

**L.A. PICK LIST**

**Federally-Funded Locally Administered Projects**  
 (PROJECTS DEVELOPED THROUGH THE [LOCAL ASSISTANCE DIVISION](#))

**LOCAL ASSISTANCE DIVISION SITE**

This "[Pick List for Federally-Funded Locally Administered Projects](#)" contains the latest specifications required by the [FHWA](#) when assembling federally-funded VDOT projects. This includes special provision copied note (spcn) "[cn100-000051-02](#)" and special provision (SP) "[SP100-000051-00](#)" that specifies the conditions that apply when including VDOT specifications in a [federally-funded locally administered](#) VDOT contract. It is the project manager's responsibility to keep pace with the changes in VDOT specifications as they are revised from time-to-time and posted on the [VDOT Web](#). It is also the project manager's responsibility to determine if VDOT specifications conflict with the particular local contract provision(s) and to add project-specific provision(s) to correct the conflicts.

The file name of each specification is listed in the table below. The "Spec No." in the left column of the table below links to the "[Standard Specifications](#)" and "Select Use" Word documents that are current as of the above update. The text of each of these specifications is attached with the page number (linked) included in the table below.

This document will be updated again as soon as changes are approved for use. Access the Supplemental Specification (SS), Special Provision (SP) or Special Provision Copied Note (SPCN) may be obtained by clicking on each linked file name in this document. This will bring up the SS, SP, or SPCN in "Word". While the Word file is "up" the "Guidelines" may be displayed by clicking the "¶" (show-hide symbol) on the toolbar.

"Standard" file names begin with:

- cn=Special Provision Copied Note,
- SP=Special Provision,
- SS=Supplemental Specification.

"Select Use" file names begin with:

- cq=Special Provision Copied Note,
- SQ=Special Provision.

This sheet and those mentioned above can be found at the following locations:

- [Global Web Access \(Specs Web Page\)](#)
- [WinZip](#) (Word® Files on VDOT Web)
- [OutsideVDOT \(Spec Resources\)](#)
- [CNSP](#) (Accessible only to those who assemble proposals)

Beginning with the second September 2018 advertisement, all new "[Standard Specifications](#)" in the Proposal will include an asterisk(\*) to the left of the Spec No. in the Table of Contents and to the left of the Spec No. in this "[Pick List](#)". "Select Use" will include the asterisk(\*) to the left of the Title in the Proposal and to the left of the "Select Use No". This is to aid field personnel in identifying specifications implemented within the last two years.

Beginning with the first February 2019 advertisement, some SPCNs and SPs will be renumbered to accommodate Design-Build specification versions. For one year this list will include the "#" symbol to the left of to the renumbered SPCN/SP. The former SPCN/SP number will be shown below the title in this list and in the SPCN/SP itself for the same period of time.

Beginning February 1, 2019 copies of the [2016 Spec Book](#) will be accompanied by a small, white volume titled [2019 Supplement to the 2016 VDOT Road and Bridge Specifications](#). This document is a supplement that compiles into a single volume all Supplemental Specifications to the [2016 Spec Book](#) in-effect as-of February 1, 2019 and is part of the Contract. Supplemental Specifications included in this volume will not be included in the contract document assembly titled "Bid Proposal and Contract". Any Supplemental Specifications that become effective after of February 1, 2019 will be added to the "Bid Proposal and Contract" up to December 31, 2019. After which the "2020 Supplement to the 2016 VDOT Road and Bridge Specifications" will be issued. The 2020 Supplement will incorporate the all effective Supplemental Specifications included in the 2019 volume plus all Supplemental Specifications that became effective after February 1, 2019. Each subsequent annual supplement will completely replace its predecessor in this manner until the next spec book is issued.

The [2019 Supplement to the 2016 VDOT Road and Bridge Specifications](#) may be downloaded from the [Specifications web page](#) on [VDOT's external site](#). Hard copies are available by contacting the [Construction Division](#) Plan Room at [vdotcoplanroom@VDOT.Virginia.gov](mailto:vdotcoplanroom@VDOT.Virginia.gov).

