



# INDIANA DEPARTMENT OF TRANSPORTATION

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**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

May 5, 2020

## CONSTRUCTION MEMORANDUM 20-07

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

FROM: Gregory G. Pankow, P.E.   
Chief Engineer of Construction  
Division of Construction Management and District Support

SUBJECT: Statewide Construction Overtime Guidance  
Inspection on Overtime

As we all are aware COVID-19 has caused a decline in state revenues. Due to the decline in revenue, INDOT as an agency is being tasked with cutting spending where possible. Based on this we are being asked to take a hard look at the use of overtime for construction inspection and keep it to an absolute minimum. Our first thought should be towards not using overtime at all, however we all know that there will be times when overtime will be necessary on critical operations.

### **Things to Do Before Looking Allowing Overtime**

Before overtime should be considered you should exhaust other options that could reduce the need for overtime. Utilize options such as flexing time within the pay period, staggering of shifts and schedules, borrowing and coordinating HT's amongst other jobs with the assistance of Area Engineers. We also need to be diligent identifying the operations that we absolutely must be present to inspect. There are several operations that can be checked on the next day or as time allows. As much as we like to be present when the contractor is working, they still have an obligation through the standard specifications to perform the work correctly and give us the quality that we require even we are not there to watch. With this in mind, we need to assure that we are only watching critical items of work on overtime on our projects. Critical items are ones that require someone to be there to take a test, items that cannot be measured the next day

to verify pay quantities, or items that ensure the safety of the public. For non-critical items of work that do not require inspection at the time they are taking place, the documentation and acceptance of work can wait.

In this light below is a list of items that will require someone to be there for inspection on overtime and a list of items that do not require someone to be there for inspection on overtime. This is not an all-encompassing list and is only being given as a guide.

#### **Items requiring inspection (Critical)**

- Concrete pours
- HMA placement unless the work is warranted
- Pile driving
- Structure and pipe placement if it will be covered that shift and cannot be viewed later
- Excavation/earthwork if a test will be required before the end of the overtime shift
- Seal coating of shoulders
- Sealing cracks and joints in pavement
- Undersealing
- Placement of epoxy penetrating sealer
- Sound wall post placement
- Driving guard rail post
- MSE wall placement
- Traffic control setup
- Traffic control takedown on Interstates
- Bridge painting, unless warranted
- Work that requires the total closure of the road (placing beams, sign structures etc.)
- Pavement marking

#### **Items that do not require inspection (Non-Critical)**

- Clearing right of way
- Sod placement
- Seed placement
- Reinforcing steel placement
- Fence placement
- Placing guardrail other than post driving
- Mailbox placement
- Plantings
- Riprap placement
- Sound wall panel placement
- Cutting shoulder corrugations
- Sawing concrete pavement
- Temporary concrete barrier wall placement
- Most removal items
- Traffic control takedown
- Pavement milling
- Placement of lighting items

- Placement of signing items
- Placement of traffic signal items

I know that there are many other items that are not listed here. There may also be circumstances that require these items to be inspected. When items or circumstances arise Area Engineers should get involved in the decision-making process.

We must all use our heads on what we inspect, manage our overtime and be able to explain why we are inspecting what we are inspecting. We will need to be accountable for our decisions.

**Some other rules of thumb for inspection while on overtime are as follows:**

- Ongoing communication should take place with contractors so that we know what their plans are and can be inspected as required.
- If an operation was not being inspected during normal working hours, it does not need to be inspected on overtime.
- If an operation only requires one person to perform the inspection, then only one person should be present to perform the inspection on overtime.
- Data entry (paperwork) should occur during normal hours as the work is occurring and should not be done on overtime.

We are all going to have to explain our actions and in most cases, we will have to pre-approve the use of overtime on projects.

**Overtime Pre-Approval**

We will be required to have a system of pre-approval of overtime for contracts. It is extremely important that the PE/S have timely communication with their contractors in order to properly plan ahead and determine what will be occurring on the projects during the course of each week. The PE/S will then prepare a spreadsheet (attached) and fill out the anticipated number of overtime hours needed to cover all INDOT employees and consultants on the project. The PE/S will also need to provide information on why the overtime is necessary. This information will then need to be forwarded to and discussed with the Area Engineer.

**Overtime Pre-Approval Spreadsheet**

To help with the pre-approval of overtime on contracts, attached (as referenced above) is a copy of a spreadsheet that should be used for this purpose. Extra information can be added as desired but as a minimum the information shown on the spreadsheet should be provided.

Let's all use our heads, use common sense and communicate to make the pre-approval process work.

### **Consultant Considerations for INDOT Contracts**

We cannot guarantee forty hours of work per week for consultants. If the contractor is not working due to weather or other issues on the contract, no time should be charged to the contract and consultants should be notified as soon as we know that they will not be needed so that they can report to their companies and potentially be utilized in other ways. Before overtime and consultant use are considered, you should exhaust other options that could reduce the need for their use or overtime. As with our own personnel the flexing of time and shifting of hours is an acceptable way to cover inspection needs for the work being performed. If consultants are absolutely necessary to cover critical work activities on either regular hours or overtime, then they should be utilized, and the appropriate decisions made on their use. Again, Area Engineer input should be sought out as appropriate on decision making.

COMMUNICATION IS THE KEY. DO NOT STOP WORK WAITING ON APPROVALS!

IF YOU SHOULD HAVE ANY QUESTIONS LET'S ALL COMMUNICATE AND GET THEM ANSWERED!

Attachment: [Pre-Approval for Overtime Form \[excel\]](#)

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