



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 21-03

March 11, 2021

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

FROM: /s/ Michael B. Jett
Michael B. Jett
Director of Utilities and Railroad
Right of Way Department

SUBJECT: *Indiana Design Manual Chapters 104 & 105 Rewrite*

REVISES: *Indiana Design Manual Chapter 104, Utility Coordination & Chapter 105 Railroad Coordination, Figure 105-1A (deleted)*

EFFECTIVE: Immediately

Indiana Design Manual Chapters 104 & 105 have been rewritten to add clarity and to portray the coordination process more accurately. The chapter numbers remain unchanged; however, the sections have been reorganized extensively. Figure 105-1A, Railroad Coordination Process, has been deleted because the information has been deemed unhelpful.

Please see a summary of the changes for each chapter at the end of this memo.

For questions related to this design memo please contact Michael B. Jett, Director of Utilities and Railroad: mjett@indot.in.gov.

Chapter 104

Updated Section	Former Section	Title	Revision Description
104-1.01	104-1.01	Introduction	Removed many technical paragraphs from section. Paragraphs were moved to other sections as applicable.
104-1.02	104-1.07	Responsibilities	Moved from Section 104-1.07 and renamed. Eliminated former sections 104-1.07(04) - 104-1.07(06).
104-1.03	104-1.03	Roles	Renamed section from Responsibilities. Reordered roles to have primary utility coordination roles first followed by more general roles. Eliminated numbered steps of each role and replaced with generalized description. Numbered steps were making readers believe it was a complete list of all responsibilities. Added roles for Utility Administrator and Utility Designated Contact Representative. Added discussion regarding lines and devices owned by INDOT.
104-2.0	Combination of new sections, 104-6.01 and 104-9.0	Miscellaneous Information and Policies.	New Section created. This shifted all other sections down. Added discussion regarding LPA projects. Added discussion regarding Buy America. Added discussion regarding broadband coordination. Added discussion regarding retention from previous Section 104-9.0, which was eliminated. Eliminated list of required retention documents and provided general requirement that all relevant documents must be retained. The list was incomplete. Added discussion regarding planning cost estimates from previous Section 104-6.01. Eliminated different types of planning estimates due to confusion.
104-3.01	104-2.01 and 104-2.02	Identification and Notification	Combined Utility Research Section with Initial Notice Section and renamed to Identification and Notification to match 105 IAC 13. Added discussion regarding lines and devices owned by INDOT.
104-3.02	104-2.03	Survey and Depiction of Findings on Plans	Minor clarifications.
104-3.03	104-2.05	Verification	Moved from 104-2.05 to be before SUE section as this is more standard order of operations.
104-3.04	104-2.04	Subsurface Utility Engineering (SUE)	Moved from 104-2.04 to be after Verification section as this is more standard order of operations.
104-3.05	104-2.06	Conflict Review	Added subsections on conflict types and conflict remediation.

104-3.06	104-2.07	Work Plan	Added discussion regarding permits and utility notice to proceed.
104-3.07	104-2.08	Changes to Approved Work Plan	Minor clarifications.
104-3.08	104-1.06	Utilities Special Provision	Moved from 104-1.06 to near the end of the process because the special provision is one of the last steps of utility coordination. Added additional instructions for, what from the recurring template should be completed, what should be removed, and what should be added.
104-3.09	104-1.05	Completing and Submitting Utility Coordination Certification	Renamed title of section. Moved some of language to Identification and Notification section to discuss determining the appropriate certification. Moved the remaining language and added more language to the end of the process because the certification is one of the last steps of utility coordination.
104-3.10	104-2.09	Contract Documents	Minor clarifications.
104-3.11	n/a	Utility Coordination Through Construction	Added section to discuss utility coordinator and team responsibilities through construction.
104-4.0	104-3.0	Design Considerations	Renamed title of section. Added section 104-4.03 (Power to Department Facilities) to discuss lines and devices owned by INDOT.
104-5.0	104-4.0 through 104-8.0	Utility Reimbursement and Agreements	Combined Previous sections 104-4.0 through 104-8.0 into one section as all these parts go together and were getting missed by readers. Reordered reimbursement categories to match introduction and frequency of occurrence. Reworded Reimbursement for Interstate Project to match IC code language. Reworded and reorganized Reimbursement for Property Interests section for clarity. Eliminated discussion of types typically not reimbursable. Simplified steps for completing an agreement.
104-6.0	n/a	Risk Analysis	Added Section to discuss Risk Analysis.
104-7.0	104-1.08	Definitions and Acronyms	Moved from 104-1.08 for ease of reading.
Throughout	Throughout	n/a	Removed PDP task references for ease of reading. Other minor language revisions for clarity.

Chapter 105

Updated Section	Former Section	Title	Revision Description
105-1.01	105-1.01	Introduction and Overview of Railroad Coordination	New now includes Purpose of RR Coordination, Team responsibilities, and schedule
105-1.02	N/A	Overview of LPA Coordination and Section 130 Program	New Subject to RR Coordination manual
105-1.03	105-2.04	Terminology	Changed title from Definitions to Terminology. Added new terms that are relevant to railroad coordination and removed outdated terms.
105-1.04	N/A	Additional Resources	Included additional resources that are necessary to railroad coordination and per FHWA recommendation. New Subject matter added.
105-2.01	105-2.03(01)	Scoping	Revised and clarified to conform with current process
105-2.02	N/A	Research and Identification	Clarified to conform with current process steps. Reference to Stage 1 Stage 2 and Stage 3 plans removed
105-2.03	N/A	Near Terminus	New defined terminology
105-2.04	N/A	Determination and Crossing Upgrades	Clarification and details regarding when a crossing should be evaluated for upgrade
105-2.05	N/A	Insurance and Flagging Requirements	Clarification regarding purpose and need for flagging and Railroad Protective Liability Insurance
105-2.06	N/A	Initial Contact with the Railroad	Clarified to conform with current process steps.
105-3.01	N/A	Preliminary Engineering	Clarified to conform with current process steps.
105-3.02	105-2.03(02) and 105-2.03(04)	Agreement Process	Consolidated Agreement Process from 105-2.03(02) Stage 1 and 105-2.03(04) Stages 2 and 3 for clarification and in chronological order
105-3.03	N/A	Special Provisions and Certification	Added section for clarification to conform with current railroad coordination process
105-3.04	N/A	Notice to Proceed	Added section for clarification to conform with current railroad coordination process
105-4.01	N/A	Pre-Construction / Scheduling	Added section for clarification to conform with current railroad coordination process
105-4.02	N/A	Construction	Added section for clarification to conform with current railroad coordination process

105-4.03	N/A	Inspection	Added section for clarification to conform with current railroad coordination process
105-4.04	N/A	Flagging	Added section for clarification to conform with current railroad coordination process
105-4.05	N/A	Invoicing	Added section for clarification to conform with current railroad coordination process
105-4.06	N/A	Audit	Added section for clarification to conform with current railroad coordination process
N/A	Figures	Railroad Coordination Process	Used chapters 2, 3 and 4 to better define each step of the railroad coordination process