State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

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

Date: June 21, 2004

From: GARY R. WINTERS
Chief
Division of Environmental Analysis

Subject: Environmental Certification

On May 3, 2004, John McMillan, Division of Engineering Services sent out the new Office Engineer's RTL Guide which defines state, federal and policy requirements for PS&E and Construction Contract Advertisement and Award. The new guidelines' RTL Certification Form now requires an Environmental Certification (memo and forms attached).

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.

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

State of California

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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

Date: May 3, 2004

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

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