

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
I	3	1	1	6/11/2018

SUBJECT: REVISION OF STANDARD SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, SPECIAL PROVISIONS AND MAINTENANCE SPECIFICATIONS

1. PURPOSE: To establish procedures for the development and implementation of new or modified specifications, including periodic revisions of the Standard Specifications for Roads and Bridges book, and related pay items. This procedure includes researching, writing, processing, reviewing, obtaining FHWA (Federal Highway Administration) approval, distribution and implementation.

2. SCOPE: The FHWA, contracting industry, a material supplier, or any Department employee may initiate revisions to the Standard Specifications for Roads and Bridges, Supplemental Specifications, or Special Provisions. Individuals not employed with the Department must have a Department employee sponsor the submittal and initiate the proposed specification revision process.

All proposed changes are referred to as specification revisions. All such requests should be submitted to the Specifications & Standards Engineer using the online Specification Request form located on the Contracts & Specifications page of the LADOTD Intranet website.

Requests for new pay items to be covered under current specifications, new pay items to be covered under proposed specification revisions, technical special provisions, or deletion of existing pay items should be submitted to the Specifications & Standards Engineer using the online Specification Request form.

3. DEFINITIONS:

Mandatory Specification Revision: A specification revision that is required due to changes in federal or state laws or regulations, Department policy, or technological changes or updates to ASTM or AASHTO Standards.

Administrative Specification Revision: A specification revision to provide clarity; or to make typographical corrections, grammar or formatting improvements. Administrative changes do not change the content or conveyance of the original specification.

Specifications: The compilation of provisions and requirements for the performance of prescribed work and the basis of payment for the work.

Standard Specifications: A published collection of specifications, applicable to all Department construction contracts, approved for general application and repetitive use. This collection is updated and placed in effect by the Department on approximate five year intervals, or as required.

Supplemental Specifications: Approved additions and revisions which update the Standard Specifications between publications. Supplemental Specifications are applicable to all Department construction contracts.

Special Provisions: Approved additions and revisions to the Standard Specifications and Supplemental Specifications that initially apply only to an individual project or a small group of construction projects. Special Provisions that are found to have statewide application to other projects may be eventually incorporated into the Supplemental Specifications and Standard Specifications.

Developmental Specifications: Specifications developed around a new process, procedure, or material approved for use on select projects, approved by the Specifications & Standards Engineer's office or the FHWA. These specifications are monitored for their performance in the field by the Louisiana Transportation Research Center.

Technical Specifications: Specifications of a technical nature, prepared, signed, and sealed by a professional engineer that are made part of the contract as an attachment to the contract documents. Technical Specifications describe work that is not covered by the Standard Specifications (unless approved by the Chief Engineer), and are included in the construction bid proposal and contract documents.

SRC (Specifications Review Committee): This standing committee will be composed of a multi-disciplinary group of persons from appropriate offices within the Department, the FHWA, and any members from industry that the Chief Engineer chooses to appoint to review recommended revisions to the Standard Specifications.

4. INITIATION:

- 4.1 To initiate a proposed specification revision, the originator should contact the Specifications & Standards Engineer and request an electronic copy of the most recent adopted version of the specification that is to be revised. The originator should prepare the proposed specification revision in an R/L (redline strikeout) format using Microsoft Word with track changes set to strikeout text to be deleted using the color *blue*. Inserted text (redline) should be set to underline proposed additions using the color *red*. If a new specification is proposed, additional guidance may be obtained by referring to the “Guidance for Writing Highway Specifications” folder located online on the Contracts and Specifications page of the LADOTD Intranet website).

Part II through Part IX of the Standard Specifications must be written in active voice-imperative mood and should cover or reference all of the following topics:

- (a) Description
 - (b) Materials
 - (c) Construction Requirements
 - (d) Measurement
 - (e) Payment
- 4.2 The originator of a Special Provision, Developmental Specification, or Technical Specification should provide supporting information with the proposed revision in a format provided by the Specifications & Standards Engineer. This information should include, where applicable:
- (a) A brief statement describing the perceived problem and an engineering reason stating why the change is needed.
 - (b) Industry or Department contacts providing information on the issue.
 - (c) Recommended usage notes describing conditions under which the specification would be used.
 - (d) The expected significance of the impact that will result if this change is implemented.
- 4.3 All portions of the Standard Specifications impacted by the proposed revision must be identified and modified as necessary. If changes to other Department documents are necessary, the originator shall identify the changes and coordinate with all impacted offices.
- 4.4 If new pay items are required and are covered under existing specifications, the originator shall submit only the pay item request (e.g. additional pipe size).
- 4.5 Periodic updating of the Standard Specifications will be accomplished at the direction of the Chief Engineer. The SRC will serve as the Main Specifications Committee for this purpose. The SRC will be assisted in the review and revision of the Standard Specifications book by Technical Subcommittees appointed by the Chief Engineer.

5. SUBMITTAL AND INITIAL REVIEW:

- 5.1 The originator shall submit the proposed R/L specification revision, documentation and pay item request, if applicable, to the Specifications & Standards Engineer using the online Specification Request form.
- 5.2 The Specifications & Standards Engineer will evaluate the proposed specification revision with input from appropriate Department Sections, such as Design, Construction, Maintenance, Materials, Legal, etc. Based on input, the proposed specification revision will be approved for further processing or rejected.

