

HOW TO USE THE RECURRING SPECIAL PROVISIONS AND RECURRING PLAN DETAILS MENU

Navigating the Menu

The Recurring Special Provisions (RSP) and Recurring Plan Details (RPD) Menu (the menu) is divided into two sections. **Section I** contains Standard Recurring Special Provisions and Recurring Plan Details. These provisions and details are incorporated into the CIB without modification. **Section II** contains Contract-Specific Recurring Special Provisions. These provisions, sometimes referred to as modified special provisions, require additional information prior to being included in the contract, e.g. Earliest Date to Begin Work and Pile Driving.

The **Basis of Use** column is provided to assist designers and project managers in determining the need to include the provision in a particular contract. Some provisions are required for all contracts; others are required based on the use of particular pay item, type of contract, or by county. Rarely provisions may require the approval of a specific Division.

The **RSP Number** provides a link to view the provision. It is expected that the designer has read and understood the provision prior to selecting it for inclusion in the contract information book (CIB).

The **Adopted (A) or Revised (R) Date** indicates when the provision was approved by the Department. Adopted means the RSP did not exist previously. Revised means that that an existing provision was revised.

The **Letting Effective Date** indicates the first letting date in which the RSP can be used. The Standards Committee considers several items when establishing the letting effective date: the urgency of the information contained in the provision, the letting date of the contract information books (CIB) currently being assembled, whether the provision impacts design, e.g. creates a new pay item or changes the basis of payment for an existing item. In the event that the RSP is appropriate for a given contract prior to the letting effective date, it must be submitted as a unique special provision. On occasion, two versions of a provision may appear concurrently on the menu. Care should be taken to ensure that the correct version for the contract letting date is selected.

Selecting a Provision or Detail for Inclusion the CIB.

Recurring special provisions and recurring plan details to be included in the CIB must be indicated on the menu. The approved version of the provision for the contract letting date will be placed in the CIB by the Department.

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To include a provision in the CIB, place an X next to the provision number in the column titled **Place In Contract**. Provisions that are required for all contracts are preselected.

For provisions selected in Section I, do not include a copy of a RSP or RPD in the Final Tracings package.

Place In Contract (X)	Attach. Req'd. (X)	RSP Number	Title	Adopted (A) or Revised (R) Date	Letting Effective Date	Basis for Use
SECTION I: Standard Recurring Special Provisions and Recurring Plan Details						
X		100-C-146	Payment of Predetermined Minimum Wage Determination (Davis-Bacon Act) IN 150001	R 01-26-15	02-18-15	Required for all contracts in Lake, LaPorte, Porter and St. Joseph counties except building construction. Do not use for maintenance contracts such as: mowing, herbicide, sweeping, light bulb replacement or tree removal/trimming.
		100-C-147	Payment of Predetermined Minimum Wage Determination (Davis-Bacon Act) IN 150006	R 01-26-15	02-18-15	Required for all projects in counties other than Lake, LaPorte, Porter and St. Joseph except building construction. Do not use for maintenance contracts such as: mowing, herbicide, sweeping, light bulb replacement or tree removal/trimming.
		100-C-151A	FHWA-1273	R 05-01-12	09-01-13	Required for all federal aid contracts.
		100-C-151D	Executive Order 11246	R 06-08-15	09-01-15	Required for all federal aid contracts.
X		100-C-151E	Title VI Assurances	R 05-21-15	08-01-15	Required for all contracts.

For provisions in Section II, the column titled **Attach. Req'd** is preselected. A copy of the completed provision must be included in the Final Tracings package. Click on the RSP number link to download the attachment in Word format and complete the required fields. The completed attachments should be combined into a single Word document when submitting the Final Tracings package. The document protections can be turned off to combine the attachments. Instructions are available with the current RSP menu on the Department's webpage.

SECTION II: Contract Specific Recurring Special Provisions						
X	X	107-R-169	Statements About Existing Conditions of Utilities, Additional Right-of-Way, and Encroachments	R 06-08-15	09-01-15	Required for all contracts.
X	X	108-C-090	Latest Date to Begin Work	R 06-08-15	09-01-15	Delayed start of work desired.
X	X	701-B-132	Pile Driving	R 04-19-11	09-01-13	As determined necessary by the Project Designer.