

Approved:

Signed copy on file

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Deputy Director
Division of Construction Management

Standard Procedure: 510-005(SP)
Effective: December 1, 2004
Responsible Division: Construction
Management
Supersedes: 510-002(SP) dated 3/1/03 and
510-005(SP) dated 8/1/01

CONSTRUCTION AND MATERIALS SPECIFICATION DEVELOPMENT STANDARD PROCEDURES

PROCEDURAL STATEMENT:

These standard procedures are for the development and implementation of new or modified specifications in order to ensure specification development in an open and fair atmosphere and in compliance with applicable laws, regulations, policies, and procedures. The procedures include handling, processing, reviewing, obtaining FHWA approval, distribution and implementation.

AUTHORITY:

Ohio Revised Code Sections (ORC) 5501.02, 5501.03, and 5501.31

REFERENCES:

Construction and Materials Specification Development Policy (Policy No. 27-005(P))

SCOPE:

These standard procedures are applicable to the contracting industry, FHWA, and any affected department employee who may request revisions to the Specifications.

DEFINITIONS:

Specifications: Contract documents used to issue instructions to contractors. For the purposes of this procedure, Specifications will include: the C&MS, Supplemental Specifications, Supplements, and Proposal Notes.

Specification Committees: Specification committees are working committees, formed around specific materials or construction tasks, and composed of ODOT district and central office staff, representatives from the Federal Highway Administration and industry trade groups.

Construction and Material Specifications Book (C&MS): A published bound book that contains detailed provisions, together with the Plans and the Proposal, constitute the Contract for the

performance of required work. It is the official legal and technical document by which the Department bids and constructs highway projects.

Supplemental Specifications: Individual numbered documents prepared in loose-leaf form describing the construction and material specifications for new items.

Supplements: Individual numbered documents prepared in loose-leaf form describing necessary information such as laboratory methods of test, and certification or pre-qualification procedures for materials.

Proposal Notes: Published proposal notes contain a wide variety of legal and technical requirements necessary for the proper bidding and sale of an individual project. These notes override all other requirements in the Plans, C&MS, Supplemental Specifications, and Standard Construction Drawings.

PROCEDURE:

I. GENERAL:

- A. All Specifications must be submitted in writing to the appropriate Specification Committee Chairperson.
- B. Contractors, producers, suppliers and consultants must submit their requests through their association.
- C. FHWA may submit their request directly to the appropriate Specification Committee Chairperson.
- D. Department staff must submit their request through their Administrator.
- E. All initial submissions for inclusion into the C&MS or as Supplemental Specifications must include or reference the following topics:
 - 1. description;
 - 2. materials;
 - 3. construction requirements;

4. method of measurement;
5. basis of payment; and

6. designer note to address conditions under which the Specification will be used on construction projects.

II. SPECIFICATION COMMITTEES

(See attachment A for diagram of procedure and detailed flowchart)

(See attachment B for a complete listing of members)

- A. Pavement Material and Construction Committee;
- B. Structures Committee;
- C. Earthwork and Hydraulics Committee;
- D. Contract Administration Committee; and
- E. Traffic and Miscellaneous Items Committee.

III. SPECIFICATION COMMITTEE CHAIRPERSON'S TASKS

- A. The Deputy Director of the Division of Construction Management shall assign a chairperson to each Specification committee.
- B. The chairperson is in responsible charge of the committee process and shall:
 1. act as the liaison between the department and the industry;
 2. determine the merit of all initial Specification submittals;
 3. initiate and conduct committee meetings;
 4. keep detailed minutes of committee meetings;
 5. distribute meeting notices and agendas to committee members to allow sufficient time for review prior to meetings;
 6. follow the Specification Committee Process flow chart (attachment A);

7. ensure all FHWA quality control and ODOT quality control comments are distributed to all committee members for reconciliation; and
8. notify all committee members of specification approval and publication.

