

Chapter 1
IDOT Organization

BUREAU OF LOCAL ROADS AND STREETS MANUAL

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Chapter 1
IDOT ORGANIZATION

Table of Contents

| <u>Section</u> | <u>Page</u> |
|--|--------------------|
| 1-1 ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) | 1-1-1 |
| 1-1.01 Organization..... | 1-1-1 |
| 1-1.02 Office of the Secretary..... | 1-1-1 |
| 1-1.02(a) Mission Statement | 1-1-1 |
| 1-1.02(b) Description..... | 1-1-1 |
| 1-1.03 Office of Highways Project Implementation | 1-1-3 |
| 1-1.04 Office of Intermodal Project Implementation..... | 1-1-3 |
| 1-1.04(a) Description..... | 1-1-3 |
| 1-1.04(b) Services to LPAs..... | 1-1-3 |
| 1-1.05 Office of Planning and Programming (OPP)..... | 1-1-4 |
| 1-1.05(a) Description..... | 1-1-4 |
| 1-1.05(b) Services to LPAs..... | 1-1-5 |
| 1-1.06 Office of Communications | 1-1-5 |
| 1-1.06(a) Description..... | 1-1-5 |
| 1-1.06(b) Services to LPAs..... | 1-1-5 |
| 1-1.07 Office of Legislative Affairs (OLA) | 1-1-5 |
| 1-1.07(a) Description..... | 1-1-5 |
| 1-1.07(b) Services to LPAs..... | 1-1-6 |
| 1-1.08 Office of Finance and Administration (F&A)..... | 1-1-6 |
| 1-1.08(a) Description..... | 1-1-6 |
| 1-1.08(b) Services to LPAs..... | 1-1-7 |
| 1-1.09 Office of Business and Workforce Diversity (OBWD) | 1-1-7 |
| 1-1.09(a) Description..... | 1-1-7 |
| 1-1.09(b) Services to LPAs..... | 1-1-8 |
| 1-1.10 Office of Chief Counsel (OCC) | 1-1-8 |
| 1-1.10(a) Description..... | 1-1-8 |
| 1-1.10(b) Services to LPAs..... | 1-1-9 |
| 1-1.11 Office of Internal Audits (OIA)..... | 1-1-9 |
| 1-1.11(a) Description..... | 1-1-9 |
| 1-1.11(b) Services to LPAs..... | 1-1-9 |
| 1-2 OFFICE OF HIGHWAYS PROJECT IMPLEMENTATION | 1-2-1 |
| 1-2.01 Bureau of Bridges and Structures (BBS)..... | 1-2-1 |

BUREAU OF LOCAL ROADS & STREETS**IDOT ORGANIZATION**

June 2018

1(ii)

| | | | |
|--------|-----------|---|--------|
| | 1-2.01(a) | Description..... | 1-2-1 |
| | 1-2.01(b) | Service to LPAs | 1-2-1 |
| 1-2.02 | | Bureau of Construction..... | 1-2-2 |
| | 1-2.02(a) | Description..... | 1-2-2 |
| | 1-2.02(b) | Service to LPAs | 1-2-2 |
| 1-2.03 | | Bureau of Design and Environment (BDE) | 1-2-3 |
| | 1-2.03(a) | Description..... | 1-2-3 |
| | 1-2.03(b) | Service to LPAs | 1-2-3 |
| 1-2.04 | | Bureau of Land Acquisition (BLA) | 1-2-3 |
| | 1-2.04(a) | Description..... | 1-2-3 |
| | 1-2.04(b) | Service to LPAs | 1-2-3 |
| 1-2.05 | | Bureau of Materials | 1-2-4 |
| | 1-2.05(a) | Description..... | 1-2-4 |
| | 1-2.05(b) | Service to LPAs | 1-2-4 |
| 1-2.06 | | Bureau of Operations (OPs)..... | 1-2-4 |
| | 1-2.06(a) | Description..... | 1-2-4 |
| | 1-2.06(b) | Service to LPAs | 1-2-5 |
| 1-2.07 | | Bureau of Safety Programs and Engineering (BSPE)..... | 1-2-5 |
| | 1-2.07(a) | Description..... | 1-2-5 |
| | 1-2.07(b) | Service to LPAs | 1-2-6 |
| 1-2.08 | | Highway Regional Offices | 1-2-6 |
| | 1-2.08(a) | Description..... | 1-2-6 |
| 1-2.09 | | District One | 1-2-6 |
| | 1-2.09(a) | EEO and Labor Compliance Section..... | 1-2-6 |
| | 1-2.09(b) | Public Information Section | 1-2-6 |
| | 1-2.09(c) | Bureau of Administrative Services | 1-2-7 |
| | 1-2.09(d) | Bureau of Maintenance | 1-2-7 |
| | 1-2.09(e) | Bureau of Traffic | 1-2-7 |
| | 1-2.09(f) | Bureau of Design | 1-2-7 |
| | 1-2.09(g) | Bureau of Land Acquisition | 1-2-7 |
| | 1-2.09(h) | Bureau of Programming | 1-2-8 |
| | 1-2.09(i) | Bureau of Construction | 1-2-8 |
| | 1-2.09(j) | Bureau of Local Roads and Streets (BLRS)..... | 1-2-8 |
| | 1-2.09(k) | Bureau of Materials..... | 1-2-9 |
| 1-2.10 | | Districts Two through Nine | 1-2-11 |
| | 1-2.10(a) | Bureau of Operations (OPs)..... | 1-2-11 |
| | 1-2.10(b) | Bureau of Program Development (PD)..... | 1-2-12 |
| | 1-2.10(c) | Bureau of Project Implementation (PI) | 1-2-13 |

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BUREAU OF LOCAL ROADS & STREETS

June 2018

IDOT ORGANIZATION

1(iii)

| | | |
|--------|---|-------|
| 1-3 | CENTRAL BUREAU OF LOCAL ROADS AND STREETS (CBLRS) | 1-3-1 |
| 1-3.01 | General | 1-3-1 |
| 1-3.02 | Local System and Services Unit..... | 1-3-1 |
| 1-3.03 | Local Program Development Section | 1-3-1 |
| | 1-3.03(a) Local Planning and Programming Unit..... | 1-3-1 |
| | 1-3.03(b) Local Policy and Technology Unit | 1-3-1 |
| | 1-3.04 Local Project Implementation Section | 1-3-2 |
| | 1-3.04(a) Local Project Support Unit | 1-3-3 |
| | 1-3.04(b) Local Studies and Plans Unit | 1-3-3 |
| 1-4 | ACRONYMS..... | 1-4-1 |
| 1-5 | REFERENCES..... | 1-5-1 |

Chapter 1

IDOT ORGANIZATION

Chapter 1 discusses the organization and functions within the Illinois Department of Transportation (IDOT), and how they interact with the Bureau of Local Roads and Streets (BLRS) and local public agencies (LPAs).

1-1 ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT)

1-1.01 Organization

IDOT is organized under the supervision of the Illinois Secretary of Transportation. IDOT consists of various offices, each of which is administered by a director. These offices are headquartered at the Harry R. Hanley Building, 2300 S. Dirksen Parkway, Springfield, Illinois, 62764, unless otherwise noted. Figure 1-1A presents the organization of IDOT, and the following sections provide brief descriptions of functions of the various offices and bureaus. For guidance on other IDOT units and bureaus, visit [IDOT's website](#).

