INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

100 North Senate Avenue
Room N925
Indianapolis, Indiana 46204
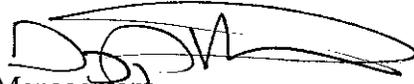
PHONE: (317) 232-5502
FAX: (317) 234-5133

Mitchell E. Daniels, Jr., Governor
Michael B. Cline, Commissioner

June 4, 2012

CONSTRUCTION MEMORANDUM
12-07

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

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

SUBJECT: SiteManager Version 3.11a Policies and Procedures

On Thursday May 31, 2012, INDOT upgraded SiteManager to version 3.11a. Some of the enhancements require that things be done differently from this time forward, and some are recommended but not required. The objective of the enhancements is to increase work productivity for our personnel and speed up contract completion. Currently, the IC-632 and IC-608 forms will continue to be under construction and development until further notice. Until that time, please continue in the former procedures for these documents. The following changes have occurred:

M-39/IC-642 Merger – The M-39 document is being discontinued from the final construction record as a standalone page. Instead, the contractor name and signature line will be added to the end of the IC-642 CLN, along with the PE/S and Review Officers signatures. The form can be used for both preliminary and for final IC-642 documents. Signatures are only required on the IC-642 that is indicated as the final version. This enhancement is mandatory for documents that have not already been sent to Contractors for review. If the IC-642 and the M-39 have already been sent out to the Contractor they do not need to be redone on the new single form.

IC-632 Auto Populate – SiteManager will use Key Dates, Milestone Dates, and Change Order time extensions to self generate the IC-632 form. This form will automatically calculate liquidated damages along with adjusted calendar dates. These calculations have already been checked and approved by the internal audit department. The PE/S will no longer hand figure the dates for a review check. After May

31, 2012 any IC-632 forms filled out by hand will **NOT** be permitted. This practice will reduce inefficiencies and human error and speed up internal audits of our finals. ***This item is currently being worked on. It will not take effect until further notice.***

IC-639 Auto Populate – SiteManager will use Key Dates to self generate the IC-639. This eliminates duplicate work usually done by the PE/S. This enhancement is mandatory for all contracts that have not already been sent to Central Office. This practice will reduce inefficiencies and human error.

IC-608 Auto Populate – SiteManager will use the listed Primary Personnel within the system to self generate the IC-608. This enhancement is optional but highly recommended and can be hand written if the PE/S chooses to do so. Bear in mind, the PE/S must update SiteManager as personnel come and go. ***This item is currently being worked on. It will not take effect until further notice.***

Electronic Signature Removal – The PE/S will only need to give themselves contract authority for the "Project Engineer/Supervisor" group in the **Approving Change Orders** section of SiteManager. The PE/S will **NOT** need to add themselves as the approving authority for the "Contractor" or the "Local." "Contractor" and "Local" approval in the SiteManager system will **no longer be required** before the change order can be reviewed and approved by the Area Engineer and any higher levels of authority. The PE/S will no longer be responsible for any approval of Change Orders within the SiteManager system. The PE/S will still be required to obtain written signatures from the Contractor and the Local Public Agency on the Change Order signature page. The Change Order signature page will then need to be scanned and attached into the **Change Order Header** section of SiteManager once they are received.

Contacts

Questions, comments, and concerns regarding this procedure should be directed to the Management of Information Systems contacts below:

- *Steve Fisher*, ASAP Intermediate: 317-234-3570
- *Ahmed Siddiqui*, ASAP Senior: 317-232-0230

MAM/ddh