

D&E Departmental Policies

NUMBER	SUBJECT	EFFECTIVE DATE	REVIEW DATE
D&E-1	Bureau of Design and Environment Manual	10/16/2010	10/16/2015
D&E-2	Standard Specifications for Road and Bridge Construction	5/25/2011	
D&E-3	Highway Standards Book	3/24/2014	3/24/2019
D&E-4	Cost Estimates Manual for Highway and Street Construction	2/3/2015	2/3/2020
D&E-5	Coded Pay Items Book	9/15/2015	9/15/2020
D&E-6	Highway Traffic Noise Assessment Manual	6/29/2011	6/29/2016
D&E-7	Community Impact Assessment Manual	10/1/2007	10/1/2012
D&E-8	Ecological and Natural Resources Manual	<i>Rescinded 8/14/2014</i>	<i>Rescinded 8/14/2014</i>
D&E-9	Carbon Monoxide Screen for Intersection Modeling Air Quality Manual	6/10/2013	6/10/2017
D&E-10	Water Quality Manual	3/1/2001	
D&E-11	Identifying and Responding to Regulated Substances in Highway Project Development	5/12/2014	5/12/2019
D&E-12	Preservation of Archaeological and Other Objects of Antiquity	5/26/2015	5/26/2020
D&E-13	Evaluation of Bids Received for Highway Construction Projects	10/5/2012	10/5/2017
D&E-14	Participation in the Cost of Utility Adjustments	7/22/2014	7/22/2019
D&E-15	Removal of Orphan Underground Storage Tanks	6/5/2014	6/5/2019
<i>D&E-16 (Now BBS-14)</i>	<i>Please see BBS-14: Computer-Aided Design Drafting (as of 5/15/2013)</i>	<i>Document owner changed</i>	<i>Document owner changed</i>
D&E-17	Processing Access Control Revisions for Expressways and Freeways on the State Highway System	2/3/2015	2/3/2020
D&E-18	Preservation and Replacement of Trees	3/4/2014	3/4/2019
D&E-19	Follow-through on Project Commitments	6/17/2014	6/17/2019

Note: Not all D&E Policies have a Scheduled Review Date. Policies are being updated to reflect new formatting requirements

D&E Departmental Policies

NUMBER	SUBJECT	EFFECTIVE DATE	REVIEW DATE
D&E-20	Contacting the Corps of Engineers for Dredging, Filling, and Other Work in Waters of the United States	6/17/2014	6/17/2019
D&E-21	Context Sensitive Solutions	11/26/2013	11/26/2018
<i>D&E-22</i>	<i>Mandatory Pre-Bid Conferences</i>	<i>Rescinded 10/15/12</i>	<i>Rescinded 10/15/12</i>
D&E-23	Erosion and Sediment Control Training	5/10/2013	5/10/2015
D&E-24	Qualifying Geometrics Engineers for Approval Authority	7/25/2013	7/25/2018
D&E-25	Americans with Disabilities Act (ADA) Transition Plan	10/30/2013	10/30/2018
D&E-26	Administrative Procedures Relating to Major State Border Bridges	3/28/2014	3/28/2019



Illinois Department of Transportation Departmental Policies

D&E-1

Effective Date: October 16, 2010

Scheduled Review Date: 5 Years

BUREAU OF DESIGN AND ENVIRONMENT MANUAL

1. POLICY

The Bureau of Design and Environment shall publish and maintain a manual which establishes uniform policies and procedures for the location, design, and environmental evaluation of highway construction and reconstruction type projects on the State Highway System. The title of the manual will be the *Bureau of Design and Environment Manual (BDE Manual)*.

2. PURPOSE

The purpose of this Policy is to compile the policies and procedures which govern project location, design, and environmental evaluation into one comprehensive manual.

3. GUIDELINES FOR IMPLEMENTATION

The policies and procedures contained in the electronic version of the *BDE Manual* are the current best practices. The *BDE Manual* is intended to apply primarily to the State Highway System. The *BDE Manual* provides detailed requirements on such subjects:

- a. Administration and Procedures
- b. Project Development
- c. Environmental Procedures
- d. Roadway Design Elements
- e. Design of Highway Types
- f. Other Highway Design Elements
- g. Plans and Contracts

4. RESPONSIBILITIES

The Bureau of Design and Environment is responsible for preparing and maintaining this Policy and the associated *BDE Manual*. All

projects on the State Highway System developed by the District Offices or other agencies shall be in compliance with this Policy and the *BDE Manual*.

5. **ACCESSIBILITY**

A. LOCATION

Electronic version of this Policy and accompanying *BDE Manual* are located at the Policy and Research Center site on InsideIDOT, the department's internal website. Additionally, the *BDE Manual* is available on the official department's website.

B. COPIES

Hard copies of this Policy may be obtained by contacting the department's Policy and Research Center Library.

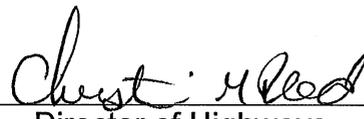
C. ARCHIVES & REVISION HISTORY

Archived versions of this Policy and accompanying *BDE Manual* may be reviewed by contacting the department's Policy and Research Center Library.

CLOSING NOTICE

Supersedes: Department Policy D&E-1, *Bureau of Design and Environment Manual*, dated March 1, 2001.

Approved:



Director of Highways

10/13/10

Date



Illinois Department of Transportation

Departmental Policies

D&E-2

Effective Date: May 16, 2011

STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

1. **POLICY.** Road and bridge construction shall be performed according to the standards set forth in this policy.
2. **PURPOSE.** The purpose of this policy is to provide for the publication of a book prescribing the Standard Specifications for Road and Bridge Construction.
3. **GUIDELINES FOR IMPLEMENTATION.** The book outlines the general requirements and covenants applicable to all highway construction improvements as well as provisions relating to materials, equipment, and construction requirements for individual items of work (as defined in the book) on road and bridge construction projects awarded by the department.

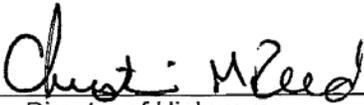
The book provides detailed requirements on such subjects as:

- a. General Requirements and Covenants
- b. Earthwork, Landscaping, Erosion Control
- c. Subgrades, Subbases, and Base Courses
- d. Surface Courses, Pavements, Rehabilitation, and Shoulders
- e. Structures
- f. Incidental Construction
- g. Work Zone Traffic Control and Protection, Signing, and Pavement Marking
- h. Electrical Requirements
- i. Materials
- j. Equipment

4. **RESPONSIBILITIES.** The Division of Highways and its Regional Offices shall implement the standards published in the book accompanying this policy.
5. **ACCESSIBILITY.** Electronic versions of this policy and the specifications book are located at the Policy & Research Center site on InsideIDOT, the department's internal website. Printed copies of this policy may be obtained by contacting the Bureau of Design and Environment. Printed versions of the specifications book may be obtained from the Bureau of Business Services' Policy Distribution Office.

CLOSING NOTICE. Supersedes: Departmental Policy D&E-2, Standard Specifications for Road and Bridge Construction, Effective: May 11, 2006.

Approved:



Director of Highways



Date

Printed by Authority of the State of Illinois
(PRT3519235-20,000-07-2011)



Illinois Department of Transportation

Departmental Policies

D&E-3

Effective Date: March 24, 2014
Scheduled Review Date: March 24, 2019

HIGHWAY STANDARDS

1. POLICY

It is the policy of the Department of Transportation to issue the [Highway Standards](#) governing the design and construction of state highways.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to establish and compile the standards used in the design and construction of state highways into one comprehensive set of drawings.

4. GUIDELINES FOR IMPLEMENTATION

The [Highway Standards](#) shall provide design standards on such subjects as:

- A. Earthwork and Erosion Control
- B. Subgrades, Subbases, and Base Courses
- C. Pavement, Rehabilitation and Shoulders
- D. Bridges and Culverts
- E. Drainage
- F. Safety
- G. Fencing, Markers and Miscellaneous
- H. Traffic Control
- I. Signing
- J. Pavement Marking
- K. Electrical
- L. Local Roads

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** shall be responsible for preparing and updating this policy and the associated [Highway Standards](#).

- B.** The **Division of Highways** is responsible for implementing the information in the [Highway Standards](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section was added,
- Minor editorial changes and updates, and
- Approval signature removed from policy.

Archived version of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-3, Highway Standards
Effective: March 1, 2001

Signature: On File



Illinois Department of Transportation

Departmental Policies

D&E-4

Effective Date: February 3, 2015
Scheduled Review Date: February 3, 2020

COST ESTIMATES FOR HIGHWAY AND STREET CONSTRUCTION

1. POLICY

It is the policy of the Department of Transportation to maintain a guide manual for cost estimating according to the [Standard Specifications for Road and Bridge Construction](#) and the [Highway Standards](#). This information shall be confidential and only for internal departmental use.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to provide for maintaining a guide manual to ensure a uniform method of estimating unit costs throughout the department.

4. GUIDELINES FOR IMPLEMENTATION

- A.** The Bureau of Design and Environment Estimates Manual shall serve as the guide manual for cost estimating.
- B.** The data in the manual shall be based upon average conditions with special consideration given to individual roadway pay items.
- C.** The data in the manual will use a surcharge factor which will enable unit costs to fluctuate due to stage construction, city work, small or large quantities, traffic, seasonal work, completion time, local restrictions, business conditions, and other unusual conditions. The use of man-hour factors allows fluctuations in wage rates without a revision to the data.
- D.** The Illinois Department of Transportation will prepare and use this manual internally. It is not to be distributed outside the department.

5. RESPONSIBILITIES

The **Division of Highway's offices** are responsible for compliance with the provisions of this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section was added,
- minor editorial changes and formatting updates, and
- removal of signature block.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-4: Cost Estimates for Highway and Street Construction.
Effective: March 1, 2001

Signatures: On file



Illinois Department of Transportation

Departmental Policies

D&E-05

Effective Date: September 11, 2015

Scheduled Review Date: September 11, 2020

CODED PAY ITEMS INFORMATION

1. POLICY

It is the policy of the Department of Transportation to publish and maintain information on [Coded Pay Items](#) in reference to the [Standard Specifications for Road and Bridge Construction](#) and [Supplemental Specifications and Recurring Special Provisions](#).

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to describe the content and use of the [Coded Pay Items](#) information and the responsibilities associated with its implementation and maintenance.

4. GUIDELINES FOR IMPLEMENTATION

The [Coded Pay Items](#) shall include information (pay item description and pay code) for all pay items used in computerized billing and payoff.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** will be responsible for preparing and updating this policy and the associated [Coded Pay Items](#) information.
- B. The **Division of Highways Central Bureaus** and **District Offices** are responsible for the proper use and application of the [Coded Pay Items](#) information.

6. REVISION HISTORY

Changes to this policy included in this version include:

- The information required for Coded Pay Items was updated,
- Persons Affected section added,
- Signature block removed, and

- Minor editorial changes and formatting updates.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment. The [Coded Pay Items](#) information is available via the IDOT Internet Site.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-5: Coded Pay Items Information,
Effective: March 21, 2001

Signature: On file



Illinois Department of Transportation Departmental Policies

D&E-6

Effective Date: June 29, 2011
Scheduled Review Date: June 29, 2016

HIGHWAY TRAFFIC NOISE ASSESSMENT MANUAL

1. POLICY

The Bureau of Design and Environment shall publish and maintain a *Highway Traffic Noise Assessment Manual* that shall be used as a basis for preparing noise analyses required for Environmental Impact Statements and other environmental documents and studies for projects on the State Highway System.

