



Chapter Fourteen

MAINTENANCE

BUREAU OF LOCAL ROADS AND STREETS MANUAL

Chapter Fourteen
MAINTENANCE - MFT

Table of Contents

<u>Section</u>	<u>Page</u>
14-1 MAINTENANCE OPERATIONS	14-1(1)
14-1.01 Maintenance Administration	14-1(1)
14-1.01(a) Publication of Notice of Letting.....	14-1(1)
14-1.01(b) Maintenance Engineering	14-1(1)
14-1.01(c) Maintenance Supervision.....	14-1(1)
14-1.02 Pavement Maintenance.....	14-1(2)
14-1.02(a) Pavement Patching.....	14-1(2)
14-1.02(b) Maintenance of Aggregate Surfaces.....	14-1(2)
14-1.02(c) Maintenance with Bituminous Materials.....	14-1(2)
14-1.02(d) Maintenance with Slurry Seals.....	14-1(3)
14-1.02(e) Micro-Surfacing and Heater Scarification	14-1(4)
14-1.02(f) Dust Palliative	14-1(4)
14-1.02(g) Maintenance with Bituminous Mat Surfaces	14-1(4)
14-1.03 Miscellaneous Maintenance	14-1(6)
14-1.03(a) Curb and Gutter	14-1(6)
14-1.03(b) Storm Sewers	14-1(6)
14-1.03(c) Maintenance of Culverts	14-1(6)
14-1.03(d) Bridges.....	14-1(6)
14-1.03(e) Sidewalks.....	14-1(7)
14-1.03(f) Existing Street Lighting System	14-1(7)
14-1.03(g) Traffic Control Devices.....	14-1(7)
14-1.03(h) Parking Facilities for Municipalities	14-1(7)
14-1.03(i) Tree Trimming and Removal	14-1(7)
14-1.03(j) Snow and Ice Control.....	14-1(8)
14-1.03(k) Bicycle Paths	14-1(8)
14-1.03(l) Motor Vehicle Safety Inspection Lanes.....	14-1(8)
14-1.03(m) Salt Storage Facilities	14-1(8)
14-1.03(n) Other Operations	14-1(9)
14-2 MAINTENANCE INITIATION	14-2(1)
14-2.01 Maintenance Period.....	14-2(1)
14-2.02 Maintenance Resolution	14-2(1)

Table of Contents

(Continued)

<u>Section</u>	<u>Page</u>
14-2.03 Section Designation.....	14-2(1)
14-2.04 Maintenance Estimate	14-2(2)
14-2.04(a) Municipalities	14-2(2)
14-2.04(b) Counties and Road Districts.....	14-2(2)
14-2.04(c) Non-MFT Items	14-2(3)
14-2.05 Methods of Performing Maintenance.....	14-2(3)
14-2.05(a) Day Labor Maintenance	14-2(3)
14-2.05(b) Contract Maintenance	14-2(3)
14-2.06 Bidding Proposals.....	14-2(3)
14-2.06(a) Material Proposals	14-2(4)
14-2.06(b) Contract Proposals	14-2(4)
14-2.06(c) Bidding Procedures.....	14-2(4)
14-3 RECORD KEEPING.....	14-3(1)
14-3.01 General.....	14-3(1)
14-3.01(a) Expenditures	14-3(1)
14-3.01(b) County Maintenance	14-3(1)
14-3.01(c) Road District Maintenance	14-3(1)
14-3.01(d) Municipal Maintenance	14-3(1)
14-3.02 Overruns.....	14-3(2)
14-3.02(a) Day Labor	14-3(2)
14-3.02(b) Contract Maintenance	14-3(2)
14-3.03 Material Inspection for Maintenance.....	14-3(2)
14-3.04 Maintenance Expenditure Statements.....	14-3(3)
14-4 ANNUAL MAINTENANCE INSPECTION (Counties and Road Districts).....	14-4(1)
14-4.01 Items of Inspection	14-4(1)
14-4.02 Notification.....	14-4(1)
14-4.03 Documentation	14-4(1)
14-4.04 MFT Projects	14-4(2)
14-4.05 Bridge Inspection.....	14-4(2)

