



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 19-09

September 5, 2019

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

FROM: /s/ Elizabeth W. Phillips
Elizabeth W. Phillips
Director, Standards and Policy

SUBJECT: Preprint Changes

REVISES: *Indiana Design Manual Section 14-1.02(05)*

EFFECTIVE: Contract Lettings on or after November 14, 2019

Timely submittal of contract documents is essential to meeting the advertising schedule for contract lettings. Guidance in the referenced IDM section has been updated to include a specific timeframe after which preprint changes will be rejected. The revisions are included below for reference and will be incorporated in the IDM on-line at a later date.

14-1.02(05) Changes to the Final Tracings Submission [Rev. Mar. 2016, Dec. 2016, Sep. 2019]

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 6-year Letting Preparation Schedule for is available at <http://www.in.gov/dot/div/contracts/letting/lettingdates.htm>.

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Adequate time must be allowed for transitioning files within ERMS. Preprint changes will not be accepted within 7 days of advertisement.