

Chapter One

IDOT Organization

BUREAU OF LOCAL ROADS AND STREETS MANUAL

Chapter One
IDOT ORGANIZATION

Table of Contents

<u>Section</u>	<u>Page</u>
1-1 ILLINOIS DEPARTMENT OF TRANSPORTATION.....	1-1(1)
1-1.01 Organization	1-1(1)
1-1.02 Office of Business and Workforce Diversity	1-1(1)
1-1.02(a) Description	1-1(1)
1-1.02(b) Bureau of Civil Rights	1-1(1)
1-1.02(c) Bureau of Small Business Enterprises.....	1-1(3)
1-1.02(d) Service to Local Agencies.....	1-1(3)
1-1.03 Office of Chief Counsel.....	1-1(3)
1-1.03(a) Description	1-1(3)
1-1.03(b) Service to Local Agencies.....	1-1(4)
1-1.04 Office of External Affairs.....	1-1(4)
1-1.04(a) Description	1-1(4)
1-1.04(b) Service to Local Agencies.....	1-1(4)
1-1.05 Office of Finance and Administration.....	1-1(4)
1-1.05(a) Description	1-1(4)
1-1.05(b) Service to Local Agencies.....	1-1(5)
1-1.06 Office of Governmental Affairs	1-1(5)
1-1.06(a) Description	1-1(5)
1-1.06(b) Service to Local Agencies.....	1-1(5)
1-1.07 Office of Planning and Programming.....	1-1(6)
1-1.07(a) Description	1-1(6)
1-1.07(b) Service to Local Agencies.....	1-1(6)
1-1.08 Office of Quality Compliance and Review	1-1(6)
1-1.08(a) Description	1-1(6)
1-1.08(b) Service to Local Agencies.....	1-1(7)
1-1.09 Division of Aeronautics	1-1(7)

BUREAU OF LOCAL ROADS & STREETS

IDOT ORGANIZATION

1(ii)

Jan 2006

	1-1.09(a)	Description	1-1(7)
	1-1.09(b)	Service to Local Agencies.....	1-1(7)
1-1.10		Division of Public and Intermodal Transportation	1-1(7)
	1-1.10(a)	Description	1-1(7)
	1-1.10(b)	Service to Local Agencies.....	1-1(7)
1-1.11		Division of Traffic Safety	1-1(8)
	1-1.11(a)	Description	1-1(8)
	1-1.11(b)	Service to Local Agencies.....	1-1(8)
1-2		DIVISION OF HIGHWAYS	1-2(1)
1-2.01		General.....	1-2(1)
1-2.02		Bureau of Bridges and Structures	1-2(3)
	1-2.02(a)	Description	1-2(3)
	1-2.02(b)	Service to Local Agencies.....	1-2(3)
1-2.03		Bureau of Construction.....	1-2(3)
	1-2.03(a)	Description	1-2(3)
	1-2.03(b)	Service to Local Agencies.....	1-2(4)
1-2.04		Bureau of Design and Environment.....	1-2(4)
	1-2.04(a)	Description	1-2(4)
	1-2.04(b)	Service to Local Agencies.....	1-2(4)
1-2.05		Bureau of Land Acquisition.....	1-2(5)
	1-2.05(a)	Description	1-2(5)
	1-2.05(b)	Service to Local Agencies.....	1-2(5)
1-2.06		Bureau of Materials and Physical Research.....	1-2(5)
	1-2.06(a)	Description	1-2(5)
	1-2.06(b)	Service to Local Agencies.....	1-2(6)
1-2.07		Bureau of Operations	1-2(6)
	1-2.07(a)	Description	1-2(6)
	1-2.07(b)	Service to Local Agencies.....	1-2(7)
1-2.08		Bureau of Safety Engineering.....	1-2(7)

BUREAU OF LOCAL ROADS & STREETS

Jan 2006

IDOT ORGANIZATION

1(iii)

	1-2.08(a)	Description	1-2(7)
	1-2.08(b)	Service to Local Agencies.....	1-2(7)
1-2.09	District One.....		1-2(8)
	1-2.09(a)	Organization.....	1-2(8)
	1-2.09(b)	EEO and Labor Compliance Section	1-2(10)
	1-2.09(c)	Public Information Section	1-2(10)
	1-2.09(d)	Bureau of Administrative Services	1-2(10)
	1-2.09(e)	Bureau of Electrical Operations	1-2(10)
	1-2.09(f)	Bureau of Maintenance.....	1-2(10)
	1-2.09(g)	Bureau of Traffic	1-2(11)
	1-2.09(h)	Bureau of Design	1-2(11)
	1-2.09(i)	Bureau of Land Acquisition	1-2(11)
	1-2.09(j)	Bureau of Programming.....	1-2(11)
	1-2.09(k)	Bureau of Construction	1-2(12)
	1-2.09(l)	Bureau of Local Roads and Streets (BLRS)	1-2(12)
	1-2.09(m)	Bureau of Materials.....	1-2(13)
1-2.10	Districts Two through Nine		1-2(13)
	1-2.10(a)	Organization.....	1-2(13)
	1-2.10(b)	EEO and Labor Compliance Section	1-2(13)
	1-2.10(c)	Bureau of Administrative Services	1-2(15)
	1-2.10(d)	Bureau of Operations.....	1-2(15)
	1-2.10(e)	Bureau of Program Development	1-2(16)
	1-2.10(f)	Bureau of Project Implementation.....	1-2(18)
	1-2.10(g)	Bureau of Local Roads and Streets (BLRS)	1-2(18)
	1-2.10(h)	Bureau of Materials.....	1-2(19)
1-3	CENTRAL BUREAU OF LOCAL ROADS AND STREETS.....		1-3(1)
1-3.01	General.....		1-3(1)
1-3.02	Local Program Development Section		1-3(1)
	1-3.02(a)	Planning and Programming Unit	1-3(2)
	1-3.02(b)	Policy and Technology Unit	1-3(2)
	1-3.02(c)	Local Agency System and Services Unit	1-3(3)
1-3.03	Local Project Implementation Section		1-3(3)
	1-3.03(a)	Project Development Unit	1-3(4)
	1-3.03(b)	Project Support Unit.....	1-3(4)

Chapter One

IDOT ORGANIZATION

Chapter 1 discusses the organization and functions within the Illinois Department of Transportation and how they interact with the Bureau of Local Roads and Streets and the local agencies. For guidance on other IDOT units and Bureaus, see the *IDOT Organization and Functions Manual*.

1-1 ILLINOIS DEPARTMENT OF TRANSPORTATION

1-1.01 Organization

The Illinois Department of Transportation (IDOT) is organized under the supervision of the Illinois Secretary of Transportation. IDOT consists of various Offices and Divisions, each of which is administered by a Director. These Offices and Divisions 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 the Illinois Department of Transportation, and the following Sections provide brief descriptions of functions of the various Offices and Divisions. For additional information, visit the IDOT website.

