


Memorandum

To: DEPUTY DIRECTORS
DISTRICT DIRECTORS
DIVISION CHIEFS

Date: November 5, 2021

From: NABEELAH ABI-RACHED
Deputy Director (Acting)
Project Delivery 

Subject: **IMPLEMENTATION OF INTEGRATED CONSTRUCTION CONTRACT STANDARDS PUBLICATION**

This memorandum establishes the new publication process for Construction Contract Standards (Standards). The Standards include Standard Specifications, Standard Plans, Standard Special Provisions, and Standard Bid Items. This memorandum supersedes the same subject memorandum dated November 30, 2017.

In 2015, a value analysis study was initiated to examine the Standards development and publication processes. The study recommended a comprehensive list of process improvement items, the majority of which were implemented between 2016 and 2018. One recommended improvement called for the elimination of the Revised Standard Specifications (RSS) and replacing the printed Standards with an integrated electronic Standards publication. To effectively implement this recommendation, a subsequent process improvement study was conducted in 2019 to develop a detailed implementation plan of an integrated standards publication. The implementation plan was presented to key department staff, headquarters and district management, and the construction industry. The recommended plan received overall acceptance from all.

The major benefits of the process improvements will be: (1) saving of natural resources by eliminating paper copies, (2) saving staff resources that would have been expended in printing, storage, and distribution of printed Standards, and (3) creating a user friendly format for customers with the elimination of the RSS.

Effective October 24, 2022, a new 2022 Standards edition will be published in an electronic format only. Subsequent updated Standards will be published in accordance with the following schedule:

- (1) Beginning with the July 2023 edition, a full set of Standards will be published in July of each year.
- (2) There will be no mid-cycle updates between the October 2022 edition and the July 2023 edition.
- (3) Mid-cycle publication of revised Standard Special Provisions (SSP), Revised Standard Plans (RSP) and/or Bid Items will be published in January of each year beginning January 2024.

It should be noted that Standard Plans will only be revised via RSP at mid-cycle if the changes do not require revisions to the Standard Specifications unless an exemption from the Chief of the Office of Construction Contract Standards (OCCS) is granted to create an SSP.

OCCS will make the updated Standards available on its intranet site for preview purposes 3 months prior to the implementation date. The implementation of these Standards (incorporated into the advertised construction contracts) will occur on the following schedule:

- (1) Annual Standards edition - Monday following the third Friday of July of each year.
- (2) Mid-cycle Standards updates - Monday following the third Friday of January of each year.

Projects submitted to the Division of Engineering Services, Program/Project Management and Office Engineer for advertisement on or after the implementation date will be required to incorporate the updated Standards. On the Friday before the implementation date, the updated Standards will be published on the OCCS internet site.

This process does not apply for approved special postings due to legal and/or safety related changes. If such changes impact current Standards, updates and implementation will occur immediately upon publication on the OCCS internet site.

If you have any questions about the implementation of Construction Contract Standards, please contact Mohsen Sultan, Chief, Office of Construction Contract Standards, Division of Design at (916) 715-6808.

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c: Design Management Board
Program/Project Management Board
Construction Management Board
Construction Contract Standards Steering Committee
Paul Chung, Deputy Division Chief, Division of Design
Mohsen Sultan, Chief, OCCS, Division of Design