



INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

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Michael R. Pence, Governor
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April 16, 2014

CONSTRUCTION MEMORANDUM
14-04

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District LPA Coordinators
District Area Engineers
Field Engineers
Project Engineers/Supervisors
District Review Officers

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

SUBJECT: Checklist for Final Construction Record for SiteManager Contracts (IC-699) and Final Construction Record Index Revisions

The purpose of this memorandum is to notify all field personnel of the revisions to the Checklist for Final Construction Record for SiteManager Contracts (IC-699) form and the page renumbering revisions to the Final Construction Record Index form.

Effective immediately, all Project Engineers/Supervisors shall review and begin using the above construction forms when completing a final construction record. Both construction forms are available on the INDOT website under Standards and Specifications.

In summary, the primary changes for the IC-699 and Index are listed below:

- Deletion of the NCHRP 350 Crash Test Letter of Approval from FHWA. The Certification for Category 1 and 2 Temporary Traffic Control Devices form covers this letter.
- Deletion of Traffic Signal Completion Report (IC-636A). It was found that Traffic Management produces and archives this report.
- Addition of Notice of Termination (NOT) form.
- Addition of Request for Approval of Borrow or Disposal Site form (IC-203)
- Addition of Traffic Control Device Weekly Reports on IC-699 only
- Addition of Commitments Report on IC-699 only
- Addition of Report on Contractor's Performance (CR-2) on IC-699 only
- Addition to Notify EOD of DBE Utilization requirements on IC-699 only

Any questions regarding the Checklist for Final Construction Record for SiteManager Contracts (IC-699) or the Construction Record Index should be directed to the INDOT Office of Construction and Technical Support.

MAM/mmg