STANDARD DOCUMENTS

AGENDA

1. Documents Which Are Considered Standard
2. Proposing Changes, Additions, or Deletions
3. Where Current Versions Are Available
5. Forthcoming Standards Changes
6. Where Changes Are Identified
7. Special Provisions
8. Pay Items

1. DOCUMENTS WHICH ARE CONSIDERED STANDARD

Standard Specifications
- Contract requirements which are best expressed in words or text, that can be applicable to all work.

Standard Specifications
- The 5 ways to specify are as follows:
  1. Description of the Work
  2. Material Requirements
  3. Construction Requirements
  4. Measurement for Payment
  5. Basis of Payment

  - This is a chronological occurrence of the work.
  - Every specification must address all of these.
**Standard Specifications**

- Arrangement – Essentially “project chronological” as follows:
  - Section 100: General Provisions
  - Section 200: Earthwork
  - Section 300: Bases
  - Section 400: Asphalt Pavements
  - Section 500: Concrete Pavements
  - Section 600: Incidental Construction
  - Section 700: Structures
  - Section 800: Traffic Control Devices and Lighting
  - Section 900: Materials Details

**Standard Drawings**

- Pre-developed details which may apply to more than one project, and therefore need not be detailed in the plans

**Standard Drawings**

- Identified and arranged in same manner and order as Standard Specifications.
- Each drawing number consists of Std. Spec. reference number, 4-letter code pertaining to its details, and serial drawing number for the code.

**Standard Drawings**

- Standard Drawing number example:
  - 611-MBAP-02
  - 611 is Std. Spec. section number for Mailboxes.
  - MBAP means MailBox APPROach.
  - 02 is the second 611-MBAP drawing.

**Design Policy**

- Written instructions, guidelines, or requirements for designing a project
**Design Policy**

- The Indiana Design Manual has been developed into 9 Parts as follows:
  1. Project Development  [Gray Binder]
  2. Plan Development  [Beige Binder]
  3. Location Surveys  [Maroon Binder]
  4. Hydrology / Hydraulics  [Two Light Blue Binders]
  5. Road Design  [Two Red Binders]
  6. Structural Design  [Two Dark Blue Binders; still in development]
  7. Traffic Design  [Green Binder]

**Design Manual**

- The 9 Parts are divided into Chapters as follows:
  1. Project Development, 13 Chapters: 1 through 13
  2. Plan Development, 8 Chapters: 14 through 22
  3. Location Surveys, 6 Chapters: 23 through 27
  4. Hydrology / Hydraulics, 12 Chapters: 28 through 39
  5. Road Design, 18 Chapters: 40 through 57
  6. Structural Design, 17 Chapters: 58 through 74
  7. Traffic Design, 6 Chapters: 75 through 80
  8. Maintaining Traffic, 4 Chapters: 81 through 84
  9. Right-Of-Way, 3 Chapters: 85 through 87

**Proposing Addition**

- Develop electronic draft Standard Specifications, Standard Drawings, and design policy.
- May assign section numbers to draft specifications.
- Do not assign numbers to drawings.
- Do not assign Design Manual chapter or section numbers to draft design policy.

**Proposing Change**

- Make marks legibly in black.
- A change may include additional, new material. Extensive new material may be developed electronically, compatible with Department-used software.

**Design Manual**

- The Indiana Design Manual Parts and Chapters are not referenced or tied into the Standard Specifications and Standard Drawings numbering system.
- However, the Manual Parts and Chapters are arranged in an approximately chronological order in which a project is designed.
Proposing Deletion

- Identify which portions of Standard Specifications, Standard Drawings, or the Design Manual should be deleted.
- Hardcopies may be marked up, X’d out, etc.
- Deletion may be proposed with change or addition

Standards Committee

The Standards Committee is the only Department entity authorized to approve all changes, additions, and deletions to Standard Specifications, Standard Drawings, and design policy.

