



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 21-17

June 17th, 2021

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

FROM: /s/ Steve Duncan
Steve Duncan
Director, Contract Administration
Legal

SUBJECT: *Indiana Design Manual Updates for Unique Special Provisions*

REVISES: *Indiana Design Manual (IDM) Chapter 14: 14-1.02, 14-2.01, 14-2.03, thru 14-2.08, Figure 14-1K (Rev.), and Figure 14-1L(Del.)*
Indiana Design Manual (IDM) Chapter 19: 19-2.01, 19-2.03, 19-3.02, 19-3.02(01) thru 19-3.02(04), and Figure 19-3D(Rev.)

EFFECTIVE: Immediately

The referenced IDM sections have been revised to reflect the new SharePoint process for reviewing and approving unique special provisions (USPs). Additional information has been added to the INDOT Recurring and Unique Special Provisions webpage, <https://www.in.gov/dot/div/contracts/standards/rsp/index.html>.

IDM Revisions are summarized below and included for reference on the remaining pages.

IDM Chapter 14 Updates

- Revised guidance for beginning coordination for and submitting USPs
- Revised Final Tracings guidance for submitting USPs
- Revised guidance for submitting a USP for a Preprint Change.
- Added USP submittal requirement guidance for Stage 3 submittal. Note that uploading USPs to ERMS is only applicable at Stage 3, not for Final Tracings. Including the USPs as part of the Stage 3 submittal is to aid the Design Reviewer in performing a thorough review of design documents but will not replace the review process occurring concurrently in SharePoint.
- Revised Figure 14-1K to illustrate revising a contract-specific (fill in the blank) RSP instead of a USP
- Deleted Figure 14-1L

IDM Chapter 19 Updates

- Added guidance for completing the RSP Menu when a USP is used to supersede an RSP.
- Revised USP Menu contents and guidance for use
- Revised guidance on USP review and approval process via SharePoint. This includes how to access the SharePoint site for new users, location of training information, and incorporating approved USPs in the contract information book.
- Revised Figure 19-3D to reflect the current USP review process and timeframes for each review step.

For questions related to this design memo, please contact Elizabeth Thomas, PE, Contract Administration Division, at ethomas2@indot.in.gov.

IDM Chapter 14 Revisions

14-1.02(04) Final Tracings Submittal [Rev. Oct. 2018, Jun. 2021]

All final tracings documents, **except unique special provisions**, should be submitted electronically into ERMS in accordance with Section 14-1.02(02). It is the responsibility of the designer handling a lead project to ensure the tracings for all kinned projects are brought together and submitted to the project manager. The project manager is responsible for submitting the Final Tracings package to the Contract Administration Division.

Documents for final tracings are shown on the Final Tracings Checklist. Failure to submit items marked “Letting Date Critical” may affect the letting date. The Final Tracings Checklist, including established naming conventions and instructions, is available on the Department’s [Editable Documents webpage](#), under Design Submittal.

Final tracings which have been developed in metric units will not be accepted.

The plans, except cross sections, must be sealed, signed, and dated by a professional engineer licensed in Indiana.

14-1.02(06) Changes to the Final Tracings Submission [Rev. Mar. 2016, Sep. 2020, Jun. 2021]

The procedure for making changes to contract documents and plans after the Final Tracings submission has been transitioned to Contract Administration varies. Changes will be processed as Preprint Changes or Revisions, depending on the request date relative to advertisement.

1. Preprint Changes. Preprint changes are changes made to contract documents **7** days or more prior to advertisement. Letting advertisement (Notice Posted) is typically 30 days prior to the letting date. The 10-year Letting Preparation Schedule is available at <http://www.in.gov/dot/div/contracts/letting/lettingdates.htm>.

Preprint changes are not accepted less than 7 days prior to advertisement, unless exceptions are made by Contract Administration. If an exception is desired, it is recommended to submit the inquiry to the PS&E Coordinator and Estimating Planner within the Contract Administration Division prior to making a Preprint Change.

- a. Plan Set Changes. Preprint changes to plans should be submitted electronically to ERMS. When changes are made to the originally submitted plans (new, revised, or deleted sheets), the existing set of plans in ERMS should be identified for deletion and a new complete set of plans should be uploaded. The plans should not include clouds or revision blocks. Once uploaded, the Designer should notify the District Coordinator and copy the Project Manager. In the notification email, the Designer should specify which ERMS document DOT number is the replacement file and which is to be deleted. District Coordinator contact information can be found in the ERMS Information document which is available from the Designers Webpage <https://www.in.gov/indot/2731.htm> under Design Submittal.

The file naming format is the same as that of the original submission.

Example: FT Plans or PlansXsect [Des. No.] for Contract Services.

Adequate time must be allowed for transitioning files within ERMS, i.e. documents submitted 7 days prior to advertisement may not reach Contract Administration the same day.

- b. All Other Contract Documents. Preprint changes to contract documents, except for plans, are submitted via email to the PS&E Coordinator and Estimating Planner within the Contract Administration Division.

Revised documents should be marked up and submitted in their original submission format. All additions must be highlighted clearly. All deletions must be marked in red and struck through as appropriate. Track Changes is not an acceptable markup format for Word documents.

Exceptions to the preprint changes direction given above are as follows:

- (1) Estimate (Est) should be marked up from the Detailed Cost Estimate PDF, which can be provided by contacting CESsupport@indot.in.gov. Do not update the live file in CES or markup the original CES PDF, even if the Designer still has access to do so. See Figure [14-1H](#), Example Detail Cost Estimate Preprint Correction.
- (2) Special Provisions Menu (SplProvMenu) should be submitted as a complete PDF markup. Annotate any additions or deletions in the pdf itself, as the Excel menu is locked for formatting changes. See Figure [14-1I](#), Example Special Provisions Menu Correction.

(3) Special Provisions (SplProv) should be submitted as a complete Word document markup. Do not only provide the specifications you wish to add; instead, amend the full, original Word document. Do not include section or column breaks. See Figure [14-1J](#) and [14-1K](#) for SplProv correction.

(4) Unique Special Provisions (USPs) should be submitted through SharePoint, which is accessible from the INDOT_UniqueSpecialProvisions Team via Microsoft Teams. Preprint changes to USPs submitted via other methods will not be accepted. See Chapter 19 for information on the USP submittal and review process.

(5) Other Miscellaneous CIB corrections should be included as a pdf, including only the page excerpts necessary to illustrate the corrected sheet(s). Ancillary items, such as page number or table of contents updates, will be automatically accounted for and do not require markup. See Figure [14-1M](#), Example CIB Preprint Correction.

A duplicate set of preprint markups is not required for Final Tracings documents that are reflected directly in the CIB. For example, changes submitted for SplProvs need only be submitted as a SplProv change and does not also require a CIB markup as described in Note 5 above. The CIB will be updated to reflect these document changes by Contract Administration staff.

