header, Footer:	8 pt., all-caps
Parts (1, 2, & 3):	Bold, all-caps
Articles:	All-caps
End of Section:	Bold, centered, 20 pt before paragraph

MARGINS:

Top margin, 0.75 inch.  
Left, right, and bottom margins: 1 inch.

LINE SPACING:

Paragraph formatting, 10 pt  
"Part" header, 24 pt before; 12 pt after

JUSTIFICATION:

Left justified