2. PURPOSE

This policy is issued in order to ensure that studies and reports on traffic noise prepared by or for the department are consistent with existing laws and regulations and are technically accurate and sufficient.

The manual:

- a. Describes techniques and procedures for analyzing and reporting potential traffic noise impacts.
- b. Describes noise barriers and other abatement measures that can be evaluated for project designs to potentially mitigate traffic noise impacts.
- c. Describes obtaining the viewpoints of benefited receptors for noise barriers that are feasible and reasonable.
- d. Notes references and examples to aid in the study of traffic noise and includes guidelines for the presentation of study results in environmental documents.

3. GUIDELINES FOR IMPLEMENTATION

The procedures contained in the *Highway Traffic Noise Assessment Manual* are effective June 29, 2011. The procedures and information contained in the manual are intended to apply to all Environmental Impact Statements and other environmental documents regarding traffic noise prepared by or for the department.

4. RESPONSIBILITIES

The Bureau of Design and Environment is responsible for preparing and maintaining this policy memorandum and the associated manual. Studies regarding traffic noise prepared by or for the department shall conform to this policy memorandum and the contents of the *Highway Traffic Noise Assessment Manual*.

5. ACCESSIBILITY

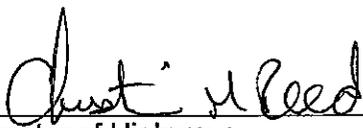
Electronic versions of the policy and its accompanying manual are located at the Policy and Research Center site on InsideIDOT, the department's internal website (all previous versions are obsolete). Electronic versions of the manual can also be found at: <http://www.dot.il.gov/environment/HTNAManual.pdf>.

Questions regarding the manual may be directed to the Bureau of Design and Environment, Room 330, 2300 S. Dirksen Parkway, Springfield, Illinois 62764.

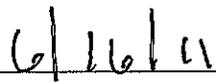
CLOSING NOTICE

Supersedes: Departmental Policy D&E-6, Highway Traffic Noise Assessment Manual, dated October 1, 2007.

Approved:



Director of Highways
Chief Engineer



Date



Illinois Department of Transportation Departmental Policies

D&E-7

Effective Date: October 1, 2007

Scheduled Review Date: 5 Years

COMMUNITY IMPACT ASSESSMENT MANUAL

1. POLICY.

The Bureau of Design and Environment shall publish and maintain a *Community Impact Assessment Manual* (previously called the Socio-Economic Impact Assessment Manual) that shall be used in preparing the socio-economic portions of Environmental Impact Statements and other environmental documents and studies for projects on the State Highway System.

2. PURPOSE.

The purpose of this Policy is to ensure that community/socio-economic portions of Environmental Impact Statements and other environmental documents prepared for State Highway System projects are consistent with Federal and State laws and regulations and are technically accurate and sufficient.

The Manual:

- a. Provides a description of the primary, secondary, and long-term community effects that may occur as a result of a transportation project.
- b. Specifies methods, techniques, and data requirements for conducting a community impact assessment.
- c. Describes procedures for presenting the results of the community impact assessment in environmental documents.
- d. Discusses measures available to mitigate objectionable impacts.

3. GUIDELINES FOR IMPLEMENTATION.

The procedures contained in the *Community Impact Assessment Manual* are effective on the date they are posted on the Department's intranet and internet web site unless otherwise noted in the transmittal memorandum. The Manual is intended to apply to all Environmental Impact Statements and other environmental documents prepared by or for the Department for projects on the State Highway System.

4. RESPONSIBILITIES.

The Bureau of Design and Environment is responsible for preparing and maintaining this Policy and the associated Manual. Community impact studies prepared by or for the Department shall conform to this Policy and the contents of the *Community Impact Assessment Manual*.

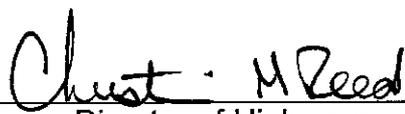
5. ACCESSIBILITY.

Copies of this Policy may be obtained from the Bureau of Design and Environment in the Harry R. Hanley Building. This Policy and the associated Manual may be examined in the Hanley Building Library and in each of the nine District Highway Offices. The Manual may be obtained from the Bureau of Highways Administration in the Hanley Building.

CLOSING NOTICE.

Supersedes: Departmental Policy LEN-6, Policy on the Socio-Economic Impact Assessment Manual.

Approved:



Director of Highways



Date



To: The Bureau of Business Services/Quality & Document Management Services, Room 026

Departmental Policy: D&E-8

Title: Ecological and Natural Resource Manual

According to Departmental Order 1-3: Order on Policies, I have reviewed the aforementioned Departmental Policy and the content of:

- requires an update. Please contact _____ of this office at _____ to schedule a start-up meeting to determine the timeline for this effort.
- is current and suitable for continued use. The next scheduled review date is _____.
- the Policy is no longer relevant to the department's activities and should be eliminated. I have detailed the reason for this request in the Remarks section below and have included the name(s) of other policy that will replace this policy after elimination (if applicable).

Remarks:

The Division of Highways is suspending the practice mandated by this Departmental Policy and thus requesting this policy be suspended (i.e. status "inactive". According to D&E-8 dated 03-01-2001, the Ecological and Natural Resources Manual shall be used as a basis for assessing the impacts of State Highway System projects on the ecological and natural resources of Illinois, as required for Environmental Impact Statements and other environmental documents and studies. The purpose of D&E-8 is to ensure that studies and reports prepared by or for the Department regarding ecological and natural resource impacts of are consistent with Federal and State laws and regulations and are technically accurate and sufficient.

Currently we are unable to dedicate the time that would be necessary to prepare and then to maintain an Ecological and Natural Resources Manual. Instead we rely on various sources of information. Some of the information that would be included in an Ecological and Natural Resources Manual is in the current edition of the Bureau of Design and Environment Manual. Some information is contained in the laws, rules and regulations that aim to protect natural resources. Some information comes from databases including the Illinois Natural Heritage Database and the National Wetlands Inventory. Knowledge is gained from past projects. Through the process of project coordination (or the review and comment on National Environmental Policy Act documents) among the Bureau of Design and Environment, the Federal Highway Administration and the natural resource and regulatory agencies, the IDOT is assured that the correct methodologies are followed in assessing environmental impacts. The review process also ensures that studies and reports prepared for or by the IDOT are consistent with Federal and State laws and regulations and are technically accurate and sufficient.

John Baranzelli
Owner


Owner's Approval Signature

8/4/2014
Date



Illinois Department of Transportation

Departmental Policies

D&E-9

Effective Date: June 10, 2013
Scheduled Review Date: June 10, 2015

CARBON MONOXIDE SCREEN FOR INTERSECTION MODELING AIR QUALITY MANUAL

1. POLICY

The Bureau of Design and Environment shall publish and maintain an air quality manual which shall be used as a basis for the preparation of carbon monoxide air quality analyses. The results of these analyses must be reported in environmental documents and studies for transportation-related highway improvement projects.

2. PERSONS AFFECTED

Division of Highways
Division of Public and Intermodal Transportation

3. PURPOSE

This policy is issued in order to ensure that micro-scale carbon monoxide analyses prepared by or for the department are consistent with existing guidance and are technically accurate and sufficient.

The manual covers the following topics:

- A. Describes the Carbon Monoxide Screen for Intersection Model (COSIM), Version 4.0 used for carbon monoxide analysis
- B. Describes required inputs and procedures for analyzing and reporting carbon monoxide impacts from proposed projects
- C. Provides worksheets for completing a COSIM analysis

4. GUIDELINES FOR IMPLEMENTATION

The procedures contained in the [Carbon Monoxide Screen for Intersection Modeling Air Quality Manual](#) are effective on the date noted in this transmittal memorandum. The procedures and information contained in the manual are intended to be used in the preparation of carbon monoxide analyses for environmental assessments, environmental impact statements or project reports.

5. RESPONSIBILITIES

The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy memorandum and the associated manual. Studies regarding carbon monoxide analyses prepared by or for the department shall conform with this policy memorandum and the contents of the [Carbon Monoxide Screen for Intersection Modeling Air Quality Manual](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- Minor editorial changes and updates, and
- Approval signature removed from policy.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-9: Carbon Monoxide Screen for Intersection Modeling Air Quality Manual, effective September 1, 2008

Signatures: On File



Illinois Department of Transportation Departmental Policies

D&E-10
March 1, 2001

WATER QUALITY MANUAL

1. POLICY.

The Bureau of Design and Environment shall publish and maintain a *Water Quality Manual* that shall be used as a basis for assessing the water quality impacts of projects on the State Highway System as required for Environmental Impact Statements and other environmental documents and studies.

2. PURPOSE.

The purpose of this Policy is to ensure that studies and reports regarding water quality impacts of State Highway System projects prepared by or for the Department are consistent with existing laws and regulations and are technically accurate and sufficient.

The Manual includes:

- a. A description of water quality effects that may occur as a result of transportation projects.
- b. Specific types of water resources (surface waters, ground waters, wetlands, flood plains, and coastal zones) affected by transportation projects.
- c. A description of water quality problems associated with transportation project construction operations.
- d. Delineation of requirements for interagency coordination and requirements for permits pertaining to a transportation project affecting water resources.
- e. A discussion of available measures to mitigate objectionable water quality impacts.

3. **GUIDELINES FOR IMPLEMENTATION.**

The information and procedures contained in the *Water Quality Manual* are effective on the date they are transmitted to Manual holders unless otherwise noted in the transmittal memorandum.

4. **RESPONSIBILITIES.**

The Bureau of Design and Environment is responsible for preparing and maintaining this Policy and the associated Manual. Studies and reports regarding water quality impacts of State Highway System projects shall conform with this Policy and the contents of the *Water Quality Manual*.

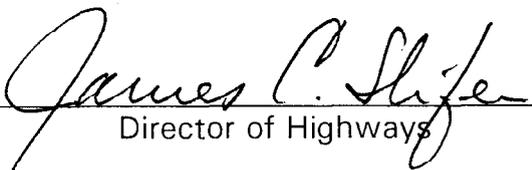
5. **ACCESSIBILITY.**

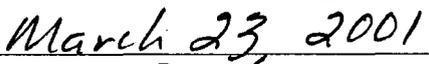
Copies of this Policy may be obtained from the Bureau of Design and Environment in the Harry R. Hanley Building. This Policy and the associated Manual may be examined in the Hanley Building Library and in each of the nine District Highway Offices. The Manual may be obtained from the Bureau of Highways Administration in the Hanley Building.

CLOSING NOTICE.

Supersedes: Departmental Policy LEN-9, Policy on the Water Quality Manual.

Approved:



Director of Highways


Date



Illinois Department of Transportation

Departmental Policies

D&E-11

Effective Date: May 12, 2014
Scheduled Review Date: May 12, 2019

IDENTIFYING AND RESPONDING TO REGULATED SUBSTANCES IN HIGHWAY PROJECT DEVELOPMENT

1. POLICY

It is the policy of the Department of Transportation to consider regulated substances in project development and to comply with applicable controls. These considerations, compliance actions, and related coordination shall be appropriately documented in project files and project review documents.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to ensure that measures for appropriate identification, evaluation, and response concerning regulated substances are integrated into the division's procedures for development and implementation of highway facility projects.

