Contract Information Book Presentation

Purdue Road School 2012

Peter Craig Allaben, P.E.
Types of Contracts

- B-Bridge
- R-Road
- RS-Resurface
- T-Traffic
- Maintenance
- Mowing & Herbicide
RESCHEDULE CONTRACT

- Treated as a New Revision
- New Cover Page (Rescheduled)
- Add New Proposal Page
- Add New Pay Items
- Modify Dates in ERMS - Current Plans, Current CIB, All Revisions for this Version
  - To Reflect New Letting Date
RELET CONTRACT

- Change from A to B Contract
- Incorporate All Revisions
- Add New Proposal Page
- Add New Pay Items
- Change Cover Page
- Create a New CIB
WITHDRAWN CONTRACT

- Contract Stays As A(Or B, C)
- Add Any Specification Changes
- Add New Proposal Page
- Add New Pay Items
- Change Cover Page
INDOT Districts and Sub-District Map
CIB TEMPLATE

1 of 4

INDIANA
DEPARTMENT OF TRANSPORTATION

CONTRACT INFORMATION

BOOK (CIB)

PART I

CONTRACT NO. ______________________

LETTER DATE: ______________________

Certified By: _______________________

Date: ____________________________

Covering Items in Table of Contents, PART I
For Release for bidding purposes
CIB TEMPLATE

2 of 4

CONTRACT INFORMATION
TABLE OF CONTENTS

PART I

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<th>PROPOSAL PAGE</th>
<th>SCHEDULE OF PAY ITEMS</th>
<th>RECURRING PLAN DETAILS</th>
<th>TRAFFIC CONTROL DEVICE REPORT</th>
<th>SPECIAL PROVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

PART II

(intentionally left blank)

CONTACT FOR CONTRACTORS

DISTRICT CONSTRUCTION ENGINEER:

QUESTIONS FORM

Contractors shall submit contract specific questions by completing the Question Form accessed from http://netservices.indot.in.gov/cqa/. The Department will attempt to have an answer on-line within two business days.

Retrieve the Question and Answer Form for a specific contract by going on-line in the same manner you retrieve Contract Information Books and Plans. http://netservices.indot.in.gov/ViewDoc2/ will display the interface used for selection of contract letting documents. For the document category, select "Q and A Form".

CONTACTS FOR DISTRICT PERSONNEL ONLY

CONSULTING FIRM:

CONSULTING FIRM CONTACT:

EMAIL:

PROJECT MANAGER:

PHONE:

PHONE:
<table>
<thead>
<tr>
<th>CONTRACT:</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT:</td>
<td>TRAFFIC CONTROL DEVICE REPORT</td>
<td>DATES:</td>
<td>REASON</td>
</tr>
</tbody>
</table>

*Date Corrective Action Taken: ____________________________

Report Prepared By: ____________________________

Date: 9-1-10

Contract No: ____________________________
PART II

(intentionally left blank)

CONTRACT NO. ___________________
PROPOSAL
TO THE
INDIANA DEPARTMENT OF TRANSPORTATION

DATE OF LETTING: October 13, 2011
TIME OF LETTING: 10:00 AM EASTERN DAYLIGHT SAVING TIME

LOCATION OF LETTING: N725 CONF RM, GOVERNMENT CENTER NORTH
100 N. SENATE AVENUE
INDIANAPOLIS, INDIANA 46204

LOCATION OF DEPOSIT: N725 GOVERNMENT CENTER NORTH
100 N. SENATE AVENUE
INDIANAPOLIS, INDIANA 46204

***** STATE CERTIFIED *****

CONTRACT NUMBER: TM-34114-A PROJECT NUMBER(S): 0901965

STRUCTURE NUMBER(S):

ROUTE:

LOCATION: AT VARIOUS LOCATIONS THROUGHOUT THE LAPORTE
DISTRICT

DESCRIPTION: TRAFFIC SIGNAL MAINTENANCE

LAPORTE DISTRICT
COUNTY : VARIOUS

CONTRACT COMPLETION INFORMATION

CONTRACT COMPLETION DATE: November 14, 2012

EARLIEST DATE TO BEGIN WORK: NOVEMBER 15, 2011

MBE AND WBE GOALS: Contract provision goals of 0 percent of the contract
bid price for the MBE goal and 0 percent of the contract bid price for the
WBE goal have been established as the minimum amount for contracting to
minority and women business enterprises.

THE FOLLOWING DOCUMENTS ARE INCLUDED IN THE CONTRACT:
2012 STANDARD SPECIFICATIONS EFFECTIVE
LIST OF APPROVED OR PREQUALIFIED MATERIALS
STANDARD DRAWINGS LISTED ON STANDARD DRAWING INDEX EFFECTIVE 9-1-11

ADDITIONAL REFERENCE MATERIAL MAY BE AVAILABLE ON THE INDOT WEBSITE. THE
REFERENCE MATERIAL MAY INCLUDE, BUT IS NOT LIMITED TO PERMITS, ASBESTOS REPORTS,
GEOTECHNICAL REPORTS, AND PRE-BID QUESTIONS AND ANSWERS. THE CONTRACTOR SHALL
CONSIDER THE AVAILABLE ADDITIONAL REFERENCE MATERIAL IN PREPARATION OF THE
PROPOSAL BID.
Proposal

Page - FHWA Oversight
SCHEDULE OF PAY ITEMS
REQUEST FOR UNIQUE PAY ITEM NUMBER:

- If you have any questions regarding unit prices or if you need a unit prices for any item not included in these catalogues please contact:
REQUEST FOR UNIQUE PAY ITEM NUMBER:

- Dan Stickney
  INDOT Construction Cost Manager
  Indiana department of Transportation
  100 N. Senate Ave., IGCN 725
  (317) 234-4759
dstickney@indot.in.gov
### INDIANA DEPARTMENT OF TRANSPORTATION
**Schedule of Pay Items**

**CONTRACT ID:**

<table>
<thead>
<tr>
<th>LINE NO.</th>
<th>ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>UNCLASSIFIED</td>
<td></td>
<td>571215.00</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>BORROW</td>
<td></td>
<td>28287.00</td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>COMPACTED AGGREGATE NO. 53, BASE</td>
<td></td>
<td>23562.00</td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>QC/QA-HMA, 1, SURFACE, 9.5 mm</td>
<td></td>
<td>2697.00</td>
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<tr>
<td>0005</td>
<td>QC/QA-HMA, 4, SURFACE, 9.5 mm</td>
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<td>9790.00</td>
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<tr>
<td>0006</td>
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<td>11217.00</td>
<td></td>
</tr>
<tr>
<td>0007</td>
<td>QC/QA-HMA, 1, BASE, 25.0 mm</td>
<td></td>
<td>9091.00</td>
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</tr>
<tr>
<td>0008</td>
<td>QC/QA-HMA, 5, INTERMEDIATE, OG, 10 mm</td>
<td></td>
<td>14834.00</td>
<td></td>
</tr>
<tr>
<td>0009</td>
<td>BASE, 19.0 MM</td>
<td></td>
<td>45687.00</td>
<td></td>
</tr>
<tr>
<td>0010</td>
<td>ASPHALT FOR TACK COAT</td>
<td></td>
<td>135.00</td>
<td></td>
</tr>
</tbody>
</table>

**LETTER DATE:**

**REVISED:**

**CONTRACTOR:**

**SECTION 0001 NEW ROAD AND BRIDGE CONSTRUCTION IMA**
PROPRIETARY REQUEST

FORMS 1 of 2:

- One Brand-Proprietary
- Two Brands-Proprietary
- Three Brands-OK
- Pre-Approved List –OK

Forms must be submitted at RFC date.
PROPRIETARY REQUEST

FORMS 2 of 2:

- One Brand - Proprietary
- Two Brands - Proprietary
- Three Brands - OK
- Pre-Approved List - OK
- Forms must be submitted at RFC date.

Product Cost: LED lighting was selected because of its low energy usage and long lamp-life, which will result in cost savings over the life of the product. There is no LED product currently on the market that is an equal to the selected product, regardless of cost. Thus, using another LED fixture as a “comparative” cost on this form would give the impression that the performance requirements that drove our design, those of our client, were open to change. Designing for any other LED fixture would change the design in such a way that the overall project cost would increase by a minimum of $25,000.00.

Monthly Electrical Savings: Cost savings for using this LED product are expected to be approximately $57.08 per month, assuming 4000 yearly hours of usage at $0.11/kWh.

Maintenance: The long life expectancy of LED lighting decreases the potential for maintenance issues. This is a clear advantage over the Metal Halide, which would be expected to be replaced 4 times per pole over the next 15 years, whereas the LED lamp is expected to last throughout.