1-1.02 Office of Business and Workforce Diversity

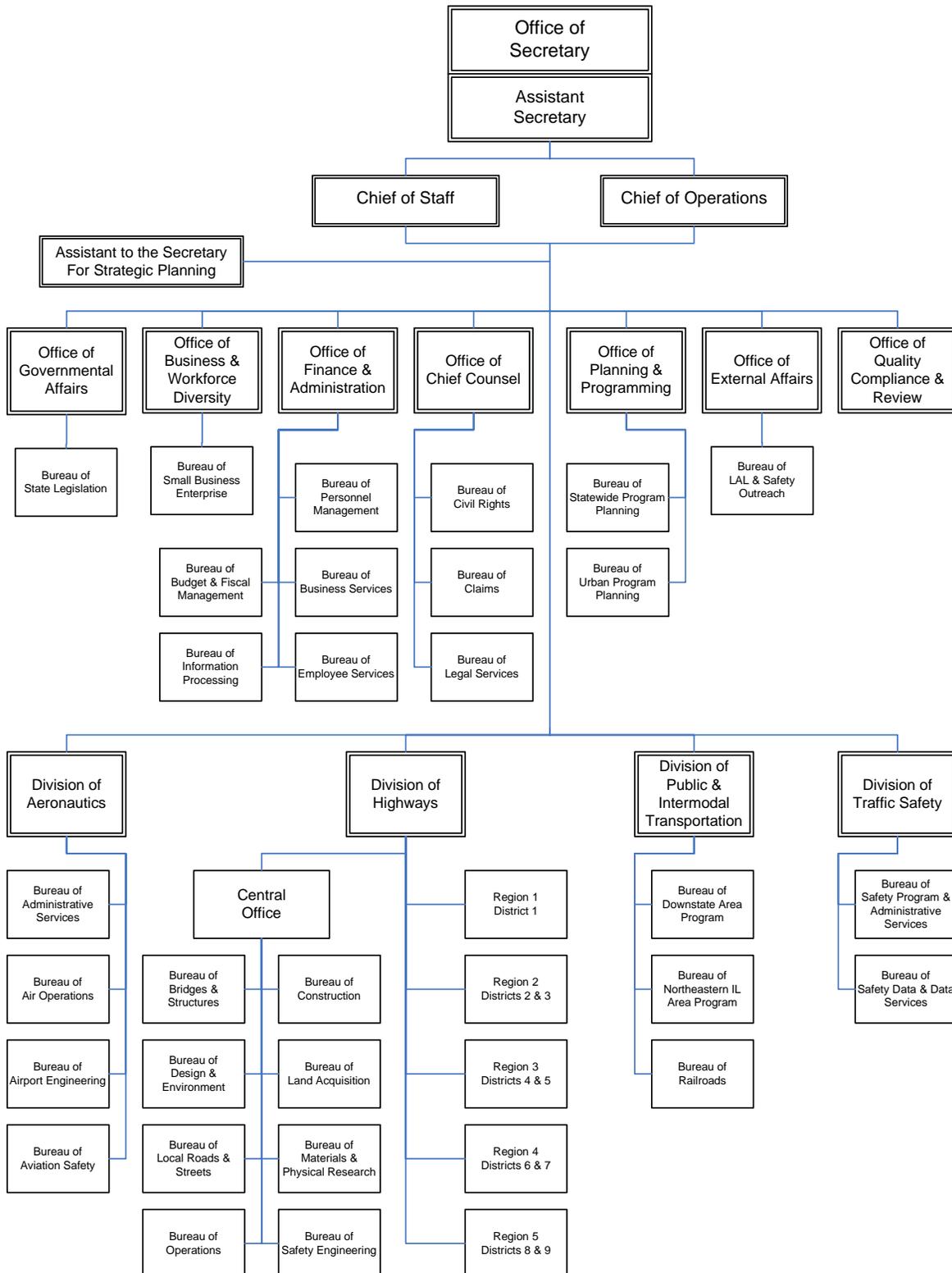
1-1.02(a) Description

The Office of Business and Workforce Diversity is responsible for overseeing the implementation of directives, policies, and strategies for IDOT business diversity efforts designed to support efficient operations and achieving IDOT goals and objectives.

1-1.02(b) Bureau of Civil Rights

The Bureau of Civil Rights provides for the development, implementation, and monitoring of IDOT programs for Equal Employment Opportunity (EEO), Affirmative Action (AA), Federal contract compliance (Title VI), and for the disabled (Section 504). The Bureau also provides counseling and informational services to employees, investigates allegations of discrimination in employment, and assists the Office of Chief Counsel in preparing IDOT responses to allegations.

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION



IDOT ORGANIZATION

Figure 1-1A

1-1.02(c) Bureau of Small Business Enterprises

The Bureau of Small Business Enterprises includes the Labor/EEO and DBE Contract Compliance Section, Certification Section, and the Policy and Support Services Section. Overall, the Office is responsible for the administration of IDOT's Disadvantaged Business Enterprises (DBE) program, as well as promoting the utilization of minorities and women to facilitate the meeting of Federal and State equal opportunity and on-the-job training (OJT) goals. The Bureau also directs IDOT-wide efforts to ensure contractor compliance with workforce utilization goals and labor wage laws and regulations.

1-1.02(d) Service to Local Agencies

Services provided to the local agencies by this office include:

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

1-1.03 Office of Chief Counsel

1-1.03(a) Description

The Bureau of Claims of the Office of Chief Counsel is responsible for representing IDOT in claims made against the Department as well as IDOT's claims against third parties for damages to State property or recovery of State funds. General areas include:

- auto liability claims involving IDOT employees;
- general liability claims against IDOT;
- lapsed appropriation claims made against IDOT by vendors;
- delinquent rent (i.e., claims against tenants occupying IDOT-owned property);
- back-wage claims (i.e., claims by employees for unpaid wages);
- highway appurtenance/property damage claims against third parties;
- mechanics' lien claims on highway and airport construction projects; and
- insurance issues involving IDOT-owned property and equipment.

The Legal Services of the Office of Chief Counsel provides legal advice and counsel to IDOT on policy issues and matters affecting any of its Offices and Divisions.

BUREAU OF LOCAL ROADS & STREETS

1-1(4)

IDOT ORGANIZATION

Jan 2006

1-1.03(b) Service to Local Agencies

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

1-1.04 Office of External Affairs

1-1.04(a) Description

The Office of External Affairs is responsible for developing and recommending programs to meet the media relations needs of IDOT. The primary objectives are to assist the news media in the coverage of agency activities, increase the agency's sensitivity to its public, interpret public opinion so that agency programs and regulations will be realistic and acceptable, and mobilize support for the agency and its programs. In addition, this Office works to develop project proposals and monitor grants Statewide in conjunction with the Highway Safety Plan. These programs encompass a broad range of safety emphasis areas including alcohol, occupant protection, and child safety.

