



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 08-18 Technical Advisory

August 25, 2008

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

FROM: /s/ Anthony L. Uremovich
Anthony L. Uremovich
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Production Management Division

SUBJECT: Use of Recurring Special Provisions Menu

REVISES: *Indiana Design Manual Section 19-3.0*

EFFECTIVE: December 10, 2008, Letting

I. Menu Appearance

The Special Provisions Menu has been revised. The revised version, titled Recurring Special Provisions and Recurring Plan Details Menu and Basis for Use, is maintained by the Department and is available on the Department's website, at <http://www.in.gov/dot/div/contracts/standards/rsp/sep07/MenuBFU.xls>. The Menu lists each current approved provision or detail. The Basis for Use, now no longer a distinct document from the Menu, defines the conditions that warrant the inclusion of a Recurring Special Provision or Recurring Plan Detail in a contract.

For each provision on the Menu, the date on which the provision was either adopted or revised, and the first letting date for which the provision is effective, is included. If a provision is listed twice, it has two different effective letting dates. This occurs if an older version is being replaced by a newer version, but the new version's effective letting date has not yet passed. Once the new letting effective date has passed, the older version will be removed from the Menu.

II. Standard Recurring Special Provisions and Recurring Plan Details

Provisions listed in the Menu's Section I – Standard Recurring Special Provisions and Recurring Plan Details, are intended to appear in the contract as shown on the Department's website, at <http://www.in.gov/dot/div/contracts/standards/rsp/sep07/sep07.htm>. If such a provision is required, its box under *Place In Contract* should be checked. The designer should not submit a copy, electronic or printed, of a Standard Recurring Special Provision or Recurring Plan Detail that is to be included in the contract. Some provisions or plan details are required in every contract. The check box under *Place In Contract* will be pre-selected and will not open for editing by the designer.

III. Contract-Specific Recurring Special Provisions

Provisions listed in the Menu's Section II – Contract-Specific Recurring Special Provisions, will require an attachment to be submitted. For each such provision, the box under *Place In Contract* should be checked. The check box under *Attach. Req'd.* will be pre-selected and will not open for editing by the designer. The designer must submit an electronic copy of the provision with its blank fields completed.

IV. Unique Special Provisions

Unique Special Provisions should not be listed on the Menu. They should instead be listed on the Summary Sheet, which is available on the Department's website, at <http://www.in.gov/dot/div/contracts/standards/rsp/USP.xls>. The listing should be in Standard Specifications Section-numerical order. An electronic copy of each provision must be submitted.

V. Finalization of Menu and Special Provisions

The completed Recurring Special Provisions and Recurring Plan Details Menu must be submitted to the Contract Administration Division. Regardless of the number of Des numbers associated with a contract, only one menu is required. If multiple menus are submitted, they will be returned to the designer to combine them.

Contract-Specific provisions attachments should be placed into one electronic file, in the order in which they are listed in the Menu. Unique provisions should be placed into another electronic file, in the order in which they are listed on the Summary Sheet.

The Contract Administration Division uses the submitted menu to assemble the Standard and Contract-Specific special provisions that will be included in the Contract Information book. The

approved versions of the Standard Recurring Special Provisions or Recurring Plan Details, as maintained by the Department, will then be placed in the Contract Information book. Information required for Contract-Specific Recurring Special Provisions will be copied from the attachments submitted by the designer and placed into the Department-approved version of the special provision. Unique Special Provisions will also be included in the Contract Information book.

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