



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Memorandum

April 29, 2010

### CONSTRUCTION MEMORANDUM 10-05

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

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

SUBJECT: Project Commitments Database

SUPERSEDES: Construction Memorandum 09-22

The instructions for the Commitment report previously communicated in Memo 09-22 have been revised. The purpose of the commitment report is to make the district construction staff aware of all commitments that have been made and implemented in the contract documents.

A commitment is an agreement between the Department and an outside party, such as a regulatory agency, a utility, a landowner or the general public, that specific actions will be taken as part of a project.

It is the Department's intent that the commitments will be incorporated into the contract documents by the designer by means of appropriate pay items, plans, specifications and special provisions and that the commitments will be carried out during construction unless otherwise approved through the Project Manager (PM). The commitments that are marked with a "YES" in the "Attn?" column, have been incorporated in the contract and are being brought to the attention of the Project Engineer/Supervisor (PE/S).

Previously the instructions were that the PM would provide a copy of the commitment report to the Area Engineer (AE). The commitment reports have now been included in the letting documents available on the Department's website. **The AE and PE/S will need to obtain a copy of the commitments report from the website.** The commitments report is to be discussed at the pre-construction conference, as previously instructed. The commitments report has also been modified to include a signature block for the AE or PE/S to sign at the completion of the contract. **A signed copy of the report is to be included in the final construction record.**

The AE and PE/S need to review the commitments prior to authorizing any change to the contract to ensure that a commitment is not inadvertently overlooked and disregarded due to the change.

As is true for all change orders, the PM is to be advised of all proposed changes to the contract that will affect the commitments by the PE/S through an email or other written communication providing a brief summary of the change, before the change is made.

If you should have any questions on this issue please direct them to your Construction Management Field Engineer.

MAM/GGP