IV. SPECIFICATION COMMITTEES' TASKS

A. General:

1. Attend committee meetings;
2. review and update existing Specifications, as needed;
3. review proposed Specifications;
4. write all proposed Specifications to conform with the Specification Quality Control Checklist (attachment C);
5. circulate draft Specifications for review by non-committee members and other industry people as needed;
6. assist the Specification Committee Chairperson in providing documentation needed for the distribution of new and revised Specifications; and
7. ensure compliance with the applicable state and federal regulations, policies and standard procedures.

B. C&MS:

1. Place new or revised Specifications in the C&MS once construction and material requirements have proven to work and are accepted as an industry practice.
2. Remove obsolete specifications from the C&MS.

C. Supplemental Specifications:

1. Implement new Specifications whose requirements may change from year to year and are still in the developmental or experimental stage as Supplemental Specifications and

2. ensure that Supplemental Specifications are reviewed for inclusion in the C&MS, discontinued, or revised as necessary every C&MS term at a minimum.

D. Supplements: Review and update Supplements as needed.

E. Proposal Notes:

1. Review and update standard Proposal Notes as needed;
2. review and approve new or revised Proposal Notes; and
3. ensure that Proposal Notes are primarily used to:
 - a. correct errors or make minor changes to existing Specification items or plan drawings and
 - b. add specific language directing the Contractor.

V. SPECIFICATION QUALITY CONTROL TASKS

A. Provide specification quality control:

1. ensure Specification writing style is in the active voice / imperative mood;
2. check for spelling and grammatical errors;
3. ensure compliance with standard specification format requirements; and
4. utilize Specification Quality Control Checklist (attachment C).

B. Collaborate with FHWA quality control review to ensure compliance with applicable laws, policies and standard procedures.

VI. SPECIFICATION COORDINATOR TASKS

A. Log final draft Specifications submitted by the Specification Committee Chairperson;

B. forward final draft Specifications to FHWA for formal approval;

- C. return non-approved final draft Specifications and comments to the Specification Committee Chairperson. Repeat steps B and C until FHWA approval is obtained;
- D. log and forward the final draft Specifications approved by FHWA to the Executive Committee within 2 working days;
- E. return non-approved final draft Specifications and comments to the Specification Committee Chairperson with written comments received. Repeat steps B, C, and D until final approval is obtained;
- F. publish and distribute approved Specifications, designer notes, and other written guidance, to all interested parties including the FHWA and ODOT;
- G. notify Specification Committee Chairperson of approval and publication of Specifications; and
- H. maintain a record of all Specifications and correspondence for tracking and historical purposes.

VII. EXECUTIVE COMMITTEE

- A. The Executive Committee is responsible for final approval of all Specifications on behalf of the Department.
- B. Members of the Executive Committee are as follows:
 - 1. Assistant Director for Highway Management;
 - 2. Deputy Director Division of Construction Management;
 - 3. Deputy Director Division of Contract Administration;
 - 4. Deputy Director Division of Highway Operations, and;
 - 5. Deputy Director Division of Production Management.

TRAINING:

