



## Chapter Two

# ADMINISTRATIVE POLICIES AND PROCEDURES

BUREAU OF LOCAL ROADS AND STREETS MANUAL



**Chapter Two**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**

**Table of Contents**

<b><u>Section</u></b>	<b><u>Page</u></b>
2-1	APPLICABLE ILLINOIS STATUTES ..... 2-1(1)
2-1.01	Illinois Highway Code ..... 2-1(1)
2-1.02	Bikeway Act ..... 2-1(1)
2-1.03	Illinois Vehicle Code ..... 2-1(1)
2-1.04	Other Applicable Statutes ..... 2-1(1)
2-2	UNITED STATES CODE AND CODE OF FEDERAL REGULATIONS ..... 2-2(1)
2-2.01	United States Code ..... 2-2(1)
2-2.02	Code of Federal Regulations ..... 2-2(1)
2-3	BUREAU OF LOCAL ROADS AND STREETS POLICIES AND PROCEDURES ..... 2-3(1)
2-3.01	Legal Authority and Responsibility ..... 2-3(1)
2-3.01(a)	State Statutes ..... 2-3(1)
2-3.01(b)	Federal Laws and Regulations ..... 2-3(1)
2-3.02	Bureau of Local Roads and Streets Manual ..... 2-3(1)
2-3.03	BLRS Procedure Memoranda ..... 2-3(2)
2-3.04	BLRS Circular Letters and Regional Engineer Memoranda ..... 2-3(2)
2-3.05	Forms ..... 2-3(2)
2-3.05(a)	General ..... 2-3(2)
2-3.05(b)	Signature Requirements ..... 2-3(3)
2-3.05(c)	Modifications ..... 2-3(3)
2-3.06	Policy and Procedures Variances ..... 2-3(3)
2-4	PROJECT IDENTIFICATION ..... 2-4(1)
2-4.01	Local Agency Section Designation ..... 2-4(1)
2-4.02	Federal Project Numbers ..... 2-4(1)
2-4.03	State Job Numbers ..... 2-4(3)
2-4.04	Motor Fuel Tax System ..... 2-4(3)
2-5	IDOT PUBLICATIONS ..... 2-5(1)
2-5.01	IDOT Website ..... 2-5(1)

	2-5.01(a)	General.....	2-5(1)
	2-5.01(b)	Subscription Service .....	2-5(1)
2-5.02		BLRS Publications .....	2-5(1)
2-5.03		Other Department Documents.....	2-5(2)
	2-5.03(a)	Bureau of Operations.....	2-5(2)
	2-5.03(b)	Bureau of Materials and Physical Research.....	2-5(4)
	2-5.03(c)	Bureau of Land Acquisition .....	2-5(4)
	2-5.03(d)	Bureau of Construction .....	2-5(4)
	2-5.03(e)	Bureau of Bridges and Structures .....	2-5(5)
	2-5.03(f)	Bureau of Design and Environment.....	2-5(5)
	2-5.03(g)	Office of Planning and Programming.....	2-5(7)
	2-5.03(h)	Division of Aeronautics Aviation Safety Rules and Airport Hazard Zoning Rules .....	2-5(7)
2-5.04		Federal Publications.....	2-5(7)

## Chapter Two

# ADMINISTRATIVE POLICIES AND PROCEDURES

### 2-1 APPLICABLE ILLINOIS STATUTES

The following sections briefly discuss the Illinois laws that govern the policies and procedures set forth by IDOT. The Road, Bridge and Other Related Laws of Illinois published by IDOT is a reprint of particular chapters and paragraphs of the Illinois Compiled Statutes (ILCS) that deal specifically with road, street and bridge matters. This document is arranged in ascending numerical order of these chapters and is intended for use as a ready reference for road and street officials.

#### 2-1.01 Illinois Highway Code

The Illinois Highway Code, 605 ILCS 5/1-101 *et seq.* contains a description of the systems of highways in Illinois. It provides the legal authority for the administration of highways by the State and counties. It also provides for the administration of township and road district roads and municipal streets. Other provisions covering highways and bridges are also included.

#### 2-1.02 Bikeway Act

The Bikeway Act, 605 ILCS 30/0.01 *et seq.* provides the legal authority for the construction and maintenance of bikeways.

#### 2-1.03 Illinois Vehicle Code

The Illinois Vehicle Code contains the Rules of the Road (625 ILCS 5/11). The Rules of the Road includes the statutes on traffic signs, signals, pavement markings, speed restrictions, and parking regulations. It also contains the size, weight, and load restrictions for vehicles and provisions for permits, and vehicle restrictions (625 ILCS 5/15).

