

INDIANA DEPARTMENT OF TRANSPORTATION



INTER-DEPARTMENT COMMUNICATION
Standards Section C Room N642



Writer's Direct Line
232-5347

November 16, 1999

DESIGN MEMORANDUM NO. 99-17 TECHNICAL ADVISORY

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

**FROM: /s/Richard L. VanCleave
Richard L. VanCleave
Design Policy Engineer
Contracts & Construction Division**

SUBJECT: Submittal of Contract Documents

EFFECTIVE: Lettings after May 1, 2000

The May 1, 2000 update of the Recurring Special Provisions revises the way in which project information is to be submitted to the Contract Services Unit of the Department for lettings. Part 1 of the update package has been revised and is included with the update.

Recurring special provision menus, recurring plan details menus, modified recurring special provisions, and unique special provisions, are to be submitted in electronic format rather than in hard copy. The use of the menus remains the same, however, we have now presented them in MS Excel rather than in MS Word. "X's" are to be placed in the left-most column if the recurring is to be included in the contract and "X's" are to be placed in the right-most column if the recurring is modified, or a unique provision is to be included. As in the past, unique provisions shall be placed in the appropriate location within the menus with the appropriate columns "X'ed". Our website contains a file titled "Helpful Hints for MS Excel Menus" which will help you with the mechanics of doing this if you need the help.

The "Document Submission Tips" on page 3 of 10 in the "How To Use The Special Provisions Menu" has been revised. Regardless of the number of Des Numbers associated with a contract, only one recurring special provision menu and only one recurring plan detail menu, when applicable, is to be submitted. If multiple menus are submitted, they will be returned to the designer to combine them.

Should you have any questions concerning this matter, please contact either Ron Scott at (317) 232-5418 or Dan Smith at (317) 232-5353 or by e-mail at: dsmith@indot.state.in.us.