VIRGINIA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION (CD)
INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM (IIM)

GENERAL SUBJECT: SPECIFICATIONS	**NUMBER: IIM-CD-2016-01.01**
SPECIFIC SUBJECT: RESPONSIBLE CHARGE PARTIES	**DATE: 1 October 2016**
	SUPERCEDES: IIM-CD-2013-16.01

APPROVED:

Kerry A. Bates

Kerry A. Bates, P.E.
State Construction Engineer

DATE:

DIRECTED TO: All users of the *Road and Bridge Specifications.*

PURPOSE: To delegate a Responsible Charge Party (RCP) to each section of the *Road and Bridge Specifications* and authorize that party to update and maintain those Sections.

DEFINITIONS:

Duty Expert: An individual who writes, revises, and updates specifications in a specific subject area as directed by an RCP within his chain of reporting. This is not to be confused with a Subject Matter Expert.

Responsible Charge Party: A Responsible Charge Engineer or Individual. An Engineer or Individual who is formally assigned, and possesses the necessary qualifications, create, maintain, and update specifications relating to a specific subject matter.

Subject Matter Expert (SME): An individual who proposes, revises, or provides expert advice in a specific subject area, as requested by an RCP outside his chain of reporting. This relationship should be established between the RCP and the SME's supervisor.

Technical Control: The authority to determine the specific requirements to be imposed on either party by a specification.

BACKGROUND:

The *2016 VDOT Road and Bridge Specifications* defines *Engineer* as "The Chief Engineer, as designated by the Commissioner, who acts directly or through his duly authorized representative(s) and who is responsible for highway design, construction, and maintenance. The Engineer and his representative(s) act within the scope of the particular duties or the authority given to them by the Code of Virginia, the Commissioner, these Specifications and the Contract Documents."

The Virginia Administrative Code defines "Direct control and personal supervision" as "...supervision by a professional who oversees and is responsible for the work of another individual." *18VAC10-20-10.*

PROCEDURES:

Those Division Administrators and Division Engineers noted in Appendix A are the assigned Responsible Charge Parties for the specified sections. With assistance from Duty Experts and Subject Matter Experts, they are responsible for the development and maintenance of their respective sections of the *Road and Bridge Specifications* in current and future editions, associated special provisions, special provision copied notes, supplemental specifications, and revisions.

An RCP may delegate authority for specific sections or provisions of the Specifications to Duty Experts within their division. They may also designate SME's from other divisions to provide additional information or enhance existing knowledge regarding specific sections or provisions. The SME's supervisor must agree to this designation. Delegation does not remove responsibility from the RCP.

The RCP's will have Technical Control of their assigned sections; however, the State Specifications Engineer will have control over the language and organization thereof. Technical Control does not authorize the RCP to impose requirements that are not relevant to the specification. The State Construction Engineer will have full control over all subsections labeled "Measurement and Payment."

Specifications are always changing as the industry evolves. RCP's and Duty Experts should revise the Specifications within their purview as necessary and when appropriate, rather than waiting for the next book to be produced. The *VDOT 2020 Road and Bridge Specifications* will not be another complete rewrite, but rather a

compilation of all Supplemental Sections to the *2016 Road and Bridge Specifications* in effect as of 30 September 2019.

