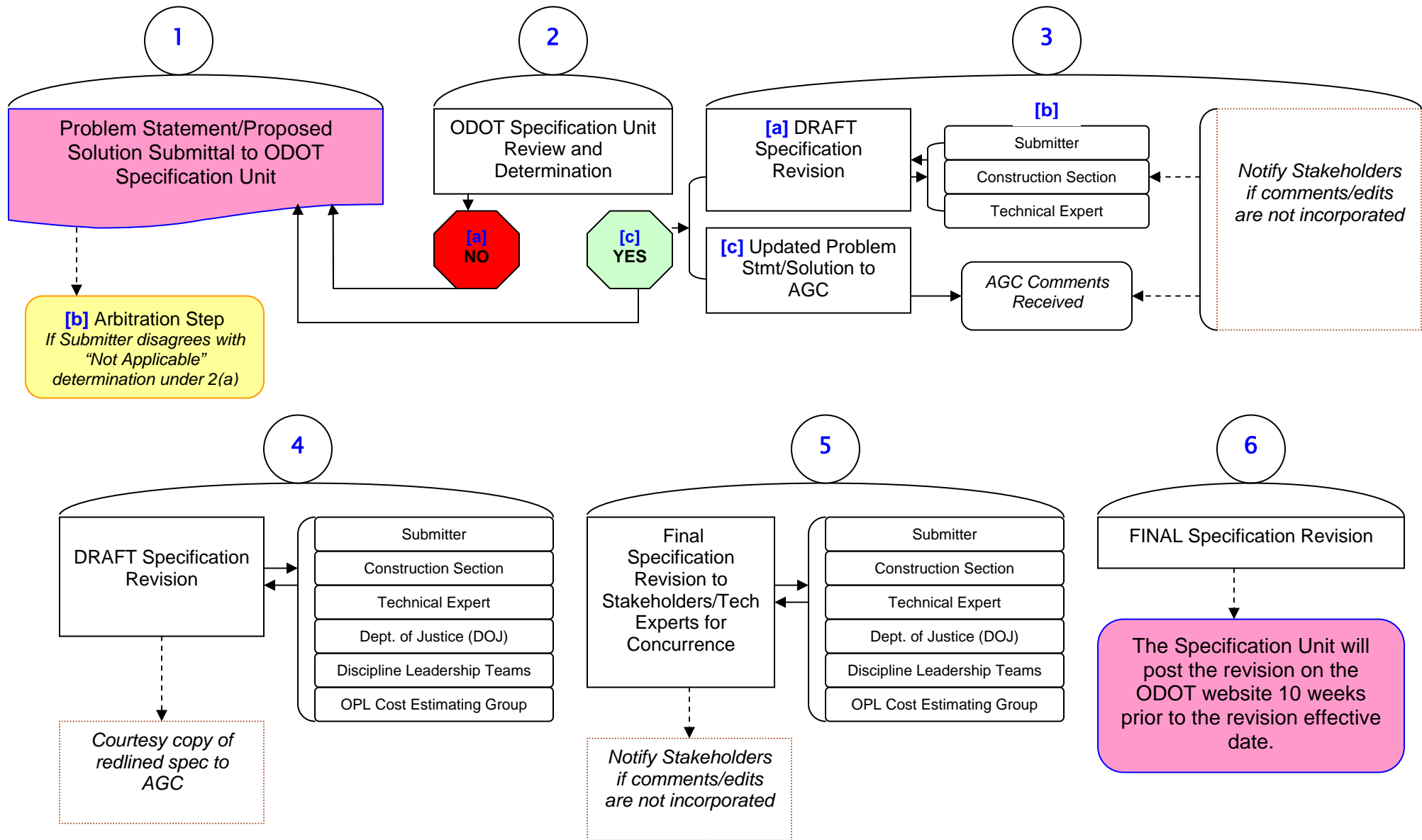


ODOT SPECIFICATION UNIT – SPECIFICATION REVISION PROCESS FLOWCHART



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STEP 1

To make a request for either a modification to any of the current ODOT Standard Specifications or Boilerplate Special Provisions, or a new Boilerplate Special Provision or Unique Specification, the “Problem Statement/Proposed Solution form” is completed and submitted to the ODOT Specification Unit in the Office of Project Letting.

