

## Standards Committee

### Meeting Agenda

Wednesday, November 6, 2024, at 9:00am

Meeting Location: 1900 Kanawha Blvd. E., Building 5, Room 820, Charleston, WV

Also meeting virtually via Google Meet. E-mail distribution includes instruction.

Call to Order

Roll Call of Attendees

Approval of Minutes of 9/11/2024 Meeting

**Unfinished Business** – Standards discussed at last Committee meeting.

TITLE	Champion
<b>2nd time to Committee.</b> <i>DD-202 Review Submission Checklists: PFR, FFR, FOR.</i> MS4 Coordination added to each checklist.  Further discussion is needed about providing guidance for a source for the MS4 contacts.	D. Begley

TITLE	Champion
<b>2nd time to Committee.</b> <i>DD-105 Specification, Standards, Manuals, &amp; Material Procedure Approval Process:</i> Link and Division Updates.  Expected to go to vote in November.	J. Adkins

**New Business**

TITLE	Champion
<b>None.</b>	

Next Meeting Date: Wednesday, January 8, 2025.

Deadline for submissions: December 18, 2024.

Adjournment

**WEST VIRGINIA DIVISION OF HIGHWAYS  
PRELIMINARY FIELD REVIEW SUBMISSION CERTIFICATION**

State Project No. \_\_\_\_\_

Consultant \_\_\_\_\_

Federal Project No. \_\_\_\_\_

Project Manager \_\_\_\_\_

Project Name \_\_\_\_\_

Submission Date \_\_\_\_\_

County \_\_\_\_\_

**General Plan Requirements**

\_\_\_\_\_ Construction Project Numbers Shown  
\_\_\_\_\_ Line Weights Legible  
\_\_\_\_\_ Contours Screened and Legible  
\_\_\_\_\_ Adequate Spot Elevations Shown

**Field Review Preparation**

\_\_\_\_\_ Mainline Centerline Flagged at Sufficient Intervals for Field Review  
\_\_\_\_\_ RW-1 Plans or RW-1 & RW-2 Combined Plans Submitted (DD-301)  
\_\_\_\_\_ Value Engineering Review Required (DD-816)

**Plan and Profile Sheets**

\_\_\_\_\_ Alignment, Curve Data, and Superlevation Shown for Mainline and all Sideroads  
\_\_\_\_\_ Stationing Shown for Mainline and all Sideroads  
\_\_\_\_\_ Prel. Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads  
\_\_\_\_\_ Proposed Construction Limits Shown  
\_\_\_\_\_ Property Lines Shown  
\_\_\_\_\_ Disposition of all Crossroads, Railroads, and Streams or Rivers  
\_\_\_\_\_ Channel Change Requirements Incorporating Natural Channel Design Features Shown  
\_\_\_\_\_ Major Drainage Requirements, Including Pipe Profiles, Shown (DD-706)  
\_\_\_\_\_ Major Erosion and Sediment Control Features on Plans and Cross Sections  
\_\_\_\_\_ Proposed and Existing RW Limits Shown  
\_\_\_\_\_ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for All Parcels, Shown (DD-303)

**Typical Sections**

\_\_\_\_\_ Mainline Typical  
\_\_\_\_\_ Sideroad Typical  
\_\_\_\_\_ Temporary Detour Typical

**Cross Sections**

\_\_\_\_\_ Mainline Sections at 200 foot Spacing and at Critical Locations  
\_\_\_\_\_ Sideroad Sections at 200 foot Spacing and at Critical Locations  
\_\_\_\_\_ Earthwork Based on Assumed Slopes  
\_\_\_\_\_ Existing Topography, Including RW, Utilities, Bldg.'s, etc., Shown

**Environmental Requirements**

\_\_\_\_\_ Type of 404 Permit Documented (Individual or Nationwide)  
\_\_\_\_\_ Certification of Familiarity with Environmental Documents  
\_\_\_\_\_ List of Required Environmental Mitigations (DD-206)  
\_\_\_\_\_ Listing and Explanation of Deviations to Design Report and Env. Documents  
\_\_\_\_\_ Noise Mitigation or Noise Wall Justification  
\_\_\_\_\_ **MS4 Coordination with Municipality**

**Miscellaneous Sheets**

\_\_\_\_\_ Title Sheet with Proposed Sheet Index (DD-701)  
\_\_\_\_\_ Mass Diagram  
\_\_\_\_\_ Interchange Geometric Layout  
\_\_\_\_\_ Traffic Sketch Map (DD-802)  
\_\_\_\_\_ Conceptual Maintenance of Traffic Scheme, Including Detours (DD-681)  
\_\_\_\_\_ Traffic Routing Contingency Plan for Bridge/Structure Projects  
\_\_\_\_\_ Property Maps, Ownership and Utility Index from RW-1 Plans (DD-301)