Standards Committee

Representation:
- Chair: Chief Highway Engineer
- Voting Membership:
  - Contracts and Construction Division’s Standards Section Manager
  - Contracts and Construction Division Chief
  - Design Division representative
  - District Construction representative
  - Materials and Tests Division Chief
  - Operations Support Division Chief
- Nonvoting Membership:
  - Secretary (Cont. & Constr. Division’s Specifications Engineer)
  - Federal Highway Administration representative

Standards Alteration Procedure

Committee Member:
- C. & C. Div. Chief
- C. & C. Div. Standards Mgr.
- Design Div. Representative

Accepts Alterations From:
- C. & C. Field Engineers and Contracts Sections
- Legal, Multimodal, Program Development divisions; C. & C. Div’s Standards Section
- Design, Enviro, Planning & Engrg., Land Acquis., divisions; district development, consultants

Standards Alteration Procedure

Committee Member:
- District Construction representative
- Mats. & Tests Division Chief
- Operations Support Division Chief

Accepts Alterations From:
- District Construction; contracting industry
- Materials and Tests, Research divisions
- Operations Support Div.

Standards Committee

- Proposals to alter standard documents are submitted by the Committee members to the secretary.
- He or she compiles them into a Committee meeting agenda.
- The agenda is electronically developed about 3 weeks before its meeting.
- It is then posted on the Department’s website at www.in.gov/dot/div/contracts/standards/sc/
Standards Committee

- Hardcopies are distributed to the Committee members.
- The Committee meets on set dates, about monthly, and considers each agenda item.
- The Committee discusses each item, and may propose further changes to it.

Standards Committee

- After discussion, the Committee may deem an item unworthy of a vote in that meeting, and table it for a later meeting, after it is further revised per Committee discussion by its proposer.
- After discussion, the Committee will vote to pass an item as proposed, or per discussion in the meeting, or to fail it, either vote by majority rule.

Standards Committee

- For each passed item, the Federal Highway Administration representative must concur in the passage so that the alteration may be applied to the National Highway System.
- For each passed item, the Committee will then determine the contract letting date of its first effectiveness.

Standards Committee

- The Committee secretary develops a set of minutes for each meeting, showing the changes made to each item during the meeting, and the Committee’s action regarding each item.

3. WHERE CURRENT VERSIONS OF STANDARD DOCUMENTS ARE AVAILABLE

Standard Documents Availability

Department INTERnet Websites

  Click on desired range of effective dates. Incorporates Supplemental Specifications.
Doing Business with INDOT

- Contractors and Consultants
  - Construction Contracts Information (Contractors)
    For Contractors/Suppliers working on INDOT contracts.
  - Designer Information (Consultants)
    For all designers working on INDOT projects or using INDOT data.
  - Professional Services Bulletin
  - Certified Technician Program Information

- Standards and Specifications
  - Standard Drawings
  - Standard Specifications with Supplementals
  - Design Policy, Design Manual and More...
  - Latest Updates
  - Standards Committee Agenda & Minutes

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### Standard Specifications with Supplementals

**1999 Standard Specifications**

**Effective on or after March 1, 2004**

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**SECTION 200 - EARTHWORK**

**SECTION 201 - CLEARING AND GRUBBING**

201.01 Description: This work shall consist of clearing, grubbing, removing, and disposing of all vegetation and debris, except such objects as are designated to remain or are to be removed in accordance with other sections of these specifications, within the construction limits shown on the plans. If no construction limits are shown, the right-of-way and easement areas shall be the construction limits. This work shall include the preservation from injury or defacement of all vegetation and objects designated to remain.

**CONSTRUCTION REQUIREMENTS**

201.02 General. Right-of-way lines and construction limits shall be established. Trees, shrubs, plants, seeded or sodded shoulders, slopes or other things to remain will be designated. All such designated items and vegetation shall be preserved. All areas outside the construction limits which have subsequently eroded or damaged, shall be repaired or replaced in accordance with 421.10.1. Tree root dressing required for cut or scarred surfaces of trees or shrubs selected for retention shall be in accordance with 914.060A.
Standard Documents Availability

Department INTERnet Websites

- Standard Drawings:
  www.in.gov/dot/div/contracts/standards/drawings/index.html
Click on desired effective date. Make choice of English- or Metric-measure set.

Standards and Specifications

- Standard Drawings
- Standard Specifications with Supplementals
- Recurring Special Provisions
- Design Policy, Design Manual and More...
- Latest Updates
- Standards Committee Agenda & Minutes

Effective Drawings

Effective: On or After September 1, 2004

- Standard Drawing Complete Set
- Standard Drawings Index
- Revised and New Drawings
  - Metric
  - English

Effective Drawings

Effective: On or After March 1, 2004

- Standard Drawing Complete Set
- Standard Drawings Index
- Revised and New Drawings
  - Metric
  - English
Standard Documents Availability

Department IN TER net Websites

- Metric-Units Design Manual:
  www.in.gov/dot/div/contracts/standards/dm/
  Click on desired Manual Part. English-units version not yet available.