#### 2-1.04 Other Applicable Statutes

The following presents a brief description of the chapters in ILCS most frequently referred to by the Bureau of Local Roads and Streets and the local agencies:

1. Chapter 5 – General Provisions. This chapter includes the Open Meetings Act, 5 ILCS 120/1 *et seq.* and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*

## BUREAU OF LOCAL ROADS & STREETS

2-1(2)

### ADMINISTRATIVE POLICIES AND PROCEDURES

Jan 2006

---

2. Chapter 20 – Executive Branch. This chapter discusses various State agencies and certain Acts that are under the control of these agencies. This includes many of the responsibilities of IDOT.
3. Chapter 30 – Finance. This chapter discusses investments of public funds, bonds, and debts.
4. Chapter 35 – Revenue. This chapter includes the Property Tax Extension Limitation Law, 35 ILCS 200/18-187 - 200/18-245 and the Motor Fuel Tax Law, 35 ILCS 505/1 *et seq.*
5. Chapter 50 – Local Government Officers and Employees. This chapter discusses purchase contracts and professional services selection.
6. Chapter 55 – Counties. This chapter discusses powers and duties of a county board. Some of the topics discussed are as follows:
  - trust agreements for funds retained pending construction completion;
  - competitive bids;
  - names of streets and highways, including numbers of buildings and lots;
  - removal of obstructions from streams, lakes, ponds, and other water courses;
  - county motor fuel tax; and
  - establishment of building or set-back lines.
7. Chapter 60 – Townships. This chapter includes discussion on the corporate power of townships and the procedure for vacancies in offices.
8. Chapter 65 – Municipalities. This chapter includes the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*. The Illinois Municipal Code establishes the organization, territory, finance structure, local improvements, and the corporate powers and functions of the municipality. Some of the pertinent topics include the following:
  - local improvement procedures restricted to certain municipalities,
  - improvements affecting property not within municipality,
  - general powers over streets and public ways,
  - certain joint municipal and township construction projects,
  - persons displaced by Federal-aid system of streets and highways, and
  - jurisdiction over roads by agreement.
9. Chapter 220 – Utilities. The Public Utilities Act, 220 ILCS 5/1-101 *et seq.*, Illinois Underground Utility Facilities Damage Prevention Act, 220 ILCS 50/1 *et seq.*, Telegraph

**BUREAU OF LOCAL ROADS & STREETS**

Jan 2006

ADMINISTRATIVE POLICIES AND PROCEDURES

2-1(3)

---

Act, 220 ILCS 55/0.01 *et seq.*, and the Telephone Company Act, 220 ILCS 65/0.01 *et seq.* are included in this chapter.

10. Chapter 415 – Environmental Safety. The Environmental Protection Act, 415 ILCS 5/1 *et seq.* covering air, water, land pollution, special waste, and the Illinois Groundwater Protection Act, 415 ILCS 55/1 *et seq.* are included in this chapter.
11. Chapter 505 – Agriculture. This chapter includes the Farmland Preservation Act, 505 ILCS 75/1 *et seq.*
12. Chapter 520 – Wildlife. This chapter includes the Illinois Endangered Species Protection Act, 520 ILCS 10/1 *et seq.*
13. Chapter 820 - Employment Wages and Hours. This chapter includes the Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*



---

**2-2 UNITED STATES CODE AND CODE OF FEDERAL REGULATIONS**

The following sections briefly discuss federal laws and regulations that govern policy and procedures set forth by IDOT for Federal-aid projects.

**2-2.01 United States Code**

The United States Code (U.S.C.) is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles. The following titles most frequently affect federally funded highway projects.

1. Title 23 – Highways. This title covers Federal-aid highways, highway safety, and research and technology.
2. Title 42 – The Public Health and Welfare. This title includes the National Environmental Policy (Chapter 55), the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs (Chapter 61), and other environmental laws.
3. Title 49 – Transportation. This title discusses the operation of the United States Department of Transportation.

**2-2.02 Code of Federal Regulations**

The Code of Federal Regulations (C.F.R.) is a codification of the general and permanent rules published by the executive departments and agencies of the federal government. It is divided into 50 titles that correspond with the United State Code titles, and represent broad areas subject to federal regulation. Each title is divided into chapters that usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas. Federally funded highways projects are mainly affected by the following titles:

1. Title 23 – Highways. Chapter 1 of this title contains the regulations of the Federal Highway Administration.
2. Title 40 – Protection of Environment. This title contains regulations of the Environmental Protection Agency and the Council on Environmental Quality.
3. Title 49 – Transportation. This title contains regulations issued by the Office of the Secretary of Transportation.



