

## **District 1 BLRS Phase 2 Plans and Specifications Guidelines** **(For State-Let, Federally Funded Projects)**

### 1. Plan Cover Sheet

- The Cover Sheet and Summary of Quantities examples should be followed closely
- Use the signature block from the BLRS Manual. See Figure 11-2A
- The Index of Sheets and listing of highway standards shall be referenced to see Sheet 2 and not be located on the cover sheet. This allows changes to be made without requiring a new cover sheet and signatures.

### 2. General Notes

- The number of general notes is to be minimized.
- General notes should not duplicate information contained in the plans, special provisions, or Standard Specifications.
- General Notes are not to be boxed.
- Industry does not like general notes stating work is included in the cost of another item. If something is going to be included in another pay item or varying from the basis of payment described in the *Standard Specifications for Road and Bridge Construction*, then a special provision should be written detailing the change.

### 3. Summary of Quantities

- Shall be double spaced (this allows for the easy addition of pay items during bidding and construction)
- Use the full pay item description, not the abbreviation
- The full pay item description must be displayed. This may require using a larger row height for pay items with longer descriptions.
- The units of measurement must match those in the listings on the IDOT website
- For projects using only one construction type code, a single total quantity column is all that is needed
- For specialized/nonstandard items:
  - A) Choose a pay item that is close to the description desired (such as ‘item, special’) and use a special provision to provide more of the desired details
  - B) If no existing pay items seem to match, send an e-mail to the appropriate Phase 2 coordinator requesting the creation of a new pay item number by Springfield, and leave the pay item number blank.
  - C) Pay item descriptions of a more general nature (and with a greater potential of reuse) are preferred and more likely to have a number assigned by Central Office.
- Check for updates to the pay item database list immediately prior to all submittals.

### 4. EEO Requirements

- Always include the Disadvantage Business Enterprise BDE special provision.
- Include the “Training Program Graduate” and BDE “Training Special Provision” special provisions unless the EEO pre-final review indicates zero trainees are required.

### 5. Completion Date/Working Days

- The number of working days must end in a ‘0’ or ‘5’ for contracts using the BDE working day special provision or for contracts using a completion date plus working day special provision.

- Completion date contracts that do not include additional working days are not allowed. A minimum of 5 working days is required after the completion date for punch list/clean up
- Completion date contracts are not advisable for projects with materials that have long procurement times (such as traffic signal mast arms)
- Completion dates must take into consideration time for contract execution and the preconstruction meeting.

6. General Compatibility for State Let Contracts

- Conflicts arise when a local agency includes their standard contract language in the special provisions.
- Special provisions, plan notes, and detail drawings generally can not be used when they:
  - a. Modify or conflict with Section 100 of the Standard Specifications, Invitation for Bids, Notice to Bidders or special provisions added by the Central Office;
  - b. Give construction phase authority to anyone other than the Engineer (do not specify “as approved by the Village”; instead specify “as coordinated with the Village”)

7. Other Plans/Special Provision Guidance

- Do not specify sole source proprietary products without a proprietary item request letter
  - a. Do not use language such as “or approved equal” or “or equivalent.”
- Do not specify materials that the Bureau of Material cannot inspect, such as modified aggregates, concrete mixtures, HMA mixtures, etc.
- Avoid combining multiple pay items into one pay item
- Do not use the word “incidental” instead use the phrase “included in the cost of”
- For projects that involve detector loop installation and/or replacement, the locations of the loops shall be shown on the plans, even if the installations follow the current D1 standards
- For proprietary items for which only a single model will be accepted, such as light poles and/or luminaires, list the model/part number in this special provisions, not in the plans