

# Preliminary Engineering Activity Descriptions

**August, 2020**



Procedures are subject to change without notice.  
Check the Capital Project Delivery website  
to ensure this is the current version.

## Table of Contents

<b>Preliminary Engineering .....</b>	<b>1</b>
Preliminary Engineering Initiated (3000) .....	1
Initiate Preliminary Engineering (3005) .....	1
Obtain Pavement Design Data (3960) .....	2
Collect Existing Pavement and Subgrade Soil Information (3970) .....	2
Conduct Pavement Testing Program (3975) .....	3
Perform Pavement Life Cycle Cost Analysis (3995) .....	4
Prepare Pavement Recommendation (3980) .....	4
Prepare Control Survey Report (3015) .....	5
Conduct Topographic Survey (3020) .....	6
Prepare Base Maps (3025) .....	7
Prepare Horizontal & Vertical Geometry (3030) .....	8
Prepare Utility Base Plans (3035) .....	9
Establish Utility Engineering Funding (3040) .....	9
Send Utility Verification Request Letter (3045) .....	10
Prepare Utility Agreement (3050) .....	10
Conduct Utility Risk Analysis (3055) .....	11
Execute Utility Agreement (3060) .....	12
Conduct Subsurface Utility Engineering (3080) .....	12
Prepare Preliminary Drainage Design (3085) .....	13
Determine Traffic Engineering Facility Locations (3090) .....	14
Prepare Preliminary ITS Facility Design (3065) .....	15
Prepare Preliminary Geotechnical Engineering Report (3095) .....	15
Prepare Structural Design Recommendation Summary (3100) .....	16
Prepare Project Access Plan and Access Impact Summary (3105) .....	17
Prepare ROW Report (3110) .....	18
Initiate ROW Impact Plan (3115) .....	19
Hold ROW Kickoff Meeting (3120) .....	19
Prepare Initial ROW Estimate (3125) .....	20
Update Preliminary Detour and Construction Staging Plans (3130) .....	21
Prepare Preliminary Roadway Plans (3070) .....	22
Determine and Calculate Deforested Areas (3010) .....	23
Hold Diagnostic Team Meeting (3075) .....	24
Prepare Construction Cost Estimate (3135) .....	25
Update Utility Risk Assessment Plan (3985) .....	25
Conduct Preliminary Engineering Constructability-Risk Analysis Workshop(3145) .....	26
Prepare Design Exception Report (3150) .....	27
Prepare Draft Preliminary Engineering Report (3160) .....	28
Finalize Project Plan (3165) .....	29
Prepare Final Design Scope Statement (3170) .....	29
Complete Preliminary Engineering Quality Certification (3175) .....	30
Develop FD Public Involvement Action Plan (3185) .....	31
Prepare Project Management Plan (Major Projects) (3195) .....	32
FHWA Approves Project Management Plan (Major Projects) (3200) .....	33

NJDOT Reviews Draft Preliminary Engineering Report (3205).....	33
FHWA Reviews and Approves Preliminary Engineering Report (3210).....	34
Assess Designer (3225) .....	34
Develop FD Designer Fee Proposal (3230) .....	35
Develop FD Independent Cost Estimate (3235) .....	35
Create FD Schedule (3240) .....	36
Negotiate FD Addendum (3245) .....	37
Approve FD Schedule (3250) .....	38
Develop FD Budget (3255) .....	38
Finalize FD Budget (3260) .....	39
Approve FD Budget (3265).....	40
Authorize Final Design (3270).....	40
Execute FD Addendum (3275) .....	41
Complete PE Closeout (3285) .....	42
Initiate Environmental Technical Studies (3880).....	42
Initiate Cultural Resources (Section 106) Process (3300) .....	43
Conduct CR Survey (3305).....	44
Prepare CR Survey Report (3310) .....	45
Review CR Survey Report (3315) .....	46
Address Comments on CR Survey Report (3320).....	46
Approve CR Survey Report (3325).....	47
Obtain SHPO Concurrence (No Resources, No Effect, No Adverse Effect) (3330).....	47
Obtain FHWA Approval of CR Survey Report (3345).....	48
Prepare Draft MOA (Adverse Effect Only) (3335) .....	48
Obtain SHPO Concurrence (No Adverse Effect with Conditions or Adverse Effect) (3340).....	49
Prepare Adverse Effect Documentation & Submit to FHWA (Adverse Effect Only) (3350).....	50
FHWA Sends Adverse Effect Documentation to ACHP (3355).....	50
ACHP Reviews & Accepts or Declines Participation (3360).....	51
Resolve Adverse Effects (3365).....	51
Circulate MOA for Comment (3370) .....	52
Prepare Final MOA (3375) .....	53
Execute the MOA (3380) .....	53
Submit Historic Sites Council Application (3390) .....	54
Present to Historic Sites Council (3395) .....	55
Inform Jurisdictional Agency Regarding Draft Individual Section 4(f) Impacts (3460).....	56
Receive Concurrence Regarding Draft Individual Section 4(f) Impacts (3465) .....	56
Prepare Draft Individual Section 4(f) Evaluation (3470) .....	57
NJDOT Reviews Draft Individual Section 4(f) Evaluation (3475) .....	57
Revise Draft Individual Section 4(f) Evaluation (NJDOT Comments) (3480) .....	58
FHWA Reviews & Comments on Draft Individual Section 4(f) Evaluation (3485) .....	58
Revise Draft Individual Section 4(f) Evaluation (FHWA Comments) (3490) .....	59
Conduct Draft Individual Section 4(f) Legal Sufficiency Review (3495) .....	59
Circulate Draft Individual Section 4(f) Evaluation (3500).....	60
Prepare Final Individual Section 4(f) Evaluation (3505).....	61
FHWA Approves Final Individual Section 4(f) Evaluation (3510) .....	61
Inform Jurisdictional Agency Regarding Programmatic Section 4(f) Impacts (3400) .....	62

