



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 07-01 Technical Advisory

January 2, 2007

TO: All Central Office and District Production Personnel

FROM: /s/ Anthony L. Uremovich
Anthony L. Uremovich
Design Resources Engineer
Production Management Division

SUBJECT: Contract-Preparation Documents to
Contract Administration Division

REVISES: *Indiana Design Manual* Section 14-1.02(03)

SUPERSEDES: Design Memorandum 06-08 Technical Advisory

EFFECTIVE: Immediately

The Contract-Preparation Documents to Contract Administration Division Office of Estimating memorandum should be completed by the project manager. The project manager or designer should transmit plans and environmental permits, along with right-of-way, utilities, and other pertinent information to the appropriate district construction engineer so that the construction engineer can assist in completion of the Contract Requirements Worksheet portion. The plans, permits, and information should be sent to the construction engineer in a timely manner such that the construction engineer can provide information including possible new or revised pay items or quantities. Once completed, the entire memorandum should be transmitted to the Planning Division's Research and Documents Library Team with the final tracings submittal. The construction engineer's recommendations should be incorporated into the final tracings submittal.

The ERMS I.D. required on the memorandum should preferably be the contract number along with a code for how the material is identified in the ERMS file. If the contract number is not yet assigned, the I.D. should be the Des number.

A revised editable version of the memorandum/worksheet may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/ as Summarization figure 14-1B0.

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