Standards and Specifications
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- Underdrain Table (zipped MS Excel file)

Design Manual
- Design Memorandums
- Design Manual On-Line Version *(opens in new window)*

The Indiana Design Manual

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Part 5 Road Design

- Chapter Forty: BASIC DESIGN CONTROLS
- Chapter Forty-one: HIGHWAY CAPACITY
- Chapter Forty-two: SIGHT DISTANCE
- Chapter Forty-three: HORIZONTAL ALIGNMENT
- Chapter Forty-four: VERTICAL ALIGNMENT
- Chapter Forty-five: CROSS SECTION ELEMENTS
- Chapter Forty-six: INTERSECTIONS AT-GRADE
- Chapter Forty-seven: RAILROAD/HIGHWAY GRADE CROSSINGS
- Chapter Forty-eight: INTERCHANGES
Standard Documents Availability

Department INTERnet Websites

- Standards Committee Agendas and Minutes:
  www.in.gov/dot/div/contracts/standards/sc/
  Click on desired meeting date.

Standards Committee Agenda & Minutes

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Standard Documents Availability

Construction and Design Reference Guide CD,
Effective March 2004 Letting --

Getting Started:
1. On Desktop, click on My Computer
2. Click on Marc04(E:)
3. Click on START.pdf
4. Get CD Publications menu

Standard Specifications

1. On CD Publications menu, under Contract Documents, click on Specifications Book with Supplement
2. Get Standard Specifications Book Index
3. Click on desired even-hundred section number and title
4. Get list of section numbers and titles for desired even-hundred section
5. Click on desired section title
6. Get PDF file of desired Specifications section
### Standard Specifications

**Section 600 Incidental construction**

- 601 Guardrail
- 602 Concrete Barrier
- 603 Fences
- 604 Sidewalks, Curb Ramps, Steps and Handrails
- 605 Curbing
- 606 Shoulder Corrugations
- 607 Paved Side Ditch or Concrete Gutter
- 608 Shoulder Drains
- 609 Reinforced Concrete Bridge Approaches
- 610 Surfaces for Approaches and Crossovers
- 611 Mailbox Installations
- 612 Undersealing
- 613 Salvaged Road Materials
- 614 Concrete Header

**MATERIALS**

604.01 Materials. Materials shall be in accordance with the following:

- Course Aggregate, Class D or Higher, Size No. 3: 900.1
- Limestone Chips ... 900.2
- Decorative Warning Elements ... 900.05
- Filler Aggregate, Size No. 25 or No. 34, or No. 15, ... 900.06
- Joint Filler ... 900.08
- Portland Cement ... 920.08
- Reflecting Bars ... 930.08
- Silica Sand ... ASHCl 778

Hand railing shall be aluminum pipe in accordance with ASTM B221, alloy 6063, temper T52 or galvanized steel pipe in accordance with ASTM A 35, Grade B, as specified.

The decorative warning elements shall be set in a thin set latex modified mortar in accordance with AASHTO M 926, as recommended by the element manufacturer for concrete and for adhering brick to concrete.

A type A Certification in accordance with 910 for decorative warning elements and thin set latex modified mortar shall be furnished prior to use of the materials.

**CONSTRUCTION REQUIREMENTS**

604.03 Portland Cement Concrete Sidewalks and Curb Ramps.
Effective Documents Timing

- Department website and CD updates are effective with March and September lettings of each year for Standard Specifications and Drawings.
- The website is updated and a CD is issued with these updates about 6 to 7 months before each such effective letting date.

Design Policy and Technical Advisory documents which complement Standard Specifications and Drawings alterations are posted on the website upon Standards Committee passage at www.in.gov/dot/div/contracts/standards/memos/index.html.

Other Technical Advisories which do not require Committee approval are also posted here upon their development.
Effective Documents Timing

- Policy Changes and Technical Advisories are electronically incorporated into the Design Manual annually in early summer.
- The website’s electronic version is made to reflect these changes.
- Hardcopy versions of the changes are issued to all Manual holders at this time.

