



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Design Memorandum No. 21-08

March 11, 2021

Rev. October 25, 2021

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

**FROM:** /s/ Jeremy Hunter  
Jeremy Hunter  
Chief Engineer of Design  
Engineering Department

**SUBJECT:** Indiana Design Manual Chapter 14 Updates: Addition of TMP Submittal Items for Significant Projects and MOT Submittal Changes

**REVISES:** IDM Chapter 14 and Editable Document 103-02-02

**EFFECTIVE:** Stage 1 submittal date on or after August 1, 2021

This memo has been revised to identify changes to the [Final Tracings Checklist](#) and the [ERMS File Naming Conventions](#) document that were inadvertently omitted from the original memo.

**Final Tracings Checklist** (Editable Document 103-02-01). The description abbreviation for Transportation Management Plan was revised from TrafMangPlan to FinalTMP. Documents submitted prior to this memo revision that used the TrafMangPlan abbreviation need not be resubmitted.

**ERMS File Naming Conventions** (Editable Document 103-02-02). The description and the description abbreviation for Transportation Management Plan have been deleted. DraftTMP and FinalTMP abbreviations should be used in accordance with the original memo.

All projects have some form of maintenance of traffic (MOT). Maintaining traffic during a project's construction is just as important as the final design. Time, coordination, and sometimes right-of-way is needed to design a MOT scheme. To ensure that the MOT is being considered early in the project development, MOT plans will need to be completed by stage 2.

In addition, to be compliant with the Code of Federal Regulations 23 CFR 630 subparts J and K, the Department requires that all projects have a Transportation Management Plan (TMP). Depending on the work zone impacts, the project may be considered significant or non-significant.

The Indiana Design Manual Chapter 14, Plan Preparation, has been updated to reflect the accelerated MOT plan development and TMP submittals for significant project.

### **Maintenance of Traffic Plans Completed by Stage 2 or Equivalent Submittal**

Maintenance of traffic plans should be started early in the project development and completed by Stage 2 or equivalent submittal. Appropriate project submittal sections within chapter 14 has been updated to reflect this revision.

### **Addition of Transportation Management Plan (TMP) Submittal Items for Significant Projects**

All projects are identified as either significant or non-significant in relation to work zone impacts. Where a project is identified as significant, a TMP report will need to be completed in addition to the Temporary Traffic Control (TTC) plan. For projects that are classified as non-significant projects, the TMP may consist only of a TTC plan.

To ensure that the TMP report and subsequent processes are being completed early in project development, draft TMP submittal items have been added to appropriate project submittal section.

Three new ERMS naming conventions have been added to incorporated new submittal items:

- Draft Transportation Management Plan - DraftTMP
- Final Transportation Management Plan - FinalTMP
- Interstate Highways Congestion Policy Exception – IHCPExcep

The file naming format for the submittal into ERMS is as follows:  
[Submittal] [Description] [Des No.] for [Roadway, Bridge, or **Contract**] Services.

- Examples: STG1 DraftTMP 0900010 for Roadway Services
- STG3 FinalTMP 0900010 for Roadway Services
- STG3 IHCPExcep 0900010 for Roadway Services

Subsequent sections of the IDM Chapter 14 have been revised. The table at the end of this memo notes revisions to each section.

The revised Chapter 14 can be viewed on the [IDM webpage](#).  
Questions should be directed to [TrafficIDMInquiries@indot.IN.gov](mailto:TrafficIDMInquiries@indot.IN.gov)

