



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Design Memorandum No. 20-23

October 8, 2020

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

**FROM:** /s/ Katherine Smutzer  
Katherine Smutzer  
Acting Director, Standards and Policy Division  
Engineering Department

**SUBJECT:** Field Office Type and Telephone Service

**REVISES:** Indiana Design Manual (IDM) Section 20-2.03 and Editable Document 14-1C, Contract Preparation Document

**EFFECTIVE:** Contracts letting on or after March 10, 2021

The Standards Committee approved changes to Standard Specification Section 628. Changes are reflected in RSP 628-C-265 and the Contract Preparation Editable Document has been revised accordingly. Changes are summarized below, and the revised text and Editable Document are included for reference at the end of this Design Memo.

The field office types have been revised as noted in the table below. The pay unit is month. The field office type and the number of months used for the final quantity and schedule of pay items is set by the district Office of Construction based on the estimated construction time.

Previously	New
Type A, 400 SFT	Type A, 460 SFT
Type B, 550 SFT	Type C, 650 SFT *
Type C, 650 SFT	Type D, 1000 SFT
[none]	Type E, 2200 SFT

\*B was not used to avoid improper comparisons during the transition

The pay items for field laboratory will be discontinued and pay items for telephone service should be added as directed by district Office of Construction. The pay items for telephone service should be

used on projects where cell phone service is unavailable in remote locations. If applicable, the pay unit is month. Again, the use of this pay item and the number of months used for the final quantity and schedule of pay items is set by the district Office of Construction based on the need and estimated construction time. Telephone service has the following three types:

Type A

- one telephone line
- one telephone
- one telephone voice mail system

Type B

- two telephone lines
- two telephones
- two telephone voice mail systems

Type C

- two telephone lines
- three telephones
- one telephone voice mail system

Pay item continuations, additions, and deletions per this design memo are tabulated below.

Pay Items Prior To March 10, 2021 Letting	Pay Items On or After March 10, 2021 Letting
628-09401 Field Office, A	628-09401 Field Office, A
628-09402 Field Office, B	628-09403 Field Office, C
628-09403 Field Office, C	628-12683 Field Office, D
[none]	628-12684 Field Office, E
628-09404 Field Laboratory, A	Deleted
628-09405 Field Laboratory, B	Deleted
628-09406 Field Laboratory, C	Deleted
[none]	628-12685 Telephone Service, A
[none]	628-12686 Telephone Service, B
[none]	628-12687 Telephone Service, C

Questions related to field office type and telephone service should be directed to the Construction Management Office, Joseph Novak, [jnovak@indot.in.gov](mailto:jnovak@indot.in.gov).

**IDM Revisions**

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5. Miscellaneous Items. The following pay items should always be included in the cost estimate.

a. Field Office. The pay unit is month. The field office type and the number of months used for the final quantity and schedule of pay items is set by the district Office of Construction based on the estimated construction time.

b. Telephone Service. This item may be used where cell phone service is unavailable in remote locations. If applicable, the pay unit is month. The use of this pay item and the number of months used for the final quantity and schedule of pay items is set by the district Office of Construction based on the need and estimated construction time.

c. Maintaining Traffic. Maintaining traffic is a lump-sum item and will be determined based on its components. Elements that should be considered include traffic volume, traffic composition, peak times, number of lanes, length of construction, and type of work.

d. Construction Engineering. This will be determined by the computer. Construction engineering is determined using 2% of the total contract cost. This may require revision if significant engineering may be required during construction.

e. Mobilization and Demobilization. This is a lump-sum item and will be determined by the computer. Mobilization and demobilization is determined using 5% of the total contract cost including the amount for construction engineering. Mobilization and demobilization consists of preparatory work and operations necessary for the movement of personnel, equipment, supplies, and incidentals to and from the project site; for the establishment and removal of offices, buildings, and other facilities necessary for work on the project; and for all other work or operations that must be performed or costs incurred when beginning or ending work on the project.