4. CHANGES TO STANDARD DOCUMENTS IN 2002 AND 2003


1. The truck eye height is lowered from 8 ft to 7.6 ft (2.45 m to 2.33 m).
2. The object height for stopping sight distance is raised from 6 in. to 24 in. (150 mm to 600 mm).
3. Longer stopping sight distances are therefore required.
4. The cumulative result of these changes is longer sag vertical curves and shorter crest vertical curves.

Changes to Standard Documents

- In this presentation we will only report changes that have occurred, or soon will, with some background information.
- We will not make nor entertain editorial comments about the changes.
Shoulder Corrugations

- A design policy and Standard Specifications have been established to complement the Standard Drawings.

- Corrugations may only be milled, and may not be rolled or formed.

Subgrade Treatment

- The Department’s Materials and Tests Division’s Geotechnical Section will specify one of 5 newly identified treatment methods to be used for each project that requires such treatment.

- The contractor may choose from options within the type specified.
Sidewalk Curb Ramps

- Colored, textured tactile warning devices have been added per ADA requirements.
- Some curb ramp types and uses have been changed per ADA requirements.

Partial 3R Work

- Work that had been identified as “resurface” work has been renamed as Partial 3R, which includes the pavement treatments as follows:
  1. Preventative Maintenance
  2. Functional
  3. Structural

Context-Sensitive Design

- A design policy has been established which intends to have the designer consider the concept of context sensitivity in the design process.
Interstate-Routes Lane Closures

• Policy establishes the minimum number of open traffic lanes in construction zones on selected routes and locations within each such route.

Treatment of Drinking Water and Wastewater in Rest Areas

• Policy establishes need for possible dedicated water treatment plants and other considerations for rest areas per federal and IDEM regulations.

Pavement Milling

• Five milling types established, based on ultimate pavement treatment.
  1. Asphalt Scarification or Profile Milling
  2. Asphalt Milling
  3. Asphalt Removal Milling
  4. Concrete Pavement Milling
  5. Transitions Milling

5. FORTHCOMING STANDARDS CHANGES

AASHTO 2002 Roadside Design Guide

1. Consider backslope when establishing clear zone width
2. In work zone, base design speed on original posted limit instead of work-zone posted limit
3. Establish work-zone pavement dropoff depth policy
4. Revise mailbox approach widths based on new AADT ranges

TL-4 Thrie-Beam Guardrail

• This is a new steel-beam and -post guardrail configuration which has been successfully crash tested to NCHRP 350 Test Level 4.

• It may be used as a barrier along an outside shoulder or as a median barrier.
**TL-4 Thrie-Beam Bridge Railing**

- This is a new steel bridge railing configuration which has been successfully crash tested to NCHRP 350 Test Level 4.
- It may be used on a bridge in lieu of a truck-height concrete bridge railing, either along an outside coping or as a median barrier.

**Public Road Approaches**

- Geometrics to be revised to accommodate the design vehicles’ turning radii which they are intended to accommodate.

**Retaining Walls**

- Establish design policy, standard specifications, and standard details as required for all types of retaining walls.
- Provide design information as to the best type of wall appropriate for each cut or fill situation, and depth of retained material.

**Placing Concrete Railing At or Near MSE Retaining Wall**

- Details and design policy in development which establish standard location of railing as follows:
  1. Atop or near the top of a wall
  2. Alongside the bottom of exposed portion of a wall

**Bridge Bearing Assemblies**

- Standardize bearing assemblies for use with steel beams and prestressed concrete bulb-tee girders.

**Forthcoming Changes**

- When to take place?
  All of the forthcoming changes described here are expected to be considered by the Standards Committee within the next 1 to 6 months. Once passed by the Committee, they could take effect yet in 2004.
HALFTIME !!

• No Justin
• No Janet
• BUT PLEASE BE BACK IN 15 MINUTES.

6. WHERE CHANGES ARE IDENTIFIED

Standards and Specifications

• Standard Drawings
• Standard Specifications with Supplementals
• Recurring Special Provisions
• Design Policy, Design Manual and More....
• Latest Updates
• Standards Committee Agenda & Minutes

Standard Documents Changes

• How Identified on Website:
  Standard Specifications
  1. Click on Complete Copy for desired effective letting dates range.
  2. Click on The PDF Version of the desired section and title.
  3. Changes since the last letting dates’ range version are highlighted in yellow.