PREPARED BY: Debbie Mann Consulting, Inc. Date: 2/17/2011
REVISED: Debbie Mann Consulting, Inc. Date: 8/18/2011

Based upon the above finding, the use of the proprietary material listed is in the public interest and is hereby approved.

APPROVED:
Deputy Commissioner, Design, Project Management, & Technical Support, INDOT

Division Administrator, FHWA (if FHWA oversight req’d)

Date: [ ] [ ] [ ] Date: [ ] [ ] [ ]
CPD: CONTRACT PREPARATION DOCUMENT

- CPD Form (14-1C)
CONTRACT-PREPARED DOCUMENTS TO
CONTRACT ADMINISTRATION DIVISION
Office of Estimating

Des No.: Route:
Contract No.: Letting Date:
Project No.: PE County:
RW Bridge File:
CN Over:

Location:

It is recommended that tracings for the above noted project be accepted. The following items accompany the tracings.

☐ Final Design Book
☐ Final Cost Estimate, Disk ☐ CES ☐
☐ Detour Map
☐ Final Special Provisions, Disk ☐ ERMS
ERMS Title: FTSpProv[Des No.]Contracts
If not in ERMS, why?

☐ Detail Packet
☐ Permit Certification Form
☐ Design Calculations

Federal Highway Administration Oversight. Required? YES ☐ NO ☐

Asbestos Report. Required? YES ☐ NO ☐
ERMS Title: FTAsbRpt[Des No.]Contracts
If not in ERMS, why?

Environmental Document Compliance. The environmental document was approved on . The plans were reviewed against it on and were determined to be in compliance with it.

Geotechnical Report. Required? YES ☐ NO ☐
ERMS Title: FTGeoRpt[Des No.]Contracts
If not in ERMS, why?

IPA Agreement Determination. Required? YES ☐ NO ☐
Transmitted to the Research and Documents Library Team on .

Railroad Agreement. Signed? YES ☐ NO ☐ N/A ☐
If not signed, what is status?
Railroad special provision included? YES ☐ NO ☐
ERMS Title: FTRRRSP[Des No.]Contracts
If not in ERMS, why?

**Right of Way.** Additional R/W required? YES □ NO □ N/A □
Is R/W clear and is Certification Letter included? YES □ NO □
ERMS Title: FTRWCert[Des No.]Contracts
If not in ERMS, why?
If not clear, number of parcels remaining is
Expected R/W clear date is
R/W contact person is

**Utility Coordination.** Complete? YES □ NO □
If not complete, what is status?
Utilities special provision 107-R-169 included? YES □ NO □
ERMS Title: FTTUtilSpIProv[Des No.]Contracts
If not in ERMS, why?
Utility Coordination Certification □ Waiver □ included? YES □ NO □
ERMS Title: FTTUtilCert[Des No.]Contracts
If not in ERMS, why?
Utility contact person is

**Coast Guard Permit.**
Not Required □ Applied For □ Received  
ERMS Title: FTCstGd[Des No.]Contracts
If not in ERMS, why?

**Corps of Engineers Permit.**
Individual: Not Required □ Applied For □ Received
Regional General: Not Required □ Applied For □ Received
ERMS Title: FT404Corps[Des No.]Contracts
If not in ERMS, why?

**DNR Permit for Construction in a Floodway.**
Not Required □ Applied For □ Received
ERMS Title: FTDNRR[Des No.]Contracts
If not in ERMS, why?

**FAA Indiana Tall-Structures Permit**
Not Required □ Applied For □ Received
ERMS Title: FTFAA[Des No.]Contracts
If not in ERMS, why?

**401 Water Quality Permit.**
CPD 3 OF 5

Not Required □ Applied For □ Received
ERMS Title: FT401Wr[Des No.]Contracts
If not in ERMS, why?

Rule 5.
Not Required □ Applied For □ Received
ERMS Title: FTRule5Eros[Des No.]Contracts
If not in ERMS, why?

Are all Permits included with the submittal? Yes □ NO □
If No, why not?

Summary of Commitments. This consists of a listing of commitments from the environmental
document, regulatory agencies, purchasing agreements, etc., including context-sensitive items, as
related to design and construction.
ERMS Title: FTCommit[Des No.]Contracts
If not in ERMS, why?

Design Approval. Date

Proprietary Materials. Are any specified which are not listed in Design Manual Chapter 17?
YES □ NO □
If Yes, has the justification been submitted and approved for each item? YES □ NO □

Unique Pay Items. Are any listed in the Schedule of Pay Items? YES □ NO □
If Yes, has a unique special provision been drafted and a unique pay item number been
requested for each in accordance with Design Manual Chapter 20? YES □ NO □
Unique special provisions authenticated by: Testing □ Design □ Construction □

Non-Participating Pay Items. Are any non-participating pay items included in this contract?
YES □ NO □
If Yes, is there a separate list of the pay items included in the submittal? YES □ NO □
Is there a cost-sharing agreement for the non-participating pay items? YES □ NO □
If Yes, is a copy of the agreement attached to the submittal? YES □ NO □

Load Rating. Have all bridge structures in the contract been load rated or has the load-rating
engineer indicated that structure(s) can not be rated at this time? YES □ NO □ N/A □

Coordination with District Construction Engineer.
For project with field office:
(628-R-552) Field Office, MOS
☐ Type A, 400 SFT (37 m²)
☐ Type B, 500 SFT (51 m²)
☐ Type C, 650 SFT (60 m²)
Field Office Computer System, Additional,
Qty. Mos. YES ☐ NO ☐

For project without field office:
Mobile Laptop Computer System, Qty. Mos. YES ☐ NO ☐
Mobile Internet Service, Qty. Mos. YES ☐ NO ☐

For project with field laboratory:
(628-R-552) Field Laboratory, MOS
☐ Type A, 400 SFT (37 m²)
☐ Type B, 500 SFT (51 m²)
☐ Type C, 650 SFT (60 m²)

Cellular telephone (105-C-164), Qty. YES ☐ NO ☐
Anytime minutes, Qty.
Radio Qty. YES ☐ NO ☐
Construction engineering YES ☐ NO ☐
Incentive/Disincentive (108-C-043) YES ☐ NO ☐
if YES, attach Justification form.
Partnering (108-C-078) YES ☐ NO ☐
Profilograph as pay item for HMA pavement YES ☐ NO ☐
Profilograph as pay item for PCCP pavement YES ☐ NO ☐
Traffic maintenance (104-C-112) (provide details) YES ☐ NO ☐

Latest date to begin work: Liquidated damages: $
(108-C-090)$
Restriction time: Liquidated damages: $
(108-C-091$ or -092) (provide details)
Closure time: Liquidated damages: $
(108-C-093)$
Intermediate completion date: Liquidated damages: $
(108-C-094)$
Calendar completion date: Liquidated damages: $
(108-C-095)$
Earliest date to begin work: Liquidated damages: $
(108-C-127)$

Designer:
E-mail address:
Construction information provided by:

Comments:

Prepared by: Date:
23 CFR 635.309 - Authorization

- TITLE 23 – HIGHWAYS
- CHAPTER 1 – FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION
- PART 635 – CONSTRUCTION & MAINTENANCE
Authorization to advertise the physical construction for bids or to proceed with force account construction thereof shall normally be issued as soon as, but not until, all the following conditions have been met:
(a) The plans, specifications, and estimates (PS&E) therefore have been approved.

FMIS approved only after PS&E have been approved.
Recurring Special Provisions and Recurring Plan Details Menu and Basis for Use For Use with the 2012 Standard Specifications Effective September 1, 2011
Recurring Special Provisions and Recurring Plan Details
Menu and Basis for Use
For Use with the 2012 Standard Specifications
Effective September 1, 2011

NOTE: This Menu is divided into two sections:
SECTION I - Standard Recurring Special Provisions and Recurring Plan Details
and
SECTION II - Contract Specific Recurring Special Provisions.
Please review both sections to locate and ensure the correct items are placed in the contract.