**2-3 BUREAU OF LOCAL ROADS AND STREETS POLICIES AND PROCEDURES****2-3.01 Legal Authority and Responsibility****2-3.01(a) State Statutes**

When federal, State, or Motor Fuel Tax (MFT) funds are used in whole or in part for the construction of a local road or street, IDOT approval is mandatory. The responsibility for general oversight has been delegated to the Bureau of Local Roads and Streets, with direct oversight given to the district.

**2-3.01(b) Federal Laws and Regulations**

Authority for the construction of Federal-aid highways in Illinois is given to the Illinois Department of Transportation. IDOT is not relieved of its responsibility by authorizing performance of the work by a local agency. IDOT must ensure that the local agencies comply with all federal laws and regulations.

**2-3.02 Bureau of Local Roads and Streets Manual**

The Bureau of Local Roads and Streets Manual (the Manual) contains the policy and procedures for the construction and maintenance of local roads and streets with federal, State, and MFT funds under the supervision of IDOT.

The Manual is divided into four parts. Part I presents general information about the operation of IDOT, the road system, funding, and other issues not affected by funding type. Part II discusses the policies and procedures for MFT and State funded projects. Part III discusses the policies and procedures for federally funded projects. Part IV contains project design criteria that are required to be used regardless of fund type.

This Manual provides information on:

- the Bureau of Local Roads and Streets' responsibilities for vouchering MFT funds and Township Bridge Funds (TBF) to the local agencies;
- local agency (i.e., municipalities, counties, road districts) responsibilities for maintaining complete records of disbursements, refunds, transfers, and balances involving all MFT and State funds transferred to the local agencies;
- design guidelines for local roads and streets including functional classification, engineering analyses, roadway design, traffic control devices, pavement design, bridges and culverts, and hydraulics;
- guidelines for addressing right-of-way acquisitions, railroads, and utilities;

## BUREAU OF LOCAL ROADS & STREETS

2-3(2)

### ADMINISTRATIVE POLICIES AND PROCEDURES

Oct 2008

- policies and procedures for preparing plans, specifications, estimates, proposals, contracts, highway system revisions, resolutions, agreements, and other miscellaneous documents;
- letting, award, and construction procedures;
- maintenance administration and operations for local facilities; and
- guidelines and procedures for projects involving federal funding, including:
  - + environmental analyses and reports,
  - + public involvement guidelines, and
  - + FHWA coordination, review, and approval.

The Manual will be updated on a regular basis to reflect changes in policies and procedures.

#### **2-3.03 BLRS Procedure Memoranda**

It is often necessary to revise existing policies and procedures and provide new information to the districts and to the local agencies in a timely manner prior to revising the Manual. The Central BLRS will issue Procedure Memoranda to disseminate such information.

#### **2-3.04 BLRS Circular Letters and Regional Engineer Memoranda**

It is often necessary to issue notices or information that does not create new policy or change existing policy. The Central BLRS will issue Circular Letters and Regional Engineer Memoranda to disseminate such information.

Circular Letters are used to update or issue BLRS pamphlets and booklets, special provisions, and forms, to announce special funding opportunities, and to provide advisory or general information issued by other IDOT bureaus and other agencies. Circular letters are sent to the county engineers, public works directors, municipal engineers, other officials, and consulting engineers, if appropriate. These letters can also be received electronically through the Central BLRS subscription service. Copies and an up-to-date list of current Circular Letters may be obtained from IDOT's website.

Regional Engineer memoranda are circulated only within IDOT. They provide the district with information and procedure changes that do not directly affect local agencies.

#### **2-3.05 Forms**

##### **2-3.05(a) General**

In order to maintain uniformity and simplicity in the administration of federal, State and MFT funds for local agencies, BLRS has provided forms for the local agency use. These forms include general requirements for local agency projects processed through BLRS; however they are not intended to address specific situation for every local agency. All forms are periodically

revised to meet the latest statutory and/or regulatory requirements. The current versions of all forms are available on IDOT's website. In order to ensure that the most recent forms are used, local agencies should consult and/or obtain forms from the IDOT's website.

**2-3.05(b) Signature Requirements**

All forms submitted to IDOT must contain the original signature of the appropriate local official. Signatures applied by rubber stamp are not acceptable. An official other than the official designated on the form may sign a form if authorized by resolution or ordinance of the governing body.

