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Title: NTTA Special Specification, Special Provision and General Note Management		

1.0 PURPOSE:

The purpose of this procedure is to define the process of developing, updating, and obtaining approval of NTTA Special Specifications, Special Provisions and General Notes.

2.0 RESPONSIBILITIES:

- 2.1 Director of Project Delivery (DPD) – The DPD shall be responsible for the approval of all proposed special specifications, special provisions, general notes and any deviations to this procedure.
- 2.2 NTTA Technical Oversight Leader–Shall be responsible for the review and recommendation for approval of all proposed special specifications, special provisions and general notes.
- 2.3 NTTA Design Manager – Shall be responsible for the review and recommendation for approval of all proposed special specifications, special provisions and general notes.
- 2.4 NTTA Legal Counsel - Shall be responsible for the review and recommendation for approval of any proposed special specification, special provision or general note that require Contractor’s signature, or are legally binding in nature.
- 2.5 Corridor Manager(CM)/Project Manager – The CM/Project Manager shall identify and propose to the PD Specifications Manager all special specifications, special provisions and general notes necessary to fulfill project requirements.
- 2.6 Design Section Engineer (DSE) – The DSE shall be responsible to identify and propose to the Corridor Manager or Project Manager any special specifications, special provisions or general notes necessary to fulfill project requirements.
- 2.7 Subject Matter Expert (SME) – SME shall be responsible to identify and propose to the PD Specifications Manager any special specifications, special provisions or general notes that may be necessary to achieve NTTA Project Delivery objectives on projects. SME shall also be responsible to review and recommend proposed language in proposed special specifications, special provisions or general notes.
- 2.8 PD Specifications Manager – The PD Specifications Manager shall be responsible for managing this process including the submittal of the proposed special specifications, special provisions or general notes to the PD Document Control Manager for final approval and release into the NTTA Specifications Library.
- 2.9 Standards and Specifications Committee (Committee) - The Committee responsible for all reviews, recommendations and/or rejections on all proposed and revised NTTA Standards and Specifications. Committee members include the following roles:
 - 2.9.1 PD Design Manager
 - 2.9.2 PD Standards Manager
 - 2.9.3 PD Specifications Manager
 - 2.9.4 PD Visual Quality Manager
 - 2.9.5 PD Construction Oversight Manager

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- 2.9.6 ITS Liaison
- 2.9.7 Maintenance Liaison/Representative
- 2.9.8 NTTA Technical Oversight Leader
- 2.9.9 NTTA Design Guidelines Manager
- 2.9.10 NTTA Legal Counsel*

*Required representation when the review is recommending proposed special specifications, special provisions and/or general notes that require Contractor’s signature, or are legally binding in nature.

- 2.10 PD Document Control – PD Document Control shall be responsible for routing draft versions of special specifications, special provisions, or general notes for final approval and release in accordance with DM-01, Management of Controlled Documentation.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all Special Specifications, Special Provisions and General Notes considered and released for use on NTTA projects and corridors.

4.0 REFERENCES:

- DM-01 Management of Controlled Documentation
- QM-12 Control of QMS Documentation

5.0 DEFINITIONS & ACRONYMS:

6.0 PROCEDURES:

General: The term “documents” and “Special Specifications, Special Provisions and General Notes” are used interchangeably throughout this document.

- 6.1 The Originator (i.e. CM/Project Manager, DSE, SME, or others) shall identify the need for new or revised documents, and shall notify the PD Specifications Manager in writing. The written communication shall provide sufficient information to the SM to enable an evaluation of the request to determine the best method of addressing the request.
- 6.2 The PD Specifications Manager shall evaluate the request, compare it to existing NTTA documents, review documents prepared by comparable entities for handling similar issues and determine the best solution to address the document need. (For example, a special specification may have been requested, but the solution may be to handle the issue with a general note). The PD Specifications Manager shall coordinate this evaluation with appropriate members of the Committee to agree on the best solution before proceeding.

