

Design Advisory

DA 2008-02
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From Mark Van Port Fleet, Engineer of Design

Unique Special Provision Review and Approval Process

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Index: Road Design Manual
Chapter 11

Questions regarding this
Design Advisory should be
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For submittal review and
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For ProjectWise workflows
or folder creation:

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Effective March 31, 2008, the review and approval process for unique special provisions changed to incorporate ProjectWise. ProjectWise must be used to submit and route all unique special provisions submitted to C&T. Detailed instructions outlining the entire process are located under connectMDOT, Plan Development Services, e-Proposal, or in ProjectWise under Reference Documents, e-Proposal.

An interim update to Chapter 11 of the Road Design Manual has been issued covering the new process. It is essential that this chapter be read prior to the development and submittal of unique special provisions.

Changes directly impacting project development staff include:

1. All job specific special provisions requiring C&T approval will be stored in ProjectWise under the Job Number folder named "6-Letting Plans and Proposal", in the subfolder named "Special Provisions-Unique". A ProjectWise workflow will be used to notify the specifications office of a document pending review and be used to route the draft to reviewers.
2. On consultant authored special provisions, general formatting and content quality assurance will be the MDOT project manager's responsibility. After review and approval, the project manager must submit the special provision to the specifications office through ProjectWise.
3. Microsoft Track Changes must be used by special provision reviewers to indicate revisions and to pose questions to the author. The document will not progress through the approval process until either the Engineer of Specifications or the author, depending on the extent and context of the proposed changes, has accepted/rejected all changes and the reviewers' comments have been addressed. This will ensure that the author is actively engaged in the review process.