



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 14-13 Technical Advisory

September 12, 2014

TO: All Design, Operations, and District Personnel, and Consultants

FROM: /s/Elizabeth W. Phillips
Elizabeth W. Phillips
Office of Standard and Policy
Bridges Division

SUBJECT: Tracings Checklist and PS&E Checklist Narrative

REVISES: *Design Manual Figures 14-1E, 14-1E(1), 14-1E(2), and 14-1E(3)*

SUPERSEDES: Design Memo 12-19

EFFECTIVE: Immediately

The Final Tracings Checklist has been revised as follows:

- The checklist has been reorganized into Contract Administration Items and Project Manager Items
- The ERMS Document Type for Proprietary Materials Use Justification should be entered as Proprietary Mtrl.
- The ERMS Document Type for Geotechnical Report should be entered as Geotechnical Report.
- Unique and Contract-Specific Recurring Special Provisions have been separated into individual document descriptions, and clarification regarding the combination of multiple provisions has been added to the remarks column.

The ERMS Document Type is a critical to Contract Administration when building a project's Contract Information Book (CIB) prior to letting. Incorrect data entry causes unnecessary delays and additional work to produce the documents necessary for advertisement.

As a reminder for the Final Tracings submittal, the ERMS Document Type for Large Plans and Cross Sections, i.e. plans that are not included in the CIB, must be entered into ERMS with Document Type “Final Tracings”. Small Plans, i.e. plans that are typically developed on 8 ½ x 11 sheets and included in the CIB, are entered with the Document Type “Plans”. Large Plans must be less than 50 Mb or broken into multiple files. Small plans should be less than 10 Mb so that the completed CIB does not exceed 10 Mb.

The PS&E Narrative has been revised as follows:

- Item 21, Transportation Management Plans (TMP). Information regarding projects defined as significant has been added.
- Item 32, Non-Participating Pay Items. Editorial revisions only.
- Item 34, TIP/STIP. Editorial revisions only.
- Item 36, Right of Way Certification. Information regarding Level 2 and Level 3 certifications has been added, as well as reminders to verify that the right-of-way certificate has been signed and dated.
- Item 47, Initial Financial Plans (IFPs). Information regarding the review and approval of IFPs and Financial plan Annual Updates (FPAUs) has been added.
- Item 48, Project Management Plans (PMPs). Information regarding annual updates of the financial plan has been added.
- Item 52, Public Interest Finding (PIF) for State-Furnished Material. Information regarding the distinction between a PIF State-furnished material and a PIF for proprietary material has been added.

The revised Final Tracings Checklist and PS&E Narrative are attachments to this memo.

The Final Tracings Checklist, PS&E Checklist, PS&E Narrative, and PS&E Documentation, Figures 14-1E, 14-1E(1), 14-1E(2) and 14-1E(3) respectively, have been deleted from the *Design Manual*. These documents are available from the Department’s editable documents page at <http://www.in.gov/dot/div/contracts/design/dmforms/>.