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- 6.3 If it is determined that an existing document can be utilized in lieu of the proposed document, the PD Specifications Manager will communicate this to the originator and the process ends. If it is determined that a revision to an existing document can be made, the PD Specifications Manager shall request the document with suggested changes tracked. If it is determined that a new document is necessary, the PD Specifications Manager shall request information from the originator to complete a draft version.
 - 6.4 The PD Specifications Manager shall produce a draft proposed document for Committee review and further processing in accordance with NTTA Special Specification, Special Provision or General Note formats. The PD Specifications Manager shall ensure the name of the document in the bottom right corner. The document name shall include the revision number. For One Time Use (OTU) specifications, the document name shall include the corridor and section/segment number for which the specification will be used, and the contract number shall be included in the top right corner of the document.
 - 6.5 The PD Specifications Manager shall organize the Committee for a review of the proposed new/revised document. All members shall participate or assign a qualified delegate to respond on their behalf. At the discretion of the PD Specifications Manager, comments and review may be obtained electronically or in a collaborative session, but all requested committee members shall participate and respond. The Committee members shall review the proposed draft and provide comments on form FD-01-F5. Dependent upon the project schedule, this review period will typically last between 1-2 weeks.
 - 6.6 As review comments are received, the PD Specifications Manager shall ensure the review comments are compiled and address comments. Where conflicts arise, the PD Specifications Manager shall work with the Committee to resolve conflicts.
 - 6.7 Subsequent drafts shall be returned to the Committee for review and comment using form FD-01-F5. This process is repeated until the PD Specifications Manager obtains concurrence with all Committee members to recommend approval of the final draft document.
 - 6.7.1 The PD Specifications Manager shall determine if legal review is required by NTTA Legal Counsel. For documents that require legal review the PD Specifications Manager will prepare a NTTA Request for Legal Services and forward the draft document for review.
 - 6.8 NTTA Legal Counsel shall review draft documents and return them to the PD Specifications Manager with comment utilizing form FD-01-F5, and indicating the approval or rejection of the documentation.
 - 6.9 Following approval of the draft document by the Committee, the PD Specifications Manager shall create a written recommendation for approval by completing and signing form FD-03-F2. Additionally, justification for a limited review shall be documented on this form.
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6.10 When form FD-03-F2 is completed, the PD Specifications Manager shall create a Document Release Notice (DRN), QMS form QM-12-F1, and submit electronic copies of form FD-03-F2 and the DRN package to the DCM to obtain final approval.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

