

ARIZONA DEPARTMENT OF TRANSPORTATION Standards Committee

PURPOSE

The Standards Committee is the Arizona Department of Transportation's (ADOT) approval body for all ADOT standards (specifications, drawings and all ADOT documents specifically referenced within the specifications and drawings). The Committee also considers relevant matters presented to it by interested groups or individuals and formulates appropriate action within its scope of responsibility. Additionally, this Committee will set priorities as it pertains to which new standards or which updates to standards will be worked on. This Committee will set timeframes for the responsible subcommittee to complete the new or revised standard.

COMMITTEE ORGANIZATION

The Standards Committee will be comprised of 11 ADOT members which are the Deputy State Engineer for Design (Chair), Deputy State Engineer for Operations (Vice Chair), Construction/Materials Group Manager, Roadway Engineering Group Manager, Bridge Engineering Group Manager, Traffic Engineering Group Manager, Contracts and Specifications Group Manager, Systems Management Group Manager, Operational Traffic and Safety Group Manager and two District Engineers. There are four Advisory members with one member each from the Associated General Contractors (AGC), Arizona Rock Products Association (ARPA), American Council of Engineering Companies (ACEC) and Federal Highway Administration (FHWA). A Standards Committee coordinator will be assigned by the State Engineer's Office (SEO).

The Standards Committee will meet once per month or as needed. Each meeting will have an agenda. Basic meeting minutes will be kept and posted to the web page.

Subcommittees will be established with ADOT and industry members based on the standards they will be responsible for (i.e. the 100 or 200 sections of the standard specifications or the C-standards for drawings). Each subcommittee will have an ADOT Chair and two Vice-Chairs from industry that will be responsible for leading the subcommittee. In addition, each subcommittee will have an ADOT group manager sponsor who is a member of the standards committee. Each subcommittee will be responsible for new standards or updating existing standards per the direction of the Standards Committee. Subcommittee will keep basic meeting minutes and will post those minutes along with working drafts to the web page (disclaimer will be made that all draft documents are not for distribution or to be used as a standard). The Subcommittees and their Group Manager Sponsors are as follows:

1. Materials Subcommittee (Construction & Materials Group Manager)
2. Traffic and Safety Subcommittee (Traffic Engineering Group Manager)
3. Roadway Subcommittee (Roadway Engineering Group Manager)
4. Bridges and Structures Subcommittee (Bridge Engineering Group Manager)

Standards Committee

5. Contract Administration Subcommittee (Contracts and Specifications Group Manager)

A tracking log will be established and maintained by the coordinator to track the status of all new or revised standards as they undergo the process.

A Standards Committee webpage will be used for posting Committee information, forms, tracking table, meeting schedule, agenda's (includes request forms and supporting documentation), minutes, subcommittee working draft documents, etc.

PROCESS

Anyone wishing to create a new standard or revise an existing standard will go to the Committee webpage at <http://www.azdot.gov/business/standards-and-guidelines/standards-committee> and download and complete a Standards Committee request form. The completed form will then be submitted to the Standards Committee coordinator as instructed on the form.

If the request is received at least three weeks prior to the next scheduled Committee meeting, the coordinator places the request on the agenda of the next Standards Committee meeting. The requests along with the agenda will be posted to the webpage by the coordinator. The coordinator then emails all Committee members, at least two weeks prior to the next meeting, to let them know the requests for the next meeting are available for review.

The Standards Committee meets and evaluates the request and determines if it is warranted. The requestor may be invited to attend the meeting and answer questions by the Committee while their request is being reviewed. If the Committee agrees that the request is warranted it will be assigned to the applicable subcommittee and added to the tracking log with a tracking number and a specified time table for the subcommittee to complete the request.

Occasionally requests will be received from internal ADOT groups or sections to take action that may not require the request to be submitted to a subcommittee. For those requests the Committee can take one of the following three actions 1) approve the request as submitted, 2) reject the request, or 3) submit the request to the applicable subcommittee for its review, following the standard process. An example of this may be revisions to the Approved Products List (APL).

Once a request is sent to the subcommittee they will then work on completing the request as directed by the Committee. The completed request by the subcommittee will include sending the draft to a technical editor to ensure it is in the proper format. During the subcommittee review the draft is sent to those who the subcommittee believes need to review and comment on the draft.

If the request will not affect the bidding or design of projects as determined by the Committee, the request can be approved by the Committee Sponsor to the subcommittee acting on behalf of the Committee after approval is recommended by the subcommittee chair utilizing the Standards Committee approval form. The subcommittee chair would then report back to the Committee by

Standards Committee

sending an email to the coordinator that the request is completed and has either been submitted to be posted or has been submitted to FHWA for their approval.

If the request will affect the bidding and design of projects, as determined by the Committee then the request will need to be reviewed and approved by the Committee. When a complete draft is ready for approval the subcommittee will submit the draft to the coordinator.

If the coordinator receives the request for Committee review and approval at least three weeks prior to the next scheduled Committee meeting then the coordinator will add the submittal to the next Committee meeting agenda. The agenda along with the final draft standards for approval will be posted on the webpage. The coordinator will send an email to all Committee members at least two weeks prior to the next scheduled Committee meeting to let them know there are documents for their review on the webpage.

The Committee meets and considers the draft standard for approval.

If the Committee feels additional work on the draft is needed, the Committee sends it back to the subcommittee with comments. The Committee gives the subcommittee a new date to complete the request and the tracking table is updated. When the subcommittee completes the revisions the subcommittee resubmits to the Committee as previously outlined.

If the Committee doesn't have any comments on the draft that necessitate rework by the subcommittee, the Committee approves the standard. The Committee may revise the draft at the meeting at its discretion to make it ready for approval.

Once approved by the Standards Committee the coordinator will submit the new or revised standard to Contracts and Specifications (C&S) so they can submit it to FHWA for their approval, when applicable. If the standard does not require FHWA approval, the standard is submitted for posting and the tracking table is updated. Once the standard is approved by FHWA then the standard is submitted for posting and the tracking table is updated.

Approved standards will be sent to the ADOT group who has traditionally been responsible for owning and posting the standard to keep the digital copies of the approved standard and to work with the web team to post the standard.

STANDARD APPROVAL DOCUMENTATION

Approval of Standard Specifications, Stored Specifications: Approval consists of proper signatures on the Standard Committee Approval Form. In addition the specification needs to show the date the Committee approved it.

Approval of Standard Drawings: Approval consists of proper signatures on the Standards Committee Approval Form. In addition, standard drawings will have approval signatures from the group manager who manages the design section for which the drawing corresponds to and the Committee Chair. The

Standards Committee

group manager's signature is approving the design and the Committee Chair's signature approves the drawing for distribution.

Approval of manuals: Approval consists of proper signatures on the Standards Committee Approval Form. In addition the manuals sections need to show a revision date that is the date approved by the Committee.

URGENT STANDARDS PROCESS

At times, the State Engineer's Office may need to bypass the Standards Committee process for urgent standards that need to be implemented immediately. Once the urgent standard is implemented it will be brought to the Committee for discussion.