# Procedure for Sponsor Concurrence of Non-Standard Special Provisions

## Non-Standard Special Provisions:

Non-standard special provisions (nSSPs) may be developed to provide BMPs that do not have an approved standard. Generally, these are standard special provisions (SSPs) that are highly modified or newly created specifications (marked NEW or ALL NEW). Modified SSPs are considered non-standard when the payment and measurement clauses are changed or different materials or installation methods are specified.

If non-standard special provisions are used in a project, then sponsor concurrence must be obtained from the functional program. For example, the Office of State Landscape Architecture is the sponsor for (permanent) erosion control special provisions and the Office of Storm Water Management- Design is the sponsor for water pollution control special provisions (temporary erosion control and construction site BMPs). Information on non-standard special provisions can be found in Section 4-2 of the PS&E Guide.

## Sponsor Concurrence Procedure:

The process to obtain concurrence should take the form of a memo from the district office engineer to the chief of the headquarters functional program.

1. Prepare a Sponsor Request Form(s) for District Office Engineer signature. Depending upon which specs are used, you may have to prepare separate forms for each sponsor.
2. List the non-standard special provisions and give a justification that describes how the problem situation is resolved for each. Below is a sample justification:

*This is a new non-standard specification for the installation of sediment control devices as a water pollution control measure associated with drainage inlets during construction. This specification includes options for inlets that are temporary, under construction, and completed. Presently, there is no standard specification for this situation.*

*A detail accompanies this specification.*

*This item has been used on several projects including: 04-0T0501 Sol 80, 04-268101, CC 80, and 04-4874Q1, SCL 87 projects.*

1. Through the Project Engineer or DOE reviewer, send the Form(s) to DOE for signature.
2. Send the signed Form(s) to the sponsor. This can be accomplished with a .pdf file attached to a Lotus Notes message. Often, the contact person will sent the unsigned request memo as an attachment with DOE blessing.

(Occasionally, a complete set of plans and specs may be required to evaluate an unfamiliar nSSP. A district circulation PS&E package is sufficient; but individual special provisions and detail sheets usually are not. The PE should have a package and may be able to do the mailing as well.)

1. If all items can not be sent by e-mail, please inform the sponsor by phone or e-mail that a package is on the way.
2. The Sponsor Concurrence Memo will usually be sent as a Lotus Notes message. Upon receipt, forward the sponsor’s concurrence to the PE if courtest copies have not already been sent.