<table>
<thead>
<tr>
<th>Place In Contract (X)</th>
<th>Attach. Req’d (X)</th>
<th>Spec Number</th>
<th>Title</th>
<th>Adopted (A) or Revised (R) Date</th>
<th>Letting Effective Date</th>
<th>Basis for Use</th>
</tr>
</thead>
</table>

**SECTION I:** Standard Recurring Special Provisions and Recurring Plan Details

<table>
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<tr>
<th>100-C-146</th>
<th>Payment of Predetermined Minimum Wage Determination (Davis-Bacon Act) IN 100001</th>
<th>R 03-16-10</th>
<th>09-01-11</th>
<th>Required for all projects in Lake, LaPorte, Porter and St. Joseph counties except building construction. Do not use for mowing, herbicide, sweeping, &amp; light bulb replacement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-C-146</td>
<td>Payment of Predetermined Minimum Wage Determination (Davis-Bacon Act) IN 120001</td>
<td>R 02-01-12</td>
<td>03-01-12</td>
<td>Required for all projects in Lake, LaPorte, Porter and St. Joseph counties except building construction. Do not use for mowing, herbicide, sweeping, &amp; light bulb replacement.</td>
</tr>
<tr>
<td>100-C-147</td>
<td>Payment of Predetermined Minimum Wage Determination (Davis-Bacon Act) IN 100006</td>
<td>R 03-16-10</td>
<td>09-01-11</td>
<td>Required for all projects in counties other than Lake, LaPorte, Porter and St. Joseph except building construction. Do not use for mowing, herbicide, sweeping, &amp; light bulb replacement.</td>
</tr>
<tr>
<td>100-C-147</td>
<td>Payment of Predetermined Minimum Wage Determination (Davis-Bacon Act) IN 120006</td>
<td>R 02-01-12</td>
<td>03-01-12</td>
<td>Required for all projects in counties other than Lake, LaPorte, Porter and St. Joseph except building construction. Do not use for mowing, herbicide, sweeping, &amp; light bulb replacement.</td>
</tr>
<tr>
<td>100-C-151A</td>
<td>FHWA-1273</td>
<td>R 03-10-94</td>
<td>09-01-11</td>
<td>Required for all federal aid contracts.</td>
</tr>
<tr>
<td>100-C-151B</td>
<td>Disadvantaged Business Enterprise Procedure and Good Faith Efforts</td>
<td>R 05-23-11</td>
<td>09-01-11</td>
<td>Required for all federal aid contracts <strong>with</strong> DBE goal.</td>
</tr>
<tr>
<td>100-C-151C</td>
<td>DBE Record Keeping and Timely Pay</td>
<td>R 05-23-11</td>
<td>09-01-11</td>
<td>Required for all federal aid contracts <strong>without</strong> DBE goal.</td>
</tr>
<tr>
<td>100-C-151D</td>
<td>Executive Order 11246</td>
<td>R 03-09-06</td>
<td>09-01-11</td>
<td>Required for all federal aid contracts.</td>
</tr>
<tr>
<td>X</td>
<td>Title VI Assurances</td>
<td>R 10-05-10</td>
<td>09-01-11</td>
<td>Required for all contracts.</td>
</tr>
<tr>
<td>100-C-166</td>
<td>As-Built Traffic Signal Plans</td>
<td>R 08-15-07</td>
<td>09-01-11</td>
<td>Required for all contracts with permanent traffic signal installations.</td>
</tr>
</tbody>
</table>
107-R-169 STATEMENTS ABOUT EXISTING CONDITIONS OF UTILITIES, ADDITIONAL RIGHT-OF-WAY, AND ENCOUKEMENTS

(Revised 02-18-08)

The Standard Specifications are revised as follows:

SECTION 107, AFTER LINE 756, INSERT AS FOLLOWS:

107.26 Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments
Such existing conditions are as described below.

(a) Utilities
The status of all utility companies and organizations potentially involved with the work to be performed are described below as know at the time this contract was prepared.

The facilities of Vectren Energy exist within the project limits. It is anticipated that they will not need to adjust their facilities for construction. If questions arise, Jennifer Isbell-Scott of the utility may be contacted at 812-231-6303.

The facilities of Hoosier Energy Company exist within the project limits. The utility will be able to complete its involvement with the contract when the Contractor has completed clearing in the location of LSR-46, Tucker Street and existing SR 46 such that the utility may adjust its facilities. It is anticipated that the utility will take approximately 150 calendar days after notice to proceed to adjust its facilities in such area. If questions arise, Matt Reed of the utility may be contacted at 812-876-9390.

The facilities of Duke Energy exist within the project limits. The utility will be able to complete its involvement with the contract when Hoosier Energy has completed its relocation for the project such that the utility may adjust its facilities. It is anticipated that the utility will take approximately 75 calendar days after notice to proceed to adjust its facilities in such area. If questions arise, Tim Emmel of the utility may be contacted at 812-886-3276.

The facilities of the City of Terre Haute Waste Water Utility exist within the project limits. The utility will be able to complete its involvement with the contract when the Contractor has completed clearing in the location of LSR-46 and Moyer Drive west of SR 46 such that the utility may adjust its facilities. Duke Energy also will need to be able to provide electric service to the proposed lift station prior to Terre Haute Waste Water being able to complete their relocation. It is anticipated that the utility will take approximately 180 calendar days after notice to proceed to adjust its facilities in such area. If questions arise, Larry Robbins of the utility may be contacted at 812-232-4994.
The facilities of Indiana American Water Company exist within the project limits. The utility will be able to complete its involvement with the contract when the Contractor has completed clearing in the location of LSR-46 such that the utility may adjust its facilities. Duke Energy also will need to be able to provide electric service to the proposed meter pit prior to Indiana American Water being able to complete their relocation. It is anticipated that the utility will take approximately 120 calendar days after notice to proceed to adjust its facilities in such area. If questions arise, Jacqueyne Sanders of the utility may be contacted at 317-807-2462.

The facilities of Frontier North Communications exist within the project limits. The utility will be able to complete its involvement with the contract when the Contractor has completed clearing in the following locations: LSR-46, Riley Road at the proposed SR 641 crossing and Line "PR-B" such that the utility may adjust its facilities. Duke Energy also will need to be able to provide electric service to the proposed switch building prior to Frontier North Communications being able to complete their relocation. It is anticipated that the utility will take approximately 180 calendar days after notice to proceed to adjust its facilities in such area. If questions arise, Mark Weichman of the utility may be contacted at 812-522-0313.

The facilities of Town of Riley Water Utility exist within the project limits. The utility will be able to complete its involvement with the contract when the Contractor has completed clearing in the location of LSR-46 and Line "PR-B" such that the utility may adjust its facilities. It is anticipated that the utility will take approximately 120 calendar days after notice to proceed to adjust its facilities in such area. If questions arise, Wanda Hylton of the utility may be contacted at 812-894-2410.

(b) Right-of-Way
All additional right-of-way requirements for the contract have been cleared except for the conditions at the parcels described below.

1. Occupied Parcels
The buildings existing on the parcels listed below are still occupied. Demolition of buildings, clearance of debris, and subsequent construction on such parcels will not be permitted until they have been vacated. However, such demolition, clearance, and construction in parcels other than those listed will be permitted. The properties listed below shall not be entered until authorized in writing.
2. Right-of-Entry

The right-of-entry to the following properties is anticipated as set out below. The properties listed below shall not be entered until authorized in writing.

<table>
<thead>
<tr>
<th>Parcel No.</th>
<th>Owner</th>
<th>Location</th>
<th>Estimated Date of Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Gilonske, Robert W.</td>
<td>10+300 &quot;E3&quot;</td>
<td>December 31, 2011</td>
</tr>
<tr>
<td>3</td>
<td>Chandler, Barbara J.</td>
<td>10+400 &quot;E3&quot;</td>
<td>December 31, 2011</td>
</tr>
<tr>
<td>7</td>
<td>Jones, Melvin P., et al</td>
<td>11+740 &quot;E3&quot;</td>
<td>December 1, 2011</td>
</tr>
<tr>
<td>8</td>
<td>Jones, Melvin P., et al</td>
<td>11+960 &quot;E3&quot;</td>
<td>December 1, 2011</td>
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<tr>
<td>9</td>
<td>Ferguson, Karen &amp; Donald E.</td>
<td>12+120 “E3”</td>
<td>November 15, 2011</td>
</tr>
<tr>
<td>10</td>
<td>Jones, Melvin P. &amp; Loretta M.</td>
<td>12+300 “E3”</td>
<td>February 1, 2012</td>
</tr>
<tr>
<td>15</td>
<td>The Hogan Living Trust</td>
<td>1+040 “S-2-E3”</td>
<td>December 1, 2011</td>
</tr>
<tr>
<td>19</td>
<td>Leminger Family Farm, LLC</td>
<td>13+160 “E3”</td>
<td>December 1, 2011</td>
</tr>
<tr>
<td>22</td>
<td>Connor, Brian R. &amp; Teresa L.</td>
<td>12+320 “E3”</td>
<td>November 15, 2011</td>
</tr>
</tbody>
</table>

(c) Encroachments

All known encroachments within the project limits have been removed or have been cleared to remain.

(d) Other Noteworthy Conditions

There are no other noteworthy conditions which may affect the prosecution and progress of the contract.