Standard Specifications with Supplementals

• Complete Copy:
  1993 Standard Specifications Book:
    Effective for lettings between September 1, 2004 and February 28, 2005
  1993 Standard Specifications Book:
    Effective for lettings between March 1, 2004 and August 31, 2004
  1999 Standard Specifications Book:
    Effective for lettings between September 1, 2003 and February 28, 2004
  1999 Standard Specifications Book:
    Effective for lettings between March 1, 2003 and August 31, 2003
  1999 Standard Specifications Book:
    Effective for lettings between September 1, 2002 and February 28, 2003
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    Effective for lettings between March 1, 2002 and August 31, 2002

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1. Click on Revised and New Drawings for effective letting date desired.
2. Click on Metric or English as desired to see a drawings list arranged numerically by Standard Specifications section number.
3. The Drawing Subject may be clicked on to view the revised or new drawing.
## Standards and Specifications
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- Standard Specifications with Supplementals
- Recurring Special Provisions
- Design Policy, Design Manual and More....
- Latest Updates
- Standards Committee Agenda & Minutes

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- Pipe Material Selection Program (executable file)
- Underdrain Table (zipped MS Excel file)

## Design Manual
- Design Memorandums
- Design Manual On-Line Version *(opens in new window)*

## The Indiana Design Manual

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## Part 8 Work Zone Traffic Control

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### Example

**SC602, Two-Way Traffic on a Divided Highway:**

The following provides several design considerations for two-way traffic on a single roadway of a divided highway.

1. **Length**
   - The optimum segment length for two-way traffic on a divided highway is considered to be less than 6 km. Where the segment length exceeds 6 to 8 km, operational efficiency may be severely reduced as traffic tends to blur behind slower vehicles.

2. **Passing Protector**
   - **EPA**
     - Temporary concrete barrier along with temporary solid yellow line in shown on the INDOT Standard Drawings should be used within each crossover and between the crosswalks to separate opposing traffic.
   - **Other Maintenance**
     - Traffic markers should be used to enhance the identification and separation of the opposing traffic. This can include the use of temporary solid yellow lines. The traffic markers are placed onto the pavement between the solid yellow line as shown on the INDOT Standard Drawings.
Standard Documents Changes

How Identified on CD:

Standard Specifications
1. In the CD Publication menu under Contract Documents, click on New Updates to see a listing of section numbers, section titles, and the date of Standards Committee passage of the change.
2. Click on Specifications Book with Supplement, click on desired even-hundred section number in Book Index, and click on the desired section title within the even hundred to see its specifications text. Changes since the last CD issuance are highlighted in yellow.

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<td>116.00</td>
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</tbody>
</table>

Changes in the source or types of aggregates shall require a new DMF. A new DMF shall be submitted to the District Materials and Tests Engineer for approval one week prior to use.

Changes in the source of specified binders, except for PG 58-28 or PG 64-22, shall require a new DMF.

The mixture design compaction temperature for the specimens shall be 150°C (300°F) for dense graded mixtures and 125°C (250°F) for open graded mixtures.

Design criteria for each mixture shall be based on the EAL shown in the contract documents and shall be as follows:

Standard Documents Changes

How Identified on CD:

Standard Drawings
1. In the CD Publication menu under Contract Documents, click on New Updates to see a memorandum that identifies which drawings are updated, plus background information regarding each update.
2. Click on Standard Drawings English / Metric then click on desired even-hundred Standard Specifications section number to see a listing of all drawings in that even hundred. The Date column shows the date in larger bold type for the drawings changed since the last CD issuance.
**Steady Automotive Images**

**New and Revised Standard Drawings**

A Policy Change document must accompany changes to Standard Specifications or Drawings if such changes affect design policy. The Policy Change document must be approved by the Standards Committee in order to take effect.

**Standard Drawings Index**

The Standard Drawings Index has been revised to reflect these changes. All drawings and the current Standard Drawing Index are available on the Department compact disc dated March 2004.

**Editorial Revisions**

- 205-TECD-04: Sediment trap slope and course. Aggregate No. 9 filter stone information added.
- 503-CP1-03: Backer rod and sealant dimensions revised and notes added.
- 503-CP1-06: Sealant and backer rod depth dimensions clarified.
- 601-CWGT-02: Dimensions rounded and notes added.
- 601-GEN-06: Slope information added and Note No.6 revised and located on plan view.
- 601-TTIB-03: Hole pattern and Note No.3 added.
- 601-TTIB-04: Hole pattern and Note No.3 added.
- 601-TTIB-05: Hole pattern and Note No.3 added.
- 601-WBGA-01: Shoulder and ground slope notes added or enhanced and superfluous bolt note deleted.
- 601-WBGC-03: Hex head bolt detail deleted.
- 605-CNCC-02: Horizontal and radius dimensions added to Section C-C on English version; metric version effective date made consistent.

