Memorandum

To: DISTRICT DIRECTORS
   DEPUTY DISTRICT DIRECTORS
   Environmental Analysis, Design, Project Management, Construction
   DIVISION CHIEFS
   Engineering Services, Design, Project Management, Construction

From: GARY R. MILLERS
      Chief
      Division of Environmental Analysis

Date: June 21, 2004

Subject: Environmental Certification


The Environmental Certification was developed to ensure environmental commitments are properly incorporated into PS&E, construction contracts, and activities on the ground. The Certification is intended to assist the Department in meeting project specific environmental commitments made in project environmental documents, agency consultations, and permit negotiations.

By signing the Environmental Certification form the Environmental Office Chief:

- Certifies that all environmental commitments that belong in the project PS&E are included;
- Certifies that all actions in the PS&E are covered in the approved environmental documentation and that the documentation remains valid for the project as defined by the PS&E;
- Identifies the environmental document type and date plus the outcome of any necessary environmental re-evaluation;
- Lists environmental permits and agreements for the project;
- Identifies whether environmental construction windows are necessary for the project.

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Environmental Certification will be implemented simultaneously with implementation of the new RTL Guide and RTL Certification. The Environmental Certification Form must be signed before RTL Certification can be completed.

To assist districts in reviewing PS&E packages for Environmental Certification, a review checklist has been developed for your use (attached). The checklist is designed to remind planners of typical items in the PS&E that need to be reviewed against environmental commitments from the environmental document, agency consultations, permits, or other agreements.

If you have any questions about Environmental Certification, the PS&E Review checklist, or their use, please contact me, or call Cindy Adams at (916) 653-5157.

Attachments

c: DEA Office Chiefs
    DEA Coordinators
    Environmental Program Supervisors and Seniors Statewide
    District Office Engineers
Memorandum

To: DISTRICT DIRECTORS
   DEPUTY DISTRICT DIRECTORS
   Project Management, Design, Construction, Right of Way,
   Maintenance and Operations, Environmental Analysis,
   Local Assistance
   DIVISION CHIEFS
   Engineering Services, Transportation Planning, Administration,
   Accounting, Budgets, Design, Construction, Right of Way,
   Maintenance and Operations, Environmental Analysis, Local Assistance

From: JOHN C. McMillan
   Deputy Division Chief
   Division of Engineering Services - Office Engineer

Date: May 3, 2004

Subject: Distribution and Implementation of Ready To List and Construction Contract Award Guide
         (RTL Guide)

The first edition of the Division of Engineering Services - Office Engineer’s RTL Guide is ready
for use. The RTL Guide defines state, federal and policy requirements for Plans, Specification
and Estimate (PS&E) preparation, and Construction Contract Advertisement and Award. Districts and
Divisions should distribute this document to staff responsible for production of PS&E, project funding
and preparation of contract documents. Phased implementation will begin May 10, 2004. After full
implementation, the RTL Guide will supersede the PS&E Guide.

Phase implementation will be as follows:

May 10, 2004 References used for preparation of PS&E will switch from the PS&E
Guide to the RTL Guide.

July 1, 2004 Districts to begin submitting projects to DES-OE using the new Cover
memorandum and RTL Certification process.

October 1, 2004 Districts will submit all projects to DES-OE in accordance with the RTL
Guide.

Due to budgetary constraints, the RTL Guide will be published in electronic format only.
(http://www.dot.ca.gov/hq/esc/oe/specifications/rtl_guide) Districts and Divisions are responsible
for reproducing and distributing their own hard copies.

DES-OE will provide training and assistance on RTL Guide requirements upon request. Please
contact Brian Lee at (916) 227-6270 or by e-mail.

cc: District Office Engineers
    Fardad Falakfarsa, Chief, Office of Federal Resources
    DES Executive Management

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