1-1.04(b) Service to Local Agencies

The Bureau of Local Agency Liaison and Safety Outreach 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.

1-1.05 Office of Finance and Administration

1-1.05(a) Description

The Office of Finance and Administration is responsible for the following activities:

- developing and administering IDOT's budget;
- managing IDOT's personnel system;
- providing accounting and auditing functions to ensure sound fiscal management;
- providing management information capabilities required to meet departmental, managerial, and engineering needs,
- providing training to all IDOT employees;
- building and maintaining the technical infrastructure for all communication;
- managing the vehicle fleet; and

- managing labor relations.

1-1.05(b) Service to Local Agencies

The Bureau of Accounting and Auditing prepares the monthly MFT apportionments. The Bureau 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 local agency projects. The Bureau performs external audits, both fiscal and compliance, on departmental grantees and contracted entities including local agencies. This Bureau is also responsible for offering used IDOT vehicles and equipment for sale to local agencies.

The Bureau of Employee Services administers and coordinates technical development programs, including Specific Task Training and National Highway Institute courses, which are made available to local agencies. It also administers the Executive Leadership Development Program for the Illinois Association of County Engineers.

The Bureau of Administrative and Facility Services provides maps and manuals to local agencies, free of charge, and to private individuals for a fee.

1-1.06 Office of Governmental Affairs

1-1.06(a) Description

The objective of the Office of Governmental Affairs is to ensure that IDOT policy and actions, as well as State legislation, consistently support and enhance Illinois' transportation interest. Generally, the Office is responsible for:

- developing IDOT's policy goals and positions;
- developing State legislative programs and strategies;
- resolving issues of special interest to the Secretary; and
- representing the Secretary before various State organizations.

1-1.06(b) Service to Local Agencies

This Office does not provide any direct services to local agencies.

1-1.07 Office of Planning and Programming**1-1.07(a) Description**

The Office of Planning and Programming is responsible for developing the annual and multiyear programs for highways, airports, public transportation, and rails. This includes working with Federal, State, regional/local agencies, and the public for an integrated planning and programming process to encourage efficient and economical transportation services. While the Office is accountable for directing the development of the State's transportation plans and programs, the resulting products represent the input of the entire Department. This Office is also responsible for the South Suburban Airport Project. Some of its specific duties include:

- developing multi-year improvement programs for each mode including annual elements;
- developing the IDOT's multi-modal construction and grants budget;
- evaluating and monitoring the condition of Illinois' transportation systems;
- conducting research concerning transportation demand, economies, and efficiencies;
- developing and coordinating the Department's Federal legislative policy and objectives; and
- allocating Federal funds.

The Chicago Area Transportation Study, which is the Metropolitan Planning Organization (MPO) for northeastern Illinois, and the South Suburban Airport Project Office are also included in the Office of Planning and Programming.

1-1.07(b) Service to Local Agencies

The Office of Planning and Programming oversees applications for funding Economic Development, Transportation Enhancement, 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).

1-1.08 Office of Quality Compliance and Review**1-1.08(a) Description**

The Office of Quality Compliance and Review is responsible for independently testing IDOT's internal control systems to further ensure to the Secretary, and to the public, the adequacy of the policies, regulations, and procedures. The Office specializes in engineering and in investigation techniques. The Office independently checks the accuracy of payment documentation and the quality of materials on all types of transportation projects. In addition, the Office performs many types of special reviews and provides various recommendations for improvements.

1-1.08(b) Service to Local Agencies

This Office does not provide any direct services to local agencies.

1-1.09 Division of Aeronautics

1-1.09(a) Description

The Division of Aeronautics is responsible for coordinating and implementing programs concerning air safety, airport construction, and other aeronautical related issues in Illinois. They award and administer airport construction projects, maintaining an adequate level of project funds for reimbursement along with project control and fiscal records.

The Division operates and maintains aircraft that provide aerial engineering surveys, aviation services for the State, and emergency medical transportation services. They are responsible for all phases of development, certification, and inspection of commercial airports, restricted landing areas, heliports, and balloon ports. The Division registers Illinois pilots and aircraft, provides aviation education and promotion programs, and supports activities of the Civil Air Patrol.

This Division is located at 1 Langhorne Bond Drive, Springfield, Illinois 62707-8415.

1-1.09(b) Service to Local Agencies

The Division of Aeronautics renders financial and technical assistance and acts as agent to eligible sponsors for planning land acquisition, design, and construction of airport/heliport facilities in Illinois. They prepare Environmental Impact Statements (EIS), inspect materials, review engineering plans and bidding documents, and approve land acquisition.

1-1.10 Division of Public and Intermodal Transportation

1-1.10(a) Description

The Division of Public and Intermodal Transportation is responsible for promoting and ensuring safe and efficient mass transportation systems and services in the State by developing, implementing, and administering operating, capital and technical program projects and grants.

This Division is located at 300 West Adams, Chicago, Illinois 60606.

1-1.10(b) Service to Local Agencies

The Division of Public Transportation for the local agencies performs the following activities:

BUREAU OF LOCAL ROADS & STREETS

1-1(8)

IDOT ORGANIZATION

Jan 2006

- managing of the operating and capital assistance grants to transit operators;
- reviewing and evaluating grant applications; and
- coordinating project implementation activities for the Operation Green Light Program.

1-1.11 Division of Traffic Safety

1-1.11(a) Description

The Division of the Traffic Safety's mission is to formulate, coordinate, and deliver information, services, and programs that will mobilize public and private resources to establish effective public policy and integrated programs to improve highway safety in Illinois. The Division is responsible for the development and promulgation of regulations in areas of collision reporting, hazard materials transportation, vehicle inspection, motor carrier safety, school bus construction, safety responsibility, and cycle rider training. The Division administers Federal Motor Carrier Safety Assistant Program grant funds and Motorcycle Rider training funds.

This Division is located at 3215 Executive Park Drive, Springfield, Illinois 62794-9484.

1-1.11(b) Service to Local Agencies

The Division of Traffic Safety provides grants for non-construction safety programs and distributes crash summaries and listings.

1-2 DIVISION OF HIGHWAYS

1-2.01 General

The Division of Highways is responsible for developing, maintaining, and operating the State highway system in a safe, timely, efficient, and economical manner. The central bureaus of the Division are responsible for developing policies, procedures, standards, and guidelines to accomplish IDOT highway system improvement objectives. The Central Bureau's function is to monitor district programs to ensure Statewide uniformity of policy interpretation and compliance and to ensure program coordination with Federal, State, and local agencies.