Receive Concurrence Regarding Programmatic Section 4(f) Impacts (3405) .....	62
Prepare Programmatic Section 4(f) Evaluation (3410).....	63
Prepare De Minimis Section 4(f) Evaluation (3420).....	63
Prepare Programmatic Net Benefit Section 4(f) Evaluation (3425) .....	64
NJDOT Reviews Programmatic Section 4(f) Evaluation (3430).....	65
Revise Programmatic Section 4(f) Evaluation (NJDOT Comments) (3435) .....	65
FHWA Reviews Programmatic Section 4(f) Evaluation (3440).....	66
Revise Programmatic Section 4(f) Evaluation (FHWA Comments) (3445).....	66
FHWA Approves Programmatic Section 4(f) Evaluation (3450) .....	67
Inform Green Acres Program & Local Officials (3520).....	67
Receive Concurrence on Green Acres Impacts (3525) .....	68
Hold Green Acres Pre-Application Meeting (3530).....	68
Negotiate Green Acres Compensation (3535).....	69
Prepare EA or EA/4(f) (3545).....	69
NJDOT Reviews EA (3550).....	70
Revise EA (NJDOT Comments) (3555) .....	70
FHWA Reviews EA (3560).....	71
Revise EA (FHWA Comments) (3565) .....	71
FHWA Approves EA (3570) .....	72
Conduct Draft Individual Section 4(f) Legal Sufficiency Review (EA) (3575).....	72
Circulate EA (3580) .....	73
Hold EA Public Hearing & Comment Period (3585) .....	74
Address EA Comments (3590) .....	75
Submit FONSI Request Package (3595) .....	75
FHWA Approves Final Individual Section 4(f) (EA) (3600).....	76
FHWA Reviews and Issues FONSI (3605) .....	76
Publish Notice of FONSI Availability (3610).....	77
Publish Notice of Intent in Federal Register (EIS Only) (3620) .....	77
Invite Cooperating Agencies (EA & EIS) (3625).....	78
Hold NEPA Scope Meeting (EIS Only) (3630) .....	78
Identify Alternatives (EA Only) (3640) .....	79
Prepare Alternatives Analysis Report (3635).....	80
Prepare DEIS or DEIS/4(f) (3640) .....	81
NJDOT Reviews DEIS (3645) .....	81
Revise DEIS (NJDOT Comments) (3650) .....	82
FHWA Reviews DEIS (3655) .....	83
Revise DEIS (FHWA Comments) (3660) .....	83
FHWA Approves DEIS to Circulate (3665).....	84
Publish Notice of Availability in Federal Register (DEIS) (3670) .....	84
Circulate DEIS (3675).....	85
Hold EIS Public Hearing & Comment Period (3680).....	85
Address Public and Agency Comments (3685).....	86
Select Final Alternative (3690).....	87
Present to Capital Program Screening Committee (3215) .....	87
Capital Program Committee Approves Final Alternative (3220).....	88
Prepare & Submit FEIS (3700) .....	89

FHWA Reviews & Comments on FEIS (3705).....	89
Address FEIS Comments (3710).....	90
FHWA Reviews FEIS for Legal Sufficiency & Approval (3715) .....	90
Publish EIS Notice of Availability in Newspaper (3720).....	91
Circulate FEIS (3735) .....	92
Publish FEIS Notice in Federal Register (3725).....	92
FHWA Publishes ROD in Federal Register (3730) .....	93
Conduct Air Quality Study (3740).....	94
Prepare Air Quality TES (3745) .....	94
NJDOT Reviews Air Quality TES (3750) .....	95
Address Air Quality TES Comments (3755).....	96
Approve Air Quality TES (3760) .....	96
Conduct Ecology Study (3765).....	97
Prepare Ecology TES (3770) .....	98
NJDOT Reviews Ecology TES (3775) .....	99
Address Ecology TES Comments (3780).....	99
Approve Ecology TES (3785) .....	100
Conduct Socio-Economic Study (3790) .....	100
Prepare Socio-Economic TES (3795).....	101
NJDOT Reviews Socio-Economic TES (3800).....	102
Address Socio-Economic TES Comments (3805).....	102
Approve Socio-Economic TES (3810) .....	103
Conduct Noise Study (3815).....	103
Prepare Noise TES (3820) .....	104
NJDOT Reviews Noise TES (3825) .....	105
Address Noise TES Comments (3830) .....	106
Approve Noise TES (3835) .....	106
Conduct Hazardous Waste Study (3840) .....	107
Prepare Hazardous Waste TES (3845).....	108
NJDOT Reviews Hazardous Waste TES (3850).....	108
Address Hazardous Waste TES Comments (3855) .....	109
Approve Hazardous Waste TES (3860).....	109
Prepare Certified Categorical Exclusion (CCE) Document (3890).....	110
Review and Approve Certified Categorical Exclusion (CCE) Document (3900).....	111
Hold Public Information Center (3865).....	112
Prepare CED (3870) .....	113
NJDOT Reviews and Approves CED (3875) .....	114
Prepare Draft EO 215 Document (3910).....	114
NJDOT Reviews Draft EO 215 Document (3920).....	115
Revise Draft EO 215 Document (NJDOT Comments) (3925).....	115
NJDEP Reviews EO 215 Document (3930) .....	116
Address NJDEP Comments & Prepare Final EO 215 Document (3940) .....	117
NJDEP Approves EO 215 Document (3945).....	117
Completed Environmental Document (3950).....	118
Preliminary Engineering Complete (3990).....	118

## Preliminary Engineering

### Preliminary Engineering Initiated (3000)

**Previous ID: 5000**

Start the Preliminary Engineering Phase (Milestone).

