

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DESIGN DIRECTIVE**

**DD-105
PUBLICATIONS APPROVAL
October 19, 2016**

This design directive outlines the procedure that has been accepted by the Division for preparing and processing proposed publications. Publications covered by this Design Directive are Specifications and revisions to existing Specifications, both of which are generally referred to as Special Provisions, and any other publication such as Design Directives, Standard Drawings, other design manuals such as the Drainage Manual, etc. The general processing of Special Provisions is administered through the Contract Administration Division by the Specifications Engineer. The general processing of other publications (Design Directives, Standard Drawings, Drainage Manual, etc.) is administered through the **Standards/Publications Technical Publications** Unit of the Engineering Division.

10. Specifications

Bound Supplemental Specifications to accompany the current Standard Specifications will be issued annually on January 1 of each year, or as determined by the Specifications Engineer.

Standard Specifications will be issued **every four years, or** as the need dictates, as determined by the Specifications Engineer.

10. A. Specifications Committee

The Specifications Committee consists of voting and non-voting members who provide expertise to review and recommend action of the proposed changes.

The Specifications Committee meets on call by the Specifications Engineer with regular meetings usually scheduled on a **bi-monthly quarterly** basis. The September meeting will be the last time in which to consider Special Provisions to be included in the next annual issue of the Supplemental Specifications. A meeting in October or November will confirm which new Special Provisions go into the next edition of the Supplemental Specifications.

A proposed specification can be recommended or rejected after being presented at a single Specifications Committee meeting if all committee members (voting and non-voting) have been notified by receiving a copy of the proposed specification at **least seven (7) fourteen (14)** days in advance of the proposed specification's presentation. This proposed specification can either be an electronic version or written copy and shall clearly be designated as to be voted on for approval at the indicated Specifications Committee meeting date. Otherwise, a proposed

specification must be presented at two consecutive Specifications Committee meetings before a specification can be recommended or rejected by the Specifications Committee. The Specifications Engineer shall have the authority to cast the deciding vote when a tie occurs.

The voting members consist of one representative from each of the following divisions:

- Engineering Division
- Materials Control, Soil and Testing Division
- Traffic Engineering Division
- Maintenance Division
- Contract Administration Division
- When specification items are being considered which are not directly under the regular committee representation, such as items involving legal matters, those within the Division who have specific knowledge in the area in question will be called upon for advice and participation in the deliberation.

The non-voting members consist of one or more representatives from the following agencies:

- Federal Highway Administration
- Anyone from the Division that has knowledge of the specifications being discussed

10. B. Procedure for Processing Specification Changes

All proposed specification changes will be submitted to the Contract Administration Division, Specifications Engineer in a format conforming to Design Directive 820. Reasons why the changes are proposed should accompany the request.

The Specifications Engineer will review all recommendations received and transmit them to the Specification Committee for necessary action. All changes recommended for approval by the Specification Committee will be submitted to the FHWA for concurrence approval.

10. C. Procedure for Processing Special Provisions for Individual Designated Projects

Special Provisions which are to be applied to specifically designated projects, and may or may not be appropriate for incorporation into the Standard Specifications or Supplemental Specifications may be processed as outlined above for Processing Specification Changes. When time does not permit this procedure the following procedures should be followed:

- a) The originating Division will prepare the Special Provision in a format conforming to Design Directive 820, coordinating with the Contract Administration Division, Specifications Engineer for assignment of an appropriate section number and/or pay item number.

- b) The originating Division will provide a draft of the Special Provision to the Contract Administration Division, Specifications Engineer for review, comment, and approval.
- c) The originating Division will secure the approval of the Applicable Deputy State Highway Engineer and the concurrence of the Federal Highway Administration as appropriate for that project. The approval of the Special Provision would only apply to the specific project. The submission for approval shall follow Design Directive 202 and may only encompass the PS&E package for advertising the project.
- d) The originating Division will furnish a copy of the final draft of the Special Provision to the Contract Administration Division, Specifications Engineer in both hard copy and electronic format. If the Division feels that the Special Provision should become a part of the Standard Specifications it will be submitted to the Specifications Committee by the Contract Administration Division, Specifications Engineer.

20. Other Technical Publications (Design Directives, Standard Drawings, Drainage Manual, etc.)

20. A. Technical Publications Committee

The Publications Committee consists of voting and non-voting members who provide expertise to review and recommend action of the proposed changes.

The Publications Committee meets on call by the Standards/Publications Unit Leader with regular meetings usually scheduled on a bi-monthly basis.

A proposed publication can be recommended or rejected after being presented at a single Publication Committee meeting if all committee members (voting and non-voting) have been notified by receiving a copy of the proposed publication at least fourteen (14) days in advance of the proposed publication's presentation. This proposed publication can either be an electronic version or written copy and shall clearly be designated as to be voted on for approval at the indicated Publications Committee meeting date. Otherwise, a proposed publication must be presented at two consecutive Publications Committee meetings before a publication can be recommended or rejected by the Publications Committee. The Standards/Publications Unit Leader shall have the authority to cast the deciding vote when a tie occurs.