4. DEFINITIONS

Regulated substances, as defined in federal and state statutes, are subject to controls variously affecting their generation, storage, transport, and disposal, and associated record-keeping. ("Regulated substances" includes special waste and non-special waste. "Special waste" refers to industrial or pollution control waste and hazardous waste. "Non-special waste" refers to waste that formerly was classified as special but has been reclassified as solid waste. Petroleum-contaminated soil is an example of a non-special waste.)

Due care shall be exercised to determine whether regulated substances may be present on or located adjacent to property being considered for use for state highway project purposes. Acquisition of an interest in a site determined to contain regulated substances shall be avoided unless the risks and liabilities of such acquisition can be justified.

Where regulated substances are located on property acquired or otherwise under state control for state highway project purposes, or where such substances are generated as a result of project actions, treatment of the substances shall conform to current legal and regulatory requirements.

Where other parties are responsible under the law for regulated substances on property under state control for state highway project purposes, or on properties to be acquired for highway purposes, all available avenues shall be considered for recovering costs from such parties for assessment and remediation of the substances.

5. GUIDELINES FOR IMPLEMENTATION

Affected offices of the division shall develop and implement in a timely manner appropriate policies, procedures, and guidance to respond to legal and regulatory requirements and identified concerns of the division regarding regulated substances and their potential impact on proposed highway projects. To promote consistency and compatibility between these directives, all such policies, procedures, and guidance shall be coordinated with each bureau of the division and with the Office of Chief Counsel for the department prior to issuance.

In developing policies, procedures, and guidance pursuant to this policy, offices of the division shall be guided by the following objectives/responsibilities for each of the phases of project development.

A. Project Planning

The division's procedures for project planning shall include appropriate measures for early evaluation of the potential for regulated substances on properties under consideration for state highway project use. Measures also shall be included to provide for further investigation and coordination as necessary to confirm the presence or absence of such substances, to ascertain the extent and severity of any contamination present, and to determine methodology and costs for remediation. Remediation procedures shall include "risk-based" approaches as available under applicable regulations. ("Risk-based" approaches are those in which the potential for contact with regulated substances is considered, taking into account site conditions and land use, and the corrective action taken to protect human health is designed accordingly.)

Procedures shall provide for integrating the results of these evaluations and investigations in the project decision-making process (including documentation in project files and environmental documents) and for coordination with affected agencies and other interested parties. Such procedures also shall provide for informing land acquisition, design, and construction personnel of any special considerations relating to regulated substances requiring attention in later phases of project development, implementation, or operation. Such considerations could include, but would not be limited to, site remediation plans, or information concerning sites in which contamination will be left in place under a risk-based approach, subject to agreements addressing responsibilities in the event that remediation of the contamination is necessary in the future.

B. Design

The division's design procedures shall include appropriate measures to provide for development of specifications and contract provisions, as necessary, to ensure appropriate treatment of any regulated substances generated by project actions and to ensure proper follow-through on testing and remediation plans developed by

the division for sites containing regulated substances. In addition, provisions shall be made for accomplishing testing and, if necessary, developing a plan for remediation and associated coordination of potential regulated substances sites discovered during the design stage (e.g., during soils testing).

The division's design procedures also shall include appropriate provisions for maintaining prequalification criteria and procedures for consultant services dealing with regulated substances.

C. Land Acquisition

The division's procedures for land acquisition shall include provisions for addressing sites containing regulated substances. Such provisions shall address testing and, if necessary, remediation and associated coordination for sites identified as possible problem locations during the land acquisition phase. Provisions also shall be made for considering the effects of testing and remediation costs on the market value of property required for highway projects and for ensuring that any special considerations relating to contaminated sites are communicated to those having later project involvements.

D. Construction

The division's construction procedures shall include measures to provide for appropriate response (e.g., testing, disposal, remediation) for regulated substances discovered during construction or generated by project actions and not previously addressed. Measures also shall be established to ensure proper follow-through, including proper coordination, on any commitments or special considerations identified during planning, design, or land acquisition relating to regulated substances (e.g., remediation plans and appropriate steps to initiate recovery of testing and remediation costs).

The division's construction procedures also shall include appropriate provisions for maintaining prequalification criteria and procedures for remediation contractors.

6. RESPONSIBILITIES

The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

The **Division of Highways** is responsible for implementing the portions of this policy that affect their operations.

7. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section added,
- Definitions header was added for text originally in Policy section,
- Minor editorial changes and updates, and
- Approval signature removed from policy

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-11: Identifying and Responding to Regulated Substances in Highway Project Development
Effective: March 1, 2001

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-12

Effective Date: May 26, 2015
Scheduled Review Date: May 26, 2020

PRESERVATION OF ARCHAEOLOGICAL & OTHER OBJECTS OF ANTIQUITY

1. POLICY

It is the policy of the Department of Transportation to encourage and to assist in the preservation of archaeological and other objects of antiquity that are of scientific significance and inspiration value.

2. PERSONS AFFECTED

This policy affects the Division of Highways.

3. PURPOSE

The purpose of this policy is to state the responsibilities of department personnel concerning preservation of archaeological resources and to provide guidelines for the implementation of such policy.

4. GUIDELINES FOR IMPLEMENTATION

- A. Where applicable, Illinois laws relating to the protection and preservation of archaeological and historical resources are to be diligently observed. These laws include the [Illinois Historic Preservation Act](#), 20 ILCS 3410/1 et seq. and the [Archaeological and Paleontological Resources Protection Act](#), 20 ILCS 3435/.01 et seq.
- B. The department will cooperate with the Federal Government in implementing the provision of: [Title 23 U.S.C. 305](#), regarding archaeological and paleontological salvage in federal-aid highway construction; [Title 16 U.S.C. 469](#) through [470 AA-11](#), which concern protection of historical and archeological resources affected by actions of the federal government.
- C. Preference will be given to the preservation of important archaeological resources and other important objects of antiquity. Unless it is determined that such preference would not be prudent nor feasible, in which case mitigation measures will be implemented to provide for the excavation and removal of the resources or the recording of data regarding the resource, or both, prior to normal construction activity, whenever practicable.
- D. Whenever archaeological resources or other objects of antiquity subject to protection under federal or state statutes are encountered in the project planning

stage and it is further removed, consideration will be given to possible alternate project location.

- E. If excavation and removal cannot be completed prior to the letting of a construction contract, the location of the resource site shall be shown on the project plans and the proposed salvage work shall be described in the special provisions of the construction contract.
- F. Field engineers should be alert to the discovery of archaeological and paleontological resources during construction. When construction is in progress at the time of discovery, the provisions of the department's [Standard Specifications for Road and Bridge Construction](#), Article 107.21, pertaining to Protection and Preservation of Aboriginal Records and Antiquities will apply.
- G. Payment for archaeological and salvage work may be authorized on an extra work order under the provisions of the [Standard Specifications for Road and Bridge Construction](#), Article 109.04, pertaining to Payment for Extra Work.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B. All **Districts and Central Bureaus** are responsible for implementing the portions of this policy that affect their operations.

6. REVISION HISTORY

Changes to this order included in this version include:

- Persons Affected section was added,
- removal of signature line, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment

CLOSING NOTICE

Supersedes: Departmental Policy D&E-12, Preservation of Archaeological and Other Objects of Antiquity, Effective: March 1, 2001

Signature: On file



Illinois Department of Transportation Departmental Policies

D&E-13

Effective Date: October 5, 2012

Scheduled Review Date: October 5, 2017

EVALUATION OF BIDS RECEIVED FOR HIGHWAY CONSTRUCTION PROJECTS

1. POLICY

Bids received for highway construction projects shall be promptly evaluated and contracts shall be promptly awarded to the lowest responsible bidder. Written records shall be maintained of all actions pertaining to the evaluation of bids and award of contracts.

2. PURPOSE

The purpose of this policy is to establish procedures that will ensure prompt evaluation of bids received for highway construction projects and the timely awarding of contracts to the lowest responsible bidder. The policy also is intended to ensure that appropriate written records are maintained concerning actions taken on the evaluation of bids and the awarding of contracts.

3. GUIDELINES FOR IMPLEMENTATION

After bids have been read and tabulated, the Awards Committee (as described in Chapter 66 of the Bureau of Design and Environment Manual) shall promptly evaluate the bids and submit written recommendations to the Secretary for approval.

The recommendations shall be submitted in memorandum form and shall outline the reasons for each recommended action on a project-by-project basis. The memorandum shall provide space for the Secretary's written approval of the recommended action.

The Secretary will be requested to indicate approval by signing and returning the memorandum or send a memorandum to the Director of Highways outlining questions or disapproval on a project-by-project basis stating the reasons for actions in a timely manner.

When questions are raised by the Secretary concerning action to be taken on a recommendation, the Awards Committee shall promptly answer such questions by memorandum. After receiving such answers, the Secretary shall advise the Director of Highways of the decisions by memorandum.

Following a determination of the disposition of the bids on each project, letters of award or rejection shall be prepared by the Bureau of Design and Environment. Such letters will advise the low bidder of the department's action. These letters shall bear the signature of the Secretary.

All memorandums discussed in the preceding paragraphs under this section shall be filed in the department's files as official records.

4. RESPONSIBILITIES

The Bureau of Design and Environment is responsible for preparing and maintaining this policy. Members of the Awards Committee, the Bureau of Design and Environment, the Director of Highways and the Secretary are responsible for implementing this policy.

5. ACCESSIBILITY

Electronic copies of this policy may be obtained from Bureau of Design and Environment in the Harry R. Hanley Building or the Policy and Research Center site on InsideIDOT, the department's internal website.

CLOSING NOTICE

Formerly: Departmental Policy DES-11, Evaluation of Bids Received for Highway Construction Projects.

Supersedes: Departmental Policy D&E-13, Evaluation of Bids Received for Highway Construction Projects dated March 1, 2001.

Approved:



Interim Director of Highways

10/10/12

Date



Illinois Department of Transportation

Departmental Policies

D&E-14

Effective Date: July 22, 2014
Scheduled Review Date: July 22, 2019

PARTICIPATION IN THE COST OF UTILITY ADJUSTMENTS

1. POLICY

It is the policy of the Department of Transportation to participate in the cost of adjustments to utilities as governed by [605 ILCS 5/3-107](#), [Ill. Admin. Code Part 530.310](#), [23 CFR Part 645.107](#), and the Guidelines for Implementation set forth in Section 4 below.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to establish the basis for determining when utility adjustment costs associated with state highway projects are eligible for state reimbursement.

4. GUIDELINES FOR IMPLEMENTATION

In accordance with the governing authorities identified in Section 1, the costs of relocating or adjusting utilities in conjunction with state highway projects shall be eligible for state reimbursement only under the following circumstances:

- A. the utility involved has the right of occupancy in its existing location because it holds the fee, an easement, or other real property interest, the damaging or taking of which is compensable in eminent domain; or
- B. the utility is located on privately or publicly owned land. Is being relocated as an incident to the construction of a highway on the National System of Interstate and Defense Highways or any state highway constructed under the provisions of Section 3 of [30 ILCS 415/2](#) ("Transportation Bond Act").

