



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
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GOVERNOR

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HIGHWAY DESIGN MEMORANDUM NO. 3-24; STRUCTURAL DESIGN MEMORANDUM TM24-01

TO: Chief District Engineers
Directors
Project Development Branch Managers
Project Delivery and Preservation Branch Managers
Section Engineers
Active Consultants

FROM: Tim Layson, P.E., Director *WTZ*
Division of Highway Design

Mike Carpenter, P.E., Director *MC*
Division of Structural Design

DATE: March 11, 2024

SUBJECT: Incidental Work Items

Providing a consistent and predictable set of contract plans is critical for the most efficient execution of the contract by the contractor's and Department's field staff. An important part is having a comprehensive set of bid items for the work that is anticipated. This helps to reduce contractor risk as well as disagreements concerning the work to be performed during the execution of the contract. Additionally, when items of work are incidental to other bid items, the historical average unit bid prices will not accurately reflect the cost of the work in standard applications for the bid item.

While there may be rare instances that would warrant some type of incidental item of work associated with a bid item, these instances should be evaluated based on the above considerations.

The following items are examples work items that have been ongoing areas of concern and must be broken out into specific needed bid items with an accompanying plan detail and notes specifically showing what is required for each work item.

Foundation Preparation – This item should include only the items specified in Section 603 of the Standard Specifications. Additional items such as rock for backfill, geotextile fabric, etc. must be bid as separate bid items.

Temporary Traffic Control – Provide Standard Drawings or detail sheets specifically detailing detour routes, lane closures, and all bid items required for the contractor to complete those items in accordance with the Standard Drawings or plan details. All items must be bid as standalone bid items and not lumped together as a lump sum.

Bridge Overlay Approach Pavement – Bid milling, asphalt base, asphalt surface, edge keys, DGA, or other required items as standalone bid items instead of a lump sum in Bridge Overlay Approach Pavement. This allows for the Department to receive the best bid possible for these items and reduces risk and construction issues for all parties involved.

If you have any questions about this, contact the Division of Highway Design, at 502-564-3280 or the Division of Structural Design at 502-564-4560.