

A/E - SPECIFICATION ENGINEER

Duties and Relationship

The primary responsibility for the technical specifications is with the A/E firm. The Specifications Engineer would enter A/E mark-up of guide specifications and prepare the final Division 1-16 technical specifications ready for reproduction. The following is the sequence of getting the work done:

1. The Specifications Engineer would supply advice and information to A/E for use in developing proposal and enter into contract with A/E firm.
2. After award of contract to A/E firm, the Specifications Engineer would supply listing of all guide specifications available for use in contract.
3. A/E firm would furnish the Specifications Engineer a list of the guide specifications which they want to use in preparation of the job specifications.
4. The Specifications Engineer would supply a hard copy of the guide specifications sections to A/E firm.
5. A/E firm would mark-up the hard copy and furnished to Specifications Engineer. A/E firm would provide hard copy or hand written changes of sentences to be added to specification
6. A/E would provide any special sections or extensive paragraphs for incorporation in electronic form to the Specifications Engineer for incorporation into the job specifications.
7. The Specifications Engineer would review mark-up and provide recommendations and suggestions to A/E firm.
8. The Specifications Engineer would input mark-up into job specification and provide a copy of the job specification ready for reproduction for review.
9. The Specifications Engineer would make any changes to the specifications required as a result of the review process and respond to any review questions concerning the project specifications which are not the responsibility of a technical designer.
10. After incorporating changes required as a result of the review process, the Specifications Engineer would furnish A/E a hard copy of the technical specifications (for advertisement), and floppy disks containing an electronic copy of the SPECSINTACT files for the job.