The mission of the Division of Highways is to:

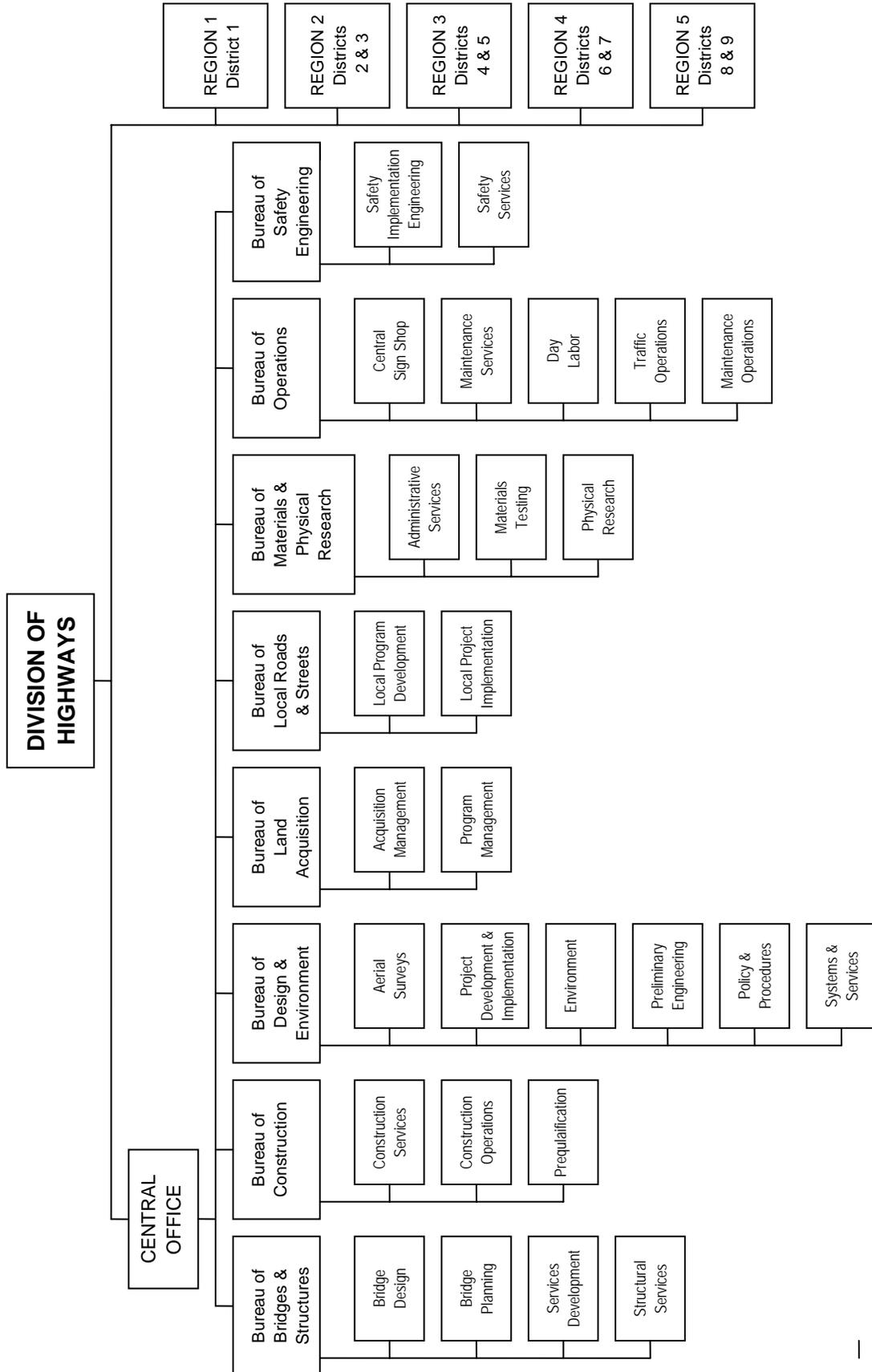
Provide and manage with a professional work force the best highway system within available resources, which meets the needs of the public, and sustains and enhances the environment and economic climate of Illinois.

The underlying goals for this mission are to:

- Preserve and improve Illinois' integrated highway system to make it the nation's safest and most efficient.
- Respect concerns for the environment and quality of life in planning, constructing, and maintaining that highway system.
- Perform all activities in a professional, courteous, and service-oriented manner.
- Pursue the use of innovative technologies that will provide high-quality facilities while reducing life-cycle costs.
- Coordinate with elected officials, the public, local governments, and other governmental agencies in developing highway improvements.
- Hire, train, and retain a top quality, highly motivated, professional workforce by providing a stimulating and rewarding work environment.
- Coordinate with industry and professional associations to develop standards, specifications, and policies to provide safe and cost-effective facilities.

Figure 1-2A presents the organization of the Division of Highways.

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION



DIVISION OF HIGHWAYS
Figure 1-2A

1-2.02 Bureau of Bridges and Structures

1-2.02(a) Description

The Bureau of Bridges and Structures is responsible for planning and designing the State's Bridge Engineering Program, developing policies, specifications, and standards in order to facilitate the best use of resources for accomplishing the objectives of the Division of Highways.

1-2.02(b) Service to Local Agencies

The Local Bridge Unit provides administrative and technical support to local agencies 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 local agency bridges, including:

- reviewing Bridge Condition Reports, Preliminary Bridge Designs and Hydraulic Reports, 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 local agency construction and permit loadings;
- reviewing and developing bridge repair details;
- providing specific information for NBIS inspection scheduling to minimize NBIS inspection delinquencies;
- developing policies and procedures to provide local agencies 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, scour evaluation, and bridge repair methods.

1-2.03 Bureau of Construction

1-2.03(a) Description

The Bureau of Construction is responsible for the following activities:

- providing policies that result in quality construction,
- approving changes in contracts for State-let and Federal day labor projects,
- approving all contractor payments for State-let and Federal day labor projects,

- approving all time extensions,
- reviewing district construction activities,
- providing uniform contract interpretation, and
- prequalifying contractors.

1-2.03(b) Service to Local Agencies

The services provided to local agencies include the following:

- 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 local agency;
- issuing plans and proposals for projects on State letting;
- providing instructors for Technology Transfer training program classes for local agency inspectors; and
- issuing the Schedule of Average Annual Equipment Ownership Expense.

1-2.04 Bureau of Design and Environment

1-2.04(a) Description

This Bureau of Design and Environment (BDE) is responsible for developing standards, specifications, and policies for the design of the State highway network. It processes plans and contract documents through the letting stage. It is responsible for the final review and approval of project location studies and Environmental Impact Statements (EIS) for State highway projects. It provides aerial photography and photographic services for IDOT and other State agencies.

