



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 22-07

April 20, 2022

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

FROM: /s/ Dan Stickney
 Dan Stickney
 Construction Cost Manager
 Contract Administration Division

SUBJECT: Letting Preparation Schedule

EFFECTIVE: Lettings on or after December 7, 2022

The INDOT Letting Preparation Schedule has been revised. The Ready for Contracts (RFC) date is now 12 weeks (84 days) prior to letting. The additional lead time is to ensure adequate time to prepare letting proposals from submitted design documents.

This change also adjusts dates shown for Stage 3 submittal, R/W Docs due to District, and Final Tracings Submission Due by two weeks. For Stage 3 submittals, through the March 2023 bid letting, designers may use the dates shown prior to this memo (shown below) or those previously agreed upon with the INDOT project manager.

Bid Letting	Stage 3 Submittal	RoW Docs due to District	Final Tracings Submission Due	Ready for Letting Docs to CA	CIB Cert Returned to Contracts Administration	Notice Posted, Documents Released	Final Revisions Due to Contracts Administration (No Later Than 11:00 AM)
	152 Days Prior to RFC	75 Days Prior to RFC	30 Days Prior to RFC	10.0 Weeks	6.7 Weeks	4.0 Weeks	1.0 Weeks
Wed 12/7/22	Fri 4/29/22	Fri 7/15/22	Mon 8/29/22	Wed 9/28/22	Fri 10/21/22	Wed 11/9/22	Wed 11/30/22
Thu 1/19/23	Fri 6/10/22	Fri 8/26/22	Mon 10/10/22	Wed 11/9/22	Fri 12/2/22	Wed 12/21/22	Wed 1/11/23
Wed 2/15/23	Fri 7/8/22	Fri 9/23/22	Mon 11/7/22	Wed 12/7/22	Fri 12/30/22	Wed 1/18/23	Wed 2/8/23
Wed 3/15/23	Fri 8/5/22	Fri 10/21/22	Mon 12/5/22	Wed 1/4/23	Fri 1/27/23	Wed 2/15/23	Wed 3/8/23

As a reminder, the cost estimate should be updated at Final Tracings to reflect any fluctuations in unit cost since the previous submittal.

The revised INDOT Letting Preparation Schedule is available from the Contract Letting Information webpage at <https://www.in.gov/dot/div/contracts/letting/lettingdates.htm>.

For questions related to this design memo, please contact the Contract Administration Division at dstickney@indot.in.gov.