1-1.02 Office of the Secretary

1-1.02(a) **Mission Statement**

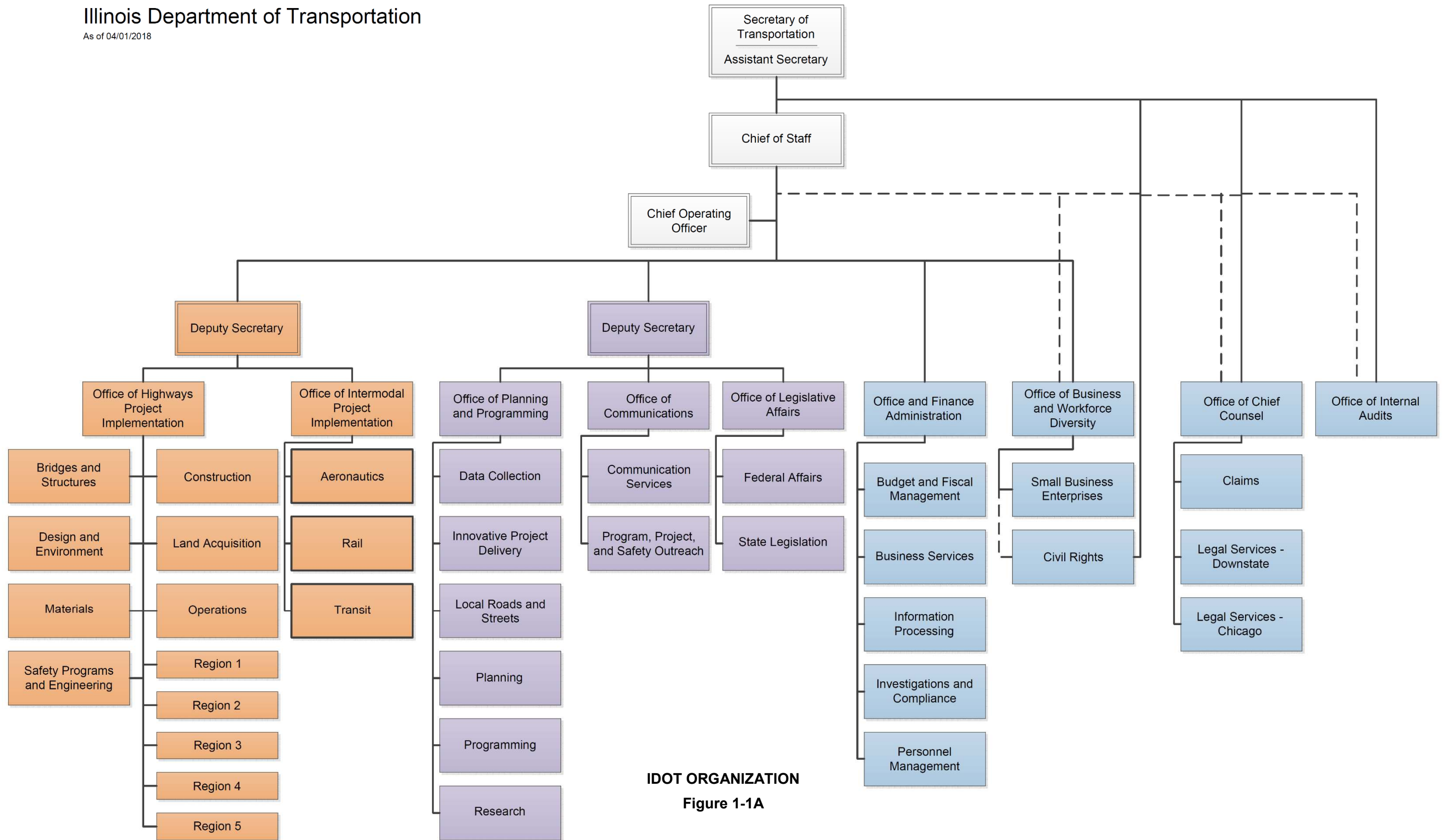
It is IDOT mission to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity, and demonstrate respect for our environment.

1-1.02(b) **Description**

IDOT's Office of the Secretary works closely with the Office of the Governor and the Illinois General Assembly to effectively and efficiently establish and implement Illinois' transportation policies. As such, the Office of the Secretary is often the first point of contact for outside requests about transportation from state and federal legislators, local elected officials, and the general public. Among the responsibilities overseen by the Office of the Secretary are:

- requests for information and research from Office of the Governor, General Assembly, and other state constitutional offices and state agencies;
- administrative, informational, and logistical support for the Secretary, Chief of Staff and Chief Operating Officer;
- Diversity Outreach and Workforce Recruitment;
- Equal Employment Opportunity (EEO) Compliance;
- Sustainability Efforts; and
- Special Transportation-Related Events.

Illinois Department of Transportation
As of 04/01/2018



IDOT ORGANIZATION
Figure 1-1A

1-1.03 Office of Highways Project Implementation

See Section 1-2 for detailed information.

1-1.04 Office of Intermodal Project Implementation

1-1.04(a) Description

The Office of Intermodal Project Implementation coordinates activities for transit, rail, and aeronautics. The Office's mission is to provide safe, efficient, affordable, reliable, and coordinated transportation of people and goods through rail, mass transit, and related modes of transportation. The Office of Intermodal Project Implementation is responsible for promoting mass transportation systems and services in the state of Illinois by developing and recommending policies and programs; developing, implementing, and administering operating, capital, and technical program projects; and, participating in local and statewide planning and programming activities. The Office conducts technical studies and engineering reviews of projects.

- Transit is responsible for promoting transit services and ensuring safe and efficient mass transportation systems throughout the State of Illinois by developing and recommending policies and programs; developing, implementing and administering operating, capital and technical program projects; and participating in local and statewide planning and programming activities. The bureau also conducts technical studies and engineering reviews of projects.
- Railroads is responsible for promoting and ensuring safe and efficient rail transportation throughout the State of Illinois by developing and recommending policies and programs and implementing programs and projects for both passenger and freight rail.
- Aeronautics is responsible for coordinating and implementing programs concerning airport construction, aviation safety, and other aeronautical activities throughout Illinois. The Illinois State Aviation System is one of the largest and most diverse airport systems in the country. Comprised of nearly 830 facilities, the Illinois Aviation System ranges in size and scope from some of the busiest airports in the world – to regional commercial passenger service and commercial air cargo airports – to dozens of local municipal airfields which serve thousands of corporate and general aviation users – to hundreds of private airstrips scattered throughout Illinois. Aeronautics partners with the owners and operators at each airport to maximize safety and assist each airport in reaching its individual potential. Illinois airports generate over \$50.9 Billion to the Illinois economy and provide the flying public with access to the entire country, connecting Illinoisans to the rest of the world. The Division also operates a fleet of aircraft to provide a safe, efficient, and reliable air transportation option for state personnel, elected officials, and others travelling in support of official state business.

1-1.04(b) Services to LPAs

The Office of Intermodal Project Implementation performs the following activities for the LPAs:

- managing of the operating and capital assistance grants to transit operators,

BUREAU OF LOCAL ROADS & STREETS

1-1-4

IDOT ORGANIZATION

June 2018

- reviewing and evaluating grant applications,
- coordinating project implementation activities for the Chicago Region Environmental and Transportation Efficiency Program (CREATE), and
- rendering financial and technical assistance and acts as agent to eligible sponsors for planning land acquisition, design, and construction of airport/heliport facilities in Illinois, including preparation of Environmental Impact Statements (EIS), inspect materials, review engineering plans and bidding documents, and approve land acquisition.

1-1.05 Office of Planning and Programming (OPP)

1-1.05(a) Description

OPP develops plans and programs aimed at improving the state's transportation system. Core functions include: oversight and coordination of the state's planning efforts, developing the annual multi-year and multimodal programs, monitoring and surveillance of the physical condition of the transportation system, evaluation of costs and benefits of new infrastructure investments, and to provide data, mapping and research to support these and other projects across the Department.

OPP consists of six central bureaus: Planning, Programming, Innovative Project Delivery, Data Collection and Mapping, and Research.

- The Bureau of Planning is responsible for proactively planning for the future of the state's transportation system. This includes long-range planning and overseeing capital grants budgets related to aviation and public transportation. This bureau also administers the Metropolitan Planning Program in cooperation with various state and local planning agencies and is responsible for transportation data and support activities.
- The Bureau of Programming develops the annual and multi-year Transportation Improvement Programs, and the construction and grants budget for multimodal elements of the transportation system.
- The Bureau of Innovative Project Delivery oversees the Department's initiatives to explore the leveraging of private resources in project implementation and agency operations. The bureau coordinates with private sector and public entities to expedite project delivery and maximize innovation in the financial, design, construction, operation and maintenance of major transportation infrastructure projects.
- The Bureau of Data Collection and Mapping maintains transportation data systems such as roadway and bridge data, roadway condition information, traffic data, and crash reports filed by motorists and law enforcement officers. The bureau is responsible for preparing the annual crash facts report, state highway map and other transportation maps for rail, ports, transit, counties and scenic byways.
- The Bureau of Research coordinates the Department's federally and state funded research activities, including all Strategic Highway Research, National Cooperative Research and Transportation Research Board programs. Research activities are primarily conducted through an intergovernmental agreement with the University of Illinois at Urbana-Champaign, which funds the Illinois Center for Transportation.

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- The Bureau of Local Roads and Streets (BLRS) coordinates with local governments in all matters pertaining to highway transportation. The bureau assists LPAs with planning, finance, design, construction and maintenance of local transportation systems and promotes the coordination and cooperation of counties, townships, municipalities in the development of transportation systems. See Section 1-3 for detailed information.

1-1.05(b) Services to LPAs

OPP oversees applications for funding Economic Development (EDP), Transportation Enhancement (ITEP), and Scenic By-Ways Programs. They also provide grants for construction safety programs and maintain the Illinois Structures Information System (ISIS) and Illinois Roadway Information System (IRIS). See Section 1-3 for details of services provided by Central BLRS (CBLRS).