(e) Preconstruction Conference Notification

The Contractor shall provide notification during the preconstruction conference about known corrections to or omissions of the information presented in 107.26(a) through 107.26(d) above. Otherwise, notification shall be provided as required in 105.06. Notifications regarding such corrections or omissions shall not alleviate the Contractor’s inquiry or interpretation obligations as contained in 105 IAC 11-3-7.
**UNIQUE SPECIAL PROVISIONS**

---

**GPS ROVER FOR USE BY INDOT PROJECT PERSONNEL**

**Description**
This work shall consist of providing a GPS rover and cellular modem for use by the Engineer for the duration of the contract.

**Materials**
Materials shall be in accordance with the following:

The GPS rover shall consist of a GPS receiver antenna, data collector and a rod mount adaptor for the data collector. The GPS rover shall be a survey-grade unit mounted on a bi-pod.

Software to analyze the data shall be loaded onto the computers provided to the Engineer in the contract.

The GPS rover shall be capable of communicating with the INDOT Continuously Operating Reference Stations (InCORS) network. The GPS rover shall be capable of using GPS and Galileo satellites.

The cellular modem service shall have sufficient signal at the project site to communicate effectively.

**Construction Requirements**
The Contractor shall provide a contact to the Engineer in the event technical difficulties are encountered. The Contractor shall provide operator's manuals for the equipment furnished. The Contractor shall provide training in the use of the equipment to the Engineer.

If the equipment becomes unusable for any reason, the Contractor shall repair or replace it within 3 business days of being notified.

**Method of Measurement**
Construction Engineering, GPS Rover will not be measured for payment.

**Basis of Payment**
Construction Engineering, GPS Rover will be paid at the contract unit price per lump sum.

Payment will be made under:

**Pay Item**                  **Pay Unit Symbol**

Construction Engineering, GPS Rover..................LS (Lump Sum)

The cost of the equipment, training, technical assistance, manuals, software and all other necessary incidentals shall be included in the cost of the pay item.
PERMITS

Design Memorandum No. 00-05
5-30-2000

Environmental Permit Requirements
May 30, 2000

DESIGN MEMORANDUM No. 00-05
TECHNICAL ADVISORY

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

FROM: /s/ Anthony J. Uremovich
Anthony J. Uremovich
Acting Design Policy Engineer
Contracts and Construction Division

SUBJECT: Environmental Permit Requirements

EFFECTIVE: Immediately

ISSUED PERMITS - CONTRACT DOCUMENTS SUBMITTAL. Copies of issued environmental permits subject to the conditions as stated therein are to be included with the contract special provisions submittal. Such permits are as follows:

1. Section 404 Department of the Army (DA Permit), Individual or Nationwide
2. Indiana Department of Environmental Management Section 401 Water Quality Certification
3. Indiana Department of Natural Resources Certificate of Approval for Construction in a Floodway
4. State Trunkline Right-of-Way Permit, for construction of temporary pavement across a state line

Samples of the portions of such permit documents to be included with the contract special provisions submittal are as follows:

ENVIRONMENTAL PERMITS AND REQUIREMENTS. The following information was compiled by the Design Division's Hydraulics Section. It is intended to help the designer determine environmental permit requirements or justifications for each project. This memorandum does not cover the designer's responsibilities for permit application forms nor the permit application procedure. Applications for
permits will still be made by the Design Division's Permits Coordinator in the Hydraulics Section.

Section 404 Department of the Army (DA Permit). This permit is required where a discharge of earth or construction material is made into waters or wetlands of the United States. The names and addresses of affected property owners are to be furnished when applying for a Section 404 Permit.

Individual Permit. An Individual Section 404 Permit application is required for all projects for which discharge material into waterways or wetlands is not covered by a nationwide permit.

Nationwide Permit. Many projects will be covered by a nationwide permit. The most common types of such permits are covered under Parts (3), (13), (14), Categorical Exclusion (23), and (33). Nationwide permits covered under Parts (3), (13), (14), Categorical Exclusion (23), and (33) do require a separate IDEM Section 401 Water Quality Certification application. Nationwide permit Part (3) does not require a separate Certification application to make the nationwide permit valid. The IDEM Section 401 Water Quality Certification requirements are discussed below. A predischARGE notification may be required for nationwide permits covered under Parts (14) and (33).

Where required by the terms of a nationwide permit, the applicant for a nationwide permit must notify the U.S. Army Corps of Engineers (Louisville or Detroit District) in writing as early as possible prior to the commencement of the project work. Specific information concerning the proposed project must be included in the notification. The Federal Register of Friday, November 22, 1991, Vol. 56, No. 226, pages 59145-46, 33 CFR 330, Appendix A, General Conditions (13) includes detailed information concerning what is to be included in the notification.

Definitions Used in Section 404 Permit Application Process.

Headwaters of the United States. These consist of rivers, streams, and their lakes and impoundments, including adjacent wetlands, which are part of a surface tributary system of navigable waterways of the United States, upstream of that point on such river or stream at which the average flow rate is less than 0.14 m³/s (5 cfs).

Ordinary High Water, or OHW. The line showing on the shore which is established by fluctuations of water and is indicated by physical characteristics such as clear, natural lines impressed on the waterway bank, shelving, changes in the character of the soil, destruction of terrestrial plants, the presence of litter or debris, or other appropriate means that consider the characteristics of the surrounding area.

Special Aquatic Sites. These consist of mudflats, refuges, riffle and pool complexes, sanctuaries, vegetated shallows, and wetlands.
Waters of the United States. Each river, stream, creek, intermittent tributary, pond, impoundment, lake, or wetlands is considered to be part of the waters of the United States.

Wetlands. Bogs, marshes, sloughs, and swamps are other terms used to describe these areas. Floodplains, or areas where water stands on, at, or near the groundline may be considered as suspected wetlands. Guidelines as established by the U.S. Army Corps of Engineers indicate that a wetlands must have all of the following characteristics.

1. A preponderance of water tolerant plants
2. Hydric soils
3. Water on, at, or near the surface of the ground during a specified portion of the growing season.

General Section 404 Department of the Army (DA Permit) Activities. The following is a listing of General Permits as established by the U.S. Army Corps of Engineers for the State of Indiana.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SCOPE OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement of poured in place concrete.</td>
<td>Construction of structures of 30 m (100 ft) in length or less using poured in place concrete as the primary building material.</td>
</tr>
<tr>
<td>Removal of sediment at intake structures.</td>
<td>Dredging limited to an area of less than 19 m² (200 ft²)</td>
</tr>
<tr>
<td>Construction or maintenance of utility lines.</td>
<td>Placement of fill is backfilled to original contours. The addition of a maximum of 230 m³ (300 yd³) of riprap bank protection is permitted.</td>
</tr>
<tr>
<td>Installing riprap fill material as bank protection and placement of other fill associated with the repair or restoration of levees.*</td>
<td>Primarily for slope protection on the riverward side of levees.</td>
</tr>
</tbody>
</table>
Permits

Placement of fill in connection with bridge construction.

Miscellaneous combination of fill not to exceed 760 m$^3$ (1,000 yd$^3$) in streams with drainage areas > 130 km$^2$ (50 mi$^2$), or 380 m$^3$ (500 yd$^3$) in streams < 130 km$^2$ (50 mi$^2$) drainage areas.

* The special conditions which apply to each General Permit are available from the Design Division’s Permits Coordinator.

U.S. Army Corps of Engineers General Permit No. 14, issued by the Corps’ Louisville District on February 3, 1993, expired on February 3, 1998. Therefore, this permit may no longer be applied to projects on Department-maintained routes nor local roads.

**IDEM Section 401 Water Quality Certification.** This permit is required on every project which is covered by a Section 404 Department of the Army (DA Permit), Individual or Nationwide, except for Nationwide Part (3).

The descriptions of cofferdams, work causeways, or temporary runarounds must be shown in the IDEM Section 401 Water Quality Certification application.

Necessary description information regarding these temporary work structures shall be entered in item 4, “Describe proposed project,” of the application. For all metric projects, quantities must be shown in metric units, followed by the hard english equivalent in parentheses. An example of the information to be entered is as follows:

This project will have a riprap work causeway approximately 4.5 to 6 m (15 to 20 ft) wide with pipes sufficient to carry the low flow discharge of the stream.

The construction of the waterway piers will require the installation of cofferdams.

A temporary runaround will be required. It will be approximately 9 m (30 ft) wide with a 30 m (100 ft) long bridge located on the upstream side of the existing bridge.

The IDEM understands that the specific details required for these structures will be left for the contractor to determine.

**IDEM Section 401 Water Quality Certification, Regional General Permit, or RGP.** This permit is required if the project impacts are as follows:

1. Less than 0.04 ha (0.10 acre) of wetlands will be disturbed, and/or excavation or fill below the ordinary high water level will affect less than 0.04 ha (0.10 acre).
2. Less than 91 m (300 ft) of stream channel disturbance, measured along one side of the bank from beginning of impact through and including the structure to end of impact, affecting less than 0.04 ha (0.10 acre) will occur.

