



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

## BDE PROCEDURE MEMORANDUM

NUMBER: 17-01

SUBJECT: BDE Manual Revision – Chapter 63

DATE: January 23, 2017

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

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### Background

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

- Plans contain too many general notes either repeating issues covered in the Standard Specifications or not containing information particularly relevant to the contract at hand.
- General notes are being used, in the place of special provisions, to modify and create contract pay items.
- Items of work that are normally paid for separately are being included in the cost of other items via the general notes.
- Some general notes are being “boxed-out”, emboldened, or otherwise highlighted as if they have a higher level of importance than other notes.

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

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

Maureen Addis  
Bureau Chief  
Bureau of Design & Environment