

INDIANA DEPARTMENT OF TRANSPORTATION
INDIANAPOLIS, INDIANA 46204-2249
INTER-DEPARTMENT COMMUNICATION

June 14, 2006

TO: Mr. Ron Heustis, Construction Technical Support Manager
Ms. Anne Rearick, Structural Services Manager, Production Management Division
Mr. John Wright, Roadway Services Manager, Production Management Division
Mr. Carl Tuttle, Traffic Engineering Manager, Highway Operations Division
Mr. Ronald Walker, Materials Management Manager, Construction Management Division
Mr. Dennis Kuchler, State Construction Engineer, Construction Management Division
Mr. Dave Andrews, Pavement Engineering Manager, Planning Division
Mr. Bob Cales, Estimating Manager, Contract Administration Division
Mr. Shakeel Baig, District Production Director, Crawfordsville District
Mr. Jim Keefer, District Construction Engineer, Ft. Wayne District

FROM: Mr. Mark Miller, Director *MAM*
Division of Construction Management

SUBJECT: Policy for Reorganization of the Standards Committee

Attached is the Policy for Reorganization of the Standards Committee with an effective date of June 1, 2006. Please note that you have been assigned as a committee member and should plan to attend the future monthly meetings. You can view these meeting dates on the website at the following location:

<http://www.in.gov/dot/div/contracts/standards/sc/>

If you do not wish to be on this committee, please assign someone from your division as a permanent delegate in your place. Please notify Mr. Dan Smith, Secretary of the Standards Committee as to who will be representing your division.

MAM:sec

attachment

cc: Mr. Phelps Klika
Mr. Jim Poturalski
Mr. Dan Smith


INDIANA DEPARTMENT OF TRANSPORTATION
Departmental Policy

Policy: **Policy for Reorganization of the Standards Committee**

Purpose: Due to the reorganization of the Department, the membership of the Standards Committee needs to be updated to reflect the new organization.

Effective Date: This Policy shall become effective on **June 1, 2006**

Supersedes: This Policy supersedes all previously published policies establishing the Standards Committee.

Authority:  Date 6/13/06
James Poturalski
Deputy Commissioner of Highway Management

POLICY

- 1.1. Pursuant to IC⁸-23-2-5, the Indiana Department of Transportation is responsible for the construction, reconstruction, improvement, maintenance, and repair of state highways, bridges, traffic control devices, and appurtenant fixtures.
- 1.2. The Department develops and maintains bridge, highway, and traffic construction Standard Specifications, Design Standards, and Design Policy necessary to construct and maintain the highway system.
- 1.3. The Chief Engineer is responsible for the approval of all specifications, design standards, design policy, and the Manual on Uniform Traffic Control Devices prepared for the Department.
- 1.4. A Standards Committee is necessary to develop, review and recommend for approval all substantive additions and revisions to the Standard Specifications, Design Standards, and Design Manual.
- 1.5. The Standards Committee shall consist of the following members:

Director of Construction Management – Chairman
Construction Technical Support Manager – Vice Chairman
Structural Services Manager, Production Management Division
Roadway Services Manager, Production Management Division
Traffic Engineering Manager, Highway Operations Division
Materials Management Manager, Construction Management Division
State Construction Engineer, Construction Management Division
Pavement Engineering Manager, Planning Division
Estimating Manager, Contract Administration Division
District Design Manager, District Production Division
District Construction Manager, District Highway Management Division

- 1.6. Division Managers or District Managers may appoint a qualified individual to fill the position as a member of the committee. Qualified assignments should be for extended periods to maintain continuity.
- 1.7. The Chief Engineer shall have final authority for all actions of the Specifications Committee.
- 1.8. The Federal Highway Administration shall act as an Ex Facto member to the committee.
- 1.9. The Specifications Engineer shall act as the secretary to the committee and shall prepare and distribute the agenda and minutes of each meeting. A record of all committee actions shall be maintained and specifications shall be published by the secretary. The secretary shall be a non-voting member.
- 1.10. The highway industry will be invited and encourage to attend all meetings to provide valuable input into the matters before the committee.
- 1.11. The Chairman will vote only in the case of tie votes by the other members.
- 1.12. Suggestions for specifications standards, and design policy revisions are encouraged from all sources of expertise and experience. Proposed new or revisions to existing specifications, standards, and design policy should be submitted to the Secretary. The Secretary will direct proposed revisions to the appropriate ad hoc committees for review and placement on the agenda as necessary. Recommendations should be accompanied by supporting documentation, justification, and reference to related specifications, standards and design policy. Department personnel and industry representatives may appear at committee meetings to provide special expertise.
- 1.13. The committee will schedule monthly meetings a minimum of one year in advance. Special meetings may be called as necessary. If sufficient items are not available for an agenda, the meeting may be cancelled by the chairman.
- 1.14. Specifications approved by the committee shall be incorporated into the next edition of the Standard Specifications Book. Standard drawings and design policy revisions developed or revised by the committee shall be incorporated into the next edition of the Standard Drawings or Design Manual as applicable. Those requiring implementation prior to the next year's publication shall be incorporated as special provisions in contracts.
- 1.15. The Standard Specifications Book, the Design Standards, and the Design Manual shall be updated once per year.