**Boring Layout and Documents**

\_\_\_\_\_ Boring Layout Shown on a Set of Topographic Plans  
\_\_\_\_\_ Boring Bid Documents (Submitted after Preliminary Field Review) (DD-401)  
\_\_\_\_\_ Boring Tabulation Showing all Pertinent Information (Submitted after Preliminary Field Review)

**Preliminary Field Review Report**

\_\_\_\_\_ Design Criteria Listing for Mainline and all Sideroads  
\_\_\_\_\_ Access Point Cost Analysis (DD-307)  
\_\_\_\_\_ Draft of required Design Exceptions

**Miscellaneous Reports**

\_\_\_\_\_ Major Drainage Calculations  
\_\_\_\_\_ Geometric Calculations  
\_\_\_\_\_ Total Project Construction Cost Estimate  
\_\_\_\_\_ Consultant's Quality Control Markups

**Notes:** 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager  
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

**WEST VIRGINIA DIVISION OF HIGHWAYS  
FINAL FIELD REVIEW SUBMISSION CERTIFICATION**

State Project No. \_\_\_\_\_  
 Federal Project No. \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 County \_\_\_\_\_

Consultant \_\_\_\_\_  
 Project Manager \_\_\_\_\_  
 Submission Date \_\_\_\_\_

**General Plan Requirements**

\_\_\_\_\_ Construction Project Numbers Shown  
 \_\_\_\_\_ Line Weights Legible  
 \_\_\_\_\_ Contours Screened and Legible  
 \_\_\_\_\_ Adequate Spot Elevations Shown  
 \_\_\_\_\_ All Phases of Work Included in a Bid Item

**Plan and Profile Sheets**

\_\_\_\_\_ Alignment, Curve Data, and Superelvation Shown for Mainline and all Sideroads  
 \_\_\_\_\_ Stationing Shown for Mainline and all Sideroads  
 \_\_\_\_\_ Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads  
 \_\_\_\_\_ Construction Limits Shown  
 \_\_\_\_\_ Property Lines Shown  
 \_\_\_\_\_ Disposition of all Crossroads, Railroads, and Streams or Rivers  
 \_\_\_\_\_ Channel Change Requirements Incorporating Natural Channel Design Features Shown  
 \_\_\_\_\_ All Drainage Requirements Including Pipes, Pipe Profiles, Ditches, and Underdrains Shown (DD-706)  
 \_\_\_\_\_ Major Erosion and Sediment Control Features on Plans and Cross Sections  
 \_\_\_\_\_ Proposed and Existing RW Limits Shown  
 \_\_\_\_\_ Utility Dispositions Shown (If Available)  
 \_\_\_\_\_ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for All Parcels, Shown (DD-303)  
 \_\_\_\_\_ Pavement/Surface Limits for All Roads  
 \_\_\_\_\_ Site Plans for All Structures

**Typical Sections**

\_\_\_\_\_ Mainline Typicals  
 \_\_\_\_\_ Sideroad Typicals  
 \_\_\_\_\_ Pavement Edge/Shoulder Details  
 \_\_\_\_\_ Pavement Design with Legend Including all Related Details  
 \_\_\_\_\_ Temporary Detour Typicals

**Miscellaneous Sheets**

\_\_\_\_\_ Title Sheet with Proposed Sheet Index (DD-701)  
 \_\_\_\_\_ Summary of Quantities Showing List of Items Separated by Categories with Alternates at the End of Each Category (BAMS Format) (DD-705)  
 \_\_\_\_\_ General Note Sheets (DD-704)  
 \_\_\_\_\_ Quantity Tables without Quantities except Earthwork (DD-705)  
 \_\_\_\_\_ Mass Diagram  
 \_\_\_\_\_ Reference Point Sheet  
 \_\_\_\_\_ Geometric Layout Sheet with Coordinates  
 \_\_\_\_\_ Benchmarks Shown on Ref. Pt. Sheet, Geometric Layout Sheet, or Profile Sheet  
 \_\_\_\_\_ Superelevation Shown for all Curves (DD-603)  
 \_\_\_\_\_ Interchange Geometrics Shown  
 \_\_\_\_\_ Intersection Layout Including Joint Layout  
 \_\_\_\_\_ Complete Maintenance of Traffic Scheme Including Sequence of Construction (DD-681)  
 \_\_\_\_\_ Traffic Routing Contingency Plan for Bridge/Structure Projects  
 \_\_\_\_\_ Prel. Pavement Marking Layout (DD-682)  
 \_\_\_\_\_ Preliminary Sign Layout (DD-683)  
 \_\_\_\_\_ Preliminary Signal Layout  
 \_\_\_\_\_ Preliminary Lighting Layout (DD-684)  
 \_\_\_\_\_ All Required Ret. Wall and Culvert Details Shown  
 \_\_\_\_\_ Any Required Special Detail Sheets  
 \_\_\_\_\_ Property Maps, Ownership and Utility Index from RW-2 Plans (DD-301)  
 \_\_\_\_\_ Completed Set of Soil Plans and Profiles Including Title Sheet (DD-402)