[Specs grouped by Section then Spec Number on OutsideVDOT \(Shown below\)](#)  
[Specs grouped by Spec Number on OutsideVDOT](#)

[This Pick List on OutsideVDOT](#)  
[This Pick List in CNSP](#)

**This Pick List is not intended to replace individual judgment as to which Supplemental Specifications, Standard SPs and SPCNs, and project-specific SPs and SPCNs are required for a particular project. This Pick List is only a tool used to determine what is minimally required to ensure that the proposal meets requirements to receive federal or state funds. An understanding of the work required for the project as well as skilled, individual judgment will be necessary to fully determine what needs to be included in the proposal and is the responsibility of the person developing the proposal.**

**^New** = Addition/Replacement since December 2019 Rev1 Update.    \* = Specification implemented within the last two years.  
 # = Renumbered Specification

# L.A. PICK LIST

## Federally-Funded Locally Administered Projects (PROJECTS DEVELOPED THROUGH THE [LOCAL ASSISTANCE DIVISION](#))

[See also "CONSTRUCTION DIVISION PROCESS INSTRUCTIONS FOR LOCAL ASSISTANCE PROGRAM"](#)

**ORDER NO.  
(or other Project Identifier):**

ALL L.A. PROJECTS USING FEDERAL FUNDS			
X	<b>Spec No.</b> <small>(Mouse hover-over abbreviated Guideline feature is available)</small> <a href="#">Links in this column are to Outside VDOT</a>	<b>Specification Title</b> <b>Begins with the <u>First</u> March 2020 Advertisement</b>	<b>Guidelines</b> NOTE: Many of the SPCNs, SPs and SSs below have already appeared in Contracts. This Update formally summarizes all that have come into use since the December 2019 Rev1 Update.
	* <a href="#">cn100-000051-02</a> <a href="#">VDOT Web Link page 6</a>	VDOT SUPPLEMENTAL SPECIFICATIONS (SSs), SPECIAL PROVISIONS (SPs) AND SPECIAL PROVISION COPIED NOTES (SPCNs) (Local Assistance) 12-2-19	N= <sup>^</sup> New? ≡ ≡ ≡ Applies only to those projects developed through the "Local Assistance Division" for county or city administration and use 2016 VDOT Specifications and 2016 VDOT Standards. <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : This SPCN states how VDOT specs are structured and how they relate to the locally administered contract in which they are included.</li> </ul>
	# <a href="#">cn102-000510-00</a> <a href="#">VDOT Web Link page 13</a>	SECTION 102.05—PREPARATION OF BID (Compliance with the Cargo Preference Act) 12-14-15; R-7-12-16 [formerly cn102-050100-00]	≡ ≡ ≡ All Federal-aid projects. {2007-c102r00} <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : Federal Regulation requiring at least 50 percent of cargo funded by federal monies shall be transported on privately owned United States flag commercial vessels.</li> </ul>
	* <a href="#">cq107-000130-00</a> <a href="#">VDOT Web Link page 37</a>	DRUG-FREE WORKPLACE 7-3-19 (SPCN)	≡ ≡ ≡ All Federal-aid projects. <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : Required by Procurement Laws.</li> </ul>
	<a href="#">SPOF0-000100-00</a> <a href="#">VDOT Web Link page 46</a>	PREDETERMINED MINIMUM WAGE RATES (Wage Rates) R-7-12-16	≡ ≡ ≡ Use on all federal-aid projects. The first page is blank in this source file to accommodate the addition ( <i>fill-in</i> ) of the latest wage rates that will apply to this contract. Contact Construction Division for the latest wage rates.{2007-SF001AF} <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : Add wage rates provided by <a href="#">Construction Division</a>. Also see VDOT web page <a href="http://www.virginia-dot.org/business/const/wage-rates.asp">http://www.virginia-dot.org/business/const/wage-rates.asp</a>.                              Or USDOL web page <a href="https://www.wdol.gov/dba.aspx">https://www.wdol.gov/dba.aspx</a></li> </ul>

