

City Utilities Engineering Specification Process and Requirements

General

The City of Fort Wayne Utilities Engineering Department has standardized and updated its process for the development and use of specifications, as part of City Utility (CU) project manuals. This change affects the overall process for the development, layout and format of project specifications. The following is an overview of the new process and specification format.

City Utilities Conversion to Master Format 2004 (MF04)

City Utilities Engineering has converted to the use of Master Format 2004 (MF04) specification standards. This standard format has 50 divisions and was created by the Construction Specification Institute (CSI) to replace the previous 16 division standard. ***All current and future City Utilities Engineering projects are now required to be organized in accordance with MF04 standards.***

Why Convert to MF04

Led by CSI, the construction and engineering industry as a whole has adopted the new MF04 format. As of January 2010, CSI is no longer licensing the 16 division format. Most major Engineering and Consulting firms have already made the transition or are in the process of making the transition to the new format. Industry support functions, such as RS Means and equipment suppliers, have also already begun using the new format for their publications and submittals.

In addition to keeping up with industry standards, there are many other benefits to the new format. MF04 utilizes a 6 digit numbering system with the availability of 8 digits if needed. This allows for the addition of numbers and specifications for new products and technology as they enter the industry. It also provides specific divisions associated with environmental construction. MF04 provides a more detailed approach to the organization of specifications and a more efficient use of standard specifications.

More information on MF04 and how to transition to this new format can be found on CSI's website: <http://www.csinet.org>

Program Management Information System (PMIS)

City Utilities Engineering has also implemented the City's new Program Management Information System (PMIS). PMIS is a web-based application for managing City Utility projects. One of this system's many functions is to provide a common database for all specification names and numbers. For this reason, all new projects must have consistent titles associated with each specification number. ***All designr consultants must use approved specification titles and numbers (MF04), for all CU projects.***

A master list of approved specification titles and corresponding numbers is maintained within the PMIS systems and will be provided to design consultants, prior to each project's specification development.

Master Specifications

In addition to the conversion to MF04 and the implementation of PMIS, CU has also developed Master Specifications. Master Specifications provide a basis for the specifications of commonly used materials and processes. Master Specifications standardize not only the specification titles and numbers, but also minimum material and performance requirements.

CU Master Specifications do not limit the abilities or responsibility of the design consultant. They provide a basis for the minimum requirements of each material or process and must be edited to suit specific project requirements. CU Master Specifications are provided to the Design Consultant with Notes to Specifier (NTS), throughout the document. Each NTS identifies sections within the specification that must be reviewed and edited by the Designer.

CU Master Specifications are not the same as standard specifications provided by industry organizations or software, such as Spectext. CU Master Specifications have been written around the specific requirements of the City of Fort Wayne.

There are currently over 35 available CU Master Specifications for use on CU projects. Available CU Master Specifications will be provided to design consultants, prior to each project's specification development. Additional specifications, not covered by CU Master Specifications, are required to be developed by the design consultant, utilizing the MF04 formatting and naming convention.

Project Specification Development Process

The following is a guide to the specification development process to be followed on CU projects. Additional information and available documents will be provided to the design consultant prior to each project's specification development.

- 1) Design consultants are responsible for the complete project design, including all specification content (including provided CU Master Specifications).
- 2) Design consultants shall utilize CU Master Specifications, where applicable, and edit to suit project requirements. Project specific edits to Master Specifications shall be completed using tracked changes and provided to CU project manager for review and approval.
- 3) Required project specifications not covered by CU Master Specifications shall be developed by the design consultants. Design consultants shall select specification numbers and titles from a CU Master list of all approved MF04 numbers and titles.
- 4) If specification content does not match an existing title on the CU Master list of names and numbers, design consultants shall use a CSI MF04 (latest addition) published title and number.
- 5) If specification content does not match an existing title on the CSI MF04 (latest addition) published list, design consultants shall request a new number from the CU project manager.
- 6) Design consultants shall submit a complete list of all specification titles and numbers to be utilized on a project. This list shall be reviewed and approved by CU project

manager during the design review process. Any titles or numbers added after the review is complete **MUST** be coordinated with the CU project manager.

- 7) All new specification titles and numbers will be incorporated in the CU Master list for future use.