Project Commitment Database Procedure

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

Step 1: Commitment Proposal:

A commitment is brought to the attention of the INDOT Project Manager or Designer.

Step 2: Data Entry:

2a: If the commitment is due to a legal requirement then the commitment is . Environmental commitments entered into the database by environmental staff other commitments entered into the database by the Project Manager or designee.

2b: If the commitment is **not** a legal requirement then the terms of the commitment must be discussed with the Project Manager to determine if the commitment should be included in the project. If the commitment is determined to be necessary it is entered into the database.

Step 3: Communication:

If a commitment is entered into the database by a person other than the Project Manager then an email must be sent notifying the Project Manager. The notification must identify the DES number to which the commitment has been added. Project Manager must ensure that all parties are informed of commitment additions, changes or deletions.

Step 4: Commitment Status:

- **Required/For Consideration**: ***Required For Consideration***, will be from a drop down list in the database spreadsheet. ***Required*** indicates that the commitment is due to a legal requirement. ***For Consideration*** indicates the commitment is desirable but is not required by law.

- **Implement During Project Development:** ndicate whether or not the commitment should be taken into account during the design of a project for eventual inclusion in the contract documents Ifit is determined that a requiredcommitment will not be implemented, then that originally made the commitment as recorded in the database.

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

Once a commitment has been reviewed and it has either been implemented in design for inclusion in the contract documents or determined to be not applicable then the Project Manager will:

1. Input a summary of the action taken into the Notes/Resolution field
2. Change the database

Step 5: Periodic Review:

The Project Manager and the designer will review the commitments database at regular intervals. An updated commitments list with current status will be included with ERMS submittals at Stage 1, Preliminary Field Check, Stage 2, Final Field Check, Stage 3/Final Check Prints and Final Tracings. Additionally, the commitments should be reviewed by the Area Engineer at Stages 1, 2 and 3.

NOTE: The last review of commitments must be made no later than 6 weeks prior to letting. New commitments may be entered up until that date, but should only be added if they are of an urgent nature since the development of contract books has already begun by this time. Inclusion of a commitment after RFC requires a revision to the contract and is strongly discouraged unless vital to the project.

Step 6: Preconstruction Review

A list of all commitments that are applicable to the project will be provided to the Area Engineer by the Project Manager prior to Letting for inclusion .

Step 7: Construction Responsibilities

The Project Engineer/Supervisor will maintain a copy of the list at the field office. to ensure that changes to the original take the commitments into consideration. The list must be produced upon request during any quality assurance review.