1-1.06 Office of Communications**1-1.06(a) Description**

The Office of Communications is responsible for managing both communications and outreach efforts between IDOT and its stakeholders (including the public, elected officials, industry partners, fellow government agencies, and civic/ non-profit partners). The primary objectives are to assist in the coverage of agency activities; increase the agency's sensitivity to its publics; interpret public opinion so that agency programs and regulations will be realistic and acceptable; and mobilize support for the agency and its programs.

- The Bureau of Communication Services supervises and participates in the preparation and dissemination of information to the general public, media and other stakeholders. This relates to printed and digital platforms, including the website, videos, and other platforms.
- The Bureau of Program, Project, and Safety Outreach provides outreach support for the agency's various activities, with particular focus on projects and programs from the program development and project implementation areas, as well as legislative affairs.

1-1.06(b) Services to LPAs

The Bureau of Communication Services develops, supervises, and participates in the preparation and dissemination of liaison services providing assistance to the general public. This bureau oversees the development and monitoring of local highway safety projects statewide and management of contract agreements.

1-1.07 Office of Legislative Affairs (OLA)**1-1.07(a) Description**

OLA is responsible for leading coordination with subject-matter experts from across the agency on legislative issues at both state and federal levels. This includes maintaining relationships both with elected officials and their staff, as well as sister agencies.

BUREAU OF LOCAL ROADS & STREETS

1-1-6

IDOT ORGANIZATION

June 2018

- The Bureau of State Affairs is responsible for coordinating analysis and development of state legislative programs and strategies, as well as resolving issues of special interest to the Secretary. The objective is to ensure that departmental policy and actions, as well as state legislation, consistently support and enhance Illinois' transportation interests.
- The Bureau of Federal Affairs is responsible for coordinating analysis and development of federal legislative programs and strategies, as well as resolving issues of special interest to the Secretary. The objective is to ensure that departmental policy and actions, as well as federal legislation, consistently support and enhance Illinois' transportation interests.

1-1.07(b) Services to LPAs

This office does not provide any direct services to LPAs.

1-1.08 Office of Finance and Administration (F&A)

1-1.08(a) Description

F&A is responsible for developing and administering the Department's budget; managing the departmental personnel systems; providing accounting and auditing functions to ensure sound fiscal management; providing centralized business services functions and IDOT facilities management; and providing management information capabilities required to meet management and engineering needs.

- The Bureau of Business Services (BoBS) provides administrative services including duplication, records management, central stockroom service, mail and messenger service and motor pool service. It provides general accounting services including general cost accounting and management of federal billing.
- The Bureau of Budget and Fiscal Management (BFM) forecasts all departmental revenues and expenditures; manages all IDOT funds; develops, defends and executes IDOT's total budget; analyzes departmental programs; performs management reviews; improves the Department's operating efficiency; and serves as financial liaison with the Bureau of the Budget, the legislature and commissions. It provides auditing services and recommendations on internal financial policies, procedures and control.
- The Bureau of Information Processing (BIP) provides departmental computer services to assist in maximizing effectiveness of resources through better information and increased productivity. This is accomplished by analyzing management information needs and data relationships; conducting feasibility studies for computer applications, designing, programming and implementing computer systems; providing daily processing of systems and maintaining effectiveness; and planning for current and future network management and support.
- The Bureau of Personnel Management (PM) provides staff services in the administration of personnel programs for all departmental employee groups. These programs include employment and placement, policy administration, organizational analysis and salary administration. The bureau administers the Personnel Code and rules of the Department of Central Management Services (CMS). The bureau provides staff services in the

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administration of programs for all Department employee groups. These programs include employee safety, workers' compensation, employee assistance and training development. Additionally, the bureau provides transactional support for the central office staff.

- The Bureau of Investigations and Compliance (BIC) is designated as the Secretary's advocate for compliance review activities. As such, it monitors the Department's projects and programs on a sample basis for compliance with quality and quantity product commitment, along with safety and legal requirements. The bureau also performs financial audit services for the Department to provide assurances of LPA and contractor compliance with state and federal regulations, laws and contract specifications. The Section Chief serves as the Department's Chief Financial Review Officer. The bureau also conducts and assists law enforcement with internal and external investigations as they relate to the Department. In addition, the bureau ensures the completion of all pre-employment criminal background checks. Lastly, the Bureau Chief serves as the Department's Law Enforcement Liaison.

1-1.08(b) Services to LPAs

BoBS prepares the monthly Motor Fuel Tax (MFT) apportionments. The bureau is responsible for offering used IDOT vehicles and equipment for sale to LPAs. The bureau also provides maps and manuals to LPAs, free of charge, and to private individuals for a fee.

BFM is responsible for processing invoices, vouchers, obligations, remittance statements, and checks, including requests for reimbursements to the City of Chicago and Cook County. The bureau evaluates fiscal provisions of federally funded engineering agreements for LPA projects. The bureau performs external audits, both fiscal and compliance, on departmental grantees and contracted entities including LPAs.

PM administers and coordinates technical development programs, including Specific Task Training and National Highway Institute courses, which are made available to LPAs. It also administers the Executive Leadership Development Program for the Illinois Association of County Engineers (IACE).

BIC performs audits of MFT funds received and expended by LPAs for compliance with State statutes and the Bureau of Local Roads & Streets' policies and procedures.

1-1.09 Office of Business and Workforce Diversity (OBWD)

1-1.09(a) Description

OBWD is responsible for overseeing the implementation of directives, policies and strategies for departmental business and diversity efforts designed to support efficient operations and ultimately aimed toward achieving departmental goals and objectives. OBWD promotes a climate of compliance with prevailing civil rights laws and minimizes departmental exposure to forfeiture of federal funds, litigation or administrative intervention.

BUREAU OF LOCAL ROADS & STREETS

1-1-8

IDOT ORGANIZATION

June 2018

- The Bureau of Small Business Enterprises (SBE) administers the Disadvantaged Business Enterprise (DBE) program in accordance with regulations from the U.S. Department of Transportation (DOT), 49 CFR part 26. It is the policy of OBWD/SBE to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. In addition to ensure nondiscrimination in the award and administration of DOT-assisted contracts; to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts; to ensure that the DBE program is narrowly tailored in accordance with applicable law; to ensure that only firms that fully meet 49 CFR part 26 eligibility standards are permitted to participate as DBEs; to help remove barriers to the participation of DBEs in DOT-assisted contracts; and to assist the development of firms that can compete successfully in the market place outside the DBE program.
- The Bureau of Civil Rights provides for the development, implementation and monitoring the departmental programs for Equal Employment Opportunity (EEO), Affirmative Action (AA), federal contract compliance (*Title VI*) and the handicapped (Section 504). It also provides counseling and informational services to employees, investigates allegations of discrimination in employment, and assists the Office of Chief Counsel (OCC) in preparing departmental responses to the allegations.

1-1.09(b) Services to LPAs

Services provided to the LPAs by this office include:

- reviewing and approving the DBE Utilization Plans, and
- overseeing the City of Chicago Federal-aid DBE program.

1-1.10 Office of Chief Counsel (OCC)

1-1.10(a) Description

OCC is responsible for providing legal counsel to the Department on both policy issues and proposed actions affecting any of its operating division or staff offices. The Office is also responsible for the prosecution of all departmental litigation in cooperation with the Attorney General. OCC administers tort liability claims, property damage claims and uncollectible receivables. It also processes lien and bond claims against contractors. In addition, the Office coordinates the purchase and service of all insurance policies and administers the Department's self-insurance program.

- The Bureau of Legal Services advises other divisions and offices within the agency concerning all legal matters and represents the Department in legally related matters with the Governor's Office, other state agencies, federal and local governmental offices and the general public. Legal Services reviews the legal aspects of the Department's legislative program; reviews new federal and state legislation, court decisions and Attorney General's opinions for the legal aspects of their effect on departmental operations; and drafts and negotiates contracts with outside entities. In conjunction with

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the Attorney General, Legal Services directs the Department's position and strategy in all major judicial and administrative proceedings.

- The Bureau of Claims represents the Department in the areas of property claims, third party torts, uncollected accounts receivable, claims against contractor performance and payment bonds and liens against public funds, including the processing and pretrial preparation of actions filed against the Department in the Court of Claims. The bureau is responsible for the administration of risk management for the Department including coordinating insurance purchases, managing self-insurance programs and approving indemnity or hold harmless agreements in various contracts.

1-1.10(b) Services to LPAs

The Bureau of Claims frequently serves as an information resource to LPAs and their attorneys regarding the defense of liability claims brought against the LPA, as well as LPA efforts to recover funds expended in the repair of highway appurtenances that have been damaged by motorists.