The voting members consist of one representative from each of the following divisions:

- Engineering Division
- Materials Control, Soil and Testing Division
- Traffic Engineering Division
- Maintenance Division
- Contract Administration Division

- When publications are being considered which are not directly under the regular committee representation, such as items involving legal matters, those within the Division who have specific knowledge in the area in question will be called upon for advice and participation in the deliberation.

The non-voting members consist of one or more representatives from the following agencies:

- Federal Highway Administration
- Anyone from the Division that has knowledge of the specifications being discussed

20. B. Procedure for Processing Publications Changes

All proposed publication changes will be submitted to the Engineering Division, Standards/Publications Unit Leader. Reasons why the changes are proposed should accompany the request.

The Standards/Publications Unit Leader will review all recommendations received and transmit them to the Publications Committee for necessary action. All changes recommended for approval by the Publications Committee will be submitted to the FHWA for **concurrence approval**.

30. Materials Procedures

30. A. Materials Procedures Review Committee

The Materials Procedures Review Committee consists of voting and non-voting members who provide expertise to review and recommend action for new or updated Materials Procedures (MP).

The Materials Procedure Review Committee Chairperson is appointed by the Materials Division Director. The default chairperson is the Assistant Director of the Materials Division. The position is also known as the MP Committee Chairperson.

The Materials Procedures Review Committee meets on call by direction of the MP Committee Chairperson with regular meetings usually scheduled on a quarterly basis. All meetings shall be scheduled in accordance with Section 40 of this directive.

The voting members consist of representatives from each of the following divisions:

- Materials Control, Soil and Testing Division (up to 3)
- Engineering Division (?)
- Traffic Engineering Division (?)
- Maintenance Division (?)

➤ **Contract Administration Division**

The non-voting members consist of one or more representatives from the following agencies:

- Federal Highway Administration
- Anyone from the Division that has knowledge of the specifications being discussed

When MPs are being considered which are not directly under the regular committee representation, those within the Division of Highways who have specific knowledge in the area in question will be called upon for advice and participation in the deliberation.

30. B. Procedure for Processing New or Changed Materials Procedures

All proposed Materials Procedure (MP) changes will be submitted to the Assistant Director of Materials Division. A brief description of the new MP or changes proposed should accompany the submittal.

The Assistant Director of Materials Division will review all recommendations received and transmit them to the Materials Procedures Review Committee for necessary action.

A proposed publication must be presented at two consecutive committee meetings before the MP can be recommended or rejected by the Committee. The MP Committee Chairperson shall have the authority to cast the deciding vote when a tie occurs. A proposed Materials Procedure (MP) can be recommended or rejected after being presented at a single committee meeting if all committee members (voting and non-voting) have been notified by receiving a copy of the proposed MP at least fourteen (14) days in advance of the proposed MP's presentation. This proposed MP can either be an electronic version or written copy and shall clearly be designated as to be voted on for approval at the indicated Materials Procedures Review Committee meeting date.

All new MPs or changes recommended for approval by the Materials Procedures Review Committee will be formally submitted to the FHWA for approval. If there is no response from the FHWA within 30 days of receipt the Materials Procedure shall be deemed accepted by the FHWA and the Materials Division Director shall sign the MP and publish it to the Materials Division website, or other appropriate location, for use.

30.C. Review of Existing Material Procedures

In an effort to keep procedures up to date and current, 25% of existing Materials Procedures shall be evaluated and updated each year. This is the responsibility of the MP Committee Chairperson.

Each meeting shall have existing MPs on the agenda for review.

Once the existing MPs have been reviewed if there are no changes the Materials Division Director shall sign the MP with an updated date and publish the MP. If changes are necessary then the process in Section 30.B. of this design directive shall be followed.

40. Protocol for scheduling Specification Committee and Technical Publications Committee Meetings

For scheduling Specifications and Publications Committee meetings the following protocol shall be followed:

- The Committee Chairperson will create an agenda and select proposed attendees for meetings at least two (2) weeks before the meeting date.
- The agenda will be submitted for approval through West Virginia Division Of Highways (WVDOH) management.
- Once approval is granted by WVDOH management, the Chairperson will submit the agenda and associated material to relevant individuals and post online publicly for review and comment. No changes or additions to the approved agenda are permitted.
 - Written comments regarding the Publications Committee meeting agenda items shall be submitted to the following e-mail address: DOHPUBCOMMENTS@wv.gov; and written comments regarding the Specification Committee meeting agenda shall be submitted to the following e-mail address: DOHSpecifications@wv.gov. ~~State Highway Engineer, Greg Bailey, at Gregory.L.Bailey@wv.gov, or his successor~~ at least four days before the meeting date. Only written comments shall be accepted.
- Only WVDOH and FHWA personnel shall attend these meetings to consider such written comments. The attendees for each Publications Committee meeting must be submitted to and approved by the State Highway Engineer when the agenda is submitted. Discussion and approval of agenda items shall consist only of those attending the meetings.