

Memo

New Mexico Department of Transportation

SUBJECT: Infrastructure Design Directive
IDD-2005-04 (Preparation of Contract
Documents)

DATE: 7-July-2005

TO: Infrastructure Division
Transportation Design Community

FROM: Steven P. Harris
Infrastructure Division Director

FILE REFERENCE:
PSESHARE:Design Directives

To assure that the proper contract documents are used in plan development and advertising, the attached guidelines have been established. The guidelines establish the contract document, its application and staff who has the primary responsibility in the preparation of the contract document.

Contract documents are defined as the following:

- Addenda
- Notice(s) to Contractors
- Special Provisions
- General Notes (Plans)
- Supplemental Specifications
- Standard Specifications
- Standard Drawings

Conforming to the above guidelines ensures that proper contract document is used.

It is requested that District Technical Support staff follow the same process for their designs.

General Office staff is to utilize the \\asgopinon\pshare drive to access the Directive. District and Regional Office staff can access the Directive utilizing the appropriate District drive as indicated below:

District 1	\\d1flsv03\design\$
District 2	\\d2flsv01\public\pse_section
District 3	\\d3flsv03\ps&e_section
District 4	\\d4flsv04\designshared
District 5	\\D5flsv02a\D5Design
District 6	\\d6flsv02\pse_section

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Ray Trujillo
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P. S. & E. Section

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Eugene Padilla/Daniel Bustamante/Dean Serna
Jeri Romero/Christine Griego
Sally Gomez
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Kathleen Garcia
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Human and Natural Resources Section

Steve Reed

Environmental Geology Section

Kathy Kretz

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LAND MANAGEMENT

Ed Rios

Survey & Lands Section

ROW/Utilities Section

Ron Noedel

PROJECT PLANNING BUREAU

Ray Alexander

Steve Eagan

Brian Danielson

DISTRICT ENGINEERS

1/Alvin Dominguez

2/Gary Shubert

3/Larry Velasquez

4/Paul Gray

5/John McElroy

6/Larry Maynard

ASSISTANT DISTRICT ENGINEERS

1/Paul Little/Harold Love

2/Paul Zagone/Ralph Meeks

3/Mike Plese/Kathy Trujillo

4/Mike Pope (Acting)/Abel Esquibel

5/James Gallegos/Miguel Gabaldon

6/Fernando Trujillo/Tom Kratochvil

ENGINEERING SUPPORT

1/Frank Guzman

2/Robert Kurtz

3/

4/

5/Phil Gallegos

6/

DISTRICT TECHNICAL SUPPORT ENGINEERS

1/

2/

3/Ken Murphy

4/Heather Sandoval

5/

6/Robert McCoy/Donald Benninghoff

DISTRICT TRAFFIC ENGINEERS

1/

2/

3/Tony Abbo

4/

5/David Martinez

6/Barry J. Lytle

STATE MATERIALS

John Tenison

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Bob Meyers

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Eric Worrell

Carl Lovato

Frank Lozano

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Hermant Patel, Aztec Engineering

Albert Thomas, Bohannon-Huston, Inc.

Paul Waters, BPLW

Mike Brazie, CH2MHILL

Charles Stubbs, Chavez-Grievess

Kent Dibble, Dibble & Associates

Luis Duffy, DMJM + Harris

Dave Maxwell, Engineers Inc.

Mike Malloy, Gannett-Fleming West, Inc.

Steve House, HDR Engineering Inc.

Kim Kemper, Huitt Zollars, Inc.

Lawrence Ortega, Lawrence Ortega

Thomas Densford, Louis Berger Group

Kent Freier, Molzen-Corbin & Associates (Albuquerque)

John Montoya, Molzen-Corbin & Assoc. (Las Cruces)

Joann English, North Sound Consulting, Inc.

Chris Baca, Parsons Brinckerhoff Quade & Douglas

Fernando Quiroga, Quiroga-Pfeiffer

Engineering Corp.

Joseph Chato, Red Mountain Engineers, Inc.

Elvidio Diniz, Resource Technology

Robert Smith, Smith Engineering Co. (Albuquerque)

Tom Dick, Smith Engineering Co. (Roswell)

Jim Smith, Souder Miller & Associates

Kim Stelzer, Tampa Bay Engineering

Jim Dolbear, The Larkin Group

Jim Witkowski, TransCore ITS, Inc.

Peter Hinckley, URS Greiner Woodward Clyde

William Ventry, Ventry Engineering

Scott Perkins, Wilson & Company

GUIDELINES FOR PREPARATION OF CONTRACT DOCUMENTS

New Mexico Department of Transportation

CONTRACT DOCUMENT	APPLICATION	PRIMARY RESPONSIBILITY	GUIDANCE AND DIRECTION	COMMENTS
Notice to Contractors	Issues related to the contract that are specific to the contract, cannot be placed into a Special Provision and are of significance in nature to be placed in to a Notice. (See Section 105.4 of Standard Specifications for governing order of importance.) Examples are: Time-related clauses; Utility relocations/installations; Specific R/W Conditions and Specific environmental requirements.	PDE/Design Team (Project Development Regions) TSE/Design Team (District-lead)	Functional Groups Management PS&E Section	Do not use to override other conflicting data in contract documents; conflicting data should be avoided/corrected. Do not use to avoid need for a Special Provision. Bid item related information should be placed in a Special Provision.
Special Provisions	Project specific modifications of Standard or Supplemental Specifications. Can alter or describe in greater detail materials, construction approach, method of measurement, basis of payment or other general conditions.	PDE (Internal-Lead) TSE (District-Lead) Consultant	Design Team/PS&E Section (Internal projects) PDE/PS&E Section (Consultant projects) Functional Groups	TSE/PDE/Consultant to initiate, not initiated by PS&E Section. Need to be addressed at Pre-Final/Final Design stages.
General Notes (Plans)	Instructions to the contractor, highlighting critical information by reference. Can include data related to quantities, rates of application, calculations, etc. Can include utility contact information.	PDE (All Others) TSE (District-Lead)	Design team via inspection/review meetings	Do not use to introduce and define new pay items, nor as a substitute for Special Provisions; do not duplicate. Information provided elsewhere other than by reference.
Supplemental Specifications	Adopted versions of modifications to Standard Specifications that are used state wide. Revisions of current Standard Specifications to be incorporated into next edition of the Standard Specifications.	State Construction Bureau PS&E Section	Specification Committees (applicable per division)	Use needs to be reviewed. Typically issued on an annual basis.
Standard Specifications	Descriptions and definitions of standard construction materials, approaches, methods of measurement and basis of payment for construction bid items. Approved for general application and repetitive use.	State Construction Bureau PS&E Section	Specification Committees	Do not assume that specifications are completely adequate to describe all project conditions as is.
Standard Drawings (Refers to Selection of Applicable Drawings)	Commonly used details for various construction features, developed into standards for general use and formally adopted.	Designer/PDE (Project Development Regions) Consultant/PDE (Project Development Regions) TSE (District lead)	PS&E Section and Functional Groups	Do not use when project specific details are needed.

Note: Although the PS&E Section is responsible for final assembly of bidding and construction contract documents, the content of these documents is the responsibility of parties as shown above.

Note: These guidelines are intended to apply to most cases, however, exceptions may occur.