



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

## BDE PROCEDURE MEMORANDUM

**NUMBER:** 14-01

**SUBJECT:** BDE Manual Revision – Chapters 31 and 58

**DATE:** January 21, 2014

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Chapter 31 and Chapter 58 of the BDE Manual have been revised to implement the guidance from the US Department of Transportation (USDOT) and US Department of Justice (USDOJ) regarding the inclusion of curb ramps in projects which alter the pedestrian street crossing. Several BDE forms have been affected as well. Please see Chapter 31 and 58 of the BDE Manual and the Forms Master List on-line to view the revisions.

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### Background

On June 28, 2013, the USDOT and USDOJ issued joint technical assistance which clarified the types of roadway treatments which are to be considered an alteration of the pedestrian street crossing and thus trigger the need to address curb ramps within the project.

Link: [http://www.fhwa.dot.gov/civilrights/programs/doj\\_fhwa\\_ta.cfm](http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm)

The following describes the manual revisions that have been made as a result of the guidance provided by the technical assistance. The manual revisions address when curb ramps and other ADA accommodations are required and the process to follow when full ADA compliance is not feasible within the scope of an alteration project.

- Section 31-8 has been revised to establish a new process for documenting approval to comply with ADA guidelines to the maximum extent practicable (MEP) when full ADA compliance is not feasible within the scope of an alteration project. This new process is based upon, yet distinct from, the well-established process for processing exceptions to design policy. A new Form BDE 3101 “ADA Statement of Maximum Extent Practicable,” has been created to facilitate MEP decisions.

The documentation of design exceptions in this Section has also been revised. The Districts will now maintain a copy of the design exception request form in the permanent project file. Previously, the form was submitted to, and kept by, BDE.

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- Section 58-1 has been revised to specify when curb ramps are required based on whether an improvement was considered maintenance or an alteration. Further, the Section now makes it clear that the curb ramps cannot be deferred to a later contract.
- Form BDE 2600 “Design Exception Request – Project Identification” has been renumbered Form BDE 3100. Form BDE 31-8 “Design Criteria Checklist” has been revised to remove ADA from the Level I list and the form has been renumbered Form BDE 3108. These forms have been renumbered to develop an intuitive and consistent format of numbering the first two digits of a form according to the chapter in the BDE manual to which the forms relate.



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