In the district, the forms must be signed by the Regional Engineer or someone authorized to sign for the Regional Engineer. The Regional Engineer may delegate approval authority to another individual on the Regional Engineer's staff when appropriate.

**2-3.05(c) Modifications**

If a standard IDOT form is modified by any local agency, all department references shall be removed from the form. This includes the IDOT logo, form number, revision/effective date, and any other distinguishing mark. Unless otherwise noted in the Manual, each District or Central BLRS may elect not to accept a non-standard form.

**2-3.06 Policy and Procedures Variances**

Policies and procedures set forth in this Manual have been developed in accordance with the federal and State laws and regulations in cooperation with the Illinois Association of County Engineers, the Illinois Municipal League, the Township Officials of Illinois, and other agencies and organizations. When it is impractical to meet the requirements or procedures set forth in Parts I, II, or III of this Manual, a local agency may submit a variance request to the district substantiating the reason for such request. The district, in consultation with the Central BLRS, will approve the request if it is acceptable. The procedure for obtaining variances of design criteria is discussed in Section 27-7.



## 2-4 PROJECT IDENTIFICATION

### 2-4.01 Local Agency Section Designation

All local agency projects processed through IDOT must have a section designation. The section designation is assigned by the local agency in coordination with the district using the following guidelines.

The section designation has four parts separated by hyphens (e.g., 03-00132-01-RS). The four parts of the section designation from left to right include:

1. Year. The first two digits are the last two digits of the calendar year in which the section is established.
2. Agency Sequence. The second sequence consists of five characters, usually all numeric. Each local agency usually assigns these sequence numbers in numerical order. For township or road district projects, the first two characters represent a code number assigned to each township or road district by alphabetical order for each county. When an improvement is made to a location that had previously been constructed, the original sequence number may be retained. When a road, street, or bridge is to be improved in two or more stages, the same sequence number should be used for all stages.

Each park district, forest preserve district, and conservation district will be assigned a particular five-character sequence to be used for all projects with the first character being alphabetic.

3. Subsection. The subsection for the first use of any sequence number is 00. The subsection number is increased numerically for each use of the same sequence number by an agency.
4. Section Type. The last of the section designation consists of two letters describing the type of work. See Figure 2-4A for a list of section types.

Section numbers for general maintenance are discussed in Section 14-2.

Contact the district for assistance in assigning section designations.

**BUREAU OF LOCAL ROADS & STREETS**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**

2-4(2)

Dec 2009

Suffix	Type of Work	Suffix	Type of Work
AA	Agency Authorization	LS	Landscaping
AC	Agency Credit	LT	Lighting
AM	Asset Management	MB	MFT Bond
AS	Aggregate Surface	MG	Building and Maintain County Garage
BD	Building Demolition	MS	Miscellaneous
BI	Bridge Investigation	NW	Noise Walls
BR	Bridge	PA	Painting
BT	Bike Trails	PK	Parking Lots
CG	Curb and/or Gutter	PP	Pavement Preservation
CH	Channelization	PV	Pavement
CS	County Engineer's Salary	PW	Pavement Widening
DR	Drainage	RF	IMRF or Social Security
EG	Engineering	RP	Rigid Pavement
ES	Engineering Study	RR	Railroad Crossing
EQ	Equipment	RS	Resurfacing
FL	Railroad Crossing Protection	SC	Surface Treatment
FP	Flexible Pavement	SD	Shoulders
GB	General Obligation Bond	SG	Signing
GE	General Earth	SM	Special Maintenance
GM	General Maintenance	SP	Safety Project
GR	Guardrail	SS	Storm Sewer
GS	Grade Separation	ST	Striping
HA	Holding Account	SW	Sidewalk
HP	Historic Preservation	TD	Mass Transit Allocation
IC	ICC Order (Central BLRS Only)	TL	Traffic Signals
IR	Intermittent Resurfacing	TR	Training
JT	Jurisdictional Transfer	WR	Widening and Resurfacing
LA	Land Acquisition		

**SECTION TYPE DESIGNATIONS**

**Figure 2-4A**

**2-4.02 Federal Project Numbers**

Each authorization of federal funds requires a distinct federal project number. The project number consists of a series of letters based on the federal fund type, a number based on the project location, and a number in parentheses, which is a sequential number for the project location. Contact the district to obtain project numbers assigned by the Central BLRS for local agency federal projects.

