

SECTION 100 GENERAL PROVISIONS

SECTION 101—ABBREVIATIONS AND DEFINITIONS OF TERMS

101.01 MEANING OF TERMS—These Specifications are generally written in the imperative mood. In sentences using the imperative mood, the subject, “the Contractor,” is implied. Also implied in this language are “shall,” “shall be,” or similar words and phrases. In the Material sections, the subject may also be a Vendor, Fabricator, or Manufacturer, who may be supplying material, products, or equipment for use on the project. The word “will” generally pertains to decisions or actions of the Department or its Representative.

In these Specifications or on the drawings, the following words or similar words refer to actions of the Department or its Representative, unless otherwise stated: “directed,” “required,” “permitted,” “ordered,” “designated,” “prescribed.” Also, the words “approved,” “accepted,” “acceptable,” “satisfactory,” “considered,” or words with similar intent, mean by or to the Department or its Representative, subject in each case to the final determination of the Secretary, and subject to further review, as permitted by law or permitted elsewhere in these Specifications.

In these Specifications, reference to a subsection of the Specifications includes all general requirements of the section of which the subsection is a part.

In these Specifications, the words “or equal,” referring to a product, material, or process, mean “equal as determined by the Department or its Representative.”

In these Specifications, the words, “as indicated,” or “indicated” mean “as indicated or indicated on the prepared contract plans.”

101.02 ABBREVIATIONS—The following is a list of abbreviations used in these Specifications, in the proposal, and on the drawings. The list includes the meanings along with the abbreviations.

AAN	American Association of Nurserymen
AAR	Association of American Railroads
AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
AGC	Associated General Contractors of America
AI	Asphalt Institute
AIA	American Institute of Architects
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
ANSI	American National Standards Institute
API	American Petroleum Institute
ARA	American Railway Association
AREA	American Railway Engineering Association
ASCE	American Society of Civil Engineers
ASLA	American Society of Landscape Architects
ASME	American Society of Mechanical Engineers
ASNT	American Society for Nondestructive Testing
ASTM	American Society for Testing and Materials
AWG	American Wire Gage
AWPA	American Wood Preservers Association
AWS	American Welding Society
AWWA	American Water Works Association
BOCM	Bureau of Construction and Materials
CFR	Code of Federal Regulations

CRSI	Concrete Reinforcing Steel Institute
CTC	Concrete Technology Corporation
DCNR	Pennsylvania Department of Conservation and Natural Resources
DEP	Pennsylvania Department of Environmental Protection
EBS	Electronic Bidding System
ECMS	Engineering and Construction Management System
EEI	Edison Electrical Institute
FHWA	Federal Highway Administration, U.S. Department of Transportation
FSS	Federal Specifications and Standards (General Service Administration)
HMA	Hot Mix Asphalt
ICEA	Insulated Cable Engineers Association
IEEE	Institute of Electrical and Electronic Engineers
IES	Illuminating Engineering Society
IMSA	International Municipal Signal Association
ISO	Insurance Services Organization
ITE	Institute of Transportation Engineers
JMF	Job Mix Formula
MTD	Materials Testing Division, Bureau of Construction and Materials, Pennsylvania Department of Transportation
MUTCD	Manual on Uniform Traffic Control Devices (FHWA)
NBFU	National Board of Fire Underwriters
NCSA	National Crushed Stone Association
NEC	National Electrical Code
NELA	National Electric Light Association
NEMA	National Electrical Manufacturing Association
NESC	National Electrical Safety Code
NFPA	National Fire Prevention Association
OSHA	Operations Safety & Health Administration
PCA	Portland Cement Association
PCI	Prestressed Concrete Institute
PENNDOT	Pennsylvania Department of Transportation
PEI	Porcelain Enamel Institute, Incorporated
PTM	Pennsylvania Test Method
QA	Quality Assurance
QC	Quality Control
RAM	Reclaimed Aggregate Material
RAP	Reclaimed Asphalt Pavement
RPS	Restricted Performance Specification
SAE	Society of Automotive Engineers
SRL	Skid Resistance Level
SSPC	Steel Structures Painting Council
TEOD	Traffic Engineering and Operations Division, Bureau of Maintenance and Operations, Pennsylvania Department of Transportation
UL	Underwriters Laboratories, Incorporated
UNC	Unified National Coarse
U.S.C.	United States Code

101.03 DEFINITIONS—

ACCEPTANCE CERTIFICATE—The certificate of the Department, certifying that the project has been satisfactorily completed and accepted.

ACTIVE WORK ZONE: The portion of a work zone where construction, maintenance, or utility workers are on the roadway or on the shoulder of the highway and is adjacent to an open travel lane.

