INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

Design Memorandum No. 08-14
Technical Advisory

June 26, 2008

TO: **All Central Office and District Production Personnel**

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

SUBJECT: **New or Revised Contract Document Submittal**

REVISES: *Indiana Design Manual* **Section 14-2.01(14), PDP version**
Section 14-2.01(03), non-PDP version

EFFECTIVE: **October 1, 2008, Letting**

If the contract-documents submission has been uploaded into ERMS and transitioned to CSREVIEW, and an additional document is required, it should be uploaded into ERMS.

If a submitted contract document has been uploaded into ERMS and transitioned to CSREVIEW and it requires revision, the procedure described below should be followed.

A new file should not be uploaded into ERMS. The original document should be revised, showing changes or additions highlighted in yellow, or deletions highlighted in red and struck through. The revised document should be e-mailed to the Contract Administration Division, Office of Estimating's planner.

If a new or revised document is to be submitted within 8 weeks of the letting date, it should first be e-mailed to the district construction engineer for approval. Upon such approval, he or she will then e-mail it to the Office of Estimating's planner.

Before a new user can access the FTP Site, he or she must have prior approval to access the site. A first-time user of ERMS must enroll in ERMS and designate the FTP Site as one of the selections in his or her profile. A current enrollee must modify his or her selections by adding the site to the profile.

A. Instructions for the FTP Upload of Documents

1. Login through the INDOT Web Portal (IWP).

2. Once logged into IWP, click on the link for Design Submittals – FTP.

3. Enter your e-mail address in the top textbox. Currently, no e-mail will automatically be sent, but an automatic e-mail service is being constructed.

4. Click on the Browse button to open the file selection window. One or multiple files can be selected to load into the system. Once all desired files are selected, click on the Open button.

5. The lower right of the upload form shows the status of the upload of the files. Wait until it indicates the upload to be complete.

6. Once the files have uploaded completely, click on the arrow numbered 2 for step two.

7. Once all of the filenames have been sent to the step two box, highlight the first file in the list.

8. Information can be added to the files through either of the following methods.

    a. Fill in all of the required fields (those in red) and the desired optional fields. After this information is filled in, click on the Apply button. Highlight the next file in the list and repeat the process for entering the information, and again click on the Apply button. Continue this procedure for all files until all of the information is entered. Once each file includes the correct information, click on the step three arrow to complete the process.

    b. Fill in all of the required fields (those in red) and the desired optional fields. After this information is filled in, check the box next to Apply to All Files. Click on the Apply button. That set of information is now applied to each file in the list. Uncheck the box next to Apply to All Files. Review each file, highlight it individually, change the information that must be changed for each specific document, and click on the Apply button after each change. If the Apply button is

not clicked, the changes will not take effect. Once each file includes the correct information, click on the step three arrow to complete the process.

B. File-Uploading Considerations

1.   The files must be fully uploaded before proceeding to the step 2 box. Otherwise the upload will be cancelled and the files will not be correct.

2.   Files should not be uploaded more than once. Once the files are uploaded, they are kept on the server with their information until a background service runs and collects the files to place them into ERMS.

3.   Files being uploaded more than once will show mistakes in their information. They will remain in the FTP until the Help Desk cleans and resets the FTP. If files are uploaded into ERMS through the FTP and they do not appear in ERMS by the end of the day, submit a Help Desk request and the Help Desk will address the situation.

4.   The title field for the required information is forced to the name of the file. Therefore, the name of the file should reflect the title you desire it to have in ERMS.

5.   The size of each file should not be greater than 40 megabytes.   If a file becomes too large, there are issues with consultants and contractors who are trying to download the file from the system.

6.   Not more than 180 files should be uploaded at one time.

C. Final Tracings Checklist

Attached is Figure 08-14A, Final Tracings Checklist. This is the version that should be used. An editable version of the figure is available on the Department's website, as Checklist 14-1B(1), at www.in.gov/dot/div/contracts/design/dmforms/.

sl:alu
Attachment

Figure08-14A **FINAL TRACINGS CHECKLIST** Rev. 6-05-08

CONTRACT No: DES No: DATE:

DATE	SUBMITTAL TYPE	FORMAT	REMARKS	ERMS DOC TYPE
	TRANSMITTAL LETTER	PDF	LETTING-DATE CRITICAL	LETTERS
	FINAL TRACINGS PLANS	PDF	LETTING-DATE CRITICAL	FINAL TRACINGS
	FINAL TRACINGS CROSS SECTIONS	PDF	LETTING-DATE CRITICAL	FINAL TRACINGS
	SMALL PLANS OR DETAIL DRAWINGS	PDF	LETTING-DATE CRITICAL	PLANS
	COST ESTIMATE (GROUP NUMBER CHANGED TO 12)	CES	LETTING-DATE CRITICAL	NOT LOADED IN ERMS
	COST ESTIMATE (IN ESTIMATOR)	EST	LETTING-DATE CRITICAL	COST ESTIMATE
	COST ESTIMATE	PDF	LETTING-DATE CRITICAL; OPTIONAL	COST ESTIMATE
	SPECIAL PROVISIONS MENU	Excel	LETTING-DATE CRITICAL	PROVISIONS
	UNIQUE SPECIAL PROVISIONS AND MODIFIED RECURRING SPECIAL PROVISIONS	Word	LETTING-DATE CRITICAL	PROVISIONS
	CONTRACT PREPARATION DOCUMENTS SUMMARY TO CONTRACT ADMIN. DIV.	Word	LETTING-DATE CRITICAL	CONTRACT WORKSHEET
	PERMITS (404, 401, DNR, RULE 5, FAA, ETC)	PDF	LETTING-DATE CRITICAL	PERMITS
	UTILITY COORDINATION CERTIFICATION	PDF	LETTING-DATE CRITICAL	OTHER
	SUMMARY OF COMMITMENTS (Standard form)	Word	LETTING-DATE CRITICAL	OTHER
	RAILROAD SPECIAL PROVISIONS (if applicable)	Word	LETTING-DATE CRITICAL	PROVISIONS
	R/W CERTIFICATION LETTER	PDF	LETTING-DATE CRITICAL	LETTERS
	GEOTECHNICAL REPORT	PDF	LETTING-DATE CRITICAL	REPORTS
	ASBESTOS CERTIFICATION (BRIDGE)	PDF	LETTING-DATE CRITICAL	LETTERS
	ASBESTOS REPORT	PDF	LETTING-DATE CRITICAL	ASBESTOS REPORT
	PROPRIETARY-MATERIALS-USE JUSTIFICATION	PDF	LETTING-DATE CRITICAL	OTHER
	REVIEWER COMMENTS – FINAL CHECK PRINTS	PDF	INCORPORATED INTO FINAL TRACINGS? YES ☐ NO ☐	LETTERS
	LEVEL ONE DESIGN CRITERIA CHECKLIST	PDF		LEVEL 1 CHECKLIST
	DESIGN COMPUTATIONS	PDF		DESIGN COMPUTATIONS

Date	Submittal Type	Format	Remarks	ERMS Doc Type
	QUANTITY CALCULATIONS	PDF		QUANTITY CALCULATIONS
	CORRESPONDENCE FILES	PDF	OPTIONAL FOR LPA PROJECT	LETTERS
	SCOPE / ENVIRONMENTAL COMPLIANCE CERTIFICATION / PERMIT APPLICATION CERTIFICATION	PDF		ENV COMP FORM
	QUALITY ASSURANCE FORM	PDF		QA FORM
	CONSULTANT PROJECT INPUT FORM	PDF	OPTIONAL FOR LPA PROJECT	OTHER
	LIMITED REVIEW CERTIFICATION	PDF		LTD REVIEW CERTIFICATION
	FINAL PAVEMENT DESIGN	PDF		OTHER
	GEOTECHNICAL REVIEW OF FINAL CHECK PRINTS	PDF		LETTERS
	BRIDGE SEARCH DATA FORM	PDF		OTHER
	ORIGINAL FIELD NOTES	PDF	OPTIONAL FOR LPA PROJECT	OTHER
	SUBMITTAL DATE 14 WEEKS PRIOR TO LETTING DATE?		YES ☐ NO ☐	
	LPA-PROJECT MASTER CONTRACT SIGNED BY LPA?		YES ☐ NO ☐ N/A ☐	
	LPA-PROJECT CONSTRUCTION ENGINEERING AGREEMENT IN PLACE?		YES ☐ NO ☐ N/A ☐	