



INDIANA DEPARTMENT OF TRANSPORTATION

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

PHONE: (855) 463-6848

Eric Holcomb, Governor
Michael Smith, Commissioner

July 17, 2024

CONSTRUCTION MEMORANDUM 24-11

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Project Management Director
Project Management
District LPA Coordinators
District Area Engineers
Project Engineers/Supervisors/Managers
Field Engineers

FROM: Gregory G. Pankow, Chief Engineer of Construction
Division of Construction Management and District Support

A handwritten signature in blue ink, appearing to read "Gregory G. Pankow".

SUBJECT: Incorporate Cost Verification Guidelines for Extra Work into the GIFE

SUPERSEDES: 17-15, 17-16

The purpose of this memorandum is to notify field personnel that the cost verification guidelines found in Construction Memorandums 17-15 and 17-16 have been incorporated into Section 2 of the General Instructions to Field Employees (GIFE). The guidelines are intended to assist field personnel with performing cost verification procedures for new pay items used on approved extra work change orders.

The following subsections have been added or revised to Section 2 of the GIFE:

2.19.11 Determination of Required Change Order Work/Work Order Issuance **2.19.11(a) Perform a Cost Verification for New Pay Items**

Field personnel are encouraged to refamiliarize themselves with the guidelines and apply all requirements established.

Any questions should be directed to your assigned Construction Management Field Engineer.

GGP/ddh