1-1.11 Office of Internal Audits (OIA)

1-1.11(a) Description

OIA directs and implements a comprehensive agency-wide internal audit program; conducts audits and reviews of agency programs, policies and procedures to evaluate their effectiveness; develops the agency's *Annual Audit Plan*; and monitors implementation of audit recommendations and findings.

1-1.11(b) Services to LPAs

This office does not provide any direct services to LPAs.

1-2 OFFICE OF HIGHWAYS PROJECT IMPLEMENTATION

The Office of Highways Project Implementation monitors district programs to ensure statewide uniformity of policy interpretation and compliance and to certify program coordination with federal, state and LPAs. These bureaus make certain that programs and activities support efficient program implementation across the districts. The overall objective is to ensure that highway improvement projects are constructed and operated in a cost effective and timely manner and that funds to LPAs are properly administered.

The office uses established engineering practices to develop and implement policies, procedures, standards and guidelines to accomplish highway system improvement objectives. This office monitors district programs to ensure statewide uniformity in the interpretation and application of policy and to confirm program coordination with federal, state and LPAs.

The Office of Highways Project Implementation consists of seven central bureaus and the highway regional offices, comprised of five regions or a total of nine district offices. Central bureaus include: Bridges and Structures, Construction, Design and Environment, Land Acquisition, Materials, Operations, and Safety Programs and Engineering.

1-2.01 Bureau of Bridges and Structures (BBS)**1-2.01(a) Description**

BBS develops the structural design policies and practices of the Department. The bureau accomplishes this by providing detailed planning and design of highway structures and bridge standards, including preliminary engineering (PE) and other plans and studies. This bureau also inspects major structures and structural steel for safety purposes.

1-2.01(b) Service to LPAs

The Local Bridge Unit (LBU) provides administrative and technical support to LPAs to assist them in the development of bridge construction, rehabilitation, and replacement projects, and by ensuring that measures are taken to evaluate the safety of LPA bridges, including:

- reviewing Bridge Condition Reports (BCR), Preliminary Bridge Design and Hydraulic Reports (PBDHR), and bridge plans;
- inspecting and rating bridges to determine load-carrying capacity;
- reviewing load-carrying capacity analyses and bridge posting recommendations prepared by consulting engineers;
- reviewing LPA construction and permit loadings;
- reviewing and developing bridge repair details;

The Bridge Management Unit (BMU) provides administrative and technical support to assist LPAs towards compliance with the National Bridge Inspection Standards (NBIS), including:

- providing specific information for NBIS inspection scheduling to minimize NBIS inspection delinquencies;
- developing policies and procedures to provide LPAs with efficient and effective methods of complying with NBIS inspection and evaluation requirements; and
- preparing and presenting training classes to provide information on basic NBIS inspection procedures, use of the Structures Information Management System (SIMS), scour evaluation, and bridge repair methods.

1-2.02 Bureau of Construction

1-2.02(a) Description

BC develops policies to maintain quality construction; approves changes in contracts; provides uniform contract interpretation; and prequalifies contractors. The bureau performs field-work and coordinates with regional offices to ensure construction projects and contracts are administered consistently across the state. The bureau also reviews value engineering proposals, coordinates industry policy and joint coop committees, evaluates and approves contractor authorizations to bid, approves subcontractors, and manages payments to contractors for construction projects. Additionally, the bureau ensures final documentation for construction projects is complete and manages accounts receivable for LPA agreements.

1-2.02(b) Service to LPAs

The services provided to LPAs include the following:

- providing uniform contract interpretation,
- approving changes in contracts for State let and federal day labor projects,
- approving all time extensions,
- approving all contractor payments for State let and federal day labor projects,
- collecting payments for State let contracts with joint agreements,
- providing construction oversight, through the districts, on State let contracts and federal day labor projects,
- handling/processing contractor claims, through the districts, for State let contracts,
- prequalifying contractors and providing this information to the LPA,
- issuing plans and proposals for projects on State letting,
- providing instructors for Technology Transfer training program classes for LPA inspectors, and
- issuing the [Schedule of Average Annual Equipment Ownership Expense](#).

1-2.03 Bureau of Design and Environment (BDE)**1-2.03(a) Description**

BDE develops standards, specifications and policies for the design of the state's highway network. BDE supports district offices in implementing departmental standards and provides guidance and support for location and environmental studies, including environmental impact statements. BDE also provides technical expertise to assist district offices in solving unique engineering, social, economic and environmental problems. This bureau coordinates and prepares federal-aid program documents; processes plans and contract documents for project lettings; works closely with the Federal Highway Administration (FHWA); and provides aerial photography, mapping and photo lab services.

1-2.03(b) Service to LPAs

BDE provides the following services to LPAs:

- conducting environmental resource surveys for LPA transportation projects,
- serving as a liaison with a variety of State and federal agencies regarding environmental related issues,
- processing plans and proposals for LPA projects being let by the State through the letting process, and determines the official State estimate for these projects,
- reviewing LPA lighting plans which affect the State highway system,
- processing agreements with LPAs for projects on the State highway system; and
- preparing the [IDOT Highway Standards](#) and [Standard Specifications for Road and Bridge Construction](#).

1-2.04 Bureau of Land Acquisition (BLA)**1-2.04(a) Description**

BLA develops policies and provides oversight of the statewide land acquisition program. This program includes such functions as relocation assistance, property management and signboard and junkyard control. The bureau is responsible for reviewing and processing all right-of-way expenditures.

1-2.04(b) Service to LPAs

BLA reviews land acquisition documents for local transportation projects when federal funds are being used to acquire the Right-of-Way (ROW) and certifies that ROW has been acquired in accordance with federal procedures for local projects constructed with federal funds.

1-2.05 Bureau of Materials**1-2.05(a) Description**

The Bureau of Materials establishes policies and procedures that provide a statewide materials inspection, acceptance, and quality assurance program. These tasks are accomplished through collaboration with stakeholders, including the nine highway districts, other central bureaus, industry, and federal, state, and local agencies. The centralized testing facility includes ten laboratories that conduct tests on hundreds of different materials used for road and bridge construction in Illinois.

- Administrative Services manages the Materials Integrated System for Test Information and Communication (MISTIC) and the Test Information Unit. This section supports MISTIC, IDOT's materials testing and inspection database, and provides support for the statewide materials certification review process. MISTIC and Test Information Unit also maintains the Trained Technician database and the webMISTIC data warehouse that provides many users throughout IDOT with interactive access to key materials testing and inspection data and laboratory inspection information.
- Concrete, Soils, and Metals Section includes five laboratories that perform tests on Portland cement concrete (PCC), cement and finely divided minerals, soils, reinforcing steel, and other miscellaneous materials. The laboratories are staffed with skilled engineering technicians who are responsible for statewide materials testing. The Technical and Product Studies Unit within this section coordinates experimental features and new product evaluations. The Bridge Investigations Unit plans and conducts research and development studies related to structural materials and components of bridges and other highway structures.
- Hot-Mix Asphalt (HMA), Aggregate, and Chemical Tests Section includes five laboratories that perform tests on HMA, aggregate, liquid asphalt, emulsions, reflective sheeting, pavement marking materials, bridge coatings, and a variety of other materials. The laboratories are staffed with skilled engineering technicians, geologists, and chemists that are responsible for statewide materials testing.

1-2.05(b) Service to LPAs

The Bureau of Materials provides support for the use of experimental products and inspection of materials. Limited field testing support services are available to LPAs upon request through the district offices.

1-2.06 Bureau of Operations (OPs)**1-2.06(a) Description**

OPs creates policies and procedures to protect public investment in new and existing transportation facilities and develops programs and policies that provide for safe, smooth and efficient traffic flow. Additional responsibilities include: monitoring maintenance operations and roadside development to implement programs that reduce maintenance costs; emergency

planning; managing statewide communication systems; ensure uniform application of traffic control devices on all streets and highways; processing applications for special vehicle movements; recommends revisions in the vehicle code; and informs the public of traffic conditions, laws and operational safety.

- Maintenance Operation develops and publishes policy regarding oversized and overweight permit movements on State highways, reviews and issues permits, collects fees, maintains accounting records, and deposits funds for State highways.
 - ensures equitable and efficient handling of all applications for oversized and overweight vehicle movements,
- Traffic Operations performs the following activities:
 - develops standards and specifications to ensure uniform application of traffic control devices on all streets and highways,
 - recommends revisions in the [Illinois Vehicle Code](#) as changes in the system and traffic patterns occur, and
 - promotes a wide range of activities to inform the public of traffic conditions, laws, and operational safety.

1-2.06(b) Service to LPAs

Traffic Operations develops the [Illinois Supplement to the Manual of Uniform Traffic Control Devices \(ILMUTCD\)](#) which all Illinois agencies are required to follow and provides information to LPAs on the proper application of traffic control devices.

