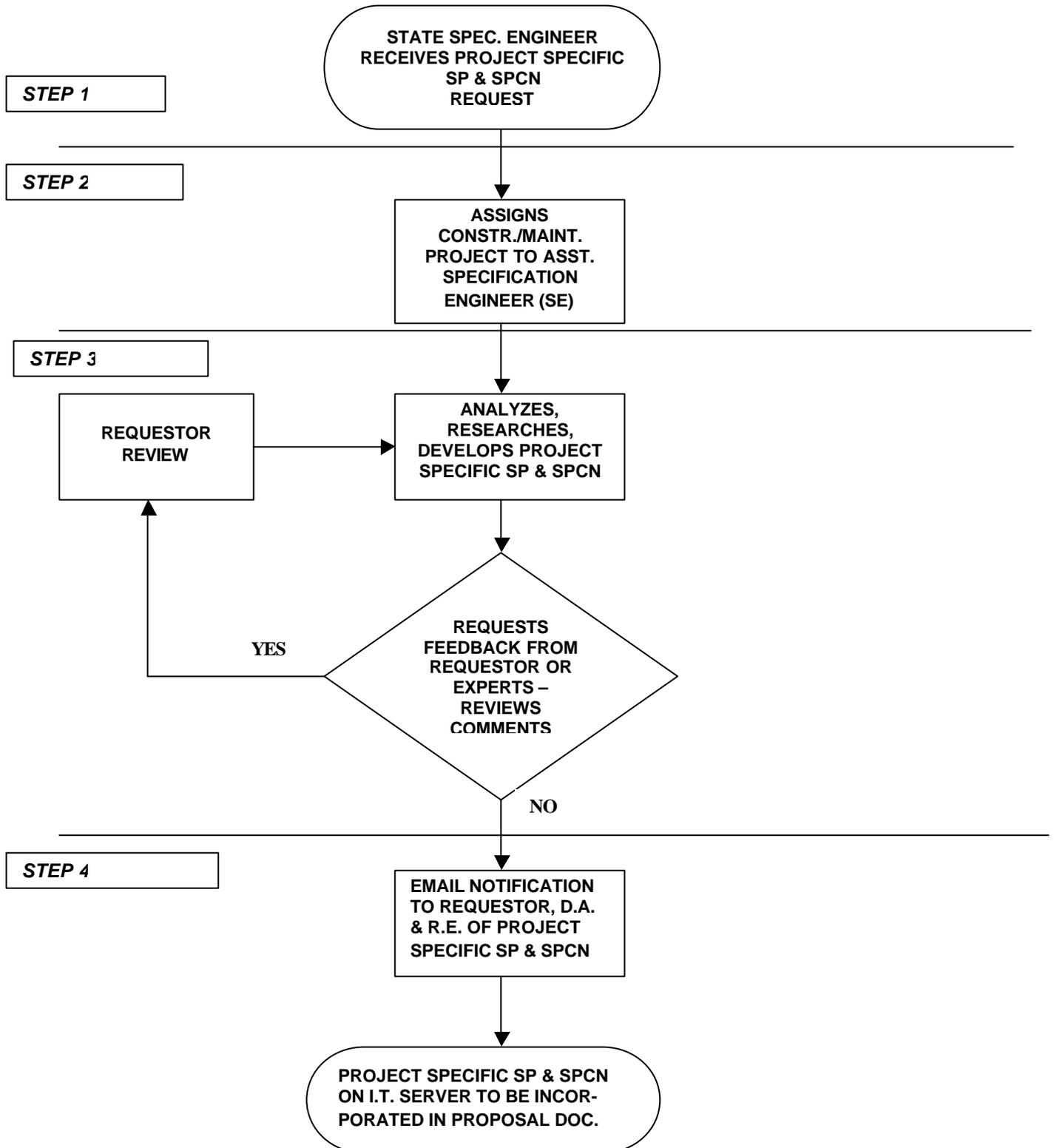


**PROCESS FLOW CHART FOR PROJECT SPECIFIC
SPECIAL PROVISIONS(SP) & SPECIAL PROVISION COPIED NOTES(SPCN)**



PROCESS NARRATIVE FOR CONSTRUCTION DIRECTIVE(CD) MEMORANDA

STEP 1. State Specifications Engineer may receive CD Memorandum requests from the any of the following sources: Quality Control Engineers, VRTBA, Joint Highway Cooperative Committee, District Construction Engineers.
Development of CD is assigned to Asst. Specification Engineers by State Specification Engineer.

