



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
GOCALIFORNIA INDUSTRY CAPACITY EXPANSION



CLOSE-OUT REPORT

A3 Ensure Uniform Enforcement and Compliance of Standards and Specifications

Ensure standards and specifications are applied uniformly across Caltrans districts, and that contractors follow them uniformly. Utilize a targeted approach for updating standards and specifications. Incorporate joint Caltrans/industry training where appropriate.

Lead: Project Delivery

Project Manager: John McMillan

General Plan

Utilize same contract administration language on all Caltrans contracts (i.e., Minor B, Director's Order, Emergency, etc.).

A3-e-1

Task Description / Problem Statement

Review and develop plan to implement uniform contract language. The Standard Specifications and Standard Special Provisions (Standards) lack clarity and consistency. Currently, there is no guidance or documentation of business rules for writing specifications that contributors to the specifications can and should follow.

Task Manager: Jill Sewell

Background / General Discussion

Contracts based on unclear and inconsistent Standards result in higher bids. Lack of clarity and consistency in the Standards results in impaired communication between contractors and field engineering staff, leading to disputes. Contract language that is unnecessarily complicated acts as a barrier to small businesses bidding on Caltrans projects.

Division of Construction contracted with Trauner Consulting, Inc. (Trauner) to re-write Section 8 of the Standard Specifications. In preparation for the re-write, Trauner requested the Department's guidelines for specification writing to ensure consistency. The Department has some specification training materials, but no specific guidelines. Trauner provided an example of the State of Wyoming's style guide, and suggested a similar document be developed for use in California. DES-Office Engineer and Construction agreed to the value of a California Specification Writers' Style Guide, and Construction issued a task order for its development.

Action

The attached Decision Document regarding a Specification Writers' Style Guide was approved.

Completion Date

December 22, 2003