Traffic Operations helps develop joint purchasing contracts that LPAs can use to purchase traffic control device materials.

1-2.07 Bureau of Safety Programs and Engineering (BSPE)

1-2.07(a) Description

BSPE is responsible for developing, maintaining and implementing engineering and behavior related safety programs, training, policies and procedures to enhance safety on Illinois roadways. The bureau administers the highways safety improvement program (HSIP) and the Safe Routes to School Program (SRTS). Other responsibilities include vehicle accident reporting; evaluation and analysis of accident data; dissemination of accident statistics to traffic safety officials; and administering the Department's portion of the state's Safety Responsibility Law.

BSPE is comprised of two sections: Safety Services and Safety Implementation. These sections work to meet federal requirements, implement federal infrastructure safety programs, coordinate State Highway Safety Program implementation efforts, crash analysis, identification and reporting.

1-2.07(b) Service to LPAs

BSE provides the following services to LPAs:

- oversight of the HSIP and SRTS funding project selection,
- coordination of Road Safety Assessments (RSA) for LPAs, and
- support of reduction of fatal and serious injury crashes on the local system.

1-2.08 Highway Regional Offices**1-2.08(a) Description**

The Highway Regional Offices are accountable to the Director of Highways Project Implementation and are responsible for highway operations and functions within their respective geographic boundaries. The regions ensure that the highway programs are compatible with the protection of both the natural and the socio-economic environments. The regions strive to reduce the number of traffic accidents, property damage and fatalities through safe design, construction and maintenance of highway facilities and an active traffic management program. The regions coordinate with local officials and the public in the project development process and during construction. Regions coordinate with the central office for design approvals and construction authorizations. See Section 1-2.09 for Region One (District One) and Section 1-2.10 for Regions Two through Five (Districts Two through Nine).

1-2.09 District One

Sections 1-2.09(a) through 1-2.09(k) provides brief descriptions of each of the sections and units that comprise District One. Figure 1-2A presents the organization of District One.

1-2.09(a) EEO and Labor Compliance Section

This section ensures that all contracts are completed within the EEO and Labor Compliance Section and monitors contractor implementation of EEO/labor compliance requirements and workforce utilization. It provides advisory assistance regarding EEO and labor compliance provisions and policies.

Additionally, the section coordinates and monitors IDOT's DBE Program. This program involves ensuring that district DBE goals are met. It determines set-aside projects for DBE contractors for each letting and assists contractors in setting DBE goals and objectives.

1-2.09(b) Public Information Section

The Public Information Section provides audio-visual, graphic, photographic, and writing assistance to the district for public information regarding district programs. It also coordinates the location, scheduling, publicity, and presentations for district project public meetings and public hearings.

1-2.09(c) Bureau of Administrative Services

This Bureau of Administrative Services is responsible for efficiently planning, directing, coordinating, implementing, and monitoring IDOT's administrative and management policies and programs required for the annual improvement program, operating budget, personnel services, safety and claims activities, business services, and information services activities in District One.

1-2.09(d) Bureau of Maintenance

This Bureau of Maintenance is responsible for coordinating and implementing all activities for the preservation, maintenance, and roadside development of the State highway system in District One.

1-2.09(e) Bureau of Traffic

The Bureau of Traffic is responsible for implementing policies, procedures, and programs for the design, installation, operation, and maintenance of traffic control devices to ensure the safe and efficient operation of the State highway system in District One. The bureau issues access and roadway permits, and initiates projects and programs for the elimination of collisions and congestion. Additionally, the Traffic System Center (TSC) and the Emergency Traffic Patrol (ETP) are responsible for providing safe and efficient flow of traffic on expressways in District One. This is accomplished through specialized automated traffic surveillance, control, and information systems.

- Electrical Operations is responsible for the development and application of products and systems to meet the lighting, storm water removal, communications, mechanical, and electrical needs of District One. The bureau is additionally responsible for maintaining existing systems at an acceptable level of service while minimizing costs.

1-2.09(f) Bureau of Design

The Bureau of Design develops contract documents for the construction of new and the improvement of existing State system facilities. The bureau also administers the grade crossing improvement programs and utility permit policy for State maintained highways.

1-2.09(g) Bureau of Land Acquisition

The Bureau of Land Acquisition is responsible for the following:

- directing negotiation activities for the acquisition of private lands needed for highway improvement projects,
- providing relocation assistance to those displaced by acquisitions,
- conducting and reviewing appraisals, and determining the compensation to be offered for lands, rights, and easements needed for State transportation projects,
- providing expert valuation testimony in eminent domain proceedings;

- administering the [Highway Advertising and Junkyard Control Acts](#), which entails maintaining inventories of existing signs and junkyards,
- preparing and/or reviewing plans, plants, legal descriptions, appraisal maps, and pertinent documents for ROW appraisal and acquisition,
- preparing condemnation information and exhibits, and
- conducting or coordinating supplemental surveys to obtain property and land line information.

1-2.09(h) Bureau of Programming

The Bureau of Programming is responsible for integrating engineering, sociological, environmental, and economic factors in the coordination of transportation systems planning in District One. This bureau also coordinates economic and needs studies, annual and long-range programs, and transportation facility location and environmental studies. The bureau includes the following sections:

- [Data Bank](#) obtains, updates, analyzes, and disseminates physical roadway, structural, collision, and traffic characteristic data required to develop, evaluate, and prioritize the annual and multiyear Highway Improvement Program.
- [Program Development](#) develops and recommends projects for inclusion in the annual and multiyear Highway Improvement Program based on the current and future needs of the State highway system.
- [Project and Environmental Studies](#) prepares corridor and design study reports to define alternative solutions to implement programmed projects as a prerequisite to the preparation of contract plans for constructing improvements.

1-2.09(i) Bureau of Construction

The Bureau of Construction is responsible for the supervision and administration of all contracts for State and local federally funded highway improvements in District One from the time of award until construction is completed.

The Construction Supervision – STP Section ensures that federally funded local improvement projects are constructed in accordance with plans, specifications, and special provisions.

1-2.09(j) Bureau of Local Roads and Streets (BLRS)

BLRS is responsible for administering the expenditure of a wide variety of funds for transportation purposes available to LPAs in District One. The bureau also renders guidance and assistance to LPAs in planning, financing, designing, constructing, and maintaining local highway and street systems. The bureau includes the following Sections:

[Field Engineering](#) approves LPA proposals for the expenditure of MFT and Township Bridge Program (TBP) funds and ensures proper control of these funds. It also approves plans,

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

June 2018

1-2-9

specifications, and estimates for LPA construction projects financed by a wide variety of local and State funds.

Program and Office is responsible for the following:

- reviewing of the approval plans, specifications, and estimates for State and/or federally funded LPA construction projects to ensure compliance with established policies, standards, and procedures,
- reviewing and recommending action on all documents (e.g., location and design reports, project agreements) required for LPAs to expend allocations of State and federal funds,
- administering the bi-annual Bridge Inspection Program for bridges on the local system, and
- compliance review and accounting for LPAs' expenditure of MFT funds.