**Standards Committee Action**

The following drawings have been added to complement the new Chapter 56, Partial JR Projects, to the Indiana Design Manual.

- 405-TEPFT-01: Shows method for terminating multifile paving overlay.
- 610-DRCIP-21: Indicates limits for paving overlay edge at private or commercial driveways.
- 610-FRACIP-01: Shows method and limits for paving public road approaches where the mainline pavement is being overlayed.

The following drawings have been revised to increase epoxy coated reinforcing bar usage and slab thickness criteria for reinforced concrete bridge approaches and appurtenances thereon to enhance Type 1-A joint details and to clarify the usage of dense graded subbase. Standard drawing numbers have been revised and will be in agreement with the new reinforced concrete bridge approach specifications section designation.

- 609-BRTF-11: Shows Type 1-A joint detail enhancement.
- 609-RCHPA-01: Adds upper slab reinforcement details and dense graded subbase.
- 609-RCHPA-02: Adds upper slab reinforcement details and dense graded subbase.
- 609-RCHPA-03: Adds upper slab reinforcement layout details.
- 609-RCHPA-04: Adds upper slab reinforcement layout details.
- 609-RCHPA-05: Adds upper slab reinforcement quantities.
- 609-RCHPA-06: Adds upper slab reinforcement quantities.
- 609-RCHPA-07: Adds reinforced concrete bridge approach pavement ledge details.

**How to Access Policy Changes (PC) and Technical Advisories (TA)**

**Standard Documents Changes**

- **Policy Changes and Technical Advisories**

  *A Policy Change document must accompany changes to Standard Specifications or Drawings if such changes affect design policy.*

  Like the changed specifications or drawings, it must be approved by the Standards Committee in order to take effect.

  **Technical Advisories**

  *A Technical Advisory summarizes the actual affects on the Design Manual that are created by a Policy Change.*

  Technical Advisories need not be approved by the Standards Committee.

  A Technical Advisory may be issued independent of a Policy Change. It may be required to clarify a design matter, or revise a design procedure but not actually change it.
**PC and TA Access**

- **Website**
  Domain: www.in.gov/dot/div/contracts/standards/memos/memos.html

1. Click on Doing Business
3. Under Design Policy, click on Design Memos
4. Get reverse chronological listing of TAs and PCs
5. Under PDF Files, for desired memo number, Click on Technical Advisory, Policy Change, or other wordage shown
6. Get PDF version of desired document

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**Standards and Specifications**

- Standard Drawings
- Standard Specifications with Supplementals
- Recurring Special Provisions
- Design Policy, Design Manual and More...
- Latest Updates
- Standards Committee Agenda & Minutes

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**Doing Business with INDOT**

- Contractors and Consultants
  - Construction Contracts Information
  - Designer Information
- Professional Services Bulletins
- Certified Technician Program Information

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**DESIGN MEMORANDUM No. 03-16**

POLICY CHANGE

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

FROM: Anthony J. Caneva
Design Policy Engineer
Contracts and Construction Division

SUBJECT: Pavement Milling

EFFECTIVE: October 21, 2003

The design considerations for pavement milling have been changed as described in Design Memorandum No. 03-16 Technical Advisory. There are now five milling methods.

[Attachment(s)]
7. SPECIAL PROVISIONS

Special Provisions

• Special provisions are specifications which are intended to apply to a specific contract. They could also be called, but they ordinarily are not called, “contract-specific specifications.”

Types of Special Provisions

• Recurring Special Provision which can, and usually does, stand without modification for a specific contract

• Recurring Special Provision which cannot stand without modification

• Unique Special Provision

PC and TA Access

• Construction and Design Reference Guide CD

PCs and TAs are not accessible through this medium.
Recurring Special Provisions

• These are standard documents which may be accessed both from the website and CD.

• Maintained by the Department’s specifications manager.

