INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

Design Memorandum No. 09-17
Technical Advisory

August 21, 2009

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

FROM: ***/s/ Anthony L. Uremovich***
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SUBJECT: **INDOT Project Commitment Database Procedure**

SUPERSEDES: **Design Memorandum 08-16 Technical Advisory**

REVISES: ***Indiana Design Manual* Section 7-1.01(05)**

EFFECTIVE: **November 18, 2009, Letting**

I. COMMITMENT DEFINITION

A commitment is defined as an agreement by the Department with an outside party, that the Department will perform an action or refrain from certain actions. A commitment may come from a variety of sources, such as resource agencies, landowners, utilities, or the public in general. A commitment can be classified as firm, indicating that failure to comply with it has legal consequences, or it can be an item for further consideration, meaning that it is desirable but it is not required by law.

During the development phase of a project a number of commitments or agreements with property owners or public agencies can be made, some which cannot be fulfilled until the project is constructed. Environmental commitments are included in the language of the permits that are included in the construction contract. Commitments made to property owners or public agencies will be documented. This will allow the project engineer/supervisor to have copies of these agreements during construction.

II. INDOT PROJECT COMMITMENT DATABASE

A commitment-tracking procedure has been developed to ensure that everyone involved with a project is aware of its commitments, and to provide a means to document when the commitments are to be implemented.

This tracking mechanism is called the INDOT Project Commitment Database (IPCD). It, along with instructions for its use, can be accessed by INDOT personnel only through the INDOT Intranet.

Instructions for locating and using IPCD are available in an Intranet-site help file at
http://indotweb/spmsmytasks/Help/CommitmentDBHelp.doc.

III. ADDING, IMPORTING, UPDATING, OR DELETING DATABASE COMMITMENTS

A. INDOT User

The IPCD Program Administrator will grant access rights to each user, as described on the IPCD Intranet site. Each Office is then responsible for entering its own commitments into the IPCD.

B. Consultant User

Commitments that are provided by a consultant should be submitted during the Final Tracings submittal in an Excel table format which will allow the commitments to be imported into the Commitment Database. The table format will be provided by INDOT. The Excel table should provide all of the information shown in the IPCD with each field completed. The order of columns in the submitted table should be the same order shown in the IPCD. The Excel spreadsheet is located in the link shown above for help. A consultant can request a copy of the spreadsheet.

The standard naming convention for the Excel files submitted into the database should be in the format as follows:

Project Commitments Des [Des No.] [Project Manager] [current date]

Example: Project Commitments Des 0012345 John Smith 12/17/08

The commitment's text should be placed in the Excel spreadsheet's column D. **This cell is limited to 1000 characters per commitment once it is imported into the database. If more than 1000 characters are entered, an error will occur during the import and the text will not be entered into the database.**

IV. RESPONSIBILITIES

A. Designer

The designer is responsible for ensuring that the commitments are included in the plans, pay items, and specifications. The Active Commitments Report should be included in the Final Tracings submittal.

B. Project Manager

A copy of the Active Commitments Report should be provided to the designer by the project manager for the designer's signature. The Report should not be incorporated into the Contract Information book.

The project manager should ensure that all active commitments, including those shown in the consultant's Excel spreadsheet, if applicable, have been added to the IPCD prior to letting.

The project manager will supply the Active Commitments Report to the area engineer to be discussed at the Preconstruction Meeting.

The project manager should document changes in commitments or indicate commitments that cannot be satisfied. An unresolved commitment determined by the project engineer/supervisor to require monitoring after construction should be resolved by ensuring that a contract exists for the required monitoring.

C. Project Engineer/Supervisor

The project engineer/supervisor will maintain a copy of the Active Commitments Report in the field office.