In order for Central BLRS to assign a correct federal project number, the following information is needed:

## BUREAU OF LOCAL ROADS & STREETS

Dec 2009

ADMINISTRATIVE POLICIES AND PROCEDURES

2-4(3)

- Federal Fund Type – Include all sources of federal funding.
- Location - Either the County or Municipality should be provided.
- Route – The federal route identification.
- Section Number
- Job Number

### **2-4.03 State Job Numbers**

A State job number is needed for any project involving State or federal funds. Each phase having federal or State funds must have a separate job number. Job numbers are assigned by the district.

### **2-4.04 Motor Fuel Tax System**

The Motor Fuel Tax System (MFT) is a computer system used by the Central BLRS and the districts for cost accounting of local agency MFT, State, and federal funds designated for use by local agencies. The system also provides a means of tracking projects that use these funds.

The MFT System provides a record of all MFT allotments and transactions, and a current balance of MFT funds for each local agency. It also contains a project record of each local agency project. The records are available by the local agency MFT section number. Contact the district to obtain specific information.



**2-5 IDOT PUBLICATIONS**

There are various publications issued by IDOT, federal and State agencies, and engineering groups relative to highway and streets matters. A list of some of these publications may be found in following locations.

**2-5.01 IDOT Website****2-5.01(a) General**

IDOT operates an official website that contains general information about the Department and its programs. Several manuals, policy memoranda, forms, and other information needed in the development of a project are available.

**2-5.01(b) Subscription Service**

BLRS offers a subscription service on IDOT website for local agencies and others. Electronic versions of circular letters, notices of web updates, and other information not circulated during normal course of business are sent automatically to subscribers. Use the subscriber web page to enroll.

**2-5.02 BLRS Publications**

In addition to the Manual, the following presents a list of publications that are issued and maintained by the Bureau of Local Roads and Streets. These documents are available on IDOT website:

1. *Jurisdictional Transfer Guidelines for Highway and Street Systems*. This booklet provides local agency officials with a quick reference to assist in formulating, analyzing, and resolving jurisdiction/maintenance disputes. The importance of evaluating each situation in light of its own peculiarities cannot be overemphasized. It is intended that the provisions of this pamphlet be a reference and not the final authority.
2. *Signing of Road District and Township Roads*. This booklet provides highway commissioners with a quick reference to signs and their uses and traffic control devices. Any reference to the "manual" is to the Manual on Uniform Traffic Control Devices (MUTCD) or the Illinois Supplement to the Manual on Uniform Traffic Control Devices (ILMUTCD). This publication should not be used as a substitute for engineering judgment. It is intended that the provisions of these guidelines be a reference and not the final authority on the signing of township highways. Conformance with the latest editions of the ILMUTCD is required by the Illinois Vehicle Code, 625 ILCS 5/11-304.

## BUREAU OF LOCAL ROADS & STREETS

2-5(2)

### ADMINISTRATIVE POLICIES AND PROCEDURES

Jan 2006

3. *Motor Fuel Tax Funds – Source, Distribution, and Use – Counties, Municipalities, and Road Districts.* This booklet provides local agency officials with a quick reference to the source, distribution, and uses of MFT funds. It is the intent that provisions of this document be a reference and not the final authority on the receipt or expenditure of MFT funds.
4. *Specifications and Special Provisions – Development and Usage for Local Agencies.* This booklet provides local agencies and consultants with a quick reference to the development and use of specifications and special provisions. It is intended that the provisions of this booklet be a reference and not the final authority.
5. *Road, Bridge and Other Related Laws of Illinois.* This book is issued for the convenience of road and street officials and others. It contains various chapters of the Illinois Compiled Statutes, which are related to road and bridge matters. Users should always verify if statutes have been amended by current legislation.
6. *The Illinois Grade Crossing Protection Fund: Use, Operation, & Administration.* This booklet provides local agency officials with a quick reference to the Grade Crossing Protection Fund as established by the Motor Fuel Tax Law, 35 ILCS 505/8. It is the intent that provisions of this booklet be a reference and not the final authority.

#### **2-5.03 Other Department Documents**

IDOT publishes a variety of manuals and documents. These publications disseminate IDOT's policies, standards, specifications, and procedures to be followed in the construction and maintenance of streets and highways on the State highway system. Some also have application to the local highway system.

Many of these publications are available for review and/or downloading on IDOT's website. Most of the manuals are available free in limited quantities to local agencies from the Division of Highways Manual Sales Office. Consultants and other individuals can purchase these manuals from the Manual Sales Office. An order form with a list of available documents can be obtained from IDOT's website or by contacting the Manual Sales Office.

The following Sections provide brief descriptions of documents published by other offices within IDOT.

