



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Michael R. Pence, Governor
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October 08, 2013

CONSTRUCTION MEMORANDUM 13-12

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

FROM: Mark A. Miller, Director *MAM*
Division of Construction Management and District Support

SUBJECT: PE/S and Contractor point of contact for construction changes

It has come to our attention that when construction changes are issued by INDOT that the PE/S and the contractor are not part of the initial distribution. In order to avoid the time delay of the AE having to forward the changes to the PE/S and then on to the contractor, the following procedure should be followed by the PE/S:

At the preconstruction conference request from the contractor a contact person and email address for construction changes. Send an email to Scott Teal at steal@indot.in.gov notifying him that you are the PE/S for the contract and provide the name and email address for the contractor's point of contact for construction changes. Request that he add both you and the contractor's contact person to the construction change distribution list for the contract. Be sure to include your contract number in the subject line of the email.

For in-progress contracts the above information can be sent at any time.

Questions should be addressed to the appropriate Division of Construction Management Field Engineer.

MAM/TEH