**Cross Sections**

\_\_\_\_\_ Complete Set of Mainline Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers  
 \_\_\_\_\_ Complete Set of Sideroad Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers  
 \_\_\_\_\_ All Drainage Features Shown  
 \_\_\_\_\_ Quantity Tables Completed

**WEST VIRGINIA DIVISION OF HIGHWAYS  
FINAL FIELD REVIEW SUBMISSION CERTIFICATION**

State Project No. \_\_\_\_\_

Consultant \_\_\_\_\_

Federal Project No. \_\_\_\_\_

Project Manager \_\_\_\_\_

Project Name \_\_\_\_\_

Submission Date \_\_\_\_\_

County \_\_\_\_\_

**Final Field Review Report**

- \_\_\_\_\_ Listing of Preliminary Field Review and Slope Review Comments and Action Taken on Each Comment
- \_\_\_\_\_ Preliminary Calculations for Turning Lane Lengths and Tapers, Intersection Sight Distances, Interchange Ramp Lengths
- \_\_\_\_\_ Completed Design Exception Reports
- \_\_\_\_\_ Completed ADA Exception Reports
- \_\_\_\_\_ Discussion of Construction Sequence Utilized in Plan Development
- \_\_\_\_\_ Listing of Proposed Project Specific Special Provisions
- \_\_\_\_\_ Discussion of Need for Incentive/Disincentive Contract Provisions (DD-708)

**Miscellaneous Reports**

- \_\_\_\_\_ Complete Drainage Calculations
- \_\_\_\_\_ Geometric Calculations
- \_\_\_\_\_ Geotechnical Report (Draft)
- \_\_\_\_\_ Total Project Construction Cost Estimate
- \_\_\_\_\_ Consultant's Quality Control Markups

**Environmental Requirements**

- \_\_\_\_\_ Type of 404 Permit Documented (Individual or Nationwide)
- \_\_\_\_\_ List of Required Environmental Mitigations (DD-206)
- \_\_\_\_\_ Certification and Listing of Adherence to Environmental Documents
- \_\_\_\_\_ Listing and Explanation of Deviations to Design Report and Env. Documents
- \_\_\_\_\_ Completed NPDES Registration Form
- \_\_\_\_\_ **MS4 Coordination with Municipality**

**Value Engineering Report (If Applicable)**

- \_\_\_\_\_ Listing of Comments From Value Engineering Review (DD-816)
- \_\_\_\_\_ Discussion of Actions Taken on Each Comment

**Final Field Review Preparation**

- \_\_\_\_\_ RW-2 Plans Submitted (DD-301)

- Notes:**
- 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
  - 2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

**WEST VIRGINIA DIVISION OF HIGHWAYS  
FINAL OFFICE REVIEW SUBMISSION CERTIFICATION**

State Project No. \_\_\_\_\_  
 Federal Project No. \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 County \_\_\_\_\_

Consultant \_\_\_\_\_  
 Project Manager \_\_\_\_\_  
 Submission Date \_\_\_\_\_

**General Plan Requirements**

\_\_\_\_\_ Construction Project Numbers Shown  
 \_\_\_\_\_ Line Weights Legible  
 \_\_\_\_\_ Contours Screened and Legible  
 \_\_\_\_\_ Adequate Spot Elevations Shown  
 \_\_\_\_\_ All Phases of Work Included in a Bid Item

