



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Michael R. Pence, Governor
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July 23, 2015

CONSTRUCTION MEMORANDUM 15-13

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

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

SUBJECT: Unapproved Subcontractors/Subcontractors Working without Notification

No subcontractor is authorized to perform work prior to being approved. The Prime Contractor is responsible for making sure all subcontractors are approved prior to being allowed to work and providing proper notification prior to work being performed. The PE/S should ensure that the subcontractor has either been approved in SiteManager or verbal approval has been received that the subcontractor has been approved and the entry will follow.

Section 108.04 states that during the progress of the work, the Engineer shall be notified at least 24 hours in advance of undertaking construction operations.

In order to assist the Economic Opportunity Division (EOD) with administrative oversight responsibilities and to comply with recent regulatory changes, the 24 hour notification will also apply anytime a Disadvantaged Business Enterprise (DBE) is scheduled to work on a project or deliver material or supplies to a project site.

This information should be a point of emphasis at pre-construction conferences.

Any questions should be directed to your Construction Management Field Engineer.

MAM