



# Illinois Department of Transportation

## Memorandum

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To: Studies & Plans Squads PPM 10-06  
From: D. L. Bayler Revised: Tim Brandenburg  
Subject: Commitments  
Date: August 19, 1994 Revision Date: November 4, 2003

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### **PLAN PREPARATION MEMORANDUM 10-06**

#### **BACKGROUND AND PROCEDURE**

This memorandum supercedes Plan Preparation Memorandum 85.157P dated July 8, 1985; revised September 15, 1986 and supplements Chapter 63, Sections 63-1.02(a) & 63-4.03(e) of the BDE Manual and Departmental Policy 19, Follow-Through On Project Commitments, dated October 1, 2002 in ensuring commitments are incorporated into the final plans and agreements.

It is the District's responsibility to document commitments, assure that they are reflected in our plans, and honor them during construction. Following is our practice to make sure this happens:

1. Prior to the completion of the Project Report, records of commitments are kept in programming and/or in the section file. All commitments should contain the date on which the commitment was made.
2. When the Project Report is compiled, the commitments are consolidated into a list of "Design and Environmental Commitments" and included in the report.
3. When the Project Report is approved and circulated, one of the Project Engineers will prepare a "Design Commitment Memorandum" including all commitments from the report. This memorandum is to be circulated to the Squad leader, the Resident Engineer (via Squad Leader), Operations (two copies with location sketches), Project Implementation, the Section File and, if involved, Land Acquisition and Consultant Liaison.

4. Commitments can also originate outside Studies and Plans. When other Sections or Bureaus originate commitments, they shall inform Studies and Plans by memorandum. Their commitments will then be added to the latest list. If the Project Report has already been approved, the "Design Commitment Memorandum" will be updated and distributed. (No sketches required for updates to Operations)
5. When no commitments have been made during the development of the Project Report, the "Design and Environmental Commitments" section of the report and the "Design Commitment Memorandum" shall list "None."
6. The "Design Commitment Memorandum" notebook kept at the Project Engineers' area may be purged of individual memos after final inspection of the contract. The section file copy will remain for microfiching.
7. The Final List of Commitments shown on the "Design Commitment Memorandum" shall be included on the end of the General Notes plan sheets. This will ensure that the Contractor is aware of any commitments made with the contract. Also include a copy of the "Design Commitment Memorandum" in the Resident Engineer file.

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