

INDIANA DEPARTMENT OF TRANSPORTATION

**INTER-DEPARTMENT COMMUNICATION
Standards Section -- Room N642**

July 15, 1998

**DESIGN MEMORANDUM No. 98-05
POLICY CHANGE**

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

**FROM: /s/ Richard VanCleave
Richard VanCleave
Design Policy Engineer, Technical Services Division**

SUBJECT: Utility Coordination Process

EFFECTIVE: Immediately

A Utility Coordination Certification must be completed for all projects. The Certification must be transmitted with the final tracings, special provisions, estimates, and other final documents. The Certification ultimately becomes the property of the Technical Services Division's Contracts Section, which retains it in their contract file.

Implementation shall begin at the next logical step in the process based on the current phase of project development. Contracts scheduled for letting after May 1999 will not be advertised without a fully executed Utility Coordination Certification form.

RVC:JAS:nsc

Memorandum developed by Jeff A. Sowers, Highway-Utility Manager, Design Division.

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