5. RESPONSIBILITIES

- A. **Division of Highways district offices** and **central bureaus** are responsible for implementing the provisions of this policy affecting operations or policies under their jurisdiction.
- B. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

6. REVISION HISTORY

Changes to this policy made in this version include:

- Persons Affected section was added,
- signature block was removed, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-14, Participation in the Cost of Utility Adjustments,
Effective: March 1, 2001

Signature: On file



REMOVAL OF ORPHAN UNDERGROUND STORAGE TANKS

1. POLICY

It is the policy of the Department of Transportation to adhere to the guidelines set out by the Office of State Fire Marshall and the [Standard Specifications for Road and Bridge Construction](#) on the removal of orphan underground storage tanks.

When abandoned underground storage tanks (USTs) are found on highway right-of-way under the Department's jurisdiction and responsibility for prior ownership of the USTs cannot be determined or assigned, the Department generally shall remove these "orphan" USTs unless the circumstances support a determination in accordance with Section 3 of this policy that the USTs may remain in place.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to provide direction for determining when to remove abandoned USTs on highway right-of-way and when such "orphan" USTs may remain in place.

4. GUIDELINES FOR IMPLEMENTATION

Abandoned USTs can pose a hazard to the public because they often contain potentially harmful substances that may be released into the environment through leakage or disturbance of the UST. When abandoned USTs are found, the Office of State Fire Marshal generally will direct removal of the USTs unless circumstances make removal impractical (e.g., when the USTs are under a structure that would not otherwise have to be removed).

Removal or abandonment of an UST shall follow the Office of State Fire Marshall regulations (e.g., preparation of the UST removal permit) as well as the Department's manual: [Standard Specifications for Road and Bridge Construction](#). Accordingly, when abandoned USTs are encountered on highway right-of-way under the Department's jurisdiction, it is generally prudent for the Department to voluntarily remove the USTs. When such USTs will impede construction, this is additional justification for removing the USTs. If an UST is only partially on highway right-of-way under the Department's

jurisdiction, the Department should also consider the need for temporary easement or other rights from adjacent landowners that would be affected by the UST removal.

There may be circumstances supporting a decision to abandon an UST in-place within highway right-of-way (e.g., when an UST is only partially within the right-of-way and is beneath pavement that otherwise would not need to be removed). The potential effect of the UST on current or anticipated future construction, the extent to which the UST encroaches on the right-of-way and the practicality of removing the UST, are factors to be carefully evaluated for each situation before deciding to abandon the UST in-place. To promote a consistent approach to these decisions, the factors described below in a. through c. shall be considered and addressed as indicated in all cases involving abandoned USTs within highway right-of-way under the Department's jurisdiction. The process for applying these factors is outlined in Figure 1 accompanying this policy.

- A. If the UST will impede current or anticipated future construction, it should be removed. If it will not impede construction, consider the factors described in paragraphs b. and c., as appropriate.
- B. If the UST is completely within the right-of-way under the Department's jurisdiction, it should be removed.* If temporary rights are needed from adjacent properties to accommodate removal of the UST (e.g., if the width of the excavation hole will need to extend beyond the right-of-way limits) acquisition of such rights should be considered in the planning for the removal. If the UST is not completely within the right-of-way, consider the factor described in paragraph c.
- C. Generally, if half or more of the UST is within the right-of-way, the UST should be removed* provided they can be taken out with minimal disturbance of existing pavement or other structures which otherwise would not have to be removed. The need for additional right-of-way or temporary easement from adjacent properties affected by the UST removal operation should be considered.

If less than half the UST is within the right-of-way under the Department's jurisdiction or if removal would require more than minimal disturbance of existing pavement or other structures that otherwise would not need to be removed, consider abandoning the UST in place.

*Case by case determinations may be made that an UST which otherwise would be removed may remain in-place if it does not impede construction and has been legally filled with inert material so that it no longer poses a risk for release of regulated substances. These determinations shall be dependent upon verification from the Office of State Fire Marshal that the UST can be legally filled with inert material and is acceptable to be abandoned in-place.

5. RESPONSIBILITIES

- A. **Division of Highways District Offices and Central Bureaus** are responsible for implementing the provisions of this policy affecting operations or policies under their jurisdiction.

- B.** The **Bureau of Design and Environment** is responsible for preparing, updating, and distributing this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

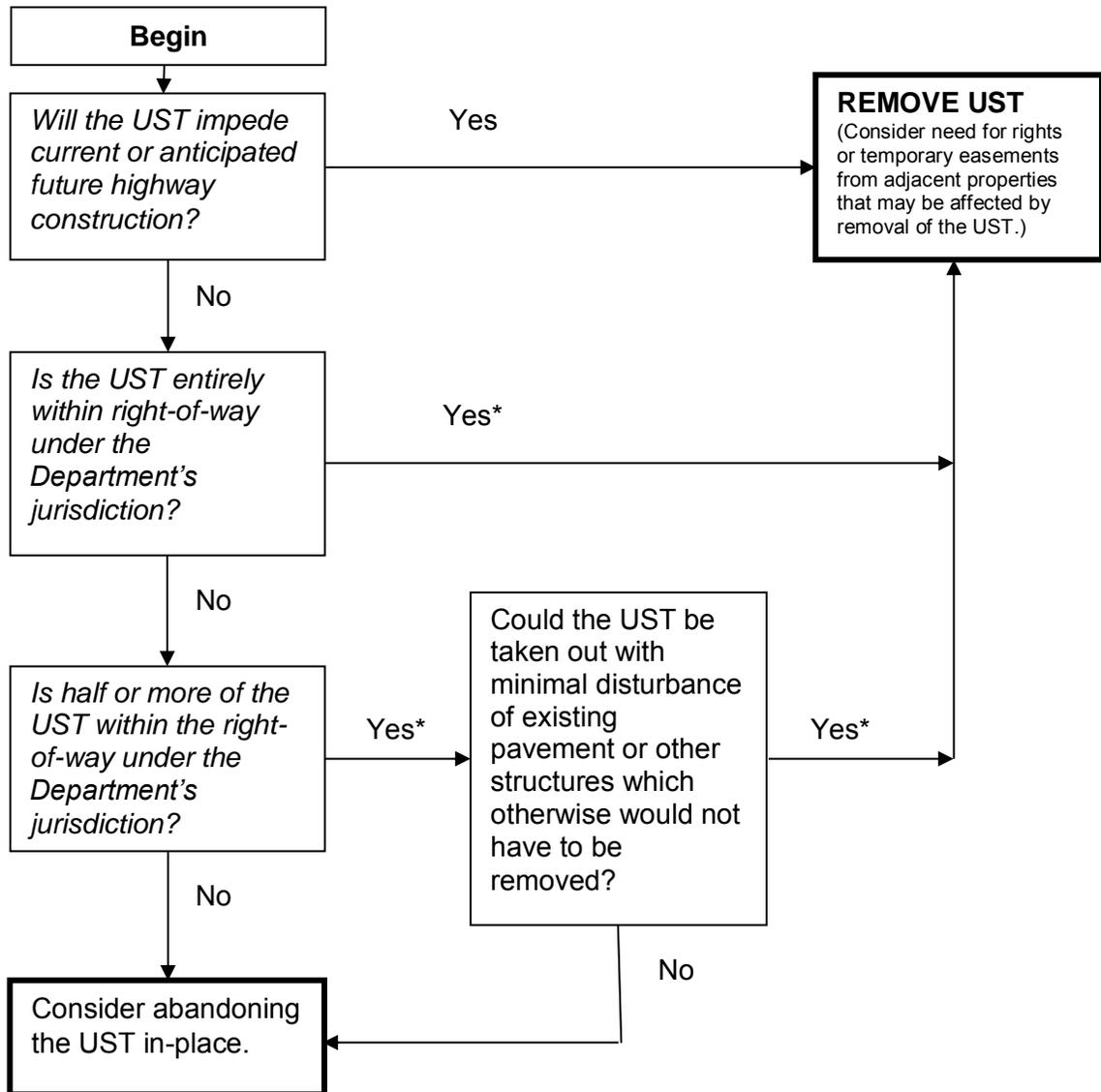
- Persons Affected section was added,
- references to the regulations of the Office of the State Fire Marshall and Standard Specifications for Road and Bridge Construction were added and updated where appropriate,
- Question/Answer format was revised in Section 4. Guidelines for Implementation, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-15, Removal of Orphan Underground Storage Tanks
Effective: March 1, 2001

Figure 1
Decision Process for Disposition of Orphan Tanks on Highway Right-of-Way



* Case-by-case determinations may be made that a tank which otherwise would be removed may remain in-place if it does not impede construction and has been legally filled with inert material so that it no longer poses a risk for release of regulated substances. These determinations shall be dependent upon verification from the Office of State Fire Marshal that the tank can be legally filled with inert material and is acceptable to be abandoned in-place.

D&E-16: Computer-Aided Design Drafting: Electronic Data Transfer Standards has been replaced with Department Policy BBS-14: Computer-Aided Design Drafting (approved May 15, 2013) and can be viewed on the Policy and Research Library Site.



Illinois Department of Transportation

Departmental Policies

D&E-17

Effective: February 3, 2015
Scheduled Review Date: February 3, 2020

PROCESSING ACCESS CONTROL REVISIONS FOR EXPRESSWAYS AND FREEWAYS ON THE STATE HIGHWAY SYSTEM

1. POLICY

It is the policy of the Department of Transportation to process proposed revisions in the control of access for expressways or freeways on the State Highway System in accordance with the procedures contained in the "Guidelines for Implementation" section of this policy.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to describe the criteria for determining the appropriate central bureau responsible for processing certain access control revisions proposed on the State Highway System.

4. GUIDELINES FOR IMPLEMENTATION

- A. Generally, proposed revisions in the control of access along expressways and freeways on the State Highway System shall be reviewed and processed by the Central Bureau of Operations in accordance with 6-102.3 of its [Traffic Policies and Procedures Manual](#) except when:
 - 1. preparation of a Phase I Engineering Report is necessary, or
 - 2. construction funds are to be used in the action.
- B. When preparation of a Phase I Engineering Report is necessary or construction funds are to be used in a proposed action requiring access control revisions, the Bureau of Design and Environment shall review and process the proposed action.
- C. Projects that involve revision of a Freeway Order shall be handled by the appropriate central bureau to the stage where a Freeway Order revision is necessary. The Bureau of Design and Environment shall then process the revision of the Freeway Order.

- D. In some cases, assessments must be made of the environmental impacts of proposed access control revisions. The Bureau of Design and Environment shall develop guidance for the review and processing of such assessments.
- E. When there is uncertainty about which bureau should review and process the access control revision, the central Bureaus of Operations and Design and Environment will confer to determine the appropriate course of action.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B. The central **Bureaus of Operations and Design and Environment** are primarily responsible for implementing this policy.
- C. The **district offices** are responsible for coordinating with the appropriate central bureau(s) in processing access control revisions.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section was added,
- signature block was removed, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-17: Processing Access Control Revisions for Freeways on the State Highway System
Effective: June 1, 2001

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-18

Effective Date: March 4, 2014
Scheduled Review Date: March 4, 2019

PRESERVATION AND REPLACEMENT OF TREES

1. POLICY

It is the policy of the Department of Transportation to recognize the important functions and values that trees contribute to the roadside environment (e.g., aesthetic/wildlife values, sight screening of objectionable views, windbreaks for open rural areas, shading for urban heat reduction, and air quality enhancement).

