



June 25, 2018

Design Memorandum No. 2018.03

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: Pay Items for Contracts Bid by the City

EFFECTIVE: September 1, 2018

The Department of Public Works (DPW) has developed a process to standardize pay items used in association with City let construction contracts. The process will be required for projects let after September 1, 2018. Parks Division lump sum projects remain exempt from these requirements.

DPW generally uses Indiana Department of Transportation (INDOT) pay items, but has some regularly used items that do not appear in the INDOT catalog. DPW has produced a catalog that is available online at www.indy.gov/egov/city/dpw/business/specs/pages/home.aspx with allowable pay items. DPW acknowledges that there will occasionally be a need for a unique or new pay item. Designers will submit those needs to the Chief Engineer, Attention Pay Item Committee. The committee will determine the appropriate pay item name and whether an item requires a Technical Specification, or is

covered by INDOT Specification.

DPW has updated the Technical Specifications to follow INDOT requirements for special provisions. All DPW pay items either have a corresponding Technical Specification, or there is one in development.

A checklist of the technical specifications has been developed. The checklist and the technical specifications are available online at www.indy.gov/egov/city/dpw/business/specs/pages/home.aspx. Designers shall continue to compile the technical specification portion of project contract books using the specifications needed for the planned work, complete with a table of contents. Every pay item shall have an associated specification, either INDOT Standard Specification based or DPW Technical Specification based, or the submittal of contract documents will be rejected.

Bid-3 sheets shall include DPW pay item numbers from the DPW catalog. DPW is developing a Construction Estimating Software (CES) system that will automatically generate the Bid-3 sheets and an engineer's cost estimate. The estimated roll out for CES will be later in 2018.