2. Revisions. Revisions are changes to Final Tracings documents or CIB contents that occur near or after advertisement, but before letting. Revisions must be submitted no later than 5 business days in advance of the letting date.

a. Revisions to documents, including plan sheets, CIB proposal pages, pay items, provisions, etc. must be transmitted to the district Area Engineer for review and approval. The INDOT Project Manager can verify the specific Area Engineer. The requested changes should be clearly indicated and marked up in a similar fashion to Preprint Changes (see Section 14-1.02(06) 1.b), where applicable.

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 the contract information book (CIB) and estimates should be marked in the same manner as preprint changes, see Item 1 above, exception that the marked-up Schedule of Pay Items is also required. See Figure 14-1N, Example CIB Schedule of Pay Items Correction.

d. USP changes are NOT routed through SharePoint for revisions. The process to revise, add, or remove USPs should follow the same process as item 2a above.

e. 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:

Example: 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 original sheets discarded. New sheets that were not in the original plan numbering that are inserted into an original set of plans will be numbered with a numeric extension as follows. Clouds are not required around the periphery of the new sheet.
 1. A new sheet inserted after 22 and before 23, should be numbered 22-1.
 2. Three new sheets inserted after 13 and before 14, should be numbered as 13-1, 13-2, and 13-3.
 3. A new sheet at the end of a 40-sheet set of plans should be numbered as 40-1.

Adequate time must be allowed for transitioning files within ERMS, i.e. documents submitted 7 days prior to letting may not reach Contract Administration the same day.

3. **Changes Requested Less Than 5 Business Days Prior to Letting. NO CHANGES** are allowed less than 5 business days prior to letting. The letting date, not the plan signing date, controls when and how revisions can be made to the plans.

14-2.01(12) Stage 3 Review Submission [Rev. Feb. 2012, Feb. 2021, Mar. 2021, Jun. 2021]

Plans should be approximately 95% complete at this stage.

The purpose of this submittal is to ensure that the plans are complete and satisfy the criteria provided in the Engineering Assessment studies. The following should be completed and reviewed for quality assurance. Include responses to Final Field Check questions.

If the project includes traffic signal(s), signing, or lighting details a separate set of plans should be submitted into ERMS for traffic review in accordance with Section 14-1.02(09).

For a project that requires only a Stage 3 Submission, all documentation required for Stages 1 through the Final Field Check Meeting, if not previously submitted, must be included in the Stage 3 submittal. Documentation will include the abbreviated Engineer's Assessment, geotechnical report, and pavement-design approval.

1. Previous Reviews. Include the marked-up plans from the Stage 2 submittal and changes made from the Final Field Check meeting with this submission. Right-of-way changes made after Final Right-of-Way Plans are submitted should be processed in accordance with Section 85-3.03.
2. Conformance. Review the plans for conformance with the Level One controlling design criteria listed in Section 40-8.02(01) and indicate approved dates for design exceptions.
3. Plans Set. If a Final Field Check meeting is not held at the discretion of the project manager, all of the milestone requirements should still be review and incorporated.
 - a. Erosion Control Plan. Include the completed set.

- b. Road Summary Sheets. The content and requirements are described below. For a large project for which the standard-sized Summary tables cannot accommodate all of the items, multiple custom Summary sheets should be used to accommodate all the necessary information. The Summary sheet frames, in DGN and XLS format, can be downloaded from http://www.in.gov/indot/div/cad/v8i_downloads.htm. The Pavement Quantities and Approach Table, Structure Data, Paved Side Ditch Summary, Riprap Ditch and Sodding Table, Underdrain Table, Guardrail Summary Table with guardrail-related pay items, Sign Summary Table, Pipe Material Selection, and mailbox approaches information including required HMA quantities should be completed.
- a. Cross Sections. The project engineer or supervisor will require the elevations for existing cross sections in order to calculate the final earthwork quantities.

If the project was designed from an electronic survey, the design calculations should include a data table created from the electronic cross-sections which indicates all existing cross-section elevations.

An example data table is shown as Figure [14-2A](#).

4. Quantities. Finalize all quantities.
5. Reports. Ensure that the recommendations from the Geotechnical Report and other reports regarding peat, hazardous waste, special waste, etc. have been incorporated into the plans, specifications, and cost estimate.
6. Cost Estimate. Conduct a detailed review to ensure that all necessary pay items have been included. Finalize the construction cost estimate using Estimator.
7. Level One Checklists and Design Computations. If there are no changes to the plans which affect Level One criteria since the prior submission, it is acceptable to copy the previous Level One Checklist and add a statement that no changes have been made to the plans that affect Level One criteria. The statement should be initialed and dated for the current submission.

8. Special Provisions and Special Provision Menus. Compile all USPs submitted via SharePoint into a single Word document and submit via ERMS. This is to aid the Design Reviewer in viewing a comprehensive Stage 3 submission and does not replace the SharePoint process. See Chapter 19 for additional information on the USP submittal and review process.

Compile all completed contract-specific recurring special provisions into a single Word document.

Complete the unique and recurring special provisions menus.

9. Rule 5. If required, and not previously submitted in accordance with Section 9-1.02, complete the Rule 5 Submission as described in Chapter 205.
10. Underground Storage Tanks Removal. If this work is required, the designer should coordinate such activity with the Office of Environmental Services manager. The designer should complete Figure [14-2B](#), Underground Storage Tanks Removal information request. If a final field check is not required, the coordination should take place six months prior to the Ready for Contracts date.

This coordination is to ensure that required pay items such as excavation and handling of contaminated soil are included in the contract.
11. INDOT All Project Commitments Report. This should include all known resolutions.
12. Proprietary Material. If a proprietary material is specified that is either not listed the Department's [Approved Materials List](#) or is on Department's list of [Approved Programmatic Proprietary Material](#), the designer must submit for approval a certification or a public-interest finding request. Editable versions of these documents appear on the Department's website, at <http://www.in.gov/dot/div/contracts/design/dmforms/>, under Proprietary Material.
13. Environmental Consultation Form. Summarization 7-3C should be completed at this submission. An editable version of this document appears on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/, under Environmental.

14. MSE Wall Design Review Checklist. If the project includes MSE walls, the relevant plan sheets and the completed MSE Wall Design Review checklist are required to be submitted to the Geotechnical Services Division for review at MSEWallShopDrawings@indot.IN.gov. The checklist is available for download from the Department's [Editable Documents webpage](#), under Geotechnical, and needs to be signed by the EOR and Geotechnical EOR prior to submission.
15. Traffic Control Plan Checklist. See [Section 14-1.02\(03\)](#) for Traffic Control Plan Checklist information.
16. Final Approved IHCP Request, if required. See Section 503-3.02.
17. Final TMP Report for Significant Projects. See Section 503-2.0

14-2.03(14) Contract Documents Package [Rev. Jan. 2013, Jun. 2021]

Upon receipt of the approved final plans by the Office of Program Management, they are ready to be transmitted as contract documents to Contract Administration for processing. The package should consist of the following.

