



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 17-04

SUBJECT: BDE Manual Revision – Chapter 8

DATE: February 28, 2017

Chapter 8 of the BDE Manual is being updated regarding procedures on consultant developed or designed projects. Please see the BDE Manual on-line to view the revisions.

Background

Chapter 8 documents the Department's policies and procedures when processing consultant developed and/or designed projects. Revisions are being made to the Chapter as follows:

Section 8-2.03, "Request for Consultant Services", was modified to add information regarding presentations that may be required as part of advertisement. Also the consultant selection process was updated to match current procedures.

The consultant appeals process was clarified in Section 8-3.16(I).

Section 8-4.01(b) was modified to revise the process regarding errors and omissions discovered during construction. This revised process allows the District Program Development staff to evaluate errors and omissions to determine if the consultant is responsible, while not delaying the required change orders from being approved.

Additional minor changes were completed as necessary throughout the Chapter regarding job titles and organizational units to conform with the 2016 Department reorganization. Additionally, in Section 8-5, the term "disabled" was removed regarding accessibility standards, to conform to current terminology.

Please see the BDE Manual on-line to review the changes.

A handwritten signature in black ink, reading "Maureen Addis".

Maureen Addis
Bureau Chief
Bureau of Design and Environment