1-2.09(k) Bureau of Materials

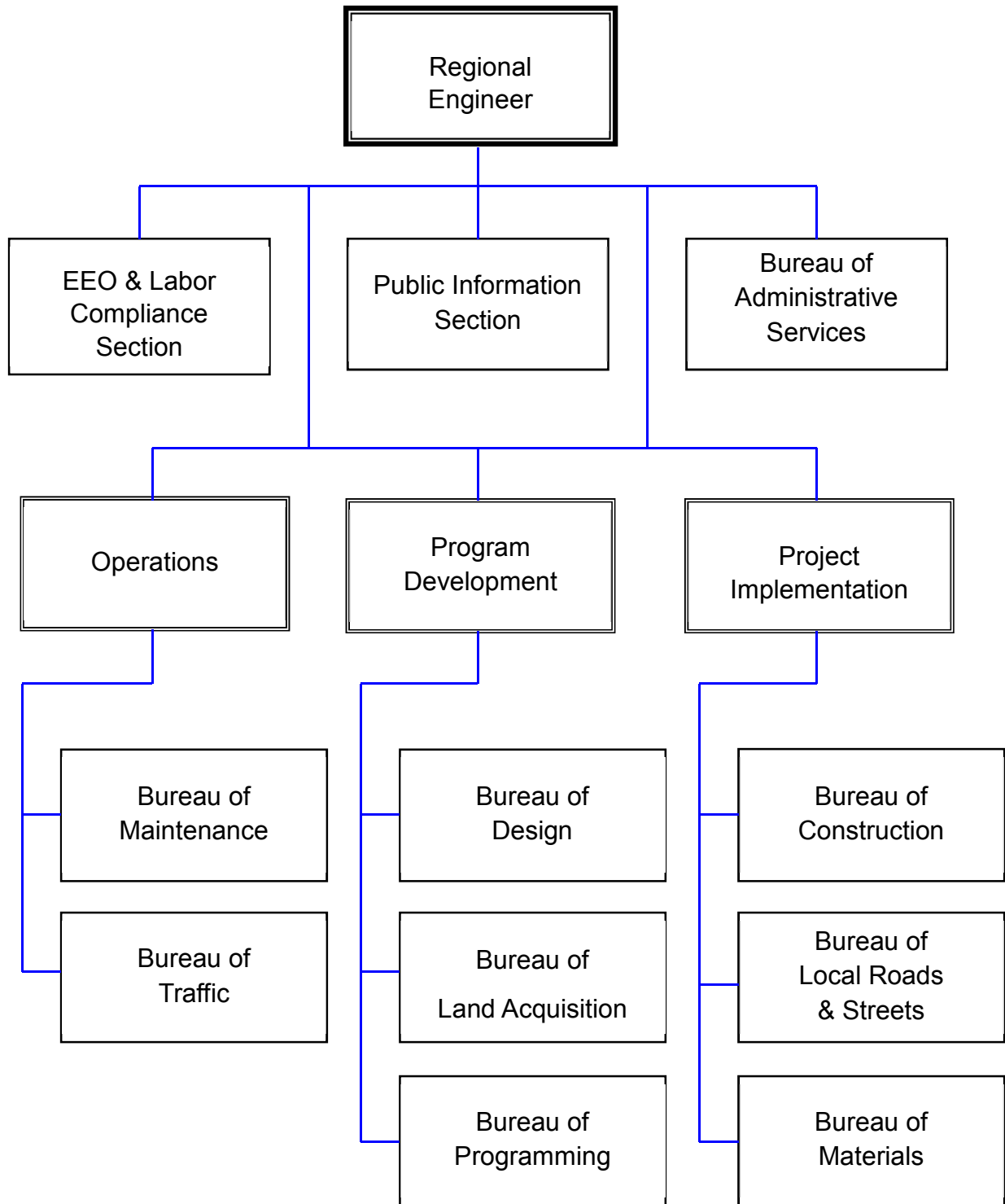
The Bureau of Materials is responsible for the inspection and testing of materials used in the construction and maintenance of highways and other agency projects in District One. Among others, key accountabilities include:

- preparing geotechnical reports, providing technical expertise, and reviewing consultant geotechnical reports, as required for highway improvements,
- providing approved laboratory and trained technician information from IDOT databases,
- assisting the LPA with mixture designs and verification,
- by agreement, providing materials sampling and testing services at plants and locations where an IDOT inspector is present, and
- providing LPA materials inspection and test information from the MISTIC system.

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

1-2-10

June 2018



DISTRICT ONE ORGANIZATION

Figure 1-2A

1-2.10 Districts Two through Nine

Sections 1-2.10(a) through 1-2.10(c) provides brief descriptions of each of the sections and units that comprise Districts Two through Nine. Figure 1-2B presents the organization of Districts Two through Nine.

1-2.10(a) Bureau of Operations (OPs)

District OPs is responsible for coordinating and implementing all activities for the preservation, maintenance, and roadside development of the State highway system. Additionally, it is responsible for implementing policies, procedures, and programs for the installation, operation, and maintenance of traffic control devices to ensure the safe and efficient operation of the State highway system. The bureau issues roadway access and special vehicle permits, and initiates projects and programs for the elimination of crashes and congestion. A brief description for each of the Sections that comprise the bureau is included in the following:

Bridge Maintenance is responsible for the following activities:

- performing routine maintenance of all State maintained bridges, and
- performing all NBIS inspections for all State maintained bridges.

Design and Planning is responsible for the following activities:

- reviewing requests and issues permits relative to highway access to ensure traffic safety and the protection of the system without deferring private or commercial development,
- coordinating the execution of special vehicle movements over State highways,
- issuing special event and parade permits for State highways,
- maintaining and setting the timing and coordination of traffic control devices,
- reviewing and assisting in the development of traffic control device and highway lighting plans,
- maintaining highway lighting,
- overseeing the design, installation and maintenance of storm water pump stations and deep well groundwater dewatering pumps, and
- generating the district Highway Safety Improvement Program (HSIP) to address roadway safety issues. This may reside elsewhere depending on the district.

Maintenance Operations is responsible for the following activities:

- performing all normal and emergency maintenance activities to provide a safe and usable highway system,
- maintaining and inspecting interstate rest areas, and
- performing right of way vegetation management and overseeing right of way landscaping activities.

Traffic Operations is responsible for the following activities:

- reviewing and assisting in the development of traffic control plans for highway, projects and investigates and resolves traffic control problems encountered on district construction and maintenance projects, and detours,
- developing traffic control plans for planned and emergency road closures,
- providing for the maintenance of pavement markings including edge lines, centerlines, lane lines, no-passing zones, curbs and special markings,
- installing and maintaining all traffic signs on the State system,
- fabricating special signs,
- designing, operating and maintaining the district Intelligent Transportation System (ITS) network (District 8), and
- operating the district Emergency Patrol Vehicle (EPV) response fleet (District 8).

1-2.10(b) Bureau of Program Development (PD)

PD is responsible for integrating engineering, sociological, environmental, and economic factors in the coordination of transportation systems planning through coordination of economic and needs studies, annual and long-range programs, and transportation facility location and environmental studies. The following provides brief descriptions of the sections that comprise this bureau:

Land Acquisition is responsible for the following:

- directing negotiation activities for the acquisition of private lands needed for highway improvement projects,
- providing relocation assistance to those displaced by acquisitions,
- conducting and reviewing appraisals, and determining the compensation to be offered for lands, rights, and easements needed for State transportation projects,
- providing expert valuation testimony in eminent domain proceedings,
- preparing and/or reviewing plats, plans, legal descriptions, appraisal maps, and pertinent documents for ROW appraisal and acquisition,
- preparing condemnation information and exhibits,
- conducting or coordinating supplemental surveys to obtain property and land line information, and
- managing Department owned property.

Programming is responsible for developing and recommending projects for inclusion in the annual and multiyear Highway Improvement Programs based on the current and forecasted needs of the State highway system. The section also conducts the following activities:

- prepares traffic counts and intersection turning movements for needs studies,
- updates traffic maps,

BUREAU OF LOCAL ROADS & STREETS

June 2018

IDOT ORGANIZATION

1-2-13

- performs pavement condition rating surveys,
- maintains database of physical characteristics of transportation systems,
- produces and coordinates various visual aid programs to provide information to district personnel and the general public, and
- preparing preliminary and final cost estimates for state highway projects.

Project Support reviews and/or prepares utility adjustment agreements; approves utility permit applications; conducts inspections of utility adjustments and ensures that all district State construction projects are clear of utility conflicts, as well as inspects and monitors highway-railroad grade crossings; oversees grade crossing construction work performed by railroad forces; and prepares annual inspections of grade crossing protection equipment.

Studies and Plans performs the following activities:

- preparing plans and specifications and associated documents for all State highway improvements,
- preparing and reviewing corridor and design study reports,
- determining the environmental impact of projects and developing methods to minimize those impacts through the preparation and review of Environmental Impact Statements (EIS), Environmental Assessments (EA), and related special environmental studies for State projects,
- coordinating and conducting public hearings and public involvement programs,
- performing surveys for State projects,
 - preparing or reviewing hydraulic studies, and
- preparing or reviewing Interchange and Intersection Design Studies (IDS), capacity analysis and geometric reviews.

1-2.10(c) Bureau of Project Implementation (PI)

PI is responsible for the supervision and administration of all contracts for highway improvements from the time of award until construction is completed, and for the inspection and testing of materials used in the construction and maintenance of highways and other agency projects throughout the districts. The following describes the functions of the sections that comprise this bureau:

Construction ensures that construction projects for highway improvements are in compliance with plans, specifications, and IDOT policies for State highways and local federally funded projects. In District 5, this function is provided by the Bureau of Local Roads and Streets for local federally funded projects.

Implementation Support prepares and processes project documentation and reports, resolves discrepancies and deviations from policy, and performs materials certification reviews.

