



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

January 10, 2003

Revised MFT Policies & Procedures for Maintenance

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS
CONSULTING ENGINEERS

#03-01

The Bureau of Local Roads and Streets is currently revising the Administrative Policies and Federal-Aid Procedures Manuals. During this revision process, there have been changes to the maintenance policy which will be beneficial for local agencies to implement before the new manual is complete.

Attached is a summary of changes in maintenance policies and procedures to be included in the new manual. These changes have been reviewed by the IACE Policy Committee and the IML Public Works Committee. These changes revise the current Administrative Policies Manual and are in addition to those contained in [Circular Letter #98-14](#). Revisions are listed in the order they appear in the current manual. All revisions replace the current section or are additions to that section unless otherwise noted. For those sections that have additional wording to the current policy, we've underlined the new wording. All revisions become effective immediately.

If you have any questions regarding the attached policy, please contact your district office or Teresa Price at (217) 785-1664.

Sincerely,

A handwritten signature in black ink that reads "Darrell Lewis".

Darrell W. Lewis, P.E.
Acting Engineer of Local Roads and Streets

TCP

Attachment

REVISED MFT POLICIES AND PROCEDURES FOR MAINTENANCE

CHAPTER 2 MOTOR FUEL TAX AND TOWNSHIP BRIDGE FUNDS

SECTION 2. USE OF MFT FUNDS

2. CONSTRUCTION AND MAINTENANCE ITEMS

a. Sidewalks.

Addition to Section 2-2-a:

Short gaps in existing sidewalk systems may also be filled in as part of a maintenance operation provided that there are no problems with sidewalk grades or cross slopes and the work can be done within existing right-of-way.

d. Construction and Maintenance of Salt Storage Facilities.

MFT funds may be used for the construction, reconstruction, maintenance or rental of structures for the storage of salt utilized for highway maintenance provided: (1) MFT funds are not used to purchase the property for construction, and (2) MFT funds are not urgently needed for other improvements.

f. Existing Street Lighting System.

Replace Section 2-2-f with the following:

Municipalities may use MFT funds for the maintenance and operation of existing lighting systems that are on municipal streets, county highways, or State highways. This includes the payment of rental charges for facilities owned by a utility. The lighting must be for street purposes and provide relatively uniform lighting levels on the section of street on which MFT funds are being used.

i. Storm Sewers

Addition to Section 2-2-i:

Storm sewers along streets and highways can be maintained with MFT funds. This includes such items as cleaning sewer lines, inlets, manholes, and catch basins; repairing and replacing inlet, manhole, and catch basin frames, grates, and lids; and repairing structural failures between adjacent manholes.

CHAPTER 8 MAINTENANCE

SECTION 2. MAINTENANCE INITIATION

2. MAINTENANCE ESTIMATE.

a. Municipalities.

Replace the first two paragraphs of section 2-2-a with the following:

A municipal estimate of maintenance cost (form BLR 8202) must be prepared for municipal day labor or contract maintenance. For each day labor operation, show the total labor cost and the individual cost of each material item and equipment usage. Each contract should be shown as a separate operation. Only the total estimated cost of each contract must be shown. Individual contract pay items do not need to be shown on the estimate. Form BLR 8202 will be revised to conform with this change in procedure. For the 2003 maintenance period use the existing form. The revised form shall be used in the future.

It is no longer necessary to list each location where the maintenance operations are to be performed in the estimate of maintenance costs. Therefore form BLR 8203 no longer needs to be submitted with the estimate of maintenance costs. It can still be used for inclusion in the bid proposal.

3. MAINTENANCE PROPOSALS.

c. Contract Proposals.

Replace the second paragraph with the following:

Except for traffic signal or lighting maintenance contracts, a maintenance contract must contain either a number of working days or a completion date no later than the end of the maintenance period. When working days are used, the allowable number of working days should typically not exceed the average number of working days remaining in the maintenance period. Approval of the Department is required when a maintenance contract must continue beyond the end of the maintenance period.

SECTION 3. MAINTENANCE OPERATIONS

1. MAINTENANCE OF CULVERTS.

Culverts may be replaced as a maintenance operation. All installations should be adequately sized to efficiently accommodate the runoff and provide adequate protection to the highway and abutting property. Proper documentation of this sizing should be retained for installation of culverts with a diameter greater than 36 inches or openings greater than 7 square feet. The local agency is responsible for completing environmental coordination, submitting a preliminary bridge and hydraulic report, and obtaining permits, when applicable. Consideration should be given to clear zone requirements and planned future improvements to the roadway, especially for larger sized culverts. Rather than including the replacement of large culverts in the general maintenance program, it is recommended that the replacements be done as individual projects, especially for those being replaced by contract.

The initial installation of entrance culverts is also allowed as a maintenance operation.

3. MAINTENANCE USING BITUMINIOUS MATERIALS

Bituminous patching may be used to fill potholes. Bituminous surface treatments may be applied on existing earth, aggregate, and bituminous surface treatments as a maintenance operation. The following conditions will apply:

- Scarifying and adding aggregate base material as necessary to replace existing aggregate bases is acceptable.
- Bituminous patching material may be placed to repair an existing base. This includes the placement of a bituminous road mix or plant mix at intermittent locations.
- The application of Bituminous Surface Treatment Class A-1, A-2, or A-3 is permitted.
- The use of bituminous materials shall be in accordance with standard specifications. If a particular bituminous material is desired, it must be specified in a special provision.
- The local agency may specify the type of aggregate for bituminous surface treatments for cover and seal coat aggregate and blotter aggregate. A special provision is required specifying the type of aggregate for which bids will be received. If a specific gradation is desired, the gradation must be specified in a special provision.
- The use of cutback asphalt will not be permitted between May 1 and September 30 except that MC-30, MC-70, SC-70, and RC-70 may be used as a prime coat.
- The work may be done by contract, with day labor forces, or spread and applied by a material supplier.

