



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

Design Memorandum No. **21-23**

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

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**SUBJECT:** Letting Preparation Schedule

**EFFECTIVE:** Lettings on or after December 7, 2022

The Stage 3 Submittal timeframe on INDOT Letting Preparation Schedule has been revised. The latest date to submit Stage 3 is now 152 days prior to Ready for Contracts (RFC). This is approximately 120 days prior to Final Tracings.

The additional time between Stage 3 and Final Tracings is to ensure adequate time to address Stage 3 review comments.

For lettings prior to December 7, 2022, designers are encouraged to make the Stage 3 submittal as close to the new timeline as possible.

As a reminder, the cost estimate should be updated at Final Tracings to reflect any fluctuations in unit cost since the previous submittal.

The INDOT Letting Preparation Schedule is available from the Contract Letting Information webpage at <https://www.in.gov/dot/div/contracts/letting/lettingdates.htm>.

For questions related to this design memo, please contact  
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Highway Engineering Division at [RoadReviewTeam@indot.in.gov](mailto:RoadReviewTeam@indot.in.gov) for roadway projects