



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Memorandum

November 30, 2009

CONSTRUCTION MEMORANDUM  
09-22

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

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

SUBJECT: Project Commitments Database

REFERENCE: *Indiana Design Manual*, Chapter 7-1.01(05)

SUPERSEDES: Construction Memorandum 09-11

The purpose of this memorandum is to clarify the responsibilities of construction personnel related to the Indiana Project Commitments Database (IPCD).

A commitment in the IPCD is an agreement between the Department and an outside party, such as a regulatory agency, a utility, a landowner or the general public, that specific actions will be taken as part of a project.

It is the Department's intent that the commitments in the IPCD will be incorporated into the contract documents by the designer by means of appropriate pay items, plans and specifications and that the commitments will be carried out during construction unless otherwise approved through the Project Manager.

Previously, an Active Commitments Report has been included in the Contract Information Book, CIB, for each contract in order to bring the commitments to the attention of the contractor and Department personnel.

Effective with the November 18, 2009 letting, the CIB should no longer contain the Active Commitments Report. Instead the procedure outlined below will be used and is effective immediately:

- The Project Manager will provide a copy of the Active Commitments Report to the Area Engineer to be reviewed and discussed at the Preconstruction Conference.
- The PE/S will familiarize themselves with the commitments indicated as “Attention to Construction”.
- The PE/S will keep a copy of the Active Commitments Report on file in the field office for review by anyone requesting to do so.
- The Area Engineer and PE/S will review the commitments prior to authorizing any changes to the contract to ensure that a commitment is not inadvertently overlooked and disregarded due to the change.

The previous requirement for construction personnel to verify implementation of the commitments at the end of a project is no longer applicable and there are no reporting requirements for the Final Construction Record related to the IPCD.

This procedure is retro-active as applicable for all contracts with commitments listed in the CIB.

MAM/RLH/rlh