



INDIANA DEPARTMENT OF TRANSPORTATION

Design Memo No. 25-12

April 16, 2025

Rev. May 7, 2025

TO: All Design Personnel and Consultants

FROM: /s/Elizabeth P. Mouser
Elizabeth P. Mouser
Standards & Policy Director

SUBJECT: Plan Revisions after Ready for Contracts

REVISES: *Indiana Design Manual* Sections 14-1.02(04), 14-1.02(06) and 14-1.02(07),
and (new) Figures 14-1 O, 14-1P, and 14-1Q

EFFECTIVE: Immediately

This design memo has been revised to define a specific process for submitting revisions to special provisions during the advertisement period.

Revisions to special provisions during advertisement should include only those provisions to be revised. Revised provisions should be included in their entirety and combined in a single Word document. Use the same markup formatting as used for preprint changes.

IDM Section 14-1.02(06) has been updated to include the revision process during advertisement for special provisions. Language on the preprint change process for special provisions has been clarified.

The referenced sections of IDM [Chapter 14](#) have been revised, and new figures have been added for clarity on the presentation of changes to plans after the project ready for contracts (RFC) date.

Except as follows, the requirements are unchanged but have been extensively reformatted.

For revisions – changes during the contract advertisement period – the file naming convention has changed. The file naming format is the same as that of the original submission with “REV” added as a suffix. For example,

FT Plans or PlansXsect [Des. No.] for Contract Services REV.

For questions related to this design memo, please contact the Standards & Policy Division at DesignManualInquiries@indot.in.gov.