3. No channel relocation will be permitted.

If these project impacts will occur, the Design Division’s Permit Coordinator will notify IDEM using the single-sheet form, along with a USGS map showing the project location. The Design Division’s Permit Coordinator will also notify the appropriate Corps district and the INDR Division of Water, with the same single-sheet form.

**IDNR Certification of Approval for Construction in a Floodway Permit.** This permit is required where the drainage area is greater than or equal to 130 km² (50 mi²) in a rural area, or 2.6 km² (1 mi²) in an urban area.

The names and addresses of affected property owners must be furnished when applying for this permit.

**Rule 5 Submission.** This submission is required for construction activities where the area of grading, excavation, or other land disturbance encompasses 2 ha (5 acres) or more of land area. Any earth exposed counts toward the 2 ha (5 acres). Rule 5 applies to all State and local projects regardless of community size or funding type. An Erosion Control Plan must be filed, but a Notice of Intent letter is issued in lieu of a permit.

**Federal Aviation Administration (FAA) Navigable Airspace Permit.** This permit is required where a permanent installation such as a high mast lighting tower, or construction equipment such as cranes or derricks, is adjacent to a public airport. Such installation or equipment extends to a greater height than an imaginary surface extending outward and upward at one of the slopes as follows:

100 to 1 for a horizontal distance of 6100 m (20,000 ft) from the nearest runway of an airport which has at least one runway equal to or exceeding 975 m (3,200 ft) in length.

50 to 1 for a horizontal distance of 3050 m (10,000 ft) from the nearest runway of an airport whose longest runway is under 975 m (3,200 ft) in length.

25 to 1 for a horizontal distance of 1525 m (5,000 ft) from the nearest landing or takeoff area of a heliport.
**United States Coast Guard Section 9 Navigable Waters Bridge Permit.** This permit is required for the construction, modification, replacement, or removal of any bridge over a navigable waterway. The list of such navigable waterways within Indiana is shown below. The Design Division’s Hydraulics Unit will provide the location of the Upper Limit of the navigable waterways.

**Second Coast Guard District**

<table>
<thead>
<tr>
<th>WATERWAY</th>
<th>UPPER LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson River</td>
<td>Kilometer 9.7 (Mile 6.0)</td>
</tr>
<tr>
<td>Crooked Creek</td>
<td>Kilometer 12.4 (Mile 7.7)</td>
</tr>
<tr>
<td>Cypress Creek</td>
<td>Kilometer 1.3 (Mile 0.8)</td>
</tr>
<tr>
<td>Great Miami River</td>
<td>Only on bend of the river which is in the State of Indiana from about Kilometer 0.8 to Kilometer 2.4 (Mile 0.5 to Mile 1.5)</td>
</tr>
<tr>
<td>Indian Creek</td>
<td>Kilometer 7.7 (Mile 4.8)</td>
</tr>
<tr>
<td>Little Blue River</td>
<td>Kilometer 17.1 (Mile 10.6)</td>
</tr>
<tr>
<td>Little Oil Creek</td>
<td>Kilometer 7.1 (Mile 4.4)</td>
</tr>
<tr>
<td>McFadden Creek</td>
<td>Kilometer 3.7 (Mile 2.3)</td>
</tr>
<tr>
<td>Ohio River</td>
<td>Entirely within navigable limit</td>
</tr>
<tr>
<td>Wabash River</td>
<td>Kilometer 152.9 (Mile 95.0)</td>
</tr>
</tbody>
</table>

**Ninth Coast Guard District**

<table>
<thead>
<tr>
<th>WATERWAY</th>
<th>UPPER LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Calumet River</td>
<td>Kilometer 38.5 (Mile 23.9)</td>
</tr>
<tr>
<td>Indiana Harbor Canal</td>
<td>Kilometer 6.3 (Mile 3.9)</td>
</tr>
<tr>
<td>Indiana Harbor Canal</td>
<td>Kilometer 4.7 (Mile 2.9)</td>
</tr>
<tr>
<td>Lake George Branch</td>
<td>Kilometer 4.3 (Mile 2.7)</td>
</tr>
<tr>
<td>Little Oil Creek</td>
<td>Kilometer 2.4 (Mile 1.5)</td>
</tr>
</tbody>
</table>

**United States Coast Guard Section 10 Navigable Waters Construction, Dumping, and Dredging Permit.** This permit is required for structures or work other than bridges or causeways affecting a navigable waterway. Examples of such work include dredging, channelization, and filling.

**United States Army Corps of Engineers (USACE) Levee Permit.** This permit is required where construction affects a levee system which is owned by the U.S. Army Corps of Engineers.
Section 402 National Pollutant Discharge Elimination System (NPDES) Point-Source Permit. This permit is required for all point-source discharges into the nation’s waters other than those addressed by the Section 404 Permit. Such a point-source discharge could include sewage treatment plants at rest areas where an outlet pipe for other than storm water is required. An individual permit will be required where the discharge points are into waters categorized as outstanding state resource waters or exceptional use waters. Such waters are listed in the INDOT Construction Activities Environmental Manual, Laws and Regulations portion, Rule 5 Erosion Control, Appendix A.

Marion County Drainage. The Department is no longer bound by the requirements of the Indiana Code to obtain a Marion County Drainage Permit for its projects within Marion County. However, the Department will not ignore its responsibilities related to drainage from its right of way. In the interest of cooperation with local governments on projects within Marion County, the designer should send a set of preliminary field check plans to the Indianapolis Department of Public Works (DPW), Division of Flood Control, for their comments. Such information is to be sent to:

Permit Manager  
Division of Flood Control  
Indianapolis Dept. of Public Works  
129 E. Market St., Ste. 700  
Indianapolis, IN 46204

The designer should review all comments received from the Indianapolis DPW in conjunction with the Design Division’s Hydraulics Unit for possible changes to the plans when deemed necessary.
RIGHT OF WAY REQUIREMENTS

INDOT

LPA
MEMORANDUM

TO: Mike Beucher
Contracts and Construction

FROM: Steve Cisneros, Manager
Property Management
Real Estate Division

RE: CERTIFICATION (NO ADDITIONAL R/W NEEDED)

CODE: N/A
CONTRACT: TM 34248
DES: 1173297
ROAD: US 231
COUNTY: Spencer
LOCATION: 3.0 mi S of I-64 at the US 231/SR 62 intersection
LETTER: April 4, 2012

This is to certify that no additional right of way will be required for this contract. It will be constructed within the limits of the existing right of way. No buildings or relocations involved.

No relocation is involved on this project and, therefore, the relocation provisions of 49 CFR Part 24, PL 91-646, are not applicable.

SLC: spec

cc: Records

Electronics:
R. Fowler, District Deputy Commissioner
B. Mueller, District Construction Engineer
S. Spears, District Right of Way Services Manager
R. Thomas, Project Manager
T. Sollman, Program Manager
R. Thomas, RFC Responsible Person
S. Penturf
M. Thomas
S. Languelli
Colleen Smith (FHWA)
Property Management
MEMORANDUM

TO: Mike Beuchel
   Contracts and Construction

FROM: Steve Catron, Manager
       Property Management
       Real Estate Division

RE: CERTIFICATION CLEAR

CODE: 5324
CONTRACT: B 31060
DES: 9303110
ROAD: SR 32
COUNTY: Boone
LOCATION: Bridge over Prairie Creek, 1.55 mi E of SR 39
LETTERING: April 4, 2012

December 7, 2011

This is to advise that all parcels within the limits of the above referenced project have been acquired and the right of way is clear.

In accordance with 23 CFR 635.309 all applicable rules and regulations of the Federal Highway Administration have been complied with in the acquisition of right of way.

No relocation is involved on this project and, therefore, the relocation provisions of 49 CFR Part 24, PL 91-646, are not applicable.

S/L/C: Records
cc: Plunkett, District Deputy Commissioner
    J. Novak, District Construction Engineer
    B. Herron, District Right of Way Services Manager
    E. Dieckmeyer, Project Manager
    M. Albers, Program Manager
    E. Dieckmeyer, RFC Responsible Person
    S. Pesturf
    M. Thomas
    S. Languell
    Colleen Smith (FHWA)
    Property Management
MEMORANDUM

TO: Mike Beuchel
Contracts and Construction

FROM: Steve Cairon, Manager
Property Management
Real Estate Division

RE: CERTIFICATION WITH EXCEPTIONS

CODE: 5594 & 5595

COUNTRY: See above
COUNTY: See above
LOCATION: March 7, 2012

Letting: This is to advise that all parcels within the limits of the above referenced project have been acquired and the right-of-way is clear for contract letting, with the following exceptions.