1. Plans.
 - a. 11 in. x 8½ in. Plans-Sheets Format. The original construction plans and cross sections should be transmitted. If the cross sections are in the 36 in. x 24 in. format, only the originals of the cross sections should be sent.
 - b. 36 in. x 24 in. or 22 in. by 34 in. Plan-Sheets Format. The original construction plans and cross-sections and two sets of prints of the construction plans without cross-sections prints should be transmitted.
2. Estimate of Quantities and Cost Estimate. The estimate of quantities and cost estimate should be generated using the authorized estimating software (CES). A copy of the estimate in PDF format should be uploaded in ERMS. The control group number should be changed to 12 and the Contract Administration Planner should be notified via email.

3. Special Provisions. The completed unique and recurring special provision menus should be in excel format. The completed contract-specific recurring special provisions should be combined into a single Word document.

Do not submit unique special provisions via ERMS with the Final Tracings package. All approved USPs as listed on the USP menu will be incorporated into the Contract Information Book (CIB) by Contract Administration staff prior to advertisement. No additional action is required by the designer. See Chapter 19 for information on the unique special provision submittal and review process.

4. Detour Map. A map of the official detour and a map of an unofficial local detour, if required, with the approved unofficial-local-detour documents should be transmitted.

The approved package should be sent to Contract Administration, where the documents will be processed and prepared for letting. This step should be completed at least 14 weeks prior to the contract letting date.

14-2.03(15) Review Process [Rev. Jun. 2021]

1. Pre-Letting. Contract Administration may require additional information or further corrections to be made in order for the contract documents to be properly processed prior to advertisement. The designer should promptly address these concerns. All responses from the designer for questions posed during the advertisement period should be directed to the district construction engineer.

2. Post-Letting. Following the contract award, a preconstruction conference will be held. The designer should be available upon request to answer questions.

14-2.04(09) Stage 3 Review Submission [Rev. Feb 2012, May 2013, Apr 2017, May 2017, Nov. 2017, May 2020, Feb. 2021, Mar. 2021, Jun. 2021]

Plans should be approximately 95% complete at this stage.

For this submittal, finalize the plans and include all roadway, traffic, and bridge details, and check the computations.

For a project that requires only a Stage 3 Submission, all documentation required for Stages 1 through Final Right-of-Way Plans Preparation , if not previously submitted, must be included in the Stage 3 submittal. Documentation will include the abbreviated Engineer's Assessment, geotechnical report, and pavement-design approval.

If the project includes traffic signal(s), signing, or lighting details a separate set of plans should be submitted into ERMS for traffic review in accordance with Section 14-1.02(09).

Complete the following and review these elements for quality assurance.

1. Previous Reviews. Include the marked-up plans from the previous submittal with this submission.
2. Conformance. Review the plans for conformance with the Level One controlling design criteria listed in Section 40-8.02(01) and identify approval dates of design exceptions.
3. Pavement Design. Incorporate the final pavement design into the typical cross section and final quantities.
4. Computations and Quantities. Include the computations and quantities with this submission as follows:
 - a. final approach drainage design;
 - b. superstructure design;
 - c. end bent or abutment design;
 - d. interior substructure design;
 - e. bridge-seat elevations;
 - f. screeds at copings, profile grade, each beam line, and each construction joint;
 - g. superstructure quantities;
 - h. end-bent or abutment quantities;
 - i. interior substructure quantities;
 - j. pavement, curb, sidewalks, and related quantities;

- k. drainage-structure quantities;
 - l. riprap, sodding, and seeding quantities;
 - m. earthwork quantities;
 - n. traffic-related items and designs as discussed and revised from Field Check Plans;
 - o. traffic-maintenance quantities;
 - p. miscellaneous roadway quantities;
 - q. updated construction cost estimate;
 - r. completed special provisions; and
 - s. erosion- and sediment-control features design.
5. Reports. Ensure that the recommendations from the hearing comments, Geotechnical Report, or other reports regarding peat, hazardous waste, special wastes, etc., have been incorporated into the plans, specifications, and cost estimate.
6. Plans. The plans should be nearly complete at this stage and should include the following.
- a. Title and Index Sheets. Complete the Design Data block and update the index as necessary.
 - b. Typical Cross Sections. Add the final pavement design information.
 - c. Plan and Profile Sheets. Ensure that structure notations are completed; sodding, riprap, and paved side ditch locations are indicated; earthwork balances are shown; and removal items identified. Right-of-way station offsets from the final right-of-way plans should be incorporated.

- d. Details Sheets. Ensure that all details are completed and included with this submission. This includes details for the following:
- (1) reinforced-concrete bridge approach bill of materials and details;
 - (2) temporary erosion control;
 - (3) traffic-maintenance details; and
 - (4) traffic-design elements (e.g., intersections, signals, signing, or lighting).
- e. Bridge Sheets. Finalize the design for these sheets as follows.
- (1) Soil Borings sheet.
 - (2) Layout sheet. Ensure that the riprap and slopewall quantities are shown and the earthwork summary is completed.
 - (3) General Plan sheet.
 - (4) End Bent or Abutment Details.
 - (5) Interior Substructure Details.
 - (6) Superstructure Details.
- f. Tables. Complete all data tables including the following:
- (1) Bridge Summary Table;
 - (2) Structure Data Table;
 - (3) Approach Table;
 - (4) Underdrain Table;
 - (5) Paved Side Ditch and Sodding Table;
 - (6) Guardrail Table;
 - (7) Sign Summary Table; and
 - (8) Curb Ramps and Sidewalks Table if not detailed elsewhere.
- g. Cross Sections. Design information should be essentially complete. This includes final structure notations, earthwork areas and volumes, and benching areas and volumes.

7. Special Provisions and Special Provision Menus. Compile all USPs submitted via SharePoint into a single Word document and submit via ERMS. This is to aid the Design Reviewer in viewing a comprehensive Stage 3 submission and does not replace the SharePoint process. See Chapter 19 for additional information on the unique special provision submittal and review process.

Compile all completed contract-specific recurring special provisions into a single Word document.

Complete the unique and recurring special provision menus.

8. Level One Checklists and Design Computations. If there are no changes to the plans which affect Level One criteria since the prior submission, it is acceptable to copy the previous Level One Checklist and add a statement that no changes have been made to the plans that affect Level One criteria. The statement should be initialed and dated for the current submission.