ADDITIONAL WORK—Work, of a type already provided by the contract and for which the contract has established a unit price.

ADVERTISEMENT—The public announcement, required by law, inviting bids for work to be performed or for materials to be furnished.

AGENCY HEAD—The Secretary.

AIR TEMPERATURE—The measured temperature in the degrees Celsius (°C) (Fahrenheit (F)) in the shade, not in the direct rays of the sun, and away from artificial heat.

AWARD—The Department's written acceptance of a bid.

BID—The offer of a bidder, using either a 3 1/2-inch diskette or the internet, to construct the project, at the prices bid or predetermined.

BIDDER—Any individual, firm, partnership, corporation, or joint venture, submitting a bid for the work contemplated and acting either directly or through an authorized representative.

BRIDGE—A structure, including supports, spanning and providing passage over a waterway, a railroad, a highway, or other obstruction; more than 6 m (20 feet) long, measured along the center of the roadway or railroad, between the faces of abutments. In the case of boxes or arches, the length is measured between the faces of the sidewalls and, in the case of multiple boxes, between the inside faces of the outside walls.

BULLETINS—Publications, prepared by the Department, indicating requirements for material and processes, listing approved material suppliers. A list of these bulletins follows:

Bulletin 5—Design Methods for Air-Entrained Portland Cement Concrete and Ready-Mixed Portland Cement Concrete (Publication 30)

Bulletin 14—Aggregate Producers (Publication 34)

Bulletin 15—Approved Construction Materials (Publication 35)

Bulletin 25—Specifications for Bituminous Materials (Publication 37)

Bulletin 26—Specifications for Paint and Allied Materials (Publication 38)

Bulletin 27—Bituminous Concrete Mixtures, Design Procedures, and Specifications for Special Bituminous Mixtures (Publication 27)

Bulletin 41—Producers of Bituminous Mixtures (Publication 41)

Bulletin 42—Producers of Ready-Mixed Concrete (Publication 42)

BUSINESS PARTNER—An individual, firm, partnership, or corporation that has a valid Registered Business Partner Identification Number issued by the Department through ECMS.

CALENDAR DAY—Every day shown on the standard calendar.

CENTRAL OFFICE—The central office of the Department in Harrisburg, Pennsylvania.

CHIEF BRIDGE ENGINEER—The Engineer in charge of bridge design for the entire Department, or authorized designee.

CHIEF ENGINEER, HIGHWAY ADMINISTRATION—The Engineer in charge of all highway activities in the central office, or authorized designee.

CONTRACT—The written agreement between the Department and the Contractor for the construction of the project. The contract includes the following: Proposal; Plans; Specifications; Agreement; Performance Bond; Payment Bond; Insurance Certificates; Notice to Proceed; and all work orders and supplemental agreements that are required to complete the construction of the project.

CONTRACT ITEM (PAY ITEM)—A specifically described unit of work for which a price is provided in the contract. Individual units in the component item schedule of a lump sum payment item are not considered contract items.

CONTRACTING OFFICER—The District Executive.

CONTRACTOR—The individual, firm, partnership, corporation, or joint venture awarded the contract; acting directly through agents or employees, or the Surety in case of default; or each participant in a joint venture.

CROSS SECTIONS—Graphic representations of the original ground and the proposed highway, at right angles to the centerline or base line.

CULVERT—Any structure, not classified as a bridge, that provides an opening under the roadway.

DEPARTMENT—Pennsylvania Department of Transportation.

DISKETTE BID—A bid submitted on a 3 1/2-inch diskette using the Department's EBS Expedite software.

DISTRICTS—Geographic divisions of the Department for the purposes of management, design, construction, and maintenance.

DISTRICT EXECUTIVE—The Engineer or Administrator in charge of an engineering district of the Department.

DRAWINGS—See PLANS.

ENGINEER—An individual licensed and registered under the Laws of the Commonwealth of Pennsylvania designated by the Deputy of Secretary for Highway Administration, acting directly or through a duly authorized representative, acting within the scope of the particular duties assigned or the authority given.

EXPEDITE—AASHTO's EBS software approved by the Department for bidding.

EXTRA WORK—Work arising from changes that result in a significant increase or decrease in the cost of performing the work and work having no quantity and/or price included in the contract, that is determined by the District Executive to be necessary or desirable to complete the project.

FABRICATOR—A firm, company, or individual supplying fabricated material for the project.

FINAL SETTLEMENT CERTIFICATE—The certification made by the Secretary to the State Treasurer; of the amount due in final payment and settlement of the contract, after making all legal and equitable additions and deductions, including the amounts previously paid.

