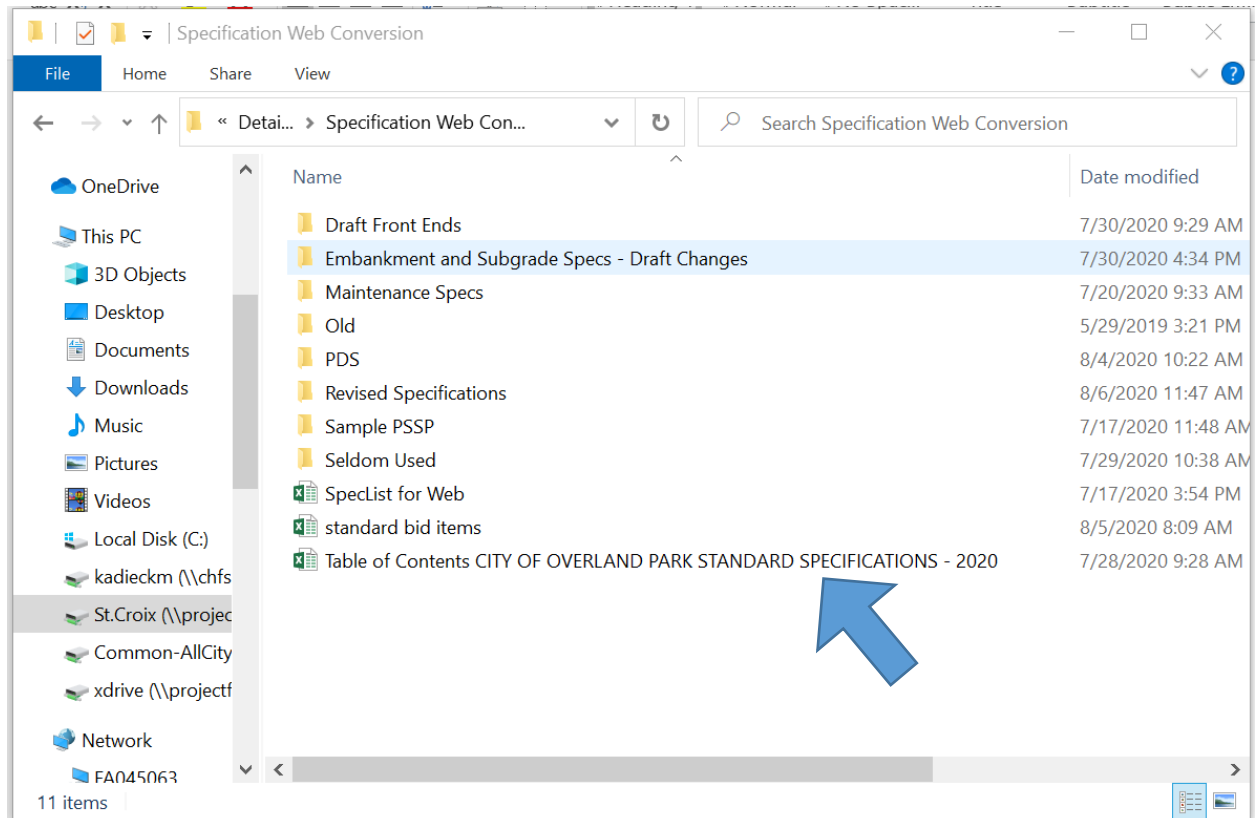


## Creating a Table of Contents of Overland Park Standard Specifications

The Project Special Provisions (PSP's) are being removed from standard construction contracts. The PSP's will be replaced by a Table of Contents of standard specifications that are applicable to the construction contract. The standard specifications may be revised by Project Specific Special Provisions that are applicable to an individual project.

