



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Michael R. Pence, Governor
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August 21, 2014

CONSTRUCTION MEMORANDUM 14-10

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

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

SUBJECT: Final Construction Record Guide for PE/S and the Final Construction Record Completion Formula for AE.

The purpose of this memorandum is to notify all field personnel of the publication of the Final Construction Record Guide for Project Engineers & Supervisors.

Effective immediately, all PE/Ss shall review and begin referring to the Final Construction Record Guide when completing a Final Construction Record (FCR). This guide can be found on the INDOT website under Standards and Specifications.

Additionally, all AEs shall review the FCR completion formula (for determining the allotted time for a PE/S to complete their assigned FCRs) found in the above referenced guide. The use of this formula should be implemented immediately and will be tracked through the AE's entry of this value within SiteManager for all active contracts assigned to them.

The FCR completion value shall be recorded within SiteManager in the new field designated as "PE/S FCR Allotted Time" which can be found in the generic fields under the contract's description tab. Only the AE user group has editing rights to this field. All other user groups only have viewing rights. As new contracts are let, it will be the AE's responsibility to record the value appropriately and discuss the FCR completion value with the PE/S.

The value entered into SiteManager for PE/S FCR allotted time will subsequently be used to report and evaluate the progress of FCR completion through both the CONIID report in the MIP and the KPI Metrics Detail Report at the AE and PE/S level.

Any questions regarding the information provided by the Final Construction Record Guide for Project Engineers & Supervisors should be directed to the District Review Office. Any technical requests pertaining to this guide will be relayed from District Review Office to Final Records Review in Central Office.

MAM/MMG/ddh