FINAL INSPECTION—The inspection, conducted by the Representative, to determine if the project or any substantial portion thereof, has been satisfactorily completed, according to contract requirements.

GRADE LINE—The profile of the finished roadway surface along the proposed construction centerline or base line.

HIGHWAY—The area between right-of-way lines, and/or between limit of slope lines, as ordained and/or indicated.

INSPECTOR—The person authorized and assigned by the Representative to make inspections of contract performance and of material furnished.

INSPECTOR-IN-CHARGE—The person authorized by the Representative to be in immediate charge of inspecting the performance of work on the project.

INVITATION FOR BIDS—The advertisement for bids for work or material. The advertisement will state, with reasonable accuracy, the quantity and location of the work to be done, the character and quantity of the material to be furnished, and the time and place of the opening of bids.

IN WRITING—Communication between parties delivered or sent, and received, in the form of a written letter, e-mail, facsimile, telegram, or mailgram.

JOB-MIX FORMULA—A specific mixture of material established by test procedures, then adhered to during construction using the mixture.

JOINT VENTURE—A legal association of contractors, limited to three participants, formed for the purpose of bidding and executing a common contract. Prequalification is required of each contractor, as specified in [Section 102.01](#).

LABORATORY—Testing laboratories of the Department, or any other designated testing laboratories.

LOCAL TRAFFIC—Vehicular traffic that originates or terminates within the project limits.

LOT—An isolated quantity of specified material from a single source, or a measured amount of specified construction, to be produced by the same process.

MANUFACTURER—A firm, company, or individual manufacturing material for the project.

MATERIAL—Substances specified for use in the project construction.

MATERIALLY UNBALANCED BID—A bid that generates a reasonable doubt that awarding a contract to the bidder submitting a mathematically unbalanced bid will result in the lowest ultimate cost to the Department.

MATHEMATICALLY UNBALANCED BID—A bid containing lump sum or unit prices, which do not reflect reasonable actual costs plus a reasonable proportionate share of the bidder's anticipated profit, overhead costs, and other indirect costs.

MILESTONE DATE—The date on which a specific portion of physical contract work is to be completed, before the Required Completion Date of all contract work.

MULTIPLE DEFICIENCY—Deficiency in more than one characteristic within the same lot.

NOTICE TO PROCEED DATE—The date, established in writing by the Department, on which work is to begin.

ONLINE BID—A bid submitted via the internet using the Department's Engineering and Construction Management System (ECMS).

PAVEMENT STRUCTURE—The combination of subbase, base course, and surface course placed on a subgrade to support the traffic load and to distribute the load to the roadbed.

PAYMENT BOND—The approved form of security, furnished by the Contractor and the Surety, as a guaranty to pay promptly, or cause to be paid promptly, in full, such sums as may be due for all material furnished, labor supplied or performed, rental of equipment used, and services rendered by public utilities in, or in connection with, the work under contract.

PERFORMANCE BOND—The approved form of security, furnished by the Contractor and the Surety, as a guaranty on the part of the Contractor to execute the work, according to the terms of the contract.

PLANS—The approved documents or drawings, or exact reproductions of them, for construction of the project. The plans show the location, character, dimensions, approximate quantities, and other details of the prescribed work, including layouts, profiles, and cross sections; plans also include cited [Standard Drawings](#). However, subsurface soil and geological data (e.g., the Soil Survey Report and Profile and Core Borings) are excluded from this definition.

PREQUALIFICATION—The system for establishing a qualification rating, determining the maximum amount of contract and one or more of the classified types of work on which a Contractor will be eligible to bid or subcontract, and the maximum amount the Contractor may have under contract and incomplete at any one time.

PRINTOUT—The processed data issued in printed form by a computer.

PROFILE GRADE—The elevation or gradient of a trace of a vertical plane intersecting the proposed surface, usually along the longitudinal centerline or base line of the roadway.

PROJECT—All of the work described in the contract.

PROPOSAL—The documents, designated by the Department, containing project requirements and other information upon which a bid for the project to be constructed is to be based. The proposal includes the Plans, Specifications, Special Provisions, referenced [Standard Drawings](#), Addenda, and all other documents referred to therein, whether or not attached.

QUALITY CONTROL (QC) PLAN—A Contractor's or Vendor's prepared plan, submitted to and reviewed by the Representative, describing the proposed QC system. This plan contains, as a minimum, an inspection schedule, sample schedule, testing schedule, and required laboratory inspection reports.

