



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Design Memorandum No. 18-23

October 1, 2018

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

**FROM:** /s/Elizabeth W. Phillips  
Elizabeth W. Phillips  
Manager, Standards and Policy Office  
Bridge Design Division

**SUBJECT:** Final Tracings Checklist

**REVISES:** *Indiana Design Manual (IDM) Sections 7-1.01(04), 14-1.02(02), 14-1.02(03), 14-1.02(04), 14-2.0 and as noted*

**EFFECTIVE:** Ready for Contracts (RFC) on or after October 1, 2018 and as noted.

The Department recently completed a review and revisions to the Final Tracings Checklist. A summary of the changes is below. For projects beyond Final Tracings as of October 1<sup>st</sup>, checklist items that have been consolidated into a single file need not be resubmitted.

The revised checklist and instructions (previously included in the IDM) are available from the Department's [Editable Documents webpage](#), under Design Submittal.

**The following items have been deleted.**

1. 10-week letter. This document contains duplicate information from the Demolition letter.
2. Asbestos Certification. Asbestos-containing materials are prohibited per the *Standard Specifications*. The contractor is required to certify that no asbestos-containing material was used as a building material during the project, making the designer certification redundant.
3. Bridge Search Data Form. This form is no longer used.
4. Detour Route. The official detour is typically included on the plans.
5. QA Form. Additional language regarding quality assurance expectations was added to IDM section 14-1.02(02). Items that are omitted from a particular milestone submittal should be noted in the transmittal letter with a brief explanation for the omission. This deletion is applicable to all milestone submittals.
6. Traffic Control Plan Checklist. Additional language regarding the checklist has been added to IDM section 14-1.02(03), Field Check Stage, and to Preliminary Field Check and Stage 3 milestone submittals.

**The following items have been modified.**

1. Response to Comments Letter. The letter should be included as part of the Markups file.
2. Summary of Design Exceptions. This document should be included with the Level One Checklist file.
3. Geotechnical Review of Final Check Prints. The completed, signed document should be included with the Design Computations file.

Revisions to the referenced IDM sections have been incorporated on-line and are included below for reference.

**IDM Revisions**

**7-1.01(04) Environmental Commitments [Rev. Oct. 2018]**

*[Deleted item 4., Asbestos Certification.]*

**14-1.02(02) Plan Submittals and Quality Assurance [Rev. Oct. 2018]**

Plan Submittals. Items to be reviewed at each plan development milestone should be submitted electronically to the Electronic Records Management System (ERMS) via the INDOT Technical Assistance Pathway (ITAP). The designer should notify the appropriate coordinator, project manager, and other offices as appropriate by e-mail.

Quality Assurance. Quality control measures should be an integral part of the design process. Computation sheets and drawings should be initialed by the individual who completed the work and by a second qualified individual who checked the work. The qualifications of the checker should be commensurate with the work being reviewed.

Checklists for the various project types are included in Section 14-2.0. Their purpose is to provide a minimum list of items that are to be independently reviewed prior to submittal. The checklists are intended as a guide and are not all inclusive. They should not be interpreted as a checklist of drafting and design items to be included on the plans.

Items in the checklist that are not included or addressed in accordance with a given submittal should be identified in the transmittal letter with a brief explanation of the omission.

*[ERMS information has been deleted and moved to Editable Documents webpage, under Design Submittal. Information is also available from the Designers webpage]*

### **14-1.02(03) Field Check Stage [Rev. Oct. 2018]**

...

3. Traffic Control Plan Checklist. Maintenance of traffic considerations should be coordinated with the district Traffic Engineer. See Figure 82-7A for a Traffic Control Plan Checklist. Include the checklist as part of the field check report. See Chapter 82 for traffic control plan design information.

### **14-1.02(04) Final Tracings Submittal [Rev. Oct. 2018]**

*[Deleted itemized list of final tracings documents and added list with instructions to the Editable Documents webpage, under Design Submittal]*

### **14-2.0 PLAN SUBMITTALS [Rev. Oct. 2018]**

The checklists included in the following sections are intended as a guide and are not all inclusive. Their purpose is to provide a minimum list of items that are to be independently reviewed prior to submittal. These lists are not a checklist of drafting and design items to be included on the plans. Items in the checklist are considered as part of the review evaluation process. Items that are not included in a given submittal should be identified in the transmittal letter with a brief explanation of the omission.