Chapter Fourteen

MAINTENANCE - MFT

14-1 MAINTENANCE OPERATIONS

The *Illinois Highway Code* defines maintenance as “the performance of all things necessary to keep a highway in serviceable condition for vehicular traffic” (605 ILCS 5/2-214). There are several sections of the *Illinois Highway Code* that permit the use of MFT funds for maintenance of the local highway system.

The phrase “to keep a highway” refers to an existing highway. If proposed work is to qualify as a maintenance operation, it must not involve upgrading the geometrics or the design characteristics of the roadway. Maintenance may involve the repair or restoration of the existing cross section of an existing highway item, facility, or appurtenance, but may not involve the complete replacement, widening, or expansion of any of these elements. Only work properly classified as maintenance may be included in the maintenance program.

This Chapter discusses the yearly general maintenance program. For information on special maintenance, see Section 33-5.

14-1.01 Maintenance Administration

14-1.01(a) Publication of Notice of Letting

The cost to locally publish the notice of letting for maintenance work is an acceptable maintenance operation eligible for the use of MFT funds. When using MFT for advertising, it is included as part of maintenance engineering.

14-1.01(b) Maintenance Engineering

Engineering services required for a local agency to complete its maintenance is an acceptable maintenance operation. This includes both preliminary engineering and engineering inspection. These services are to be performed by the local agency’s staff under the direction of a licensed professional engineer or by securing the services of a licensed professional engineer. It is also permissible to include certain limited engineering services not directly related to a construction project (e.g., bridge inspections, traffic counts) as part of maintenance engineering. See Section 5.04 for more details.

14-1.01(c) Maintenance Supervision

Maintenance supervision is an eligible MFT maintenance operation. Maintenance supervision is defined as the services of one or more persons who act as foremen, have general charge of maintenance work, or provide technical assistance in preparing maintenance papers not

requiring a professional engineer. It may be considered as a separate operation or included in the various day labor maintenance operations. The cost of these services must be based on the hourly rate of the employees providing the services.

14-1.02 Pavement Maintenance

The maintenance responsibility of street and side road approaches that intersect State highways is defined in the IDOT Bureau of Operations *Maintenance Policy Manual*.

14-1.02(a) Pavement Patching

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

14-1.02(b) Maintenance of Aggregate Surfaces

Aggregate surface material may be placed as a maintenance operation provided the material placed is limited to a maximum loose thickness of 8 in (200 mm). Approved placement methods are based on the aggregate type and are as follows:

1. Aggregate Surface Course, Type A. The *IDOT Standard Specifications* require aggregates used for surface courses to be placed by means of a spreader and to be compacted with a roller. Tailgate spreading is an unacceptable method for the placement of Aggregate Surface Course, Type A.
2. Aggregate Surface Course, Type B. Tailgate spreading of Aggregate Surface Course, Type B, is permitted if a Special Provision allowing tailgate spreading is included in the bid proposal.

14-1.02(c) Maintenance with Bituminous Materials

Bituminous patching material 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 placement of hot mix asphalt (HMA) at intermittent locations.
- Bituminous materials must be placed in accordance with the *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 aggregates. 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 application of Bituminous Surface Treatment Class A-1, A-2, or A-3 is permitted.
- Due to environmental concerns, the general use of cutback asphalts will not be permitted between May 1 and September 30. However, the use of SC-70, MC-30, MC-70, and RC-70 in prime coat applications will be allowed.
- The work may be done by contract, with day labor forces, or spread and applied by a materials supplier.

