



Manitoba Transportation and Infrastructure Construction Specification Update Process

I. Background

Manitoba Transportation and Infrastructure (MTI) publishes construction specifications for use in tenders and contracts which are posted publicly at: [Tendering & Contracts | Transportation and Infrastructure | Province of Manitoba \(gov.mb.ca\)](https://www.gov.mb.ca/tenders/contracts/transportation-and-infrastructure/) .

These specifications are a culmination of stakeholder efforts from both within and outside of MTI. Historically, MTI has collaborated with the local construction industry as a valued stakeholder to discuss aspects of specifications prior to publication of a new specification or when updating an existing specification. This document details a structured update process to ensure that stakeholder participation and industry collaboration remains a critical component of MTI's specification review process.

II. Scope of MTI Construction Specification Update Process

Construction specifications are reviewed and updated as required in order to align with the current best practices in construction methods, technology advances and use of materials and testing methods. MTI may apply more than one approach to advance a change to a construction specification or initiate a new specification including:

- Use of new method or material in ongoing work to resolve an immediate construction issue;
- Trial of draft specification(s) in a new tender;
- Discussion and information gathering with other government jurisdictions; and
- Collaborative approaches through panel discussions, review of drafts with stakeholders and incorporation of feedback to finalize specification change.
- Review by the MTI Construction Specification Review Committee (Refer to Terms of Reference document)

MTI will employ the most effective and efficient method to update or create a specification and is committed to incorporating feedback from stakeholders at every available opportunity to optimize and balance theory and practice.

The specification review process will apply to all construction specifications used by MTI.

III. Specification Update Request and Stakeholder Consultation

Requests for specification updates can be submitted to MTI by any agency or stakeholder that uses the specifications for its construction works. MTI will review and consider these requests and update specifications as required. Requests for updates or changes should be submitted in writing and include relevant background information, reasons for the changes, concerns that the change addresses, benefits and any considerations or cost implications of making the change.

Specification update requests can be initiated by:

- Anyone who submits a written request to the Tendering and Contracts Branch general mailbox at mit.eo.tenders@gov.mb.ca
- The MTI Construction Specification Review Committee (MCSRC)
- MTI as part of an internal review

If MTI determines that the request is valid, the request will be reviewed by subject matter experts as determined by MTI. Generally, specification updates will be circulated to the industry partners for review and consideration of the new or updated content. The input from industry is critical and valued.

The following industry partners and organizations may be contacted for input to the specification update:

- MB Heavy Construction Association
- Heavy Equipment & Aggregate Truckers Association
- Construction Associate of Rural MB
- Winnipeg Construction Association
- Association of Consulting Engineers Canada
- Industry partners that are not members of the above listed organizations, but who participate in MTI projects
- Other government jurisdictions, associations, and research collaborators
- Associations
- Research Collaborators

This list is not exhaustive, and contacts will be updated as required.

IV. Trial Period in Construction Tenders

MTI may also choose to include a draft specification in a construction tender for a trial period. The purpose of the trial period is to gather additional information on the use of the specification and its effectiveness. The length of the trial period is not fixed and will depend on the complexity of the specification, the amount of information to be gathered, and the number of times the specification may be applied to a tender.

V. Timeline of Review process

The timeline to review a specification is not fixed and is dependent on a number of factors. The most influential factors are:

- Complexity of the specification
- Complexity of the changes
- Impact to industry
- Need for the update

The target turnaround for a specification update or specification review is six months.

VI. General Review Process

In summary, the specification review process is as follows:

1. A specification update is proposed.
2. The proposed update is reviewed by MTI
3. MTI assigns appropriate subject matter experts to address the proposal.
4. A valid proposal is circulated to the Specification Review Committee and additional stakeholders by MTI with deadline for review and submission of comments on the proposal.
5. Suggested edits, comments and additional content is reviewed by MTI and re-circulated to the Construction Specification Review Committee Members and Stakeholders.
6. In person discussion may be required including tabling the specification at an MTI Construction Specification Review Committee meeting.
7. All comments are compiled and included in a draft specification, assembled by MTI, which is re-circulated to the broader group for final review and comment.
8. MTI provides the final decision on the updated specification and posts the final version to MTI's website. Notification is sent to the Committee members and Stakeholders that the final version is posted.

Please note that MTI may choose to add or remove steps in the review process at its discretion and without notice to others. The final version of the specification will be approved solely by MTI.

VII. Where to Access Specification Updates

Specifications are posted to MTI's website as the single source of specification version. This website can be found at:

[Tendering & Contracts | Transportation and Infrastructure | Province of Manitoba \(gov.mb.ca\)](https://www.gov.mb.ca/tendering-and-contracts/transportation-and-infrastructure/)

VIII. MTI Construction Specification Subject Matter Experts

The specification review process is led by the Tendering and Contracts Branch of Infrastructure, Capital Projects Division (ICP). All process and specification updates are completed and published by Tendering and Contracts Branch. However, the majority of the specifications require input from subject matter experts from across MTI including but not limited to:

- Director, Tendering and Contracts, ICP
- Services and Specifications Engineer, Tendering and Contracts, ICP
- Services and Contracts Engineer, Tendering and Contracts, ICP
- Surfacing Program Manager, Highway Design, Engineering & Technical Services Division (ETS)
- Director of Construction Support Services, ETS
- Independent Construction Audit Manager, Projects Centre of Excellence, ICP
- Construction Managers and Engineer Representatives

IX. Confidentiality

All correspondence within this process will be treated as confidential. Information may be genericized in order to be shared with other groups, such as other government agencies, for the purpose of specification updates or process comparison.