Local Roads and Streets is responsible for administering the expenditure of various funds for transportation purposes available to LPAs. Also renders guidance and assistance to LPAs in

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BUREAU OF LOCAL ROADS & STREETS

1-2-14

IDOT ORGANIZATION

June 2018

planning, financing, designing, constructing, administering NBIS, and maintaining local highway and street systems. Other responsibilities include:

- approving LPAs' proposals for expenditure of MFT, State, and federal funds and ensures proper control of these funds,
- approving plans, specifications, and estimates for LPA construction projects involving MFT, State, and federal funds,
- monitoring LPA transportation projects to ensure compliance with State and federal guidelines,
- providing engineering expertise and guidance in the resolution of LPA construction and maintenance problems,
- coordinating and performing administrative activities required to assist LPAs in developing, constructing, and maintaining local street and highway projects using MFT, State, and federal funding,
- reviewing and approving plans, specifications, and estimates for MFT, State, and/or federally funded LPA construction projects to ensure compliance with established policies, standards, and procedures,
- reviewing and recommending action on all documents (e.g., environmental assessments, location and design reports, project agreements) required for LPAs to expend allocations of State and federal funds;
- administering the NBIS Bridge Inspection Program for bridges on the local system, and
- providing documentation review and accounting for the LPAs expenditures of MFT funds.

Materials is responsible for the following:

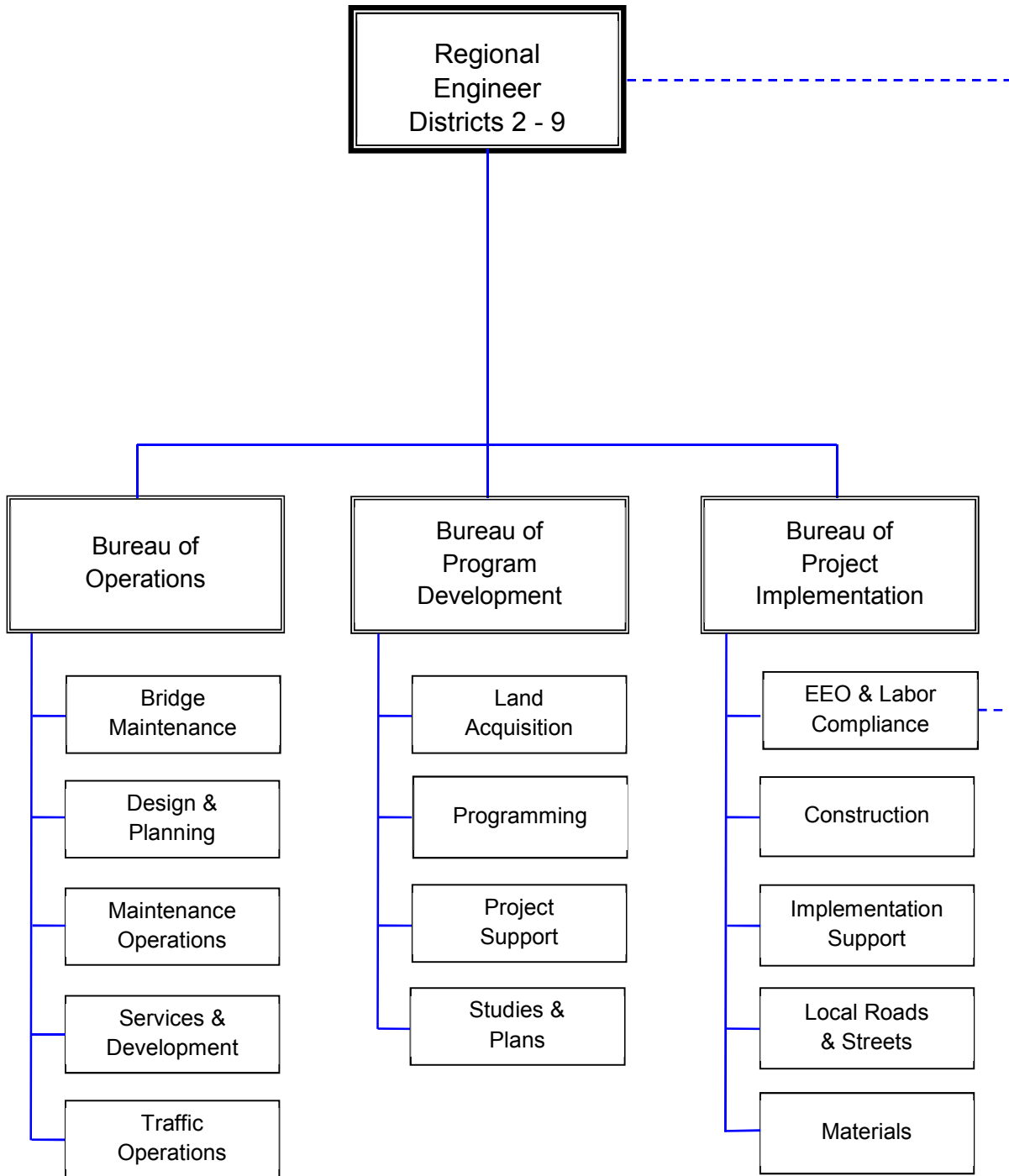
- preparing geotechnical reports for State projects, provides technical expertise, and reviews consultant geotechnical reports, as required for highway improvements,
- providing approved laboratory and trained technician information from IDOT databases,
- may assist the LPA with mixture designs and verification,
- with proper coordination and on a case by case basis, may provide materials sampling and testing services at plants and locations where an IDOT inspector is present, and
- providing LPAs materials inspection and test information from the MISTIC system.

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BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

June 2018

1-2-15



DISTRICT ORGANIZATION
(Two through Nine)

Figure 1-2B

1-3 CENTRAL BUREAU OF LOCAL ROADS AND STREETS (CBLRS)

1-3.01 General

Figure 1-3A presents the organization of the CBLRS.

1-3.02 Local System and Services Unit

The Local Systems and Services Unit performs the following activities:

- develops and manages the bureau's operating budget,
- manages the bureau's procurement processes, and
- manages the bureau's personnel resources.

1-3.03 Local Program Development Section

The Local Program Development Section is responsible for local roads and streets not assigned to a particular unit and the examination and approval of county engineer candidates.

1-3.03(a) Local Planning and Programming Unit

The Local Planning and Programming Unit performs the following activities:

- distributes and tracks federal and state funds to LPAs,
- develops and monitors the annual and multiyear LPA programs,
- disburses and monitors MFT allocations and special incentive program funds,
- acts as a clearinghouse for highway jurisdictional issues, including transfers, and
- provides technical assistance and liaison to IDOT districts and LPAs within the above processes.

1-3.03(b) Local Policy and Technology Unit

The Local Policy and Technology Unit has two sub-units which are responsible for the following activities:

Policy and Procedures Sub-Unit:

- formulating and disseminating policies, procedures, specifications, special provisions, and design criteria that are responsive to the needs of local governments and IDOT.
- serving as liaison with LPAs, FHWA, other bureaus in IDOT, district offices, and consultants to obtain their input in the development of policies and procedures,
- evaluating and initiating actions based on technical research conclusions and changes in State and federal laws and regulations to ensure compliance,

BUREAU OF LOCAL ROADS & STREETS

1-3-2

IDOT ORGANIZATION

June 2018

- providing technical and administrative advice to assist local governments in the planning, inventory, inspection, repair, design, rehabilitation, construction, and maintenance of highway projects,
- analyzing State and federal legislation to determine the need for new construction specifications,
- monitoring, analyzing the impacts, and developing IDOT's positions on proposed legislation that affect IDOT and LPAs,
- incorporating legislative changes to IDOT's *Road, Bridge and Other Related Laws of Illinois*, and
- maintaining the *Local Roads and Streets Manual*.

Technology Transfer Sub-Unit

The Technology Transfer Unit administers the Local Technical Assistance Program (LTAP) and the Technology Transfer Center (T²). LTAP is a federally funded program.

To qualify for the funding, the T² Center must, at least, comply with the following requirements:

- Mailing List. The center must maintain a mailing list of LPAs, consulting engineers, and miscellaneous customers.
- Publishing Newsletters. The center publishes the *Illinois Interchange Newsletter*. The newsletter contains articles that address the LPA needs and provides more efficient and economical means of highway/street construction and maintenance.
- Technology Transfer. Maintains a video/publication/CD-ROM/online library and a reference library. Videos provided by the library may be reproduced or loaned. The publications are free of charge. Materials from either the reference library or IDOT's library may be loaned for a two-week period.
- Training for Agencies and Others. The classes, seminars, and workshops are tuition free and on a first-come, first-serve basis with the exception of LPAs. LPAs receive first priority.
- Special Programs. The center sponsors and co-sponsors special programs and services, provides exhibits, and makes presentations for LPA conferences.

1-3.04 Local Project Implementation Section

The following describes the activities of the Project Development and Project Support Units within the Local Project Implementation Section of Central BLRS.

1-3.04(a) Local Project Support Unit

The Local Project Support Unit has three sub-units which are responsible for the following activities:

Fiscal Control Sub-Unit:

- pays invoices for Grade Crossing Protection projects, local let projects, PE projects, utility projects, and ROW projects,
- evaluates joint agreements and engineering agreements and establishes Contract Obligation Documents (CODs) for all the above, and
- sets up accounts receivable for overpayments.