Recurring Special Provisions

• Access Via Website

Domain: www.in.gov/dot/div/contracts/standards/csw/index.html

Instructions:
1. Click on edition showing desired effective date
2. Under File Name and Size, click on desired “even hundred” file, e.g. Sec600.exe
3. Get File Download box
4. Click on Open
5. Note that Unzip to Folder box identifies document as saved to C:\ drive

Standards and Specifications

• Standard Drawings
• Standard Specifications with Supplementals
• Recurring Special Provisions
• Design Policy, Design Manual and More...
• Latest Updates
• Standards Committee Agenda & Minutes

Recurring Special Provisions

• September 2004 Edition
  Effective On or After September 1, 2004
• March 2004 Edition
  Effective On or After March 1, 2004
  Effective On or After September 1, 2003
• September 2003 Edition
  Effective On or After September 1, 2003
• March 2003 Edition
  Effective On or After March 1, 2003
• September 2002 Edition (Updated June 27, 2002)
  Effective On or After September 1, 2002
Recurring Special Provisions

Instructions for Access Via Website

6. Click Unzip
7. Get Winzip Self-Extractor box
8. Click OK
9. Click out of website or minimize it
10. On Desktop, click My Computer
11. Click on C:\ drive

12. Note rspecym subdirectory, e.g., rspecym2004m, and click on it
13. Note the lone subdirectory named as desired even hundred, e.g., 600, and click on it
14. Click on PDF file of desired special provision code and view PDF version of provision text
15. May delete PDF file once finished with it
16. Yes, it's a hoop, but we're working on it.
Recurring Special Provisions

• Codes
Each RSP is assigned a code number, arranged as three numerals, a hyphen, one capital letter, a hyphen, and three numerals.

The first three digits represent the number of the Standard Specifications section where the provision would appear if it were a standard specification, e.g., 601.

The letter stands for the type of work which the provision is most often applied to, as follows:
- B – Bridges
- C – Contracts in general
- L – Land acquisition demolition
- M – Maintenance
- R – Roads
- T – Traffic
Recurring Special Provisions

- **Codes**
  The final three numerals are the serial number for each letter. For example, the first “R” provision was assigned 001, without regard to its Standard Specifications section number. The next, 002, and so on. Code 601-R-237 identifies the 237th “R” provision numbered, but not the 237th “609-R.”

Recurring Special Provisions

- The only RSPs approved as such by the Standards Committee are those pending incorporation into the Standard Specifications in the next website update or CD issuance, provided the Committee decided to make the specification requirement effective ahead of that time.

Recurring Plan Details

- **These** are standardized plan details which have been approved by the Standards Committee which do not currently appear on standard drawings.
- **They** are pending incorporation into the Standard Drawings in the next website update or CD issuance, provided the Committee decided to make the requirement for such details effective ahead of that time.
Recurring Plan Details

• RPD code numbers are modeled after those for RSPs. The number for a RPD is followed by a lower case "d," for "detail," e.g., 609-R-443d.
• Some RPDs have accompanying RSPs, which would have the same code number but without the "d;" the others do not.

How to Access Them

Website:
1. Go to same domain as that for RSPs.
2. Scroll to Recurring Plan Details table.
3. Click on desired code number in Drawings column to see a PDF version of the desired RPD.

How to Access Them

CD:
1. In the CD Publications menu, under Contract Documents, click on Recurring Special Provisions with Recurring Drawings.
2. Click on effective letting month, e.g., March 2004.
4. In the Recurring Plan Details Menu, in the Code column, click on the desired code number to see a PDF version of the desired drawing.
Unique Special Provisions

• A unique special provision is one which must be developed by the designer only for a type of work which the Department has never done.
• It is used for only one contract.
• The designer should note that such work may have been done in the past in a slightly different manner, which may be standardized. A unique provision would therefore be unnecessary.
**Unique Special Provisions**

- If a unique provision is still required, it must address all 5 ways to specify, described earlier as work description, materials requirements, construction requirements, method of measurement, and basis of payment, in this order.
- Work aspects which are already included in Standard Specifications that apply, should be referred to, only by the section number. For example, “________ shall be in accordance with 610.03.”

**8. PAY ITEMS**

**Pay Items**

- For the purpose of contract administration, each pay item must have a code number. The number consists of 3 digits, a hyphen, then 5 digits. The first three digits correspond to its complementary Standard Specifications section number. The last five digits are a serial number in a series of all pay items assigned a number.
- For example, 609-10380 is for a pay item in Standard Specifications Section 609, and is the 10,380th pay item numbered by the Department. It is not Section 609’s 10,380th numbered pay item.