Appendix A

SPECIFICATION SECTION	RESPONSIBLE CHARGE PARTY
DIVISION I-GENERAL PROVISIONS	
SECTION 101—DEFINITIONS OF ABBREVIATIONS,	State Construction Engineer
SECTION 102—BIDDING REQUIREMENTS AND CONDITIONS	State Construction Engineer
SECTION 103—AWARD AND EXECUTION OF CONTRACTS	State Construction Engineer
SECTION 104—SCOPE OF WORK	State Construction Engineer
SECTION 105—CONTROL OF WORK	State Construction Engineer
SECTION 106—CONTROL OF MATERIAL	State Construction Engineer
SECTION 107—LEGAL RESPONSIBILITIES	State Construction Engineer
SECTION 108—PROSECUTION AND PROGRESS OF WORK	State Construction Engineer
SECTION 109—MEASUREMENT AND PAYMENT	State Construction Engineer
DIVISION II—MATERIALS	
SECTION 200—GENERAL	State Materials Engineer
SECTION 201—MINERAL FILLER	State Materials Engineer
SECTION 202—FINE AGGREGATE	State Materials Engineer
SECTION 203—COARSE AGGREGATE	State Materials Engineer
SECTION 204—STONE FOR MASONRY, RIPRAP, POROUS BACKFILL, AND GABIONS	State Materials Engineer
SECTION 205—CRUSHER RUN AGGREGATE	State Materials Engineer
SECTION 206—LIGHTWEIGHT AGGREGATE	State Materials Engineer
SECTION 207—SELECT MATERIAL	State Materials Engineer
SECTION 208—SUBBASE AND AGGREGATE BASE MATERIAL	State Materials Engineer
SECTION 209—OPEN-GRADED SHOULDER MATERIAL	State Materials Engineer
SECTION 210—ASPHALT MATERIALS	State Materials Engineer
SECTION 211—ASPHALT CONCRETE	State Materials Engineer
SECTION 212—JOINT MATERIALS	State Materials Engineer
SECTION 213—DAMP-PROOFING AND WATERPROOFING MATERIAL	State Materials Engineer
SECTION 214—HYDRAULIC CEMENT	State Materials Engineer
SECTION 215—HYDRAULIC CEMENT CONCRETE ADMIXTURES	State Materials Engineer
SECTION 216—WATER FOR USE WITH CEMENT OR LIME	State Materials Engineer
SECTION 217—HYDRAULIC CEMENT CONCRETE	State Materials Engineer
SECTION 218—HYDRAULIC CEMENT MORTAR AND GROUT	State Materials Engineer
SECTION 219—RIGHT-OF-WAY MONUMENTS	State Materials Engineer
SECTION 220—CONCRETE CURING MATERIALS	State Materials Engineer

SECTION 221—GUARDRAIL	State Materials Engineer
SECTION 222—MASONRY UNITS	State Materials Engineer
SECTION 223—STEEL REINFORCEMENT	State Materials Engineer
SECTION 224—CASTINGS	State Materials Engineer
SECTION 225—STEEL FORGINGS AND STEEL SHAFTING	State Materials Engineer
SECTION 226—STRUCTURAL STEEL	State Materials Engineer
SECTION 227—STEEL GRID FLOORING	State Materials Engineer
SECTION 228—STEEL PILES	State Materials Engineer
SECTION 229—ALUMINUM ALLOY	State Materials Engineer
SECTION 230—BRONZE AND COPPER ALLOY	State Materials Engineer
SECTION 231—PAINT	State Materials Engineer
SECTION 232—PIPE AND PIPE ARCHES	State Materials Engineer
SECTION 233—GALVANIZING	State Materials Engineer
SECTION 234—GLASS BEADS FOR REFLECTORIZING TRAFFIC MARKINGS	State Materials Engineer
SECTION 235—RETROREFLECTORS	State Materials Engineer
SECTION 236—WOOD PRODUCTS	State Materials Engineer
SECTION 237—BEDDING MATERIAL AND BEARING PADS	State Materials Engineer
SECTION 238—ELECTRICAL AND SIGNAL COMPONENTS	State Traffic Engineer
SECTION 239—SODIUM CHLORIDE AND CALCIUM CHLORIDE	State Materials Engineer
SECTION 240—LIME	State Materials Engineer
SECTION 241—FLY ASH	State Materials Engineer
SECTION 242—FENCES	State Materials Engineer
SECTION 243—EPOXY-RESIN SYSTEMS	State Materials Engineer
SECTION 244—ROADSIDE DEVELOPMENT MATERIALS	State Materials Engineer
SECTION 245—GEOSYNTHETICS	State Materials Engineer
SECTION 246—PAVEMENT MARKING	State Materials Engineer
SECTION 247—REFLECTIVE SHEETING	State Materials Engineer
SECTION 248 – STONE MATRIX ASPHALT CONCRETE	State Materials Engineer
SECTION 249 – FLOWABLE BACKFILL	State Materials Engineer
SECTION 250 – CARBON FIBER MESH	State Materials Engineer
SECTION 251 – GALVANIC ANODES	State Materials Engineer
SECTION 252 – GRAVITY-FILL POLYMER CRACK SEALERS	State Materials Engineer
DIVISION III—ROADWAY CONSTRUCTION	
SECTION 301—CLEARING AND GRUBBING	State Location & Design Engineer
SECTION 302—DRAINAGE STRUCTURES	State Materials Engineer
SECTION 303—EARTHWORK	State Materials Engineer
SECTION 304—CONSTRUCTING DENSITY CONTROL STRIPS	State Materials Engineer
SECTION 305—SUBGRADE AND SHOULDERS	State Materials Engineer
SECTION 306—LIME STABILIZATION	State Materials Engineer