## Summary of Changes to the Indiana Design Manual (Manual) Chapter 14

Updated Section	Title	Revision Description
14-1.02(03)	Field Check Stage	Item #3 Added more clarification to the coordination list for maintenance of traffic and IDM chapter reference (Chapter 503 to Section 503-3.0).
14-2.01(01),	Grade Review Meeting	The draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.01(03)	Stage 1 Review Submission	The traffic-maintenance details and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.01(05)	Preliminary Field Check Meeting	Additional details were added to item 7, Traffic-Maintenance Details through references to chapter 503.
14-2.01(07)	Stage 2 Review Submission	Item 5 was revised to direct designers to the traffic maintenance details finalized. In addition the Traffic Control Plan Checklist and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the Draft TMP.
14-2.01(08)	Right-of-Way Plans Preparation, if done by others	Temporary traffic control details have been included in item 3. f. Detail sheets.
14-2.01(09)	Public Hearing Plans Preparation, if required	A reference to chapter 503 was added to item 3. b. Transportation Management Plan (TMP). Item 3. c. was updated to just required the Traffic Impacts and queue analysis to be completed in accordance with chapter 503.
14-2.01(11)	Final Field Check Meeting	The Traffic Control Plan Checklist and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the Draft TMP.
14-2.01(12)	Stage 3 Review Submission	The Final Approved IHCP Requested and Final TMP Report for Significant Projects was added to the submittal list.
14-2.02(01)	Grade Review Meeting	The draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.03(01)	Preliminary Plans	The traffic-maintenance details, Traffic Control Plan Checklist, and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.03(03)	Preliminary Field Check	District Asset Engineers, as appropriate, was added to the list of district personnel to be invited to the preliminary field check.
14-2.03(10)	Final Check Prints	The finalized traffic maintenance details, Traffic Control Plan Checklist, Final Approved IHCP Requested, and final TMP report for significant projects was added to the submittal list.

14-2.04(01)	Hydraulic Submittal	The draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.04(02)	Stage 1 Review Submission	The traffic-maintenance details and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.04(04)	Preliminary Field Check Meeting	Item 7 Traffic-Maintenance Details requirements were updated with a reference to chapter 503 and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.04(06)	Stage 2 Review Submission	Finalized traffic maintenance details, Traffic Control Plan Checklist, and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.04(09)	Stage 3 Review Submission	The Final Approved IHCP Requested, Traffic Control Plan Checklist, and Final TMP Report for Significant Projects was added to the submittal list.
14-2.05(01)	Stage 1 Review Submission (Initial Field Check and Bridge Preservation Document)	The traffic-maintenance details and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.05(03)	Stage 2 Review Submission (Preliminary Plans)	Finalized traffic maintenance details and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.05(04)	Stage 3 Review Submission (Final Plans)	The Final Approved IHCP Requested, Traffic Control Plan Checklist, and Final TMP Report for Significant Projects was added to the submittal list.
14-2.06(01)	Stage 1 Review Submission (Preliminary Plans)	The traffic-maintenance details and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.06(02)	Stage 2 Review Submission (Preliminary Field Check Plans)	Finalized traffic maintenance details, Traffic Control Plan Checklist, and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.06(03)	Stage 3 Review Submission (Final Field Check Plans)	The Final Approved IHCP Requested, Traffic Control Plan Checklist, and Final TMP Report for Significant Projects was added to the submittal list.
14-2.07(01)	Stage 1 Review Submission (Preliminary Plans)	The traffic-maintenance details and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.

14-2.07(02)	Stage 2 Review Submission (Preliminary Field Check Plans)	Finalized traffic maintenance details, Traffic Control Plan Checklist, and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.07(03)	Stage 3 Review Submission (Final Field Check Plans)	The Final Approved IHCP Requested, Traffic Control Plan Checklist, and Final TMP Report for Significant Projects was added to the submittal list.
14-2.08(01)	Stage 1 Review Submission (Preliminary Plans)	The traffic-maintenance details and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.08(02)	Stage 2 Review Submission (Preliminary Field Check Plans)	Finalized traffic maintenance details, Traffic Control Plan Checklist, and draft TMP report for significant projects was added to the submittal list, including a list of items that should be included in the draft TMP.
14-2.07(03)	Stage 3 Review Submission (Final Field Check Plans)	The Final Approved IHCP Requested, Traffic Control Plan Checklist, and Final TMP Report for Significant Projects was added to the submittal list.