



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Memorandum

April 30, 2009

CONSTRUCTION MEMORANDUM  
09-11

TO: District Deputy Commissioners  
Technical Services Directors  
District Construction Engineers  
District Testing Engineers  
District Area Engineers  
Project Engineers/Supervisors  
Office of Materials Management

FROM: Mark A. Miller, Director *naomille*  
Division of Construction Management

SUBJECT: Subject: Active Commitments Report

Starting with the February 2009 letting, all Contract Information Books should contain an Active Commitment Report in the special provisions and will be found as the last page or pages. A definition of a commitment was explained in Design Memorandum No. 08-16 and a copy is attached here for your information.

The Construction Management Division is working with the Project Management section and Office of Environmental Services to clarify the instructions to designers. The intent was for the Active Commitment report to list only those commitments that are to be implemented in the construction phase. The commitment reports included in contracts to date have included a mix of items, some of which were implemented prior to construction. There are other items that are general statements which may or may not apply to the specific contract. The format of this report will be revised in the future. In the meantime, project personnel are advised to review the commitment report and contact the project manager if you have any questions.

The commitments that are to be implemented during construction should be reviewed at every Preconstruction Conference. The Office of Environmental Services should be notified of Preconstruction Conference dates and invited to attend to discuss the commitments, if available.

Instructions are provided in the Design Memorandum for accessing the Commitment database through the intranet. The project engineer/supervisor may access the database to view the All Commitments report. The All Commitments report will be similar to the Active Commitments report but will contain additional information.

The PE/PS should review the Active Commitments report in the proposal book and make sure all contract specific commitments are implemented during construction. If there are any commitments that cannot be implemented, the project manager must be contacted to determine a resolution. Once the contract is completed, the PE/PS should copy the Active Commitment report from the proposal book and place a check mark by all items that have been implemented. Items that did not apply or could not be implemented should be noted as such with any necessary supporting documents attached to the report. The PE/PS should sign and date the report and include one copy in the Final Construction Record and send a copy to the project manager.

Please contact the Construction Management Division field engineer for your district if you have any questions concerning this subject.

MAM/mam  
Attachment

SUPERSEDED  
ON NOVEMBER 30, 2009  
BY MEMO 09-22



# **INDIANA DEPARTMENT OF TRANSPORTATION**

*Driving Indiana's Economic Growth*

## **Design Memorandum No. 08-16** **Technical Advisory**

August 6, 2008

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

**FROM:** /s/ Anthony L. Uremovich  
Anthony L. Uremovich  
Design Resources Engineer  
Production Management Division

**SUBJECT:** INDOT Project Commitment Database Procedure

**SUPERSEDES:** Design Memorandum 05-18 Technical Advisory

**REVISES:** *Indiana Design Manual* Section 7-1.01(04)

**EFFECTIVE:** February 11, 2009, Letting

### **I. COMMITMENT DEFINITION**

A commitment is defined as an agreement by the Department with an outside party, that the Department will perform an action or refrain from certain actions. A commitment may come from a variety of sources, such as resource agencies, landowners, utilities, or the public in general. A commitment can be classified as firm, indicating that failure to comply with it has legal consequences, or it can be an item for further consideration, meaning that it is desirable but it is not required by law.

During the development phase of a project a number of commitments or agreements with property owners or public agencies can be made, some which cannot be fulfilled until the project is constructed. Environmental commitments are included in the language of the permits that are included in the construction contract. Commitments made to property owners or public agencies will be documented. This will allow the project engineer/supervisor to have copies of these agreements during construction.

## II. INDOT PROJECT COMMITMENT DATABASE

A commitment-tracking procedure has been developed to ensure that everyone involved with a project is aware of its commitments, and to provide a means to document when the commitments are to be implemented.

This tracking mechanism is called the INDOT Project Commitment Database (IPCD). It, along with instructions for its use, can be accessed by INDOT personnel only through the INDOT Intranet.

Instructions for locating and using IPCD are available in an Intranet-site help file at <http://indotweb/spmsmy/tasks/Help/CommitmentDBHelp.doc>.

## III. ADDING, IMPORTING, UPDATING, OR DELETING DATABASE COMMITMENTS

### A. INDOT User

The IPCD Program Administrator will grant access rights to each user, as described on the IPCD Intranet site. Each Office is then responsible for entering its own commitments into the IPCD.

### B. Consultant User

Commitments that are provided by a consultant should be submitted during the Final Tracings submittal in an Excel table format which will allow the commitments to be imported into the Commitment Database. The table format will be provided by INDOT. The Excel table should provide all of the information shown in the IPCD with each field completed. The order of columns in the submitted table should be the same order shown in the IPCD. The Excel spreadsheet is located in the link shown above for help. A consultant can request a copy of the spreadsheet.

The standard naming convention for the Excel files submitted into the database should be in the format as follows:

Project Commitments Des [Des No.] [Project Manager] [current date]

Example: Project Commitments Des 0012345 John Smith 12/17/08

The commitment's text should be placed in the Excel spreadsheet's column D. **This cell is limited to 1000 characters per commitment when it is imported into the database. If more than 1000 characters are entered, an error will occur during the import and the text will not be entered into the database.**

#### **IV. RESPONSIBILITIES**

##### **A. Designer**

The designer is responsible for ensuring that the commitments are included in the plans, pay items, and specifications. The Active Commitments Report should be included in the Final Tracings submittal.

##### **B. Project Manager**

A copy of the Active Commitments Report should be provided to the designer by the project manager for the designer's signature. A copy of the Active Commitments Report should then be placed by the Office of Contracting into the project's Contract Information book.

The project manager should ensure that all active commitments, including those shown in the consultant's Excel spreadsheet, if applicable, have been added to the IPCD prior to letting.

The project manager should document changes in commitments or indicate commitments that cannot be satisfied. An unresolved commitment determined by the project engineer/supervisor to require monitoring after construction should be resolved by ensuring that a contract exists for the required monitoring.

##### **C. Project Engineer/Supervisor**

The project engineer/supervisor is responsible to notify the project manager of the commitments that have been completed at the time of the final construction inspection. If during construction there are reasons that a commitment cannot be implemented, the project manager should be contacted to provide a resolution. The resolution will require a signoff by the commitment's originator.

After the final inspection, the project engineer/supervisor will sign a copy of the All Commitments Report and forward a copy to the project manager.