BDE PROCEDURE MEMORANDUM

NUMBER: 17-01
SUBJECT: BDE Manual Revision – Chapter 63
DATE: January 23, 2017

Chapter 63 of the BDE Manual has been revised regarding the proper use of general notes in contract plans. Please see Chapter 63 of the BDE Manual on-line to view the revisions.

Background

Through recent meetings of the IDOT/Industry Joint Cooperative Committee, the contractor associations have raised concerns with the ways in which general notes are being used in contract plans. Examples of those concerns include:

- Plans contain too many general notes either repeating issues covered in the Standard Specifications or not containing information particularly relevant to the contract at hand.

- General notes are being used, in the place of special provisions, to modify and create contract pay items.

- Items of work that are normally paid for separately are being included in the cost of other items via the general notes.

- Some general notes are being "boxed-out", emboldened, or otherwise highlighted as if they have a higher level of importance than other notes.

In response, Section 63-4.03(c) of the BDE Manual has been revised to reinforce the proper uses of general notes and to discourage the practices listed above.

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