

District 1 BLRS Phase 2 Plans and Specifications Guidelines **(For State-Let, Federally Funded Projects)**

1. Plan Cover Sheet

- The Cover Sheet and Summary of Quantities examples should be followed closely
- Use the signature block from the BLRS Manual. See Figure 11-2A
- The Index of Sheets and listing of highway standards shall be referenced to see Sheet 2 and not be located on the cover sheet. This allows changes be made without requiring a new mylar cover sheet and signatures.

2. Summary of Quantities

- Shall be double spaced (this allows for the easy addition of pay items)
- Use the full pay item description, not the abbreviation
- The units of measurement must match those in the listings on the IDOT website
- For projects using only one construction type code, a total quantity column is unnecessary
- For specialized/nonstandard items:
 - A) Choose a pay item that is close to the description desired (such as 'item, special') and use a special provision to provide more of the desired details
 - B) If no existing pay items seem to match, send an e-mail to the appropriate Phase 2 coordinator requesting the creation of a new pay item number by Springfield, and leave the pay item number blank.
- Check for updates to the pay item database list immediately prior to any submittal.

3. EEO Requirements

- Always include the Disadvantage Business Enterprise BDE special provision.
- Include the "Training Program Graduate" and "Training Special Provisions" specs until informed otherwise.

4. Completion Date/Working Days

- For working days contracts, the amount of working days must end in a '0' or '5'
- For completion date contracts, always allow working days after the completion date for punch list/clean-up work (minimum of 5 working days)
- Completion date contracts are not advisable for projects with materials that have long procurement times (such as traffic signal mast arms)

5. General Compatibility With State Let Contracts

- Conflicts arise when a local agency includes their standard contract language in the special provisions.
- Special provisions, plan notes and detail drawings generally can not be used when they:
 - a. Modify or conflict with Section 100 of the Standard Specifications, Invitation for Bids, Notice to Bidders or special provisions added by the Central Office;
 - b. Give construction phase authority to anyone other than the Engineer (do not specify "as approved by the Village"; instead specify "as coordinated with the Village")

6. Other Plans/Special Provision Guidance

- Do not specify sole source proprietary products without a proprietary item request letter

- a. Do not use language such as “or approved equal” or “or equivalent”
- Do not specify materials that the Bureau of Material cannot inspect, such as modified aggregates, concrete mixtures, HMA mixtures, etc.
- Avoid combining multiple pay items into one pay item
- Do not use the word “incidental” instead use the phrase “included in the cost of”
- Plan notes are not to be boxed.
- For projects that involve detector loop installation and/or replacement, the locations of the loops shall be shown on the plans, even if the installations follow the current D1 standards
- For proprietary items for which only a single model will be accepted, such as light poles and/or luminaires, list the model/part number in this special provisions, not in the plans