

## **REQUEST FOR SURFACE WORKS SPECIFICATION CHANGE**

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The City of Winnipeg is committed to ensuring that the citizens of Winnipeg are supplied with products which adhere to the highest standards as well as ensuring long-term value. In order to accomplish these goals, the City has Surface Works specifications which include scope of work, approved construction materials, methods of installation, and quality of workmanship expected where the City does or will own the infrastructure.

To propose updates to Surface Works specifications, applicants must submit all of the information and requirements listed in the Request for Surface Works Specification Change Application. Change initiatives being submitted need to document background information, reasons for the change, what situation this change addresses, benefits, and constraints along with possible cost impacts.

The applicant should submit the request to their professional agency for review and consideration, after which the agency may submit the completed form and all supporting documents to the Pavement Management Branch, Research and Standards Engineer at: [surfaceworkschangerequest@winnipeg.ca](mailto:surfaceworkschangerequest@winnipeg.ca)

Change requests can be submitted throughout the year to the above email address; however, the submission deadline for consideration the following year is December 31.

It should be understood by all agencies that not every change initiative submitted will move forward and be updated. The City of Winnipeg and the Specification Review Working Group will consider the change initiatives submitted. The final decision rests with the City of Winnipeg as owner.

### **Approval or Rejection**

Following the review, the Research and Standards Engineer or their designate will notify the applicant in writing, outlining their findings and decision.

All inquiries or questions regarding requests for specification change must be made to: [surfaceworkschangerequest@winnipeg.ca](mailto:surfaceworkschangerequest@winnipeg.ca)

**REQUEST FOR SURFACE WORKS SPECIFICATION CHANGE APPLICATION**

|   |  |                  |             |                          |              |
|---|--|------------------|-------------|--------------------------|--------------|
| <b>Date requested:</b>  |  |                  |             |                          |              |
| <b>Name and Title of Applicant:</b>   |  |                  |             |                          |              |
| <b>Name of Company:</b>   |  |                  |             |                          |              |
| <b>Professional Agency:</b>   |  | <b>UDI</b>       | <b>MHCA</b> | <b>ACEC</b>              | <b>Other</b> |
| <b>City/Country:</b>  |  | <b>Province:</b> |             | <b>Postal Code:</b>      |              |
| <b>Email:</b>   |  |                  |             | <b>Telephone Number:</b> |              |
| <b>Specification Number:</b>  |  |                  |             |                          |              |
| <b>Specification Name:</b>  |  |                  |             |                          |              |
| <b>Other City Specification(s) which will need to be updated if the change is approved:</b> |  |                  |             |                          |              |

**Reason for the Change**

**Implications of the Change (including cost, schedule, quality, benefit to the City, etc.)**

**Details of the Change (what clauses would be changed and how?)**

**Please submit any supporting documentation / specifications from other agencies related to the change.**

**FOR OFFICE USE ONLY**

| Status              | Date | Name | Signature |
|---------------------|------|------|-----------|
| Approved            |      |      |           |
| Denied              |      |      |           |
| Deferred            |      |      |           |
| Justification       |      |      |           |
| Implementation Date |      |      |           |