DEVELOPMENT OF STANDARDS AND SPECIFICATIONS POLICY

POLICY STATEMENT:

This policy establishes the standard procedures for the development, approval, distribution, and implementation of all new and revised Standards and Specifications as listed under Definitions.

AUTHORITY:

Ohio Revised Code, Sections 5501.02, 5501.03 and 5501.31.

Code of Federal Regulations 23 CFR 625

REFERENCES:

Standard Procedure 122-004(SP)

SCOPE:

This Policy is applicable to the design industry, contracting industry, FHWA, and any affected department employee who may request revisions to Standards or Specifications.

BACKGROUND & PURPOSE:

The Department had a standard procedure for distribution of design standards and a standard procedure for development of construction specifications.

This standard procedure is the merger of two former standard procedures; 122-004(SP) dated September 18, 2002 and 510-005(SP) dated December 1, 2004, and the Administrative Ruling for Specification Committee Supplemental Instructions dated December 9, 2005. This document allows for more thorough and consistent development of new design standards and construction specifications. By having a construction perspective on design standards and a design perspective on construction specifications, it will ensure all perspectives are considered and eliminate potential conflicts when implemented.
DEFINITIONS

Construction and Material Specifications Book (C&MS): A published bound book that contains detailed provisions, together with the Plans and the Proposal, constitute the Contract for the performance of required work. It is an official legal and technical document by which the Department bids and constructs highway projects.

Design Manuals: A document that contains design criteria and describes plan content associated with various design specialty areas.

Proposal Notes: Published proposal notes contain a wide variety of legal and technical requirements necessary for the proper bidding and sale of an individual project. These notes override all other requirements in the Plans, C&MS, Supplemental Specifications, and Standard Construction Drawings.

Publication Owner: The office that authors a Standard or Specification.

Specifications: Contract documents used to issue instructions to contractors. For the purposes of this procedure, Specifications will include: the C&MS, Supplemental Specifications, Supplements, and Proposal Notes.

Standards and Specification Committees: Working committees, formed around specific materials or construction tasks, and composed of ODOT district and central office staff, representatives from the Federal Highway Administration and industry trade groups.

Standards: Documents related to design of an improvement. For the purposes of this procedure, Standards will include Design Manuals and Standard Drawings.

Standard Drawings: Detail drawings furnished by ODOT describing items which are frequently used in plans and would otherwise require a plan detail and require pre-approval for general use.

Supplemental Specifications: Individually numbered documents prepared in loose-leaf form describing the construction and material specifications for new items of Work.

Supplements: Individually numbered documents prepared in loose-leaf form describing necessary information such as laboratory methods of test, and certification or pre-qualification procedures for materials.

TRAINING

None required.
Implementation of this standard procedure will provide cost savings to the Department. Construction personnel will have input in design standards and design personnel will have input in construction specifications. This allows for more thorough and consistent development of standards and specifications prior to their implementation and provides a feedback opportunity to incorporate lessons learned into contract documents through this continuous quality improvement process. Distribution of all standards and specifications are electronic in lieu of hard copy. Costs for paper, print, binders, and postage will be reduced considerably.