STEP 2. Asst State Spec. Engineer review CD request and impact on industries. Researches, analyzes, and develops draft by communicating with requestor and experts any questions/conflicts/rewrites and review over & incorporate feedback from experts and requestor into draft form. If a joint memorandum is to be issued, a joint draft memorandum is developed in connection with all affected departments involved, including signature blocks.

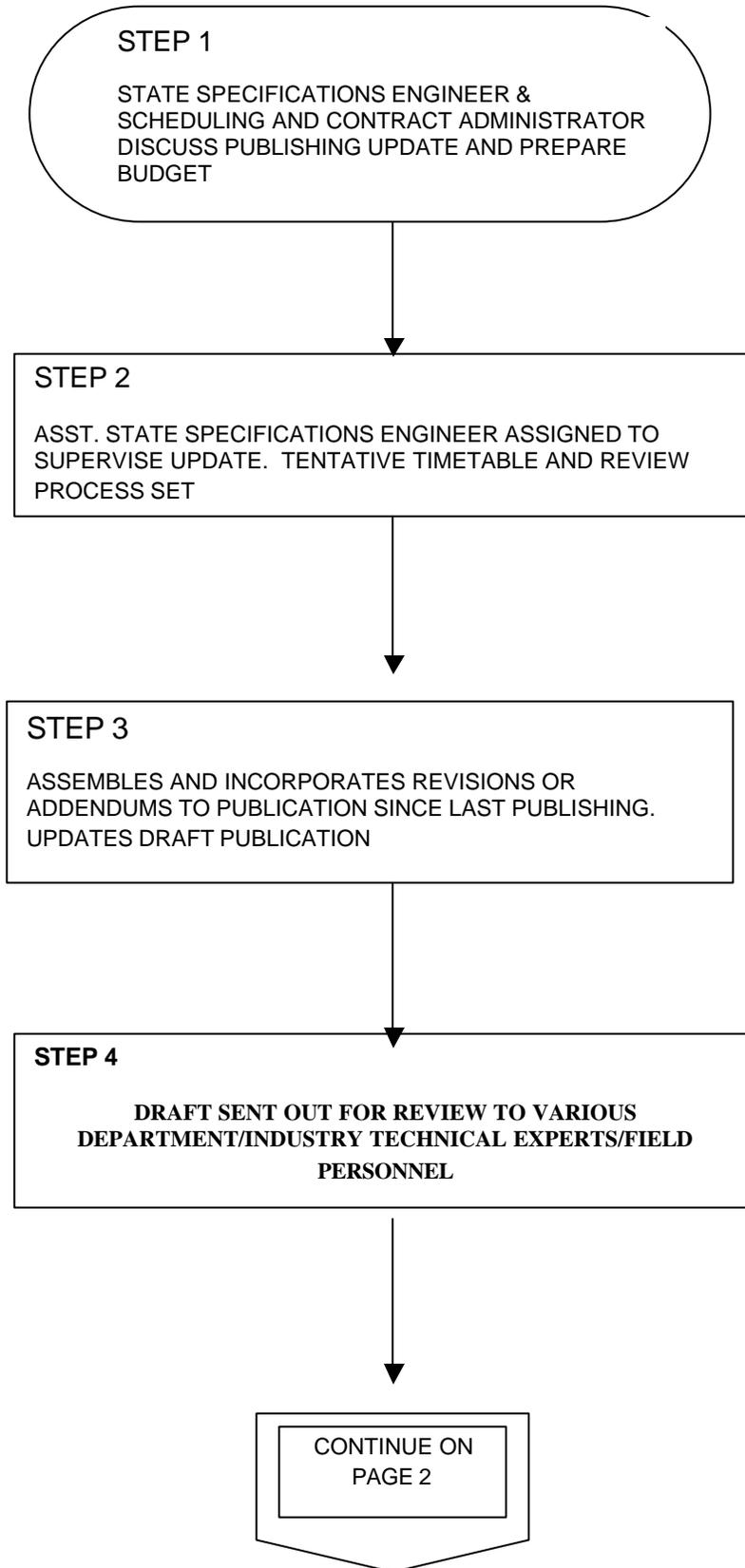
STEP 3. Send draft CD out for review and comment to originator of request (requestor) and the following: Construction industry associations/committees, Scheduling and Contract administration, other Department Divisions if impacted, material suppliers if impacted, task force members if involved. If a joint memorandum is to be issued, a draft is sent to each of the affected divisions for comments.