# CONTRACT PREPARATION DOCUMENT

Contract Administration Division, Office of Estimating

Contract No.:		Route:	
Des No.:		Over:	
Project No.:	CN	County:	
Letting Date:		Bridge File No.:	
		Location:	

1. **Federal Highway Administration Oversight.**

Yes No Required?

2. **Asbestos Report.**

Yes No Required?

If not in ERMS, why? ERMS Title: FTAsbRpt [Des No.] for Contract Services

3. **Environmental Document Compliance.** The environmental document was approved on [Click here to enter a date.](#) The plans were reviewed against the environmental document on [Click here to enter a date.](#) and complied with it.

[Link](#) to status of env. documents (INDOT personnel only. ERIN - Business Tools – Tableau – F3 Permits and Environmental)

4. **Stormwater Quality Manager (SWQM) Level.**

Level 1  Level 2  N/A, No Permits or No 205 Pay Items

If Level 2, indicate the reason [Click to select.](#) Other (explain):

5. **Geotechnical Report.**

Yes No Required?

If not in ERMS, why? ERMS Title: FTGeoRpt [Des No.] for Contract Services

6. **Load Rating.**

Yes No N/A Have all bridge structures in the contract been load rated or has the Load Rating engineer indicated that structure(s) cannot be rated at this time?

7. **Utility Coordination.**

Yes No Complete?

If not complete, what is status?

Yes No Utilities RSP 107-R-169 included? ERMS Title: FTSpIProv [Des No.] for Contract Services

If not in ERMS, why?

Yes No Utility Coordination Certification included? ERMS Title: FTUtilCert [Des No.] for Contract Services

If not in ERMS, why?

Utility contact person is:

**8. Railroad Coordination.**

Yes No Complete?

If not complete, what is status?

Yes No Railroad Coordination Certification included?

ERMS Title: FTRRCert [Des No.] for Contract Services

Yes No N/A Railroad Agreement Required?

If Yes and not signed, what is status?

Yes No N/A Railroad special provision included?

ERMS Title: FTRRSplProv [Des No.] for Contract Services

If not in ERMS, why?

**9. Right of Way.**

Yes No Additional R/W required?

Yes No Is R/W clear and is Certification Letter included?

ERMS Title: FTRWCert [Des No.] for Contract Services

If not in ERMS, why?

If not clear, number of parcels remaining is

Expected R/W clear date is

R/W contact person is

- 10. Summary of Commitments.** This consists of a listing of commitments from the environmental document, regulatory agencies, purchasing agreements, including context-sensitive items, as related to design and construction. Commitments must include contract-specific information to describe what action is necessary. Necessary action must be included in the plans and special provisions.

ERMS Title: FTCommit [Des No.] for Contract Services

If not in ERMS, why?

**11. Proprietary Materials.**

Yes No Are there any proprietary materials which are not currently listed on the Programmatic Proprietary Material Approvals list? See [www.in.gov/indot/2684.htm](http://www.in.gov/indot/2684.htm) for programmatic approvals.

Yes No If Yes, has the justification been submitted and approved for each item?

**12. Unique Special Provisions**

Yes No Are there any unique special provisions included in this contract?

Yes No If Yes, have the unique special provisions been reviewed by the Specifications Engineer?

If No, why not?

ERMS Title: FTUnqSplProv [Des No.] for Contract Services

- 13. Unique Pay Items.** Unique pay items must be included in an associated unique special provision.

Yes No Are there any unique pay items listed in the Schedule of Pay Items?

- 14. Non-Participating Pay Items.** The funding code within CES must be marked "01Z" for non-participating pay items. "Non-Participating" should also be included as a supplemental description.

Yes No Are any non-participating pay items included in this contract?

Yes No Is there a cost-sharing agreement for the non-participating pay items?

Yes No If Yes, is a copy of the agreement included with the submittal?

## 15. Permits

Yes  No Are all permits included with the submittal?

