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INTRODUCTION

The ALDOT Construction Bureau engages in the general supervision of contract construction work of ALDOT and promotes statewide uniformity in interpretation and implementation of contract requirements. The Construction Bureau provides technical support to ALDOT Regions and provides guidance and assistance to them in the resolution of construction issues and other matters related to administration of construction contracts. One technical resource provided by the Construction Bureau is this ALDOT Construction Manual.

The ALDOT Construction Manual:

- ▼ promotes uniformity and consistency in the interpretation, enforcement, and implementation of contract document requirements and internal policies related to construction,
- ▼ serves as a collecting point for new instructions and guidelines related to the administration and inspection of construction projects, and
- ▼ describes the responsibilities of those assigned to supervise and inspect construction projects.

This Construction Manual is NOT a contract document. It is intended to provide useful information, guidance, and direction to project managers and inspectors on ALDOT construction projects. It should not be referenced solely in contractual matters or decision-making.

CONSTRUCTION MANUAL STRUCTURE

The Construction Manual begins with a table of contents and this unnumbered introduction, then generally follows the numbering structure of the ALDOT Standard Specifications for Highway Construction (SSHC). Like SSHC Divisions, Divisions of the Construction Manual first cover contract administration in general, then address technical construction topics.

Construction Manual Topics are generally correlated to SSHC Sections (101, 102, 103, etc.). Not every SSHC Section contains information applicable to project managers and inspectors. The Construction Manual Topic will remain blank where this is the case. When multiple subjects are contained within a Construction Manual Topic, a Topic Table of Contents will be provided.

Construction Manual numbering is like the SSHC for ease of association but incorporates dashes below the Construction Manual Topic level (Construction Manual Subtopics) as opposed to strictly using decimal identifiers as in the SSHC. References to Construction Manual Topic or Subtopics will simply state the numerical location (e.g. [108-2](#) or [654-1.2](#)). Mentions of Specification Sections, Articles, Items, or Subitems in the text will be preceded by SSHC (e.g.

SSHC Item 654.05(a)). Divisions within the Construction Manual will be preceded by SSHC if referring to specification divisions. Divisions without the SSHC qualifier are referring to Construction Manual Divisions. Construction Manual Divisions and SSHC Divisions share numbers and titles.

Similar to sections of SSHC Division 100, topics within Construction Manual Division 100 address general provisions of the contract. These general provisions are less technical and less work item-specific than the remaining divisions. The SSHC and Construction Manual Division 100 provides information for project managers and inspectors that is used to inform general administration and enforcement decision making for contract requirements related to the more technical divisions and topics.

Construction Manual [Division 200](#) through Construction Manual [Division 700](#) include topics that are more construction work-related than administrative. They also directly correlate to the corresponding technical divisions of the SSHC.

Construction Manual Division 800 of the SSHC addresses materials. The Construction Manual may incorporate materials into the guidance associated with each work topic and not require a specific division. Decisions will be made regarding the inclusion of Division 800 as the technical topic content is further developed.

Construction Manual Topic in Construction Manual Divisions 200 - 700 will include the following Construction Manual Subtopics (using [654](#) as an example):

[654-1 GENERAL](#)

[654-2 MATERIALS REQUIREMENTS](#)

[654-3 CONSTRUCTION INSPECTION FOR QUALITY VERIFICATION](#)

[654-4 QUANTITY MEASUREMENT AND PAYMENT](#)

[654-5 CM RESOURCES](#)

[654-6 EXTERNAL RESOURCES](#)

Construction Manual RESOURCES referenced within each Construction Manual Topic include applicable Construction Manual Inspection Guides, required forms, and supplemental guidance documents. Links are provided for all reference documents.

Construction Manual Inspection Guides are provided for some Construction Manual Topic. They are intended for use by project inspectors and apply to specific items of work. They can be printed and used as a stand-alone field resource and are referenced and linked to applicable Construction Manual Topics.

Construction Manual Supplemental Guidance (e.g. [SG 600-1](#)) is provided at the end of associated Construction Manual Divisions. Construction Manual Supplemental Guidance includes additional detail and descriptions of processes or procedures related to a specific Construction Manual Topic or grouping of topics. Supplemental Guidance is developed due to its broad application for many different types of projects and its encompassing of multiple contract specification sections. Administration and inspection related to the subject may also require specific technical training, expertise, and credentialing.

Each Supplemental Guidance contains the following subtopics:

- Introduction
- Documentation
- Credentials and Training
- Contract Administration and Inspection
- Process Review and Evaluation
- Contract References and Resources

Supplemental Guidance may also include a Quality Guide to enhance knowledge and understanding of the inspector.

The Construction Manual Appendices will eventually include listings of available Construction Manual Inspection Guides and construction forms. Document listings are electronically linked to the actual documents housed separately from the Construction Manual document files.

ALDOT Terminology is intended to be uniform and consistent within this manual. Where appropriate, “ALDOT” is used rather than “the Department” or other colloquial references to ALDOT. “The Engineer” is used sparingly as the intent of the manual is to provide as specific guidance as possible to those responsible for construction project and contract administration. Where specifications or accepted policy is silent on the matter, “Area Construction Engineer” has been designated as the default sender of project-related information to the ALDOT Central Office. Region leadership makes final decisions regarding the sender of correspondence to the Central Office. When it is known, specific bureaus or offices are noted when the manual refers to offices or individuals located in the Central Office.

CONSTRUCTION MANUAL MAINTENANCE AND PRINTING

Revisions to the Construction Manual will be necessary over time. Any proposed changes or edits to facilitate the accuracy and improvement of the Construction Manual are welcomed by the Construction Bureau. Proposed changes should be submitted to the State Construction Engineer following the appropriate chain of command.

The most up-to-date version of the Construction Manual and subsequent ongoing updates may be accessed through the ALDOT Construction Information page. Notifications of significant revisions will be communicated by the Construction Bureau by memorandum and other routine communication forms and forums. A listing of revisions will also be maintained and accessible through the ALDOT Construction Information page. Paper copies of the Construction Manual and subsequent changes will not be made available by the Construction Bureau. Users wishing to print and maintain the Construction Manual in paper form may do so.

Questions regarding the Construction Manual should be directed to the State Construction Engineer.