



**INTRODUCTION TO NCDOT TECHNICAL BULLETIN SUPPORTED BY CONTRACT STANDARDS
AND DEVELOPMENT**

Date: November 5, 2007
(Rev. 7-16-09)

The Department will issue *Technical Bulletins* to disseminate information of a technical nature that does not have a place in the *Specifications* or *Standards*. This means of delivery will result in a more timely distribution of knowledge for those affected.

The primary purpose of a *Technical Bulletin* will be used to explain any new Special Provision, Details, or Inspection issue as it relates to new or unique processes. The audience for the TB may include Designers, Inspectors, Residents, Materials and Tests personnel, PEFs, FHWA and bidders preparing their bid. The Technical Bulletin, Special Provisions and Details will be issued simultaneously with the Letting to assure the bidders have the most up to date information by which to bid.

A secondary purpose of the Technical Bulletin will be to issue what was previously distributed as *Construction Bulletins*. *CBs* were developed and distributed by the NCDOT Construction Unit to “clarify, discuss, interpret and provide guidance for contract administration issues related to NCDOT construction contracts”. The current Construction Bulletins will remain on the Construction Unit’s website and will not be converted to TBs at this time.

WRITING THE TB

The template and instructions will be available on the Project Letting page <http://www.ncdot.org/doh/preconstruct/ps/contracts/letting.html>. The writer must use the template and formatting explained in the TB 2007-01 *Guidelines to Writing Technical Bulletins*. The Contract Standards and Development Office will assign the TB number prior to distribution.

It is important to reiterate that the proficient or expert person for the unique or new process must write the Bulletin. If training is offered in conjunction with the Technical Bulletin, there should be a lesson plan in place before the TB is distributed. The lesson plan and training will be the responsibility of the issuing unit also. Writing the bulletin and developing training will not be assigned to Contract Standards and Development unless it is a contract administration issue.

REVIEWING THE TB

After the TB has been written, reviewed and approved by the writer’s supervisor, the TB must be taken to the appropriate Technical Committee, with copies to the other two Committees.

There are three technical committees that will review the TB prior to its distribution. They are as follows:

The Bridge Team: The Chair is Greg Perfetti. The Team is comprised of engineers from various design offices, Construction Unit and field offices. Their emphases are structure-related issues.

The Implementation Committee: The Co-Chairs are Jay Bennett and Rodger Rochelle. The Committee is comprised of engineers from the design sections, Construction Unit and field offices. Their main focus is Specifications and Standards relating to design issues.

The Pavement Technical Committee: The Chair is Judith Corley-Lay. The Committee is comprised of engineers from the design units, Construction Unit and field offices. Their focus is on new and innovative ideas as they pertain to asphalt and concrete pavements.

After the presentation to the appropriate committee, the Chair of the lead Technical Committee may assign a more thorough review to at least two members of the Technical Committee. Those members must complete the TB Review Form and give it back to the Chair within the Chair's stated deadline. If the Committee is not scheduled to meet on a date that would be timely in reviewing this draft TB, the Chair may send it via e-mail for comments to the appropriate committee members. The other committees may make comments if deemed appropriate by the Chair of those Committees.

After the TB has been approved by the lead Technical Committee, send a copy of the TB and TB Review forms to the Leadership Team, and to Contract Standards and Development, Attn: Contract Officer for a final review, approval and distribution. See flowchart for details.

SUBMITTAL TO THE CONTRACT STANDARDS AND DEVELOPMENT UNIT

The TB and accompanying review forms must be submitted at least 20 weeks prior to the project let in which it will be used.

DISTRIBUTION OF INITIAL TB TO NCDOT PERSONNEL

The initial *TB-2007-01 Guidelines to Writing Technical Bulletins* will be distributed in paper format within a 3 ring binder to NCDOT personnel. The 3 ring binder will have dividers matching the sections of the *Specifications Book*. (Example: Tab 6 will be Asphalt Pavements.) Subsequent distributions will be sent via electronic copy to each Division to specific contact persons. That person will be responsible for all distribution within that division. The end user will be responsible for updating their 3 ring binder.

GENERAL DISTRIBUTION OF TBs

TBs will be placed on the Project Letting website, as they become available.



NCDOT
Technical Bulletin

*Project
Services*

FILING, SUPERSEDING, OR CANCELING TBS

The following defines the classification of distributed TB.

- Filed:** TBs that will be dynamic or will provide information over a long period of time
- Supersede:** For those TBs that will updated, revise the original TB and reissue instead of issuing numerous TBs on one subject. Add a revision date just after the initial date. This action will reduce the chance of issuing conflicting information and will keep the TBs dynamic.
- Cancelled:** TBs that are no longer providing useful information. This will be done on an annual basis and a notice will be sent out stating the TBs that are to be removed from the binder.

ADDITIONAL HELP

For additional information on the process, formatting or distribution, contact Norma Smith, Specifications Engineer at nsmith@dot.state.nc.us, or call 919-250-4128.

END

Attn: R.A. Garris PE.