#### **2-5.03(a) Bureau of Operations**

The Bureau of Operations is responsible for the following documents:

1. *Traffic Policies and Procedures Manual.* The Traffic Policies and Procedures Manual presents guidelines for the uniform placement of traffic control devices and the

application of traffic control policies and procedures. It contains guidance and information on:

- statutory and administrative requirements for traffic control devices;
  - information-gathering procedures and data sources;
  - traffic engineering studies and investigations including crash studies, speed studies, warrant studies, observance studies, time and delay studies, and school-zone safety;
  - plan preparation including agreements, contracts, specifications, etc., for traffic plans;
  - the selection, design, and placement of signing, pavement markings, traffic signals, object markers, delineation, rumble strips, traffic control in work zones, bikeways, and highway and sign lighting;
  - permits including access control, special vehicular movements, road closures for local celebrations, utilities, snowmobiles on State routes, and other miscellaneous permits; and
  - the State's highway safety program.
2. *Maintenance Policy Manual*. The purpose of this Manual is to provide written references that will enable IDOT personnel to more uniformly maintain the State Highway System. It also serves as a tool in orientation and training of new employees and provides a format for recording, review, and revision of policies when necessary.
  3. *Illinois Standard Highway Signs*. The Illinois Standard Highway Signs illustrates the layout and design details for the highway signs used by IDOT. It includes the MUTCD number, allowable sign sizes, and design details for all signs to be erected along highways and streets.
  4. *Illinois Manual for Uniform Traffic Control Devices*. The Illinois Manual for Uniform Traffic Control Devices (ILMUTCD) consists of the federal MUTCD issued by FHWA and the Illinois Supplement to MUTCD.

ILMUTCD is issued by the Bureau of Operations. It presents criteria and guidance specific to the State of Illinois that may vary or are in addition to FHWA MUTCD. ILMUTCD includes revisions and additions to the federal MUTCD traffic control devices for signing, pavement markings, traffic signals, construction signing, schools and railroads; and a table of Illinois standard signs.

**2-5.03(b) Bureau of Materials and Physical Research**

The Bureau of Materials and Physical Research maintains the following publications:

1. Manual of Test Procedures for Materials. This Manual presents the IDOT's criteria for sampling and testing procedures for evaluating the following materials used in road and bridge construction:
  - aggregates,
  - hot-mix asphalt, and
  - Portland cement concrete.
2. Geotechnical Manual. The Geotechnical Manual addresses the application and treatment of soils and foundations on highway projects.
3. Project Procedures Guide. The Project Procedures Guide (PPG) is used as a resource for determining reasonable inspection procedures and sampling frequencies for materials used in highway construction. This Manual seeks to establish materials sampling and testing uniformity throughout the State by providing sampling schedules that lists the minimum frequencies at which samples and measurements must be taken by project, plant, and district personnel.

**2-5.03(c) Bureau of Land Acquisition**

The Bureau of Land Acquisition maintains the Land Acquisition Policies and Procedures Manual. The Land Acquisition Policies and Procedures Manual presents information on obtaining and maintaining right-of-way for State highways and other facilities.

**2-5.03(d) Bureau of Construction**

The Bureau of Construction maintains the following publications:

1. Construction Manual. This Manual expands on the Standard Specifications for Road and Bridge Construction and provides guidelines for uniform field inspection and documentation procedures on highway construction.
2. Schedule of Average Annual Equipment Ownership Expense. The Schedule of Average Annual Equipment Ownership Expense is designed for use on Force Account bills of contractors performing work for IDOT and local government agencies who choose to adopt these rates. This schedule should be used in determining appropriate rates used by IDOT and other State agencies with various local government agencies.

**2-5.03(e) Bureau of Bridges and Structures**

The Bureau of Bridges and Structures maintains the following publications:

1. Bridge Manual. The Bridge Manual is a compilation of design procedures, plan presentation guidelines, specification interpretations, standard practices, design details, and base sheets for bridges and other structures.

The following are supplements to the Bridge Manual:

- a. Culvert Manual. The Culvert Manual is a compilation of design procedures, design charts and tables, standard details, and base plan sheets that are used to aid in the design and detailing of concrete box culverts and wingwalls.
  - b. Prestressed Concrete Manual. The Prestressed Concrete Manual is a compilation of design procedures, design charts and tables, examples, standard details, and base plan sheets that are used to aid in the design and detailing of concrete, pretensioned I-beam, and pretensioned deck beams.
  - c. Sign Structures Manual. The Sign Structures Manual presents guidelines for the selection of sign supports, sign supports design details, and CADD criteria for incorporating traffic signs into the plans.
  - d. Standard Plans. The Standard Plans present the typical plan sheets and designs that are commonly used by local agencies during the preparation of bridge projects. It contains information base sheets and plan sheets for precast prestressed deck beam superstructure concrete structures.
  - e. Structural Services Manual. The Structural Services Manual provides guidance and information on the maintenance and repair of existing structures.
2. Computer-Aided Design and Drafting Manual. The Computer-Aided Design and Drafting Manual is a compilation of various design elements on CADD that are commonly found on bridge and other structures projects.
  3. Drainage Manual. The Drainage Manual is a compilation of IDOT's policies and criteria on drainage and hydraulics for road and bridge projects.

