



INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

Design Memorandum No. 16-37
Technical Advisory

December 7, 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: Changes to Final Tracings after Advertisement

REVISES: *Indiana Design Manual* 14-1.02(05), item 2d.(1)

EFFECTIVE: Immediately

When changes are made to plan sheets after a contract has been advertised, only the new or revised sheets should be uploaded into ERMS. The referenced section of the *Indiana Design Manual* inadvertently indicated that uploading an entire set of plans was also acceptable. This is not the case. The referenced section has been revised to reflect the appropriate guidance.

38. Utility Coordination Certification*. This document is required for all projects. The certification form is available on the Department's Utility Coordination Standard Documents webpage.

39. Utility Relocation Plans. Utility relocation plans are required as need for a project. Plans are typically provided to the designer by the utility coordinator.

14-1.02(05) Changes to the Final Tracings Submission [Rev. Mar. 2016, Dec. 2016]

The procedure for making changes to contract documents and plans after the Final Tracings submission has been transitioned to Contract Administration differs depending on whether or not the contract has been advertised.

1. Preprint Changes. Preprint changes are changes made to a set of plans or contract documents prior to advertising for letting. Letting advertisement (Notice Posted) is typically 30 days prior to the letting date. The Letting Preparation Schedule for 2015-2022 is available at <http://www.in.gov/dot/div/contracts/letting/lettingdates.htm>.

a. Preprint changes to contract documents, except for plans, are submitted via email to Contract Administration. A transmittal letter should be included identifying which items have been submitted. The original document should be marked showing changes and additions highlighted in yellow, information to be deleted highlighted in red and struck through. For items that are originally submitted in a format other than PDF, e.g. cost estimate, recurring special provisions menu, attach a PDF copy of the item marked accordingly to the email. Changes to documents will be made by Contract Administration.

b. Preprint changes to plans should be submitted electronically to ERMS. The designer should notify the district coordinator and copy the project manager. When changes are made to the originally submitted plans (new, revised, or deleted sheets), the existing set of plans in ERMS should be deleted and a new complete set of plans should be uploaded. The plans should not include clouds or revision blocks. The file naming format is the same as that of the original submission.

Example: FT Plans 0900010 for Contract Services
FT PlansXsect 0900010 for Contract Services

Adequate time must be allowed for transitioning files within ERMS, i.e. documents submitted 30 days prior to letting may not reach Contract Administration the same day.

2. Changes after Advertisement, from 30 Days to 8 Days Prior to Letting

- a. Revisions to documents or plan sheets submitted from 30 days to 8 days prior to the letting date must be transmitted to the district Area Engineer for approval prior to submitting to Contract Administration.
- b. Upon approval, the district Area Engineer should transmit the completed Request for Contract Revision form and the new or revised contract documents or plan sheets to Contract Administration. The form is available for download from the Department's [Editable Documents webpage](#), under Contract Administration.
- c. Changes to previously submitted contract documents should be marked in the same manner as preprint changes. See item 1.
- d. Changes to plan sheets should be uploaded into ERMS.
 - 1) The designer should upload only the new or revised sheets, including the index sheet. The designer should notify the district coordinator and copy the district Area Engineer.
 - 2) The file naming convention for both a partial and complete set of plans is the same as that of the original submission:

FT Plans or PlansXsect [Des. No.] for Contract Services.
 - 3) A revision note should be placed in the revision block on the Index Sheet when plan sheets are revised. The revision note should include the date of the revision, the revised sheet numbers, and a short description of the change. The revision block should be clouded. Do not include a revision number in the revision block as the number may not correspond sequentially to the Notice of Revision number for the contract as a whole.
 - 4) A revision note should be placed on the revised sheet in a location that will not restrict its visibility. The revision note should include the date and a description of the change. The revision and the revision note should be clouded.
 - 5) Original plan sheets, other than the Title Sheet, may be replaced with new sheets and numbered exactly as the original deleted sheets, with the