Parcel 1: Approx. Sta. 0020+000 to 0031+340, Line “A-1”, RT. This parcel is active in BUYING. The parcel is estimated to be paid by 3-1-12. The right of way is estimated to be clear on or before 4-1-12.

Parcel 2: Approx. Sta. 0020+000 to 0031+340, Line “A-1”, LT. This parcel is active in BUYING. The parcel is estimated to be paid by 3-1-12. The right of way is estimated to be clear on or before 4-1-12.

Parcel 3: Approx. Sta. 0022+000 to 0026+580, Line “A-2”, LT. This parcel is active in BUYING. The parcel is estimated to be paid by 3-1-12. The right of way is estimated to be clear on or before 4-1-12.

Parcel 4: Approx. Sta. 0021+530 to 0025+450, Line “A-2”, RT. This parcel is active in BUYING. The parcel is estimated to be paid by 3-1-12. The right of way is estimated to be clear on or before 4-1-12.

Parcel 6: Approx. Sta. 0028+270 to 0030+000, Line “A-2”, RT. This parcel is active in BUYING. The parcel is estimated to be paid by 3-1-12. The right of way is estimated to be clear on or before 4-1-12.
In accordance with 23 CFR 635.309 all applicable rules and regulations of the Federal Highway Administration have been complied with in the acquisition of right of way.

No relocation is involved on this project and, therefore, the relocation provisions of 49 CFR Part 24, PL 91-646, are not applied.

The acquisition or right of occupancy and use of a few remaining parcels is not complete, but all occupants of the residences on such parcels have had replacement housing made available to them in accordance with 49 CFR 24.204. Under these circumstances, advertisement for bid or force-construction may then also proceed, but the State shall ensure that occupants or residences, businesses, farms or non-profits organizations who have not yet moved from the right of way are protected against unnecessary inconvenience and disproportionate injury or any action coercive in nature.

FHWA will not participate in delay cost accrued because Right of Way was not acquired before letting.

SLC:sc  
cc: Records

Electronic:
K. Eaton-McKalip, District Deputy Commissioner  
J. Logman, District Construction Engineer  
J. Engleking, District Right of Way Services Manager  
J. Uda, Project Manager  
R. Bolte, Program Manager  
G. Kiczinski, RFC Responsible Person  
L. Pezanos, Director, District Project Management  
S. Penturf  
M. Thomas  
S. Languell  
Colleen Smith, FHWA  
S. Stephens  
Property Management
LPA Right of Way

LPA No Right of Way Required
LPA Right of Way Clear
Utility Relocation Plans and Approval Dates
DISTRIBUTED TO

107-R-169 STATEMENTS ABOUT EXISTING CONDITIONS OF UTILITIES, ADDITIONAL
RIGHT-OF-WAY, AND ENCROACHMENTS
(Revised 02-18-08)

The Standard Specifications are revised as follows:

SECTION 107, AFTER LINE 756, INSERT AS FOLLOWS:
107.26 Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments
Such existing conditions are as described below.

(a) Utilities
The status of all utility companies and organizations potentially involved with the work to
be performed are described below as know at the time this contract was prepared.

The facilities of Vectren Energy exist within the project limits. It is anticipated that they
will not need to adjust their facilities for construction. If questions arise, Jennifer Isbell-Scott of
the utility may be contacted at 812-231-6303.

The facilities of Hoosier Energy Company exist within the project limits. The utility will
be able to complete its involvement with the contract when the Contractor has completed
clearing in the location of LSR-46, Tucker Street and existing SR 46 such that the utility may
adjust its facilities. It is anticipated that the utility will take approximately 150 calendar days
after notice to proceed to adjust its facilities in such area. If questions arise, Matt Reed of the
utility may be contacted at 812-876-4390.

The facilities of Duke Energy exist within the project limits. The utility will be able to
complete its involvement with the contract when Hoosier Energy has completed its relocation for
the project such that the utility may adjust its facilities. It is anticipated that the utility will take
approximately 75 calendar days after notice to proceed to adjust its facilities in such area. If
questions arise, Tim Emmel of the utility may be contacted at 812-886-3276.

The facilities of the City of Terre Haute Waste Water Utility exist within the project
limits. The utility will be able to complete its involvement with the contract when the Contractor
has completed clearing in the location of LSR-46 and Meyer Drive west of SR 46 such that the
utility may adjust its facilities. Duke Energy also will need to be able to provide electric service
to the proposed lift station prior to Terre Haute Waste Water being able to complete their
relocation. It is anticipated that the utility will take approximately 180 calendar days after
notice to proceed to adjust its facilities in such area. If questions arise, Larry Robbins of the
utility may be contacted at 812-232-4994.
UTILITY COORDINATION CERTIFICATION

Contract No.       Des No.

Project Description:

The undersigned-certifies they have made a diligent effort, consistent with INDOT guidelines, to identify and show all known utilities within the limits of this contract. All known utility companies have been provided with plans or other information that clearly identifies the scope of this contract. Utility relocation plans and schedules, where provided, for all utilities expected to be in the way of construction in this contract have been reviewed, coordinated, and approved or forwarded to the Owner for approval. The “Existing Conditions of Utilities” statements included in this contract include utility names, contact persons’ names and telephone numbers, and relocation descriptions and schedules, where provided, for all utilities found to be within the limits of this right-of-way.

The Utility Coordinator is not responsible for utility companies who have failed to cooperate, respond, and/or provide information needed. Further, the Utility Coordinator does not guarantee or warrant in any way the accuracy of information supplied by utility companies.

UTILITY COORDINATOR

_________________________________ Date:

Signed

_________________________________

Printed
The facilities of the _____ (utility) (utilities) exist within the project limits, but are not expected to be affected by the proposed construction.

The _____ utility is involved in this contract as a (non-reimbursable) (reimbursable) utility. The relocation (plan) (agreement) was approved on ___. [Copy the sentence for each utility, then complete it. Delete this instruction when finished.]
UTILTY DUE DILIGENCE CHECKS

To all concerned:

The following is a summary of how LPA Utility Coordination and Processing should work for the District.

1. The Consultant should notify each utility about the project to establish early co-ordination.
2. The Consultant is to list each utility, and their address, phone number, and name of their contact person on sheet 2 of the plans.
3. The Consultant is to show the location of all existing utilities on the plan and profile sheets.
4. The Consultant should have records of the known depths of buried utilities.
5. The Consultant will schedule and hold a Preliminary Field Check (PFC) at the site. Prior to this, the Consultant sends a Notice and set of PFC plans to each utility whose attendance should be mandatory.
6. At the PFC, each utility will review their facilities to assure that the plans are correct, or that any discrepancies are noted and are to be corrected by the Consultant on the next submittal.
7. Any relocation of utilities should be discussed by all concerned parties.
8. Each utility will provide their proposed relocation plans to the Consultant.
9. The Consultant will review and co-ordinate all relocation plans to avoid conflicts.
10. After the Consultant and the Utility Co. agree to the relocation plan, the Consultant will approve the plans and record the date that they were approved.
11. For utilities to be relocated, the Consultant and a representative of the utility should discuss how the cost to move the utility is to be handled.
12. If the cost to move the utility is thought to be reimbursable, a “CITY/COUNTY UTILITY REIMBURSEMENT AGREEMENT” must be made.
13. The Consultant will co-ordinate the completion of the agreement to assure that it meets the requirements of INDOT and FHWA.
14. If any of the costs of this reimbursement are to be used as matching credits for construction, a FMIS Form must be submitted and approved before any work can start (This may take about 2 weeks).
16. The District LPA Engineer will have the District Utility Engineer review the plans to determine if the utility relocation is reimbursable.
17. The LPA Engineer will return the “City/County Utility Reimbursement Agreement” to the Consultant with a letter with comments.
18. If the utility relocation is not reimbursable, the Utility Co. will relocate their utilities at their own expenses.

This is an ongoing process, and changes may occur. Should you have questions,
8-1/2" X 11"
SMALL CONSTRUCTION PLANS

STATE DESIGN
CONSTRUCTION PLANS
INDIANA
DEPARTMENT OF TRANSPORTATION

PROJECT DESCRIPTION
HMA OVERLAY, FUNCTIONAL ON I-70

PROJECT LOCATION
FROM 0.50 MILES WEST OF SR 39 TO 0.25 MILES WEST OF SR 267
RP 68+76 - RP 65+46

Gross Length 7.20 MI.
Net Length 6.00 MI.

LAT. 39° 38' 11"N
LON. 86° 26' 05"W

BEGIN PROJECT RP 58+76

END PROJECT RP 65+96

Federal Highway Region 5
TRAFFIC DATA
A.O.T. (2010) 42,460 V.P.D.
A.O.T. (2022 Proj.) 44,590 V.P.D.
D.V.H. (Local) 7,895
Directional Distribution

Trucks 33.94% O.H.V.

