



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N758 - CM
Indianapolis, Indiana 46204

www.in.gov/indot

Eric Holcomb, Governor
Michael Smith, Commissioner

December 11, 2023

CONSTRUCTION MEMORANDUM 23-09

TO: District Deputy Commissioners
District Construction Directors
District LPA Coordinators
District Area Engineers
Project Engineers/Supervisors/Managers
Field Engineers

FROM: Gregory G. Pankow, Chief Engineer of Construction
Division of Construction Management and District Support

SUBJECT: Indiana Transportation Team Pre-Construction Conference
and Progress Meeting Agenda Use

The Pre-Construction Conference Agenda and the Progress Meeting Agenda built by the Indiana Transportation Team (ITT) are now available and required to be used on all contracts for these meetings. Templates of these agendas can be found on the Department's website at <https://www.in.gov/indot/> by selecting from the upper-left corner Menu:

Doing Business with INDOT >> Contractors/Construction >> Construction Information >> this ERMS location (under heading "Procedures and Documents for SiteManager Contracts).

The "Pre-Construction Conference Agenda" or "Progress Meeting Agenda" links will be listed on the **FCR Documents** in a "**Documents Available**" table.

Also, the direct link options to these documents are:

<https://www.in.gov/indot/doing-business-with-indot/home/construction-information/>

or

<https://erms12c.indot.in.gov/fcrdocuments/>

The documents can also be found on the ITT website: <https://indianatransportationteam.org/resources/>

Any questions should be directed to your District Final Review Officer.

GGP