The following information will need to be provided:

Problem Statement – Clearly describe what problem you are trying to solve with a change to the specification. Provide any background information behind the issue and describe why the problem exists.

Proposed Solution – Describe your proposed solution. Describe how the proposed solution solves the issue(s) identified in the problem statement. List any opposing arguments, whether they have been made or could be made. Also include any known financial, precedent or political implications.

Examples – Provide project-specific examples when possible where the same, or similar, solution has worked successfully. Identify projects on which the identified problem has surfaced, and how the issue was resolved.

The requester is not required to submit redlined versions of the subject specification, or draft versions of new specifications with the Problem Statement / Proposed Solution form. If the requester chooses to submit draft specifications, the Specification Unit will take the work performed into consideration, but is under no obligation to use the information or language provided.

STEP 2

The ODOT Specification Unit will provide a check on the information provided on the Problem Statement / Proposed Solution form to determine if the submittal is applicable, or not applicable. This check will include, but is not limited to, the following actions:

- Confirming that the same, or similar problem is not currently being worked on through a separate change request,
- Determining any effect(s) the proposed solution may have on other sections of the Specifications or Boilerplate Special Provisions that have not been identified in the request,

If the information provided on the Problem Statement/Proposed Solution form is unclear or if additional information is required, the Specification Unit will work directly with the submitter to obtain the missing information.

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[a] Not Applicable

If, after the request has been reviewed, the Specification Unit determines the proposed solution is not applicable, the person submitting the request will be notified by email of the decision.

[b] Arbitration Process

If the submitter disagrees with the Specification Units decision that the request is not applicable, they will need to notify the Specification Unit that they disagree. The Specification Unit will then move the issue forward to the Office of Project Letting Manager who will make a final ruling. The OPL Manager's decision at this step will be final.

[c] Applicable

If, after the request has been reviewed, the Specification Unit determines the proposed solution is applicable, the person submitting the request will be notified by email of the decision, and the Specification Unit will move forward with developing the draft specification language.

STEP 3

[a] Draft Specification Development

The Specification Unit will draft the specification modification, or the new specification, utilizing the information provided by the submitter.

[b] Internal Review and Comment

The draft specification will be sent to the Submitter, the Technical Expert(s), and the ODOT Construction Section for initial review and comment:

Submitter – The submitter will be asked to confirm that the draft specification accurately captures the intent of the original request.

Construction Section – The ODOT Construction Section, Contract Administration Unit, is provided the opportunity to review and comment on all specification modifications to identify potentially costly construction administration challenges.

Technical Expert – The Technical Expert for the affected section(s) will be asked to provide technical input on the recommended modifications.

[c] AGC Input – Unless the specification modification is mandatory (such as a legislative or legal mandated change), or if the modification is considered to be insignificant (typographical correction), and input would not be warranted, AGC will be provided the opportunity to review and comment on the Problem Statement/Proposed Solution information. At this point, AGC is only being asked to provide input on what the Agency sees as the problem trying to be solved, and the direction the Agency is heading for a solution. AGC will not be asked to review the draft specification document; only the Problem Statement/Proposed Solution.

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STEP 4

The Specification Unit will review all comments and recommendations received from the Submitter, Construction Section, Technical Expert(s) and AGC, and determine which to incorporate into the draft specification. Once all comments and recommendations have been incorporated, the revised draft specification will be distributed both internally and externally for review and comment. Stakeholders who will be asked to provide input include:

Internal Stakeholders: Construction Section, Technical Expert(s), OPL Cost Estimating Group, Discipline Leadership Teams (if applicable)

External Stakeholders: Department of Justice, Federal Highway

STEP 5

The Specification Unit will review all comments and recommendations received from both internal and external stakeholders and determine which to incorporate into the final specification. Once all comments and recommendations have been incorporated the final specification document will be redistributed for concurrence.

STEP 6

Upon receipt of all required concurrences, the Specification Unit will prepare the final specification document for posting on the OPL website. The posting will be done 10 weeks prior to the effective date for use.