- 5.3 The Specifications & Standards Engineer will determine which proposed specification revisions are Mandatory or Administrative Specification Revisions and will establish the effective letting date. Circulation and review, as per Section 7 of this document, is not required for Administrative Specification Revisions prior to implementation.
- 5.4 Anyone submitting requests for specification revisions should take the Specification Writing Course as offered by the Department as soon as possible and take a refresher course as needed when process changes are initiated.
- 5.5 A directive from the Chief Engineer will be required to initiate preparation of a new edition of the Standard Specifications. The Chief Engineer will appoint the SRC, and the SRC Chairman will recommend the Technical Subcommittee chairmen to be approved by the Chief Engineer. Membership on the Technical Subcommittees will be recommended by the Technical Subcommittee chairmen and approved by the Chief Engineer.
- 5.6 The Technical Subcommittees shall make their recommendations for revising the Standard Specifications to the SRC. The SRC will review the subcommittee recommendations for consistency with state and federal regulations and Department policy, and if acceptable, recommend approval to the Chief Engineer and FHWA. The SRC may reject the recommendations of the Technical Subcommittee for legal or policy reasons, but not technical reasons. The SRC may request additional technical information on technical matters or request attendance and participation by the Technical Subcommittee Chairman during its deliberations.

6. REWRITE:

- 6.1 The Specifications & Standards Engineer will review and rewrite the proposed specification revision, as necessary, to ensure proper format and language. The Specifications & Standards Engineer will circulate and track the revision through implementation or rejection. The Specifications & Standards Engineer is not responsible for the accuracy of technical content but will assist the originator when requested.
- 6.2 When the rewrite is completed, the Specifications & Standards Engineer will return the proposed specification revision to the originator for review as a draft specification.
- 6.3 The originator shall note any necessary changes or revisions and return the rewrite to the Specifications & Standards Engineer.

7. CIRCULATION AND REVIEW

- 7.1. All major proposed specification revisions, as determined by the Specifications and Standards Engineer, will be submitted to either the entire SRC or pertinent members of the SRC, as determined by the Specifications & Standards Engineer, for review and comment. This committee will have permanent status, operate on a continuing basis, and meet as needed to review any specifications referred by the Specifications & Standards Engineer, but primarily will function as the Main Specifications Committee for review of the new Standard Specifications.

Technical Specifications for non-entity projects will be reviewed by designated Technical Subcommittees appointed by the Chief Engineer or subject matter experts in the Department as determined by the Specifications & Standards Engineer.

Technical Specifications for entity projects will be reviewed internally by the entities with cursory review by the Specifications & Standards Engineer prior to being submitted to the Chief Engineer for Approval. For specifications to be used on non-state routes, the entity must supply an engineering reason for using entity specifications in lieu of existing Department specifications.

Maintenance Specifications will not be handled by the Specifications & Standards Engineer, but will go through an internal review and approval process determined by the Office of Operations.

- 7.2. The SRC is hereby authorized to request assistance from various sections of the Department when additional review and expertise is needed.
- 7.3. The SRC will review and discuss recommendations, request any additional information or research as required, and make recommendations to the Chief Engineer for adoption.
- 7.4. The SRC consists of:
- Deputy Chief Engineer, Chair
 - Specifications & Standards Engineer, Co-Chair
 - Contracts & Specifications Engineer
 - Chief Construction Engineer
 - Bridge Design Engineer
 - Road Design Engineer
 - Hydraulics Engineer
 - Materials Engineer Administrator
 - LTRC Director
 - General Counsel
 - FHWA Division Construction
 - Chief Maintenance Engineer
- a. All members may designate a temporary or permanent alternate
- b. Comments may be accepted by the Specifications & Standards Engineer for up to four weeks subsequent to a review request being made, if time allows. This review period may be altered as required and review and comment may be made by email.

8. IMPLEMENTATION:

After the evaluation process and modifications have been made and reviewed by the originator, the Specifications & Standards Engineer will review the final version of the proposed specification revision and will recommend to the Chief Engineer its approval and implementation as a Special Provision, or as a Supplemental Specification.

If the Department determines that a proposed specification revision is for a project that is 100 percent state funded and thus may not require FHWA approval prior to implementation, the revision will be implemented as a Special Provision for use only on that project. Future use on similar projects will be determined on a case-by-case basis.

9. SUBMITTAL TO FHWA

- 9.1 After approval by the Chief Engineer, if the Department determines that a proposed specification revision or existing Special Provision requires FHWA approval prior to implementation, the Specifications & Standards Engineer will submit the revision to FHWA for review and approval in its final format and language.
- 9.2 If FHWA requests a change to a proposed specification revision, the Department will repeat the preceding steps, as appropriate.
- 9.3 After receipt of approval from FHWA, the Specifications and Standards Engineer will implement the revision, coordinating with other offices as necessary. The new Supplemental Specification or Special Provision will be included in the next Construction Proposal Checklist for use in compiling specifications packages.

- 10. EFFECTIVE DATE:** This policy will be effective upon receipt of this directive, and all previous memoranda and/or policies regarding adoption of specifications are hereby rescinded.

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