



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 17-15

SUBJECT: BDE Manual Revision – Chapters 63 and 66

DATE: September 21, 2017

Chapters 63 and 66 of the *BDE Manual* have been revised to reflect the current process for electronic submittal of PS&E documents. See the *BDE Manual* on-line to view the revisions.

Background

For several years, the plan, specification, and estimate (PS&E) documents have been submitted for letting electronically. This update incorporates those submittal procedures and recognizes some other recent changes.

Section 63-4.02(a) Sheet Content

- Item 2 was revised to ask the districts to include the Federal project number on the cover sheet of the plans. This number was previously assigned and added by BDE; however with the new State Job Number Generator system, the Federal project number will be created at the same time as the State job number(s) which will allow the district to include it on the cover sheet of the plans.
- Items 9 and 10 were revised to allow more options for how the plans are signed by the Regional Engineer and signed/sealed by consultants. The Seal Requirements, 68 Ill. Admin. Code 1380.295 currently allow for electronic, computer-generated, stamped or scanned seals and signatures.

Section 66-2 Submission of Plans, Specifications & Estimates. This section was revised to incorporate the procedures for electronically submitting PS&E documents for letting, to eliminate submittal of paper plans sheets (including the signed cover sheet), and to eliminate 8.5" x 11" fold-up plans.

A handwritten signature in blue ink, appearing to read 'Maureen Addis', written over a horizontal line.

Maureen Addis
Bureau Chief
Bureau of Design and Environment