

Division of Construction Management 2019 C&MS Review Process and Publication Schedule

Revised: June 14, 2018

Tentative Schedule

Initial distribution of the files with the 4/3/2018 SS800 inclusions

Confirmation of the new specifications to be included in C&MS (Committees will reply to Robert Jessberger by email) 6/1/2018

All final drafts due from committees, including Committee and FHWA approval of each section 9/14/2018 (for page count)

Draft printer specifications confirmed and sent to DAS 9/21/2018 – estimated 9000 copies

Printer contract awarded by DAS 10/1/2018

Initial final draft to printer 10/19/2018

Final editing and proofing complete 11/16/2018

Final FHWA approval 11/16/2018

Specification chairs review and submit all PN/SS/S for use with the 2019 C&MS 12/14/2018

Post 2019 C&MS and PN/SS/S on Internet 1/18/2019

Printed C&MS received from Printer and distributed 1/18/2019

Review Team

Brad Jones – Chair - Specification Executive Committee

Clint Bishop – Chair - Contract Administration Committee

Steve Slomski – Chair – Geotechnical Committee

Hans Gucker – Chair – Hydraulics and Environmental Committee

Julie Miller – Pavement Committee

Dan Groh – Chair - Traffic and Roadway Committee

David Flood – Chair - Structures Committee

Andy Thompson – FHWA Liaison

Chris Engle – Industry Liaison

Merka Flynn and Robert Jessberger – C&MS publication coordinators – Final Approval and posting tasks, 2019 C&MS Quality Control, file creation & tracking, updating task spreadsheets, final assembly and creation of the C&MS, all editing and proofing, and all supervisory tasks necessary to complete final publication.

Review Process

In general the review process will follow the normal specification review procedure as outlined in the Policy and Standard Procedure for Specification review, EXCEPT that the specification coordinator will NOT have to acquire Executive Committee approval by vote *prior* to FHWA approval (it will happen concurrently).

Detailed review procedure [see Procedure flowchart in 122-004(SP)]:

1. C&MS Specification publication coordinator, Robert Jessberger, publishes 2019 draft sections and the current SS800 on the internet, along with index of responsibilities by **4/20/2018**.
2. The working files are located here: <O:\Construction\2019 C&MS\2019 Working Files\2019 Splits\>.
3. Specification committee chairs review draft specifications, and schedule meetings with the individual committee's to determine what specifications will be included in the 2019 C&MS.
 - a. Please note that special attention should be given to supplemental specifications over 5 years old for either inclusion in the 2019 C&MS or elimination.
 - b. The Specification committee chairs will send an itemized list of specifications to be included in the 2019 C&MS to Robert Jessberger no later than **6/1/2018**.
 - c. The Specification committee chairs will schedule meetings and continue editing the specifications on the network drive: <O:\Construction\2019 C&MS\2019 Working Files\> **When a specification is in final form, the Specification chair will transmit a fully completed "ODOT Specification Committee Checklist" along with the final specification to Robert Jessberger by email.**
4. All Specifications should be completed by **9/14/2018**, with FHWA committee level approval documented on the "Specification Committee Checklist" no later than **9/14/2018**.
5. The FHWA and Specification committee chair will be notified of any final editing done to specifications, and the date of revision noted.
6. **No later than 10/1/2018 the final draft 2019 C&MS, along with the associated Committee Checklists, will be transmitted to the ODOT Executive Committee and FHWA for approval.**
7. The 2019 C&MS will be transmitted to the printer no later than **10/19/2018**, with all proofing completed by **11/16/2018**.
8. Two copies of the final 2019 C&MS will be sent to FHWA for formal approval with a cover letter.

Documentation Management

The MS Word (DOC) file on the <O:\Construction\2019 C&MS\2019 Working Files\> will be kept up to date as the official current version.

It is VERY IMPORTANT that persons editing the individual documents do NOT change any of the styles, or formats, and that revision tracking remain on at all times! This can be kind of tricky when adding/editing entire sections. If you need help in this regard, please give me a call and I'll be happy to assist you.

All revisions to the original documents will be tracked for review and future clarification. Specification chairs will transmit edits via email to Robert Jessberger for web updating. Edits can be made by letting Robert Jessberger know what needs to be changed, or by actually changing the file and emailing it.

Once the document is transmitted to the printer all revision tracking will be turned off, and the document finalized as an Acrobat (PDF) file. Robert Jessberger will make duplicate updates in order to record all final edits to ODOT documents.

ODOT Specification Committee Checklist

Specification Number / Title:	Specification Revision Date:
Submitted By Name / Date:	Reviewed By/Date:

Name or Comment	Committee Check:
<i>(insert name here)</i>	Name of Specialty Office committee representatives that have reviewed specification: (Traffic/Structures/Geotechnical/Contracts/Hydraulics/Pavements/Materials)
<i>(insert name here)</i>	Name of Industry representative that has reviewed specification:
<i>(insert name here)</i>	Name of FHWA committee representative that has reviewed the draft specification:
<i>(insert items here)</i>	Changes to Pay items are detailed below:
NA	Designer note has been generated and reviewed by the Office of Production
<i>(insert timeline here if different from the following)</i>	Implementation timeline has been set as detailed below: SS 800 and January 2013 rollout

This checklist is to be completed by the Specification Chairperson for each revised, or new specification. Send a completed copy to the Specification coordinator along with the completed QC checklist and specification that is ready for publication.