The department also recognizes that replacement of trees that are removed in association with highway projects contributes to enhancement of the roadside environment and the department's compliance with [605 ILCS 5/2-220](#) regarding forestation of certain IDOT-controlled property.

Accordingly, the department shall protect and preserve roadside trees along state highways to the fullest extent possible consistent with standards of highway safety. Where trees must be removed, the department shall pursue opportunities for providing replacement trees.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

This purpose of this policy is to provide direction to guide decision making regarding the management of trees in conjunction with the planning, design, construction, and maintenance of facilities on the state highway system.

4. GUIDELINES FOR IMPLEMENTATION

- A.** For the purpose of this policy, the term "tree" shall mean a woody perennial plant having a single main stem or trunk, the diameter of which is 6 inches or more at a point 4.5 feet above the highest ground level at the base of the tree. The term "tree" also shall include woody perennial plants having a single main stem or trunk of less than 6 inches in diameter when such plants have been intentionally planted for landscaping, environmental mitigation, or habitat preservation/enhancement.
- B.** For purposes of implementing this policy, clear zones for different highway types shall be defined in accordance with Parts IV and V of the [Bureau of Design and Environment Manual](#).

- C.** This policy does not apply to the removal of undesirable volunteer woody vegetation (e.g., around headwalls, in front of abutments, growing up through guardrails, along drainage ways, etc.) as a part of routine highway maintenance or vegetation that obstructs the visibility of conforming outdoor advertising signs (addressed in Operations Policy 5-700 “Management of Trees and Plants By Others”). This policy also does not apply to the removal of dead, diseased, or dying trees or removal of trees severely damaged by storms.
- D.** Preservation/Removal of Trees
1. In planning, designing, and constructing new highways, careful consideration shall be given to preserving trees in the selection of alignments, in the development of major design elements (e.g., median widths, drainage schemes), and in the determination of the extent of clearing required for construction.
 2. Where projects involve impacts to forests or wooded corridors along rivers and streams, decisions on preservation and removal of trees in those areas shall consider the results of any coordination and consultation conducted with regulatory and natural resource agencies pursuant to the National Environmental Policy Act, [Section 404](#) of the Clean Water Act, or other statutes, regulations, or agreements applicable to those resources.
 3. Where isolated trees or small groups of trees (i.e., not in forests or wooded riparian corridors) are considered for removal along existing highways, the accident history, location in relation to the applicable clear zone, health of the trees, and their functions and values shall be evaluated and considered in deciding whether the trees should be preserved or removed. Where trees were planted as components of a formal landscaping plan, the effect of potential tree removals on the landscaping plan also shall be carefully evaluated. A team within each district office including expertise in roadside safety, landscape architecture, and environmental impact analysis shall conduct these evaluations. An on-site inspection by the team should be a part of this process as necessary to accurately evaluate the factors to be considered. In identifying trees that may be subject to removal, careful consideration should be given to the potential for damage to root systems (e.g., from storm sewer construction) that could cause the loss of trees which would not otherwise require removal.
 4. Where specimen trees (e.g., those on the inventory of state record trees; those that are outstanding examples possessing exceptional size, form, etc.; or those having recognized historical significance) or trees that perform a special function, such as buffering between the highway and a natural area or nature preserve, are located within the clear zone, guardrail or other shielding shall be preferred as an alternative to removal of the trees.
 5. Healthy trees located outside of applicable clear zones should be preserved unless they require removal for appropriate management of the environmental qualities of the roadside (e.g., for selective thinning), cause a traffic sight-distance problem that cannot be corrected by selective pruning, have a documented, uncommon frequency of involvement in accidents, or must be removed due to necessary modifications of roadside ditches or other highway drainage facilities.

6. Where healthy trees outside of applicable clear zones are considered for removal for reasons other than those listed above, or where specimen trees or trees that perform a special function are considered for removal, an on-site inspection by the tree evaluation team shall be a part of the evaluation process.
7. For construction projects, information on the trees to be preserved and removed, and the reasons for removal, shall be included in the Phase I Engineering Report and project environmental documentation. The decisions on tree preservation and removal also shall be reflected in the project construction plans. Any commitments for preservation of specific trees shall be documented in the project construction plans and shall be communicated to the district operations bureau.
8. District offices are expected to discuss sensitive tree preservation and removal issues regarding construction projects at regularly scheduled project coordination meetings.
9. In situations where proposed tree removal has generated controversy with the public, governmental agencies, or other parties, the recommendations of the district office tree evaluation team shall be coordinated with the Bureau of Design and Environment and the Office of Public Affairs. In such situations, further contact with the Illinois Department of Natural Resources, adjacent landowners, and organizations interested in tree preservation issues may be appropriate to clarify concerns.

E. Replacement of Trees

1. For trees removed from forest areas or from wooded riparian corridors, the intent of replacement plantings should be to provide comparable functional replacement. Where comparable functional replacement cannot be achieved through replacement plantings within the right-of-way, consideration should be given to providing replacement plantings off the right-of-way. Decisions on the location, nature, and extent of replacement plantings for trees removed from these areas should be guided by the results of any coordination and consultation conducted with regulatory and natural resource agencies pursuant to the National Environmental Policy Act, [Section 404](#) of the Clean Water Act, or other statutes, regulations, or agreements applicable to those resources.
2. For replacement of isolated trees or small groups of trees (i.e., not in forests or wooded riparian corridors), replacement plantings should be provided within the right-of-way on the project involving the removals, to the extent practical. Where it is not practical to provide replacement plantings within the right-of-way on the project involving the removals, districts should consider opportunities for planting trees outside the right-of-way, on other projects, or in other highway locations, to achieve a long-term goal of providing at least as many replacement trees as the number removed. For these tree replacements, the team established for evaluating tree removals also shall identify and evaluate locations for providing replacement trees. The district's source of expertise in landscape architecture should have a primary role in determining the suitability of potential locations for the species to be planted. Decision making regarding tree planting shall be guided by the portions of the [Bureau of Design and Environment Manual](#) that address roadside safety and

landscape design, division procedures for complying with [605 ILCS 5/2-220](#), and the following considerations:

- a. If bare root or balled and burlapped trees are used for replacement plantings, a minimum ratio of 1:1 shall be used for the number of trees planted to the number of trees intended to be established. If seedlings are used, a minimum ratio of 3:1 shall be used for the number planted to the number of trees intended to be established.
- b. Replacement trees should be planted in suitable locations as close as practical to the removal site. In identifying suitable locations for replacement plantings, designated prairie planting areas or other sensitive environmental locations shall not be disrupted or otherwise adversely affected. Where locations are available for replacement tree planting in floodplains or along river and stream banks, use of these areas is encouraged to support state and federal goals for restoring and preserving natural and beneficial floodplain values and riparian habitats. Phase I engineering reports for highway projects involving tree removal shall discuss the availability of suitable locations for replacement tree planting along the project. Where replacement trees will be planted as a part of a construction project, information on planting locations should be included in the contract plans (with the understanding that, as necessary to accommodate actual field conditions, final planting locations may be determined and flagged by the landscape architect and/or resident engineer during construction).
- c. Replacement plantings shall be accomplished in conformance with the portions of the current [IDOT Standard Specifications for Road and Bridge Construction](#) applicable to the planting of trees. District offices shall be responsible for ensuring conformity and for ensuring that tree-planting decisions are accurately reflected in project plans.
- d. Where trees must be removed for state highway projects in urban areas, special sensitivity shall be accorded to the concerns of the community and affected residents in determining appropriate replacement. District offices should consider opportunities for acquiring planting easements or for furnishing trees or seedlings to local jurisdictions for planting outside of the right-of-way where there is insufficient area to allow replacement within the right-of-way.
- e. Decisions on the selection of tree species for replacement plantings shall be guided by Chapter 59 of the [Bureau of Design and Environment Manual](#) and the following, as applicable:
 - District tree lists and/or recommendations of district landscape architect
 - Local ordinances and tree lists and/or recommendations of municipal foresters or horticulturists

5. RESPONSIBILITY

- A. The **Bureau of Design and Environment** and **Bureau of Operations** shall provide appropriate technical guidance to assist tree evaluation teams in implementing this policy.
- B. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy. The **Division of Highways** is responsible for ensuring compliance with this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Approval signatures removed from this policy, and
- Minor editorial changes and formatting updates

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-18 Preservation and Replacement of Trees,
Effective: September 6, 2002

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-19

Effective Date: June 17, 2014
Scheduled Review Date: June 17, 2019

FOLLOW-THROUGH ON PROJECT COMMITMENTS

1. POLICY

It is the policy of the Department of Transportation that each Division of Highways district office shall maintain and implement procedures to provide for recording and tracking all commitments on highway projects to ensure follow-through for fulfillment at the appropriate point in project development, implementation, or operation. These district procedures shall also provide for notifying and coordinating with affected parties, as defined in this policy, prior to making a final decision on any proposed changes to those commitments. Central bureaus that make or alter project/contract commitments shall maintain and implement procedures that provide for conferring with the affected district regarding any such commitments and for furnishing written confirmation of the commitment to facilitate tracking and follow-through.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to promote awareness of commitments in all stages of project development, implementation, and operation and to direct the development of procedures that will ensure consistent recording, tracking, and follow-through on those commitments.

4. GUIDELINES FOR IMPLEMENTATION

A. Definitions

- (1) *Commitment* – For purposes of this policy, a commitment is a documented obligation or promise, made by a properly authorized representative of the department, for carrying out a specific action or actions affecting the planning, design, land acquisition, construction, or operation of a highway project. A commitment involves special consideration and action(s) beyond what is routinely required for project development/implementation. (If statements are included in Phase I documents to the effect that adverse impacts to wetlands or other sensitive resources will be avoided, minimized, or mitigated, it should be recognized that they create an obligation to take specific actions [i.e., to

follow-up on avoiding, minimizing, and mitigating impacts] and, therefore, should be treated as commitments.)

(2) *Parties Affected* – For purposes of this policy “parties affected” by commitment include the following:

- the entity or entities to which the commitment was made,
- entities that would be directly affected by a commitment or by changes in the commitment,
- the district or central bureau(s)/section(s)/person(s) that made the commitment, and
- the district or central bureau(s)/section(s) that will be responsible for fulfilling the commitment

B. Procedures

(1) *District Office*. Each district office shall maintain procedures to provide for documenting and tracking project commitments, coordinating any proposed changes in the commitments with the affected parties, and ensuring follow-through on the commitments at the appropriate point(s) in project development, implementation, or operation. The district commitment procedures shall address the minimum requirements described below.

(a) *Recording Commitments*. All district commitment procedures shall provide for maintaining a file/document for each project in which the district will accumulate all of the commitments affecting project planning, design, land acquisition, construction, or operations. As commitments are made in planning, design, property negotiations, or construction, they will be added to the cumulative commitments file/document. The file/document shall include information on the nature of each commitment, the date the commitment was made, and the parties affected by the commitment (see preceding definition).