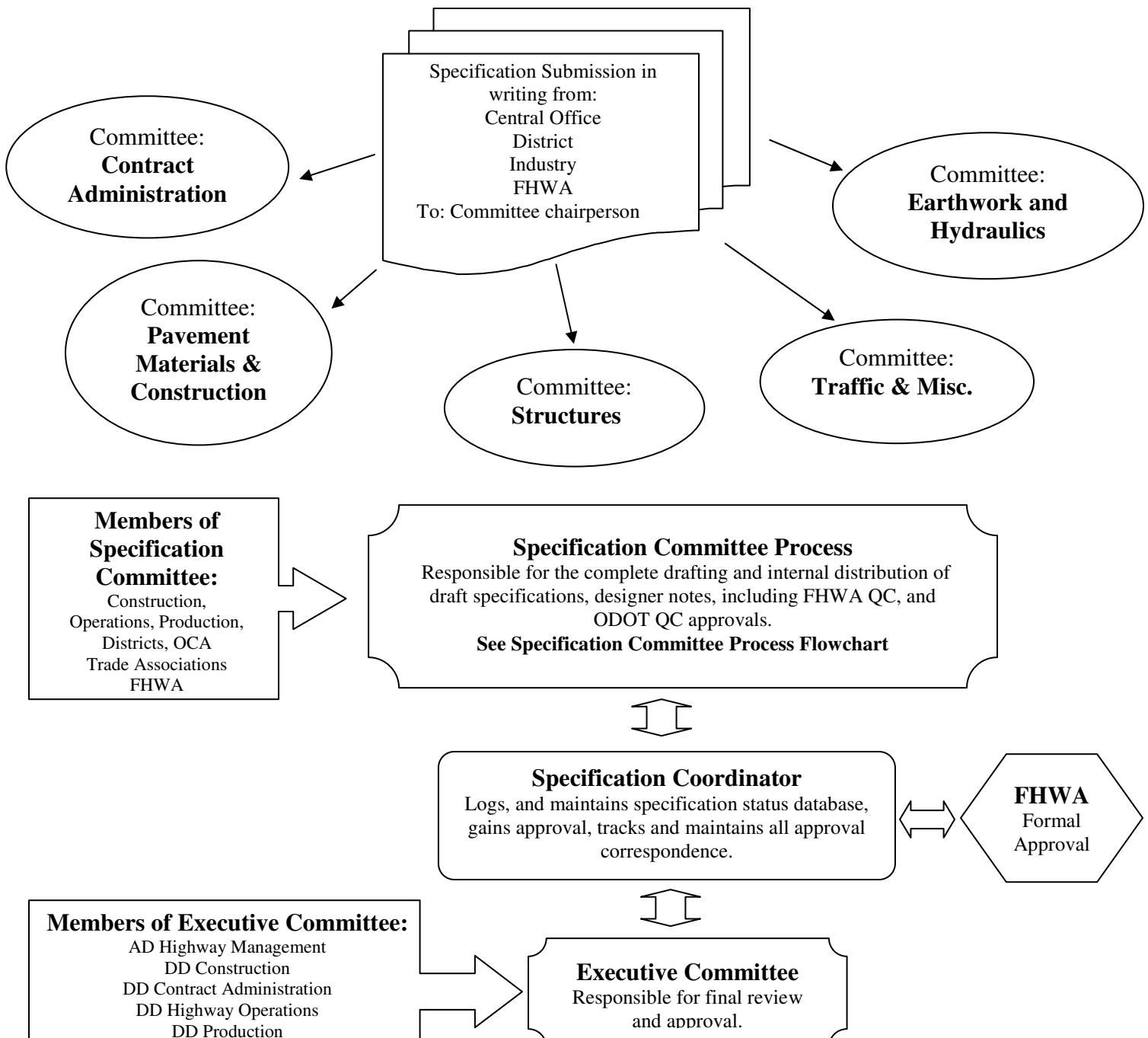
The Specification Committee Chairperson must complete a course on writing Specifications in the Active Voice/Imperative Mood style.

FISCAL ANALYSIS:

The operational fiscal impact of this policy is expected to be limited to committee members' time and the cost of training the Specification Committee Chairpersons.