1-2.04(b) Service to Local Agencies

The Bureau of Design and Environment provides the following services to local agencies:

- conducting environmental resource surveys for local agency transportation projects;
- serving as a liaison with a variety of State and Federal agencies regarding environmental related issues;

- processing plans and proposals for local agency projects being let by the State through the letting process, and determines the official State estimate for these projects;
- reviewing local agency lighting plans;
- processing agreements with local agencies for projects on the State highway system; and
- preparing the *IDOT Highway Standards and Standard Specifications for Road and Bridge Construction*.

1-2.05 Bureau of Land Acquisition**1-2.05(a) Description**

The Bureau of Land Acquisition is responsible for developing, evaluating, and interpreting the policies and procedures for planning and implementing the Statewide Land Acquisition Program. Included in this program are allied functions (e.g., relocation assistance, property management, review of right-of-way plans).

The Bureau works closely with the Office of the Illinois Attorney General in order to coordinate and plan IDOT activities relative to assignments, settlements, trials, appeals, title approval, opinions, legislative actions, and other legal matters.

The Bureau also is responsible for developing and administering standards of review of operational performance and for reviewing and processing right-of-way expenditures.

1-2.05(b) Service to Local Agencies

The Bureau of Land Acquisition reviews land acquisition documents for local transportation projects when Federal funds are being used to acquire the right-of-way, and certifies that right-of-way has been acquired in accordance with Federal procedures for local projects constructed with Federal funds.

1-2.06 Bureau of Materials and Physical Research**1-2.06(a) Description**

The Bureau of Materials and Physical Research (BMPR), located at 126 East Ash Street, Springfield, Illinois, 62704-4766, is involved in numerous Statewide materials issues, applied research studies, problem solving, new product evaluations, and special pavement management, design, and rehabilitation activities. The following provides a brief description for each of the Sections within the BMPR:

BUREAU OF LOCAL ROADS & STREETS

1-2(6)

IDOT ORGANIZATION

Feb 2008

1. Tests Section. This Section includes 10 laboratories that perform tests on hot-mix asphalt, portland cement concrete, aggregate, soils, reinforcing steel, paint, and almost every other material used for highway construction. The laboratories are staffed with skilled engineering technicians, geologists, and chemists that are responsible for Statewide materials testing. The Tests Section coordinates research efforts, evaluates new test methods, and serves as consultants to the districts on a wide variety of technical problems. Materials research is conducted in the BMPR laboratories, in the field, and in conjunction with universities.
2. Physical Research Section. This Section is comprised of the Pavement Technology, Technical Services, Products Evaluation, and the Bridge Investigations Unit. The Physical Research side of the Bureau typically conducts more formal research studies. The Section performs the following activities:
 - planning and conducting investigations of pavement design, pavement rehabilitation, and material-oriented problems;
 - investigating problems related to the design, construction, and rehabilitation of bridges and structures; and
 - preparing special technical administrative reports.
3. Administrative Services Section. This Section 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 databases, and provides support for the Statewide materials certification review process. The MISTIC and Test Information Unit also maintains the Trained Technician database and a SAS data warehouse that provides many users throughout IDOT with interactive access to key materials testing and inspection data and laboratory inspection information.

1-2.06(b) Service to Local Agencies

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

1-2.07 Bureau of Operations

1-2.07(a) Description

In general, the Bureau of Operations is responsible for the operation of the State highway system and its intersections with local highways. This responsibility requires that the Bureau of Operations establish policies and procedures that provide for the protection of public investment in new and existing transportation facilities, and for providing for safe, smooth, and efficient traffic flow under both normal conditions, and when construction or maintenance activities are

under way. The Bureau monitors the activity of maintenance operations, services, and roadside development carried on by the districts and provides an annual day labor work program for the districts. The Traffic Operations Section performs the following activities:

- develops standards and specifications to ensure uniform application of traffic control devices on all streets and highways;
- ensures equitable and efficient handling of all applications for oversized and overweight vehicle movements;
- 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.

The Maintenance Operation Section of the Bureau of Operations 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.

1-2.07(b) Service to Local Agencies

This Bureau does not provide any direct services to local agencies.

1-2.08 Bureau of Safety Engineering

1-2.08(a) Description

The Bureau of Safety Engineering is responsible for providing the department with coordinated and focused engineering safety efforts for both state and local roadways. The Bureau of Safety Engineering performs the following activities:

- Develops, maintains, and implements the Illinois Comprehensive Safety Plan;
- Develops training, policies, and procedures to enhance safety on Illinois roadways;
- Administers the Highway Safety Improvement Program; and
- Analyzes trends in fatal and serious injury crashes to provide data-driven recommendations and strategies.

1-2.08(b) Service to Local Agencies

The Bureau of Safety Engineering provides the following services to local agencies:

- Oversight of Highway Safety Improvement Program and High Risk Rural Road Program funding project selection;
- Coordination of Road Safety Assessments for local highway agencies; and

- Support of reduction of fatal and serious injury crashes on the local system.