(b) *Transferring and Reviewing Commitment Information*. The district procedures shall provide for conveying the commitment file/document with the other project information as it proceeds through planning, design, land acquisition and construction and on into the operations phase. Provisions shall be made to require that when commitments made in earlier phases will affect land acquisition, construction, or project operation, those commitments shall be noted or flagged in project agreements and contract documents. The procedures also should include provisions for reviewing the commitment information on an ongoing basis at key points in project development and implementation (e.g., at the beginning of planning and prior to commencing each subsequent phase of the project).

The procedures should ensure that representatives from the district and central bureaus/sections responsible for making the commitments and those bureaus responsible for fulfilling them, including the district Operations Bureau, when appropriate have an opportunity to be involved in these reviews.

The procedures should reflect that the preconstruction conference will be a key point for reviewing commitment information to ensure awareness and understanding of any special considerations affecting construction and to emphasize the importance of follow-through as construction proceeds. Commitments procedures should ensure that district bureaus involved in making commitments on State highway projects are invited to attend preconstruction conferences to clarify the nature and intent of any commitments that have been made for the project. Commitment procedures should specifically provide that when additional commitments are made during the property negotiation process, representatives of the district Land Acquisition Bureau/Section will be invited to attend the preconstruction conference.

- (c) *Addressing Proposed Changes to Previous Commitments.* District commitment procedures shall include provisions to ensure that if, at any point in project development, implementation, or operation an earlier commitment will be affected by subsequent project decisions or commitments, the affected parties, defined in this policy, will be notified and their comments will be considered prior to making a final decision on the action affecting the earlier commitment. The procedures also shall provide for documenting in the project commitment file/document, the results of the coordination with affected parties and the ultimate decision on the proposed changes to previous commitments.

- (2) *Central Office.* Central bureaus that make or alter project/contract commitments shall ensure that they have procedures in place to provide for conferring with the affected district and other parties regarding new commitments or changes to commitments that the central bureau initiates. In addition, the central bureau procedures shall provide for sending the district written confirmation of any such new or altered commitment to facilitate inclusion in the district's commitments process for tracking and follow-through.

5. RESPONSIBILITIES

- A. Division of Highways district offices and central bureaus** are responsible for implementing and ensuring compliance with the provisions of this policy affecting operations or policies under their jurisdiction.
- B. The Bureau of Design and Environment** is responsible for preparing, updating, and distributing this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section was added,
- signature block was removed, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-19: Follow-Through on Project Commitments
Effective: October 1, 2002

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-20

Effective Date: June 17, 2014
Scheduled Review Date: June 17, 2019

CONTACTING THE CORPS OF ENGINEERS FOR DREDGING, FILLING, AND OTHER WORK IN WATERS OF THE UNITED STATES

1. POLICY

It is the policy of the Department of Transportation to contact the U.S. Army Corps of Engineers prior to beginning any dredging, filling, or other work in waters of the United States, as those waters are defined in the Corps of Engineers regulations at [33 CFR Part 328.3\(a\)](#).

This policy and the guidelines which follow shall apply to all State highway projects that involve Federal or State funds, and to Federal-assisted and/or State-awarded local projects administered through the Division of Highways, except that those responsibilities assigned the Division of Highways district offices will be exercised by the local agency developing the project. Costs associated with application of the policy will accrue to the owner agency, unless otherwise resolved in the joint agreement covering the work.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to describe the requirements for contacting the Corps of Engineers prior to undertaking dredging, filling, or other work in waters of the United States.

4. GUIDELINES FOR IMPLEMENTATION

- A. General. Prior to undertaking any work or project involving (1) the discharge of dredged or fill material into waters of the United States, or (2) the excavation, filling, altering, or modifying, in any manner, the course, location, condition or capacity of the channel of any navigable water of the United State or of any port, roadstead, haven, canal, lake, harbor, or refuge, or enclosures within the limits of any breakwater, the affected Division of Highways district office shall confer with the appropriate Corps of Engineers district office on the appropriate course of action and the type of authorization required.
- B. Non-Emergency. For non-emergency situations, before-the-fact permits as required by Section 404 of the Clean Water Act ([33 USC 1344](#)) and Section 10 of the Rivers and Harbors Act of 1899 ([33 USC 403](#)) shall be obtained.

For work permitted by a nationwide permit or regional permit the appropriate Corps of Engineers district office shall be notified in advance of undertaking the action. For sure of nationwide or regional permits that the Corps of Engineers has made subject to specific requirement for notification (e.g., the "Notification" general condition of the nationwide permit program), the notification must confirm to the stipulated requirements. For sure of permits that are not subject to specific notification requirements, the notification shall be provided via a letter or other correspondence to the appropriate Corps of Engineers district office informing them of the action and indicating the proposed permit category. [Informational copies of notification submittals to the Corps of Engineers no longer need to be sent to the Bureau of Design and Environment (BDE) or the Bureau of Local Roads and Streets (BLRS).] BDE will continue to transmit information regarding the Corps of Engineers nationwide permit program to affected Division of Highways offices via BDE Information Memoranda.

For work permitted by an individual, Corps of Engineers permit and application shall be submitted to the appropriate Corps of Engineers district office. Submittals should use the approved joint application form for Illinois, developed by the Corps of Engineers, Illinois Environmental Protection Agency, and Office of Water Resources of the Illinois Department of Natural Resources. (Informational copies of permit application submittals no longer need to be sent to BDE or BLRS.)

For all non-emergency situations, documentation of appropriate Corps of Engineers permit coverage for work in waters of the United States (i.e., a copy of the individual permit or letter from the Corps of Engineers for nationwide permit authorization) shall be included in the project contract documents submitted for letting.

- C. Emergency. For all situations that are deemed to be an emergency in nature, the affected Division of Highways district office shall contact the appropriate Corps of Engineers district office (to discuss the proposed course of action and the type of authorization required) as soon as possible after it has been determined that an emergency exists. In situations where an individual permit is required, copies of the application forms shall be submitted to the same parties as for non-emergency situations. The Corps of Engineers regulations authorize Corps Division engineers to approve special processing procedures in emergency situations. Where verbal instructions and/or authorizations are received from the Corps of Engineers, written requests for confirmation of the course of action and type of authorization shall be submitted to the appropriate Corps of Engineers district office.

Reconstruction of recently damaged parts of currently serviceable structures such as dikes, dams, levees, groins, riprap, breakwaters, causeways, bridge abutments, or approaches and transportation structures may be allowed in an emergency situation with not permit required. Nevertheless, the appropriate Corps of Engineers district office shall be notified as described above.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

B. All **districts and central bureaus** are responsible for implementing the portions of the policy that affect their operations and for informing those with later project involvements (including contractors) or applicable requirements and contract conditions.

C. **Central bureaus** also are responsible for developing their own operating procedures to assure compliance with this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section was added,
- a reference to the Regional Permit Program of the Chicago Corps District was removed,
- signature block was removed, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-20, Contacting the Corps of Engineers for Dredging, Filling, and Other Work in Waters of the United States;
Effective: April 1, 2003

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-21

Effective Date: November 26, 2013
Review Date: November 26, 2018

CONTEXT SENSITIVE SOLUTIONS

1. POLICY

It is the policy of the Department of Transportation to embrace the principles of a Context Sensitive Solutions (CSS) process in the planning, design, construction and operation of all projects involving new construction, reconstruction, or major expansion of transportation facilities. This is pursuant to 605 ILCS 5/4-219.

2. PERSONS AFFECTED

Division of Aeronautics
Division of Highways
Division of Public & Intermodal Transportation

3. PURPOSE

The purpose of this policy is to provide guidelines for defining the CSS process and its uses.

4. GUIDELINES FOR IMPLEMENTATION

- A.** The CSS process seeks to provide cost-effective transportation facilities which involve:
1. A balance between mobility, community needs, and the environment while keeping safety paramount.
 2. Involving stakeholders in the decision-making process early and continuously throughout the development of the project.
 3. Addressing all modes of transportation in the planning and design of the project.
 4. Using all appropriate disciplines to help plan for and design the project.
 5. Applying the flexibility inherent in our design standards to fit a project into its surroundings and add lasting value to the communities it serves.
 6. Incorporating aesthetics as part of basic design.

- B.** At the point where a feasibility study or Phase I study will be placed in a Multi-Year Program, a decision shall be made whether to implement or not implement the CSS process for that project. The districts shall confirm the decision by memorandum to that effect signed by the Regional Engineer. The signed memorandum shall be placed in the project file.
- C.** The CSS process shall include Stakeholder Involvement Processes that are:

 - 1. Applicable to a wide range of projects.
 - 2. Flexible and modular.
 - 3. Simple enough to avoid adding another layer of process to an already lengthy planning and design schedule.
- D.** The department is ultimately responsible for the safety and integrity of the state transportation system and therefore must make the final decisions regarding any and all aspects of the projects.
- E.** The department will establish an internal training program to educate its staff on CSS policy, approaches, and techniques.
- F.** Project elements, developed through the CSS process, may require cost participation from sources outside of the department.
- G.** The department will encourage local agencies to use CSS as a best practice in the development of local projects.
- H.** In order to determine the project's scope, elements and funding, the CSS process should commence at the earliest stages of the project's development.
- I.** In urbanized areas, the department will solicit the assistance of the Metropolitan Planning Organizations (MPOs) with the CSS process on eligible state projects within their jurisdictions.
- J.** State projects under expedited timeframes may preclude the use of a comprehensive CSS process. However, stakeholders will be involved with such projects to the extent possible under the constrained schedules.
- K.** Design elements developed by the CSS process must be constructed and maintained. Changes to the scope of such projects can only be made after additional stakeholder involvement.

5. RESPONSIBILITIES

- A.** The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy. Each signatory office or division is responsible for implementing and assuring compliance with the provisions of this policy affecting operations or policies under their jurisdiction.

- B.** The **Division of Aeronautics, Division of Highway's regions/districts,** and **Division of Public and Intermodal Transportation** are responsible for ensuring compliance with this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Update of policy resulting from internal audit of public involvement process,
- Approval signatures removed from policy,
- Division of Aeronautics and Division of Public and Intermodal Transportation added to Persons Affected under this policy, and
- Minor editorial changes and formatting updates.

Archived version of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Department Policy D&E-21 Context Sensitive Solution,
Effective: August 1, 2005

Signatures: On file



To: The Bureau of Business Services/Quality & Document Management Services, Room 302

Department Policy: D&E-22

Title: Mandatory Pre-Bid Conferences

"According to Departmental Order 1-3: Order on Policies, I have reviewed the aforementioned Department Policy and the content of:

- requires an update. Please contact _____ of this office at _____ to schedule a start-up meeting to determine the timeline for this effort."
- is current and suitable for continued use. The next scheduled review date is _____." A PDF version of the department policy displaying the new scheduled review date shall be provided to the Bureau of Business Services' Policy Administration Specialist.

Remarks

The Division of Highways is suspending the practice mandated by this Departmental Policy and thus requesting the Policy be suspended (i.e. status "inactive").

Reasoning: The policy for mandatory pre-bid conferences was initiated in an effort to increase DBE participation on construction contracts. Conferences were implemented during the 2012 construction season and attendance by DBE firms was extremely low. The policy produced no discernible increase in DBE participation and for this reason, the Secretary and the Director of Highways have recommended that this policy be suspended immediately.