QUALITY CONTROL (QC) SYSTEM—A system of controls, inspection, and tests, fully documented, providing reasonable assurance that all materials, products, and completed construction submitted for acceptance, conform to specifications.

QUESTIONNAIRE—The Department form on which the Contractor furnishes required information as to his or her ability to perform and finance the work.

REPRESENTATIVE—The authorized representative acting on behalf of the Secretary.

REQUIRED COMPLETION DATE—The date on which all physical contract work, including any authorized additional or extra work, is to be completed. The Required Completion Date is the completion date shown in the contract plus any time extensions issued in writing by the Representative less any time reductions issued in writing by the Representative.

RESTRICTED PERFORMANCE SPECIFICATION (RPS)—A presentation of required results, statistically verifiable as meeting specified criteria, and free of unnecessary construction limitations.

RIGHT OF WAY—The area that has been secured and reserved by the Department for highway purposes.

ROADSIDE DEVELOPMENT—Items for seeding, sodding, mulching, topsoiling, planting of ground covers, other planting, and items for erosion control.

SECRETARY—The Secretary of Transportation or a Deputy Secretary of Transportation of Pennsylvania.

SHOP DRAWINGS—See WORKING DRAWINGS.

SINGLE DEFICIENCY—Deficiency in one characteristic in a lot.

SKID RESISTANCE LEVEL (SRL)—The friction rating of a surface course material.

SPECIAL PROVISIONS—Additions and revisions to the Standard Specifications covering conditions pertaining to an individual project.

SPECIFICATIONS—This publication and all publications to which it refers. Also, special provisions and bulletins referred to in, or bound with, the proposal; together with all written agreements made or to be made, pertaining to the method and manner of performing the work, or to the quantities or qualities of material to be furnished under the contract.

STANDARD DRAWINGS—Approved drawings, showing standard details, produced to be used repeatedly on projects.

STATE—The Commonwealth of Pennsylvania.

STRUCTURES—Bridges, culverts, storm sewer appurtenances, slope and retaining walls, sign support structures, and other similar items.

SUBCONTRACTOR—Any individual, partnership, firm, or corporation, complying with the requirements of [Section 102.01](#), who/which undertakes, with prior consent of the Department, the partial or total construction of one or more items of project work, under the terms of the contract, with and responsible to the prime Contractor by virtue of an agreement.

SUBSTRUCTURE—That part of the structure not deemed as superstructure.

SUPERINTENDENT—The Contractor's authorized representative in charge of the work.

SUPERSTRUCTURE—All portions of the bridge, above the bridge seat, including bearings, bearings and anchors sunk in the substructure, abutment backwalls, cheekwalls, shear blocks, bridge drainage down to but not including the drain box, and portions of the wings and appurtenances above the horizontal construction joint nearest the bridge seat.

SUPPLIER—A firm, company, or individual supplying material for the project.

SURETY—A corporate body, which is bound with and for the Contractor, for the satisfactory performance of the Contractor's work and for the prompt payment in full for material, labor, equipment rentals, and utility services, as provided in the bonds.

TRAFFIC CONTROL PLAN—A developed method or scheme for safely and efficiently moving traffic through or around a highway work zone.

UTILITY ADJUSTMENT— The act of placing, setting, replacing, resetting, relocating, adjusting, reconstructing, altering, or removing a Utility Infrastructure.

UTILITY INFRASTRUCTURE— A public or private facility or structure, whether or not owned by a utility, that is or will be in, on, under, or over the project site or a waste or borrow area designated in the proposal, and that either must be placed, set, replaced, reset, relocated, adjusted, reconstructed, altered, or removed in order for the contract work to be performed or otherwise interferes with the performance of the contract work.

VALUE ENGINEERING—The identification of the function(s) of a contract item, establishing the cost of the function(s), considering life cycle costs, and providing the required functions at the lowest cost with no reduction in required quality or performance.

VENDOR—A firm, company, or individual supplying material or services for the project.

WORK—The furnishing of material, labor, equipment, and other incidentals necessary or convenient to successful project completion, plus the fulfillment of all duties and obligations imposed by the contract.

WORKING DRAWINGS—Required shop drawings, erection plans, falsework plans, stress sheets, framework plans, cofferdam plans, bending diagrams for reinforcing steel, and any other supplementary plans or similar data, all prepared by the Contractor.

WORK ORDER—An order, signed by the Representative, authorizing the performance of additional or extra work, or extra work on a force-account basis, as specified in Sections [110.02](#) and [110.03](#).

WORK ZONE: The area of a highway where construction, maintenance, or utility work activities are being conducted and which should have traffic-control devices installed according to Title 67 of the Vehicle Code.