**Plan and Profile Sheets**

\_\_\_\_\_ Alignment, Curve Data, and Superlevation Shown for Mainline and all Sideroads  
 \_\_\_\_\_ Stationing Shown for Mainline and all Sideroads  
 \_\_\_\_\_ Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads  
 \_\_\_\_\_ Construction Limits Shown  
 \_\_\_\_\_ Property Lines Shown  
 \_\_\_\_\_ Disposition of all Crossroads, Railroads, and Streams or Rivers  
 \_\_\_\_\_ Channel Change Requirements Incorporating Natural Channel Design Features Shown  
 \_\_\_\_\_ All Drainage Requirements Including Pipes, Pipe Profiles, Ditches, and Underdrains Shown (DD-706)  
 \_\_\_\_\_ Major Erosion and Sediment Control Features on Plans and Cross Sections  
 \_\_\_\_\_ Drainage and Guardrail Limits/Data Noted on Plan and Profile Sheets  
 \_\_\_\_\_ Proposed and Existing RW Limits Shown  
 \_\_\_\_\_ Utility Dispositions Shown for all affected Utilities (If Available)  
 \_\_\_\_\_ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)  
 \_\_\_\_\_ Pavement/Surface Limits for All Roads  
 \_\_\_\_\_ Site Plans for All Structures  
 \_\_\_\_\_ Curb Ramps and Other ADA Features

**Typical Sections**

\_\_\_\_\_ Mainline Typicals  
 \_\_\_\_\_ Sideroad Typicals  
 \_\_\_\_\_ Pavement Edge/Shoulder Details  
 \_\_\_\_\_ Pavement Design with Legend Including all Related Details  
 \_\_\_\_\_ Temporary Detour Typicals

**Miscellaneous Sheets**

\_\_\_\_\_ Title Sheet with Proposed Sheet Index (DD-701)  
 \_\_\_\_\_ Summary of Quantities Showing List of Items Separated by Categories with Alternates at the End of Each Category (BAMS Format) (DD-705)  
 \_\_\_\_\_ General Note Sheets (DD-704)  
 \_\_\_\_\_ Quantity Tables with all Quantities Completed (DD-705)  
 \_\_\_\_\_ Mass Diagram  
 \_\_\_\_\_ Reference Point Sheet  
 \_\_\_\_\_ Geometric Layout Sheet with Coordinates  
 \_\_\_\_\_ Benchmarks Shown on Ref. Pt. Sheet, Geometric Layout Sheet, or Profile Sheet  
 \_\_\_\_\_ Superelevation Tables and Diagrams Completed for all Curves (DD-603)  
 \_\_\_\_\_ Interchange Geometrics Shown  
 \_\_\_\_\_ Intersection Layout Including Joint Layout  
 \_\_\_\_\_ Complete Maintenance of Traffic Scheme Including Sequence of Construction (DD-681)  
 \_\_\_\_\_ Traffic Routing Contingency Plan for Bridge/Structure Projects  
 \_\_\_\_\_ Pavement Marking Layout (DD-682)  
 \_\_\_\_\_ Sign Layout (DD-683)  
 \_\_\_\_\_ Signal Layout  
 \_\_\_\_\_ Lighting Layout (DD-684)  
 \_\_\_\_\_ All Required Ret. Wall and Culvert Details Shown  
 \_\_\_\_\_ Any Required Special Detail Sheets Including ADA Features  
 \_\_\_\_\_ Property Maps, Ownership and Utility Index from Revised RW-3 Plans  
 \_\_\_\_\_ Completed Set of Soil Plans and Profiles Including Title Sheet (DD-402)

**Cross Sections**

\_\_\_\_\_ Complete Set of Mainline Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers  
 \_\_\_\_\_ Complete Set of Sideroad Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers  
 \_\_\_\_\_ All Drainage Features Shown  
 \_\_\_\_\_ Quantity Tables Completed

**WEST VIRGINIA DIVISION OF HIGHWAYS  
FINAL OFFICE REVIEW SUBMISSION CERTIFICATION**

State Project No. \_\_\_\_\_  
 Federal Project No. \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 County \_\_\_\_\_

Consultant \_\_\_\_\_  
 Project Manager \_\_\_\_\_  
 Submission Date \_\_\_\_\_

**Final Office Review Report**

\_\_\_\_\_ Listing of Final Field Review Comments  
 and Action Taken on Each Comment  
 \_\_\_\_\_ Final Calculations for Turning Lane  
 Lengths and Tapers, Intersection  
 Sight Distances, Interchange Ramp  
 Lengths  
 \_\_\_\_\_ Approved Design Exception Reports  
 \_\_\_\_\_ Approved ADA Exception Reports  
 \_\_\_\_\_ Discussion of Construction Sequence  
 Utilized in Plan Development  
 \_\_\_\_\_ Completed Copies of All Project Specific  
 Special Provisions (Word Format)  
 (DD-105, DD-820)  
 \_\_\_\_\_ Complete Incentive/Disincentive Provisions  
 \_\_\_\_\_ Letters Approving Proposed Relocations From  
 Utility Companies

