



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 09-28 Technical Advisory

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TO: All Design, Operations, District Personnel and Consultants

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SUBJECT: Project Commitment Database Implementation,
ERMS Project File Naming Conventions

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

SUPERSEDES: Design Memoranda 09-17 and 05-18 Technical Advisories

EFFECTIVE: Immediately

Figure 09-28A, Project Commitments Database Procedure, is attached herewith. Access to the Project Commitments Database is provided through the INDOT website, as described below.

An internal user should not use the SPMS MyTasks application. Instead, such user should access the website through the INDOT Web Portal, at <https://webapp.indot.in.gov/iwp/login/login.aspx>.

An external user should access the INDOT Web Portal through <https://netservices.indot.in.gov/iwp/login/Login.aspx>.

The designer should upload the All Project Commitments Report, at the appropriate design stages. The Report should include the correct ERMS Document Type as shown in the revised Final Tracings Checklist at <http://www.in.gov/dot/div/contracts/design/dmforms>. The Report should also include the correct Project File Naming Conventions as shown in Figure 09-28B,

attached herewith. The Report will be posted to the INDOT website at the time of contract advertisement along with all other supporting documents.

Most consulting firms have admittance to the INDOT Web Portal as their primary access to ERMS. Admission to the Portal can be granted by submitting a user-enrollment or organization-enrollment form. Once admission has been granted, the procedure for a user to gain admittance to the database is as follows:

1. click on *Select New Process*;
2. check *Project Commitments* from the available list;
3. click on *Submit*, then
4. request each permission level (group description) desired.

An external user may chose only from Commitments_UPDATE or Commitments_VIEWERS. An internal user may to choose from the entire list.

Additional FAQ and Help documents concerning the process of accessing the Project Commitments Database and using the INDOT website are located at <http://www.in.gov/indot/2731.htm> under Project Commitments Documents.

kf:alu

Attachments

[P:\Structural Services\Design Memos\Signed\2009\0928-ta.doc]

PROJECT COMMITMENT DATABASE PROCEDURE

Figure 09-28A

The purpose of the Project Commitments Database is to provide a venue of communication regarding project commitments and their resolution from inception through design and onto construction.

Step 1: Commitment Proposal

A proposed commitment is brought to the attention of the project manager or designer for review.

Step 2: Data Entry

- a. Proposed Commitment Due to Legal Requirement. The commitment is entered into the database. An environmental commitment will be entered into the database by a member of the environmental staff, either from the Central Office or the appropriate district. All other commitments will be entered into the database by the project manager or their designee.
- b. Proposed Commitment Not Due to Legal Requirement. The terms of the commitment must be discussed with the appropriate parties, including the project manager, to determine if it should be included in the project. If the commitment is determined to be necessary, it is entered into the database.

Step 3: Communication

If a commitment is entered into the database by a person other than the project manager, that person should notify the project manager. The notification must identify the Des number to which the commitment has been added. The project manager should ensure that all affected parties are informed of commitment additions, changes, or deletions.

Step 4: Commitment Status

- a. Required or For Consideration. A status of *Required* or *For Consideration* should be selected from a dropdown list in the database spreadsheet. *Required* indicates that the commitment is due to a legal requirement. *For Consideration* indicates that the commitment is desirable, but is not required by law.
- b. Implement During Project Development. This indicates whether or not the commitment should be considered during the design process for eventual inclusion in the contract documents. If it is determined that a required commitment will not be implemented, the party that originally proposed the commitment as recorded in the database must be notified.

- c. Attention to Construction. The default value for this field is *No*. The field may be changed to *Yes* only by the project manager, if attention to the commitment by construction personnel at the preconstruction conference is warranted.

Once a commitment has been reviewed and it has either been implemented into the design for inclusion in the contract documents or determined to not be applicable, the designer will either input a summary of the action taken into the Notes/Resolution field, or change the status of the commitment in the database.

Step 5: Periodic Review

The project manager and the designer will review the commitments database at regular intervals. An updated commitments list with current status should be included with ERMS submittals at Stage 1, Preliminary Field Check; Stage 2, Final Field Check; and Stage 3, Final Check Prints and Final Tracings. The commitments should be reviewed by the district Office of Construction's area engineer at all three stages.

The last review of commitments must be made not later than 6 weeks prior to the letting. New commitments may be entered up until that date, but should only be added if they are of an urgent nature since the development of the Contract Information book has already begun. Inclusion of a commitment after RFC requires a revision to the contract and should not be done unless it is vital to the project.

Step 6: Preconstruction Review

A list of all applicable commitments, including information about how each has been addressed in the contract documents, should be provided by the project manager to the area engineer prior to the letting for discussion at the preconstruction conference.

Step 7: Construction Responsibilities

The project engineer or supervisor will maintain a copy of the list of commitments in the field office. The list should be referenced if contract changes are necessary to ensure that such changes consider the commitments. The list should be produced upon request during a quality-assurance review.