



**November 19, 2018**

**Design Memorandum No. 2018.09**

**TO: All DPW Engineering and Construction Staff, and Consultants**

**THRU: Melody Park, PE  
Chief Engineer  
Department of Public Works**

**FROM: Mark H. Zwoyer, PE  
Administrator – Engineering Design  
Department of Public Works**

**RE: IndyGo Coordination**

**EFFECTIVE: Immediately**

**Preliminary Plans:** Preliminary plans in areas with bus routes shall be submitted to the IndyGo Transit Planner for review and comment at the 30% Plans, or Stage 1 Design.

**Final Plans:** If transit oriented items are included with a project, Final Plans shall be submitted to the IndyGo Transit Planner for review and comment to IndyGo at 90% Plans, or Stage 3 Design. The submittal shall include:

- Any Technical Specifications related to transit oriented items
- A Maintenance of Transit Stop Plan
- ADA accessibility to transit stops

**Construction:** IndyGo's Transit Planner shall be invited to the preconstruction

conference and received regular construction schedule updates. A two-week notice to the IndyGo Transit Planner regarding all closures and openings impacting transit stops is required.

**IndyGo Contact:** The IndyGo Transit Planner is Ryan Gallagher

- Phone: 317.614.9334
- Email: [RGallagher@indygo.net](mailto:RGallagher@indygo.net)

Anticipated turnaround time for IndyGo is two weeks.



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**FROM: Mark H. Zwoyer, PE  
Administrator – Engineering Design  
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**RE: Resurfacing at Intersections**

**EFFECTIVE: Immediately**

In addition to the other requirements, resurfacing limits shall include all intersection legs and limits shall extend to a point that ensures all detection loops and housings for signals within the project are replaced, turn lanes restriped, and crosswalk markings restored.