



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N758-CM
Indianapolis, Indiana 46204

www.in.gov/indot/

Eric Holcomb, Governor
Michael Smith, Commissioner

June 5, 2024

CONSTRUCTION MEMORANDUM 24-06

TO: District Deputy Commissioners
District Construction Directors, Area Engineers, Project Engineers/Supervisors
Division of Materials and Tests
District Project Management Directors
District Technical Services Directors
District Testing Engineers

FROM: Gregory G. Pankow, Chief Engineer of Construction *pp [Signature]*
Division of Construction Management and District Support

SUBJECT: Concrete Mix Design Submittals

Changes have been made to the submittal process for concrete mix designs (CMD) that will facilitate the future development of a fully electronic submittal system.

The steps for submitting a new CMD to INDOT for review and use are as follows:

1. A CMD is generated by the concrete producer on the Department's Excel workbook. The "CMDS" and "Gradation" tabs within the workbook must be completed by the producer. Note that the "Gradation" tab is required for all 501 mixes and any other mixes where the supplier chooses to use an optimized gradation.

The most recent Excel workbook can be found on the Department's website at the following link:

www.in.gov/indot/doing-business-with-indot/contractorsconstruction/division-of-materials-and-tests/

2. The concrete producer shall forward the workbook with their portion completed to the representative of the contractor that is requesting concrete.
3. The contractor requesting concrete shall complete the blue fields on the "Contract Log" tab within the workbook. A line should be completed for each line item on the contract that is expected to use the CMD. If the concrete is for a change order item that may not have a contract line number (CLN) assigned, then indicate "CO" (change order) in the CLN column.

4. The contractor shall forward the completed workbook to the INDOT representative on the contract.
5. The INDOT contract representative will review the CMD workbook to ensure that it is complete and then forward the workbook to the INDOT District Testing Engineer (DTE).
6. The DTE will review the CMD and determine if it is complete.
7. After the review is complete the DTE will assign the CMD a mix ID number.
8. The DTE will forward the completed workbook to the following:
 - a. Concrete producer
 - b. INDOT contract representative
9. The INDOT representative will forward the completed workbook to the contractor's representative.

The steps above are modified as follows for submitting a previously reviewed CMD to INDOT for review:

1. The concrete producer shall forward the previously assigned workbook that includes the INDOT mix ID number and date assigned by the DTE to the representative of the contractor that is requesting concrete.
2. The contractor shall complete the blue fields on the "Contract Log" tab within the workbook for the current contract. Note that data will already be entered for at least one other contract and possibly many other contracts.
3. Follow steps 4 - 9 same as above for a new CMD except that step 7 is omitted.

Any questions should be directed to:

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GGP/mwn