Memorandum

To: DISTRICT DEPUTY DIRECTORS- DESIGN
   DISTRICT DEPUTY DIRECTORS- CONSTRUCTION

From: JANICE BENTON
      Chief
      Division of Design

RACHEL FALSETTI
      Chief
      Division of Construction

Date: March 6, 2020

Subject: ARCHIVE USE – NON-STANDARD SPECIAL PROVISION (NSSP) PROCESS IMPROVEMENT

In July 2019, a study was initiated to develop recommendations to improve the existing NSSP approval process. The study recommended establishing a centralized electronic archive to store all approved project-specific NSSPs as the first step in the process improvement initiative. The intent of the archive is to assist the District Office Engineer (DOE) specification engineers to quickly locate previously used NSSPs and help the specification owners in the decision to convert the NSSPs into Standard Special Provisions (SSPs). To implement the recommended process improvement, a NSSP archive has been created to store approved project-specific NSSPs.

For all projects submitted to Division of Engineering Services’ Office Engineer, DOEs need to upload all NSSPs onto the centralized NSSP archive located on the following DES-OE ‘O’ drive:

O:\NSSP_Archive\NSSPs for 2018 Standards

The direct link to the archive is \svgcemc5cifs1\HQOEVL\NSSP_Archive\n
A copy of the posting procedures is placed in the NSSP archive folder.

If you have any questions, please contact Paul Chung, Deputy Chief, Division of Design, at <paul.chung@dot.ca.gov> or (916) 653-1027.

cc: DISTRICT DIRECTORS
    DISTRICTS OFFICE ENGINEER

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bcc: THOMAS OSTROM, Chief, Division of Engineering Services
     PHILIP STOLARSKI, Chief, Division of Environmental Analysis
     JASVINDER BHULLAR, Chief, Division of Traffic Operations
     DENNIS AGAR, Chief, Division of Maintenance
     PAUL CHUNG, Deputy Chief, Division of Design
     RAMON HOPKINS, Deputy Chief, Division of Construction

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