**Environmental Requirements**

\_\_\_\_\_ List of Required Environmental  
 Mitigations (DD-206)  
 \_\_\_\_\_ Certification and Listing of Adherence  
 to Environmental Documents  
 \_\_\_\_\_ Listing and Explanation of Deviations  
 to Design Report and Env. Documents  
 \_\_\_\_\_ Copy of Transmittal Letter From DDT  
 Submitting NPDES Registration to DEP  
 \_\_\_\_\_ Completed NPDES Registration Form  
 with all Attachments sent to DEP  
 \_\_\_\_\_ **MS4 Coordination with Municipality**

**Miscellaneous Reports**

\_\_\_\_\_ Complete Drainage Calculations  
 \_\_\_\_\_ Computations Including Horizontal/Vertical  
 Geometry and Quantity Calculations  
 \_\_\_\_\_ Final Geotechnical Report (DD-402)  
 \_\_\_\_\_ Consultant's Quality Control Markups

**Corps of Engineers Permit Requirements**

\_\_\_\_\_ Plan View of all Project Areas  
 Requiring a 404 Permit  
 \_\_\_\_\_ Profile View of all Project Areas  
 Requiring a 404 Permit  
 \_\_\_\_\_ Cross Section View of all Project Areas  
 Requiring a 404 Permit  
 \_\_\_\_\_ Quantity of Material to be Placed  
 Below "Ordinary High Water" Shown  
 on Appropriate Sheets  
 \_\_\_\_\_ Temporary Fills, Causeways, Bridges,  
 Pipes, etc. Shown For Proposed  
 Construction Scheme  
 \_\_\_\_\_ Copy of Section 106 "Historical Clearance  
 Document" Included  
 \_\_\_\_\_ Copy of "Rare, Threatened, and Endangered  
 Species Clearance Letter" Included  
 \_\_\_\_\_ Copy of Letter Submitting Plans to Resource  
 Agencies for Review  
 \_\_\_\_\_ Copy of All Comments Received from  
 Resource Agencies  
 \_\_\_\_\_ Copy of FEMA Clearance Letter  
 (If Applicable)  
 \_\_\_\_\_ Two Copies of Completed 404 Permit  
 Application Package Included

**Supplemental Contract Information**

\_\_\_\_\_ Estimated Contract Time Chart  
 (DD-803)  
 \_\_\_\_\_ Total Project Construction Cost Estimate

**Notes:** 1- All Lines to be initialed by Office Manager  
 or responsible management level  
 above the Project Manager  
 2- Use "NA" for any item not applicable to the  
 project. Do not leave any items blank.

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

**DESIGN DIRECTIVE 105  
SPECIFICATION, STANDARDS, MANUALS, AND MATERIAL PROCEDURE  
APPROVAL PROCESS**

*August 25, 2021*

*Supersedes August 1, 2019*

This Design Directive outlines the procedure that has been accepted by the Division for preparing and processing proposed Specifications and Special Provisions, Standards, Manuals, and Material Procedures for approval. The Publications Section of the Technical Support Division consists of three units: Specifications, Standards, and Manuals. The Materials Control, Soils, and Testing Division is the home division of the Materials Procedures.

## **10. Specifications**

The general processing of Specifications and Special Provisions is administered through the Technical Support Division by the Specification Engineer.

Standard Specifications will be issued periodically as the need dictates. Supplemental Specifications to accompany the Standard Specifications are issued annually on January 1<sup>st</sup> and are effective on all projects let to contract thereafter. Each new Supplemental Specification replaces the previous one and incorporates changes from all previous supplemental specifications.

A searchable version of the Standard Specifications book and Supplemental Specifications is available from the Specifications webpage, located online at <http://transportation.wv.gov/highways/contractadmin/specifications/>

<https://transportation.wv.gov/highways/TechnicalSupport/specifications/Pages/default.aspx>

### **10.1 Procedure for Processing Specification Changes**

Permanent specifications changes to the Standard Specifications or Supplemental Specifications should be submitted electronically to [DOHSpecifications@wv.gov](mailto:DOHSpecifications@wv.gov) by the 'champion'. The originating Division will prepare the specification changes in a format conforming to Design Directive 820. A brief overview of the item and background information with reason for the changes should accompany the request.