If No, why not? ERMS Title: FT Permits [(lead) Des No.] for Contract Services

(Permits) Submit all permit approval documents with their associated permit conditions in a single file. For General permits where an approval document is not issued, include general permit conditions in the file. For contracts with multiple Des. numbers, use the lead Des. number in the ERMS Title **and** include a summary sheet identifying which permits are applicable to which Des. number.

If permits are necessary, but will not be available on the letting date, a unique special provision is required to describe such missing permits, and the anticipated timeline for obtaining them.

[Link](#) to status of waterway permits (INDOT personnel only. ERIN - Business Tools – Tableau – F3 Permits and Environmental)

Permit Type	Required?	Effective Date	Expiration Date
<b>US Army Corps of Engineers (USACE) 404/ Section 10</b>	Nationwide (NWP) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Regional General (RGP) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Individual (IP) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Indiana Department of Environmental Management (IDEM)</b>	Section 401 NWP <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Section 401 RGP <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Section 401 IP <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Isolated Wetlands <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Rule 5 Storm Water <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Indiana Department of Natural Resources (IDNR)</b>	Construction in a Floodway (CIF) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Mitigation Required</b>	Wetland (404/401) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Stream (404/401) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Forested Floodway (IDNR) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other</b>	FAA Indiana Tall-Structures Permit <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other</b>	Coast Guard Permit <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Effective Date** = “date obtained”, “effective date”, “issued date”, depending on the permit. If the permit only requires an application (for example, 404 NWP), include the application date in the Effective Date column.

Do not write “TBD” or an anticipated date. If the permit has not been received, leave the permit dates blank.

**Expiration Date.** If the permit does not have an expiration date, indicate “none”.

## Coordination with District Construction

Construction information provided by:

[Link](#) to project level quantities (INDOT personnel only. ERIN - Business Tools – Tableau – E1 Pay Items in Upcoming Lettings)

<input type="checkbox"/> Yes <input type="checkbox"/> No	Field Office	Months	
	<input type="checkbox"/> Type A, 460 SFT <input type="checkbox"/> Type C, 650 SFT <input type="checkbox"/> Type D, 1000 SFT <input type="checkbox"/> Type E, 2200 SFT		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Computer System	Qty.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Computer System Equipment	Qty.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Internet Service	Qty.	Months
<input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Service	Months	
	<input type="checkbox"/> Type A <input type="checkbox"/> Type B <input type="checkbox"/> Type C		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cellular Telephone		
	<input type="checkbox"/> Type A Qty. <input type="checkbox"/> Type B Qty.	Anytime minutes (Type A) Anytime minutes (Type B)	Months (Type A) Months (Type B)

RSPs are available at <https://www.in.gov/dot/div/contracts/standards/rsp/index.html>

<input type="checkbox"/> Yes <input type="checkbox"/> No	Construction Engineering		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach justification form	Incentive/Disincentive (RSP 108-C-043)	<a href="#">Link</a> Justification Form (Ed Doc 503-2.06.1 Determination of Incentive/Disincentive Amount)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Partnering		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Profilograph as pay item for HMA pavement		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Profilograph as pay item for PCCP pavement		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Traffic maintenance (RSP 104-C-112)	(provide details)	

Latest date to begin work (RSP 108-C-090):		Liquidated damages: \$	
Restriction time (RSP 108-C-091 or 108-C-092): (provide details)		Liquidated damages: \$	
Closure time (RSP 108-C-093):		Liquidated damages: \$	
Intermediate completion date (RSP 108-C-094):		Liquidated damages: \$	
Calendar completion date (RSP 108-C-095):		Liquidated damages: \$	
Earliest date to begin work (RSP 108-C-127):		Liquidated damages: \$	
Storm Water Quality Manager Level. (RSP 205-R-706)			
Concur with the recommended level? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?			

Designer:
E-mail address:
Phone No.:
For LPA projects
Employee in Responsible Charge (ERC):
E-mail address:
Phone No:
It is recommended that tracings for the above noted project be accepted. The Final Tracings checklist has been reviewed and the required files uploaded into ERMS as noted.
Prepared by: _____ Date: _____
Comments: