



INDIANA DEPARTMENT OF TRANSPORTATION

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Indianapolis, Indiana 46204

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Michael R. Pence, Governor
Brandye L. Hendrickson,
Commissioner

AGENDA

April 21, 2016 Standards Committee Meeting

MEMORANDUM

April 08, 2016

TO: Standards Committee

FROM: Scott Trammell, Secretary

RE: Agenda for the April 21, 2016 Standards Committee Meeting

A Standards Committee meeting is scheduled for 09:00 a.m. on April 21, 2016 in the N955 Bay Window Conference Room. Please enter meeting through the double doors directly in front of the conference room.

The following items are listed for consideration:

A. GENERAL BUSINESS ITEMS

OLD BUSINESS

(No items on this agenda)

NEW BUSINESS

1. *Approval of the Minutes from the January 21, 2016 meeting*

B. CONCEPTUAL PROPOSAL ITEMS

OLD BUSINESS

(No items on this agenda)

NEW BUSINESS

(No items on this agenda)

C. STANDARD SPECIFICATIONS, SPECIAL PROVISIONS AND STANDARD DRAWINGS
PROPOSED ITEMS

OLD BUSINESS

(No items on this agenda)

NEW BUSINESS

Item No. 1 (2016 SS) Mr. Pankow pg 3
621.06 Seed Mixtures
914.04 Grass and Legume Seed

Item No. 2 (2016 SS) Mr. Goldner pg 12
628.02 Field Office and Laboratory
Requirements
628.04 Cellular Telephones

Item No. 3 (2016 SS) Mr. Cales pg 20
Recurring Special Provision:
103-C-244 DISADVANTAGED BUSINESS ENTERPRISE
PROGRAM

cc: Committee Members
FHWA
ICA

STANDARD SPECIFICATIONS, SPECIAL PROVISIONS AND STANDARD DRAWINGS
REVISION TO STANDARD SPECIFICATIONS

PROPOSAL TO STANDARDS COMMITTEE

PROBLEM(S) ENCOUNTERED: The seeding specifications have been in force for many years. As the need for obtaining Notice of Termination on contracts has become more focused, the need for revisions to the current seeding specifications has greatly increased.

PROPOSED SOLUTION: Increased seeding application rates for all mixtures from 14% to 62%. Increased the variety of seed will provide the Contractor with increased options for seeding. Varying the seed types will increase the available nitrogen in the soil and aid in the germination of the seeding mixtures placed.

APPLICABLE STANDARD SPECIFICATIONS: 621 and 914

APPLICABLE STANDARD DRAWINGS: N/A

APPLICABLE DESIGN MANUAL SECTION: N/A

APPLICABLE SECTION OF GIFE: Section 20 (No Change)

APPLICABLE RECURRING SPECIAL PROVISIONS: to create new

PAY ITEMS AFFECTED: N/A

APPLICABLE SUB-COMMITTEE ENDORSEMENT: Ad-hoc

IMPACT ANALYSIS (attach report): N/A

Submitted By: Greg Pankow

Title: State Construction Engineer

Organization: Construction Management

Phone Number: 317-232-5502

Date: April 5, 2016

STANDARD SPECIFICATIONS, SPECIAL PROVISIONS AND STANDARD DRAWINGS
REVISION TO STANDARD SPECIFICATIONS

IMPACT ANALYSIS REPORT CHECKLIST

Explain the business case as to why this item should be presented to the Standards Committee for approval.
Answer the following questions with Yes, No or N/A.

Does this item appear in any other specification sections? No

Will approval of this item affect the Approved Materials List? No

Will this proposal improve:

Construction costs? Yes

Construction time? Yes

Customer satisfaction? Yes

Congestion/travel time? No

Ride quality? No

Will this proposal reduce operational costs or maintenance effort? Yes

Will this item improve safety:

For motorists? No

For construction workers? No

Will this proposal improve quality for:

Construction procedures/processes? Yes

Asset preservation? Yes

Design process? No

Will this change provide the contractor more flexibility? Yes

Will this proposal provide clarification for the Contractor and field personnel? Yes

Can this item improve/reduce the number of potential change orders? Yes

Is this proposal needed for compliance with:

Federal or State regulations? No

AASHTO or other design code? No

Is this item editorial? No

Provide any further information as to why this proposal should be placed on the Standards Committee meeting Agenda: The FHWA encouraged the proposed change to the seeding specifications.

REVISION TO STANDARD SPECIFICATIONS
SECTION 621 - SEEDING AND SODDING
621.06 SEED MIXTURES

The Standard Specifications are revised as follows:

SECTION 621, BEGIN LINE 219, DELETE AND INSERT AS FOLLOWS:

621.06 Seed Mixtures

Seed mixtures are classified as follows. Mixes including warm season grasses, forbs, or aquatic species will be specified in the plans.

(a) Seed Mixture R

~~This seed mixture shall be applied at the rate of 170 lb/ac consisting of 95 lb/ac of low endophyte Kentucky 31 Fescue or approved equal, 65 lb/ac perennial ryegrass, and 10 lb/ac Jasper Red Fescue or approved equal. This seed mixture shall be applied at the rate of 210 lb/ac consisting of 100 lb/ac of low endophyte Tall Fescue, 50 lb/ac of turf type Perennial Ryegrass, 50 lb/ac of Creeping Red Fescue, and 10 lb/ac of White Dutch Clover. Seed used in this mixture shall be drought tolerant. Fertilizer and mulching material, where specified or directed, shall be applied in accordance with 621.05.~~

(b) Seed Mixture U

~~This seed mixture shall be applied at the rate of 150 lb/ac consisting of 95 lb/ac of a 4 way blend of turf type tall fescues such as Tribute, Rebel II, Trailblazer or approved equal, 20 lb/ac Jasper Red Fescue, or approved equal, and 35 lb/ac certified fine bladed perennial ryegrass such as Regal, Blazer, or approved equal. This seed mixture shall be applied at the rate of 200 lb/ac consisting of 100 lb/ac of a 4-way blend of turf type Tall Fescue, 50 lb/ac Creeping Red Fescue, 42.5 lb/ac Perennial Ryegrass and 7.5 lb/ac Dutch White Clover. Fertilizer and mulching material, where specified or directed, shall be applied in accordance with 621.05.~~

(c) Seed Mixture P

~~This seed mixture shall be applied at the rate of 80 lb/ac consisting of 30 lb/ac of "Fults" Puccinella Distans, 30 lb/ac of Jasper Red Fescue, or approved equal, and 20 lb/ac of perennial ryegrass. This seed mixture shall be applied at the rate of 130 lb/ac consisting of 35 lb/ac of Weeping Alkaligrass, 35 lb/ac of Creeping Red Fescue, 35 lb/ac of Slender Creeping Red Fescue, and 25 lb/ac of Perennial Ryegrass. Seed used for this mixture shall be salt tolerant. Fertilizer shall be applied at the rate of 400 lb/ac. Fertilizer and mulching material, where specified or directed, shall be applied in accordance with 621.05.~~

(d) Blank

(e) Seed Mixture D

This seed mixture is intended for ditch situations which experience seasonal to chronic saturated soils. This seed mixture shall be used on maintenance contracts or where otherwise specified. This mixture shall be applied at the rate of ~~44~~6 lb/ac. It shall consist of the materials and be applied at the rates shown below.

REVISION TO STANDARD SPECIFICATIONS

SECTION 621 - SEEDING AND SODDING

621.06 SEED MIXTURES

Material	Application Rates
Fowl Mana Grass	1 oz/ae
Wetland Carex Species	3 oz/ae
Rice Cut Grass	2 oz/ae
Bullrush	2 oz/ae
Leptochloa Fascicularis	2 oz/ae
Barnyard Grass	2 oz/ac
Prairie Wild Rye	2 oz/ac
Perennial Ryegrass	10 lb/ae
Jasper Red Fescue	2 lb/ae
"Fulfs" Puccinella Distans	2 oz/ae
Redtop	1 lb/ae

Common Name	Botanical Name	Application Rates
Alkaligrass	<i>Puccinellia distans</i>	3 oz/ac
Bearded Strangletop	<i>Leptochloa fascicularis</i>	3 oz/ac
Creeping Bentgrass	<i>Agrostis stolonifera</i>	2 lb/ac
Fowl Manna Grass	<i>Glyceria striata</i>	2 oz/ac
Perennial Ryegrass	<i>Lolium perenne</i>	5 lb/ac
Red Fescue	<i>Festuca rubra</i>	2 lb/ac
Redtop	<i>Agrostis gigantea</i>	1 lb/ac
Rice Cut Grass	<i>Leersia oryzoides</i>	2 oz/ac
Virginia Wild Rye	<i>Elymus virginicus</i>	5 lb/ac
Wetland Carex Species	<i>Carex spp.</i>	3 oz/ac
Wetland Rush Species	<i>Juncus spp.</i>	3 oz/ac

Seed used in this mixture shall be wet tolerant. If certain species in this mix are unavailable, substitutions may be submitted for approval. The mix shall be applied as specified per acre. The method of planting shall be by means of hydroseeding or by means of a hand method with a minimal amount of mulch applied in a separate operation. Fertilizer shall not be added to this seed mixture.

(f) Blank**(g) Seed Mixture Grass**

This seed mixture shall be placed when specified as shown below.

REVISION TO STANDARD SPECIFICATIONS

SECTION 621 - SEEDING AND SODDING

621.06 SEED MIXTURES

1. Type 1

This seed mixture shall be placed at the rate of ~~195~~235 lb/ac consisting of 15 lb/ac of Smooth ~~Brome~~grass *Brome Grass*, 10 lb/ac of ~~Orchard~~grass *Orchard Grass*, and the mixture specified in 621.06(a).

2. Type 2

This seed mixture shall be placed at the rate of ~~140~~125 lb/ac consisting of ~~15~~20 lb/ac of Smooth ~~Brome~~grass *Brome Grass*, 10 lb/ac of ~~Orchard~~grass *Orchard Grass*, 40 lb/ac of ~~Certified Common~~ Kentucky Bluegrass, ~~30~~35 lb/ac of Creeping Red Fescue, and ~~15~~20 lb/ac of Perennial Rye Grass.

(h) Seed Mixture Legume

This seed mixture shall be placed when specified as shown below. Mulched seeding, when specified, shall be in accordance with 621.07. *Legume mixtures shall only be used from February 1 to May 31.*

1. Type 1

This seed mixture shall be placed at the rate of ~~190~~230 lb/ac consisting of ~~10~~7 lb/ac of ~~Sericea Lespedeza~~ or Korean Lespedeza, ~~10~~6 lb/ac of ~~medium~~ Red Clover or Alsike Clover, *7 lb/ac of Partridge Pea*, and the mixture specified in 621.06(a).

2. Type 2

This seed mixture shall be placed at the rate of ~~100~~150 lb/ac consisting of ~~10~~7.5 lb/ac of ~~Sericea Lespedeza~~ or Korean Lespedeza, ~~10~~7.5 lb/ac of ~~medium~~ Red Clover or Alsike Clover, ~~10~~7.5 lb/ac of Birdsfoot Trefoil, *7.5 lb/ac of Partridge Pea*, ~~40~~50 lb/ac of ~~Certified~~ Kentucky Bluegrass, ~~30~~45 lb/ac of Creeping Red Fescue, and ~~10~~25 lb/ac of ~~Annual~~ Perennial Rye Grass.

“Do Not Spray” signs shall be placed near the beginning and end of this work, at 200 ft intervals, or as otherwise directed. The sign shall be 16 ~~gauge~~ gauge aluminum. The size and message arrangement shall be as shown on the plans. The sign background shall be white. The sign lettering shall be black. The sign shall not be reflectorized. Paint and primer shall be in accordance with 909.04. The sign post shall be placed as shown on the plans. The post shall otherwise be in accordance with 910.15.

REVISION TO STANDARD SPECIFICATIONS
 SECTION 914 - ROADSIDE DEVELOPMENT MATERIALS
 914.04 GRASS AND LEGUME SEED

(Note: Proposed changes shown highlighted gray)

The Standard Specifications are revised as follows:

SECTION 914, BEGIN LINE 91, DELETE AND INSERT AS FOLLOWS:

VARIETY	Percentages of Weed Seed Content (Not more than)
Alfalfa	Medicago sativa0.5
Alkaligrass	Puccinellia distans0.5
Alsike Clover	Trifolium hybridum0.5
Alta Fescue or Ky. 31	Festuca elatior
Fescue	(var. arundinacea)0.75
Birdsfoot Trefoil	Lotus corniculatus0.5
Chewings Fescue	Festuca rubra (var. fallax)0.5
Creeping Bentgrass.....	Agrostis stolonifera.....0.5
Creeping Red Fescue	Festuca rubra spp. rubra0.5
Fowl Manna Grass	Glyceria striata1.0
English Perennial Rye.....	Lolium perenne.....0.5
Kentucky Bluegrass	Poa prateus pratensis0.5
Korean Lespedeza	Lespedeza stipulacea.....0.75
Sericea Lespedeza.....	Lespedeza sericea.....0.75
Ladino Clover	Trifolium repens (var. latum).....0.5
Lemons Alkali Grass.....	Puccinellia airoides (Lemons).....0.5
Orchard Grass	Dactylis glomerata0.5
Perennial Rye Grass	Lolium perenne0.5
Red Clover	Trifolium pratense.....0.5
Red Fescue	Festuca rubra.....0.5
Red Top.....	Agrostis albagigantea0.75
Rice Cut Grass	Leersia oryzoides1.0
Rough Stalked Meadowgrass.....	Poa trivialis0.5
Rye, Agricultural.....	Secale cereale.....0.5
Rye, Annual	Lolium multiforum.....0.5
Sheeps Fescue	Festuca orina0.5
Smooth Brome Grass	Bromus inermis0.95
Sweet Clover-white (Scarified)	Melilotus alba.....0.5
Sweet Clover-yellow (Scarified)	Melilotus officinalis0.5
Tall Fescue.....	Festuca arundinacea.....0.5
Timothy.....	Phleum pratense0.5
Virginia Wild Rye.....	Elymus virginicus.....1.0
White Clover.....	Trifolium repens.....0.75

REVISION TO STANDARD SPECIFICATIONS
 SECTION 914 - ROADSIDE DEVELOPMENT MATERIALS
 914.04 GRASS AND LEGUME SEED

VARIETY	Percentages of Purity (Not less than)
Alfalfa	Medicago sativa99
<i>Alkaligrass</i>	<i>Puccinellia distans</i>90
Alsike Clover	Trifolium hybridum97
Alta Fescue or Ky. 31	Festuca elatior
Fescue	(var. arundinacea)98
Birdsfoot Trefoil	Lotus corniculatus98
Chewings Fescue	Festuca rubra (var. fallax)97
<i>Creeping Bentgrass</i>	<i>Agrostis stolonifera</i>98
<i>Creeping Red Fescue</i>	<i>Festuca rubra</i> spp. rubra95
English Perennial Rye	Lolium perenne95
Fowl Manna Grass	<i>Glyceria striata</i>95
Kentucky Bluegrass	Poa pratensis <i>pratensis</i>85
Korean Lespedeza	Lespedeza stipulacea98
Sericea Lespedeza	Lespedeza sericea98
Ladino Clover	Trifolium repens (var. latum)98
Lemons Alkali Grass	<i>Puccinellia airoides</i> (Lemons)85
Orchard Grass	<i>Dactylis glomerata</i>85
<i>Perennial Rye Grass</i>	<i>Lolium perenne</i>95
Red Clover	Trifolium pratense98
Red Fescue	Festuca rubra95
Red Top	Agrostis albigigantea90
<i>Rice Cut Grass</i>	<i>Leersia oryzoides</i>98
Rough Stalked Meadowgrass	<i>Poa trivialis</i>85
Rye, Agricultural	Secale cereale99
Rye, Annual	Lolium multiflorum95
Sheeps Fescue	Festuca orina97
Smooth Brome Grass	Bromus inermis85
Sweet Clover-white (Scarified)	Melilotus alba98
Sweet Clover-yellow (Scarified)	Melilotus officinalis98
<i>Tall Fescue</i>	<i>Festuca arundinacea</i>98
Timothy	Phleum pratense90
<i>Virginia Wild Rye</i>	<i>Elymus virginicus</i>90
White Clover	Trifolium repens97

REVISION TO STANDARD SPECIFICATIONS

SECTION 914 - ROADSIDE DEVELOPMENT MATERIALS

914.04 GRASS AND LEGUME SEED

VARIETY	Percentages Actual Germination (Not less than)
Alfalfa	Medicago sativa85*
<i>Alkaligrass</i>	<i>Puccinellia distans</i>80
Alsike Clover	Trifolium hybridum85*
Alta Fescue or Ky. 31	Festuca elatior
Fescue	(var. arundinacea)85
Birdsfoot Trefoil	Lotus corniculatus80*
Chewings Fescue	Festuca rubra (var. fallax)75
<i>Creeping Bentgrass</i>	<i>Agrostis stolonifera</i>85
<i>Creeping Red Fescue</i>	<i>Festuca rubra spp. rubra</i>80
English Perennial Rye	Lolium perenne90
<i>Fowl Manna Grass</i>	<i>Glyceria striata</i>90
Kentucky Bluegrass	Poa pratensis <i>pratensis</i>80
Korean Lespedeza	Lespedeza stipulacea80*
Sericea Lespedeza	Lespedeza sericea80*
Ladino Clover	Trifolium repens (var. latum)85*
Lemons Alkali Grass	<i>Puccinellia airoides</i> (Lemons)80
Orchard Grass	Dactylis glomerata80
<i>Perennial Rye Grass</i>	<i>Lolium perenne</i>90
Red Clover	Trifolium pratense90*
Red Fescue	Festuca rubra85
Red Top	Agrostis albigigantea80
<i>Rice Cut Grass</i>	<i>Leersia oryzoides</i>80
Rough Stalked Meadowgrass	<i>Poa trivialis</i>75
Rye, Agricultural	Secale cereale80
Rye, Annual	Lolium multiflorum90
Sheeps Fescue	Festuca orina75
Smooth Brome Grass	Bromus inermis80
Sweet Clover-white (Scarified)	Melilotus alba85*
Sweet Clover r-yellow (Scarified)	Melilotus officinalis85*
<i>Tall Fescue</i>	<i>Festuca arundinacea</i>85
Timothy	Phleum pratense85
<i>Virginia Wild Rye</i>	<i>Elymus virginicus</i>70
White Clover	Trifolium repens90*

* including not more than 25% hard seeds

For all other seed indicated to be used but not shown in the charts above, that seed shall be placed at the indicated rate and be 100% pure live seed.

COMMENTS AND ACTION

621.06 SEED MIXTURES
 914.04 GRASS AND LEGUME SEED

DISCUSSION:

<p>Motion: Second: Ayes: Nays: FHWA Approval:</p>	<p>Action: <input type="checkbox"/> Passed as Submitted <input type="checkbox"/> Passed as Revised <input type="checkbox"/> Withdrawn</p>
<p>Standard Specifications Sections referenced and/or affected: 621 pg 466 thru 468; 914 .04 pg 978 thru 980.</p>	<p><input type="checkbox"/> 2018 Standard Specifications <input type="checkbox"/> Revise Pay Items List</p>
<p>Recurring Special Provision affected: NONE</p>	<p><input type="checkbox"/> Create RSP (No. _____) Effective _____ Letting RSP Sunset Date:</p>
<p>Standard Drawing affected: NONE</p>	<p><input type="checkbox"/> Revise RSP (No. _____) Effective _____ Letting RSP Sunset Date:</p>
<p>Design Manual Sections affected: NONE</p>	<p><input type="checkbox"/> Standard Drawing Effective</p>
<p>GIFE Sections cross-references: SECTION 20</p>	<p><input type="checkbox"/> Create RPD (No. _____) Effective _____ Letting <input type="checkbox"/> GIFE Update</p>

REVISION TO STANDARD SPECIFICATIONS

PROPOSAL TO STANDARDS COMMITTEE

PROBLEM(S) ENCOUNTERED: INDOT is currently moving away from the iPads as a mobile device and switching to an HP laptop/tablet Hybrid. We are also upgrading our operating system for the agency along with our version of Microsoft Office. We are making an effort to keep our Field Office spec in line with our current tech at our District and Central Office locations.

PROPOSED SOLUTION: Modify the current 628 spec to follow current standards at INDOT

APPLICABLE STANDARD SPECIFICATIONS: 628

APPLICABLE STANDARD DRAWINGS: N/A

APPLICABLE DESIGN MANUAL SECTION: N/A

APPLICABLE SECTION OF GIFE: N/A

APPLICABLE RECURRING SPECIAL PROVISIONS: N/A

PAY ITEMS AFFECTED: Field Office Pay Items

APPLICABLE SUB-COMMITTEE ENDORSEMENT: N/A

IMPACT ANALYSIS (attach report): N/A

Submitted By: Ellis Holder for Rob Goldner

Title: Operation Analyst

Organization: INDOT

Phone Number: 317-232-0678

Date: 3-23-2016

REVISION TO STANDARD SPECIFICATIONS

IMPACT ANALYSIS REPORT CHECKLIST

Explain the business case as to why this item should be presented to the Standards Committee for approval. Answer the following questions with Yes, No or N/A.

Does this item appear in any other specification sections? No

Will approval of this item affect the Approved Materials List? No

Will this proposal improve:

Construction costs? No

Construction time? Yes

Customer satisfaction? Yes

Congestion/travel time? No

Ride quality? No

Will this proposal reduce operational costs or maintenance effort? Yes

Will this item improve safety:

For motorists? No

For construction workers? No

Will this proposal improve quality for:

Construction procedures/processes? Yes

Asset preservation? No

Design process? No

Will this change provide the contractor more flexibility? No

Will this proposal provide clarification for the Contractor and field personnel? Yes

Can this item improve/reduce the number of potential change orders? Yes

Is this proposal needed for compliance with:

Federal or State regulations? Yes

AASHTO or other design code? Yes

Is this item editorial? Yes

Provide any further information as to why this proposal should be placed on the Standards Committee meeting Agenda: Help keep INDOT current with Industry standards.

REVISION TO STANDARD SPECIFICATIONS

SECTION 628 FIELD OFFICE, FIELD LABORATORY, COMPUTER SYSTEM, COMPUTER SYSTEM EQUIPMENT, OFFICE MACHINES AND COMMUNICATIONS
628.02 FIELD OFFICE AND LABORATORY REQUIREMENTS
628.04 CELLULAR TELEPHONES

(Note: Proposed changes shown highlighted gray)

The Standard Specifications are revised as follows:

SECTION 628, BEGIN LINE 197, DELETE AND INSERT AS FOLLOWS:

(c) Computer System and Computer System Equipment

When specified in the Schedule of Pay Items, the Contractor shall provide the computer system and computer system equipment in accordance with the minimum requirements listed below for the Department's exclusive use for each field office.

1. Computer System

- a. Laptop computer
- b. Processor – Intel or AMD compatible, 2.0 GHz
- c. Memory – ~~4.08.0~~ 8 GB, 1333 MHz
- d. Hard Drive – ~~250500~~ 500 GB, 5,400 rpm *or 128 GB SSD (Solid State Drive)*
- ~~e.~~ ~~Module Bay Device – 24X CD RW drive~~
- ~~f.e.~~ Ports – Two USB 2.0 compliant ports
- ~~g.f.~~ Network/Wireless – Ethernet or wireless card to be compatible with the selected internet and office network connections
- ~~h.g.~~ Graphics – Integrated graphics card
- ~~i.h.~~ Display - 15 in. WX GA LCD panel
- ~~j.i.~~ Battery - Nine cell Lithium ion
- ~~k.j.~~ Miscellaneous - One compatible port replicator with AC adapter, one additional AC adapter, one DC adapter and one padded carrying case.

The initial condition of the computer system shall be nearly pristine. All owner installed e-mail accounts, games, spyware, online services, applications, network or other profiles previously set up on the system shall be removed prior to placement in the field office. If the system was provided for a previous Department contract, all software not specified shall be removed prior to placement in the current field office.

The Contractor shall provide a minimum 900 J, six-outlet surge protector for each computer system specified in the contract.

2. Computer System Equipment

- a. Monitor – 22 in. widescreen digital flat panel with VGA and DVI connections
- b. Keyboard – USB enhanced multimedia keyboard
- c. Mouse – Optical USB 2-button scroll mouse

REVISION TO STANDARD SPECIFICATIONS

SECTION 628 FIELD OFFICE, FIELD LABORATORY, COMPUTER SYSTEM, COMPUTER
SYSTEM EQUIPMENT, OFFICE MACHINES AND COMMUNICATIONS
628.02 FIELD OFFICE AND LABORATORY REQUIREMENTS
628.04 CELLULAR TELEPHONES

d. Miscellaneous - One port replicator with AC adapter, one additional AC adapter, one DC adapter that is compatible with the Department's provided laptop or mobile device.

3. Computer Software

The Contractor shall provide software for the computer system in accordance with the minimum requirements listed below.

- a. Operating System Software – Windows 710 Professional.
- b. Productivity Software – Microsoft Office 20072013 Small Business and Adobe Acrobat Professional XI.
- c. Security Software – McAfee Virus Scan Plus.

All software shall include the most current updates and patches at the time the computer system is provided to the Department. The Contractor shall provide for installation of updates and patches for the operating system, productivity and security software during the term of use of the computer system by the Department. Updates and patches shall be provided by an automatic update method.

The Department may install and maintain proprietary software on the computer in order to run the Department's construction management programs.

4. Miscellaneous Computer Requirements

The Contractor shall provide all cables, connections and software required to connect the computer system provided by the Contractor or by the Department to the printer and the scanner.

The Contractor shall provide an Ethernet and a wireless office network to enable all computer systems in the field office to access the field office internet service, the printer and the scanner.

The Contractor shall provide all manuals necessary for operation of the computer system, computer system equipment and software with the system and shall include all documentation normally furnished with the equipment and software when purchased.

The Department will be utilizing the computer system to run or access Department provided construction management software applications. These applications are known to run on Intel and AMD compatible equipment when using the Windows 710 Professional operating system. If the Department experiences problems running these applications due to hardware or software compatibility, the Contractor shall replace the equipment to ensure compatibility to the satisfaction of the Engineer within five business days.

REVISION TO STANDARD SPECIFICATIONS

SECTION 628 FIELD OFFICE, FIELD LABORATORY, COMPUTER SYSTEM, COMPUTER SYSTEM EQUIPMENT, OFFICE MACHINES AND COMMUNICATIONS
628.02 FIELD OFFICE AND LABORATORY REQUIREMENTS
628.04 CELLULAR TELEPHONES

The computer system shall be maintained in good working order. If a portion of the system becomes defective, inoperable, damaged, or stolen, that portion shall be repaired or replaced within five business days after the Contractor is notified by the Engineer. If the computer system and related accessories are not maintained by the Contractor as required, the Engineer may withhold partial payments until the computer system is operational to the Department's satisfaction.

(d) Field Office Internet Service

The Contractor shall provide broadband internet service for the field office. Broadband internet service shall be capable of a minimum average upload speed of 65 Mbps and a minimum download speed of 2550 Mbps, unless otherwise approved by the Engineer.

(e) Field Office Machines

The Contractor shall provide a fully operational copier, printer, and document scanner for the Department's exclusive use in the field office in accordance with the minimum requirements listed herein.

In lieu of separate copier, printer, and scanner, the Contractor may provide an all-in-one unit that meets all the requirements for any combination of the individual machines being provided. Separate machines shall be provided for those machine functions that are not included in an all-in-one type machine.

1. Copier

The copier shall be compatible and connected to the computer system provided by the Contractor or the Department for use by the Department in the field office. The copier shall be capable of using plain paper and of making full size, black and white copies of letter, legal and ledger US paper size original documents. The copier shall be capable of reducing and increasing copy sizes. The copier shall have a self-feeding paper tray, an automatic document feeder and be capable of producing at least 20 copies per minute.

2. Printer

The printer shall be compatible ~~with~~ *and connected to* the computer system provided by the Contractor or by the Department for use by the Department in the field office. The printer shall be capable of printing single-sided, black and white letter, legal and ledger US paper size documents at a rate of 20 pages per minute and capable of automatic duplex printing. More than one printer may be used to meet this requirement.

All printers shall be set to accommodate wireless printing from the Department's iPads using AirPrint™ technology provided laptop or mobile device.

REVISION TO STANDARD SPECIFICATIONS

SECTION 628 FIELD OFFICE, FIELD LABORATORY, COMPUTER SYSTEM, COMPUTER
SYSTEM EQUIPMENT, OFFICE MACHINES AND COMMUNICATIONS
628.02 FIELD OFFICE AND LABORATORY REQUIREMENTS
628.04 CELLULAR TELEPHONES

3. Document Scanner

The document scanner shall be compatible ~~with~~ *and connected to* the computer system provided by the Contractor or the Department for use by the Department in the field office. The scanner shall be capable of scanning letter and legal size documents and shall have an automatic document feeder and be capable of 200 to 600 dpi black and white resolution, preset to 200 dpi.

SECTION 628, BEGIN LINE 390, DELETE AND INSERT AS FOLLOWS:

628.04 Cellular Telephones

The Contractor shall provide cellular telephone equipment and services, as specified below, for use by the Department on the contract.

Each cellular telephone unit shall have a service coverage area that includes the project limits. Each cellular telephone unit shall include a belt clip system, a 120V AC charger, a 12V DC mobile charger, and a hands-free kit consisting of a speaker and a microphone enabling the user to operate the unit with minimal need for the use of their hands. The hands-free kit may be either wired or wireless.

All equipment shall be covered by normal manufacturer's warranties. All cellular telephone units and associated equipment will remain the property of the Contractor and will be returned to the Contractor upon completion of the contract.

Cellular telephone units shall meet the following minimum requirements:

(a) Type A

1. internet ready device with minimum 3.5 in. display, measured diagonally
2. cellular telephone anytime minutes per month as shown in the Schedule of Pay Items
3. unlimited nights and weekends service
4. voice mail and caller ID
5. protective case to prevent damage to the unit
6. rear facing camera with a minimum 4 MP resolution
7. minimum 720 p video capture
8. ~~25~~ GB or higher data plan per unit
9. internal memory of ~~816~~ GB or higher
10. USB port for computer connection.

(b) Type B

1. a cellular telephone with anytime minutes per month as shown in the Schedule of Pay Items

REVISION TO STANDARD SPECIFICATIONS

SECTION 628 FIELD OFFICE, FIELD LABORATORY, COMPUTER SYSTEM, COMPUTER
SYSTEM EQUIPMENT, OFFICE MACHINES AND COMMUNICATIONS

628.02 FIELD OFFICE AND LABORATORY REQUIREMENTS

628.04 CELLULAR TELEPHONES

2. unlimited nights and weekends service
3. voice mail and caller ID
4. build-in camera with a minimum 3.2 MP resolution.

The Department will be responsible for damage or loss of the units beyond that covered by normal manufacturer's warranties, while in use by the Department. The Contractor shall provide replacement cellular telephone units, batteries, chargers, and equipment within one business day of notification of need for the item.

The Contractor shall not enter into any agreement with any service provider or purchase any cellular telephone units for use by the Department until authorized by the Engineer. The Engineer will notify the Contractor a minimum of 10 business days prior to the need for the units.

COMMENTS AND ACTION

628.02 FIELD OFFICE AND LABORATORY REQUIREMENTS
 628.04 CELLULAR TELEPHONES

DISCUSSION:

Motion:	Action:
Second:	
Ayes:	<input type="checkbox"/> Passed as Submitted
Nays:	<input type="checkbox"/> Passed as Revised
FHWA Approval:	<input type="checkbox"/> Withdrawn
Standard Specifications Sections referenced and/or affected:	<input type="checkbox"/> 2018 Standard Specifications
628 pg 484 thru 493	<input type="checkbox"/> Revise Pay Items List
Recurring Special Provision affected:	<input type="checkbox"/> Create RSP (No. _____) Effective _____ Letting RSP Sunset Date:
NONE	
Standard Drawing affected:	<input type="checkbox"/> Revise RSP (No. _____) Effective _____ Letting RSP Sunset Date:
NONE	
Design Manual Sections affected:	<input type="checkbox"/> Standard Drawing Effective
NONE	
GIFE Sections cross-references:	<input type="checkbox"/> Create RPD (No. _____) Effective _____ Letting
NONE	<input type="checkbox"/> GIFE Update

Mr. Cales
Date: 4/21/16

STANDARD SPECIFICATIONS, SPECIAL PROVISIONS AND STANDARD DRAWINGS
REVISION TO SPECIAL PROVISIONS

PROPOSAL TO STANDARDS COMMITTEE

PROBLEM(S) ENCOUNTERED: Based on received guidance material sent from FHWA regarding the federal DBE program, currently used RSP 103-C-244 Disadvantaged Business Enterprise Program needs to be revised.

PROPOSED SOLUTION: To amend revision to RSP 103-C-244 Disadvantaged Business Enterprise Program to include additional remedies INDOT may enforce for non-compliance.

APPLICABLE STANDARD SPECIFICATIONS: 103

APPLICABLE STANDARD DRAWINGS: n/a

APPLICABLE DESIGN MANUAL SECTION: n/a

APPLICABLE SECTION OF GIFE: n/a

APPLICABLE RECURRING SPECIAL PROVISIONS: 103-C-244 DISADVANTAGED
BUSINESS ENTERPRISE
PROGRAM

PAY ITEMS AFFECTED: n/a

APPLICABLE SUB-COMMITTEE ENDORSEMENT: none

IMPACT ANALYSIS (attach report): Yes

Submitted By: David Alyea for Robert Cales

Title: Contract Compliance Manager

Organization: INDOT

Phone Number: 317-234-7843

Date: March 30, 2016

STANDARD SPECIFICATIONS, SPECIAL PROVISIONS AND STANDARD DRAWINGS
REVISION TO SPECIAL PROVISIONS

IMPACT ANALYSIS REPORT CHECKLIST

Explain the business case as to why this item should be presented to the Standards Committee for approval. Answer the following questions with Yes, No or N/A.

Does this item appear in any other specification sections? Yes

Will approval of this item affect the Approved Materials List? No

Will this proposal improve:

Construction costs? n/a

Construction time? n/a

Customer satisfaction? n/a

Congestion/travel time? n/a

Ride quality? n/a

Will this proposal reduce operational costs or maintenance effort? n/a

Will this item improve safety:

For motorists? n/a

For construction workers? n/a

Will this proposal improve quality for:

Construction procedures/processes? n/a

Asset preservation? n/a

Design process? n/a

Will this change provide the contractor more flexibility? n/a

Will this proposal provide clarification for the Contractor and field personnel? n/a

Can this item improve/reduce the number of potential change orders? n/a

Is this proposal needed for compliance with:

Federal or State regulations? Yes

AASHTO or other design code? n/a

Is this item editorial? No

Provide any further information as to why this proposal should be placed on the Standards Committee meeting Agenda: For committee's approval and action

REVISION TO SPECIAL PROVISION

103-C-244 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

(Note: Proposed changes shown highlighted gray)

103-C-244 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

(Revised 08-20-15)

The Standard Specifications are revised as follows:

SECTION 103, BEGIN LINE 3, DELETE AND INSERT AS FOLLOWS:

103.01 Disadvantaged Business Enterprise Program

This requirement will apply only to a federal aid contract.

(a) General Requirements

Failure to carry out the requirements set forth in 49 CFR 26, as outlined in the Department's DBE Program Manual, shall constitute a breach of contract and, after notification, may result in such contract sanctions as the Department or the Federal Highway Administration may determine to be appropriate, including, but not limited to: (a) withholding of payments to the Contractor under the contract until the Contractor complies, and/or (b) cancellation, termination or suspension of the contract, in whole or in part.

The above referenced CFR section requires the following policy and disadvantaged business enterprise obligation to be included in all subsequent agreements between the Contractor and all subcontractors as follows:

1. It will be the policy of the Department to create a level playing field on which DBE's can compete fairly for federally funded contracts. Consequently, the disadvantaged business enterprise requirements of 49 CFR Part 26, as outlined in the Department's DBE Program Manual, apply to this contract.
2. The Contractor shall not discriminate on the basis of race, color, national origin, ~~or religion~~, sex, *sexual orientation or gender identity* in the award and performance of this contract. The Contractor shall carry out the applicable DBE requirements in the award and administration of federally funded contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or such other remedy as the Department ~~or the Federal Highway Administration~~ deems appropriate, *which may include, but is not limited to: withholding monthly progress payments; assessing sanctions; liquidated damages; and/or disqualifying the Contractor from future bidding as non-responsible.* The Contractor shall include language prohibiting discrimination on the basis of race, color, national origin, ~~or religion~~, sex, *sexual orientation*

REVISION TO SPECIAL PROVISION

103-C-244 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

or gender identity in the performance of this contract in all subcontracts.

SECTION 103, BEGIN LINE 95, DELETE AND INSERT AS FOLLOWS:

~~A written request for changes in utilization of race/gender conscious DBE firms listed in the Affirmative Action Certification shall be approved prior to start of listed services or purchase of listed materials. Requests to reduce or eliminate the services or material provided by a listed race/gender conscious DBE that include written approval by the DBE will be considered sufficient justification if the committed DBE utilization after the requested change will meet or exceed the contract goal or a lesser percentage approved prior to execution of the contract. If the committed DBE utilization after the change does not meet or exceed the contract goal or a lesser percentage approved prior to execution of the contract, or the listed race/gender conscious DBE does not approve the change, the Contractor shall submit documented evidence that the DBE is unable to perform successfully. Disposition of the request for change will be determined on the basis of the affirmative actions taken as required herein.~~

~~When a race/gender conscious DBE firm is removed from eligibility, the Contractor shall take the following steps:~~

- ~~1) If a subcontract has not yet been executed, the Contractor shall not count work performed by the firm toward the contract goal. The Contractor will be directed to meet the contract goal with an eligible DBE firm or demonstrate that it has made a good faith effort to do so.~~
- ~~2) If a subcontract has been executed before the firm has been declared ineligible, the Contractor shall continue to count work performed by the firm toward the contract goal.~~

The Contractor shall not terminate or reduce a commitment to a DBE, or an approved substitute DBE firm, that was listed on the Affirmative Action Certification without the prior written consent of the Department. This includes, but is not limited to, instances in which the Contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm. Unless the Department provides written consent, the Contractor shall not be entitled to any payment for work or materials unless it is performed or supplied by the listed DBE.

Written consent will only be provided by the Department if the Contractor has good cause to terminate or reduce its commitment to the DBE firm. Good cause shall consist of any of the following circumstances:

- 1) The listed DBE subcontractor fails or refuses to execute a written contract.*

REVISION TO SPECIAL PROVISION

103-C-244 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

- 2) *The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a manner consistent with normal industry standards, unless such failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the Contractor.*
- 3) *The listed DBE subcontractor fails or refuses to meet the Contractor's reasonable, nondiscriminatory bond requirements.*
- 4) *The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness.*
- 5) *The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to CFR Parts 180, 215 and 1,200 or applicable state law.*
- 6) *The Department has determined that the listed DBE subcontractor is not a responsible contractor.*
- 7) *The listed DBE subcontractor voluntarily withdraws from the project and provides the Department written notice of its withdrawal.*
- 8) *The listed DBE is ineligible to receive DBE credit for the type of work required.*
- 9) *A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract.*
- 10) *Other documented good causes, that the Department will determine, which compels the termination of the DBE subcontractor. Good cause does not exist, however, if the Contractor seeks to terminate a DBE it relied upon to obtain the contract so that it can self-perform the work for which the DBE contractor was engaged or so that the Contractor can substitute another DBE or non-DBE contractor after the contract has been awarded.*

Before transmitting to the Department its request to terminate or reduce a commitment made to a listed DBE, the Contractor shall give written notice to the affected DBE, with a copy to the Department, of its intent to request termination or reduction and the reasons for the request. The DBE shall be given five days to respond to the Contractor and the Department of the reasons, if any, why it objects to the proposed termination or reduction, and why the Department should not approve the Contractor's action. If required in a particular case, as a matter of public necessity and safety, the Department may specify a response period shorter than five days.

REVISION TO SPECIAL PROVISION

103-C-244 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

When a DBE subcontractor is terminated as specified herein or fails to complete its work on the contract for any reason, the Department will require the Contractor to make good faith efforts to find another DBE subcontractor to substitute for the original DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal the Department established for the contract.

In order to receive DBE credit for commitments made as part of the prime contract award process, a DBE firm shall be certified before the due date for bids on the prime contract. There may be situations after the award of the prime contract in which it is appropriate to count DBE credit for the use of a DBE firm. To be eligible to obtain DBE credit in these situations, the DBE firm shall be certified prior to participation on the contract.

If a non-DBE contractor joint ventures with a DBE contractor, the portion of the joint venture which is performed by a DBE may be utilized to achieve the DBE goal. Two types of DBE joint ventures are allowed and are defined as follows:

SECTION 108, BEGIN LINE 102, INSERT AS FOLLOWS:

During the progress of the work, the Engineer shall be notified at least 24 h in advance of undertaking construction operations. *This advance notification shall also apply anytime a DBE is scheduled to work on a project or deliver material or supplies to a project site.*

REVISION TO SPECIAL PROVISION

103-C-244 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

DISCUSSION:

<p>Motion: Second: Ayes: Nays: FHWA Approval:</p>	<p>Action: _____ Passed as Submitted _____ Passed as Revised _____ Withdrawn</p>
<p>Standard Specifications Sections referenced and/or affected: 103.01 pg 13.</p>	<p>_____ 2018 Standard Specifications _____ Revise Pay Items List</p>
<p>Recurring Special Provision affected: 103-C-244 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM</p>	<p>_____ Create RSP (No. _____) Effective _____ Letting RSP Sunset Date:</p>
<p>Standard Drawing affected: NONE</p>	<p>_____ Revise RSP (No. _____) Effective _____ Letting RSP Sunset Date:</p>
<p>Design Manual Sections affected: NONE</p>	<p>_____ Standard Drawing Effective</p>
<p>GIFE Sections cross-references: NONE</p>	<p>_____ Create RPD (No. _____) Effective _____ Letting _____ GIFE Update</p>