4. SLURRY SEAL FOR MAINTENANCE

- b. The work may be done by contract, with day labor forces, or spread and applied by a material supplier.

5. DUST PALLIATIVE

- b. The application of any approved dust palliative including salt, calcium chloride, or lignum sulfanate may be specified.

6. MAINTENANCE UTILIZING BITUMINOUS MAT SURFACES.

The following applies to the resurfacing of existing bituminous mat surfaces:

- (1) The milling of bituminous materials to any depth and replacing this material with a bituminous mat up to the same thickness can be classified as maintenance.
- (2) A reflective crack control system may be included.

c. Bituminous Mats on Existing Seal Coat Streets:

A bituminous mat up to a thickness of 2 inches may be placed on existing seal coat residential roads and streets functionally classified as local having an ADT of 400 or less with few trucks as a maintenance operation. The roads and streets should have an existing buildup of seal coat and show no evidence of base failure or rutting. The mat should be no wider than the existing surface treatment buildup to avoid the breakup of the pavement edges by traffic. Leveling binder should be used when necessary to establish a pavement crown and acceptable cross slope.

9. SNOW AND ICE CONTROL.

Add the following sentence:

MFT funds can be used for snowplowing and for snow and ice control materials.

OTHER MAINTENANCE OPERATIONS.

The following discussion provides additional or new guidance in Section 3 of Chapter 8, on existing allowable maintenance operations and allows other operations specified below to be classified as maintenance.

1. PAVEMENT PATCHING

Pavements may be patched and joints repaired as a maintenance operation.

2. MICRO-SURFACING AND HEATER SCARIFICATION.

1. Pavement Rehabilitation by Heat-Scarification-Overlay (HSO) or Single-Pass Asphalt Repaving

These two strategies for bituminous pavement maintenance are appropriate where existing pavements are beginning to indicate signs of distress that are not load related. Bituminous surfaces that are deteriorating due to age and weathering are potential candidates. If the pavement shows signs of serious base failure, it is not advisable to attempt this type of rehabilitation. This process utilizes approximately $\frac{3}{4}$ inch of the existing pavement and $\frac{3}{4}$ inch of new hot mix to produce a $1\frac{1}{2}$ -inch wearing surface. One distinct advantage of these methods is not as much curb height is lost compared to resurfacing with a $1\frac{1}{2}$ inch surface on top of the existing roadway. The HSEO/Single-Pass methods also help in eliminating rutting without the necessity of cold milling the roadway prior to resurfacing. These maintenance operations will not add any structural value to the existing pavement, but will serve to rejuvenate aging bituminous pavements.

2. Pavement Rehabilitation by Micro-Surfacing

Micro-Surfacing is an appropriate method of rejuvenating bituminous pavements that are showing signs of age deterioration. Micro-Surfacing is similar to slurry seal except that it

uses a polymer modified asphalt emulsion rather than a normal emulsion. The mixture is suitable for filling ruts in bituminous pavement prior to surface application or prior to conventional resurfacing. Micro-Surfacing serves to seal the existing bituminous mat and provide a new wearing surface with excellent skid resistance.

The process does not add any appreciable thickness to the pavement nor does it increase the structural coefficient of the pavement. This operation must be done by contract and work estimated to cost \$30,000 or more requires prequalification of bidders.

3. CURB AND GUTTER

Deteriorated curb and gutter can be replaced as necessary as a maintenance operation. Complete curb and gutter replacement cannot be classified as maintenance.

4. BRIDGES.

Routine bridge maintenance can be done as part of the general maintenance program. This includes such items as debris removal, minor scour repair, deck patching, and minor repairs. More extensive repairs, especially those requiring the review of the Bureau of Bridges and Structures, should be done as individual projects.

MFT funds may be used for the maintenance of movable bridges but cannot be used for the wages of the operator or the cost of energy in the operation of the bridges.

5. BICYCLE PATHS.

Municipalities may use MFT funds to maintain bicycle paths and bicycle parking facilities within the municipality.

6. MOTOR VEHICLE SAFETY INSPECTION LANES.

Municipalities may maintain motor safety inspection lanes with MFT funds when the lanes are of a permanent nature and in operation on a regular basis throughout the year.

7. OTHER OPERATIONS.

Other maintenance operations such as street sweeping, ditch cleaning, mowing and guardrail repair are eligible for the use of MFT funds.

SECTION 4. MAINTENANCE PERIOD

1. MAINTENANCE EXPENDITURES

Replace paragraph a. with the following:

All costs incurred as part of a maintenance contract will be charged to the year the contract was awarded even if it was necessary to extend the contract beyond the end of the maintenance period. An exception is for multi-year contracts for lighting and traffic signal maintenance. The costs for these operations apply to the year in which the cost was actually incurred.

SECTION 5. METHODS OF KEEPING RECORDS

4. MUNICIPAL MAINTENANCE

The following is a change in policy:

The maintenance expenditure statement should include lump sum costs for labor, equipment, and materials cost for each operation, final cost of each contract, and the maintenance engineering cost. It is no longer necessary to list individual material quantities, labor, or equipment usage. Form BLR 8501 will be revised to reflect this change; use the existing form in the interim.