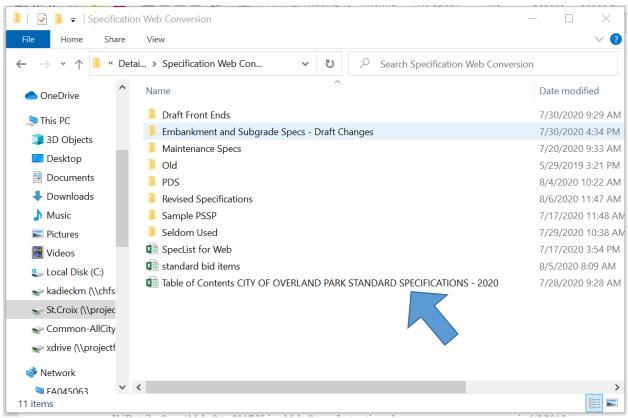
Creating a Table of Contents of Overland Park Standard Specifications

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

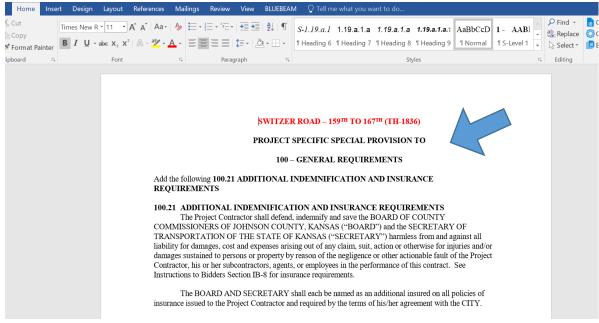
	6 • ∂ •			2020 F			
	<u> </u>	■ Table of Contents CITY OF OVERLAND PARK STANDARD SPE	LIFICATIONS	- 2020 - Excel			
Fil	e Home	Insert Page Layout Formulas Data Review View BLUEBEAM Q Tell me what you want to do					
Paste	Calibri	• 11 • A A * = ⇒ • ⇒ Wrap Text General • U • □ • △ • △ • = = ⇒ ⊡ ⇒ ⊡ ⇒ ⊡ Styles Font fs Alignment fs Number fs Styles	as Cell Ir	nsert Delete Fo	🚽 🛛 🗸 Fil	ar y	AZT P
inpot				CCIIS		Laith	ig
B32	Ψ	\times \checkmark f_x ULTRATHIN BONDED ASPHALT SURFACE (UBAS)					
	А	В	D	Е	F	G	
1		VERSION 2020 PROJECT NAME OVERLAND PARK PROJECT NUMBER (XX-XXXX)					
2		Individual sections listed below are not contained herein. The sections listed apply to this contract.					
3		See specification web page for electronic documents, which are incorporated herein by reference.					
4	SECTION NUMBER	5://ppm.opkansas.org/wiki/index.php?title=City_of_Overland_Park_Standard_Specifications202 TITLE	0 Section Links				
6	100	GENERAL REQUIREMENTS	100	This sectio	n is require	ed in all co	ontracts.
7	101	MAINTENANCE BOND	101				
8	102	CONSTRUCTION VIDEO AND PHOTOGRAPHY	102				
٥	102	DDE CONSTRUCTION SUDVEV	102				

- 5) Comparing the project bid items to the specification sections begin deleting specification section rows that are not applicable to the project. (The entire row must be deleted)
 - a) Most projects will include section 100 General Requirements and Section 209 Rock Excavation and Blasting

	ڻ - ∂ -	÷			Table of (Contents Cl		'ERLAND	PARK STAND	ARD SPEC		NS - 2020	0 - Excel			
File	Home	Insert Page Layout	Formulas	Data Revie	w View	BLUEBEAI	м Ç	Fell me w	hat you want							
Paste	•	• 11 • A [*] A [*] <u>U</u> • <u>□</u> • <u>○</u> • <u>A</u> • Font □			frap Text lerge & Cer	nter - \$		€.0 .00 .00 →.0	Conditional Formatting				Delete Fo Cells		lear *	Sort & Find & Filter - Select
B32	-	$\therefore \checkmark f_x$	ULTRATHI	N BONDED A	SPHALT S	URFACE (U	JBAS)									
	А				В						с		D	E	F	G
1			OVERL	VE	OF CONTI RSION 202 JECT NAM ROJECT NI	0 1E	K-XXXX)									
2		Individual sections lis	ted below a	re not conta	ined here	in. The sec	tions lis	ted app	ly to this co	ntract.		De	loto	Row		
3		See specification web	b page for el	ectronic doc	uments, v	vhich are i	ncorpor	ated he	rein by refe	rence.		De	iete	NOW		
4	SECTION	tps://ppm.opkansas.o	org/wiki/inde	x.php?title=	<u>City_of_C</u>	verland_F	Park_Sta	ndard_	<u>Specificatio</u>	ns2020	Sectio					
5	NUMBER 100		AFNITC								Links 100					
0 7	100	GENERAL REQUIREN MAINTENANCE BON									100	Ih	is sectio	on is requi	ed in all	contracts.
8	101	CONSTRUCTION VID		TOGRAPHY					/		101					
0	102										102					

- 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.