1-2.09 District One

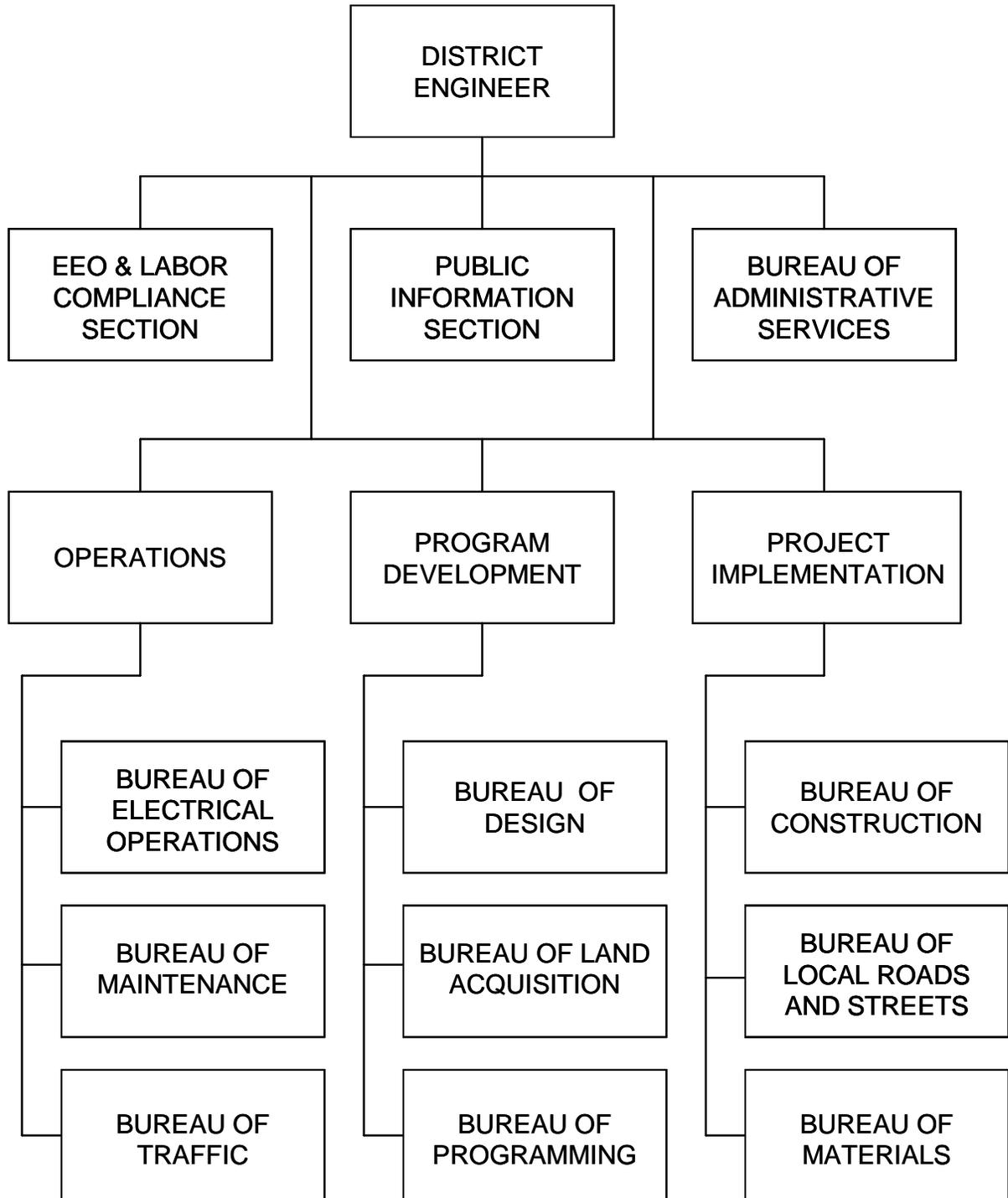
1-2.09(a) Organization

Section 1-2.08 provides brief descriptions of each of the Sections and Units that comprise District One. Figure 1-2B presents the organization of District One.

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

Feb 2008

1-2(9)



DISTRICT ONE
Figure 1-2B

1-2.09(b) 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 Disadvantaged Business Enterprises (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(c) 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(d) 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(e) Bureau of Electrical Operations

The Bureau of Electrical Operations is responsible for the development and application of products and systems to meet the lighting, stormwater 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 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(g) 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. In addition, 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.

1-2.09(h) 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(i) Bureau of Land Acquisition

This 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, plats, legal descriptions, appraisal maps, and pertinent documents for right-of-way appraisal and acquisition;
- preparing condemnation information and exhibits; and
- conducting or coordinating supplemental surveys to obtain property and land line information.

1-2.09(j) 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

BUREAU OF LOCAL ROADS & STREETS

1-2(12)

IDOT ORGANIZATION

Feb 2008

programs, and transportation facility location and environmental studies. The Bureau includes the following Sections:

1. Data Bank Unit. The Data Bank Unit 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.
2. Program Development Section. This Section 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.
3. Project and Environmental Studies Section. This Section 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(k) 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(l) Bureau of Local Roads and Streets (BLRS)

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

1. Field Engineering Section. This Section approves local agency proposals for the expenditure of MFT and TBP funds and ensures proper control of these funds. It also approves plans, specifications, and estimates for local agency construction projects financed by a wide variety of local and State funds.
2. Program and Office Section. This Section is responsible for the following:
 - reviewing of the approval plans, specifications, and estimates for State and/or Federally funded local agency 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 local agencies to expend allocations of State and Federal funds;
- administering the bi-annual Bridge Inspection Program for bridges on the local system; and
- auditing the local agencies expenditure of MFT funds.

1-2.09(m) 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:

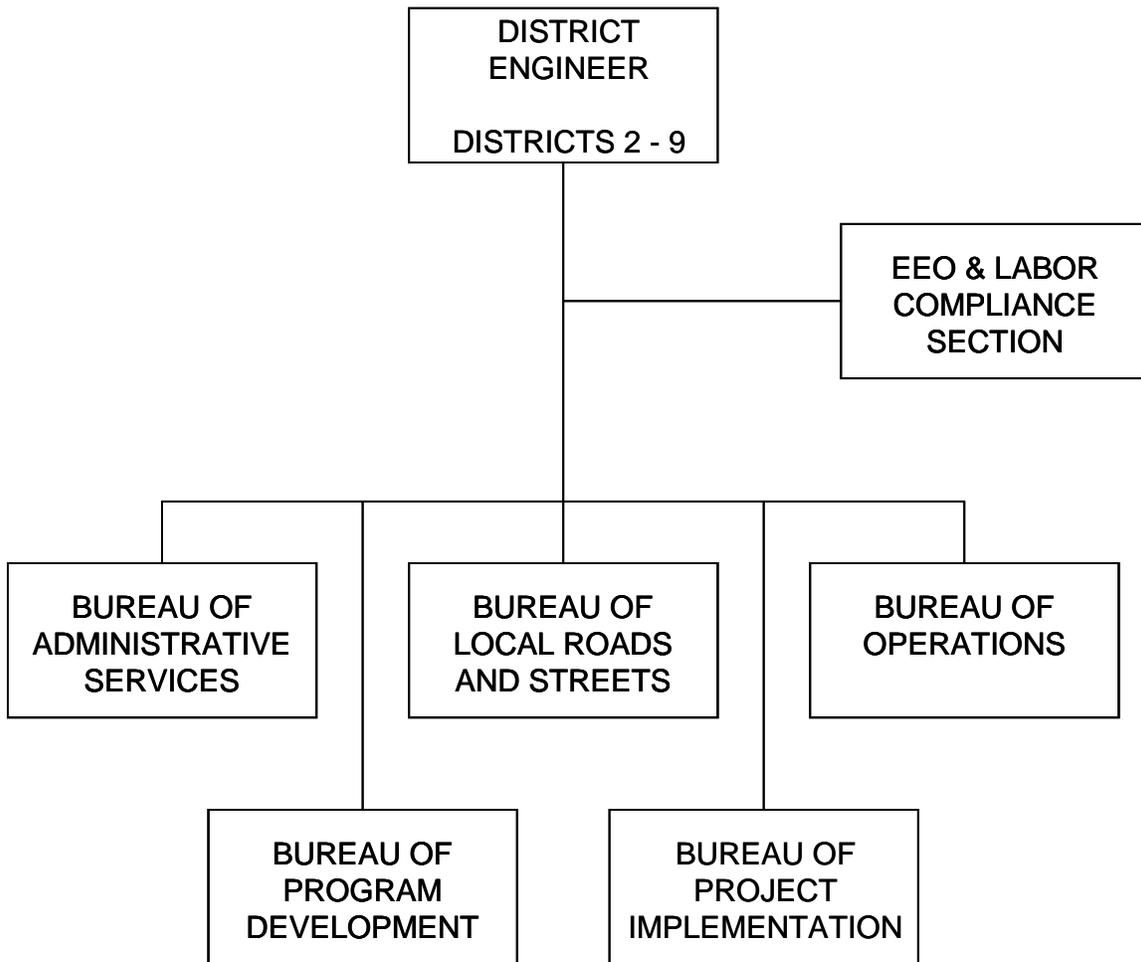
- preparing geotechnical reports, providing technical expertise, and reviewing consultant geotechnical reports, as required for highway improvements;
- providing approved laboratory and trained technician information from IDOT databases;
- assisting the local agency with mixture designs and verification;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

1-2.10 Districts Two through Nine**1-2.10(a) Organization**

Figure 1-2C presents the organization of Districts Two through Nine.

