



SUBJECT: Infrastructure Design Directive
IDD-2018-01
PDE and PM Site Visit

DATE: April 24, 2018

TO: Office of Infrastructure Divisions
District Offices
Transportation Design Community

FROM: Armando Armendariz, P.E.
Chief Engineer
Office of Infrastructure Divisions

FILE REFERENCE:
PSESHARE:Design Directives

The following IDD shall be used to ensure consistency in the development of all projects to be let by NMDOT in relation to the roll out of the Project Development Engineer (PDE) and Project Manager (PM) in the open exchange of information for the overall betterment of the NMDOT. This IDD will complement the Operations Division Directive (ODD) 2016-02.

During the project development phase, the PDE shall ensure that representatives from the respective district engineering support, maintenance and construction staff are invited to design progress meetings. The PDE's will be responsible for recording meeting attendance for each progress meeting via sign-in sheets and will ensure copies of these sign-in sheets are submitted to the Regional Manager at production.

During the construction phase of a project, the PM shall contact the PDE at 50% Contract Time or 50% monies. The PDE and PM shall meet and review the contract documents listed in the NMDOT Standard Specifications 105.4 'Coordination of Contract Documents' (Addenda, Notice to Contractors, Plans, Supplemental Specifications, Special Provisions, Standard Specifications and Standard Drawings). The PM and PDE will follow up the review of the Contract Documents with a Project site visit. The review of the Contract Documents and the Project site visit are for the exchange of information to identify areas of improvement to current and future Contracts.

The PDE and PM will coordinate and develop an Intra-Departmental Correspondence (Sample IDC is attached) that documents the issues discussed during the Contract Document Review and the Project Site Visit. The IDE prepared by the PDE and PM shall be submitted to the Construction Liaison Engineer (CLE) and the Design Regional Manager. The report shall follow the format of the attached IDC.

The CLE and Regional Manager will disseminate the information for the IDC report to PDE's and PM's for incorporation into future Projects. Dissemination of the information will occur only at regularly scheduled District PM meetings and Regional Design staff meetings.

Form No. A-110
Rev. 02/13



Intra-Departmental Correspondence

Date: May 6, 2016

To: CLE / RM

From: PM / PDE

Subject: Operations Division Directive (ODD) 2016-02 – Project Development Engineers (PDE) Project Site Visits

Reference: Infrastructure Design Directive (IDD) - 2016 - 01

The PM (INSERT NAME) and PDE (INSERT NAME) for CN: (INSERT #) met on (INSERT DATE) to exchange information for the overall improvement of the NMDOT Design and Construction process. The items discussed were:

(EXAMPLES)

1. The Ramp Up Time NTC and suggested modifications.
2. Standard Drawing 606-GR31-3/20
3. General Note ## and the direction to the Contractor provided within that GN.
4. Etc.