



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 16-24 **Technical Advisory**

June 2, 2016

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

FROM: /s/Elizabeth W. Phillips
Elizabeth W. Phillips
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Bridges Division

SUBJECT: PSE Checklist for Bundled Projects

EFFECTIVE: Immediately

More than one FHWA-Indiana PSE Checklist may be required to document projects that are included or bundled into one contract. For these contracts, as many projects as possible should be included on one PSE Checklist. Additional PSE Checklists may be used under the following conditions:

1. Dissimilar project work types result in different answers that cannot be adequately accounted for in the comments.
2. Section 1 or Section 2 is filled out by different reviewers and one reviewer per section is not able to assume responsibility for all of the projects in a contract.

When multiple PSE checklists are used, the project manager should provide a Bundling Information Page that identifies the additional checklists. An editable form and instructions are available from the Department's [Editable Documents webpage](#), under Contract Administration.

A single Bundling Information Page should be uploaded to ERMS in Word format using the lead des. number and the description BIP: FT BIP 0000000 for Contract Services. Questions regarding the use of multiple PSE checklists should be directed to the Contract Administration Division, Susan Languell at slanguell@indot.in.gov.