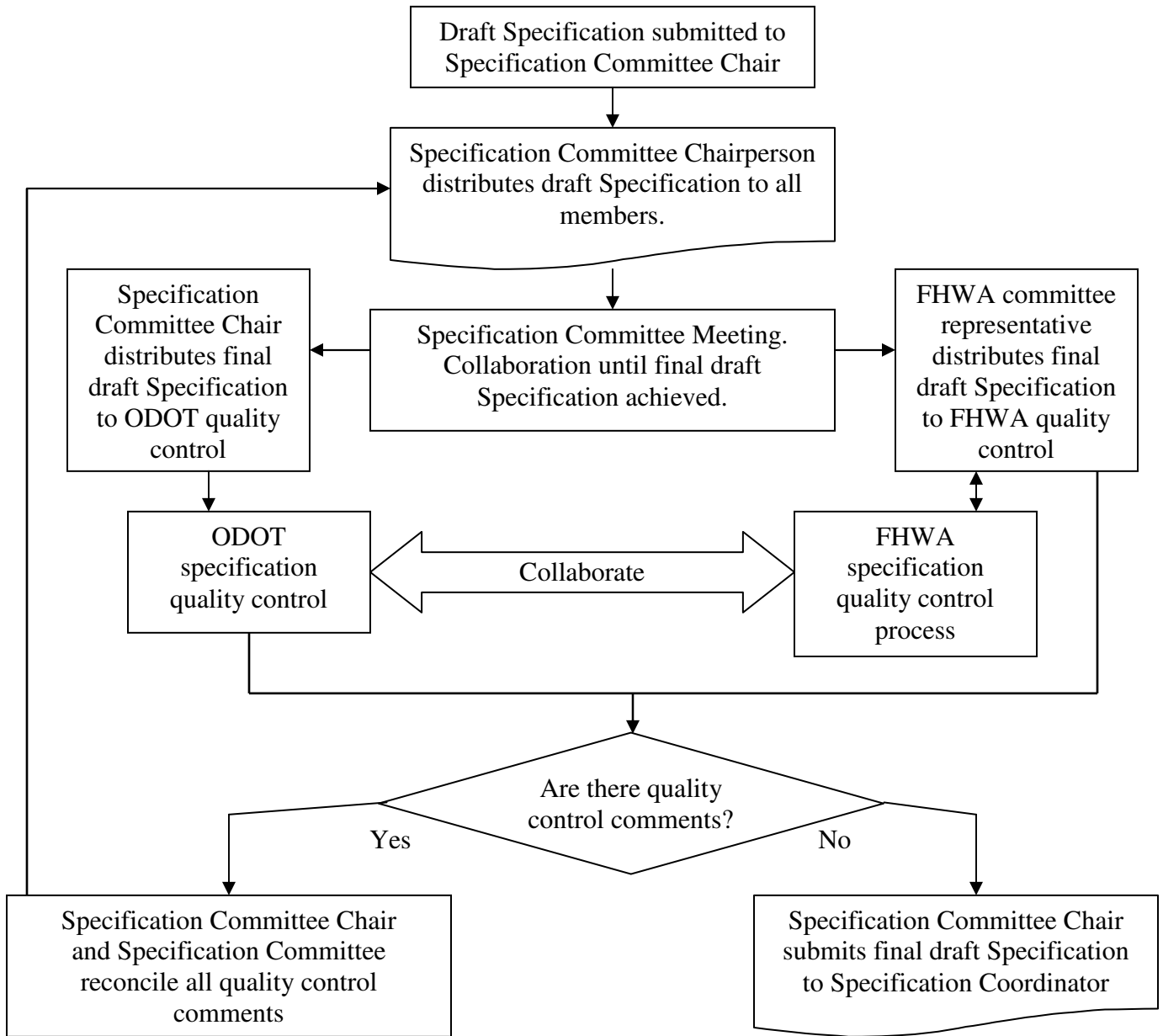
Attachment A

Specification Development and Review Diagram



Attachment A – continued

Specification Committee Process Flowchart



Attachment B

**MEMBERSHIP OF
SPECIFICATION COMMITTEES**

PAVEMENT MATERIALS & CONSTRUCTION COMMITTEE	
Chairperson: from Construction Management or Highway Operations	
Concrete sub-committee: Specification Sections: 255, 256, 305, 306, 320, 321, 450, 608, 609, and pertinent 700 sections	Asphalt sub-committee: Specification Sections: 251, 252, 253, 254, 301, 302, 307, 308, 400, 615, 618, and pertinent 700 sections
Office of Construction Administration	Office of Construction Administration
Office of Materials Management	Office of Materials Management
Office of Pavement Engineering	Office of Pavement Engineering
Division of Production Management	Division of Production Management
Office of Estimating	Office of Estimating
Office of Geotechnical Engineering	Office of Geotechnical Engineering
District Representative	District Representative
Federal Highway Administration	Federal Highway Administration
Ohio Contractors Association	Ohio Contractors Association
Contractor (chosen by Ohio Contractors Association)	Contractor (chosen by Ohio Contractors Association)
American Council of Engineering Companies of Ohio– member representative	American Council of Engineering Companies of Ohio – member representative
American Concrete Pavement Association	Flexible Pavements of Ohio
Ohio Aggregates & Industrial Minerals Association	Ohio Aggregates & Industrial Minerals Association
Ohio Ready Mix Concrete Association	

STRUCTURES COMMITTEE
Specification Sections: 500, 610, and pertinent 700 sections
Chairperson: from Construction Management or Highway Operations
Office of Materials Management
Structures Office
Division of Production Management
Office of Estimating
Office of Geotechnical Engineering
District Representative
Federal Highway Administration
Ohio Contractors Association
Contractor (chosen by Ohio Contractors Association)
Ohio Ready Mix Concrete Association
American Council of Engineering Companies of Ohio – member representative

Attachment B – continued

EARTHWORK AND HYDRAULICS COMMITTEE	
Chairperson: from Construction Management, Planning or Highway Operations	
Earthwork sub-committee: Specification Sections: 200, 304, 307, 410, 411, 617, and pertinent 700 sections.	Hydraulics sub-committee: Specification Sections: 601, 602, 603, 604, 605, 613, 616, 638, and pertinent 700 sections.
Office of Materials Management	Office of Materials Management
Office of Construction Administration	Office of Construction Administration