Территориальное местоположение построенного объекта.

DESIGN DATA
Design Speed 70 M.P.H.
Project Design Criteria PARTIAL 3:8
Functional Class RURAL INTERSTATE
Rural/Urban RURAL
Terrain LEVEL

PLANS PREPARED BY:
PETER S. KOPETSKI
SCOTT J. CHANDLER
DATE: OCTOBER 18, 2011
PHONE NUMBER: (765) 361-5291 / SJC

CERTIFIED: Scott J. Chandler
Date: 10-18-11

END PROJECT RP 65+96

APPROVED FOR LETTING:

Indiana Department of Transportation
to be used with these plans.
State
Design

West Bridge Approach EBL
Partial Depth Patch
No Scale

Remove existing 1/4" of patch concrete
Existing reinforcing to remain in place

I70-60-5180 CEBL/JCWB
SHEET 1 OF 2
SAFE ROUTES TO SCHOOL
SIDEWALK PROJECT
PROJECT NO. 0902312

The Project Consists Of Replacing Or Constructing New Sidewalks Along
Various Streets That Lead To North Elementary School. Specifically, The
Sidewalks That Will Be Designed Are Located As Follows: From The
Northeast Corner Of The Intersection Of Meridian Street And Maple Street
Running Along The North Side Of Maple Street To Its Intersection With S.R. 57. From The Northeast Corner Of The Intersection Of Meridian Street
And Flora Street Running Along The North Side Of Flora Street To Its
Intersection With S.R. 57. Along The West Side Of S.R. 57 From Its
Intersection With Flora Street To Its Intersection With Maple Street In The
City Of Washington, Daviess County, Indiana.

SCALE: 1"=500'

LATITUDE: 38°39’39”N
LONGITUDE: 87°10’17”W

PROJECT AREA

NOTE: No Additional R/W Req’d.
For This Project

INDIANA DEPARTMENT OF TRANSPORTATION

INDIANA ARMY NATIONAL GUARD

WASHINGTON HIGH/MIDDLE SCHOOL

DAVIESS COUNTY FAMILY YMCA

INDIANA DEPARTMENT OF TRANSPORTATION
STANDARD SPECIFICATIONS DATED 2012
TO BE USED WITH THESE PLANS

APPROVED BY:

MAYOR OF WASHINGTON

DATE

PLANS
PRODUCED BY: BERNARDON LOCHMUeller & ASSOC. (812)479-6200
6200 Vogel Road, Evansville, IN 47715 PHONE NUMBER

CERTIFIED BY: [Signature]
10/12/11

APPROVED FOR LETING:

VINCENTIES DISTRICT DIRECTOR

DATE
CIB Book Certification Form

Certification must be returned within three business days. The certification is to compare CIB book against documents that were submitted at RFC date.

CONTRACT INFORMATION BOOK CERTIFICATION
(RETURN TO INDOT IN 3 BUSINESS DAYS)

INDOT Contact Person: Peter Allaben

Reply by Email to pallaben@indot.in.gov at INDOT, Bid Review & Estimating Office, Project Coordinating Engineer, 100 N. Senate Avenue, Indianapolis, IN 46204.

Date: __________________
Contract: ________________
Route: _____________
Des. No.: ________________
County: ________________

I certify that I reviewed the RFC Plans and the Contract Information Book(CIB), and I verify that they are correct as compiled, based upon design submittals received by Contract Administration prior to compilation of the CIB.

(signed) Project Designer-Firm Name

Date

INDOT location or consultant

OR

The RFC Plans and/or Contract Information Book contain errors caused by Contract Administration as a result of omissions or misinterpretations of the plans, pay items or the contract provisions submitted by the Designer prior to compilation of the CIB.
(All revisions are required to be submitted for approval through the District Construction Engineer, with a copy of the revision Emailed to the above INDOT contact person.)

(signed) Project Designer-Firm Name

Date

INDOT location or consultant
WRITING CLEAR SPECIFICATIONS
WRITING CLEAR, CONCISE, CONSISTENT SPECIFICATIONS

THE BIG 5. There are 5 ways to specify. We call them the Big 5.

They are:
1. DESCRIPTION OF THE WORK
2. MATERIAL REQUIREMENTS
3. CONSTRUCTION REQUIREMENTS
4. METHOD OF MEASUREMENT
5. BASIS OF PAYMENT

This order is the order in which the work is done. All specifications shall be written in this order. The whole Standard Specifications book, Supplemental Specifications, and Recurring Special Provisions set are written and arranged in this order.

SPECIFICATIONS VS. PLANS. Special provisions are a form of specification. They are not a form of plans. Specifications state the Big 5 noted above in words more readily than plans can show them as drawings. Always keep specifications separate from plans. If it says one or more of the Big 5, it's a specification, and therefore doesn't belong on the plans. Do not mix specifications and plans in the same document. An easy way to hide specifications in plans is by way of "general notes." If they're among the Big 5, make these notes part of the special provisions. If a drawing is required, incorporate it into the plans, and make a specification reference to such drawing as being "shown on the plans."

STYLE. There is no specification writing style which has been mandated by law, the FHWA, AASHTO, or even the Department. The FHWA and AASHTO have, however, made style recommendations which the Department has tried to follow with the Standard Specifications, Supplemental Specifications, and recurring provisions. We will explain some of this style technique here.

THE LAW AND SPECIFICATION WRITING. Who are we writing specifications for? The specifications are written for the contractor to build in accordance with, and for Department personnel involved with the contract to enforce. Since we're writing for the contract, let's get to the point of each specification and keep it simple. Laws may be written in a specified style, but no law states the style in which specifications are to be written.

GETTING STARTED. Avoid statements like "the Bidder's attention is directed to the fact that...." or "The Contractor's attention is called to the fact that....".

Always remember that the Contractor shall and the Engineer will. Most specification statements may be written with just the word shall or will without using the word contractor or engineer. If it is unclear as to who shall or will without using the word contractor or engineer, use them. Subcontractors, suppliers, fabricators, manufacturers, or others hired by the contractor also "shall." The Department, the State, the project engineer, the project supervisor, the inspector or others who enforce the contract requirements also "will." Utilities or
railroads "shall" only when they have been hired by the contractor to do work on the contract. Otherwise, they "will."

POOR: the Contractor shall place....
PREFERRED: shall be placed.

POOR: the Engineer will measure....
PREFERRED: will be measured.

POOR: placed as directed by the Engineer.
     Placed as directed by the Project Engineer/Project Supervisor.
     Placed as directed by the PE/PS.

PREFERRED: placed as directed.

Use shall or will instead of "is to"

POOR: This work is to be done ....
     This work is to be paid for ....

PREFERRED: This work shall be done ....
     This work will be paid for ....

PHRASEOLOGY. Certain phrases have been adopted in Standard Specifications, Supplemental Specifications, and recurring provisions for the sake of consistency. The following is a listing of preferred phrases and the poorly worded phrases they shall take the place of.

USE.... INSTEAD OF....

all any any and all

as shown on the plans as shown in the plans
     as detailed on the plans
     as shown on the detail sheets
     as shown on the standard drawings
     as shown on sheet ___ of the plans

broken line skip line

calendar day day

contract unit price contract unit price bid

Department Indiana Department of Transportation
     INDO T

each each and every

ensure insure assure

guardrail guard rail

in accordance with in conformance with
milling
surface milling
or
pay item
bid item
item
line item
project limits
contract limits
Schedule of Pay Items
Itemized Proposal
Proposal
shall be in accordance with
shall conform to
State
State of Indiana
Indiana
with no additional payment
at the Contractor's expense
work day
working day

Phraseology and abbreviations which are used in the Standard Specifications are permitted and expected to be used in all other specifications written for an individual contract. So if it’s in the book, it’s fair game. Remember, recurring special provisions and unique special provisions are forms of specifications, so they shall therefore be written similarly to Standard Specifications.

REFERENCES. References to the Standard Specifications or other association specifications may always be made.

POOR: .... in accordance with section 105.05 of the Indiana Department of Transportation Standard Specifications dated 1999.
PREFERRED: .... in accordance with 105.05.
POOR: .... in accordance with ASTM A123.
PREFERRED: .... In accordance with AASHTO T89.

Note there is no longer any spacing differences between letters and numbers in ASTM and AASHTO references.

If an entire referenced specification does not apply, use this phrase: .... in accordance with the applicable requirements of ______.

NUMERALS. Use numerals instead of written out names for all numbers that are united. Use numerals in fractions and decimals. Write out all names for numerals between one and nine, inclusive, that are not united. Use numerals instead of written out names for all numbers 10 and above that are not united. Do not begin a sentence with a
number.

