



# INDIANA DEPARTMENT OF TRANSPORTATION

## Design Memo No. 24-15

November 6, 2024

**TO:** All Design Personnel and Consultants

**FROM:** /s/Luis A. Laracuente  
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**SUBJECT:** FHWA-Indiana PS&E Checklist

**REVISES:** *Indiana Design Manual* Sections 14-2.01(13), 14-2.03(10), 14-2.04(09), 14-2.05(05), 14-2.06(03), 14-2.07(03), and 14-2.08(03)

**EFFECTIVE:** Lettings on or after September 1, 2025

The FHWA-Indiana PS&E checklist has been revised and restructured to improve the design review process, mitigate potential risks associated with incomplete designs, and support adherence to project schedules. Effective as noted, the PS&E Checklist will be a required document for Stage 3 submittals. The effective date corresponds approximately to a Stage 3 submittal in January 2025.

### Summary of Changes

- Completing the Project Information. The designer is responsible for completing the project information at the top of the checklist.
- Submitting the Checklist. The checklist should be uploaded to ERMS in Word format with the Stage 3 submittal. Use the prefix “FT” and the appropriate ERMS naming convention.
- Section Headings. Sections headings have been revised from numbers to subject matter areas. The responsible person/INDOT Division is listed in the heading. The content associated with project manager and Contract Administration review is unchanged.
- Plans Section. Content in the Plans section (previously Section 1) has been revised in its entirety. All items in the Plans section must be complete. Incomplete items may require a resubmittal of Stage 3.

### Designers

- Designers should review the checklist items and the associated PS&E Checklist Narrative to ensure expectations are met.
- Designers are expected to work cooperatively with the INDOT to address all outstanding items.

## Revised Documents

The following documents have been revised and are available from the [Design Manual Editable Documents](#) webpage.

- FHWA-Indiana PS&E Checklist
- PS&E Checklist Narrative
- PS&E Documentation
- Final Tracings Checklist and Additional Information

## IDM Revisions

The referenced sections of IDM [Chapter 14](#) have been revised to reflect this change.

- PS&E Checklist was added to Stage 3 submittal.
- Language previously in PS&E Checklist Section 1 regarding IMUTCD compliance for sign messaging and placement, appropriate pavement markings, and roadside barrier was added to Stage 3 for Traffic Signing, Signalization, and Lighting projects, as appropriate.
- Instructions to manually annotate non-participating pay items with an asterisk on the cost estimate PDF were added for Stage 3 estimates.

For questions related to this memo, please contact the Highway Engineering Division at [roadreviewteam@indot.in.gov](mailto:roadreviewteam@indot.in.gov).