

PROCESS FOR THE DEVELOPMENT AND IMPLEMENTATION OF CONSTRUCTION BULLETINS

The Department strives to ensure that contract specifications and Department manuals pertaining to highway/bridge construction, detail all items required for the proper delivery of a project in a clear and concise manner. This helps ensure that all projects can be administered consistently and in accordance with the Department's intent.

If an ambiguity is identified in these documents, the Department will develop and issue a Construction Bulletin. The intent of a Construction Bulletin is to clarify an existing highway/bridge construction specification or construction process that is not adequately addressed in the Department's specifications or procedures manuals (e.g. Contract Administration Manual, Project Administration Manual, Traffic Accommodation in Work Zones Manual).

A Construction Bulletin will remain in effect until the issue is adequately addressed in a new edition of the specification or manual.

Construction Bulletins will not be used to change existing specifications or contractual requirements.

The process for developing and implementing Construction Bulletins is as follows:

1. Issues can be identified by any party, the Department, Consultants or Contractors. Issues are to be referred to Technical Standards Branch. Issues identified by a Consultant or Contractor during a project must be submitted via the Department's Project Sponsor.
2. The issue will be reviewed jointly by Technical Standards Branch, Program Management Branch and the Project Sponsor and a draft Bulletin will be prepared for consideration by the CPMG and/or BMG committees.
3. Once any input from CPMG and/or BMG has been addressed, the draft Bulletin will be tabled at OPS Committee for industry input.
4. The Bulletin will be finalized considering the input received from industry, and then approved in principle by CPMG and/or BMG. A specific identification number will be assigned and formal approval from Divisional Executive obtained.
5. The approved Construction Bulletin will be distributed by Technical Standards Branch to Department personnel (Regional Directors, Construction/Bridge Managers and Engineers, Professional Services and Technical Standards Branch, Regional Safety Officers, Department Safety Officer), the CEA and ARHCA. Electronic copies will also be sent to all pre-qualified consultants as is presently done with specification amendments.
6. The approved Bulletins will also be posted on the Technical Standards Branch web page (and linked to the Professional Services web page).

7. Bulletins will be rescinded (including formal notification to the distribution list) once the appropriate changes have been made to the specifications or manuals.