



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 17-09

SUBJECT: BDE Manual Revision – Chapter 8

DATE: April 14, 2017

Chapter 8 of the BDE Manual has been revised regarding Start-up Agreements. Please see the BDE Manual on-line to view the revisions.

Background

Chapter 8 governs policies and procedures for processing consultant developed and/or designed projects. Recent modifications to processes have caused a conflict with language provided in Section 8-3.11 regarding Start-up Agreements.

Section 8-2.04(c) has also been revised to remove overhead rate from factors to consider in the preliminary review and ranking of consultants following the submittal of a Statement of Interest. The consultant's proposed utilization of Disadvantaged Business Enterprise Subconsultants has been included as an additional criterion.

Section 8-3.11 has therefore been revised to clarify that the Start-up Agreement amount may be for no more than 40% of the Prime Agreement negotiated amount. Also, clarification was provided regarding the execution authority on both Federally Funded and Non-Federally funded Start-up Agreements. Specifically, Non-Federally funded Start-up Agreements for \$249,999 or less can be executed by the Regional Engineer or corresponding Office Director for Central Bureaus. Federally funded Start-up Agreements and Start-up Agreements of \$250,000 or more shall be executed by the Central Office and the necessary signatures shall be coordinated by BDE. The District or Central Bureau may authorize the consultant to begin work after the Start-Up Agreement is authorized.

Section 8-3.14 has been revised to delegate approval of the supplemental cost in a Supplement Agreement from the Director of Program Development to the Bureau Chief of Design and Environment, in addition to other minor procedural revisions.

A handwritten signature in blue ink, reading "Maureen Addis", written over a horizontal line.

Maureen Addis
Bureau Chief
Bureau of Design & Environment