



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 15-05 Technical Advisory

March 23, 2015

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

FROM: /s/ Elizabeth W. Phillips
Elizabeth W. Phillips
Manager, Office of Standards and Policy
Bridges Division

SUBJECT: ERMS Naming Convention and Contract Preparation Document

REVISES: *Indiana Design Manual (IDM) Section 14-1.02 (06), Contract Preparation Document (previously Figure 14-1C)*

EFFECTIVE: Immediately

ERMS Naming Convention

Plan revisions prior to letting should no longer use the "Rev#" description as part of the naming convention. The description should match the original submittal, "Plans" or "PlansXsect" as appropriate. For example

FT Plans [Des Number] for Contract Services, or

FT PlansXsect [Des Number] for Contract Services

The referenced IDM section has been revised to reflect this change.

Contract Preparation Document

The Contract Preparation Document has been revised to include the contact information for the Employee of Responsible Charge (ERC). This information is required for LPA projects only.

The Contract Preparation Document is available from the Department's Editable Forms website at <http://www.in.gov/dot/div/contracts/design/dmforms/>