The Specifications Engineer will review all recommendations received and transmit to the Specifications Committee for action. The champion should attend all committee meetings pertaining to their respective specification. A proposed specification must be presented at two committee meetings before it can be recommended or rejected by the Specifications Committee.

### **10.2 Procedure for Processing Special Provisions for Individual Projects**

There may be a need to use an innovative product or an experimental procedure to address unique demands of a project. Often, these items are not covered by existing

specifications, so they may require new or modified specifications to describe their material requirements, construction requirements and payment. Special Provisions (SPs) are written to address these situations.

Before drafting a SP, check with the Specifications Engineer (or ProjectWise folder: ~~Approved Project Specific Provisions (PDF)~~) to determine if a SP already exists that meets the needs of the project.

SPs are processed as outlined above in 10.1. In general, the originating Division should submit proposed SP at least six months prior to their project's PS&E submission. This provides adequate time to process and resubmit any changes that may be requested by the committee.

When time does not permit this procedure, the following procedures should be followed:

- a. The originating Division will prepare the draft Special Provision in a format conforming to Design Directive 820, coordinating with the Technical Support Division, Specifications Engineer for review, comment, assignment of an appropriate section number and/or pay item number.
- b. The originating Division will secure the approval of the Applicable Deputy State Highway Engineer and 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.

There are Project Specific Special Provisions that require management approval prior to their use on projects. These are listed in ProjectWise subfolder title "Requires Management Approval". The Project Manager shall provide justification of why the SP is needed to the Appropriate Deputy State Highway Engineer for approval.

### **10.3 Specifications Committee**

The Specifications Committee review and recommend actions to proposed Specifications and Special Provisions. The committee meets on call by the Specifications Engineer with regular meetings scheduled every other month and follow the Open Government Meeting Act. Details of this act are available at: <https://ethics.wv.gov/openmeetings/Pages/default.aspx>.

The Specifications Committee consists of voting and non-voting members who provide expertise to review and recommend action of the proposed Specifications and Special Provisions. The committee requests comments on the provisions in the meeting agenda; and review/discuss them during the meeting. The committee meeting agenda will designate the items that are up for approval and dependent upon comments/discussion/changes the Specifications Engineer has the right to call for a vote on the final version.

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

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

A quorum of 3 voting members must exist for the meeting to be valid. A majority of the present voting members is required to pass the proposed item. The Specifications Engineer

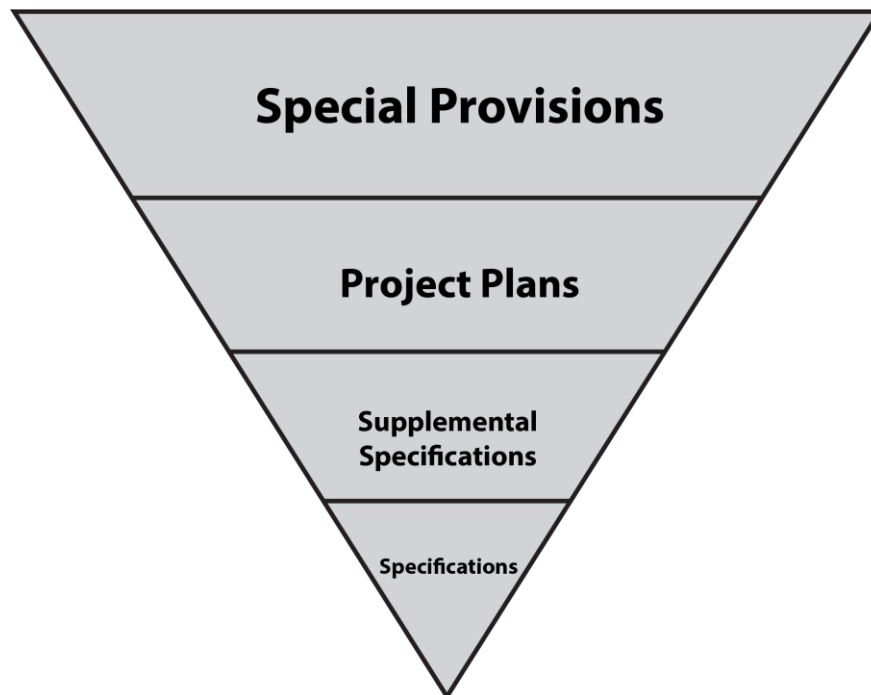


shall have the authority to cast the deciding vote when a tie occurs. All approved specification changes will be sent to FHWA for comment and concurrence.

