



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 13-07

SUBJECT: BDE Manual Revision – Chapters 11, 12, 14, 15, 31, and 54

DATE: August 9, 2013

Chapter 11, Chapter 12, Chapter 14, Chapter 15, Chapter 31 and Chapter 54 have been revised to include the policies and procedures in Procedure Memorandum 41-08, which were not incorporated into the BDE manual when the manual was updated in 2010. Please see Chapter 11, Chapter 12, Chapter 14, Chapter 15, Chapter 31 and Chapter 54 of the BDE Manual on-line to view the revisions.

Background

Procedure Memorandum (PM) 41-08 “Delegation of Approval Authorities to Districts” provided guidance on implementing the additional approval authority granted to the district offices. Some of the policies and procedures contained in PM 41-08 were not carried forward into the BDE Manual when the manual was updated in 2010. The following are procedural items in the order presented in PM 41-08 and how the respective procedural items were addressed.

Design Approval of Phase I Reports.

Policy dealing with the design approval of phase I reports was addressed in PM 12-12. This section of PM 41-08 also included a discussion on the District Detour Committee. The function of the District Detour Committee was replaced by a Transportation Management Plan (TMP) team in the 2010 BDE Manual update.

Design Exceptions.

Section 31-8.04(a) was revised by detailing the procedure for presenting and approving design exceptions.

Section 31-8.04(b) was revised by giving the procedure for processing design exceptions on projects with full FHWA oversight.

The Design Criteria Checklist was removed from Chapter 31. It is found in the forms list as Form BDE 31-08 and a reference to Form BDE 31-08 is included in Section 31-8.02 of the text.

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Geometric Approval.

Sections 14-4 and 15-2.02 were revised by making a reference to where the procedures to qualify a District Geometrics Engineer can be found.

Section 11-9 was added to explain the process required to qualify a Geometrics Engineer.

Pavement Design Approval.

Policy dealing with the submittal of a pavement design was addressed in PM 13-03.

Pavement design exceptions and special pavement designs will continue to be submitted to BDE for approval instead of the Director of Highways/Chief Engineer as directed in PM 41-08.

Section 54-8.01 was revised by requiring that approved pavement designs be included in the Phase I project report or file.

Figure 12-3.A was revised by including the pavement design approval memorandum and the pavement design analysis among the items in the typical table of content for project reports.

Environmental Approval Process.

Policy regarding environmental assessments, 4(f) evaluations, and categorical exclusion discussion in PM 41-08 was addressed in the 2010 BDE Manual update.

Staff Qualifications/Training.

The policy regarding qualifying District Environmental staff was addressed in the 2010 BDE Manual update.

Section 11-9 was added to explain the process required to qualify a Geometrics Engineer. Also Departmental Policy D&E 24 was recently released, which gave detailed procedural guidance on qualifying a Geometric Engineer.

The provision to allow a professionally capable District staff to be qualified to approve geometric designs in the stead of a qualified Geometrics Engineer was not carried forward to the BDE Manual. This provision is too difficult to monitor.

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Requesting BDE Assistance.

This action does not require a formal process or change to the BDE Manual. It is understood that BDE is available to assist the Districts on an as-needed basis. If the BDE cannot comply with the request for assistance or review, BDE will promptly notify the District and may provide recommendations on other options for obtaining the needed assistance.

Annual Quality Reviews.

Except for phase I engineering reports, no other informational copies of approved documents, such as geometric designs and Section 4(f) documents, are required to be submitted to BDE.

Section 12-5.06 was revised by elaborating on the process of the annual quality reviews.

Engineer of Design and Environment _____

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