STEP 4 Incorporates comments. Final document prepared – may/may not require final review depending on extent/controversial nature of comments

STEP 5 Final document sent to Scheduling and Contract Division Administrator for signature (If joint memorandum, final document sent to all Division Administrators involved - Distribution of CD via email /hard copy (See attached distribution list) to the following: Commissioner, Commissioner's Staff, Division Administrators, District Construction Engineers, District Maintenance Engineers, District Materials Engineers, District Equal Opportunity Managers, District Contract Administrators, Resident Engineers, Project Engineers, Project Inspectors, FHWA, Virginia Department of Minority Business Enterprise, Virginia Road and Transportation Builders Association, Old Dominion Highway Contractors Association, Virginia Asphalt Association, Virginia Aggregates Association Inc, American Concrete Pavement Association, Virginia Ready-Mixed Concrete Association, Precast Concrete Association of Virginia. Signed original retained in Scheduling and Contract Division library.

Place electronic CD file on Intranet/Internet server locations. (Please note: This version does not contain the electronic signature)

PROCESS FLOW CHART FOR PUBLISHING ROAD AND BRIDGE SPECIFICATIONS BOOK & CONSTRUCTION MANUAL



STEP 5

COMMENTS INCORPORATED. FINAL PUBLICATION DOCUMENT PROOFED & ASSEMBLED. SPECS FOR PUBLICATION FORMAT ESTABLISHED WITH ADMIN. SERVICES DIVISION and DEPARTMENT OF GENERAL SERVICES



STEP 6

ADMINISTRATIVE SERVICES DIVISION / DEPARTMENT OF GENERAL SERVICES ADVERTISE FOR PUBLISHER



STEP 7

PUBLISHING CONTRACT AWARDED. ASST. SPEC. ENGINEER MEETS WITH PUBLISHING HOUSE ESTABLISHES PROTOCOL FOR REVIEW REEMPHASIZES PUBLICATION SPECIFICATIONS AND TIMEFRAMES FOR VARIOUS PUBLICATION STEPS

CONTINUE ON
PAGE 3

STEP 8

ASST. STATE SPECIFICATIONS ENGINEER REVIEWS /EDITS SECTIONS OF PUBLICATION FOR FORMATTING & OTHER CHANGES WITH PUBLISHING HOUSE PERSONNEL



STEP 9

FINAL VERSION OF PUBLICATION ESTABLISHED WITH PUBLISHER. CHIEF ENGR. SIGNS COVER PAGE. ACTUAL PUBLICATION BEGINS



STEP 10

PUBLICATION DELIVERED TO FULTON WAREHOUSE /PLAN ROOM OF SCHEDULING & CONTRACT DIVISION. ADMINISTRATIVE SERVICES DIVISION RECEIVES, INVENTORIES & WAREHOUSES PUBLICATIONS. CD MEMORANDUM PREPARED TO ACCOMPANY DISTRIBUTION BY ASST. SPEC. ENGINEER



STEP 11

SPECIFICATIONS SECTION DISTRIBUTES BOOK TO CENTRAL OFFICE DIVISIONS & DISTRICTS ALONG WITH ADDENDUMS RECEIVED SINCE PUBLISHING CYCLE CUTOFF. COPIES RETAINED IN DIVISION PLAN ROOM FOR SALE TO PUBLIC. PRICE DETERMINED BASED ON COST TO PUBLISH/# OF UNITS

NARRATIVE FOR PUBLISHING ROAD AND BRIDGE SPECIFICATIONS BOOK & CONSTRUCTION MANUAL

STEP 1 – State Specifications meets with Scheduling and Contract Division Administrator to discuss publishing new Road and Bridge Specifications book or Construction Manual. Road and Bridge Specifications book is normally published on a 4-year cycle. Construction Manual is normally published every 6 years, as CD memoranda are normally sunset every 5 years. Prior to anticipated year of publishing budget is discussed and set aside for the following year to handle publishing costs. Some details of publishing are discussed as to format, number of units, color of cover, and procedures for review. Materials Division works with Administrative Division to establish number of units of Section 200 (This section is printed and bound on a stand-alone basis) that will be published for material suppliers that deal with these two divisions.