Activity Predecessor:	2950
Activity Successor:	3005

### Initiate Preliminary Engineering (3005)

**Previous ID: 1010, New Activity**

The Project Manager holds a kickoff meeting with the Designer to discuss the project, including the design decisions documented in the Design Communications Report, and commence Preliminary Engineering (PE). The Designer prepares Meeting Minutes documenting the kickoff meeting. The Project Manager updates the Project Reporting System indicating the start of PE.

The Project Manager also holds a kickoff meeting with the local officials to discuss the proposed schedule and introduce the Designer and Division of Community and Constituent Relations representative.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Designer, Local Officials
Activity Predecessor:	3000
Activity Successor:	3015, 3880, 3620, 3960, 3970
Activity Duration:	20
WBS Element Produced:	3.1.1
Related Guidance Document:	NA

## Obtain Pavement Design Data (3960)

### Previous ID: 2225

The Designer or Project Manager obtains or determines the traffic data and growth rates (Pavement Design Data) necessary to develop the pavement recommendation. Traffic data includes the Average Annual Daily Traffic (AADT), heavy truck percentage and directional distribution. The Designer or Project Manager provides the Pavement Design Data to the Pavement Design Unit.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Pavement Design Unit
Activity Predecessor:	3005
Activity Successor:	3980
Activity Duration:	10
WBS Element Produced:	3.2.10
Related Guidance Document:	AASHTO Geometric Design of Highways and Streets

## Collect Existing Pavement and Subgrade Soil Information (3970)

### Previous ID: 1720

The Designer or Pavement Design Unit collects and reviews existing Pavement Management System condition data and functional condition information (Surface Distress Index (SDI), International Roughness Index (IRI), skid number), subsurface soil information, and as-built typical sections to determine pavement and subgrade soil information. Evaluate the need for in-situ pavement testing (Falling Weight Deflectometer (FWD), Dynamic Cone Penetrometer (DCP), Ground Penetrating Radar (GPR), soil borings, pavement coring) and/or roadway subsurface exploration to determine material parameters for pavement structure analysis.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer or Pavement Design Unit
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3005
Activity Successor:	3975
Activity Duration:	15
WBS Element Produced:	Associated with: 3.2.11
Related Guidance Document:	NA

## **Conduct Pavement Testing Program (3975)**

### **Previous ID: 1725**

The Designer or Pavement Design Unit develops the Pavement Testing Program to collect structural adequacy data. Perform field testing to determine the structural properties of existing pavement structures.

Prepare the Falling Weight Deflectometer (FWD) testing plan and the number and locations of pavement cores, Dynamic Cone Penetrometer (DCP) tests, soil borings, test pits to develop the pavement recommendation. If required, procure the services of a Pavement Engineering Consultant and/ or specialty contractor. Conduct FWD testing, pavement coring, DCP, Ground Penetrating Radar (GPR), soil borings and other in-situ testing. Send soil samples for laboratory analysis. Prepare lab and field testing report and include with the pavement recommendation.

<b><u>Role Description</u></b>	
Responsible:	Designer or Pavement Design Unit
Consulted:	Project Manager, Pavement Design Unit
Informed:	Pavement Design Unit
Activity Predecessor:	3970
Activity Successor:	3980
Activity Duration:	40
WBS Element Produced:	Included in 3.2.11
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



## Perform Pavement Life Cycle Cost Analysis (3995)

### Previous ID: 1730

If requested, the Designer evaluates the proposed pavement recommendation to determine the most effective treatment for the analysis period. Language requiring this task is contained in the Transportation Trust Fund Statute. This information is currently reported to the legislature on an annual basis.

The Designer determines the most cost effective pavement treatment (rehabilitation vs. reconstruction and flexible vs. rigid) considering initial cost, future maintenance, constructability, and roadway user delay costs. The Designer prepares a Life Cycle Cost Analysis and submits it with the Final Design Submission Package.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Pavement Design Unit
Informed:	Project Manager
Activity Predecessor:	3960, 3970, 3975
Activity Successor:	3980
Activity Duration:	20
WBS Element Produced:	Included in 3.2.11
Related Guidance Document:	AASHTO Geometric Design of Highways and Streets, Transportation Trust Fund Statute (NJSA 27:1B et al.)

## Prepare Pavement Recommendation (3980)

### Previous ID: 2230

The Designer or Pavement Design Unit performs pavement structural design calculations to determine required pavement thickness. Determine input values considering environment, materials and traffic. Conduct structural performance analysis and evaluate technically viable alternatives.