The designer should submit a Level One Checklist, including computations for the mainline, each S-line, and each traffic-maintenance phase. The designer should include computations for the required intersection sight distance at each public road, including each local-service road or frontage road within the project limits. The designer should also submit documentation of the intersection sight distance provided at each public road. This requirement also applies to the traffic-maintenance phases.

9. Environmental Consultation Form.

10. Rule 5 Submission. If required and not previously submitted, submit in accordance with Section 9-1.02.

11. Bridge Load Rating. Bridge load rating requests should be submitted through the Load Rating Request Application (LRRRA), available through ITAP. Instructions for use are available for download from the [Bridge Design and Load Rating webpage](#), under Bridge Load Rating.

- a. Department-Owned Bridge. For both tradition design-bid-build and alternate procurement methods such as design-build, the Bridges Division Load Rating Engineer completes the load rating for a Department-owned bridge.

Traditional Project Development. Bridge load rating requests should be submitted through LRRRA. A separate set of bridge plans (excluding cross sections) should also be uploaded through the LRRRA.

If the analysis shows an unacceptable rating, a notification will be sent from the LRRRA denying the request. When a request is denied, design and plan revisions are required. A new request should be submitted with revised plans.

Alternate Procurement Project Development. Bridge Load Rating should be included as a hold point in the technical provisions. The bridge load rating should be requested through the LRRRA upon completion of the design plans. The load rating must be completed prior to the approval of structural member working drawings. Where working drawings are not required, the load rating must be complete prior to work being performed on bridge elements.

- b. Local Public Agency (LPA) Bridge. A load rating request is not required for an LPA-owned bridge. The LPA is responsible for the load rating of an LPA-owned bridge in accordance with the INDOT [*Bridge Inspection Manual*](#). An INDOT-certified Load Rating Engineer (LRE) must complete the load rating.
- c. Bridge-Length Structure Under Fill. A load rating request is not required for a precast bridge-length three-sided structure or box structure. Load rating for these structures is performed in accordance with the *Standard Specifications* as part of the working drawing submission process. A copy of the load rating submitted with the working drawings should be forwarded to the Department’s Load Rating Engineer.

12. INDOT All Project Commitments Report. This should include all known resolutions.

13. Foundation Review Form. This form is available for download from the Department’s [Editable Documents webpage](#), under Bridges.

14. MSE Wall Design Review Checklist. If the project includes MSE walls, the relevant plan sheets and the completed MSE Wall Design Review checklist are required to be submitted to the Geotechnical Services Division for review at MSEWallShopDrawings@indot.IN.gov. The checklist is available for download from the Department's [Editable Documents webpage](#), under Geotechnical, and needs to be signed by the EOR and Geotechnical EOR prior to submission.
15. Traffic Control Plan Checklist. See [Section 14-1.02\(03\)](#) for Traffic Control Plan Checklist information.
16. Final Approved IHCP Request, if required. See Section 503-3.02.
17. Final TMP Report for Significant Projects. See Section 503-2.0

14-2.05(03) Stage 2 Review Submission (Preliminary Plans) [Rev. Mar. 2016, Apr. 2020, Feb. 2021, Mar. 2021, Jun. 2021]

A Stage 2 submission is required for all Rehabilitation projects. For Preventive Maintenance projects, the designer may make a Stage 3 level submission at the time of Stage 2 and skip Stage 3 at the discretion of the Bridge Engineering Division reviewer. The designer should note on the transmittal letter and on the title sheet of the plans the desire to have the submission checked as a Stage 3. If the designer does not have all the necessary information included, a Stage 3 submittal may still be required

Plans for multiple bridge rehabilitations which are complementary to plans for road work may be combined into one set of bridge plans. Multiple bridge preventive maintenance projects may be combined into one set of bridge plans. The structure numbers and Des numbers for all bridge structures should be shown on the title sheet.

If the project includes traffic signal(s), signing, or lighting details a separate set of plans should be submitted into ERMS for traffic review in accordance with Section 14-1.02(09).

The following should be reviewed in accordance with quality assurance procedures and included in this submission.

1. Transmittal Letter. Identify any unique circumstances for the submittal, e.g. omitted items, the Responsible Person to receive the evaluation scores, as well as any subconsultants and their work responsibilities.
2. Plan Set, Rehabilitation project. Rehabilitation projects should be developed on full size sheets. See item 3 for a Preventive Maintenance project.
 - a. Title Sheet.
 - b. Index Sheet. Include the information as follows:
 - 1) an index of plan sheets (at this stage); and
 - 2) a revision table.
 - 3) a list of utility owners, addresses, contact names, and phone numbers or e-mail addresses.
 - c. Traffic Maintenance Details. Finalize all maintenance of traffic details including pedestrian and bicycle maintenance of traffic where required in accordance with Section 503-3.01. Detail Sheets. These preliminary details should include, but not be limited to, typical cross sections, asphalt wedge details, guardrail details, and approach work details as appropriate.
 - d. Layout Sheet. A Layout Sheet should be included when the rehabilitation work is significant enough to warrant a full survey or is part of a larger 4R project.
 - e. General Plan Sheet. This sheet should include the following:
 - 1) plan view;
 - 2) elevation view;
 - 3) typical bridge cross section;

- 4) design data relative to original design structural elements. The following note should be included:

Originally designed for ___ loading, in accordance with the AASHTO ___ Specifications, ___ Edition, and subsequent interims through ___[year].

Design data for new elements, such as a new bridge deck, should be indicated separately;

- 5) design loadings;
- 6) suggested substructure type;
- 7) minimum vertical and horizontal clearances;
- 8) minimum low structure, Q100, flowline, low water and ordinary high water mark elevations, as available;
- 9) related general notes;
- 10) general rehabilitation recommendations including, but not limited to, legend, material notes, and required stormwater- pollution- prevention retrofits; and
- 11) all recommendations outlined in the Bridge Rehabilitation Report.

3. Plan Set, Preventive Maintenance project. Preventive Maintenance projects may be developed on letter-sized plan sheets. If a Preventive Maintenance project utilizes full size plans, the plan sheet development should be in accordance with item 2 above.

- a. Title Sheet.

- 1) Project Description. The project description should include the work type, e.g., Polymeric Overlay and Joint Repair.
- 2) Project Location Maps. Include a State map, hatching the various counties included in the project and note the INDOT district. A

separate project location map or enlarged detail should identify general locations of the various structures within the counties.