14-1.02(d) Maintenance with Slurry Seals

Slurry seals applied in accordance with Special Provision, "Specification for Asphaltic Emulsion Slurry Seal and Fibrated Asphaltic Emulsion Slurry Seal," will be permitted as a surface treatment on streets or highways. Its use is limited to existing bituminous surfaces and surface treatments on sound, non-rigid bases, and is subject to the following conditions:

- The existing pavement shows no sign of extensive structural failure.
- The work may be done by contract, with day labor forces, or spread and applied by a materials supplier.
- When a slurry seal project containing more than 100,000 yd² (84,000 m²) of slurry seal involves cul-de-sacs or other inaccessible areas, the local agency may omit the requirements of "Mixing Machine for Large Jobs."

The following are recommended uses for the types of slurry seal:

1. Type II. Use this slurry seal mixture where it is desirable to fill surface voids, correct surface conditions, and provide sealing and a minimum wearing surface. A typical example of this type of slurry surface is on medium-textured surfaces that require a small size of aggregate to fill in the cracks and provide a minimum wearing surface.
2. Type III. Use this slurry mixture to provide crown correction and a moderate wearing surface. A typical example of this type of slurry surface is the first and/or second course of a two-course slurry treatment on a flexible base, stabilized base, or soil cement. Another example of this type of slurry surface is on highly textured surfaces requiring a larger size of aggregate to fill in the voids and provide a moderate wearing surface.
3. Type IV. Use this slurry seal mixture over distressed surfaces, ordinary flexible bases, or stabilized bases to provide the maximum thickness and texture that can be achieved with slurry seal.

14-1.02(e) Micro-Surfacing and Heater Scarification

The following pavement rehabilitation methods may be used:

1. Pavement Rehabilitation by Heat-Scarify-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 uses approximately $\frac{3}{4}$ in (20 mm) of the existing pavement and a HMA surface mix between $\frac{3}{4}$ in (20 mm) and $1\frac{1}{4}$ in (30 mm) to produce a $1\frac{1}{2}$ in to 2 in (40 mm to 50 mm) wearing surface. One distinct advantage of these methods is that not as much curb height is lost compared to resurfacing with a $1\frac{1}{2}$ in (40 mm) surface on top of the existing roadway. The HSO/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. Prequalification of bidders is required for work that is estimated to cost \$50,000 or more.

14-1.02(f) Dust Palliative

Dust palliatives may be specified on an aggregate surface as a maintenance operation. Any liquid asphalt, road oil, or emulsified asphalt used for prime coats may be specified. The application of any approved dust palliative including salt, calcium chloride, or lignum sulfanate may be specified.

14-1.02(g) Maintenance with Bituminous Mat Surfaces

The Superpave design method indicates that the ratio of lift thickness to nominal maximum aggregate size (NMAS) should be at least 3:1. Specifying lift thicknesses to achieve the desired 3:1 ratio for all HMA applications will improve constructability and make it easier to achieve density, thereby, reducing permeability. Ensuring consistent, adequate density in all layers will reduce potential oxidation, moisture, and rutting problems. The combination of adequate

density and thickness will delay the onset of many distresses, reduce maintenance needs, and extend the service life of HMA pavements.

Resurfacing can be done as part of maintenance under the following conditions:

- The existing pavement should not show evidence of extensive structural failure.
- Except for intermittent resurfacing, the work is completed by contract or by day labor forces.
- Prequalification of bidders is required for work done by contract and is estimated to cost \$50,000 or more.
- A reflective crack control system may be included.
- Where the existing road has turf shoulders, it will be permissible to provide an aggregate wedge at the edge of pavement to alleviate the drop-off effect caused by the resurfacing.