STEP 2 – State specifications Engineer assigns Asst. State Specifications Engineer to update publication. Experience has taught us that this task is best assigned to one person to coordinate and supervise this extensive task. This person generally will devote 6 months or more exclusively to this task. Review process, cut-off date for addendums to be included and timeframes for various reviews are discussed and tentatively set with State Specifications Engineer. Expert for review identified and contacted to solicit commitment to assist.

STEP 3 – Asst. State Specifications Engineer begins assembling all addendums/revisions issued since last update. Decides on those addendums that will be incorporated. Some addendums are best left as stand-alone documents due to infrequency of use or special circumstances associated with their inclusion in proposals. Draft publication prepared.

STEP 4 – Draft publication sent to various technical experts. Generally publication sent out in sections, as this approach is not so overwhelming and is more manageable for review purposes. Comprehensive technical reviews (i.e. Materials Division) are generally coordinated through an Asst. Division Administrator who is more familiar with specific technical experts in certain fields. These individuals often work with supplier counterparts who are able to better identify current national standards.

STEP 5 – Comments from technical experts are incorporated. Final technical document is assembled and proofed. A professional editor for continuity, grammar, spelling, flow for comprehension purposes, etc may proof on occasion sections of the publication. Specifications and timeframes for publishing book or manual are reviewed, detailed and

finalized with Administrative Services division and the Department of General services that will advertise the publishing contract.

STEP 6 – The Department of General Services advertises publishing proposal. Advertisement process takes approximately 6 weeks. Interested parties may contact Asst. State Specifications Engineer for examples of previous publications or to ask other questions during this time period. An electronic sample of a chapter or section of the publication text will be provided with each proposal.

STEP 7 – Publishing contract is awarded. Asst. State Specifications Engineer meets with publishing house representative and contact personnel and protocols are established. Specifications and timeframes for various deliverables (stages in the publication process) are reviewed, checked, and confirmed with publisher.

STEP 8 – Asst. State Specifications Engineer reviews and edits section of various publishing proofs with publisher. Changes or adjustments in formatting are discussed where appropriate when adjusting text to publisher's proofs.

STEP 9 – Final version of publication is established with publisher. Final proofs sent in including proofs of publications cover. Asst. Specifications Engineer OKs proofs as ready for printing. Inside cover pages are signed by Chief Engineer for authorization. Publication of Books/Manuals is begun.

STEP 10 – Publication is delivered to Fulton Warehouse with partial shipment sent to Scheduling and Division plan room for sale to contractors/suppliers/public. State Specifications Engineer and scheduling and Contract Division Administrator decide on final price per unit for sale purposes. Bulk of shipment delivered, warehoused and inventoried by Administrative Services Division. Asst. State Specifications Engineer prepares CD Memorandum to accompany distribution and Addendum of specifications added since publication cut-off date.

STEP 11 – Asst. State Specifications Engineer works with Administrative Services to distribute books to various districts. Districts send name of contact. Shipments made to district warehouse facilities. Each district does its own internal distribution. Asst. State Specifications Engineer along with Specifications Section makes distribution to Central Office and Elko Materials personnel. Copies retained in Scheduling and Contract Plan room for sale. Sale Price determined by State Specifications Engineer by dividing cost for publishing by number of copies received and rounding off to nearest half or full dollar.

SPECIFICATIONS REVISION DEVELOPMENT PROCESS

THE PROCESS FOR REVISING THE DEPARTMENT'S STANDARD ROAD AND BRIDGE SPECIFICATIONS

STEP 1: Federal/State law, regulation, or VDOT policy change affecting Specs is mandated.

Joint VDOT/Industry committee initiative recommendation.

New materials, methods, and/or procedures are developed or existing ones are no longer feasible.

Change warranted due to availability or demonstrated benefit determined from research or practical experience.

Potential or actual work order and/or claims payout warrants change.

STEP 2: Order(s) submitted to State Spec Engineer by email when the following conditions apply:

- Federal/State law, regulation, or VDOT policy change affecting Specs is mandated.

