

**COURSE NUMBER**

FHWA-NHI-134001B

COURSE TITLE**Principles of Writing Highway Construction Specifications (4-Day)**

This course addresses the engineering and legal aspects, as well as linguistics of writing specifications. **THIS IS NOT A COURSE IN TECHNICAL WRITING!** The course addresses issues of how to draft new specifications or rewrite existing ones in clear, readable, and definitive statements of contract requirements. Classroom activities include lectures, case studies, workshops, and writing assignments.

This course is a 4-day course and can be tailored to meet the needs of the host organization. A 2-day and 3-day versions are also available. The 4-day course consists of all seven modules.

The course modules are:

Module 1: Definitions, Forms, and Purpose of Specifications

Module 2: Specification Writing Principles

Module 3: In-Depth Practical Writing Exercise

Module 4: Method and End-Result Specifying

Module 5: Ensuring Specification Work in the Field

Module 6: General Provisions

Module 7: Specifications for Alternative Methods to Deliver, Procure, and Manage Construction

An additional resource for highway specifications: The National Highway Specifications Web site is now available at <http://www.specs.fhwa.dot.gov>

OUTCOMES

Upon completion of the course, participants will be able to:

- Recognize and apply the principles of writing clear, concise, complete, and technically correct specifications
- Write specifications in the active voice imperative mood
- Write specifications without ambiguities and with measurable standards
- Describe the difference between traditional methods specifications and statistically based quality assurance specifications
- Identify newer types of procurement and contracting methods
- Demonstrate appreciation for the importance of specifications for highway construction contracting

TARGET AUDIENCE

Personnel working in contract administration, design, materials selection and quality control, and the management of highway construction, including contribution of information in contract provisions. This includes specification writers who use the information in writing the formal contract documents. This course is also recommended for asset management team members. **PREREQUISITES:** This course is not for beginners! Participants must have experience (five years minimum) in at least one of the following disciplines: contract administration, materials, specification writing, roadway or bridge design, roadway or bridge construction.

TRAINING LEVEL: Intermediate

FEE: 2013: \$600 Per Person; 2014: N/A

LENGTH: 4 DAYS (CEU: 2.4 UNITS)

CLASS SIZE: MINIMUM: 20; MAXIMUM: 30

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