- 3) Bridge Index Table. The table should summarize the list of structures, including des. number, bridge file number, and county.
 - 4) Contract number. The contract number should appear in the upper right hand corner of the sheet. This allows the number to be visible when the contract book is printed and bound.
 - 5) Standard Specifications Reference. Indicate which version of the Department's *Standard Specifications* apply to the project. The *Standard Specifications* are published every two years.
 - 6) Signature Block and Professional Engineer's Seal. The engineer's seal, signature of the engineer, and date signed is required on each sheet for consultant-developed plans and on the title sheet and detail sheets for in-house-developed plans. The seal may vary within the plan set depending on which engineer prepared the sheet. For the title sheet, "Indiana Department of Transportation", should be shown under the Approved for Letting signature line.
- b. Project Location Sheet. This sheet is a tabled summary of structures, including des number, structure number, route and facility crossed, and location (referenced from the nearest State route, US route, or interstate), latitude and longitude, reference post and county.
 - c. Traffic Maintenance Details. Finalize all maintenance of traffic details including pedestrian and bicycle maintenance of traffic where required in accordance with Section 503-3.01.
 - d. Detail Sheets. Include preventive maintenance treatment details and other details not covered by the *Standard Drawings*.
 - e. Summary tables should be provided for MOT items, pavement markings, and bridge quantities. MOT summary tables may be included on the MOT Details sheets.
4. All Project Commitments Report. The All Project Commitments Report is generated from the Commitments Database. Information on accessing the Commitments Database and other project commitments documents are available at <http://www.in.gov/indot/2731.htm>.

5. Level One Controlling Criteria Checklist and Design Computations. For a Preventive Maintenance project, a Level One controlling criteria checklist is required only for MOT. ADA and Bridge Railing Test Level should be addressed in accordance with Section 412-3.01. For a Rehabilitation project, the checklist is required for both the permanent condition and MOT.
6. If there are no changes to the plans which affect Level One controlling criteria since the prior submission, it is acceptable to submit the previous checklist and initial and date next to the statement that no changes have been made to the plans that affect Level One controlling criteria. See Section 40-8.02. A checklist should be prepared for each phase of the proposed MOT.
7. Draft TMP Report for Significant Projects. The following documents should be included in the draft TMP Report unless not it is not required. Where a document is not required, reasoning should be noted.
 - a. TMP Team. The designer should provide a list of the TMP Team members and contact information, including all stakeholders, see Section 503-2.04.
 - b. TMP meeting minutes or other correspondence.
 - c. Determination of Significant Work Zone Impacts, see Section 503-2.02.
 - d. Approved Traffic Control Strategy memo, see Section 503-2.05(02),
 - e. Draft IHCP exception request, where required, see Section 503-3.02,
 - f. Detour Worksheet (Non-Interstate or Interstate), Design Manual Editable Documents Webpage, under Traffic Maintenance (MOT),
 - g. Crossover and Runaround Viability Worksheet, Design Manual Editable Documents Webpage, under Traffic Maintenance (MOT),
 - h. Contract Provision Strategies, see Section 503-2.06,
 - i. Temporary Signal Type Determination, Design Manual Editable Documents Webpage, under Traffic Maintenance (MOT),
 - j. Draft Programming Information for Portable Changeable Message Sign, Design Manual Editable Documents Webpage, under Traffic Maintenance (MOT)
 - k. Final design exception request,
 - l. Final mitigation measures, see Section 503-4.0.
8. Traffic Control Plan Checklist. See [Section 14-1.02\(03\)](#) for Traffic Control Plan Checklist information.

9. Scour Analysis Memo. Include the approval letter from the Office of Hydraulics, where applicable.
10. Unique Special Provisions. Begin coordination for unique special provisions and unique pay items. See Chapter 19 for information on developing and submitting unique special provisions.
11. Proprietary Materials. Submit justification for the use of proprietary materials. See Chapter 17.
12. Cost Estimate.
13. Permits Determination Request. For both Rehabilitation and Preventive Maintenance projects, the designer should coordinate with the Waterway Permitting Office to establish the need for a permits determination and items to be submitted.
14. Initiate Stormwater Quality Manager Determination. If possible, the designer should provide initial Stormwater Quality Manager level recommendation. Otherwise submit with Final Plans. See section [14-2.04\(06\)](#).

Additional Stage 2 (Preliminary Plans) Information

Upon approval of the Stage 2 submittal a geotechnical investigation request should be submitted. If a geotechnical investigation is not required a Geotechnical Waiver should be obtained. If the project includes MSE walls, the Preliminary Plans are required to be submitted to the Geotechnical Services Division for the initial feasibility review of MSE walls at MSEWallShopDrawings@indot.IN.gov.

Upon completion of the Stage 2 review and NEPA approval, required permit applications should be completed and submitted to the Environment Services Division for review. Information on permit application requirements and permitting time frames are included in the *Indiana Waterway Permits Manual*, at: <http://www.in.gov/indot/2522.htm>.

If possible the designer should provide initial Stormwater Quality Manager Level recommendation as early as possible on Transmittal Letter with brief explanation. The SWQM level starts at Level 1 and will be elevated to Level 2 based on meeting either the primary or secondary categories. SWQM Level determination guidance is available from the Department's [Editable Documents webpage](#), under Environmental.

14-2.05(04) Stage 3 Review Submission (Final Plans) [Rev. Mar. 2016, Apr. 2017, Nov. 2017, May 2020, Feb. 2021, Mar. 2021, Jun. 2021]

The following should be reviewed in accordance with quality assurance procedures and included in this submission. Information required for the Stage 2 (Preliminary Plans) Submission should be included in this submission, if not previously submitted. If the project includes traffic signal(s), signing, or lighting details a separate set of plans should be submitted into ERMS for traffic review in accordance with Section 14-1.02(09).

1. Transmittal Letter. Identify any unique circumstances for the submittal, e.g. omitted items or items that are not applicable, the Responsible Person to receive the evaluation scores as well as any subconsultants and their work responsibilities.
2. Response to Comments. Include the Stage 2 comment letter and marked up plans with responses to all comments. These items should be combined into a single document.
3. Plan Sheets. Ensure plan sheets required in previous submittals are included as applicable. The plans should include specific measures proposed by the Railroads, Utilities, Environmental, Geotechnical, or Hydraulics offices. The following additional sheets should be included as applicable.
 - a. Soil Borings Sheets.
 - b. Traffic Maintenance Details. Finalized MOT details.
 - c. Detail Sheets. All necessary plans details required to adequately define the required repairs. Details could include, but not be limited to, floor details, superstructure details, substructure details, railing details, reinforced-concrete bridge approach details, and temporary erosion- and sediment-control measure details.
 - d. Tables. Include a bridge summary, guardrail summary and other tables as applicable.
4. Quantity Calculations. Finalize all quantities. Designer and checker initials and date should be shown on each sheet.
5. Design Computations. Finalize design computations. Designer and checker initials and date should be shown on each sheet. Include the Hydraulics Approval and Scour memos from the Office of Hydraulics, where applicable.

