GENERAL INSTRUCTIONS

This form is to be used for all exceptions to the Separate Contract Policy for Highway Planting. It is to be an attachment to the Project Report for the Roadway Project. Approval is to be obtained prior to approval of the Project Report.

Dist-Co-Rte-KP (PM)
Source Unit-EA

Fact Sheet
Exception to Separate Contract Policy for Highway Planting

Submitted by _____ _____
District Landscape Architect Date

Recommended For Approval _____ _____
District Coordinator Date
Office of State Landscape Architecture

Approved by _____ _____
Chief Date
Office of State Landscape Architecture

Dist-Co-Rte-KP (PM)
Source Unit-EA

1. PROPOSED PROJECT

A. Project Description:
Briefly describe the project; what is the proposal, both roadway and roadside? Note the type of project and/or major elements of work to be done, such as roadway widening, rehabilitation, reconstruction, full replacement planting, maintain existing plants, etc. What is the length of the proposed plant establishment period?

B. Existing Conditions:
How will this project impact existing conditions? Briefly describe the existing roadside conditions. What is the condition of the existing planting and irrigation system? How will the existing roadside be impacted by the proposed project?

C. Project Cost:
Include a summary estimate of project cost segregated by major elements, including: roadway, structures, right of way, utility relocation, environmental mitigation, highway planting, irrigation system, plant establishment, maintain existing plants, maintain existing irrigation system, etc., as needed.

2. REASON FOR REQUESTING AN EXCEPTION

Briefly describe the reasons why this project can not accommodate segregation. Describe any benefit to the State by combining the highway planting or mitigation work with the roadway contract (i.e., life cycle cost savings, functionality, etc.). Will the planting be adequately established within the period proposed? If additional time is necessary to establish the plants, how will this be accomplished?

3. PROJECT REVIEWS, CONCURRENCE

Note project reviews by District Maintenance personnel and the District Vegetation Manager. Provide a discussion of any issues identified by Maintenance, and state the concurrence with the proposed length of the plant establishment period.

4. ATTACHMENTS

Provide any additional documentation that supports the request for an exception.