The non-voting members consist of one or more representatives from the following agencies: Federal Highway Administration, Contractors Association of West Virginia, ACEC – WV, Asphalt Pavement Association of West Virginia, American Concrete Pavement Association, Builders Supply Association of West Virginia, various vendors, and anyone from the Division or Industry that has knowledge of the specifications being discussed.

#### **10.4 Coordination of Specifications, Special Provisions, and Project Plans**

The Specifications, Supplemental Specifications, Special Provisions, and project plans are essential parts of the Contract; and a requirement occurring in one is as binding as though occurring in all. In case of discrepancy, Supplemental Specifications will govern over Specifications; Plans will govern over Specifications and Supplemental Specifications; Special Provisions will govern over Specifications, Supplemental Specifications, and Plans as prescribed in Section 105.4 of the Standard Specifications. Below is a graphic display of the hierarchy of contract documents; where the items shown above, govern over items below it.



Project plans or plan notes should not be used to change specifications. The procedure outlined in this Design Directive should be utilized when this is necessary.

## **20. Standards and Manuals**

The general processing of Standards and Manuals is administered through the Technical Support Division by the Standards Unit Leader and the Manual Unit Leader.

Standards and Manuals will be issued periodically as the need dictates. Each revised edition supersedes the previous one and incorporates changes from all previous editions.

These publications are available in electronic format on the Division of Highways' ~~Engineering~~ Division Publications webpage, located online at

~~<https://transportation.wv.gov/highways/engineering/Pages/publications.aspx>~~

<https://transportation.wv.gov/highways/TechnicalSupport/Pages/Publication-Group.aspx>

### **20.1 Procedure for Processing Standards or Manuals Changes**

Proposed changes to any of the Division of Highways' Standards or Manuals should be submitted electronically to the Technical Support Division's Standards or Manuals Unit Leader, as appropriate. The originating Division will prepare the document changes in a format conforming to that particular document. A brief overview of the document and background information with reasons for the changes should accompany the request.

The Standards or Manuals Unit Leader will review all recommendations received and transmit them to the Standards Committee (formally known as Technical Publications Committee) or Manuals Committee for action. A proposed standard or manual or revisions to an existing document must be presented at two committee meetings before it can be recommended or rejected by the Standards or Manuals Committee, unless considered by the committee to be a minor change.

### **20.2 Standards Committee and Manuals Committee**

The Standards or Manuals Committee will review and recommend actions to proposed standards, manuals, or revisions to existing documents. The committee meets on call by the appropriate Unit Leader with regular Standards Committee meetings scheduled every other month (and as needed) and follow the Open Government Meeting Act. Details of this act are available at: <https://ethics.wv.gov/openmeetings/Pages/default.aspx>.

The Standards and Manuals Committee consists of voting and non-voting members who provide expertise to review and recommend action of the proposed standard or manual. The committee requests comments on the standard or manual in the meeting agenda; and reviews/discusses them during the meeting. The committee meeting agenda will designate the items that are up for approval and dependent upon comments/discussion/changes the presiding unit leader has the right to call for a vote on the final version.

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

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

A quorum of 3 voting members must exist for the meeting to be valid. A majority of the present voting members is required to pass the proposed item.

**Manuals Committee  
Meeting Agenda**

**Wednesday, November 6, 2024** (Immediately after Standards Committee Meeting)

**Meeting Location: 1900 Kanawha Blvd. E, Bldg. 5, Rm. 820, Charleston, WV**

Also meeting virtually via Google Meet. E-mail distribution includes instruction.

Call to Order

**Unfinished Business –**

TITLE	Champion
None	

**New Business**

TITLE	Champion
None	

Next Meeting Date: Wednesday, January 8, 2025.

Deadline for submissions: December 18, 2024.

Adjournment

**Standards Committee  
Meeting Minutes  
September 11, 2024**

**Call to Order:** The meeting was called to order by Acting Chair Dee Begley shortly after 9:00 AM.

**Attendees:** See Attendee List for a list of attendees.

**Minutes:** Minutes of the 7/3/2024 Meeting were reviewed; there were no comments on them.

**Unfinished Business:** Items which were discussed at prior meeting are listed below:

ITEM	Champion
<p><b>2nd time to Committee.</b></p> <p><i>Standard Drainage Details.</i> Inlet and Manhole details with a 6” thickness. They have 28-day strengths of 5000 psi and include a note (12) which is their version of, “Flow of outlet pipe shall match bottom elevation of inlet.”</p> <p>Comments – Was some concern over these being Revised Standard Details. It was explained that these were not new Standard Details, but alternatives that could be used to our Standard Details. Andrew Thaxton explained that these have been used incorrectly by Contractors in the past so revisions were recommended to clear up installation.</p> <p>Passed with a vote of 5-0.</p>	A. Gillispie