SECTION 307—HYDRAULIC CEMENT STABILIZATION	State Materials Engineer
SECTION 308—SUBBASE COURSE	State Materials Engineer
SECTION 309—AGGREGATE BASE COURSE	State Materials Engineer
SECTION 310—TACK COAT	State Materials Engineer
SECTION 311—PRIME COAT	State Materials Engineer
SECTION 312—SEAL COAT	State Materials Engineer
SECTION 313—ASPHALT-STABILIZED OPEN-GRADED MATERIAL	State Materials Engineer
SECTION 314—PENETRATION SURFACE COURSES	State Materials Engineer
SECTION 315—ASPHALT CONCRETE PAVEMENT	State Materials Engineer
SECTION 316—HYDRAULIC CEMENT CONCRETE PAVEMENT	State Materials Engineer
SECTION 317— STONE MATRIX ASPHALT CONCRETE PAVEMENT	State Materials Engineer
DIVISION IV—BRIDGES AND STRUCTURES	
SECTION 401—STRUCTURE EXCAVATION	State Bridge Engineer
SECTION 402—SHEET PILES	State Bridge Engineer
SECTION 403—BEARING PILES	State Bridge Engineer
SECTION 404—HYDRAULIC CEMENT CONCRETE OPERATIONS	State Bridge Engineer
SECTION 405—PRESTRESSED CONCRETE	State Bridge Engineer
SECTION 406—REINFORCING STEEL	State Bridge Engineer
SECTION 407—STEEL AND OTHER METAL STRUCTURES	State Bridge Engineer
SECTION 408—BEARING DEVICES AND ANCHORS	State Bridge Engineer
SECTION 409—STEEL GRID FLOORS	State Bridge Engineer
SECTION 410—RAILINGS AND PARAPETS	State Bridge Engineer
SECTION 411—PROTECTIVE COATING OF METAL IN STRUCTURES	State Bridge Engineer
SECTION 412—WIDENING, REPAIRING, AND RECONSTRUCTING EXISTING STRUCTURES	State Bridge Engineer
SECTION 413—DISMANTLING AND REMOVING EXISTING STRUCTURES OR REMOVING PORTIONS OF EXISTING STRUCTURES	State Bridge Engineer
SECTION 414—RIPRAP	State Bridge Engineer
SECTION 415—CONCRETE SLOPE PROTECTION	State Bridge Engineer
SECTION 416—WATERPROOFING	State Bridge Engineer
SECTION 417—DAMP-PROOFING	State Bridge Engineer
SECTION 418—TIMBER STRUCTURES	State Bridge Engineer
SECTION 419—BRIDGE CONDUIT SYSTEMS AND LIGHTING SYSTEMS	State Bridge Engineer
SECTION 420—ADHESIVE BASED JOINT SEALING SYSTEMS	State Bridge Engineer
SECTION 421—ELASTOMERIC EXPANSION DAMS	State Bridge Engineer
SECTION 422—NAVIGATION LIGHTS	State Bridge Engineer
SECTION 423 – TOOTH EXPANSION JOINT	State Bridge Engineer
SECTION 424 – ASPHALT PLUG JOINTS	State Bridge Engineer
SECTION 425 – RIGID CONCRETE BRIDGE DECK OVERLAYS	State Bridge Engineer