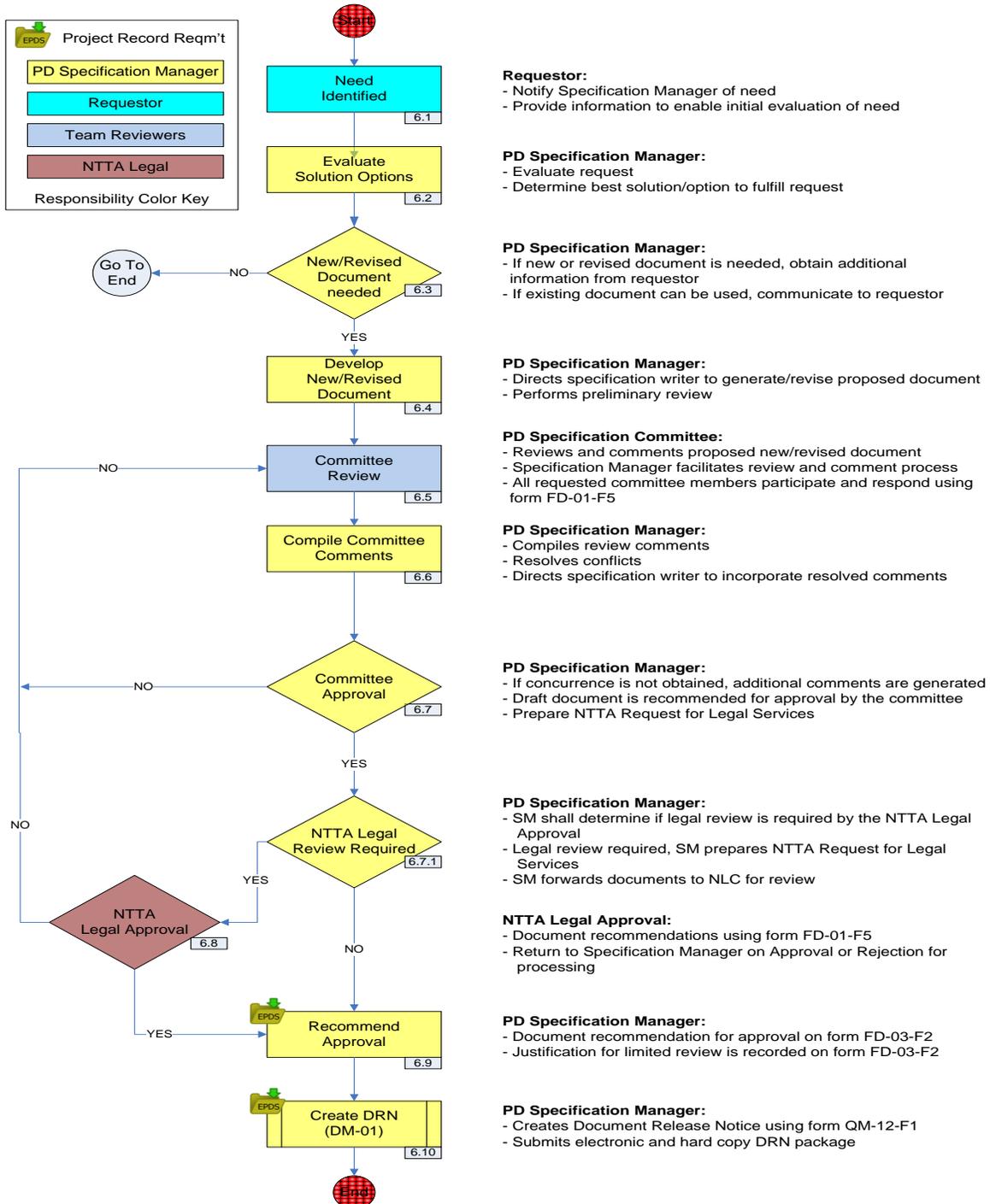
N/A

9.0 COMPONENT DOCUMENTS:

- [FD-01-F5](#) Comment Review Form
- [FD-03-F2](#) Proposed Special Provision or Specification Request
- [QM-12-F1](#) Document Release Notice
- [Legal Services Request Form - 101110](#)

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10.0 FLOWCHART:



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11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Noelle Ibrahim	06/05/2008		Original Issue
1	Noelle Ibrahim	09/10/2008		Added further detail to the review and approval process, and defined the members of the specification committee, and added FD-03-F1 Standard/Specification Release Notice and FD-03-F2 Request form
2	Md Omar Faruk	06/29/2010	10177	Deleted 2.0 Guiding Principle. Deleted FD-03-F1 Standard/Specification Release Notice and added QM-12-F1 Document Release Notice to 6.0 Procedures and 9.0 Component Documents.
3	Nikki Simon	11/03/2010	10253	<ul style="list-style-type: none"> • General - updated to reflect current practices. • Added process flowchart. • Added use of Comment & Review Form (FD-01-F5). • Removed references to final approval process (old paragraph numbers 6.6 – 6.9) and made reference DM-01 in flowchart for final approvals. • Clarified Specification Committee membership with Table 1 • Updated satisfy PMO PAR0015 & CAR0021. • Added <i>Request for Legal Services</i> to 9.0 Component Documents.
4	Darla Payberah	04/28/2011	10282	(1) Removed role requiring approval by AED. (2) Revised Project Delivery Department Director to Director of Project Delivery. (3) Revised PMO Program Manager to NTTA Design Manager. (4) Removed unnecessary or conflicting acronyms such as TOL, SM, SC and NLC. (5) Revised contract documents under NTTA Legal Counsel responsibilities to special specifications, special provisions or general note. (6) Removed last sentence of responsibility of DSE and included in procedure. (7) Removed requirement for Specification Manager to update satellite locations. (8) Removed specification writer role. (9) Replaced Specification Committee with Standards and Specification Committee consistent with FD-04. (10) Added QM-12 as a reference.