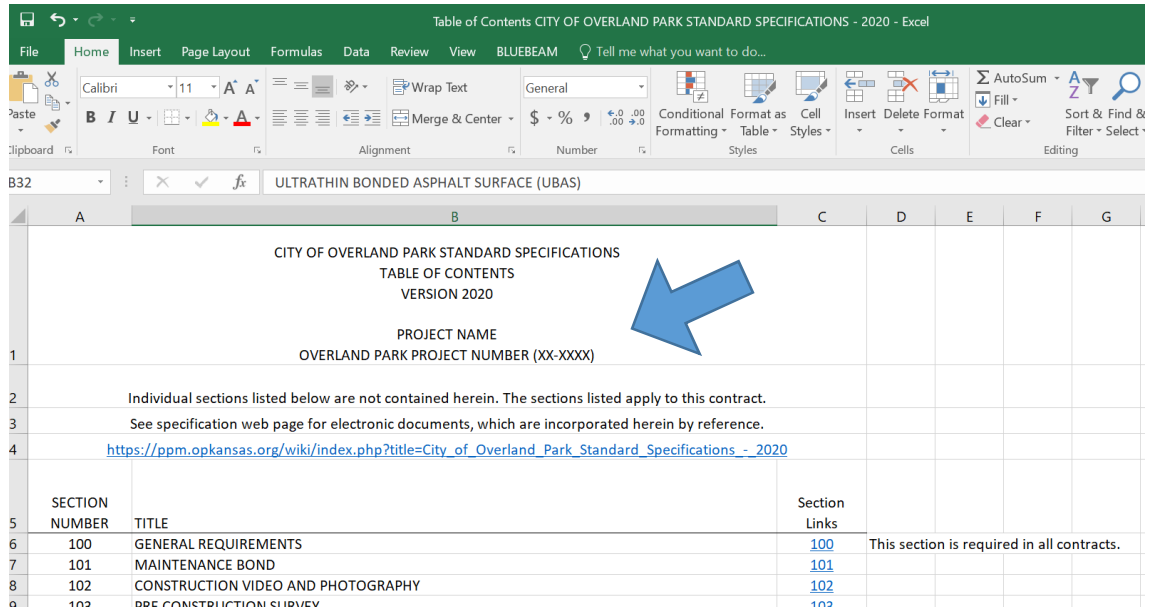
To create a table of contents.

- 1) Navigate to K:\Details\_Specs\Specification Web Conversion
- 2) Open the file "Table of Contents - City of Overland Park Standard Specifications - 2020"



- 3) Save the File to the Contract Documents folder of your project folder
  - a) The standard specifications can be found: [Overland Park Standard Specifications](#)
  - b) The standard bid items can be found: [Overland Park Standard Bid Items](#)

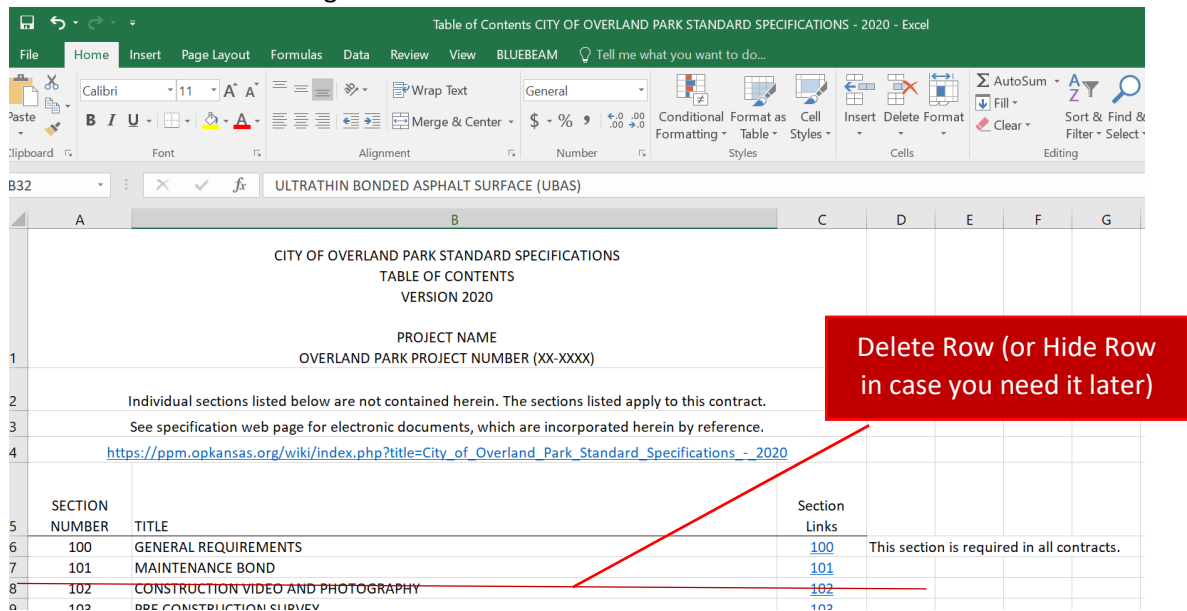
#### 4) Insert the Project Name and Project Number



| SECTION NUMBER | TITLE                              | Section Links       |
|----------------|------------------------------------|---------------------|
| 100            | GENERAL REQUIREMENTS               | <a href="#">100</a> |
| 101            | MAINTENANCE BOND                   | <a href="#">101</a> |
| 102            | CONSTRUCTION VIDEO AND PHOTOGRAPHY | <a href="#">102</a> |
| 103            | PRE CONSTRUCTION SURVEY            | <a href="#">103</a> |

