



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 22-01

January 06, 2022

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

FROM: /s/Lyndsay Quist
Lyndsay Quist
Managing Director of Project Delivery

SUBJECT: Stage 2 Documents for Publication

REVISES: *Indiana Design Manual* Sections 14-2.01(07), 14-2.04(06), 14-2.05(03), 14-2.06(02), 14-2.07(02), and 14-2.08(02)

EFFECTIVE: Stage 2 Plans on or after January 06, 2022

INDOT makes Stage 2 plans, unique special provisions, and quantity calculations available to contractors and the public via the Contract Letting Information webpage.

To facilitate the publication of clean, unmarked plans, designers should upload a separate set of Stage 2 plans specifically for publication. The letters "Pub" should be added to the end of the description abbreviation for plans and combined plans and cross sections.

Examples

STG2 PlansXsect**Pub** [Des] for Bridge Services



STG2 Plans**Pub** [Des] for Roadway Services

IDM Chapter 14 submittal guidelines have been revised to reflect this change. A revision summary is included for reference at the end of this memo. The description abbreviations have been added to the ERMS naming convention document.

Publication Location

[Contract Letting Information webpage](#) – Contract Letting Information – Additional Information and Documents – Construction Links – [18 Month Letting List Search](#)

Contracts with Search results that include the paper icon shown below contain documents.

 	1700104	R-40582	HMA Overlay, Preventive Maintenance	Benton	US 52
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Documents uploaded to ERMS with titles that include the following prefix and description abbreviations will be made available automatically.

STG2 PlansXsectPub [Des] for [Bridge or Roadway] Services

STG2 PlansPub [Des] for [Bridge or Roadway] Services

STG2 UnqSplProv [Des] for [Bridge or Roadway] Services

STG2 QtyCalcs [Des] for [Bridge or Roadway] Services

Q&A

1. Do I have to upload these documents to ERMS if my project does not require a Stage 2 submittal? No. Uploading documents for publication is optional for any project that does not include a stage 2 submittal. Please note INDOT is in the process of refining project Stage 2 submittal requirements.
2. Does this memo apply to LPA projects? Yes. When a Stage 2 submittal is uploaded to ERMS, projects documents will be publicly available. A special ERMS upload of documents for publication is not required.
3. Does this memo apply to INDOT in-house designed projects? Yes. Stage 2 project documents designed by INDOT staff and uploaded to ERMS will be publicly available. If uploaded, a plan set specifically designated for publication should be included. Projects that are typically developed and reviewed outside of ERMS do not require a special ERMS upload.

For additional questions related to Stage 2 documents for publication, please contact the Capital Program Management Division, Lyndsay Quist at lquist@indot.in.gov.

IDM Revisions Summary

IDM Section	Title (same all sections)	Text Added (same all sections)
14-2.01(07) (Road Plans) 14-2.04(06) (Bridge Plans) 14-2.05(03) (Bridge Plans) 14-2.06(02) (Traffic Plans) 14-2.07(02) (Traffic Plans) 14-2.08(02) (Traffic Plans)	Stage 2 Review Submission	A separate set of Stage 2 plans should be uploaded to ERMS for publication. The document title should use the PlansPub or PlansXsectPub description abbreviation.