**2-5.03(f) Bureau of Design and Environment**

The Bureau of Design and Environment is responsible for publishing and maintaining the following documents:

1. Bureau of Design and Environment Manual. The BDE Manual provides uniform practices for personnel preparing contract plans for State highway projects. The BDE

Manual presents information typically required in the development of a roadway project. Specifically, the BDE Manual provides information on:

- IDOT administration and procedures,
- project development,
- environmental procedures,
- roadway design elements,
- design of highway types,
- other highway design elements, and
- plans and contracts.

This Manual is available only on CD from the Manual Sales Office.

2. *IDOT Coded Pay Items*. The IDOT Coded Pay Items provides a list of all pay items with pay code numbers, used by IDOT for a project.
3. *Standard Specifications for Road and Bridge Construction, Supplemental Specifications, and Recurring Special Provisions*. The Standard Specifications for Road and Bridge Construction (Standard Specifications) contains the specifications adopted by IDOT for work methods, materials, and basis of payment used in construction. The Standard Specifications are intended for general repetitive use. They provide IDOT criteria for:
  - bidding,
  - awarding the contract,
  - the contractor's duties,
  - controlling the material quality,
  - the contractor's and IDOT's legal requirements,
  - executing the contract, and
  - measuring and paying for construction.

Supplemental Specifications and Recurring Special Provisions contain additions and revisions to the Standard Specifications. The Supplemental Specifications and Recurring Special Provisions are considered part of and should always be used in conjunction with the Standard Specifications.

4. *CADD Roadway Drafting Reference Guide*. The CADD Roadway Drafting Reference Guide (Reference Guide) presents IDOT's requirements and procedures for computer-aided drafting and design.

5. Highway Standards. The Highway Standards provide details for laying out or constructing various design elements that are consistent from project-to-project (e.g., guardrail, curb and gutter, signs, fencing, landscaping). The Highway Standards are developed by BDE in collaboration with other Bureaus.

### **2-5.03(g) Office of Planning and Programming**

The Office of Planning and Programming is responsible for publishing and maintaining the following publications:

1. Illinois Highway Information System and Procedures Roadway Information Manual. In order to develop the most effective highway maintenance program possible, IDOT anticipates and prioritizes rehabilitation needs. Needed improvements are projected using information from this Manual. For example, surface type, AADT and CRS rating, in combination with other information are prioritized and included with funding (e.g., motor fuel tax) and manpower restrictions to determine which roadway rehabilitation projects are undertaken. This Manual defines the type of information collected, how it is collected and how it is placed into the Illinois Roadway Information System. Included in the appendices of this publication are lists of Illinois municipalities, townships, and road districts.
2. Structure Information and Procedure Manual. This Manual is used for entering and interpreting codes used to represent Illinois' structural data for input into the Illinois Structure Information System. This document is used to satisfy the information needs for the National Bridge Inspection Standards.

### **2-5.03(h) Division of Aeronautics Aviation Safety Rules and Airport Hazard Zoning Rules**

The Illinois Division of Aeronautics Aviation Safety Rules and Regulations includes information required to determine if airport clearances are maintained. Topics include controlling elevations and locations of earthwork, pavement, and structures. Appurtenances (e.g., signs, lighting, utility adjustments) that could affect airport clearances must be noted.

### **2-5.04 Federal Publications**

The following is a list of relevant federal publications:

1. A Policy on Geometric Design of Highways and Streets. The AASHTO publication, A Policy on Geometric Design of Highways and Streets, more commonly known as the Green Book, discusses the nationwide policies, practices, and criteria for the geometric design of highways and streets. It is intended to present a consensus view on the most widely accepted approach to the design of a variety of geometric elements including

design speed, horizontal and vertical alignment, cross section widths, intersections, and interchanges. This publication provides additional guidance regarding the design of roads and streets.

