

## REVISION PROCESS

### Standard Specifications, Standard Special Provisions Detailed Drawings and Materials Manual

#### **Submission Requirements for Proposed Revisions**

Submit proposed changes in writing to the CES Bureau, Specifications Section. Include the following:

1. The title and Section or Subsection to be revised.
2. A description of the needed change. It is recommended that proposed language be included but is not required.
3. List any specifications, Detailed Drawings or manual sections that may be affected due to the proposed revision.
4. A brief explanation to support the need and reason for the change. The CES Bureau may request additional supporting data and analysis after receipt of the proposed specification change.
5. A brief statement explaining if the revision requires an implementation plan and if so, state who may be impacted by the change. Will the change require advance notice prior to implementation to ensure lead time to allow coordination and compliance with the change?
6. A list of those consulted and involved with the recommended change.

Submit the proposed change in one of the following ways:

1. MDT employees may e-mail to [MDT Construction Specifications](#)
2. External submissions emailed to [mdtspecifications@mt.gov](mailto:mdtspecifications@mt.gov)

#### **Revisions or Additions:**

- **Major Revision** – A revision is a change that affects the way that work is performed, tested, inspected, measured or paid. Types of materials required, or methods of installation would also be included in this category.
- **Minor Revision** – A minor revision is one that would not alter or change the original intent of a specification, drawing, or manual. These would be items that clarify wording or processes without changing the way we do business. An example would be adding an optional material type or test method, changing the person responsible for a task (Engineer to Project Manager), or changing dates or time frames to comply with legal requirements or industry standards.

Proposals may go through the Standards Committee prior to the formal review process. The Committee will decide if the revision is necessary and may make changes to the draft proposal.

There will be a one-month review period with distribution to State Construction personnel, MCA, FHWA and others as needed. All revisions will be posted to the Internet.

- **Errata** – Errata are small changes to wording that do not affect the specification, drawing, or manual, corrections of errors and outdated information, and all spelling and grammar changes. Examples would be deleting or changing a reference to a publication that is no longer available or has been revised or replacing a name and phone number with a position title.

These revisions will not be distributed for a review and comment period. Notification of the change will be sent to the appropriate personnel.

#### **Processing of the Proposed Revision or Addition**

Except errata, all proposed and final revisions will be posted on the MDT Internet at [http://www.mdt.mt.gov/business/contracting/standard\\_specs.shtml](http://www.mdt.mt.gov/business/contracting/standard_specs.shtml).

Proposed revisions will be distributed twice a year. Each proposed revision will include the tracked changes to the draft, a brief reason or description of the change, and comments if provided.

Revisions will be distributed and posted for comment for a one month review period. A tentative schedule for supplemental specifications is as follows:

Comment Period	Tentative Letting
April	June
October	December

Comments after the time indicated may not be considered. If additional time is required to comment, a request for an extension should be submitted for consideration, prior to the posted deadline.

The Specifications Engineer will review all comments and prepare a summary for the Construction Engineer. If approved by the Construction Engineer, the Specifications Engineer will submit all proposed supplemental specifications to FHWA for their final review and approval. Final approved changes will be posted to the Internet site and forwarded to the Engineering Construction Contracting Bureau for incorporation into future Standard and Supplemental Specifications.

When necessary, the appropriate bureau will prepare a Construction Memorandum for distribution to the District offices and FHWA explaining the revision history and how it is to be administered.