

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 general 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 and published Special Provisions across the Region Technical Centers, and provides guidance for Local Agencies that use the Oregon Standard 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;
- Is intended to be used for Specifications that are published and approved for general use on all projects, not for unique situations that arise on a specific project.

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** that 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 statement must address constructability and financial implications and any known information or background on previous industry discussions, including prior or current Industry groups engaged (AGC, OCAPA, APAO, APWA, ACEC, subcontractors, suppliers or other parties) and any known feedback from Industry on known opposition or support.*
 - The Proposed Solution - *What is the solution being proposed that will correct the problem? What are the constructability, financial, precedent, or political implications of the solution? Are there any opposing arguments that have, or could be made? If opposition exists, does both the Construction Engineer and the Discipline Section Manager, or the Chief Engineer, support this change?*
 - 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 document. 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. Known opposition from Industry, or opposition that develops during the review, will suspend the process until the Construction Engineer and the Discipline Section Manager can agree if the change request will move forward or terminate. If they cannot agree, the Chief Engineer will determine if the change request will move forward or terminate. The submitter will be responsible to work directly with the Construction Engineer, the Discipline Section Manager and the Chief Engineer to resolve opposition and issues raised by Industry.

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 document, is posted on the Office of Project Letting, Specifications Unit website at:

http://www.oregon.gov/ODOT/Business/Pages/Spec_Change_Request.aspx

If you are interested in submitting a Specification Change Request, please begin by taking a moment to review the Problem Statement / Proposed Solution document and the Specification Change Request Process Flowchart. If you are aware of known opposition from Industry, you may want to discuss this topic directly with the Construction Engineer and the Discipline Section Manager before submitting a request. The Department will not be processing requests that Industry opposes without the support of the Construction Engineer and the Discipline Section Manager. If you have any questions about the process or documents, please feel free to contact Dan Anderson, State Specifications Engineer (503-986-3777), or Larry McKinley, OPL Manager (503-986-3796). Please share this information with any Consultants and Local Agency staff that you think may find it useful.