

PREFACE

The *Bureau of Design and Environment (BDE) Manual* has been prepared to provide uniform practices for the Department and consultant personnel preparing Phase I studies and reports and contract plans for Department projects. The *BDE Manual* presents most of the information normally required in the development of a typical roadway project. The designer should attempt to meet all criteria and practices presented in the *BDE Manual*; however, the *BDE Manual* should not be considered a standard that must be met regardless of impacts. The designer should develop roadway designs that meet the Department's operational and safety requirements while preserving the environmental resources of an area. Designers must exercise good judgment on individual projects and, frequently, they must be innovative in their approach to roadway design. This may require, for example, additional research into the highway literature or use of other Department Manuals.



Illinois Department of Transportation Departmental Policies

D&E-01

Effective Date: February 23, 2016
Scheduled Review Date: February 23, 2021

BUREAU OF DESIGN AND ENVIRONMENT MANUAL

1. POLICY

It is the policy of the Department of Transportation to 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 is the [Bureau of Design and Environment Manual \(BDE Manual\)](#).

2. PERSONS AFFECTED

Office of Program Development
Office of Highways Project Implementation

3. 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.

4. GUIDELINES FOR IMPLEMENTATION

The policies and procedures contained in the [BDE Manual](#) are effective on the date they are transmitted to manual holders unless otherwise noted in the transmittal memorandum. The [BDE Manual](#) is intended to apply primarily to the State Highway System and provides detailed requirements on such subjects as:

- 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
- h. Procedure Memoranda

Departmental Policy D&E-01: Bureau of Design and Environment Manual

February 23, 2016

5. 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](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- added Persons Affected section,
- updated office names to reflect the new organization chart,
- removed signature block, 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-1: Bureau of Design and Environment Manual,
Effective: October 16, 2010

Signatures: On File

MANUAL FORMAT/UPDATE

The *Bureau of Design and Environment Manual* is available as a PDF document on the IDOT's website:<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/index>. It is intended to provide current design and environment policies and procedures for use in developing State highway projects. To ensure that the *BDE Manual* remains up to date and appropriately reflects changes in IDOT's needs and applicable requirements, its contents are updated on an ongoing basis. To aid users in keeping track of revisions and understanding their background, BDE Procedure Memoranda are posted to the *BDE Manual* website; however, the associated policy revisions are incorporated in the relevant chapter(s) of the *BDE Manual* itself.

| BDE will be responsible for evaluating changes in the highway design and environmental literature (e.g., the issuance of new research publications, revisions to Federal regulations) and will ensure that those changes are appropriately addressed through the issuance of revisions to the manual. In addition, it is important that users of the *BDE Manual* inform BDE of any inconsistencies, errors, need for clarification, or new ideas to support the goal of providing the best and most up-to-date information practical. A form entitled BDE Manual Comments and/or Corrections (see page v) has been provided for use in submitting any comments and/or suggestions.

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