6. Cost Estimate. Conduct a detailed review to ensure that all necessary pay items have been included.
7. Special Provisions and Special Provision Menus. Compile all USPs submitted via SharePoint into a single Word document and submit via ERMS. This is to aid the Design Reviewer in viewing a comprehensive Stage 3 submission and does not replace the SharePoint process. See Chapter 19 for additional information on the USP submittal and review process.

Compile all completed contract-specific recurring special provisions into a single Word document.

Complete the unique and recurring special provision menus.
8. Geotechnical Report. Include the report or indicate its location within ERMS in the transmittal letter.
9. MSE Wall Design Review Checklist. If the project included MSE walls, the relevant plan sheets and the completed MSE Wall Design Review checklist are required to be submitted to the Geotechnical Services Division for review at MSEWallShopDrawings@indot.IN.gov. The checklist is available for download from the Department's [Editable Documents webpage](#), under Geotechnical, and needs to be signed by the EOR and Geotechnical EOR prior to submission.
10. Geotechnical Review of Final Check Prints Form. This form is available for download from the Department's [Editable Documents webpage](#), under Geotechnical. For projects for which the geotechnical investigation was performed by a consultant, note on the Transmittal Letter that the plans and the form have been transmitted to the geotechnical consultant. For projects for which the geotechnical investigation has been performed by the Department, the form, with plans, should be uploaded into ERMS for review by the Office of Geotechnical Services.
11. Foundation Review Form. This form is available for download from the Department's [Editable Documents webpage](#), under Bridges.
12. Environmental Document. Indicate the status or the location within ERMS in the transmittal letter.
13. Environmental Consultation Form. This form is available for download from the Department's [Editable Documents webpage](#), under Environmental.

14. Permits. Approved permits do not need to be submitted for review, but all necessary permits should be applied for. The status of permits should be indicated on the Environmental Consultation Form.
15. All Project Commitments Report. The All Project Commitments Report is generated from the Commitments Database. Information on accessing the Commitments Database and other project commitments documents are available at <http://www.in.gov/indot/2731.htm>. All know resolutions should be included.
16. Initiate Stormwater Quality Manager Determination. The designer should Provide initial Stormwater Quality Manager level recommendation on Transmittal Letter with brief explanation. The SWQM level starts at Level 1 and will be elevated to Level 2 based on meeting either the primary or secondary categories. SWQM Level determination guidance is available from the Department's [Editable Documents webpage](#), under Environmental.
17. Level One Controlling Criteria Checklist and Design Computations. For a Preventive Maintenance project, a Level One controlling criteria checklist is only required for MOT. ADA and Bridge Railing Test Level should be addressed in accordance with Section 412-3.01. For Rehabilitation projects, the checklist is required for both the proposed condition and the MOT. If there are no changes to the plans which affect Level One controlling criteria since the prior submission, it is acceptable to submit the previous checklist and initial and date next to the statement that no changes have been made to the plans that affect Level One controlling criteria. See Section 40-8.02. A checklist should be prepared for each phase of the proposed MOT.
18. Load Rating. See Section 14-2.04(09)
19. Proprietary Materials. Include approved request for the use of proprietary materials. See Chapter 17. Approved proprietary material justification is required for proprietary materials that have federal participation.
20. Asbestos Report.
21. Traffic Control Plan Checklist. See [Section 14-1.02\(03\)](#) for Traffic Control Plan Checklist information.
22. Final Approved IHCP Request, if required. See Section 503-3.02.
23. Final TMP Report for Significant Projects. See Section 503-2.0

14-2.06(03) Stage 3 Review Submission (Final Field Check Plans) [Rev. Mar. 2021, Jun. 2021]

Plans should be approximately 95% complete at this stage.

The following sheets and information must be reviewed for quality assurance and included with this submission.

1. Title Sheet. This sheet should be essentially complete except for signatures.
2. Index and General Notes Sheet. This sheet should include a list of all utilities and a complete list of general notes.
2. Existing Signs Plans Sheets. These sheets will provide the stationing, identification number, and message for each existing sign.
4. Proposed Signs Plans Sheets. In addition to the criteria for Preliminary Field Check plan sheets, these sheets should include the information for overhead-sign lighting as follows:
 - a. service point;
 - b. cable duct;
 - c. cable duct marker; and
 - d. handhole.
5. Sign Layout Sheets. These sheets should include the following:
 - a. size of sign;
 - b. sign border;
 - c. corner radii;
 - d. height of message or legend;
 - e. stationing and identification number;
 - f. code for route shield;

- h. size of arrow and degree of slant; and
 - g. notation for special color combinations (e.g., black copy on yellow background).
6. Cross-Sections. These sheets should include the following:
- a. for each box truss, monotube span, tri-cord, or cable-span structure, the full roadway cross section;
 - b. for each cantilever structure, half cross section from the lane lines for a multilane facility or the centerline for a 2-lane facility to the front slope;
 - c. for each ground-mounted panel sign, the cross section from the edge of the traveled way to the right-of-way line;
 - d. Cross section sheets for each ground-mounted panel sign will include the following:
 - (1) size of sign;
 - (2) sign message;
 - (3) size and length of posts;
 - (4) horizontal clearance from the edge of traveled way;
 - (5) Clear Zone / OFZ offset from the edge of the travelled way.
 - (6) vertical clearance from the edge of traveled way or ground line to the bottom of the sign;
 - (7) footing type and dimensions;
 - (8) identification number; and
 - (9) stationing.
 - e. Cross section sheets for each overhead-sign structure will include the following:
 - (1) size of sign; total sign area on each structure
 - (2) legend;
 - (3) structure type and its dimensions;
 - (4) foundation type, standard or special design
 - (5) identification number;
 - (6) stationing; and
 - (7) type of roadside protection.

7. Details Sheets. The details sheets to be included are as follows:
 - a. completed Sign Summary Table;
 - b. proposed route-marker-assembly details;
 - c. sheet sign details;
 - d. traffic sign details;
 - e. foundation details; and
 - f. any special design details.
8. Design Computations. This should include any calculations, e.g. non-standard structure foundation or guardrail calculations for shielding.
9. Special Provisions and Special Provision Menus. Compile all USPs submitted via SharePoint into a single Word document and submit via ERMS. This is to aid the Design Reviewer in viewing a comprehensive Stage 3 submission and does not replace the SharePoint process. See Chapter 19 for additional information on the USP submittal and review process.

Compile all completed contract-specific recurring special provisions into a single Word document.

Complete the unique and recurring special provision menus.
10. Cost Estimate. Conduct a detailed review to ensure that all necessary pay items have been included. Finalize the construction cost estimate using Estimator.
11. INDOT All Project Commitments Report. This should include all known resolutions.
12. Traffic Control Plan Checklist. See [Section 14-1.02\(03\)](#) for Traffic Control Plan Checklist information.
13. Final Approved IHCP Request, if required. See Section 503-3.02.