Recommend the pavement structure to accommodate traffic for the intended design period. The pavement recommendation is determined using the current AASHTO Geometric Design of Highways and Streets. Prepare and submit pavement recommendation to the Pavement Design Unit for approval. The Pavement Design Unit provides written approval.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer or Pavement Design Unit
Consulted:	Project Manager, Pavement Design Unit
Informed:	Pavement Design Unit
Activity Predecessor:	3960, 3975
Activity Successor:	3085
Activity Duration:	20
WBS Element Produced:	3.2.11
Related Guidance Document:	AASHTO Geometric Design of Highways and Streets

## **Prepare Control Survey Report (3015)**

### **Previous ID: 1215**

The Designer conducts a control survey and prepares a control survey report. This report consists of the control survey and data required to establish primary and photogrammetry control. The Designer completes the control survey report and submits it to the Geodetic Survey Unit and Project Manager for review and comment. The Designer addresses comments and resubmits the report to the Geodetic Survey Unit and Project Manager. After the Geodetic Survey Unit approves the final report, the final primary and photogrammetry control survey report is distributed to the Project Manager, Regional Survey Office and the Geodetic Survey Unit.

#### *Note for Limited Scope Projects:*

Due to limited seasonal availability to conduct aerial survey, Limited Scope projects may have already had the mapping prepared under a separate task order. Consult with Survey Services to determine if mapping has already been acquired.

<b><u>Role Description</u></b>	
Responsible:	Designer, Geodetic Survey Unit
Consulted:	Project Manager, Survey Services
Informed:	Regional Survey Office, Right of Way Engineering
Activity Predecessor:	3005 (4010 for Limited Scope Projects)
Activity Successor:	3020 SS, 3025
Activity Duration:	40
WBS Element Produced:	3.2.1
Related Guidance Document:	NJDOT Survey Manual

## **Conduct Topographic Survey (3020)**

### **Previous ID: 1170**

The Designer conducts a topographic survey that provides documentation, within specific project limits and offsets, of the site’s existing field conditions including existing baselines, centerlines, existing and proposed right of way lines, structure clearances, drainage systems, utility lines, Intelligent Transportation Systems (ITS) facilities, soil borings, control points, and elevations. The topographic survey may supplement any necessary photogrammetric survey or GIS work. The topographic survey may begin once control survey points are established. A project survey report is prepared by the surveyor and submitted to the regional survey office for review and approval.

#### *Note for Limited Scope Projects:*

Due to limited seasonal availability to conduct aerial survey, Limited Scope projects may have already had the mapping prepared under a separate task order. Consult with Survey Services to determine if mapping has already been acquired.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Geodetic Survey Unit, Survey Services
Informed:	Project Manager
Activity Predecessor:	3015 SS lag
Activity Successor:	3025
Activity Duration:	30
WBS Element Produced:	3.2.2
Related Guidance Document:	NJDOT Survey Manual

## **Prepare Base Maps (3025)**

### **Previous ID: 1175**

The Designer develops base maps which depict in detail the required existing topography. The base maps also include the mainline and secondary road baselines, baseline information and existing right of way deed search results. This data is to be provided in accordance with Article 51 Standards and Procedures and current NJDOT CADD Standards.

#### *Note for Limited Scope Projects:*

Due to limited seasonal availability to conduct aerial survey, Limited Scope projects may have already had the mapping prepared under a separate task order. Consult with Survey Services to determine if mapping has already been acquired.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Geodetic Survey Unit, CADD Support Unit, Survey Services, Project Manager
Informed:	Right of Way Engineering
Activity Predecessor:	3020, 3015
Activity Successor:	3030
Activity Duration:	20
WBS Element Produced:	3.2.3
Related Guidance Document:	<a href="#">CADD Support Website</a>

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Horizontal & Vertical Geometry (3030)

### Previous ID: 1070

The Designer uses the Preliminary Preferred Alternative (PPA) as a guide to layout the proposed geometric alignment and to calculate the horizontal and vertical geometry. The geometry is tied into the existing base map to produce an accurate depiction of the proposed impacts. The Designer develops profiles to depict tangent grades, lengths of vertical curve, vertical clearances, and low and high points of the roadway to evaluate critical design elements. The Designer develops critical cross-sections to identify slope impacts at locations based on the calculated horizontal and vertical geometry. The Designer also develops modifications to driveways where needed to conform to acceptable access and geometric standards. The calculated geometry, roadway and bridge sections, driveways, and slopes, are necessary to determine right of way, utility, and environmental impacts and the need for Design Exceptions.

The Designer develops typical section(s) to depict proposed roadway design elements such as lane, shoulder, median, bicycle lane, and border widths and cross slopes. When necessary, show and dimension roadside details such as berm, curb, or umbrella section, beam guiderail offset, utility pole location, sidewalk location, cut and fill slopes, swales, ditches, ROW line, and proposed pavement. Where applicable, locations and offsets of structural elements such as retaining walls, noise barriers, bridge piers and parapets, culverts, and overhead sign structure supports shall be coordinated with roadway typical sections and depicted as necessary to adhere to acceptable geometric and safety standards.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3025
Activity Successor:	3035, 3040 (3040, 3150, 4035, 4050, 4210 for Limited Scope Projects)
Activity Duration:	40
WBS Element Produced:	Associated with: 3.9.1
Related Guidance Document:	Roadway Design Manual, Complete Streets Checklist

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Utility Base Plans (3035)

### Previous ID: 1140

The Designer prepares utility base plans from field survey data to show existing surface utility facilities. These plans are the base plans for the alternatives of accommodation and the Utility Agreement Plan.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3030
Activity Successor:	3045, 3050
Activity Duration:	10
WBS Element Produced:	3.5.1
Related Guidance Document:	NA

## Establish Utility Engineering Funding (3040)

### Previous ID: 1110

Utilizing the order of magnitude utility preliminary engineering estimate obtained in Concept Development from the Utility Contact Letter, the Project Manager requests preliminary engineering funding from Program Coordination. If no preliminary engineering estimate was received, an anticipated utility design estimate is projected for the corresponding utility company. Program Coordination authorizes utility engineering funding.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Program Coordination
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3030 (3030 for Limited Scope Projects)
Activity Successor:	3045, 3050 (3050 for Limited Scope Projects)
Activity Duration:	20
WBS Element Produced:	3.5.3
Related Guidance Document:	NA

### **Send Utility Verification Request Letter (3045)**

#### **Previous ID: 1115**

The Designer submits the Utility Verification Request Letter and two sets of the utility base plans to each utility company to identify their existing facilities on the utility base plans.