SECTION 426 – REPAIRING EXISTING STEEL STRUCTURES	State Bridge Engineer
SECTION 427 – SILICONE JOINT SEALANTS	State Bridge Engineer
SECTION 428 – CONCRETE SURFACE PENETRANT SEALER	State Bridge Engineer
SECTION 429 – BRIDGE DECK WATERPROOFING MEMBRANE SYSTEMS	State Bridge Engineer
SECTION 430 – NBIS INSPECTION USING BRIDGE INSPECTION DEVICE	State Bridge Engineer
SECTION 431 – EPOXY CONCRETE BRIDGE DECK OVERLAYS	State Bridge Engineer
DIVISION V—INCIDENTAL CONSTRUCTION	
SECTION 501—UNDERDRAINS	State Materials Engineer
SECTION 502—INCIDENTAL CONCRETE ITEMS	State Materials Engineer
SECTION 503 – CONTRACTOR BOUNDARY SURVEYING	State Location & Design Engineer
SECTION 504—SIDEWALKS, STEPS, AND HANDRAILS	State Location & Design Engineer
SECTION 505—GUARDRAIL AND W-BEAM MEDIAN BARRIERS	State Location & Design Engineer
SECTION 506—RETAINING WALLS	State Bridge Engineer
SECTION 507—FENCES	State Bridge Engineer
SECTION 508—DEMOLITION OF PAVEMENT AND OBSCURING ROADWAY	State Location & Design Engineer
SECTION 509—FLOWABLE BACKFILL PLACEMENT	State Materials Engineer
SECTION 510—RELOCATING OR MODIFYING EXISTING MISCELLANEOUS ITEMS	State Location & Design Engineer
SECTION 511—ALLAYING DUST	State Maintenance Administrator
SECTION 512—MAINTAINING TRAFFIC	State Traffic Engineer
SECTION 513—MOBILIZATION	State Construction Engineer
SECTION 514 – FIELD OFFICE	State Construction Engineer
SECTION 515—PLANING PAVEMENT	State Construction Engineer
SECTION 516—DEMOLITION OF BUILDINGS AND CLEARING PARCELS	State Location & Design Engineer
SECTION 517—CONTRACTOR CONSTRUCTION SURVEYING	State Location & Design Engineer
SECTION 518—TRAINEES ON CONSTRUCTION PROJECTS	VDOT Civil Rights Manager
SECTION 519—SOUND BARRIER WALLS	State Bridge Engineer
SECTION 520—WATER AND SANITARY SEWER FACILITIES	State Location & Design Engineer
SECTION 521—MAILBOX POST	State Location & Design Engineer
DIVISION VI—ROADSIDE DEVELOPMENT	
SECTION 601—SELECTIVE TREE REMOVAL, TRIMMING, AND CLEANUP	State Maintenance Administrator
SECTION 602—TOPSOIL	State Maintenance Administrator
SECTION 603—SEEDING	State Maintenance Administrator
SECTION 604—SODDING	State Maintenance Administrator
SECTION 605—PLANTING	State Maintenance Administrator

SECTION 606—ROLLED EROSION CONTROL PRODUCTS (RECP)	State Maintenance Administrator
SECTION 607—HERBICIDE SPRAYING	State Maintenance Administrator
SECTION 608—MOWING	State Maintenance Administrator
SECTION 609—TREE WELLS AND TREE WALLS	State Maintenance Administrator
SECTION 610—GABIONS	State Bridge Engineer
DIVISION VII—TRAFFIC CONTROL DEVICE	
SECTION 700—GENERAL	State Traffic Engineer
SECTION 701—TRAFFIC SIGNS	State Traffic Engineer
SECTION 702—DELINEATORS	State Traffic Engineer
SECTION 703—TRAFFIC SIGNALS	State Traffic Engineer
SECTION 704—PAVEMENT MARKING AND MARKERS	State Traffic Engineer
SECTION 705—LIGHTING SYSTEMS	State Traffic Engineer
DIVISION VIII – INTELLIGENT TRAFFIC SYSTEMS	
SECTION 801 – INFRASTRUCTURE COMPONENTS	State Operations Engineer
SECTION 802 – UNINTERRUPTABLE POWER SYSTEM	State Operations Engineer
SECTION 803 – CLOSED CIRCUIT TELEVISION VIDEO EQUIPMENT	State Operations Engineer
SECTION 804 – DYNAMIC MESSAGE SIGNS	State Operations Engineer
SECTION 805 – VEHICLE DETECTION AND DATA COLLECTION	State Operations Engineer
SECTION 806 – ENVIRONMENTAL SENSOR STATIONS	State Operations Engineer
SECTION 807 – WIRELESS TRANSCEIVERS	State Operations Engineer
SECTION 808 – FIBER OPTIC CABLE AND INTERCONNECT	State Operations Engineer
SECTION 809 – FIELD ETHERNET SWITCH	State Operations Engineer
SECTION 810 – PRIMARY NETWORK AND L3 AGGREGATION	State Operations Engineer
SECTION 811 – ETHERNET TERMINAL SERVER	State Operations Engineer
SECTION 812 – CONDUIT	State Operations Engineer