14. Final TMP Report for Significant Projects. See Section 503-2.0

14-2.07(03) Stage 3 Review Submission (Final Field Check Plans) [Rev. Mar. 2021, Jun. 2021]

Plans should be approximately 95% complete at this stage.

The following sheets and information must be reviewed for quality assurance and included with this submission.

1. Title Sheet. This sheet should be essentially complete except for signatures.
2. Index and General Notes Sheet. This sheet should include a list of all utilities and a complete list of general notes.
3. Signalization Plan Sheets. Include all revisions from the Stage 2 and finalize the sheets.
4. Details Sheets. All necessary details sheets should be included with this submission.
5. INDOT All Project Commitments Report. This should include all known resolutions.
6. Design Computations. This should include any calculations, e.g. guardrail calculations for shielding.

7. Special Provisions and Special Provision Menus. Compile all USPs submitted via SharePoint into a single Word document and submit via ERMS. This is to aid the Design Reviewer in viewing a comprehensive Stage 3 submission and does not replace the SharePoint process. See Chapter 19 for additional information on the USP submittal and review process.

Compile all completed contract-specific recurring special provisions into a single Word document.

Complete the unique and recurring special provision menus.

8. Cost Estimate. Conduct a detailed review to ensure that all necessary pay items have been included. Finalize the construction cost estimate using Estimator.
9. Traffic Control Plan Checklist. See [Section 14-1.02\(03\)](#) for Traffic Control Plan Checklist information.
10. Final Approved IHCP Request, if required. See Section 503-3.02.
11. Final TMP Report for Significant Projects. See Section 503-2.0

14-2.07(04) Final Tracings Submission [Rev. Jun. 2021]

The Final Plans submittal will include all necessary revisions from the Final Check Prints submittal. See [Section 14-1.02\(04\)](#) for Final Tracings.

14-2.08(03) Stage 3 Review Submission (Final Field Check Plans) [Rev. Mar. 2021, Jun. 2021]

Plans should be approximately 95% complete at this stage.

The following sheets and information must be reviewed for quality assurance and included with this submission.

1. Title Sheet. This sheet should be essentially complete except for signatures.
2. Index and General Notes Sheet. This sheet should include a list of all utilities and a complete list of general notes. The index block should be completed to indicate the sheet numbers for the plans.
3. Lighting Plans Sheets. In addition to the criteria for Stage 2 plans , these sheets should include the following:
 - a. cable duct;
 - b. circuit number;
 - c. cable duct marker, if required;
 - d. handhole, if required; and
 - e. main breaker and circuit breaker rating.
4. Summary Table. This should include the following:
 - a. luminaire or tower number;
 - b. connection type;
 - c. circuit connection;
 - d. pole set-back distance from edge of traveled way, taper, or ramp;
 - e. mast-arm length (conventional lighting);
 - f. luminaire effective mounting height (E.M.H.); and
 - g. top foundation elevation with respect to the edge of traveled way.
5. High-Mast Tower Plans. These should include the details as follows:
 - a. pole data schedule;
 - b. highway illumination tower detail;
 - c. high-mast tower miscellaneous details;
 - d. external winch concrete pad;
 - e. lightning rod typical details; and

- f. tower retrofit details, if required.
6. Design Computations. This should include any calculations, e.g. voltage drop and breaker rating calculations or guardrail calculations for shielding.
7. Special Provisions and Special Provision Menus. Compile all USPs submitted via SharePoint into a single Word document and submit via ERMS. This is to aid the Design Reviewer in viewing a comprehensive Stage 3 submission and does not replace the SharePoint process. See Chapter 19 for additional information on the USP submittal and review process.
- Compile all completed contract-specific recurring special provisions into a single Word document.
- Complete the unique and recurring special provision menus.
8. Cost Estimate. Conduct a detailed review to ensure that all necessary pay items have been included. Finalize the construction cost estimate using Estimator.
9. Visual/AGi32 Roadway Lighting Design Model File.
10. INDOT All Project Commitments Report. This should include all known resolutions.
11. Traffic Control Plan Checklist. See [Section 14-1.02\(03\)](#) for Traffic Control Plan Checklist information.
12. Final Approved IHCP Request, if required. See Section 503-3.02.
13. Final TMP Report for Significant Projects. See Section 503-2.0

IDM Chapter 19 Revisions

19-2.01 Standard Recurring Special Provisions and Recurring Plan Details [Rev. Jun. 2021]

Provisions listed in the Menu's Section I – Standard Recurring Special Provisions and Recurring Plan Details, are intended to appear in the contract as indicated by the Basis for Use and effective letting date shown on the Menu. If such a provision is required, place an X in the Place In Contract box that corresponds to the desired provision or detail. The designer should not submit copies, electronic or printed, of the selected provisions.

Some provisions or plan details are required in every contract. The check box for Place In Contract will be pre-selected and will not open for editing by the designer.

Where a Unique Special Provision is required that supersedes a Recurring Special Provision, “USP Supersedes” should be added instead of an X in the Place In Contract box. This should be rare.

19-2.03 Unique Special Provisions and the USP Menu [Rev. Jun. 2021]

The Unique Special Provisions Menu should be completed by the designer and list each USP being submitted for the contract. Enter the *Standard Specifications* section most closely related to the provision, the USP Title, and Document File Name for each USP. The Document Filename is the unique SharePoint filename. List the USPs in order by the *Standards Specifications* section number.

The menu must be updated when a USP is added or removed and when the document filename is modified.

An editable USP Menu is available from the Department's Recurring and Unique Special Provisions webpage at <https://www.in.gov/dot/div/contracts/standards/rsp/index/html>.

See section 19-3.02 for information on the USP review process.

19-3.02 Unique Special Provision Submittal and Review Process [Rev. Jun. 2021]

Once a Unique Special Provision (USP) is developed, the designer should submit it for review through SharePoint. To submit, the designer must be a member of the INDOT_UniqueSpecialProvisions Team via Microsoft Teams. Membership requests can be made from the Recurring and Unique Special Provisions webpage at <https://www.in.gov/dot/div/contracts/standards/rsp/index.html>.

The **USP** will be reviewed by various parties to ensure that it does not conflict with current Department policy or procedure, that it does not create unwarranted costs or inefficiencies, that it does not duplicate a description of work addressed by the *Standard Specifications* or Recurring Special Provisions, and that the work it describes is materially available, testable, constructible, and non-proprietary (unless approved). The provision will also be checked for proper structure, language, and format.

The reviewing parties will provide their comments and recommendations within the SharePoint file for action by the designer and/or project manager. The designer should collaborate to resolve reviewers' comments and recommendations within the appropriate SharePoint library. See Figure [19-3D](#) for the USP workflow.