<b><u>Role Description</u></b>	
Responsible:	Designer, Utility Companies
Consulted:	Project Manager
Informed:	Project Manager
Activity Predecessor:	3035, 3040
Activity Successor:	3055
Activity Duration:	5
WBS Element Produced:	3.5.2
Related Guidance Document:	Utility Verification Request Letter Template

### **Prepare Utility Agreement (3050)**

#### **Previous ID: 1130**

The Project Manager prepares a Utility Engineering Construction Agreement (UECA) and sends to utility companies for signature (an authorization date should be included in the transmittal letter for the owners to incur engineering costs).

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	Designer
Informed:	Utility Companies
Activity Predecessor:	3035, 3040 (3040 for Limited Scope Projects)
Activity Successor:	3060
Activity Duration:	10
WBS Element Produced:	3.5.4
Related Guidance Document:	PM Utility Agreement Template

## **Conduct Utility Risk Analysis (3055)**

### **Previous ID: 1255**

The Designer coordinates with the affected utility companies and incorporates the collective utility company comments onto the base maps. As part of conducting a Utility Risk Analysis, the Designer will identify potential utility conflicts between existing utility facilities and proposed design. The Designer and utility companies identify potential subsurface utility engineering (SUE) test pit locations to verify the exact location of utilities.

The Designer reviews the Risk Register for any previously identified utility risks. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Utility Companies
Informed:	Utility Unit
Activity Predecessor:	3045
Activity Successor:	3080, 3085, 3090, 3065, 3095, 3100, 3105, 3985
Activity Duration:	40
WBS Element Produced:	3.5.6, 3.9.11
Related Guidance Document:	Risk Management Guideline

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



## Execute Utility Agreement (3060)

### Previous ID: 1135

The Project Manager obtains the signed Utility Engineering Construction Authorization (UECA) from the utility companies and forwards to the Deputy Attorney General (DAG) for review and approval. Once approval is received, the Project Manager prepares a Department Action Slip (AD-12) for each UECA for internal circulation and signature. Once the UECA's are executed, the Project Manager prepares letters of transmittal and sends the UECA's to the utility companies.

<u>Role Description</u>	
Responsible:	Project Manager, Utility Companies, Deputy Attorney General
Consulted:	NA
Informed:	Project Manager, Utility Companies
Activity Predecessor:	3050
Activity Successor:	3080 (4875 for Limited Scope Projects)
Activity Duration:	20
WBS Element Produced:	Executed 3.5.4
Related Guidance Document:	Utility AD-12 Template

## Conduct Subsurface Utility Engineering (3080)

### Previous ID: 1120

The Designer conducts subsurface utility engineering (SUE) in order to determine the exact location of underground utilities. Depending upon the type of utility and potential design conflict, several SUE methods can be utilized. If only horizontal location is needed, underground utilities may be located remotely using ground penetrating radar, metal detectors or similar devices. This method will not provide utility depth. If depths of utilities are needed, the Designer arranges for a SUE Contractor or the utility company to dig subsurface test pits. Test pits are not needed to locate every utility and should only be used in locating utilities that have a potential conflict. Prior to conducting SUE test pits, the Designer must confirm with the utility company if previous SUE test pits have been performed for the conflict area and horizontal and vertical data exists. The Project Manager approves the proposed SUE test pit locations. Test pits are dug to locate underground utilities and linked to physical features in the field by a survey crew. The Designer prepares a SUE test pit report and includes the survey notes from the SUE Contractor or utility company with the report.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer, SUE Contractor and/or Utility Companies
Consulted:	Project Manager, Utility Companies
Informed:	NA
Activity Predecessor:	3055, 3060
Activity Successor:	3085 SS lag, 3085 FF lag
Activity Duration:	25
WBS Element Produced:	3.5.5
Related Guidance Document:	<a href="#">FHWA Subsurface Utility Engineering Guidance</a>

## **Prepare Preliminary Drainage Design (3085)**

### **Previous ID: 1770**

The Designer initiates drainage design to determine the footprint of the proposed storm water runoff system and determine conflicts with underground utilities. The footprint of the proposed storm water runoff system includes size, shape and location of inlets, manholes, pipes and Storm Water Management (SWM) Best Management Practices (BMP). Consider storm water management regulations and mitigation measures that must be taken and determine the need for and potential locations of storm water management basins or structures.

The drainage system collects storm water runoff from the roadway surface, right of way, and tributary off-site areas and discharges it to an adequate receiving area without causing adverse impacts. If the discharge methodology includes a pump station, the pump station protocols need to be defined and the system language & design needs to be coordinated with Operations Support (once it's built, how is it turned over) and Traffic Operations (once it's turned over, protocols for system notifications).

The design must attempt to maintain compatibility and minimize interference with existing drainage patterns, control flooding of the roadway surface, and minimize environmental impacts from highway related storm water runoff. Give consideration to avoid deep cuts, utilities, hazardous material, archeology sites, acid producing soils and ecologically sensitive areas whenever possible. The Designer prepares and submits a Preliminary Drainage Design Report to the Project Manager.

