Specification Change Request Process

The following information has been provided by the Office of Project Letting, Specification Unit and details the Specification Change Request process. The process has been in use for several years and:

- Provides a specification baseline to track why the change is being made, who is requesting the change, and if the change is or is not ultimately made;
- Provides consistency in the Agency's Standard Specifications, Boilerplate Special Provisions, and Unique Specifications;
- Ensures that all required internal and external Stakeholders are given the opportunity to provide input, concurrence, and approvals when required;
- Provides the tools needed to track and report progress on active change requests.

The following Specification Change Request process is in effect:

1. The submitter of the Specification Change Request will complete and submit a **Problem Statement / Proposed Solution** form. This simplified form will be used to document:
   - **The Problem Statement** - *What is the problem that is being corrected with a modification to an existing specification or with the development of a new specification?*
   - **The Proposed Solution** - *What is the solution being proposed that will correct the problem? What are the financial, precedent, or political implications of the solution? Are there any opposing arguments that have, or could be made?*
   - **Examples** - *Examples of instances where the same, or a similar, solution was used to successfully correct the same, or a similar, problem.*

2. The Specifications Engineers will be responsible for drafting the Specification change, or new Specification, based on the information provided on the Problem Statement/Proposed Solution form. Once the draft is complete, the original submitter will be given an opportunity to review the draft language to see if it meets the original intent of the change request. The Specifications Engineers will also be responsible for vetting the specification change, or new specification, with the appropriate internal and external Stakeholders including DOJ, FHWA, AGC, APWA and the Agency Technical Resources.

The Specifications Unit has developed a Specification Change Request Process Flowchart and step-by-step description of the process. This document, along with the Problem Statement / Proposed Solution form, is posted on the Office of Project Letting, Specifications Unit website at:


If you are interested in submitting a Specification Change Request, please begin by taking a moment to review the Problem Statement / Proposed Solution form and the Specification Change Request Process Flowchart. If you have any questions about the process or documents, please feel free to contact Dan Anderson, Senior Specifications Engineer (503-986-3777), Will Woods, Specifications Engineer (503-986-6637), or Brenda Marcus, OPL Manager (503) 986-3796. Please share this information with any Consultants and Local Agency staff that you think may find it useful.