When using HMA surfaces, consider the following:

1. Resurfacing Existing Bituminous Mat Surfaces. HMA surfaces between $\frac{3}{4}$ in and $1\frac{1}{2}$ in (20 mm and 40 mm) in thickness plus material including leveling binder needed to fill depressions and to correct crown deficiencies, may be placed on existing bituminous surfaces, with adequate bases, as a general maintenance operation. The milling of bituminous materials to any depth and replacing this material with HMA up to the same thickness can be classified as maintenance. Greater thicknesses should be classified as construction or special maintenance.
2. HMA on Existing Brick or Concrete Pavements. HMA surface course between 1 in and $1\frac{1}{2}$ in (25 mm and 40 mm) thick plus material needed to fill depressions and to correct crown deficiencies, may be placed on existing concrete or brick pavements as a maintenance operation.
3. HMA on Existing Seal Coat Streets. An HMA surface course up to a thickness of 2 in (50 mm) may be placed on existing seal coat residential roads and streets functionally classified as local and 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. Use leveling binder where necessary to establish a pavement crown and acceptable cross slope.
4. Intermittent Resurfacing. Intermittent resurfacing may be done with a material proposal when the following conditions are met:

This section is under development. A procedure memorandum will be issued once finished.

14-1.03 Miscellaneous Maintenance

14-1.03(a) 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.

14-1.03(b) Storm Sewers

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. For counties and road districts, this is an eligible expense when included as part of a highway improvement project.

14-1.03(c) 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 in (900 mm) or openings greater than 7 ft² (0.65 m²). The local agency is responsible for completing environmental coordination, submitting a preliminary bridge and hydraulic report, and obtaining permits, when applicable. Give consideration 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 these replacements be done as individual projects, especially for those being replaced by contract.

The initial installation of entrance culverts and the cleaning of existing culverts are also allowed as a maintenance operation.

14-1.03(d) Bridges

Routine bridge maintenance can be done as part of the general maintenance program. This includes such items as bridge inspection expenses, 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 bridges.

14-1.03(e) Sidewalks

Road districts and counties can use MFT funds to maintain or repair existing sidewalks.

Municipalities may maintain and repair existing sidewalks with MFT funds (605 ILCS 5/7-202.15). Short gaps on existing sidewalk systems may also be filled in as part of a maintenance operation provided there are no problems with sidewalk grades or cross slopes and the work can be done within the existing right-of-way.

14-1.03(f) Existing Street Lighting System

Municipalities may use MFT funds for the maintenance and operation of existing lighting systems that meet the following conditions:

- the street lighting is on an improved municipal street, county highway, or State highway; and
- the system is in satisfactory condition.

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.

14-1.03(g) Traffic Control Devices

MFT funds may be used for the maintenance and operation of warranted traffic control devices. These traffic control devices may include, but are not limited to, traffic signals, beacons, signs, and pavement markings. All traffic control devices can only be installed where the *ILMUTCD* warrants have been met and where the devices are maintained in accordance with the provisions of the *ILMUTCD*.

14-1.03(h) Parking Facilities for Municipalities

MFT funds may be used for the maintenance of parking facilities provided MFT funds were used in their construction. Any revenue obtained from the use of these facilities must be used for maintenance before MFT funds can be used.

14-1.03(i) Tree Trimming and Removal

In general, it is not permissible to use MFT funds to pay for the cost of tree trimming or tree removal as a maintenance operation except for the following:

- the trimming of limbs or the removal of dead trees that are in imminent danger of falling, thereby endangering vehicular traffic;

BUREAU OF LOCAL ROADS & STREETS

14-1(8)

MAINTENANCE - MFT

Jun 2006

- the removal of limbs or trees that have fallen onto streets or roads;
- the trimming or removal of trees that obscure traffic signals, street lights, or traffic signs;
or
- the trimming or removal of trees to eliminate highway safety hazards.

A citywide tree removal project, involving the removal of dead trees on a wholesale basis, may not be paid with the MFT funds.

14-1.03(j) Snow and Ice Control

MFT funds can be used for snowplowing and for snow and ice control materials. Establishment of material purchase prices will be permitted for the entire winter season, even if this extends over two maintenance periods. The following conditions apply:

- The purchase is charged to the maintenance period in which the purchase took place.
- The operation must be shown in the maintenance program for each maintenance period.