Request(s) submitted to State Spec Engineer by email when the following conditions apply:

- Joint VDOT/Industry committee initiative recommendation.
- New materials, methods, and/or procedures are developed or existing ones are no longer feasible.
- Change warranted due to availability or demonstrated benefit determined from research or practical experience.
- Potential or actual work order and/or claims payout warrants change.

STEP 3: State Spec Engineer preliminarily evaluates request for validity and completeness then determines how or whether to proceed. If preliminary evaluation of request reveals that data is insufficient or unclear, more information will be required. If request is determined to be invalid it is filed as no action.

STEP 4: State Spec Engineer assigns task to Spec Engineer. Tracking begins.

STEP 5: Spec Engineer thoroughly studies request through comparison to existing specifications, analysis of validity of request based on knowledge and experience and consultation with technical or legal experts. Spec Engineer then determines how or whether to proceed. If thorough evaluation of request reveals that data is insufficient or unclear, more information will be required. If request is determined to be invalid it is filed as no action.

STEP 6: Spec Engineer may redraft change or forward submitted specification to Specifications Committee and other courtesy reviewers for their information when the following conditions apply:

- **Federal/State law, regulation, or VDOT policy change affecting Specs is mandated.**

Spec Engineer may redraft change or forward submitted specification to Specifications Committee and other courtesy reviewers for their comments when the following conditions apply:

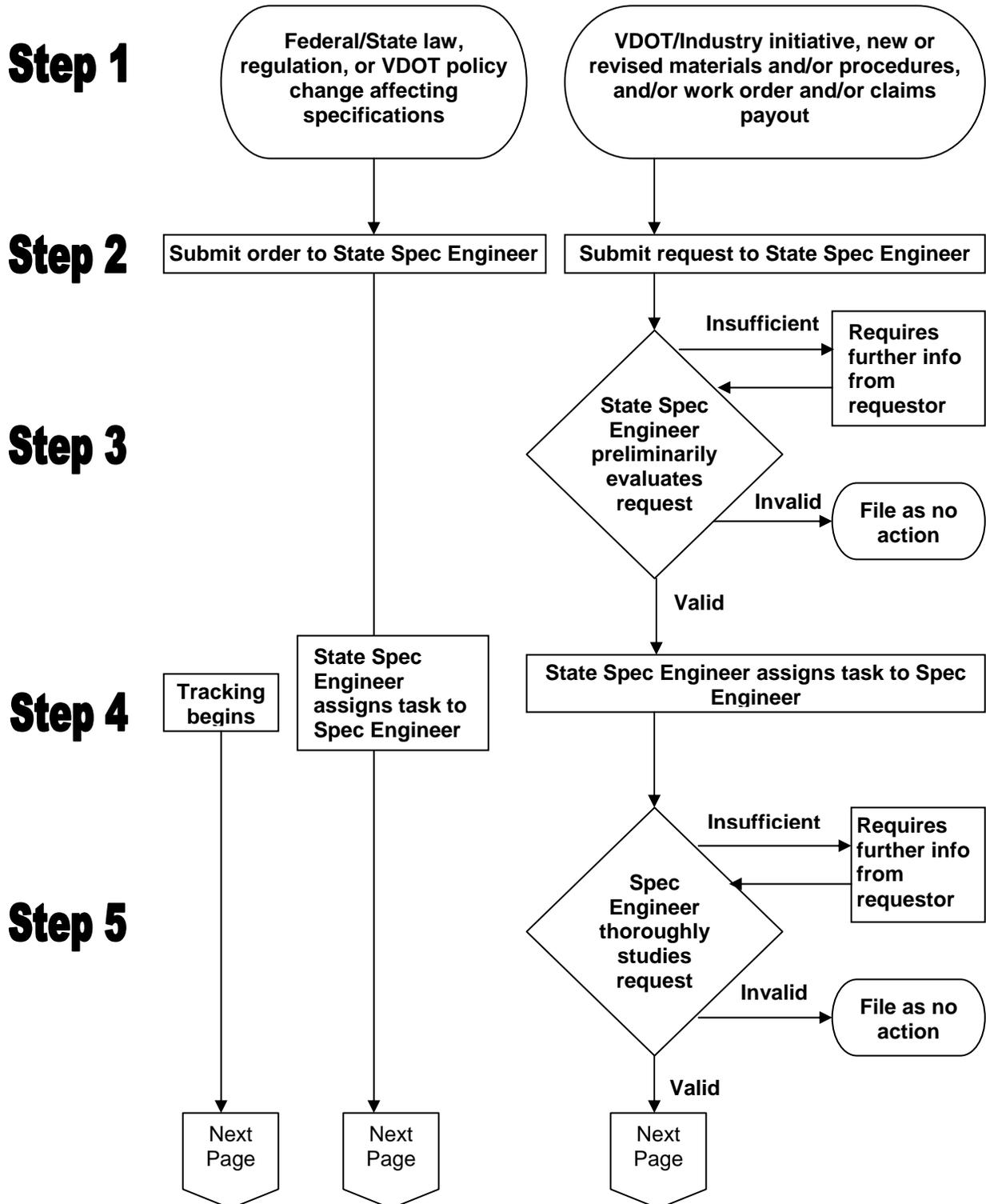
- **Joint VDOT/Industry committee initiative recommendation.**
- **New materials, methods, and/or procedures are developed or existing ones are no longer feasible.**
- **Change warranted due to availability or demonstrated benefit determined from research or practical experience.**
- **Potential or actual work order and/or claims payout warrants change.**

