



# INDIANA DEPARTMENT OF TRANSPORTATION

## *Driving Indiana's Economic Growth*

### **Design Memorandum No. 16-07** **Technical Advisory**

March 11, 2016

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

**FROM:** /s/ Elizabeth W. Phillips  
Elizabeth W. Phillips  
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Bridges Division

**SUBJECT:** Plan Sheet Size and Changes to Final Tracings

**REVISES:** *Indiana Design Manual Section 14-1.02(02), 14-1.02(04)*  
through 14-1.02(07), and 14-3.03

This memo is to clarify the Department's expectations when selecting either letter-size (8 ½ in. by 11 in.) or full-size (24 in. by 36 in. or 22 in. by 34 in.) plans for development.

#### Letter-size Plans

Letter-size plans are appropriate where a project does not require a significant amount of detail, e.g. a roadway preventative maintenance project that includes typical section, strip map, and a summary of quantities. Historically these plans were developed for district-designed resurface projects, but may be appropriate for other preventative maintenance work.

The following applies to letter-size plans:

1. The electronic file size may not exceed 10 Mb. The use of aerial photos will likely exceed the file size limit.
2. The plan set may not exceed 100 pages (50 pages double sided).
3. Indiana Administrative Code [864 IAC 1.1-7-3] requires that consultant-developed plans be stamped and sealed on every sheet. The consulting firm name should appear on the title sheet on the line "Plans Prepared By", but may be included on all sheets. A Microstation sheet template is available from the [CAD Support Downloads](#) webpage, under Sheet Files.

4. INDOT-developed plans must be stamped and sealed on the title sheet as well as all design detail sheets.
5. Currently plans developed in this format are included in section two of the Contract Information Book (CIB). Effective with May lettings, letter size plans will no longer be included in the CIB. Plans submitted at Final Tracings should use the ERMS document type “Final Tracings”. The ERMS document type “Plans” should be used only for milestone submissions prior to Final Tracings.
6. Multiple sets of letter-size plans or mixed sets of letter and full-size plans are acceptable in a single contract, e.g. bundling of multiple work items. If developed in this format, each set of plans should be marked accordingly, e.g. Plan Set 1 of 4.
7. Where revisions are made after advertisement, a revision block must be included and revisions indicated per the full-size plan process.
8. The PS&E requirements apply equally to projects developed on letter-size plans as to those developed on full-size plans.
9. Roadway projects must be reviewed by either the appropriate district Design office or by the Highway Design and Technical Support Division Office of Roadway Review. Bridge Preventative Maintenance projects must be reviewed by the Bridges Division Office of Bridge Design.
10. Consultant-developed roadway projects must be signed as Approved for Letting by either the district Design Manager or the Highway Design and Technical Support Division Director. Consultant-developed bridge projects must be signed as Approved for Letting by the Bridges Division Director.

#### Full-size Plans

Full-size plans should be used where mark ups will be applied to as-built plans, when complex design elements are shown, and when larger drawings are needed to provide legibility. Full-size plans may be used in lieu of letter-size plans.

#### Indiana Design Manual Revisions

The *Indiana Design Manual* (IDM) has been revised to reflect the above changes and updates to the Contract Administration process for making revisions to the Final Tracings submittal. Although shown as revised, the IDM Final Tracings information has been updated only for consistency with the Final Tracings Checklist. The Final Tracings Checklist has been revised to reflect the ERMS Doc Type for Small Plans. The revisions are an attachment to this memo.