Using this procedure will, in most cases, result in material purchases reported on the maintenance expenditure statement as being paid at two different unit prices.

14-1.03(k) Bicycle Paths

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

Counties over 500,000 population may use MFT funds to maintain bicycle path and signs/markings. Townships may only use MFT funds to maintain signs and markings on bicycle paths.

14-1.03(l) 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.

14-1.03(m) Salt Storage Facilities

See Section 4-3.03(b) Item 8.

14-1.03(n) Other Operations

Other maintenance operations (e.g., street sweeping, ditch cleaning, mowing, guardrail repair) are eligible for the use of MFT funds.

BUREAU OF LOCAL ROADS & STREETS
MAINTENANCE - MFT

| 14-1(10)

Jun 2006

14-2 MAINTENANCE INITIATION

14-2.01 Maintenance Period

IDOT has designated 12 months as the accounting period for local agency MFT maintenance programs. This period is normally the calendar year. However, the local agency may use a different fiscal year with IDOT approval.

14-2.02 Maintenance Resolution

A maintenance resolution is required for a county or municipality to appropriate MFT funds to be used for maintenance operations contemplated during the 12-month period. Forms BLR 14220 (County Maintenance) and BLR 14230 (Municipal Maintenance) are provided for maintenance resolutions. The appropriation for all general maintenance work for the maintenance period may be included in one maintenance resolution, but should cover expenditure of funds for that period only. Submit the resolution to the district for approval prior to the expenditure of MFT funds for the maintenance period covered by the resolution. Should the actual cost of maintenance exceed the total amount of MFT funds appropriated, the local agency must adopt a supplement resolution appropriating the additional funds.

Maintenance appropriations may not exceed the sum of a local agency's current unobligated balance plus estimated MFT allotments for the remainder of the maintenance year. A local agency may not commit MFT allotments for any succeeding year to be used for payment of bills incurred during the current maintenance year. If a proposed maintenance program exceeds the amount of MFT funds estimated to be available, the source of the additional funds to be provided should be shown.

Road districts do not pass resolutions; therefore, an Estimate of Maintenance Cost (Form BLR 14221) is signed by the county engineer and township highway commissioner for each road district. This is considered to be the appropriation of MFT funds for township general maintenance.

A separate MFT appropriation resolution will not be required, provided that the local agency budget ordinance contains the necessary information required by law and identifies that MFT funds are to be used.

14-2.03 Section Designation

For general guidance on MFT section numbers, see Section 2-4.

Use the following procedure to assign section numbers for general maintenance programs:

1. Year. Use the last two digits of the calendar year or fiscal year of the program.

BUREAU OF LOCAL ROADS & STREETS

14-2(2)

MAINTENANCE - MFT

Jan 2006

2. Agency Sequence. For counties and municipalities, use 00000. For road districts, the first two digits would be the road district code number followed by three zeros.
3. Subsection. All day labor maintenance work may be included under one subsection, usually 00. Each maintenance contract for the same maintenance period must be identified with a separate subsection. The appropriations for all work may be included in one resolution under one section number usually subsection 00.
4. Section Type. GM section type designations will be used for the annual maintenance program.

14-2.04 Maintenance Estimate

A maintenance estimate must include all operations to be funded with MFT funds. If other operations are added during the maintenance period, a revised estimate is required. All estimates of maintenance costs must be submitted to the district for approval. MFT funds will not be authorized until an estimate of maintenance costs has been submitted. The amount of MFT funds expended on items covered in the estimate is limited to the amount of MFT funds appropriated in the maintenance resolution.

The estimated cost of engineering services to be paid in connection with a local agency's MFT maintenance program must be set forth separately on the estimate of maintenance costs as "Maintenance Engineering." MFT funds will be authorized as "Maintenance Engineering" and separate accounting of these funds will be required.