Note: Complete only the level of drainage design required to obtain an approved environmental document and an approved design exception report (if required).

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Structural Engineering Unit, Geotechnical Unit
Informed:	NA
Activity Predecessor:	3055
Activity Successor:	3010, 3110, 3130, 3070, 3740 FF, 3765 FF, 3790 FF, 3815 FF, 3840 FF
Activity Duration:	30
WBS Element Produced:	3.2.4
Related Guidance Document:	NJDOT Drainage Design Manual, Unit procedure

## **Determine Traffic Engineering Facility Locations (3090)**

### **Previous ID: New Activity**

If necessary, the Designer updates the peak hour capacity analyses to validate the operation, establishes the traffic signal pole layout, and prepares a lighting warrant analysis report (vehicular and/or pedestrian) and submits to the Bureau of Traffic Signal and Safety Engineering. Prepare conceptual level plans for the layout of lighting design, guide signs, regulatory traffic control devices and signal design to determine any associated right of way needs. Right of way needs may include locations of overhead sign and lighting structures or traffic signal facilities. Identify and resolve any potential underground or aerial utility conflicts.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Traffic Signal and Safety Engineering
Informed:	Project Manager
Activity Predecessor:	3055
Activity Successor:	3110, 3130, 3070
Activity Duration:	20
WBS Element Produced:	3.2.5, 3.2.12
Related Guidance Document:	Roadway Design Manual

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Preliminary ITS Facility Design (3065)

### Previous ID: New Activity

Prepare preliminary Intelligent Transportation Systems (ITS) facility design plans showing existing and proposed ITS facilities based on the Systems Engineering Review Form (SERF) executed during the Concept Development (CD) Phase. If additional ITS facilities are requested after the CD phase, revise the SERF and obtain approval from Traffic Operations. If there are no new ITS facilities, show all existing ITS facilities on the ITS plan sheets with any proposed construction impacts. Resolve any conflicts associated with the conduit and ITS facility layout. Confirm availability of power and communication services as determined during the Concept Development Phase. Identify and resolve any potential utility, right of way and network conflicts.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Intelligent Transportation Systems Engineering, Traffic Operations, Information Technology
Informed:	Project Manager
Activity Predecessor:	3055
Activity Successor:	3110, 3130, 3070
Activity Duration:	20
WBS Element Produced:	3.2.7
Related Guidance Document:	ITS Interim Guidelines, ITS Design Manual

## Prepare Preliminary Geotechnical Engineering Report (3095)

### Previous ID: 2410

The Designer gathers existing soil information using NJDOT GDMS (on-line soil boring data), Engineering Soil Survey Report by Rutgers University, available geologic publications, and as-built plans to conduct a geotechnical study and to prepare a Preliminary Geotechnical Engineering Report which will evaluate and identify the following:

- Soil-structure interaction for the required bearing strength, stability, anticipated settlements that pertain to the foundation system supporting the proposed bridges and other structures/walls.
- Stability and anticipated settlement for roadway (embankments and cuts) for the proposed roadway. If rock slope is within the project, a rock mechanics study should be performed to evaluate the stability of existing and the proposed slopes.
- Major and special geotechnical features (e.g., ground improvements, large diameter (36 inches and greater) piles and drilled shafts, soil nails, ground anchors) required to support bridges, structures, and roadways.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

- Construction concerns, vibration impacts, potential settlement associated with anticipated construction means and methods (dewatering, cofferdam, sheeting, etc.), ROW and easements that are required for tie-backed retaining system, and rock slope excavation and its impacts.
- The Designer identifies the risks associated with the geotechnical features and updates the Risk Register. This will be utilized in Activity 3070 “Prepare Preliminary Roadway Plans” and Activity 4300 “Develop Subsurface Exploration Program”.

Note: Complete only the level of geotechnical design to obtain an approved environmental document and an approved design exception report (if required). Subsurface exploration program including soil borings, cone penetrating tests, other in-situ tests, and laboratory tests that may be necessary, will be determined on a project by project basis.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Subject Matter Expert Units
Informed:	NA
Activity Predecessor:	3055
Activity Successor:	3100 FF, 3110, 3130, 3070
Activity Duration:	20
WBS Element Produced:	3.3.2, 3.9.11
Related Guidance Document:	Bridges and Structures Design Manual, <a href="#">Geotechnical Data Management System (GDMS)</a> , Risk Management Guideline

## **Prepare Structural Design Recommendation Summary (3100)**

### **Previous ID: 1195**

Based on the developed horizontal and vertical geometry, and hydrologic and hydraulic analysis, the Designer determines the structural type (if not determined in Concept Development), length, width and footprint. Prepare a structural design recommendation summary that documents the structural selection process, the recommended structure and aesthetic treatments, and utility, right of way and environmental impacts.

Note: Complete only the level of structural design required to obtain an approved environmental document and an approved design exception report (if required). Develop general structural plans and elevations if needed for the environmental document or design exception report.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Subject Matter Expert Units
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	3055
Activity Successor:	3110, 3130, 3070, 3305 FF, 3765 FF, 3790 FF, 3840 FF
Activity Duration:	30
WBS Element Produced:	3.3.1
Related Guidance Document:	Bridges and Structures Design Manual

## **Prepare Project Access Plan and Access Impact Summary (3105)**

### **Previous ID: 1150, 1155**

The Designer reviews and analyzes all existing driveways within the project limits and verifies owners on record and existing topographic features for each impacted property. Identify the types of access alterations for each property. Confirm the use and operation of the property via field verification for complex modification and revocation cases.

