State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: DISTRICT DIRECTORS
PROJECT DELIVERY DIVISION CHIEFS
DISTRICT OFFICE ENGINEERS

Date: August 11, 2006

From: RICHARD D. LAND
Chief Engineer

Subject: Preparing Pending Projects for Advertisement

In an effort to improve efficiency and eliminate rework, the Department has developed various tools and policies in regards to shelved projects. In the past, projects that have achieved Ready to List (RTL) and not made progress toward advertisement for over three months have been returned to the District. The Division of Engineering Services – Office Engineer will now hold shelved projects that have achieved the RTL milestone for up to 12 months while awaiting funding. In anticipation of this revised policy, projects should be developed with a 12-month shelf life. All permits and easements should be acquired for the anticipated length of construction plus 12 months.

When funding becomes available, the following items will be required to prepare for advertising:

1. District will submit a new RTL Certification indicating that all constraints are clear and that all permits and easements are valid through the construction period.
2. Right of Way will issue a new Right of Way Certification, if needed.
3. District will submit a redlined Basic Engineering Estimating System (BEES) printout showing updated unit prices (no other changes to the Plans, Specifications, or Estimate will be allowed).
4. District will provide an updated Environmental Certification, if needed.
5. District will provide an updated Funding Package.

If the above requirements are met, the project will retain its RTL status. Any other changes to the project will delay the project processing, the fund vote, and project advertisement. The project team is encouraged to perform minimal review of the project site to ensure that plans reflect current site conditions.