

DIVISION II
 CONSTRUCTION AND MATERIAL SPECIFICATIONS
 SECTION 2XXX *TITLE OF SECTION*

APPROVED AND ADOPTED THIS xxth DAY OF month20xx

KANSAS CITY METROPOLITAN CHAPTER
 OF THE AMERICAN PUBLIC WORKS ASSOCIATION

TABLE OF CONTENTS

SECTION xx01 *TITLE OF SECTION* 1

Summary/Scope..... X

 Referenced Standards(*only if applicable*)..... X

 Definitions (optional)..... X

 Submittals (*may be included in Materials or Construction*)..... X

 Materials..... X

 Construction X

 Method of Measurement X

 Basis of Payment..... X

SECTION xx02 *TITLE OF SECTION*..... X

Summary/Scope..... X

 Referenced Standards(*only if applicable*)..... X

 Definitions (optional)..... X

 Submittals (*may be included in Materials or Construction*)..... X

 Materials..... X

 Construction X

 Method of Measurement X

 Basis of Payment..... X

SECTION xx03 *TITLE OF SECTION*..... X

Summary/Scope..... X

 Referenced Standards(*only if applicable*)..... X

 Definitions (optional) X

 Submittals (*may be included in Materials or Construction*)..... X

 Materials..... X

 Construction X

 Method of Measurement X

 Basis of Payment..... X

DIVISION II
CONSTRUCTION AND MATERIAL SPECIFICATIONS
SECTION 2XXX *TITLE OF SECTION*

SECTION 2XXX *TITLE OF SUBSECTION*

2XX1.1 Referenced Standards

The following standards are referenced directly in this section. The latest version of these standards shall be used.

Standard Organization 1

Standard abbreviation and number – Standard Title

Standard Organization 2

Standard abbreviation and number – Standard Title

Standard abbreviation and number – Standard Title

2XX1.2 Scope

This section includes... (enter description).

2XX1.3 Definitions

The following terms have the meanings indicated:

A. *Term: (Definition of term)*

B. *Term: (Definition of tem)*

2XX1.4 Submittals

2XX1.5 Materials

All materials in this section shall conform to...

A. *Material: Material shall conform to...*

1. *Details*

a. *More details*

i. *Even more details*

B. *Material: Material shall conform to...*

1. *Details*

a. *More details*

i. *Even more details*

DIVISION II
CONSTRUCTION AND MATERIAL SPECIFICATIONS
SECTION 2XXX *TITLE OF SECTION*

2XX1.6 Construction

The (title of subsection) shall be constructed to the line and grade shown on the Plans.

A. Topic: Description

1. *Details*

a. *More details*

i. *Even more details*

B. Topic: Description

1. *Details*

a. *More details*

i. *Even more details*

2XX1.7 Method of Measurement

2XX1.7 Basis of Payment

Explanation

This template is intended to provide standardization for the construction and material specification sections. New additions or revisions to the existing standards should generally follow this format. Due to the need for varying formats based on the content of the specification, some sections may be omitted or new sections may be added. Good judgement should be exercised to ensure a structure that follows the order of construction and is easy to understand. The sections should contain enough relevant information to provide clear guidance on the material and construction requirements without conflicting with the other specifications.

Scope – This subsection is intended to provide a brief summary of the topic(s) covered by the specification. It is sometimes referred to as the “scope” or “summary”. It should generally begin with the phrase “This section includes...” and often states “all labor, equipment, tools and equipment necessary to construct per the plans and contract documents”.

Referenced Standards – This subsection should list all standards used in the specification. Indicate the organization that the standard originates from, the standard reference number(s) and the title of the standard. Because some specifications do not refer to a standard, this subsection may not be required.

Definitions – This subsection is optional but is a very useful tool to define the key terms used in the specification. Identify terms that could be interpreted differently and provide clarification of their use in this specification. Include the explanation of any abbreviations in this section. Review the current APWA technical specifications to avoid conflicts with

DIVISION II
CONSTRUCTION AND MATERIAL SPECIFICATIONS
SECTION 2XXX *TITLE OF SECTION*

definitions in other sections.

Submittals – Required submittals could be included in the “Construction” subsection under “Basis of Acceptance” or under the “Materials” subsection. However, the importance of the required submittals warrants a separate subsection that provides a list of the submittals applicable to the subsection. *Any submittal requirements for a project that differ from the standard should be addressed with a project specific special provision.* Typical submittals could include product data, working drawings, mock ups, material samples, design data, test reports, certifications, manufacturer’s instructions, manufacturer’s field reports, qualification statements, and source/field quality control (test results, inspection data, performance verification). Refer to the project “General Conditions” of the contract documents for specific process requirements.

Materials – This subsection should list the materials required for construction of all elements of the Section. It should reference any applicable standards and include the acceptable parameters for the materials such as components, accessories, manufacturing processes, finish color/type/quality, mix details, equipment, storage, handling, delivery and acceptance.

Construction – This subsection should detail how the specified materials are stored, handled and placed after delivery to the project site. The specification should be written in the order that each element of construction is performed. Provide sufficient detailed (and easily understood) instructions and background information to guide the construction process. Include requirements for equipment, materials (reference “Material” subsection), preparation and execution, limiting factors, accessibility, testing, inspection, maintenance, documentation, references to other specifications or subsections, exceptions, alternatives, enforcement, compliance with applicable regulations or statutes, limits of work, protection of existing facilities, etc.

Method of Measurement and Basis of Payment – These subsections should include the requirements for measurement of materials and construction items that would be a pay item on typical contracts for furnishing all labor, equipment, tools and materials for the performance of all related work necessary to complete construction. Identify the units to be used for each item and the significant figures to be used for measurement and payment (these may be different). Include a provision that states “Unless specifically altered by the special provisions, the methods of measurement and payment shall be as specified in each section”. Include provisions to address subsidiary items. Note that the interpretation of each rule should follow “unless context and common sense dictate otherwise”. Consider each rule individually and apply this evaluation to ensure the rule is written properly.

