



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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TO: All Design, Operations, and District Personnel, and Consultants

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SUBJECT: Undistributed Quantities

The inclusion of undistributed quantities without indication of their intended use or anticipated location has led to uncertainty during the bidding process.

The following general guidelines should be adhered to when considering the use of undistributed quantities.

1. All pay items, including undistributed quantities, should be shown on the plans.
2. The expected use of an undistributed quantity and its location should be made clear to the contractor to the extent possible. For example, additional quantity of HMA Patching provided for overrun at patch locations shown on the plans (rather than new patches not identified on the plans) should be identified as such.
3. Undistributed quantities should not comprise 100% of the quantity.
4. The pay item should not include a supplemental description "For Undistributed Quantity".
5. An undistributed quantity *in addition to* the established quantity may be appropriate for some items. An upper limit of an additional 25% of the established quantity should be considered. For example, compacted aggregate for temporary driveways typically includes an additional undistributed quantity for maintaining the driveway in good condition during the course of the project.
6. Undistributed quantities of very large quantities, e.g. 25,000 tons of compacted aggregate, and very small quantities, e.g. 10 feet of w-beam guardrail should be avoided.

7. Undistributed quantities should be inherent to the project as designed and not solely for potential administrative convenience, e.g. “just in case”. The just-in-case approach has been used in the past to establish a unit price. However, in practice it rarely yields a true or reasonable unit price. Many of these items receive token bids (penny bids) at best and a materially unbalanced bids at worst. A materially unbalanced bid is not awardable.
8. Undistributed quantities should not be included for items that are incidental to other work and should not be included for the purpose of rectifying contingencies that may result from an error or omission by the contractor. For example, perpetuating field tile that may or may not be damaged during construction.

Examples of Geotechnical Report Recommendations Related to Undistributed Quantities

1. Foundation Improvement for Structures. Locations where undercutting or foundation improvement is expected should be shown on the plans. The location should be as explicit as possible. For example, if the geotechnical report gives a station range, include that range on the plans. If it does not, additional coordination with the geotechnical engineer will be needed. The associated quantity for recommended undercutting and foundation improvement should be included as a pay item(s) rather than as an undistributed quantity.
2. Foundation Improvement for Pavement. There may be locations and limits of improvement that cannot be clearly defined, but can be reasonably anticipated. For example, the geotechnical report may recommend a percentage of foundation improvement (typically b borrow and compacted aggregate). The calculated quantities and a note describing their use should be included on the plans, e.g. “Estimated foundation improvement based on 20% of subgrade treatment area per geotechnical report”. Additional coordination with the geotechnical engineer will be needed to reasonably approximate the location. The general location rather than specific station ranges should be sufficient to convey the intent. The quantities associated with the foundation improvement should be included in the pay item(s) rather than as an undistributed quantity.

The Undistributed Quantities unique special provision may continue to be included in contracts where undistributed quantities are used, provided that the quantities are also on the plans. An updated version will available soon on the Department’s Special Provisions webpage at <http://www.in.gov/dot/div/contracts/standards/rsp/index.html>, under Unique Special Provisions – Samples Index.