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<b>ALL L.A. PROJECTS USING FEDERAL FUNDS</b>				
<b>X</b>	<b>Spec No.</b> <small>(Mouse hover-over abbreviated Guideline feature is available)</small> <a href="#">Links in this column are to Outside VDOT</a>	<b>Specification Title</b> <b>Begins with the <u>First</u> March 2020 Advertisement</b>	<b>N=<sup>^</sup>New?</b>	<b>Guidelines</b> <small>NOTE: Many of the SPCNs, SPs and SSs below have already appeared in Contracts. This Update formally summarizes all that have come into use since the December 2019 Rev1 Update.</small>
	<a href="#">SP0F0-000130-00</a> <a href="#">VDOT Web Link page 48</a>	FHWA 1273-REQUIRED CONTRACT PROVISIONS, FEDERAL-AID CONSTRUCTION CONTRACTS 5-1-12; R-7-12-16	III III	FHWA-1273. All federal-aid projects. {2007-SF010DF}  <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : This is the base federal document that conveys instructions directly to VDOT/Contractor on what specifically is required from each party to satisfy contractual obligations for receiving federal funds.</li> </ul>
	<a href="#">SP0F0-000150-01</a> <a href="#">VDOT Web Link page 72</a>	NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (Federal Executive Orders 11246 & 13672) 7-17-17	III III	Federal-aid projects greater than \$10,000. {2007-SF030AF}  <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : Virtually all federally funded VDOT Road and Bridge related projects costs are more than \$10,000. So it is listed here as all projects.</li> </ul>
	<a href="#">SP100-000051-00</a> <a href="#">VDOT Web Link page 79</a>	CHANGED CONDITIONS FOR LOCAL ASSISTANCE PROJECTS 4-29-19	III III	Applies only to those projects developed through the "Local Assistance Division" for county or city administration and use 2016 VDOT Specifications and 2016 VDOT Standards. <a href="#">[Source]</a>  <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : This SP ensures that administration of changed conditions are consistent with federal requirements.</li> </ul>
	* <a href="#">SP102-000510-02</a> <a href="#">VDOT Web Link page 99</a>	USE OF DOMESTIC MATERIAL (Buy America) 12-19-18	III III	Any and all Federally funded / eligible projects.{2007-S102CF2}  <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : This is commonly referred to as the "Buy America" provision. It requires all iron and steel products for this project to be produced in the USA.</li> </ul>
	* <a href="#">SP107-000120-00</a> <a href="#">VDOT Web Link page 112</a>	ELECTRONIC SUBMISSION OF PAYROLLS AND DBE SUBCONTRACTOR PAYMENT FOR FEDERALLY FUNDED PROJECTS 1-21-20	III N	<b>For use on all Federally-Funded projects.</b>
	# <a href="#">SP107-001510-01</a> <a href="#">VDOT Web Link page 116</a>	SECTION 107.15 (DBEs) 8-18-17 <a href="#">[formerly SP107-150100-01]</a>	III III	Federal projects only. {2007-S107HF1}  <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : Replaces the <a href="#">SWaMS</a> program in the Spec Book with the <a href="#">DBE</a> program required for federally funded projects.</li> </ul>

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	# <a href="#">SQ105-000611-01</a>  <a href="#">VDOT Web Link page 248</a>	SECTION 105.06—SUBCONTRACTING (FEDERAL FUNDED PROJECTS) 2-9-17 <u>[formerly SQ105-060110-01]</u>		All federally funded projects. {2007- <a href="#">SU105001B</a> }  <ul style="list-style-type: none"> <li>ALWAYS INCLUDE : Replaces the subsection in the Spec Book and replaces it with the program requirements for federally funded contracts.</li> </ul>

<b>L.A. PROJECTS USING SPECIFICALLY DESIGNATED FEDERAL FUNDS</b> (SPECIFIED IN THE GUIDELINES BELOW)				
X	Spec No. <small>(Mouse hover-over abbreviated Guideline feature is available)</small>  <a href="#">Links in this column are to Outside VDOT</a>	Specification Title  Begins with the <b>First</b> March 2020 Advertisement	N= <sup>^</sup> New?  	Guidelines  NOTE: Many of the SPCNs, SPs and SSs below have already appeared in Contracts. This Update formally summarizes all that have come into use since the December 2019 Rev1 Update.
	<a href="#">SP0F0-000140-00</a>  <a href="#">VDOT Web Link page 70</a>	ATTACHMENT A - EMPLOYMENT AND MATERIALS PREFERENCE FOR APPALACHIAN DEVELOPMENT HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS ROAD CONTRACTS 5-1-12; R-7-12-16		For use with <b>Appalachian Regional Commission funds</b> . Do not use with Appalachian Development (APD) funds. Use with <a href="#">SP0F0-000130-00</a> .{2007- <a href="#">SF020BF</a> }  <ul style="list-style-type: none"> <li>INCLUDE IF PROJECT REQUIRES : Only applies to a specific <a href="#">Region</a> (see <a href="http://www.arc.gov/appalachian_region/TheAppalachianRegion.asp">http://www.arc.gov/appalachian_region/TheAppalachianRegion.asp</a>).</li> </ul>

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