#### 5) Comparing the project bid items to the specification sections begin deleting or hiding specification section rows that are not applicable to the project. (The entire row must be deleted or hidden)

- a) Most projects will include section 100 – General Requirements and Section 209 – Rock Excavation and Blasting

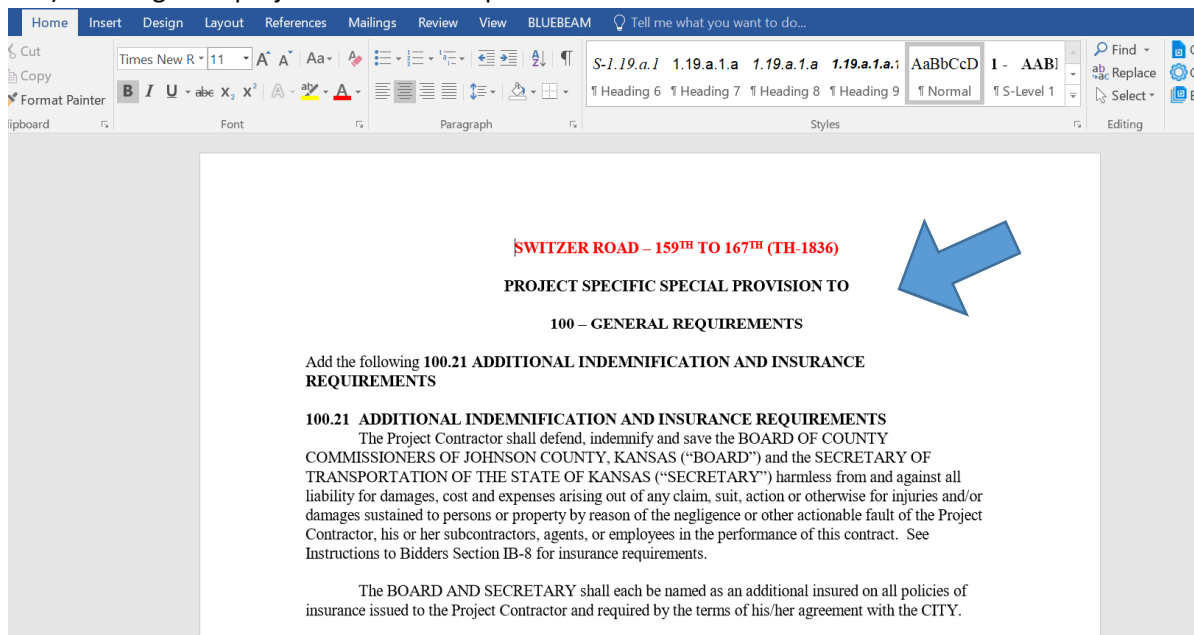


| SECTION NUMBER | TITLE                              | Section Links       |
|----------------|------------------------------------|---------------------|
| 100            | GENERAL REQUIREMENTS               | <a href="#">100</a> |
| 101            | MAINTENANCE BOND                   | <a href="#">101</a> |
| 102            | CONSTRUCTION VIDEO AND PHOTOGRAPHY | <a href="#">102</a> |
| 103            | PRE CONSTRUCTION SURVEY            | <a href="#">103</a> |

#### 6) When the correct specification section rows remain, verify that the bid items measurement and payment for the project match the measurement and payment listed in the standard specifications.

#### 7) Save the Spreadsheet to a PDF by using “save as” and verify that the links work.

- 8) For items that do not follow the standard specifications, create a project specific special provision.
- a) Frequent Project Specific Special Provisions include
    - i) Additional Indemnification
    - ii) Construction Limitations
  - b) A template for Project specific special provisions can be found at: K:\Details\_Specs\Specification Web Conversion\Sample PSSP
    - i) Change the project name and required information



- ii) Save the Project Specific Special Provision to the contract documents as a pdf.
- 9) Confirm with the contract specialist that the files are complete.