**New Business:** Items discussed for the first time at committee meeting are listed below:

ITEM	Champion
<p><b>1st time to Committee.</b></p> <p><i>DD-202 Review Submission Checklists: PFR, FFR, FOR.</i> MS4 Coordination added to each checklist.</p> <p>Comments – Engineering will not vote to approve until guidance is provided for determining the appropriate entity to contact for MS4 Coordination.</p> <p>Will not go to vote in November. Expected to go to vote in January.</p>	D. Begley

ITEM	Champion
<p><b>1st time to Committee.</b></p> <p><i>DD-202 Distribution Schedule:</i> HE added to schedule</p> <p>Comments: Engineering Division, remove DDI reference with Dirar &amp; Feras, take Mike Carter off. Traffic Engineering Division, Replace Donna Hardy with Marsha Mayes.</p> <p>Note: This list isn't required to go through the Standards Committee for updates, but we've included it so that others can provide input or further updates, if needed.</p>	<p>D. Begley</p>

ITEM	Champion
<p><b>1st time to Committee.</b></p> <p><i>DD-202 Regional Maps:</i> Maps updated with current staff.</p> <p>No additional comments were received. Have already been updated on Website.</p> <p>Note: This list isn't required to go through the Standards Committee for updates, but we've included it so that others can provide input or further updates, if needed.</p>	<p>D. Begley</p>

ITEM	Champion
<p><b>1st time to Committee.</b></p> <p><i>DD-105 Specification, Standards, Manuals, &amp; Material Procedure Approval Process:</i> Link and Division Updates.</p> <p>No additional comments were received.</p> <p>Expected to go to vote in November.</p>	<p>J. Adkins</p>

**Next Meeting:** The next meeting is on Wednesday, November 6, 2024. Deadline for submissions October 16, 2024.

**Adjournment:** The meeting was adjourned.

**Manuals Committee  
Meeting Minutes  
September 11, 2024**

**Call to Order:** The meeting was called to order by Acting Chair Dee Begley shortly after conclusion of Standards Committee meeting.

**Attendees:** See Attendee List for a list of attendees.

**Unfinished Business:** Items which were discussed at prior meeting are listed below:

**I.** None

**New Business:** Items which were discussed for the first time at the committee meeting are listed below:

**II.** None

**Next Meeting:** The next meeting is on Wednesday, November 6, 2024. Deadline for submissions October 16, 2024.

**Adjournment:** The meeting was adjourned.

**September Standards & Manuals Committee Meeting  
Wednesday, September 11, 2024**

**Attendee List**

**Virtual Meeting Attendees**

- |                        |                                      |
|------------------------|--------------------------------------|
| 1. Dan Brayack         | WVDOH – Materials Division           |
| 2. Vince Allison       | WVDOH – Materials Division           |
| 3. John Cummings       | WVDOH – Materials Division           |
| 4. Ted Whitmore        | WVDOH – Traffic Engineering Division |
| 5. John Crane          | CAWV                                 |
| 6. Jason Foster        | WVDOH – Chief of Development         |
| 7. Jeremiah Knavenshue | MBI                                  |
| 8. Dohn Lough          | WVDOH                                |
| 9. Barrett Neeley      | WVDOH – District 1                   |
| 10. Andrew Thaxton     | WVDOH – Materials                    |
| 11. Chris West         | Lochner                              |
| 12. Ahmed Mongi        | HDR                                  |
| 13. Jason Hamilton     | WVDOH – Contract Administration      |
| 14. Calvin Hanson      | ADS Pipe                             |
| 15. Shawn Jack         | WVDOH                                |
| 16. Chris Mahan        | WVDOH                                |
| 17. Kevin McGlumphy    | Associated Asphalt                   |
| 18. Kaden Richmond     | WVDOH                                |
| 19. RJ Scites          | WVDOH _Engineering Division          |

**In Person Meeting Attendees**

- |                   |                                    |
|-------------------|------------------------------------|
| 1. Janie Adkins   | WVDOH – Technical Support Division |
| 2. Deidra Begley  | WVDOH – Technical Support Division |
| 3. Travis Long    | WVDOH – Technical Support Division |
| 4. Katie Hastings | WVDOH – Engineering Division       |

**TOTAL ATTENDEES: 23**