



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 10-24 Technical Advisory

October 13, 2010

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

FROM: /s/ Richard L. VanCleave
Richard L. VanCleave
Roadway Standards Engineer
Highway Design and Technical Support Division

SUBJECT: Final Tracings Checklist

REVISES: *Indiana Design Manual* Section PDP 14-1.02(03) items 23 and 24,
Indiana Design Manual Figure 14-1E

EFFECTIVE: Immediately

The subject figure and its related *Design Manual* text have been revised where yellow highlighted on the attachments. This information also appears online at <http://www.in.gov/dot/div/contracts/standards/dm/english/Part2/ECh14PDP/ch14.htm>.

alu
Attachments

14-1.02(03) Final Tracings Submittal

Other items to be submitted are as follows:

1. one set of marked-up Final Check Plans in PDF format;
2. final cost estimate (on Estimator), with a separate estimate prepared for each Des number, using the most recent bid history and pay item list files;
3. Recurring Special Provisions Menu in Microsoft Excel, covering all Des numbers in the contract. The Menu may be found on the Department's website, at www.in.gov/dot/div/contracts/standards/rsp/index.html.
4. modified recurring special provisions and unique special provisions in Microsoft Word.
5. Figure 14-1C, the Contract-Preparation Documents to Contracts Administration Division memorandum which includes information on the status of permits, right-of-way, etc. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
6. Figure 10-2B, Utility Coordination Certification, and Figure 10-2D, Utility Coordination Certification waiver. Both appear on the dmforms website;
7. Figure 7-4A, Summary of Commitments, should be complete at the time of submittal of Figure 14-1C. The Summary should include all environmental-document, regulatory-agency, property-acquisition, and context-sensitive commitments. The Summary of Commitments Form appears on the dmforms website;
8. permits or permit information. See Section 9-1.03 for additional information;
9. subsurface investigation, or geotechnical summary;
10. Level One checklist;
11. design-exceptions summary;
12. Scope/Environmental Compliance Certification/Permit Application Certification form. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.
13. design computations and quantity calculations;

14. project correspondence files;
15. original survey books and electronic survey files on diskette or CD-ROM;
16. Bridge Search Data form. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.
17. Quality Assurance form. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.
18. Figure 14-1D, Asbestos Certification (for new bridge construction, bridge replacement, or bridge rehabilitation project), with original to the appropriate district bridge inspector; a copy to the Environmental Services Office's Environmental Policy Team leader; and a copy to be placed in the design calculations document. An editable version of the Asbestos Certification may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
19. Geotechnical Review of Final Check Prints form. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
20. Limited Review Certification. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/;
21. consultant-project output files, if project is consultant-designed;
22. the map of the official detour route, where applicable, as developed by the district Office of Traffic, should be provided to the Contract Administration Division's Office of Contracting for incorporation into the Contract Information book;
23. Traffic-Control-Plan Checklist. See Figure 82-7A; and
24. Traffic Management Plan (TMP) / Map, where applicable.

FINAL-TRACINGS CHECKLIST
Required Items for Contract Administration Division

Rev. 10-01-10

CONTRACT NO. DES NO. DATE:

DATE	DOCUMENT DESCRIPTION	FILE TYPE	REMARKS	ERMS DOC. TYPE
	ASBESTOS REPORT	PDF	LETTING-DATE CRITICAL	ASBESTOS REPORT
	BRIDGE LOAD-RATING MEMO	PDF		OTHER
	BRIDGE SEARCH DATA FORM	PDF		OTHER
	CONSULTANT PROJECT INPUT FORM	Word		OTHER
	CONTRACT PREPARATION DOCUMENT SUMMARY TO CONTRACT ADMIN. DIV.	PDF	LETTING-DATE CRITICAL	CONTRACT WORKSHEET
	COST ESTIMATE	PDF	LETTING-DATE CRITICAL; OPTIONAL	COST ESTIMATE
	COST ESTIMATE, IN ESTIMATOR	EST	LETTING-DATE CRITICAL	COST ESTIMATE
	COST ESTIMATE, GROUP NUMBER CHANGED TO 12	CES	LETTING-DATE CRITICAL	NOT LOADED IN ERMS
	GEOTECHNICAL REPORT	PDF	LETTING-DATE CRITICAL	REPORTS
	GEOTECHNICAL WAIVER	PDF	LETTING-DATE CRITICAL	REPORT
	LARGE CROSS-SECTIONS SHEETS, 36 in. x 24 in. or 34 in. x 22 in.	PDF	LETTING-DATE CRITICAL	FINAL TRACINGS
	LARGE PLANS SHEETS, 36 in. x 24 in. or 34 in. x 22 in.	PDF	LETTING-DATE CRITICAL	FINAL TRACINGS
	OFFICIAL DETOUR ROUTE if not on plans	PDF	LETTING-DATE CRITICAL	ADDITIONAL INFORMATION
	PERMITS: 404, 401, DNR, RULE 5, FAA, ETC.	PDF	LETTING-DATE CRITICAL	PERMITS
	ALL PROJECT COMMITMENT REPORT	PDF	LETTING-DATE CRITICAL	COMMITMENTS
	PROPRIETARY-MATERIALS-USE JUSTIFICATION	PDF	LETTING-DATE CRITICAL	OTHER
	QUANTITY CALCULATIONS	PDF		QUANTITY CALCULATIONS
	R/W CERTIFICATION LETTER	PDF	LETTING-DATE CRITICAL	ROW
	RAILROAD SPECIAL PROVISIONS, if applicable	Word	LETTING-DATE CRITICAL	PROVISIONS
	SMALL PLANS SHEETS, 8½ in. x 11 in.	PDF	LETTING-DATE CRITICAL	PLANS
	SPECIAL PROVISIONS MENUS	Excel	LETTING-DATE CRITICAL	PROVISIONS
	TRANSMITTAL LETTER	PDF	LETTING-DATE CRITICAL	TRANSMITTAL LETTER
	UNIQUE SPECIAL PROVISIONS AND MODIFIED RECURRING SPECIAL PROVISIONS	Word	LETTING-DATE CRITICAL	PROVISIONS
	UTILITY-COORDINATION CERTIFICATION / WAIVER	PDF	LETTING-DATE CRITICAL	OTHER
	UTILITY-RELOCATION PLANS	PDF	LETTING-DATE CRITICAL	UTILITY INFO

FINAL-TRACINGS CHECKLIST
Required Items for Research and Documents Library Team

Rev. 10-01-10

DATE	DOCUMENT DESCRIPTION	FILE TYPE	REMARKS	ERMS DOC. TYPE
	ASBESTOS CERTIFICATION, BRIDGE	PDF	LETTING-DATE CRITICAL	LETTERS
	CORRESPONDENCE FILES	PDF	OPTIONAL FOR LPA PROJECT	LETTERS
	DESIGN COMPUTATIONS	PDF		DESIGN COMPUTATIONS
	FINAL DESIGN SUMMARY REPORT	PDF	NOT REQUIRED FOR PROJECT WITH STAGE 1, 2, 3 SUBMITTALS	DESIGN SUMMARY REPORT
	FINAL PAVEMENT DESIGN	PDF		OTHER
	GEOTECHNICAL REVIEW OF FINAL CHECK PRINTS FORM	PDF		LETTERS
	LEVEL ONE DESIGN CRITERIA CHECKLIST	PDF		LEVEL 1 CHECKLIST
	LIMITED-REVIEW CERTIFICATION	PDF		LTD.-REVIEW CERTIFICATION
	LPA-PROJECT CONSTRUCTION ENGINEERING AGREEMENT IN PLACE ?		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
	LPA-PROJECT MASTER CONTRACT SIGNED BY LPA ?		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
	MARKUPS – FINAL CHECK PRINTS	PDF	INCORPORATED INTO FINAL TRACINGS ? YES <input type="checkbox"/> NO <input type="checkbox"/>	LETTERS
	ORIGINAL FIELD BOOK	PDF	OPTIONAL FOR LPA PROJECT	OTHER
	QUALITY ASSURANCE FORM	PDF		QA FORM
	RESPONSE TO COMMENTS LETTER	PDF		LETTERS
	SCOPE / ENVIRONMENTAL COMPLIANCE CERTIFICATION / PERMIT APPLICATION CERTIFICATION	PDF		ENVIRONMENTAL COMPLIANCE FORM
	SUBMITTAL DATE 14 WEEKS PRIOR TO LETTING DATE ?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
	SUMMARY OF DESIGN EXCEPTIONS	PDF		LETTERS
	TRAFFIC-CONTROL-PLAN CHECKLIST	PDF	CHECKLIST	OTHER
	TRAFFIC-MANAGEMENT PLAN	PDF	WHERE APPLICABLE	OTHER