2. Roadside Design Guide. The AASHTO Roadside Design Guide presents the nationwide policies, practices, and criteria for roadside safety along highways and streets. It is intended to present a consensus view on the most widely accepted approach to providing a reasonably safe roadside for run-off-the-road vehicles. The Roadside Design Guide discusses clear zones, drainage appurtenances, sign and luminaire supports, roadside barriers, median barriers, bridge rails, crash cushions, and roadside safety within construction work zones. The overall objective of the Roadside Design Guide is to recommend an appropriate roadside safety treatment for specific sites considering the consequences of a vehicle running off the road, specific roadway features (e.g., traffic volumes, design speed, roadside topography), and construction/maintenance costs.
3. Model Drainage Manual. The AASHTO Model Drainage Manual (MDM) presents the nationwide criteria for the hydrologic and hydraulic design of drainage appurtenances for highway projects. MDM discusses the most commonly used hydrologic methods in the United States (e.g., the Rational Method), and it discusses hydraulic design of various drainage appurtenances (e.g., open channels, culverts, bridges, closed drainage systems, energy dissipators). MDM supersedes, incorporates, or references the FHWA Hydraulic Engineering Circulars and Hydraulic Design Series publications. The overall objective of MDM is to present hydraulic design criteria for highway drainage features that properly consider the probability of an extreme hydraulic event, the consequences of that event, and the costs of providing a drainage system that will accommodate that event.
4. Highway Capacity Manual. The Highway Capacity Manual (HCM) and its associated software, published by the Transportation Research Board, present the nationwide criteria for performing capacity analyses for highway projects. HCM includes methodologies for freeways, weaving areas, freeway and ramp junctions, two-way two-lane facilities, intersections, etc. The basic objective of the capacity methodologies in HCM is to determine the necessary configuration and dimensions of a specific highway element to accommodate the projected traffic volumes at a given level of service.
5. Manual on Uniform Traffic Control Devices. The Manual on Uniform Traffic Control Devices (MUTCD), published with the combined efforts of FHWA, AASHTO, ATSSA, and ITE, presents nationwide criteria for the selection, design, and placement of all traffic control devices. This includes highway signs, pavement markings, and traffic signals. The basic objective of MUTCD is to establish an effective means to convey traffic control information to the driver for uniform application nationwide. MUTCD information is divided into four categories — standard, guidance, option, and support. These categories are used to establish the proper application of MUTCD criteria for all public roads and streets within the United States. A link to MUTCD is on the IDOT website.

6. ADA Accessibility for Buildings and Facilities. The ADA Accessibility Guidelines for Buildings and Facilities, published by the U.S. Architectural and Transportation Barrier Compliance Board, presents the nationwide accessibility criteria to buildings and facilities for individuals with disabilities. The basic objective of this document is to establish the criteria mandated by the Americans with Disabilities Act (ADA) of 1990. It provides accessibility criteria for both interior and exterior facilities including parking spaces, sidewalks, hallways, doorways, curb ramps, ramps, stairs, telephones, drinking fountains, rest rooms, elevators, etc.
7. Guide for the Development of Bicycle Facilities. The AASHTO Guide for the Development of Bicycle Facilities provides information on the development of new facilities to enhance and encourage safe bicycle travel. Planning considerations, design and construction guidelines, and operation and maintenance recommendations are provided. Chapter 42 provides further guidance on bicycle facilities in Illinois.
8. AASHTO Guidelines for Geometric Design of Very-Low Volumes Local Roads (ADT  $\leq$  400). The AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT  $\leq$  400) addresses the unique design issues highway designers and engineers face when determining appropriate cost-effective geometric design policies for very low-volume local roads. This approach covers both new and existing construction projects. Because geometric design guidance for very low-volume local roads differs from the policies applied to high-volume roads, these guidelines may be used in lieu of A Policy on Geometric Design of Highways and Streets, also known as "The Green Book."
9. AASHTO Standard Specifications for Highway Bridges. The AASHTO Standard Specifications for Highway Bridges are intended to serve as the national standard or guide for use by bridge engineers or for the development of an agency's own structural specifications for Load Factor Designs (LFD). Note that IDOT only uses LFD procedures for its structural designs. They establish minimum requirements, consistent with current nationwide practices that apply to common highway bridges and other structures (e.g., retaining walls, culverts). The AASHTO Standard Specifications do not apply to unusual types of bridges (e.g., cable-stayed bridges) or to bridges with spans longer than 500 ft (150 m). Because AASHTO and FHWA are converting to Load Resistance Factor Design (LRFD), the 17<sup>th</sup> Edition of Standard Specifications for Highway Bridges will be the last edition published by AASHTO.