The Designer prepares the Project Access Plan (PAP) in accordance with the NJDOT Access Management Guidelines that identifies each driveway within the project area and any proposed alterations of each property’s access. This includes the identification of NJ State Highway Access Management Code implications and the identification and elimination of any potential “fatal flaw” access issues. Identify any warranted "waivers" to the Access Code requirements with justifications listed within the Access Impact Summary (AIS).

The Designer submits the PAP and the AIS to the Office of Access Design (OAD) for review and acceptance. OAD sends comments to the Designer for resolution. The Designer prepares a comment resolution summary and submits it to the OAD. The Designer resolves comments with the Project Manager and OAD, and updates the PAP and AIS accordingly.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer, Office of Access Design, Project Manager
Consulted:	Office of Access Design, Project Manager
Informed:	NA
Activity Predecessor:	3055
Activity Successor:	3110, 3130, 3070
Activity Duration:	45
WBS Element Produced:	3.4.1, 3.4.2
Related Guidance Document:	NJDOT Access Management Guidelines, NJ State Highway Access Management Code

### **Prepare ROW Report (3110)**

#### **Previous ID: New Activity, 1160**

The Designer prepares the Right of Way (ROW) Report. The ROW report reflects the potential acquisition of all land required for all roadway improvement projects. The ROW Report should be issued for each project. This report is to be used as the basis for the presentation at the ROW Kickoff Meeting. The report is to be updated and submitted at all ROW submissions.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Right of Way Engineering, Right of Way Technical Support, Right of Way District Executive Regional Manager
Informed:	Right of Way Kickoff Meeting attendees, Project Manager
Activity Predecessor:	3085, 3090, 3095, 3065, 3100, 3105
Activity Successor:	3115 SS (lag), 3120
Activity Duration:	40
WBS Element Produced:	3.4.3
Related Guidance Document:	Right Of Way Design Guidelines

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Initiate ROW Impact Plan (3115)

### Previous ID: New Activity (Updated 7440)

The Designer prepares the Right of Way (ROW) Impact Plan (preliminary General Property Parcel Maps (GPPM)) to accurately depict all ROW impacts (acquisitions) required for the proposed improvements; inclusive of potential sites for reforestation, wetland and riparian buffer mitigation if anticipated. The plans will indicate the block and lot numbers along with the owners' names and the acquisition area for each parcel. The ROW Impact Plan will also indicate any recent preliminary and final site plan approvals. This plan will be used at the ROW Kickoff Meeting and updated following the meeting to address comments. This plan also will be used to prepare the Initial ROW Estimate. The Designer submits the Right of Way Impact Plan to the Division of Right of Way (ROW) and Access Management to develop the Initial ROW Estimate.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Right of Way Engineering, Right of Way Technical Support, Right of Way District Executive Regional Manager
Informed:	Right of Way Kickoff Meeting attendees, Project Manager
Activity Predecessor:	3010 lag, 3110 SS (lag), 3120 FF (lag)
Activity Successor:	3120 SS (lag), 3125
Activity Duration:	40
WBS Element Produced:	3.4.4
Related Guidance Document:	Right Of Way Design Guidelines, Right Of Way Engineering Manual

## Hold ROW Kickoff Meeting (3120)

### Previous ID: New Activity

The Project Manager coordinates with the Manager of the Office of Access Design and Right of Way (ROW) Engineering and schedules and holds the ROW Kickoff meeting with ROW Subject Matter Experts and the Designer. The Designer or Project Manager presents the ROW Impact Plan and the ROW Report for discussion and concurrence. During this meeting, the Project Manager will request that ROW Engineering provide parcel numbers which will be used to update the ROW Impact Plan.

During the meeting or shortly thereafter, the Project Manager will ask the Right of Way Title Unit if they can conduct the title search. If the Title Unit cannot conduct the search, the Project

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



Manager will instruct the Designer to hire a title company. The Designer will be accountable for the accuracy and the title company’s performance.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Right of Way Engineering, Right of Way Technical Support, Right of Way Title Unit
Consulted:	NA
Informed:	Right of Way Kickoff Meeting attendees
Activity Predecessor:	3110, 3115 SS (lag)
Activity Successor:	3115 FF (lag)
Activity Duration:	15
WBS Element Produced:	Associated with: 3.4.3 and 3.4.4
Related Guidance Document:	Right Of Way Design Guidelines, Right Of Way Engineering Manual, Access Design Manual

### **Prepare Initial ROW Estimate (3125)**

#### **Previous ID: 1160**

The Project Manager requests the Division of Right of Way (ROW) and Access Management to develop the Initial ROW Estimate based on the concurred ROW Impact Plan; inclusive of potential sites for reforestation, wetland and riparian buffer mitigation. If specific environmental mitigation parcels have not been identified, an anticipated cost should be included for all environmental mitigation. The Division of ROW and Access Management will develop the estimate and send to the Project Manager. Once finalized, the Project Manager enters the Initial ROW Estimate into the Project Reporting System (PRS).

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Division of Right of Way and Access Management
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3115
Activity Successor:	3135 FF
Activity Duration:	20
WBS Element Produced:	3.4.5
Related Guidance Document:	NA

### **Update Preliminary Detour and Construction Staging Plans (3130)**

#### **Previous ID: New Activity**

The Designer updates the preliminary construction staging plans that were developed and reviewed during Concept Development to reflect Preliminary Engineering (PE) design changes to the Preliminary Preferred Alternative. Confirm if a detour will be needed for traffic control including pedestrians and bicyclists. If the detour plan that was proposed in Concept Development needs to be changed, coordinate efforts with outside agencies. These outside agencies will include local and county officials and engineers. Keep documentation of support from the local and county officials for a specific detour route on file and in the PE Report. Obtain concurrence from appropriate NJDOT Subject Matter Expert groups. The Designer also updates the construction sequence narrative and prepares a preliminary construction schedule with anticipated construction stage durations.