14-2.04(a) Municipalities

Use Form BLR 14231 to prepare a municipal estimate of maintenance cost for both day labor and contract maintenance operations. For each day labor operation, estimate the cost of labor and individual material and equipment usage costs along with the total estimated cost of each operation. Each maintenance contract should be indicated as a separate operation listing the type of work in each contract and the total cost of the contract. List maintenance engineering as a separate item on the estimate. The fees paid for maintenance engineering should not exceed the schedule of maximum fees for municipal "Maintenance Engineering to be performed by Consulting Engineers" (Form BLR 05520). The cost for service (e.g., bridge inspections, materials testing) would be in addition to the normal maintenance engineering fees.

The maintenance estimate must be signed by an elected or appointed municipal official.

14-2.04(b) Counties and Road Districts

Use Form BLR 14221 to prepare an estimate of maintenance cost for county or township day labor or contract. For day labor, show the total labor and equipment costs, and list all materials individually for each operation. For contract, list the total cost of all contracts.

The estimate of maintenance cost (Form BLR 14221) is signed by the county engineer for county maintenance and both the county engineer and the highway commissioner for road district maintenance. The signature of the highway commissioner on the maintenance estimate is considered to be approval to use MFT funds for the maintenance.

14-2.04(c) Non-MFT Items

The local agency may include maintenance work not funded with MFT funds in their maintenance program; however, it should be identified as non-MFT on the maintenance estimate.

14-2.05 Methods of Performing Maintenance**14-2.05(a) Day Labor Maintenance**

Maintenance work that is performed by local agency employees using publicly owned equipment is classified as day labor maintenance. When an agency elects to do maintenance work by day labor, sufficient publicly owned equipment and personnel must be available to do the work. The agency should also demonstrate, by past performance, that the work to be done by day labor will be satisfactory and cost effective. If these provisions cannot be met, day labor maintenance will not be permitted. See Section 12-1 for information for obtaining approval to perform work using day labor. Furnishing and spreading materials on the road by a material supplier without specialized equipment may also be considered day labor maintenance.

A material proposal or request for quotations is used for the taking of bids for materials necessary to perform day labor maintenance operations.

14-2.05(b) Contract Maintenance

Maintenance work will require a maintenance contract if the bidder is requested to do more than furnish the material, spread it on the road or street, roll aggregates, or do a small amount of base repair.

Maintenance work requiring the bidder to provide specialized equipment and personnel to manipulate materials into a finished product must be done by contract. This includes the placement of bituminous plant mixture, except for intermittent resurfacing.

14-2.06 Bidding Proposals

Proposals for material purchases and for contract maintenance need to be prepared in the same manner as for construction projects. Form BLR 14232 is available for use to list locations and type of work when appropriate.

BUREAU OF LOCAL ROADS & STREETS
MAINTENANCE - MFT

14-2(4)

Jan 2006

Prequalification of bidders is optional for maintenance contracts and material proposals except for bituminous resurfacing contracts greater than \$50,000 for which prequalification is required. If prequalification is required, it must be indicated in the letting advertisement.

14-2.06(a) Material Proposals

The contents of a material proposal for maintenance are the same as for day labor construction with one exception. Include a Special Provision in the material proposal specifying that all materials must be furnished and spread by a designated termination date no later than the end of the maintenance period. Material proposals for the purchase of salt or other ice control measures may be for an entire winter period even if it extends over two maintenance periods. When appropriate, the local agencies may solicit quotes from material suppliers rather than taking formal bids. See Section 12-1.01 for more information.

14-2.06(b) Contract Proposals

The scope of a maintenance contract should be identified so that the work can typically be completed by the end of the maintenance period. It is imperative that a contract be awarded at an early date to allow this work to be completed by the end of the maintenance period.

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 IDOT is required when a maintenance contract must continue beyond the end of the maintenance period.