- STEP 7:** Spec Committee members and other courtesy reviewers review and submit comments on draft specification.
- STEP 8:** Spec Engineer thoroughly studies comments then determines if modification is necessary. If major changes are required the specification may be rerouted through the Spec Committee members and other courtesy reviewers for additional review.
- STEP 9:** Spec Engineer finalizes the specification and submits FHWA approval request letter and specification to the Chief Engineer for his approval to submit to FHWA.
- STEP 10:** Chief Engineer reviews, and if he does not approve, he sends back the specification for further modifications. If Chief Engineer is does not approve further modifications, the specification may either be resubmitted to the Spec Committee or filed as no further action. When the Chief Engineer approves the specification, he signs the FHWA specification approval request letter and proceeds with next step.
- STEP 11:** Chief Engineer returns approved specification and signed letter requesting FHWA approval to the Spec Engineer.
- STEP 12:** Spec Engineer forwards specification copies (3) and letter package to FHWA for approval and notifies originator of request with copy of specification.
- STEP 13:** FHWA reviews the submitted specification. If they do not approve, it is returned to Spec Engineer to negotiate modifications. If no agreement can be obtained the specification is filed as no further action. If FHWA reviews and approves the submitted specification is date-stamped and signed and the next step is taken.
- STEP 14:** FHWA approved specification is returned to Spec Engineer. If FHWA approves the specification for federal funded projects the next step is taken. If not approved for federal funded projects, determination is made if specification can still be used for state funded projects only. If so, the next step is taken. If specification is not FHWA approved for federal funded projects and cannot be used for state funded projects the specification is filed as no further action.
- STEP 15:** Spec Engineer submits FHWA approved specification to Spec Engineer Senior for processing.

- STEP 16:** Spec Engineer Senior reviews specification for correctness. Determines and composes guidelines to help determine the type of contracts the approved specification would be used for. Assigns file reference and determines effective advertisement date to begin using the specification.
- STEP 17:** Spec Engineer Senior processes specification for the Specs Section Intranet Team Site, VDOT Web and the VDOT network to be included as a part of the approved “package” of specifications (individual files) for use in contracts beginning with the designated advertisement date.
- STEP 18:** Spec Engineer Senior electronically transmits “package” of specifications (individual files) to network, Specs Section Intranet Team Site, VDOT Web, and Spec Section Archive for use by the Central Office Contract Section, Districts, Plan Review and Estimate Sections, Spec Section Intranet Team Site, VDOT Web, and Spec Section Website.
- STEP 19:** E-mail notification sent to affected personnel. Tracking ends.
- STEP 20:** Revised specification appears as supplemental specification, special provision or special provision copied note in contracts beginning with the designated advertisement. Design and maintenance engineers review and use revised specifications to update projects to meet current specifications. Personnel who build proposals in the Central Office and Districts use guidelines and resources supplied to assemble contracts using the appropriate supplemental specification, special provision or special provision copied note that fulfill the intent of the construction or maintenance project. Revised specification appears in contracts beginning with designated advertisement.

