





**SUBJECT:** Infrastructure Design Directive  
IDD-2021-01  
Preparation of Contract Documents

**DATE:** January 4, 2021

**TO:** Office of Infrastructure Divisions  
District Offices  
Transportation Design Community

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**FILE REFERENCE:**  
PSESHARE: Design Directives

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The following IDD shall be used to ensure consistency in the development of all projects to be let by NMDOT in relation to preparation of Contract Documents. The attached 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
- Required Documents for Bid Submittal
- Notice(s) to Contractors
- Advertisement
- Special Provisions
- Plans other than Standard Drawings
- Supplemental Specifications
- Standard Specifications
- Standard Drawings

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

# GUIDELINES FOR PREPARATION OF CONTRACT DOCUMENTS

## New Mexico Department of Transportation

CONTRACT DOCUMENT	APPLICATION	PRIMARY RESPONSIBILITY	GUIDANCE AND DIRECTION	COMMENTS
<b>Addenda</b>	A change to the Plans or Specifications issued after the advertisement and before the opening of the Bid.	PDE/District/PSE Bureau	PSE Bureau	Overrides any Contract document indicated below. Can be initiated by Contractor questions in accordance with Subsection 102.7 of the Standard Specifications. When initiated by Contractor, PSE Bureau will request supporting information from PDE/District.
<b>Required Documents for Bid Submittal</b>	Those documents specified in the Bid Package Required for Bid Submittal. The Bid Package includes the Bid1 Documents submitted by a Bidder in accordance with Section 102 of the Standard Specifications.	PSE Bureau	Federal (applicable CFR's) and State Statute requirements	Required Documents are dependent on funding types. Federally funded Projects may include additional Documents that are not required on State funded Projects.
<b>Notice to Contractors</b>	Specific issues related to the Contract that are not included in a Special Provision and are of significance in the governing order of documents as indicated in Section 105.4 of Standard Specifications)Examples are: Time-related clauses; Utility relocations/installations; Specific R/W Conditions and Specific environmental requirements.	PDE/District	Office of Infrastructure Functional Groups Management PS&E Bureau Office of General Counsel CCRB	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.
<b>Special Provisions (Project Specific)</b>	Project specific additions or revisions to the 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/Design Team District/Design Team Consultants	Office of Infrastructure Functional Groups Management PS&E Bureau Office of General Counsel CCRB	District/PDE/Consultant to initiate, not initiated by PS&E Bureau. Need to be addressed at Pre-Final/Final Design stages.
<b>Special Provisions (Standard)</b>	Additions or revisions to the Standard Specifications. Can alter or describe in greater detail materials, construction approach, method of measurement, basis of payment or other general conditions.	CCRB PS&E Bureau	Office of Infrastructure Functional Groups Management PS&E Bureau Office of General Counsel CCRB	Included in all Contracts.
<b>Plans (General Notes)</b>	Instructions to the Contractor, highlighting critical information by reference. Can include data related to quantities, rates of application, calculations, etc. Can only include utility contact information on NTC for Utilities.	PDE/Design Team District/Design Team Consultants	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 in Standard Specifications.
<b>Supplemental Specifications</b>	Adopted additions or revisions to Standard Specifications that are used state wide. Revisions of current Standard Specifications to be incorporated into next edition of the Standard Specifications.	CCRB PS&E Bureau	Specification Committees (applicable per division)	Typically issued on an annual basis.
<b>Standard Specifications</b>	Approved for general application and repetitive use. Provides Description, Materials, Construction Requirements, Method of Measurement and Basis of Payment for Work.	CCRB PS&E Bureau	Specification Committees	Do not assume that specifications are completely adequate to describe all Project conditions as is.

<b>Standard Drawings (Refers to Selection of Applicable Drawings included in the Plans)</b>	Commonly used details for various construction features, developed into standards for general use and formally adopted. Detailed drawings for specific items of Work approved for repetitive use.	Engineering Coordinators//PDE Consultant/PDE District	PS&E Bureau and Functional Groups	Do not use when project specific details are needed.
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Note: Although the PS&E Bureau is responsible for final assembly of bidding and construction contract documents, the content of these documents is the responsibility of parties as shown above.