Office of Pavement Engineering	Structures Office
Division of Production Management	Division of Production Management
Office of Estimating (if needed)	Office of Estimating (if needed)
Office of Environmental Services (if needed)	Office of Environmental Services (if needed)
District Representative	District Representative
Federal Highway Administration	Federal Highway Administration
Ohio Contractors Association (if needed)	Ohio Contractors Association (if needed)
Contractor (chosen by Ohio Contractors Association)	Contractor (chosen by Ohio Contractors Association)
American Council of Engineering Companies of Ohio – member representative	American Council of Engineering Companies of Ohio – member representative
Ohio Aggregates & Industrial Minerals Association	Ohio Aggregates & Industrial Minerals Association

CONTRACT ADMINISTRATION COMMITTEE
Specification Sections: 100
Chairperson: from Construction Management or Contract Administration
Division of Contract Administration
Office of Materials Management
Division of Highway Operation
Division of Production Management
District Representative
Federal Highway Administration
Ohio Contractors Association
Contractor (chosen by Ohio Contractors Association)
American Council of Engineering Companies of Ohio – member representative

Attachment B – continued

TRAFFIC AND MISCELLANEOUS ITEMS
Specification Sections: 606, 607, 614, 619 – 633, 640, 651 to 671, and pertinent 700 sections.
Chairperson: from Construction Management or Highway Operations
Office of Materials Management
Office of Construction Administration
Division of Production Management (as required)
District Representative
Federal Highway Administration
Ohio Contractors Association
Contractor (chosen by Ohio Contractors Association)
Institute of Traffic Engineers (ITE) or
American Council of Engineering Companies of Ohio – member representative

Attachment C

Specification Quality Control Checklist

Check-off or Comment	Quality Control Point:
	Active Voice, Imperative Mood
	Spelling re-checked
	Cross references checked
	Designers note or usage instructions included
	Standard formatting followed: Times New Roman, 12 pt, as per C&MS
	Standard section numbering and bullets followed
	Computer file in MS Word, with revision tracking turned on, and edits shown from original document
	Punctuation re-checked
	English (Metric) units order checked
	Comments from committee members included as hidden comments in the MS Word file
	Specification concepts reviewed for conformance to applicable laws, regulations, policies, and procedures