William Frey
Owner

[Signature]
Owner's Approval Signature

10/15/12
Date

Business Services Use Only

- _____ Start-up meeting scheduled for _____ Update schedule attached, _____
- _____ Scheduled Review Date applied to Policy
- _____ Scheduled Review Date applied to Policy Master List
- _____ Departmental Policy posted to InsideIDOT



Illinois Department of Transportation Departmental Policies

D&E-22

Effective Date: February 1, 2012
Scheduled Review Date: February 1, 2014

MANDATORY PRE-BID CONFERENCES

1. POLICY

The Bureau of Design and Environment will henceforth require districts to hold mandatory pre-bid conferences on certain highway construction projects let by the department. Those projects are defined as those with all but the simplest project scope (such as surface maintenance, pavement preservation and resurfacing only) and with significant opportunity for Disadvantaged Business Enterprise (DBE) participation. Further, the projects' program estimate must equal or exceed \$12 million in District One, or equal or exceed \$6 million in Districts Two through Nine for a conference to be required.

2. PURPOSE

The purpose of this policy is to better educate potential bidders on the project scopes and the department's expectations on projects subject to this policy, as well as to enhance the potential for DBE participation on those projects.

3. GUIDELINES FOR IMPLEMENTATION

Commencing with the March 9, 2012 letting, all projects that meet the criteria of this policy will be advertised in the *Transportation Bulletin* as requiring a mandatory pre-bid conference. The notice to be included in the bulletin will be developed by each respective district and include the following information:

- A. Contract number
- B. Contract location
- C. Date of conference
- D. Time of conference
- E. Location of Conference
- F. Notification that conference is mandatory

- G. Notification that attendance will be taken.
- H. Notification that potential bidders not in attendance will not be authorized to bid.

4. **RESPONSIBILITIES**

The Bureau of Design and Environment is responsible for preparing and maintaining this policy. It is the responsibility of each district to submit the conference attendance sheet and any conference minutes to the Prequalification Engineer in the Central Bureau of Construction.

5. **ACCESSIBILITY**

A. **LOCATION**

Electronic versions of this policy are located at the Policy and Research Center site on InsideDOT, the department's internal website.

B. **COPIES**

Hard copies of this policy may be obtained by contacting the department's Policy Research Center Library.

CLOSING NOTICE

Established: February 1, 2012

Approved:



Interim Director of Highways

1/23/12

Date



Illinois Department of Transportation

Departmental Policies

D&E-23

Effective Date: May 10, 2013
Scheduled Review Date: May 10, 2015

EROSION AND SEDIMENT CONTROL TRAINING

1. POLICY

It is the policy of the Department of Transportation to follow widely recognized and generally accepted Best Management Practices in the design and construction of erosion and sediment control on all projects subject to the department's and public airport's National Pollutant Discharge Elimination System (NPDES) permits. This is pursuant to the 1972 amendments to the Federal Water Pollution Control Act, also known as the Clean Water Act, 33 U.S.C. 1251 et seq. as authorized by the Clean Water Act, the NPDES permit program, Title 40 CFR Part 122, regulates the discharge of pollutants from point sources to waters of the United States.

2. PERSONS AFFECTED

Division of Aeronautics
Division of Highways
Division of Public & Intermodal Transportation

3. PURPOSE

The purpose of this policy is to establish an erosion and sediment control training program for engineering consultants and department staff and to establish a timetable for implementation.

4. GUIDELINES FOR IMPLEMENTATION

Training programs will be established for the general understanding of the Clean Water Act and specific responsibilities for design and construction of erosion and sediment control under the NPDES permit program. The timetable for development of these programs will be as follows:

A. The department will establish training materials and classes for:

1. "Fundamentals of Storm Water Pollution and Erosion and Sediment Control,"
2. "Erosion and Sediment Control for Designers," and
3. "Erosion and Sediment Control for Construction."

B. After January 1, 2015, engineering consultants with projects subject to the department's or airport's NPDES permits shall have the following personnel/training:

1. Design - Engineering consultants involved with design shall have a minimum of one full-time person with current training in "Fundamentals of Storm Water Pollution and

Erosion and Sediment Control” and “Erosion and Sediment Control for Designers.” This/these currently trained individual(s) will be required to sign off on all plans with a Storm Water Pollution Prevention Plan (SWPPP).

2. Construction Inspection - Engineering consultants involved with construction inspection shall have a minimum of one full-time person with current training in “Fundamentals of Storm Water Pollution and Erosion and Sediment Control” and “Erosion and Sediment Control for Construction.” This/these currently trained individual(s) will be required to review the construction projects on a regular basis as directed by the department.
- C. After January 1, 2015, each Division of Highway’s district and other divisions referenced herein will have at least two staff members with current training in “Fundamentals of Storm Water Pollution and Erosion and Sediment Control” and “Erosion and Sediment Control for Designers.”
 - D. After January 1, 2015, each Division of Highway’s district and other divisions referenced herein will have at least two staff members with current training in “Fundamentals of Storm Water Pollution and Erosion and Sediment Control” and “Erosion and Sediment Control for Construction.”
 - E. After January 1, 2015, the Central Bureau of Operations will identify staff supervising Day Labor construction contracts subject to the department’s NPDES permits and ensure at least one bureau staff member has current training in “Fundamentals of Storm Water Pollution and Erosion and Sediment Control” and “Erosion and Sediment Control for Construction.”
 - F. Individuals who have successfully completed “Fundamentals of Storm Water Pollution and Erosion and Sediment Control” will be considered current for an indefinite period.
 - G. Individuals who have successfully completed “Erosion and Sediment Control for Designers” or “Erosion and Sediment Control for Construction” will be considered current for a period of five years.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B. The **Bureau of Materials and Physical Research** is responsible for coordinating the training support for this policy.
- C. The **Division of Aeronautics, Division of Highways’ regions/districts, and Division of Public and Intermodal Transportation** are responsible for ensuring compliance with this policy.

CLOSING NOTICE

This is a new policy.

Signatures: On file



Illinois Department of Transportation

Departmental Policies

D&E-24

Effective Date: July 25, 2013
Scheduled Review Date: July 25, 2018

QUALIFYING GEOMETRICS ENGINEERS FOR APPROVAL AUTHORITY

1. POLICY

It is the policy of the Department of Transportation that only qualified individuals will approve geometric designs for phase I projects.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to develop guidelines for the process of recommending, approving, and sustaining Qualified Geometrics Engineers for approval authority. Qualification criteria have been developed so districts can pursue approval authority for specific positions to approve certain documents if staffing permits.

4. GUIDELINES FOR IMPLEMENTATION

- A. Districts are eligible to become qualified to approve all geometric designs they produce. Attachment 1 contains prerequisite requirements and the process for qualification. Once qualified, districts can approve all geometric designs they produce.
- B. The Deputy Director/Regional Engineer will be responsible for assessing the capabilities of the Geometrics Engineer, seeking district approval authority from the Chief of the Bureau of Design and Environment, and requesting assistance from the Central Office should district staff experience be insufficient for the required work.
- C. The Bureau of Design and Environment (BDE) is responsible for notifying the Director of Highways/Chief Engineer whether the candidate Geometrics Engineer is qualified for approval authority.
- D. As an ultimate goal, districts would fill the Geometrics Engineer position with able and experienced personnel. With budget constraints and staff turnover, it is understood this process will be an evolving one, where responsibilities will shift periodically between the district offices and the Central Office. Annual quality

reviews and district coordination meetings will ensure proper and consistent application of policy and quality compliance.

- E. The geometric designs of districts not qualified for geometric approval will be reviewed and approved by BDE. This is true for districts where the Deputy Director/Regional Engineer has not requested anyone to be qualified, where staffing changes have left the District Geometrics Engineer position vacant, as well as for those districts for which qualification has been rescinded. Districts with approval authority may request BDE assistance in the development or review of any geometric design.
- F. BDE is not precluded from reviewing any portion of the phase I process at any time, especially when unique features or unusual circumstances are involved. If an annual quality review determines a qualified district's geometric designs are unsatisfactory, the Deputy Director/Regional Engineer and the Director of Highways/Chief Engineer will be notified immediately of the deficiencies.
- G. Design exceptions included in any geometric design must still be approved through the Central Office as outlined in Chapter 31 of the *Bureau of Design & Environment Manual*. Access Justification Reports (AJR) and access control changes on interstates will continue to be coordinated with the BDE. This is due to the complex nature of the designs and issues involved, and the need for statewide consistency. BDE will review and approve the AJR and access control changes for transmittal to the Federal Highway Administration (FHWA) for federal approval.

5. RESPONSIBILITIES

- A. The **Deputy Directors/Regional Engineers** of the districts are responsible for assessing the capabilities of the Geometrics Engineer to determine if a candidate is qualified for approval authority. Once the Deputy Directors/Regional Engineers deem a candidate qualified, he/she will request district approval authority of the Geometrics Engineer to the Chief of the Bureau of Design and Environment.
- B. The **Deputy Director/Regional Engineer** is also responsible for requesting assistance from the BDE should the district staff experience be insufficient for the required work.
- C. The **Bureau Chief of Design and Environment** is responsible for verifying the capabilities of the candidate and will notify the Director of Highways/Chief Engineer whether the candidate is qualified for approval authority. The Chief of the Bureau of Design & Environment is also responsible for monitoring quality compliance through annual quality reviews and district coordination meetings.
- D. The **Director of Highways/Chief Engineer** is responsible for approving or denying the Geometrics Engineer as qualified for approval authority.

6. REVISION HISTORY

This policy has been converted from a Procedure Memorandum to a Departmental Policy.

CLOSING NOTICE

Supersedes: BDE Procedure Memorandum 41-08, Delegation of Approval Authorities to Districts, Geometric Approval

Signature: On file

Attachment 1

REQUIREMENTS AND THE PROCESS FOR A CANDIDATE TO BECOME QUALIFIED FOR PLAN AND IDS APPROVAL

Requirements

1. Candidate must have a degree in Civil Engineering, possess a Civil Engineer V technical classification or higher within the department (State of Illinois Professional Engineer License implied), and be the District Geometrics Engineer.
2. Candidate must have demonstrated the professional ability to produce designs which reflect genuine expertise in the field of geometrics as recognized by the Deputy Director/Regional Engineer.
3. Candidate must have attended the following IDOT approved capacity and geometrics training classes:
 - a. Highway Capacity
 - b. Fundamentals of Geometrics
 - c. Advanced Geometrics

Process

1. The Deputy Director/Regional Engineer will assess the capabilities of the Geometrics Engineer and, if deemed qualified, submit the candidate to the Chief of the Bureau of Design and Environment for district approval authority.
2. The Chief of the Bureau of Design and Environment (BDE) will verify the capabilities of the candidate and notify the Director of Highways/Chief Engineer whether the candidate Geometrics Engineer is qualified for approval authority.
3. The Director of Highways/Chief Engineer is responsible for approving or denying the Geometrics Engineer as qualified for approval authority.

Recognition

The District Geometrics Engineer is qualified to approve all geometric designs. The District Geometrics Engineer is the only position in the Districts eligible to have geometric design approval authority.

