



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Design Memorandum No. 07-11 Technical Advisory

August 28, 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

**COMPLEMENTS:** Design Memorandum 06-08 Technical Advisory

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

**EFFECTIVE:** Submittals Beginning September 5, 2007

The project manager is responsible for the complete, accurate, and timely submittal of the Contract-Preparation Documents to Contract Administration Division Office of Estimating memorandum. If a project manager is not assigned to the work, the responsibility falls to the designer.

The editable version of the memorandum/worksheet now on the Department's website, at [www.in.gov/dot/div/contracts/design/dmforms/](http://www.in.gov/dot/div/contracts/design/dmforms/) as Summarization figure 14-1B0, has been revised. It is also now formatted as an editable Word document. A non-editable PDF version is also attached hereto.

ERMS I.D. has been changed to ERMS Title. A sample ERMS title appears as follows:

FTGeoRpt0000000Contracts.

The proper Des number should be substituted for the seven zeros shown in the title.

The Utility Coordination Certification, figure Cer 10-2B; and the Utility Coordination Certification Waiver, figure Cer 10-2D, both on the dmforms website, have also been revised. Non-editable PDF versions are also attached hereto.

The Summary of Commitments, Summarization figure 7-4A, should be complete at the time of submittal of figure 14-1B0. The Summary should include all environmental-document, regulatory-agency, property-acquisition, and context-sensitivity commitments. The Summary is also on the dmforms website. A non-editable PDF version is also attached hereto.

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Attachments

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## UTILITY COORDINATION CERTIFICATION

Contract No.            Des No.

Project Description:

The undersigned certifies they have made a diligent effort, consistent with INDOT guidelines, to identify and show all known utilities within the limits of this contract. All known utility companies have been provided with plans or other information that clearly identifies the scope of this contract. Utility relocation plans and schedules, where provided, for all utilities expected to be in the way of construction in this contract have been reviewed, coordinated, and approved or forwarded to the Owner for approval. The "Existing Conditions of Utilities" statements included in this contract include utility names, contact persons' names and telephone numbers, and relocation descriptions and schedules, where provided, for all utilities found to be within the limits of this right-of-way.

The Utility Coordinator is not responsible for utility companies who have failed to cooperate, respond, and/or provide information needed. Further, the Utility Coordinator does not guarantee or warrant in any way the accuracy of information supplied by utility companies.

UTILITY COORDINATOR

\_\_\_\_\_ Date:  
Signed

\_\_\_\_\_  
Printed

The facilities of the \_\_\_\_\_ (utility) (utilities) exist within the project limits, but are not expected to be affected by the proposed construction.

The \_\_\_\_\_ utility is involved in this contract as a (non-reimbursable) (reimbursable) utility. The relocation (plan) (agreement) was approved on \_\_\_\_\_. [Copy the sentence for each utility, then complete it. Delete this instruction when finished.]

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## UTILITY COORDINATION CERTIFICATION WAIVER

Contract No.            Des No.

Project Description:

The facilities of the \_\_\_\_\_ (utility) (utilities) exist within the project limits, but are not expected to be affected by the proposed construction.

The undersigned agrees that the type of work included in this contract does not normally affect utility facilities and hereby approves this contract for a waiver from the need to follow utility coordination guidelines.

(signed) \_\_\_\_\_ Date:

(printed) \_\_\_\_\_

District Real Estate and Right-of-Way Program Director, or  
Production Management Division Highway-Utility Manager

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<b>Items for further consideration</b> (Designer or other responsible party must briefly describe implementation response.)	<b>Implemented</b> Yes/No (reason)

<b>Office of Environmental Services Commitments by</b>	
<b>Production Mgmt. Evaluation or Modification/Update by</b>	
<b>Real Estate Evaluation or Modification/Update by</b>	
<b>Final Design Evaluation and Preparation for Construction by</b>	
<b>All Commitments Incorporated into the Project (PS &amp; E)</b>	

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