It is permissible to award contracts for lighting and traffic signals for a period not exceeding 3 years. This is allowed because it is not always feasible for a contractor to increase the work force to provide the necessary services for a short period. A separate subsection is set up for each contract for the first year of the contract; see Section 14-2.03. The cost for the remaining years of the contract may be included in the same subsection as the day labor maintenance work (usually a 00 subsection) each year.

14-2.06(c) Bidding Procedures

The requirements for bidding and for advertising to receive bids are the same as for construction and can be found in Section 12-1.

14-3 RECORD KEEPING**14-3.01 General****14-3.01(a) Expenditures**

The expenditure of MFT funds for maintenance may not exceed the approved appropriation resolutions. Funds may not be expended for the performances of maintenance operations not covered in the approved estimate, see Sections 14-2.02 and 14-2.04.

MFT funds authorized for expenditure for a maintenance period must be accounted for in that period. Outstanding bills not paid by the end of the maintenance period will still be charged to the maintenance period in which the bills were incurred. All costs incurred as part of a maintenance contract will be charged to the year the contract that 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 they actually occur.

14-3.01(b) County Maintenance

Maintenance operations may be performed by counties either countywide or on a section basis or patrol basis. Resolutions appropriating MFT funds for the work may be lump sum, covering all sections or patrols, or may be in separate amounts with a separate appropriation for each section or patrol. Likewise, authorization for the expenditure of MFT funds for the work will be in one amount if the appropriation is a blanket one or in separate amounts if an appropriation is made for each section or patrol. Actual cost records must be kept accordingly (i.e., whichever way it is set up).

14-3.01(c) Road District Maintenance

Maintenance operations on township and road district roads may be performed either on a district-wide, section basis, or patrol basis. Authorization for the expenditure of MFT funds for this work may be lump sum or for each section and/or patrol, as requested by the county engineer.

14-3.01(d) Municipal Maintenance

Resolutions that appropriate MFT funds for municipal maintenance work and authorization of the expenditure of MFT funds may be lump sum for all streets to be maintained. Cost records, however, should be kept by maintenance operation as established on the estimate.

14-3.02 Overruns

14-3.02(a) Day Labor

For day labor operations, the following will apply when costs exceed the original estimate:

1. The cost of a maintenance operation or material group can be increased to \$10,000 without IDOT approval. IDOT approval is also not required if the overruns are less than 10%.
2. Overruns for any maintenance operation or material group that are in excess of 10% and exceed \$10,000 will require a written request for approval to IDOT justifying the increase. IDOT's approval of this request should be documented in the district's file.
3. Additional maintenance operations not included on the approved maintenance estimate will require the submission of a revised maintenance estimate, regardless of cost.

14-3.02(b) Contract Maintenance

For contract maintenance operations, prepare a Request for Approval of Change in Plans (Form BLR 13210) when required by the criteria presented in Section 13-2.03.

14-3.03 Material Inspection for Maintenance

Material inspection for maintenance consists of the following steps:

1. Inspection of Materials. Conduct physical testing or visual inspection of the materials to ensure compliance with the *IDOT Standard Specifications* in accordance with the *Project Procedures Guide*.
2. Evidence of Materials Inspection. Ensure there is proof that the required material sampling and testing has been performed in accordance with the *Project Procedures Guide*.
3. Documentation of Inspection. Document the fact that the materials received on the job site were accompanied by adequate evidence of material inspection as described in Step 2 and include the documentation as part of the project files.
4. Input of Quantities. The district may input material quantities into the MISTIC system for record keeping.

Steps 1 through 3 are the responsibility of the local agency. Material inspection will be the joint responsibility of the local agency and IDOT. The local agency will maintain the documentation of inspection for a minimum of 3 years after the completion of the contract for a possible review.

14-3.04 Maintenance Expenditure Statements

After the end of the maintenance period, submit the Maintenance Expenditure Statement (Form BLR 14310 for municipalities or Form BLR 14320 for counties and road districts) to IDOT within 3 months after the end of the maintenance period. After this time, all outstanding bills should have been paid. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted.