POOR: There shall be 1 sign...
There shall be five liters...
There shall be three and one half turns...
.....shall submit 5 sets of shop drawings.....
.....shall be ten wires per conduit...
14 signs will be required ..... 
Fourteen signs will be required ....
PREFERRED: There shall be one sign ....
There shall be 18.5 Gal (5 L) ....
There shall be 3 1/2 turns ....
.....shall submit five sets of shop drawings...
.....shall be 10 wires per...
.....will require 14 signs.

Do not spell out numbers then follow up with a parenthetical numeral. All specification readers can count and can recognize both forms, so only one form is necessary.

POOR:....shall be placed five (5 feet) (1 1/2) m from....
PREFERRED: ....shall be placed 5 ft (1.5 m) from....

UNITS OF MEASURE. Write out units of metric measure within sentences when not accompanied by a quantity. Units of measure may be abbreviated when used in tabular form or when accompanied by a quantity. Metric equivalents must appear immediately following English measures. Such metric equivalents are shown in parentheses. The correct symbol is used in the English equivalent. The English unit therefore need not be written out.

POOR: ....shall be placed 5 feet (1.5 meters) from....
.....shall be placed 1/4 inch (6 mm) from...
.....shall be placed 1/4" (6 mm), from....
.....will be measured by the ft (m)....
PREFERRED: ....shall be placed 5 ft (1.5 m) from....
.....shall be placed 1/4 in. (6 mm) from....
.....will be measured by the linear foot (meter)....

EMPHASIS. Individual words, phrases, sentences, or even paragraphs in special provisions need not be emphasized. Emphasis has been shown by way of capitals, underlining, or boldface. If the text is there in ordinary type, it is enforceable without emphasis. We don't have to hit specification readers over the head with emphasizing certain passages. They will read it, and they'll get the message.

POOR: THIS WORK SHALL NOT CONTINUE AFTER DECEMBER 1.
This work shall not continue after December 1.
PREFERRED: This work shall not continue after December 1.

PARENTHEtical PHRASES. Practically all parentheses may be eliminated without loss of sentence clarity. The only permitted parenthetical phrases are English equivalents which follow metric
measurement units, or parenthetical letters or numerals used to identify subsection headings.

Otherwise, parentheses have a tendency to hide or de-emphasize genuinely important statements. No part of a specification is less important than others.

POOR: The spot painting shall include an undercoat (min. 2.5 mils (64 μm)) of vinyl.
The finish coat (vinyl) shall be placed....
....for each intersection by type (i.e. traffic signal or flasher).

PREFERRED: The spot painting shall include a vinyl undercoat of a minimum thickness of 2.5 mils (64 μm).
The vinyl finish coat shall be placed....
....for each intersection by type such as traffic signal or flasher.

CAPITALIZATION. The only phrases which require full capitalization are special provision titles and subsection headings. The only words which require an initial capital letter without regard to their location in the sentence are Department, Engineer, Contractor, titles of individuals such as District Traffic Engineer, titles of reference publications, traffic sign copy, or other proper nouns if their use is required. Capitalization shall not be used to emphasize certain words, phrases, pay item names, or pay units.

POOR: ....will be paid for at the contract unit price per LINEAR FOOT (METER) for Geocomposite Pavement Edge Drain.
....in accordance with AASHTO standard specifications for highway bridges....
The sign copy shall be "mowing crews next 5 miles (8 kilometers)."
Breaking pavement WILL NOT be permitted.

PREFERRED: ....will be paid for at the contract unit price per linear foot (meter) for geocomposite pavement edge drain.
....in accordance with AASHTO Standard Specifications for Highway Bridges.
The sign copy shall be "Mowing Crews Next 5 miles" ("Mowing Crews Next 8 km").
Breaking pavement will not be permitted.

QUOTATION MARKS. Types, classes, or groups of guardrail, joints, pipe, or other pay item descriptions which require these shall not have such designations set off in quotation marks. Pay item names shall not be fully enclosed in quotation marks. Quotation marks shall be used only when designating copy which is required on a traffic sign.

POOR: guardrail end treatment, "HS" pipe, group "A" structural expansion joint, "SS"
....contract unit price per ton [kg] for "Bituminous Base 5C, HV".
The sign copy shall be "Mowing Crews Next 5 miles (8 km)."

PREPARED: guardrail end treatment, MS pipe, group A structural expansion joint, SS contract unit price per kg (ton) for bituminous base SC, HV

The sign copy shall be "Mowing Crews Next 5 miles" ("Mowing Crews Next 8 km").

FORMAT. When writing a special provision which does not directly revise the Standard Specifications, use the following format:

TITLE OF PROVISION

FIRST SUBHEADING. Begin copy here for the introductory statements like this. If this subsection must be divided further, continue in the following manner similar to the Standard Specifications.

(a) FIRST DIVISION. This is first division copy following a heading like this.

(b) SECOND DIVISION. The copy follows....

1. FURTHER DIVISION. More copy follows....

2. ANOTHER DIVISION. More copy follows....

a. STILL ANOTHER. Even more specific....

b. STILL MORE. Getting down to it....

(c) THIRD DIVISION. Now the indentation is back out here....

SECOND SUBHEADING. Now you've got the idea of the subsections are titled. Now here is how to format untitled subsections.

(a) Since there is no title, the text just starts right after the parenthetical letter. Note that entire untitled subsection is left-justified as you see here.

1. This untitled subsection needs to be divided up even more like this. Note the further left justification of these sentences.

Now this paragraph is still under the second subheading. Since you're out of the specific copy, go back to regular left justification as you see here.

Center justify the provision title in caps. Show all subheading titles in caps, with no underlines or boldface type. Most unique provisions which you write from scratch will not require subheadings like this. Subtitle the longer ones as you see fit. When you reach the end of the provision, draw or type a double line like this.
When writing a special provision which directly revises the Standard Specifications, use the same format used in the Supplemental Specifications. Use overstruck text to line out existing wording you don't want to apply. Use italicized text to indicate insertions. Begin this type of special provision as follows:

**TITLE OF PROVISION**

The Standard Specifications are revised as follows:

**SECTION 001, BEGIN LINE 000, DELETE AS FOLLOWS:**

**SECTION 001, BEGIN LINE 000, INSERT AS FOLLOWS:**

**SECTION 001, BEGIN LINE 000, DELETE AND INSERT AS FOLLOWS:**

**SECTION 001, AFTER LINE 000, INSERT AS FOLLOWS:**

The revised specification copy begins here. One, and only one, of the above section and line references may be used for each Standard Specifications section to be revised. The section and line reference shall be in capital letters. No space is to follow the reference line and the first line of specifications text. More than one part of a Standard Specifications section, or more than one section, may be revised in the same special provision. Line numbers which appear in the left hand margin of Standard Specifications text must be correctly shown in the revised text. Place the double line at the end of this type of provision also.

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**SAMPLE SPECIAL PROVISION WORDAGE INCLUDING ALL OF THE BIG S.**

**TITLE OF PROVISION**

This work shall consist of ________________________ as shown on the plans or as directed.

Materials shall be in accordance with __________________.

[Construction requirements shall be written in accordance with the guidelines shown above.]

This work will be measured by the ______ (____ ). [Pay unit: United States equivalent standard measure units followed by Metric units]

This work will be measured by the number of ________ placed. [Pay unit: each]

This work will not be measured for payment. [Pay unit: lump sum]

This work will be paid for at the contract unit price per ______ (____ ) for _________. [Pay unit: United States equivalent standard measure units followed by Metric units, or each]

This work will be paid for at the contract lump sum price for _________.
<table>
<thead>
<tr>
<th>Pay Item</th>
<th>Pay Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of First Pay Item With Capital</td>
<td>U.S. Unit (Metric Unit)</td>
</tr>
<tr>
<td>Name of Second Pay Item With Capital</td>
<td>U.S. Unit (Metric Unit)</td>
</tr>
</tbody>
</table>

The costs of _____, _____, and _____ shall be included in the costs of the pay items in this section.
PREPRINT CIB CHANGES
Adding New Specification:

New specifications submitted in an editable word document highlighted in yellow.
Changing Existing Specification:

New specification submitted in editable word document. Cross out in red strike thru to remove wording. Highlight in yellow words to be added.
Updating the Schedule of Pay Items:

Cloud the pay items that are changing. Use strike thru red to delete the items and write the new items in red.
Contact me at INDOT:

Peter Craig Allaben, P.E.
Project Coordination Engineer
Bid Review & Estimating
Contract Administration
Indiana Department of Transportation
Room 725 IGCN
100 North Senate Avenue
Indianapolis, Indiana 46204
Office: (317) 234-5341
Email: pallaben@indot.in.gov