SPECIFICATIONS REVISION DEVELOPMENT PROCESS

THE PROCESS FOR REVISING THE DEPARTMENT'S STANDARD ROAD AND BRIDGE SPECIFICATIONS



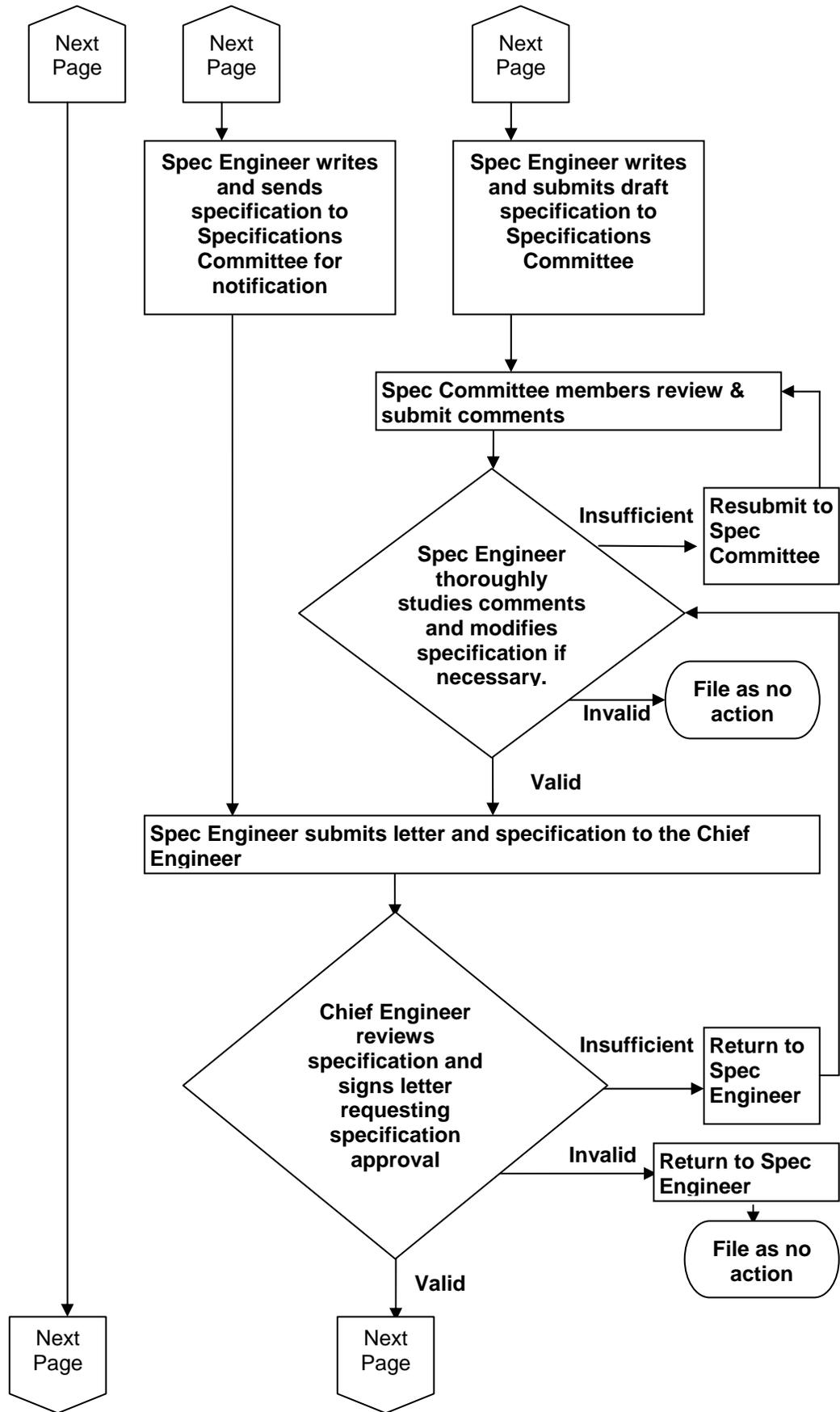
Step 6

Step 7

Step 8

Step 9

Step 10



Step 11

Step 12

Step 13

Step 14

Step 15

Step 16