**Pay Items**

- If a unique pay item appears to be required, the designer must contact the Contracts and Construction Divisions’ Contracts Section for a number.
- The Section will determine whether a new number is necessary. A new number is unnecessary if one of the situations exist as follows:

**Pay Items**

- New Number Unnecessary:
The proposed wording closely resembles that for an existing pay item.

*Example*

- Existing: Pipe, Type 4, Circular, 24 in.
- Proposed: Pipe, Circular, 24 in., Type 4
- Proposed: Pipe, Type 4, Round, 24”
Pay Items

- New Number Unnecessary:
The proposal may be addressed with a supplemental description. Common
pay item names with different supplemental descriptions all carry the
same pay item number.

Examples:
Existing: Houses and Buildings, Remove, Parcel No. 3
Proposed: Houses and Buildings, Remove, Parcel No. 3C

Existing: Guardrail, W-Beam, 1.905 m Spacing
Proposed: Guardrail, W-Beam, 1.905 m Spacing, Modified

Pay Item Lists Access
Website:
1. The domain is as follows:
   www.in.gov/dot/div/contracts/pay/
2. For the desired effective date, click on Metric Pay Items
   List or English Pay Items List, as desired
3. Get File Download box, click on Open
4. Get Excel file with items arranged by Standard
   Specifications section, then serially within each section.

March 2004 (updated 10/24/03)

- Bid Tabulations
  - Pay Item List

File Download

Some files can harm your computer. If the file information below
looks suspicious, do you not fully trust the source, do not open or
save this file.

File name: eng14.xls
File type: Microsoft Excel Worksheet
From: www.in.gov

Would you like to open the file or save it to your computer?
Open  Save  Cancel  More Info

Always ask before opening this type of file.
Pay Items

• Pay Items Lists Access

CD:
1. In CD Publications menu, under Pay Items, click on Pay Item List English / Metric
2. Get Pay Items menu, click on Metric Pay Items List or English Pay Items List as desired
3. Get Launch C:\ Program Files…. box, click on Open
4. Get Excel file Item_met.xls or Item_eng.xls. Items are arranged by Standard Specifications section, then serially within each section.

Pay Items

• Determining Pay Item Name

1. Pay item names are worded from least specific description to most specific description. Required descriptions are set off by commas.
   Example:
   Standard – QC/QA-HMA, 4, 64, Surface 9.5 mm
   Poor – 9.5 mm Surface, 64, HMA, QC/QA

2. Pay items that require supplemental descriptions are those that require structure numbers, parcel numbers, etc., in their names.
Pay Items

• Considerations When Requesting a Code Number
  1. Check the Standard Specifications and Recurring Special Provisions for the latest effective letting date to determine if the pay item name is already formatted in a standard manner.
  2. Check the Pay Items List to determine if the pay item description already exists, possibly worded differently.
  3. Check related Technical Advisory documents to determine if the pay item description has been added since the last website and CD updates.

Pay Items

• Procedure for Obtaining a Code Number
  1. If the proposed pay item name appears genuinely new, it must be submitted to the Contracts and Construction Division’s Contracts Section’s senior systems analyst.
  2. The submission must include three copies of its complementary unique special provision, the proposed pay item name wording, its complementary Standard Specifications section number, and both English and metric pay units.
  3. If the analyst determines that a new number should be assigned, he or she may reword the item name to be in accordance with standard practice, or
  4. The analyst may determine that a new number is unwarranted.
  5. The analyst will provide the new number and possible rewording, or, if no new number is warranted, the existing code number and pay item name to be used.
  6. The analyst’s determination is final. The designer must use the code number and wording provided.

INDOT Website Domains

• Standard Specifications:
• Standard Drawings:
  www.in.gov/dot/div/contracts/standards/drawings/index.html
• Design Manual:
  www.in.gov/dot/div/contracts/standards/dm
• Standards Committee:
  www.in.gov/dot/div/contracts/standards/sc
• Design Policy Changes and Technical Advisories:
  www.in.gov/dot/div/contracts/standards/memos/index.html
• Pay Item Lists:
  www.in.gov/dot/div/contracts/pay/

THIS CONCLUDES THE SESSION.

ANY FURTHER QUESTIONS ???????
LADIES AND GENTLEMEN,
THIS ROAD SCHOOL
IS COMPLETED.
GOODNIGHT, IRENE.

Please Drive Carefully.