1-2.10(b) EEO and Labor Compliance Section

This Section ensures that all EEO and labor compliance contracts are completed, and also monitors contractor implementation of EEO/labor compliance requirements.



DISTRICT ORGANIZATION
(Two through Nine)
Figure 1-2C

In addition, it coordinates and monitors IDOT's Disadvantaged Business Enterprises Program (DBE), which involves:

- ensuring that district DBE goals are met,
- determining set-aside projects for DBE contractors, and
- assisting contractors in setting DBE goals and objectives.

1-2.10(c) Bureau of Administrative Services

The Bureau of Administrative Services is responsible for efficiently planning, directing, coordinating, implementing, and monitoring IDOT's administrative and management policies and programs throughout the districts. These programs include the annual improvement program, operating budget, personnel services, safety and claims activities, business services, and data processing activities. The following are brief descriptions of the Sections that comprise the Bureau of Administrative Services:

1. Business Services Section. This Section ensures purchases and contractual service contracts are in compliance with State purchasing regulations and IDOT policy, and that all purchases, receiving, and distribution are handled in an expeditious manner.
2. Data Processing Section. This Section maintains the electronic data processing equipment and software.
3. Financial Services Section. This Section develops, coordinates, and administers the annual operating budget.
4. Personnel Services Section. This Section investigates reports of damage to State property, instigates collection proceedings when appropriate, and conducts investigation of damage claims by owners.

1-2.10(d) Bureau of Operations

The Bureau of Operations is responsible for coordinating and implementing all activities for the preservation, maintenance, and roadside development of the State highway system. In addition, 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 of Operations is included in the following:

1. Design and Planning Section. The Design and Planning Section reviews requests and issues permits relative to highway access to ensure traffic safety and the protection of

the system without deferring private or commercial development, and coordinates the execution of special vehicle movements over State highways. The Section reviews and assists in the development of traffic control plans for highway projects and investigates and resolves traffic control problems encountered on district construction and maintenance projects.

2. Maintenance Field Engineering Section. This Section performs all normal and emergency maintenance activities to provide a safe and usable highway system, and inspects Interstate rest areas.
3. Traffic Operations Section. The Traffic Operations Section is responsible for the following activities:
 - developing and implementing programs for the installation, operation, and maintenance of traffic control devices;
 - developing traffic plans for planned and emergency road closures;
 - providing for the maintenance of pavement markings including edgelines, centerlines, lanelines, no-passing zones, curbs, and any other determined special markings;
 - installing and maintaining all traffic signs on the State system; and
 - fabricating special signs, as needed.

1-2.10(e) Bureau of Program Development

The Bureau of Program Development 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:

1. Land Acquisition Section. The Land Acquisition Section 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;

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

Feb 2008

1-2(17) |

- preparing and/or reviewing plats, plans, legal descriptions, appraisal maps, and pertinent documents for right-of-way appraisal and acquisition;
 - preparing condemnation information and exhibits; and
 - conducting or coordinating supplemental surveys to obtain property and land line information.
2. Programming Section. This Section is responsible for developing and recommending projects for inclusion in the annual and multi-year Highway Improvement Programs based on the current and forecasted needs of the State highway system. The Section also conducts the followings activities:
- prepares traffic counts and intersection turning movements for needs studies;
 - updates traffic maps;
 - performs pavement condition rating surveys;
 - maintains database of physical characteristics of transportation systems; and
 - produces and coordinates various visual aid programs to provide information to district personnel and the general public.
3. Project Support Section. This Section 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.
4. Studies and Plans Section. This Section performs the following activities:
- prepares and reviews corridors/design study reports, plans, specifications, and associated documents for State highway improvements;
 - prepares and distributes all necessary Environmental Impact Statements (EIS), Environmental Assessments (EA), and related special studies for district State projects;
 - determines environmental impact of projects and recommends methods for minimizing adverse impacts during the development of alternatives;
 - coordinates and/or conducts public hearings to provide public involvement in study recommendations;
 - prepares interchange/intersection geometrics and reviews consultant's plans and documents;
 - conducts alignment and access studies;
 - develops capacity analysis;

- determines traffic signal warrants; and
- advises on geometric design.

1-2.10(f) Bureau of Project Implementation

In General, the Bureau of Project Implementation 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:

1. Construction Section. This Section 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.
2. Implementation Support Section. This Section prepares and processes project documentation and reports, resolves discrepancies and deviations from policy, and performs materials certification reviews.
3. Materials Section. This Section is responsible for the following:
 - preparing geotechnical reports, 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 local agency with mixture designs and verification;
 - by agreement, may provide materials sampling and testing services at plants and locations where an IDOT inspector is present; and
 - providing local agencies materials inspection and test information from the MISTIC system.

1-2.10(g) Bureau of Local Roads and Streets (BLRS)

The Bureau of Local Roads and Streets is responsible for administering the expenditure of various funds for transportation purposes available to local government agencies.

Additionally, the Bureau renders guidance and assistance to local agencies in planning, financing, designing, constructing, administering NBIS, and maintaining local highway and street systems.

Other responsibilities include:

- approving local agencies' proposals for expenditure of MFT, State, and Federal funds and ensures proper control of these funds;
- approving plans, specifications, and estimates for local agency construction projects involving MFT, State, and Federal funds;
- monitoring local agency transportation projects to ensure compliance with State and Federal guidelines;
- providing engineering expertise and guidance in the resolution of local agency construction and maintenance problems;
- coordinating and performing administrative activities required to assist local agencies 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 local agency 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 local agencies to expend allocations of State and Federal funds;
- administering the bi-annual Bridge Inspection Program for bridges on the local system; and
- auditing the local agencies expenditures of MFT funds.

1-2.10(h) 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 local agency 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 local agencies materials inspection and test information from the MISTIC system.