The maintenance expenditure statement should include lump sum costs for labor, equipment, and material costs for all day labor operations, contract costs, and maintenance engineering costs.

After the receipt of a local agency's maintenance expenditure statement, IDOT will ensure that adequate MFT funds have been appropriated and authorized and will credit any funds not expended to the local agency's unobligated balance.

IDOT's audit of MFT funds will determine that all maintenance expenditures were made in accordance with approved estimates of maintenance costs, approved contracts and award of materials, and the equipment rate schedule; see Chapter 15.

Whenever IDOT determines that MFT funds have been used to pay for maintenance work that is not approved or otherwise has been improperly expended, the local agency will be given an opportunity to document the acceptability of the unapproved items or improper expenditure. If it is determined that the expenditure is not proper, the local agency will be required to refund the expenditure to the MFT accounts.

14-4 ANNUAL MAINTENANCE INSPECTION (COUNTIES AND ROAD DISTRICTS)

IDOT is required to ensure that certain roads constructed with Federal and MFT funds are maintained properly at an acceptable level.

14-4.01 Items of Inspection

The district will conduct maintenance inspections that include the following:

- name of county or county and road district;
- section number;
- date of inspection;
- surface type;
- condition of surface, shoulders, ditches, structures, traffic control, and guardrail;
- type of maintenance being performed during the year:
- routine (e.g., mowing, patching);
- extraordinary (e.g., placement or removal of large amounts of materials, seal coats); and
- recommended maintenance work to bring the section up to a serviceable condition for vehicular traffic.

14-4.02 Notification

The district will inform the county engineer of all needed maintenance corrections noted during the inspection. If a maintenance correction is essential to provide for safe operation of vehicular traffic, the district will advise the local agency immediately.

Sections 605 ILCS 5/3-104 and 605 ILCS 5/3-104.1 state that if at any time IDOT finds that a highway or street constructed with Federal funds is not being properly maintained, IDOT shall notify the proper authority. After the authority has been notified, they must correct the deficiency within 90 days. These *Statutes* do not apply to non-highway projects such as those funded under the enhancement program (e.g., bike paths, building rehabilitation, and landscaping).

14-4.03 Documentation

Annual reports on Federal-aid road projects can be replaced by documenting maintenance problems on a case-by-case basis. One method used by some field engineers is to monitor completed Federal-aid projects during official highway travel throughout the year. When a maintenance problem is detected, it should be brought to the attention of the local official and

BUREAU OF LOCAL ROADS & STREETS

14-4(2)

MAINTENANCE - MFT

Jan 2006

documented. The road should then be inspected again to record compliance within the 90-day statutory limit.

Whether by annual report or on a case-by-case basis, adequate documentation must be maintained. This documentation should be kept on file at the district for the design life of the project, typically 15 years. The shorter design life of LAPP projects (minimum service life of 8 years) would reduce the amount of time documentation would have to be retained.

If space is limited, records may be microfilmed. Records may be disposed of at the end of the project design life.

14-4.04 MFT Projects

Sections 605 ILCS 5/5-702 and 5/6-701.2 require that IDOT withhold MFT funds from individual counties, townships, and road districts when proper maintenance is not being performed on MFT funded construction projects.

The districts should review the quality of maintenance of MFT construction projects on county, township, and road district roads through their design life of 15 to 20 years. The method of accomplishment will be left to the districts. The districts should work closely with the county engineers to determine if township and road district roads are maintained in a manner satisfactory to IDOT. However, all county, township, and road district projects should be observed at least once every 5 years. Efforts should be documented when problems are found, and again when they have been corrected.

14-4.05 Bridge Inspection

In accordance with the *National Bridge Inspection Standards*, local agencies are required to provide periodic inspections of bridges and report their findings to IDOT; see Section 6-3.