Agreements Sub-Unit:

- processes joint agreements for state let projects,
- processes joint agreements for PE, local let construction, ROW, utilities, and grants, and
- processes engineering agreements and authorize federal funds.

MFT Program and Documentation Sub-Unit:

- provides technical support, advice, and education to IDOT staff and LPAs on the use of the MFT Access Database,
- provides quality control / quality assurance, oversight, and training for district MFT documentation reviews, and
- disseminates, manages, and monitors corrective actions required by documentation reviews and audit reports completed by BIC.

1-3.04(b) Local Studies and Plans Unit

The Local Studies and Plans Unit has two sub-units which are responsible for the following activities:

Plan Preparation Sub-Unit:

- prepares plans and proposals for state and local lettings, and day labor projects,
- publishes the Weekly Notice to Contractors Bulletin, and
- authorizes federal funds for construction and ROW and assigns federal project numbers.

Project Development Sub-Unit:

- reviews (for policy conformance) and approves Phase I reports and grants design variances,
- forwards LPA Environmental Survey Requests (ESR) to BD&E and acts as liaison between BD&E on any environmental issues,

BUREAU OF LOCAL ROADS & STREETS

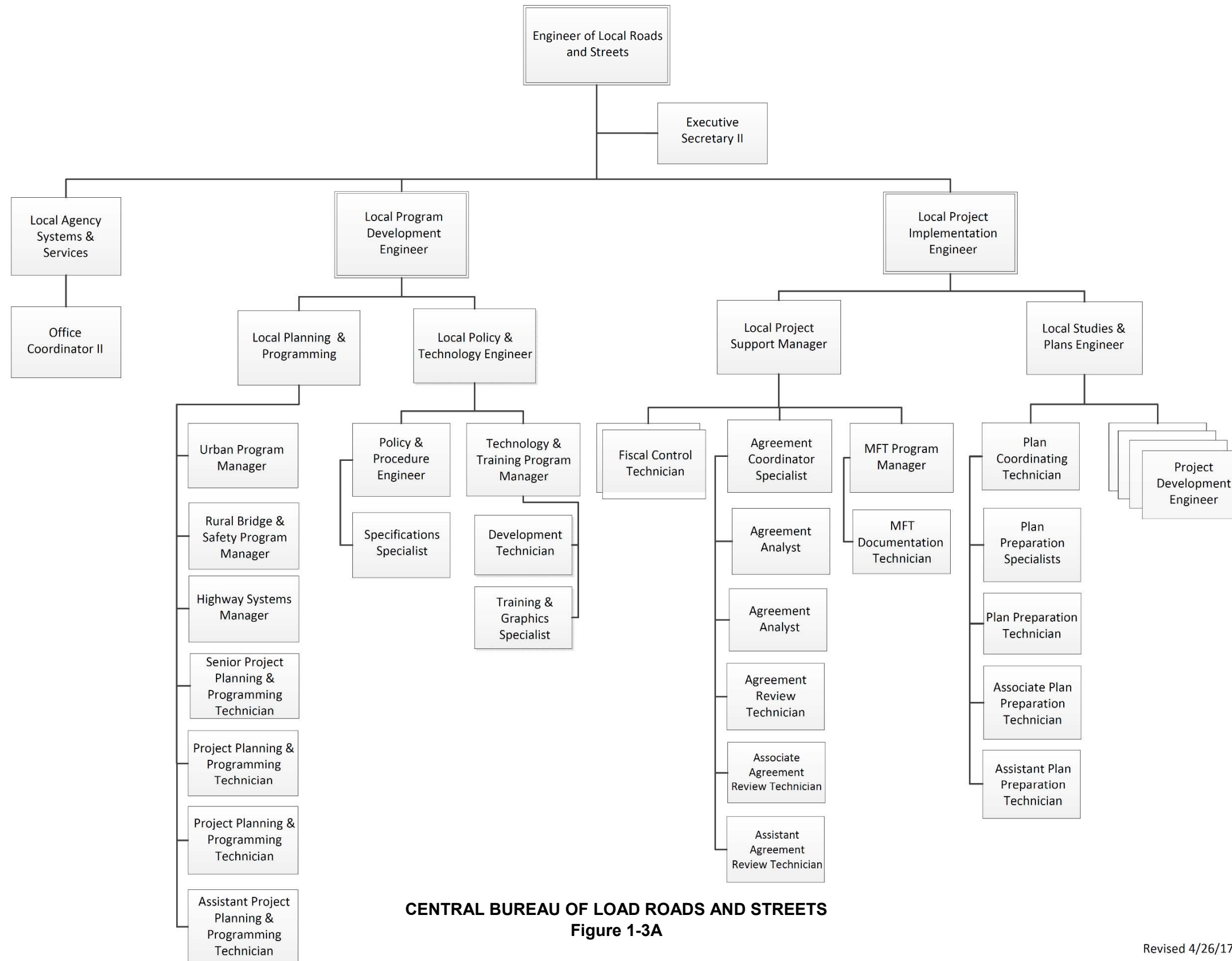
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IDOT ORGANIZATION

June 2018

- reviews for National Environmental Policy Act (NEPA) conformance and recommends approval to FHWA of EAs and EISs,
- is responsible for timely and accurate responses to inquiries by the public, the districts, and LPAs,
- provides concurrence in categorical exclusion and design approval of federally funded projects,
- attends district early coordination meetings,
- attends district county engineer meetings,
- provides guidance to the districts and LPAs in the development and construction of projects,
- coordinates the Emergency Relief Program (ER), and
- serves as the State Project Officer for Federal Emergency Management Agency (FEMA) declared disasters.

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CENTRAL BUREAU OF LOAD ROADS AND STREETS
Figure 1-3A

Revised 4/26/17

1-4 ACRONYMS

This is a summary of the acronyms used within this chapter.

| | |
|----------------|---|
| AA | Affirmative Action |
| BBS | Bureau of Bridges and Structures |
| BCR | Bridge Condition Report |
| BDE | Bureau of Design and Environment |
| BLA | Bureau of Land Acquisition |
| BLRS | Bureau of Local Roads and Streets |
| BMU | Bridge Management Unit |
| BSPE | Bureau of Safety Program Engineering |
| CMS | Central Management Services |
| COD | Contract Obligation Document |
| DBE | Disadvantaged Business Enterprises |
| EA | Environmental Assessments |
| EDP | Economic Development Program |
| EEO | Equal Employment Opportunity |
| EIS | Environmental Impact Statements |
| ER | Emergency Relief Program |
| ESR | Environmental Survey Requests |
| ETP | Emergency Traffic Patrol |
| F&A | Office of Finance and Administration |
| FEMA | Federal Emergency Management Agency |
| FHWA | Federal Highway Administration |
| HMA | Hot-Mix Asphalt |
| HSIP | Highway Safety Improvement Program |
| IACE | Illinois Association of County Engineers |
| IDOT | Illinois Department of Transportation |
| <i>ILMUTCD</i> | <u>Illinois Supplement to the Manual of Uniform Traffic Control Devices</u> |
| IRIS | Illinois Roadway Information System |
| ISIS | Illinois Structures Information System |
| ITEP | Illinois Transportation Enhancement Program |
| LBU | Local Bridge Unit |
| LPA | Local Public Agency |
| LTAP | Local Technical Assistance Program |
| MFT | Motor Fuel Tax |
| MISTIC | Materials Integrated System for Test Information and Communication |
| NBIS | National Bridge Inspection Standards |
| NEPA | National Environmental Policy Act |
| OBWD | Office of Business and Workforce Diversity |

BUREAU OF LOCAL ROADS & STREETS

1-4-2

IDOT ORGANIZATION

June 2018

| | |
|----------------|--|
| OCC | Office of Chief Counsel |
| OIA | Office of Internal Audits |
| OLA | Office of Legislative Affairs |
| OPP | Office of Planning and Programming |
| OPs | Operations |
| PBDHR | Preliminary Bridge Design and Hydraulic Report |
| PCC | Portland Cement Concrete |
| PD | Program Development |
| PE | Preliminary Engineering |
| PI | Project Implementation |
| ROW | Right-of-Way |
| RSA | Road Safety Assessments |
| SIMS | Structures Information Management System |
| SRTS | Safe Routes to Schools |
| TBP | Township Bridge Program |
| TSC | Traffic System Center |
| T ² | Technology Transfer Center |

1-5 REFERENCES

1. [Illinois Compiled Statutes](#), Illinois General Assembly by the Legislative Information System.
2. [Illinois Supplement to the Manual of Uniform Traffic Control Devices \(ILMUTCD\)](#), IDOT.