



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Michael R. Pence, Governor
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June 17, 2014

CONSTRUCTION MEMORANDUM 14-08

TO: District Deputy Commissioners
District Construction Directors
District Area Engineers
District LPA Coordinators
District EEO Officers
Project Engineers/Supervisors
Field Engineers
Legal

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

SUBJECT: Subcontractor Approvals before the Notice To Proceed is Issued

A review has been made of the process of Subcontractor approval and how it is triggered and handled.

Based on our review it became apparent that because of various decisions that had been made over time, that INDOT had forced the process to require that the approval of subcontractors not happen until after the notice to proceed was issued. In doing this INDOT has kept our Prime Contractors from being able to adequately schedule subcontractor work and be able to start as soon as the Notice To Proceed is issued.

To fix this situation, INDOT has changed several parts of the process to allow all contracts, including LPA contracts, to allow Prime Contractors to receive their file for Site Exchange either that night after they received the e-mail notice of the award of the contract or the next night if the award was made late in the day. This change will allow the Prime Contractor to start submitting subcontractors for approval soon after award. This is currently happening already for all contracts except LPA which should also start happening for them as well starting with the July letting.

The other change that has been made is that we have changed the filter for when the subcontract information is available for District Office personnel to review and approve. There has been a filter in place that required the file to not be available until after the Notice To Proceed. This filter is no longer in place. Therefore, District Office personnel will now see that the report page will let them know that there are subcontracts ready to approve soon after they are placed in the system by the Prime Contractor.

Moving forward, we are by this memo instructing District Office Personnel, who review subcontracts for approval, to do so as they become available and not wait until after receiving the Notice to Proceed. This instruction supersedes any previous instructions on this issue including in the GIFE, any previous memos or other instructions. This has been discussed with Heather Kennedy who is in concurrence with this updated instruction.

MAM/ggp