State of California

Business Transportation and Housing Agency

Memorandum

To: DEPUTY DIRECTORS
DISTRICT DIRECTORS
DIVISION CHIEFS

Date: December 13, 2001

File: 607

From: **DEPARTMENT OF TRANSPORTATION**
DIVISION OF DESIGN – MS 28

Subject: Designated Disposal, Staging, and Borrow Sites

This memo describes a new tool available to the Districts for use at their discretion. The California Department of Transportation (Department) and the Federal Highway Administration (FHWA) have determined that, on those construction projects which cannot accommodate the disposal, staging, or borrow (DSB) material needs of the project, the District now has the option to identify and clear designated sites, making them available for the contractor's use. Even when the District chooses to make use of this tool, the contractor will continue to have the flexibility to use alternative sites, upon approval of a DSB site submittal, as outlined in this memo.

Department construction projects often require contractors to make use of off-site lands and facilities for the disposal of excess materials, the acquisition of necessary borrow materials, and to stage equipment, store supplies, and to house their offices. Current contract documents generally require the contractor to show that these sites comply with all local, state and federal environmental and permitted use regulations. However, recent history has shown that in some geographic locations there have been issues regarding final compliance responsibility. To resolve these issues and to foster better interagency cooperation, the option of designating DSB sites has been made available. Some Districts may choose to employ this tool on all or a majority of projects, some may choose to use it sparingly, others may determine that it does not provide an advantage and choose not to use it at all.

This memorandum provides additional guidance to Index 111.1 of the Highway Design Manual (HDM) until superceded by an update to the HDM and Project Development Procedures Manual (PDPM), or by a subsequent Design Memorandum. Until Headquarters Division of Engineering Services - Office Engineer (ES-OE) issues new Standard Specifications on this issue, the District Office Engineer should work closely with ES-OE to ensure that the appropriate Special Provisions are developed for jobs containing designated DSB sites and that they are approved by ES-OE. Early communication with ES-OE on projects involving designated DSB sites is encouraged.

The need for identifying and clearing a designated DSB will generally be made on a case by case basis, considering historical and geographical issues and practices, project design requirements, environmental concerns, economic factors, and other aspects specific to projects and their locale. During project development, the Project Engineer will investigate the existence of sites readily available for use by the contractor. This investigation should include, but not be limited to, commercial dumpsites, recycling plants, private property and other local sites. If it is determined that one or more DSB sites will be designated, the District will evaluate the proposed sites during the environmental review process, and if necessary, include them in the environmental compliance documentation. To ensure their availability to the contractor, right of way agreements should be obtained for private sites selected as designated DSB sites. The District may choose to maintain an inventory of cleared sites for designation.

Any necessary permits for DSB sites selected as a result of this process will be included among those obtained during PS&E development. Information or documents regarding arrangements made by the Department to ensure the availability of designated sites will be made available to prospective bidders or contractors in a Materials Information handout as provided in Index 111.3 of the Highway Design Manual and Section 1.02 of the Standard Specifications.

Contractor use of designated sites is not mandatory unless otherwise stated in the special provisions. If the contractor chooses alternate sites which they feel would save time or money, a DSB site submittal must be made by the contractor and approved by the Department.

Attached to this memorandum are: 1) a summary of the minimum items expected in a DSB submittal for Department site designation, 2) a summary of the minimum items expected in a DSB submittal from a contractor for use of an alternate site, and 3) decision tree to assist in the understanding of the DSB submittal process.

KARLA SUTLIFF
Chief
Division of Design

Attachments

FOR CALTRANS DESIGNATED SITES

CALTRANS WILL:

- Provide a general site plan, including site limits and access roads
- Obtain temporary property owner agreements as necessary to "reserve" property
- Prepare CEQA/NEPA environmental documentation as needed
- Verify the existence of or obtain the necessary permits, licenses, and agreements to satisfy regulatory agencies and ensure site availability
- Review and approve contractor's submittal

THE CONTRACTOR WILL:

- Determine final grading plan in conformance with Standard Specifications
- Provide release of liability
- Provide final property owner agreements
- Submit Water Pollution Control Plan

FOR ALTERNATIVE SITES (OUTSIDE THE ROW) SELECTED BY THE CONTRACTOR

CALTRANS WILL:

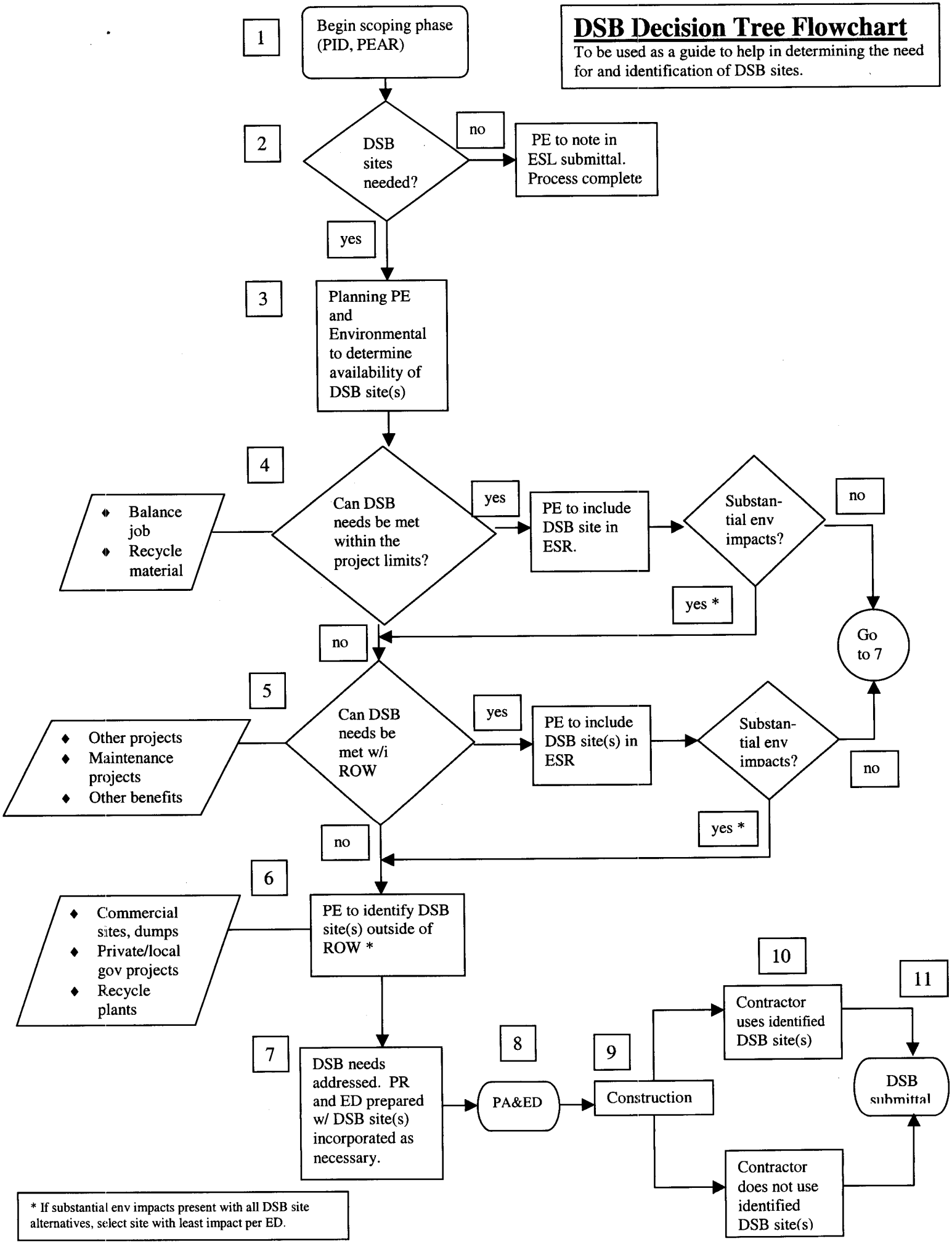
- Review and approve contractor's submittal

THE CONTRACTOR WILL:

- Provide a site plan, including site limits and access roads
- Obtain property owner agreements
- Provide release of liability
- Provide final property owner agreements
- Provide environmental documentation prepared by appropriately qualified environmental specialists
- Obtain or update all necessary permits, licenses, and agreements
- Determine final grading plan in conformance with Standard Specifications
- Submit Water Pollution Control Plan

DSB Decision Tree Flowchart

To be used as a guide to help in determining the need for and identification of DSB sites.



* If substantial env impacts present with all DSB site alternatives, select site with least impact per ED.