19-3.02(01) When to Submit a USP [New Jun. 2021]

Once the USP content can be comprehensively defined, the USP should be submitted to SharePoint. This should occur as early as possible in the design process, but no later than two weeks prior to the Stage 3 submittal. Note that this timeframe assumes the standard Stage 3 submittal 75 days prior to Ready for Contracts (RFC) date.

At Stage 3, USPs and the completed USP menu should be submitted via ERMS. USPs should be combined in a single Word document. This is intended to aid the Design Reviewer in performing a comprehensive review and does not replace the official SharePoint review process.

At Final Tracings, only the completed USP menu should be submitted via ERMS. See Section 19-3.02(03) for information on how approved USPs are incorporated into the contract information book.

Only the completed USP menu should be submitted via ERMS with the Final Tracings package.

19-3.02(02) Review Timeframe [New Jun. 2021]

The standard timeline for review through the SharePoint system is approximately 13 weeks.

All USPs must be reviewed and approved no later than the RFC date to ensure adequate time for contract development and advertisement.

19-3.02(03) Incorporating Approved Unique Special Provision into the Contract [New Jun. 2021]

All approved USPs as listed on the USP menu will be incorporated into the Contract Information Book (CIB) by Contract Administration staff prior to advertisement. No additional action is required by the designer.

19-3.02(04) Training and Access [New Jun. 2021]

To ensure a seamless and efficient USP review process within SharePoint, users should stay current on the latest USP guidance and documentation. A USP User's Guide, training material, and USP formatting checklist are available from the USP Training channel within INDOT UniqueSpecialProvisions Teams page. Once in the channel, select the 'Files' tab.

Membership requests can be made from the Recurring and Unique Special Provisions webpage at <https://www.in.gov/dot/div/contracts/standards/rsp/index.html>.

~~108-C-094 FAILURE TO COMPLETE ON TIME FOR INTERMEDIATE COMPLETION DATE~~

~~(Revised 05-02-19)~~

~~The Standard Specifications are revised as follows:~~

~~SECTION 108, AFTER LINE 590, INSERT AS FOLLOWS:~~

~~—————The work specified shall be arranged and prosecuted such that the Bridge No. 3 pay items and appurtenances specified shall be completed and opened to traffic on or before the intermediate completion date shown on the Proposal sheet.~~

~~—————If the Bridge No. 3 pay items and appurtenances are not completed and all required lanes are not opened to traffic on or before the intermediate completion date shown on the Proposal sheet, \$1500 will be assessed as liquidated damages, not as a penalty, but as damages sustained for each calendar day that lanes required to be open remain closed to traffic after such intermediate completion date.~~

~~—————An extension to the intermediate completion date, as set out above, may be granted if the award of the contract is not made within 30 days of the date of the letting and if the delay in award is not due to the failure of the Contractor to provide necessary information or documents.~~

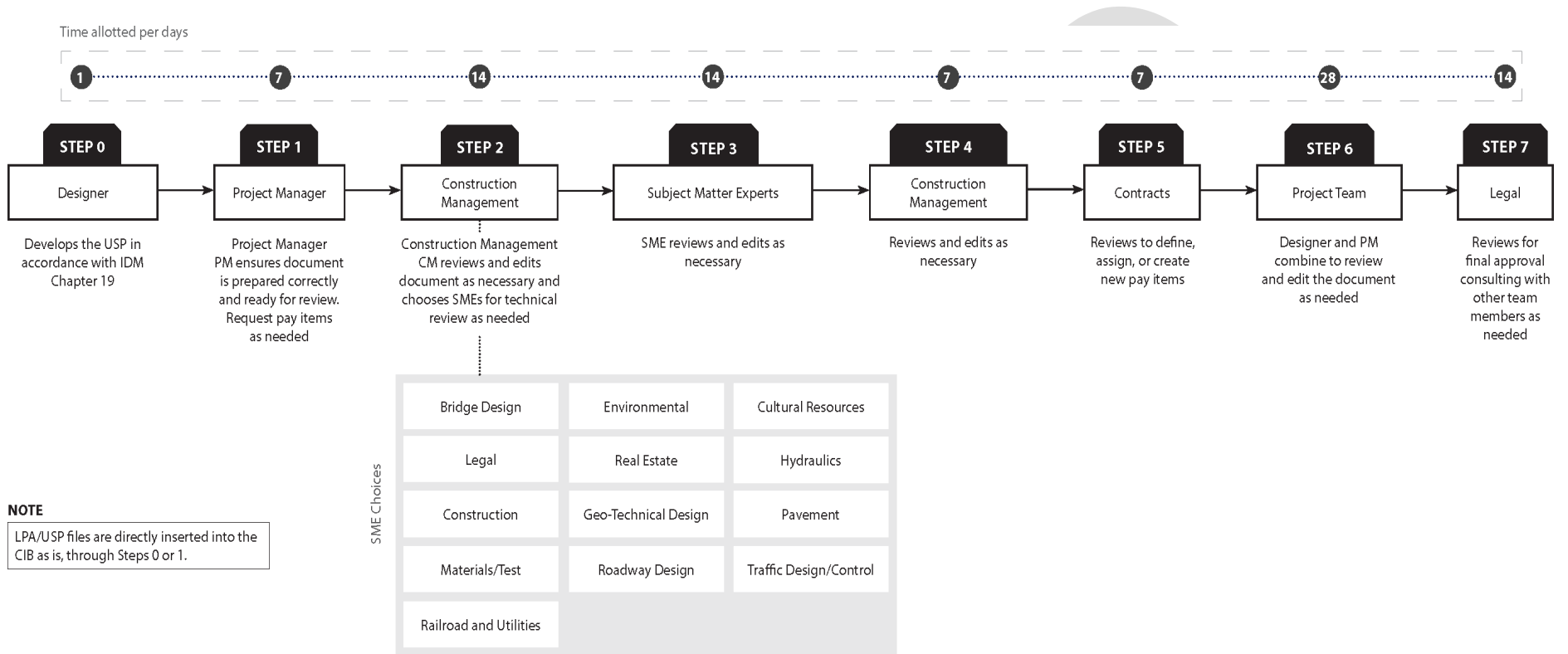
Notes:

1. Submitted in Word document format amended from original file.
2. Deletion turned to red text and struck through instead of resubmitting Word document with specification removed.
3. Track Changes are not used.

**EXAMPLE SPECIAL PROVISION PREPRINT FOR COMPLETE
REMOVAL**

Figure 14-1K

(New Sep. 2020, Rev. **Jun. 2021**)



UNIQUE SPECIAL PROVISION PROCESS

Figure 19-3D

[Rev. Jun. 2021]