Approval authority of the Geometrics Engineer can be withdrawn by the Director of Highways/Chief Engineer in the event of failure to exhibit the requisite professional ability. Removal of approval authority would be based on unsatisfactory results of process reviews.

Responsibilities

Qualified District Geometrics Engineers can approve all geometric designs. The Bureau of Design & Environment will review and comment upon geometric designs eligible for District Geometrics Engineer approval, if the district so requests.

Restrictions

Staffing changes within the Geometrics Unit may nullify the district's approval authority. To continue to maintain approval authority, the Deputy Director/Regional Engineer shall submit staffing changes within the Geometrics Unit including qualifications to the Director of Highways/Chief Engineer through the Chief of BDE for approval.



Illinois Department of Transportation

Departmental Policies

D&E-25

Effective Date: October 30, 2013
Scheduled Review Date: October 30, 2018

AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

1. POLICY

It is the policy of the Department of Transportation to comply with [Section 504 \(49 CFR Part 27\)](#) of the Rehabilitation Act of 1973 ([29 USC 794](#)) and [Title II \(28 CFR Part 35\)](#) of the Americans with Disabilities Act (ADA) of 1990 ([42 USC 12132](#)). These acts require state and local governments to perform a self-evaluation of their current services, policies, and practices to identify areas which do not meet ADA requirements. Public agencies with 50 or more employees must then develop a transition plan and a schedule to address these deficiencies.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this Policy is to direct the Division of Highways to complete an inventory of its current services, policies, and practices as a first step in the development of an ADA transition plan.

4. GUIDELINES FOR IMPLEMENTATION

The Division of Highways will complete an inventory of the following.

- A. Policies and Practices.** Each Central Bureau within the Division of Highways will inventory their policies and practices which relate to public accessibility.
- B. Services.** Each district office within the Division of Highways will inventory the following facilities and services in the public right-of-way:
 - 1. Curb ramps
 - 2. Sidewalks, if they are maintained by the State
 - 3. Crosswalks, both marked and unmarked
 - 4. Pedestrian traffic signals and push-buttons
 - 5. Rest areas
 - 6. Weigh stations

The inventory of these facilities and services will identify the type of element, establish its location in a method whereby it can be located in the field or on a map, and provide enough detail to be able to determine its level of compliance/non-compliance with the accessibility standard(s). The inventory will also be kept in an electronic format which allows for ready access to the data and generation of .pdf status/progress reports.

5. RESPONSIBILITY

A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

B. The **Division of Highways** is responsible for ensuring compliance with this policy.

CLOSING NOTICE

This is a new policy.

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E 26
*formerly DO 14-05

Effective Date: March 28, 2014
Scheduled Review Date: March 28, 2019

ADMINISTRATIVE PROCEDURES RELATING TO MAJOR STATE BORDER BRIDGES

1. POLICY

It is the policy of the Department of Transportation to apply standards when administering activities relating to planning, programming, funding, design, construction and maintenance of major border bridges that cross rivers/ streams into bordering states.

Major state border bridges include those listed on the Illinois/Iowa and Illinois/Missouri River Bridge Agreements' Exhibit A (titled for Iowa as "Border River Bridge Tabulation" and titled for Missouri as "Jointly Maintained Mississippi River Bridges"). Major state border bridges also include bridges over the Ohio or Wabash Rivers between either Illinois and Indiana, or Illinois and Kentucky for which Illinois and the adjacent state have individual engineering, maintenance and repair, rehabilitation, reconstruction and/or construction agreements specific to each bridge.

2. PERSONS AFFECTED

Division of Highways
Office of Planning and Programming

3. PURPOSE

The purpose of this policy is to:

- A. establish programmatic and operational responsibilities for specific offices/divisions/regions/districts for all functions relating to major state border bridges;
- B. ensure administrative activities related to major state border bridges are consistent with departmental policies, uniformly applied and completed promptly; and,
- C. communicate to all affected areas of the department the ongoing major state border bridge activities and to provide an opportunity for comments or suggestions as to the appropriate actions to be taken. All involved parties shall utilize this policy in determining coordination channels during various stages of project development.

4. GUIDELINES FOR IMPLEMENTATION

- A. Lead Office Activities
 - 1) Capital Improvements

All correspondence and/or documents leading up to the development of an agreement for preliminary engineering and construction or rehabilitation of major state border bridges which are to be included for funding in the annual or multi-year construction programs shall be forwarded to the Office of Planning and Programming's (OP&P) Bureau of Statewide Program Planning. This bureau shall also coordinate the action necessary to notify adjoining states of the preliminary estimate of their share of design and construction costs for programming and agreement purposes.

2) Joint State/State Agreements

The Division of Highways' (DOH) central Bureau of Design and Environment (BDE) shall prepare all such agreements, coordinating as appropriate with the bureaus of Bridges and Structures (BBS), Construction (CON) and Operations (OPER), and the applicable region/district, OP&P's Bureau of Statewide Program Planning and the Office of Chief Counsel. BDE shall also procure the necessary signatures for execution from within the department and other party(ies) to the agreement and make appropriate distribution.

3) Project Reports and Environmental Issues

The regions/districts shall forward all correspondence and/or documents relating to environmental issues, project reports, bicycle facilities and other preliminary engineering correspondence to BDE.

4) Bridge Issues

The regions/districts shall forward all correspondence and/or documents relating to the development of plans for construction, reconstruction and bridge design to BBS and coordinate with BDE.

5) Consultant Engineering - Preliminary and Construction

Consultant selection and consultant services agreements are the responsibility of BDE and shall be processed in accordance with existing [Departmental Order 6-2, Selection and Control of Architect-Engineer Consultant Firms](#), and other departmental policies **after concurrence from the adjoining state via a bi-state agreement.** When Illinois is the lead state, the region/district offices shall be responsible for submitting invoices to the adjoining state for their share of the preliminary engineering costs per the bi-state agreement. When the adjoining state is the lead state, BDE shall be responsible for processing and paying invoices for Illinois' share of the preliminary engineering costs per the bi-state agreement.

6) Contract Lettings

BDE shall coordinate joint-state construction, reconstruction and/or maintenance projects that are to be let by either the state of Illinois or the adjoining state through the bi-state agreement. This includes dispersing copies of the bi-state agreement to OP&P, CON, OPER, BBS and project control. This also includes obtaining or granting approval to advertise, issue joint authorization requests to the Federal Highway Administration (FHWA), issue joint advertisements and concurrence to award projects.

7) Construction Contracts (Highway Improvement Program)

When Illinois is the lead state, CON shall administer construction contracts and make payments to Illinois' contractor, consistent with existing departmental orders and policies, and compute and notify the adjoining state of its share of construction costs, including construction supervision, per the bi-state agreement.

When the adjoining state is the lead state, BDE shall be responsible for processing and paying invoices for Illinois' share of the construction costs, including construction supervision, per the bi-state agreement.

8) Maintenance Contracts

When Illinois is the lead state, CON shall administer construction contracts for maintenance work and make payments to Illinois' contractor, consistent with existing departmental orders and policies, and compute and notify the adjoining state of its share of maintenance costs, including construction supervision, per the bi-state agreement.

When the adjoining state is the lead state, BDE shall be responsible for coordinating the contract and providing necessary information to OPER. OPER shall be responsible for processing and paying invoices for Illinois' share of the maintenance costs, including construction supervision, per the bi-state agreement.

9) Routine Operation

All correspondence relating to the day-to-day operation, traffic control, maintenance and inspection and follow-up recommendations shall be forwarded to the region/district responsible for the bridge.

B. Long-Term Activities

1) Bureau of Bridges and Structures

The continuing responsibilities for in-depth inspection and improvement recommendations for the annual and multi-year programs for major state border bridges maintained by the department shall be performed by BBS. To ensure safety and viability of these structures, BBS shall:

- a) coordinate with BDE, OP&P and the regions/districts and develop new maintenance agreements with adjoining states where necessary to achieve uniformity and equality (reference Item 3.A.2, Joint State/State Agreements);
- b) coordinate mutually acceptable claimable maintenance items to be used by each state to develop their annual bridge maintenance billing costs. Claimable maintenance items typically consist of those items discussed and agreed to at the annual Border River Bridge meetings, but could include other maintenance items agreed to by Illinois and the border state with whom it shares maintenance responsibility for the bridge;
- c) coordinate with BDE for accommodation of bicycle facilities; and,

- d) coordinate joint inspection meetings at the major state border bridges with personnel from the adjoining state and the department's personnel (including but not limited to the region/district and BBS personnel). BBS shall prepare the resulting inspection report.
- 2) Region/District Activities
- a) The appropriate region/district, with input from BBS, is responsible for identification of capital improvement requirements and ensuring same are included in the multi-year programming process in sufficient time for the adjacent state to concur and program these requirements.
 - b) The region/district office is responsible for maintaining liaison with the local district of the adjoining state to ensure continuity and effectiveness of bridge capital improvement requirements and maintenance activities.
 - c) The region/district office shall negotiate with each adjoining state (via the annual Border River Bridge meetings and through subsequent designated contacts as needed) for one accounting statement to be prepared by each state which shall include itemized costs for claimable routine maintenance of all bridges for which reimbursement is due. A single annual payment based on equal sharing shall be made by the appropriate state. OPER shall process these payments for the department. The itemized statement shall include the work activity, quantity and location of the work, date activity was performed and cost for each activity;
 - d) The appropriate region/district shall notify DOH's BBS, BDE and OP&P's Bureau of Statewide Program Planning of the updated proposed scope of work, estimated cost of the project and anticipated letting date at least six months in advance of the proposed letting date in order to allow sufficient time to prepare, coordinate and execute a bi-state agreement for capital improvement projects.
 - e) The appropriate region/district is responsible for the day-to-day operation, maintenance (including maintenance repair activities), inspection and recommended follow-up for those bridges that are the responsibility of the Illinois Department of Transportation.
 - f) The appropriate region/district shall notify DOH's BBS, BDE and OPER of the updated proposed scope of work, estimated cost and anticipated letting or start date for any Contract Maintenance or Day Labor project that requires a bi-state agreement. The notification shall be at least six months in advance of the proposed letting or start date to allow sufficient time to prepare, coordinate and execute a bi-state agreement.
 - g) Appropriate records of activities and costs for each bridge combined with all other reimbursable costs for routine maintenance and operation shall be provided by the appropriate region/district to DOH's OPER for preparation of

the annual invoice to the adjoining state.

5. RESPONSIBILITIES

A. DOH Directors, Bureau Chiefs and Regional Engineers, and OP&P Director and Bureau Chiefs are responsible for:

- 1) ensuring compliance with the provisions of this policy; and,
- 2) signing all agreements with bordering states for joint construction, rehabilitation, maintenance and operation of major state border bridges in accordance with [Departmental Order 2-2: Signature Authority](#).

B. DOH's BDE is responsible for coordinating with the Office of Finance and Administration, Bureau of Business Services (BoBS) for processing updates and revisions to this policy.

6. REVISION HISTORY

- Transitioned from a departmental order to a departmental policy,
- Persons Affected section was added, and
- Minor editorial changes and formatting updates.

Archived versions of this policy may be examined by contacting BoBS' Quality and Document Management Services Section.

CLOSING NOTICE

Supersedes: Departmental Order 14-5, Administrative Procedures Relating to Major State Border Bridges,
Effective: September 25, 2009

Signatures: On file