



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 11-01

SUBJECT: BDE Manual Revision – Chapter 8

DATE: January 28, 2011

Chapter 8 of the BDE Manual has been revised to reflect the current procedures for Consultant Selection and Consultant Agreement Processing/Administration. Please see Chapter 8 of the BDE Manual on-line to view the revision.

Background

Chapter 8 (in general) - During the process of rewriting the 2010 BDE Manual, several areas of Chapter 8 were not correctly updated to reflect current procedures. This update corrects those oversights.

Sections 8-4.05(j) and 8-4.05(l) - These Sections were revised to incorporate the memorandum from Director Christine M. Reed titled, "Consultant Loss of Prequalification" dated October 14, 2010.

Section 8-4.03(a) - This Section was revised to reflect the Procurement Policy Board's (PPB) additional requirements regarding approval of supplemental consultant agreements. As a result, all requests for approval of a supplemental agreement must include the date of the last evaluation of the consultant's performance for the subject project. The results of the evaluation must also be included in the request, and if there are any negative findings a justification for continuing the project with the contracted consultant.

Engineer of Design and Environment _____

Scott E. Smith