



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 16, 2010

CIRCULAR LETTER 2010-07

RESIDENT ENGINEER/TECHNICIAN FOR FEDERAL AID PROJECTS

COUNTY ENGINEERS/SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS/MAYORS
CONSULTING ENGINEERS

According to Section 25-1.02(c) of the Bureau of Local Roads and Streets Manual and 23 CFR 635.105, supervision of construction on local public agency federal aid projects is a function of the local public agency and its engineers and inspectors. The selection and district approval of the full-time employee of the local public agency to be in responsible charge of the project will be completed prior to the start of construction. During the pre-construction meeting, the local public agency should identify the resident engineer/technician to be in responsible charge of the project according to the following.

- Preferably, if the county engineer, municipal engineer, or a full-time publicly-employed registered professional engineer is named the resident engineer for the project and will be in responsible charge, the minutes of the pre-construction meeting should reflect the name and position of the resident engineer.
- If this cannot be done, the local public agency should name a qualified full-time publicly-employed individual to serve as resident engineer/technician and be in responsible charge by including the approved Form BC 775 with the pre-construction meeting minutes.
- In those instances where a local public agency elects to use consultants for construction engineering services as a resident inspector, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project using Form BC 775. The local public agency should use Form BC 776 to identify the consultant as resident inspector. Both of these approved forms should be included with the pre-construction meeting minutes.

By accepting federal aid funding, the local public agency is required to be in responsible charge of the project. If the individual in responsible charge is not identified with an approved BC 775 or by noting the professional engineer on staff, this may be considered a critical finding during audits made by federal, state, or independent auditors. Please contact the Local Policy and Technology Unit at DOT.LocalPolicy@illinois.gov with any questions.

Sincerely,

Darrell W. Lewis, P. E.
Acting Engineer of Local Roads and Streets

Attachments