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

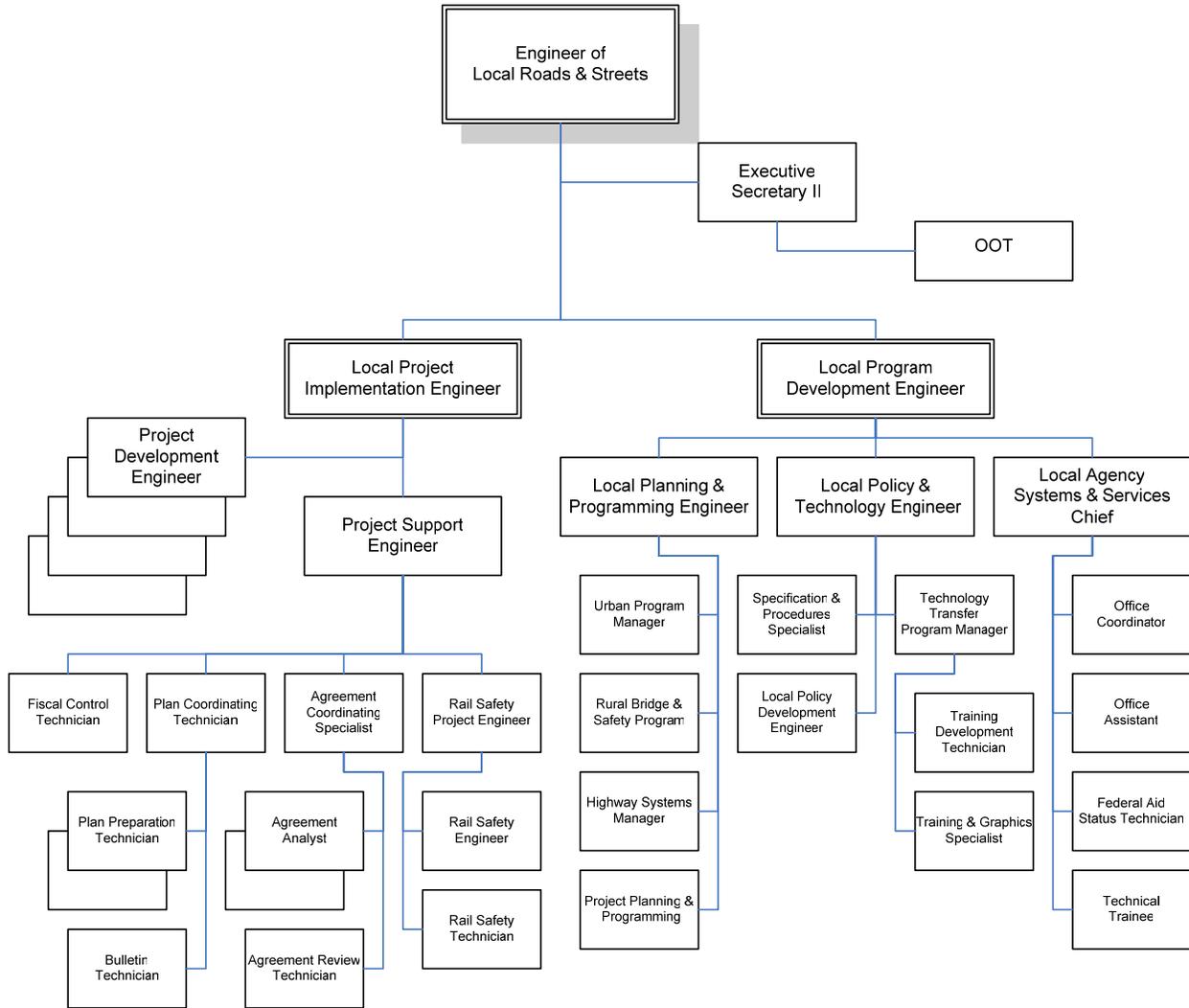
Feb 2008

1-3(1)

1-3 CENTRAL BUREAU OF LOCAL ROADS AND STREETS

1-3.01 General

Figure 1-3A presents the organization of the Central BLRS.



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

1-3.02 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.

1-3.02(a) Planning and Programming Unit

The Planning and Programming Unit performs the following activities:

- Distribute and track federal and state funds to local agencies
- Develops and monitors the annual and multiyear local agency programs;
- Disburses and monitors MFT allocations and special incentive program funds;
- Acts as a clearinghouse for highway jurisdictional issues, including transfers; and
- Provide technical assistance and liaison to IDOT Districts and local agencies within the above processes

1-3.02(b) Policy and Technology Unit

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

1. Policy 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 local government agencies, the 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;
- providing technical and administrative advise 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 local agencies;
- incorporating legislative changes to IDOT's *Road, Bridge and Other Related Laws of Illinois*; and
- maintaining the *Local Roads and Streets Manual*.

2. Technology Transfer Sub-Unit

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

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

- a. Mailing List. The Center must maintain a mailing list of local agencies, consulting engineers, and miscellaneous customers.
- b. Publishing a Quarterly Newsletter. The Center publishes the *Illinois Interchange Newsletter*. The newsletter contains articles that address the local agency needs, and provides more efficient and economical means of highway/street construction and maintenance.
- c. Technology Transfer. Through a video/publication/CD-ROM 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.
- d. 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 local agencies. Local agencies receive first priority.
- e. Special Programs. The Center sponsors and co-sponsors special programs and services, provides exhibits, and makes presentations for local agency conferences.

1-3.02(c) Local Agency System and Services Unit

The Planning and Programming Unit performs the following activities:

- Provide hardware and software applications development and support for the local agencies and Central Office;
- Develop and manage the bureau's operating budget;
- Manage the bureau's procurement processes; and
- Manage the bureau's personnel resources.

1-3.03 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.

1-3.03(a) Project Development Unit

The Project Development Unit performs the following activities:

- Reviews (for policy conformance) and approves Phase I reports and grants design variances.
- Forwards local agency Environmental Survey Requests (ESR) to BD&E and acts as liaison between BD&E on any environmental issues
- Reviews (for NEPA conformance) and recommends approval to the FHWA of Environmental Class of Action Documents (ECAD), Environmental Assessments (EA), and Environmental Impact Statements (EIS)
- Responsible for timely and accurate responses to inquiries by the public, the districts, and local agencies
- 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 local agencies in the development and construction of projects;
- Coordinates the Emergency Relief Program; and
- Serves as the State Project Officer for FEMA declared disasters.

1-3.03(b) Project Support Unit

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

1. 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.

2. Rail Sub-Unit

- Administers the federal rail safety program from selection to final inspection;
- Represents IDOT at Illinois Commerce Commission (ICC) hearings involving local rail/highway projects, and administers local projects using Grade Crossing Protection funds;
- Reviews ICC orders and stipulated agreements; and
- Coordinates local rail crossing projects with other State/local roadway improvements.

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

Feb 2008

1-3(5)

3. 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.

4. Fiscal Control 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 COD's for all the above; and
- Sets up accounts receivable for overpayments.

BUREAU OF LOCAL ROADS & STREETS
IDOT ORGANIZATION

| 1-3(6)

Feb 2008