The Designer assesses the need for interim or temporary signals as a result of the construction staging and verifies the need with the Bureau of Traffic Signal and Safety Engineering (TSSE). These interim or temporary signal and electrical plans are submitted to the Bureau of TSSE for review during Final Design.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, NJDOT Subject Matter Experts, Bureau of Traffic Signal and Safety Engineering, Local & County Officials
Informed:	NA
Activity Predecessor:	3080, 3085, 3090, 3065, 3095, 3100, 3105, 3985, 3635 (if EA or EIS)
Activity Successor:	3135, 3145
Activity Duration:	30
WBS Element Produced:	3.2.8, 3.2.14
Related Guidance Document:	NA

## **Prepare Preliminary Roadway Plans (3070)**

### **Previous ID: 1230**

If needed to support obtaining an approved environmental document or an approved design exception report, the Designer prepares preliminary roadway plans. The plans include the horizontal and vertical geometry, drainage design, traffic engineering facility information, geotechnical design, structural design and right of way impacts.

If preliminary roadway plans are necessary, the Designer reviews the Risk Register for any previously identified risks and response strategies. Incorporate and refine applicable risk response strategies and action plans. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, NJDOT Subject Matter Experts
Informed:	NA
Activity Predecessor:	3080, 3085, 3090, 3065, 3095, 3100, 3105, 3985, 3635 (if EA or EIS)
Activity Successor:	3135
Activity Duration:	20
WBS Element Produced:	3.2.9, 3.9.11
Related Guidance Document:	NJDOT Sample Plans, Complete Streets Checklist, Risk Management Guideline

### **Determine and Calculate Deforested Areas (3010)**

#### **Previous ID: 2140**

The Designer provides the Office of Landscape Architecture (OLA) with the project base plans. OLA determines total area of deforestation and notifies the Project Manager.

If the total area of deforestation:

- Is less than ½ acre, no additional action is required
- Is equal to or greater than ½ acre, a reforestation plan is required
- Is 1 acre or larger, a public information center is required in addition to a reforestation plan. When required, the public information center shall be held at least 180 calendar days before deforestation.

OLA prepares an initial deforestation/reforestation plan demarcating areas of deforestation and possible reforestation.

<b><u>Role Description</u></b>	
Responsible:	Designer, Office of Landscape Architecture
Consulted:	Project Manager
Informed:	Project Manager, NJDEP Division of Parks and Forestry
Activity Predecessor:	3085
Activity Successor:	3115 lag
Activity Duration:	10
WBS Element Produced:	3.2.13
Related Guidance Document:	NJDEP No Net Loss Reforestation Act Program Guidelines

### **Hold Diagnostic Team Meeting (3075)**

#### **Previous ID: 2600**

The Railroad Engineering and Safety Unit holds a Diagnostic Team Meeting (DTM) on-site with the railroad operator, local officials, engineer, school and emergency services, Designer and any NJDOT unit or entity deemed relevant to discuss the grade crossing, gather expert testimony, and develop recommendations for modifications to the grade crossing. The Designer provides plans identifying the proposed roadway improvements across the grade crossing (conceptual level plans for the layout of lighting design, guide signs, regulatory traffic control devices and signal design) to the Railroad Engineering and Safety Engineer for the DTM. The Diagnostic Team Leader prepares the Memorandum of Record documenting the results of the DTM.

<b><u>Role Description</u></b>	
Responsible:	Railroad Engineering and Safety Unit, Designer
Consulted:	Designer, Railroad Company, Project Manager, Affected Stakeholders
Informed:	NA
Activity Predecessor:	3070 lag
Activity Successor:	3070 lag
Activity Duration:	40
WBS Element Produced:	3.5.7
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Construction Cost Estimate (3135)

### Previous ID: New Activity

The Designer prepares the Construction Cost Estimate using Transport and utilizing the plans developed during preliminary engineering activities or the Preliminary Preferred Alternative (developed during Concept Development), and the recommendations from Activity 3145 (Conduct Constructability and Maintenance Review). The Construction Cost Estimate is necessary to properly program construction funds for the project. The Designer submits the Construction Cost Estimate to the Project Manager for review and comment. Once finalized, the Project Manager enters the Construction Cost Estimate into the Project Reporting System.

Note: If an Environmental Assessment or Environmental Impact Statement is needed, utilize the Alternatives Analysis Report, prepared during Activity 3635, in preparation of the construction cost estimate.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	3130
Activity Successor:	3145 FF, 3150
Activity Duration:	10
WBS Element Produced:	3.9.2
Related Guidance Document:	Construction Cost Estimating Guideline

## Update Utility Risk Assessment Plan (3985)

### Previous ID: New Activity

The Designer updates the Utility Risk Assessment Plan based upon information received by the utility companies and subsurface utility engineering. This updated plan is utilized as a reference to address utility risks and to prepare the updated construction staging plans and preliminary roadway plans.

The Designer informs the Project Manager of any new project specific utility risks or changes to previously identified utility risks. The Project Manager may include these within the project Risk Register.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Utility Companies, Office of Utility Management
Informed:	NA
Activity Predecessor:	3055
Activity Successor:	3070, 3130
Activity Duration:	5
WBS Element Produced:	3.5.8
Related Guidance Document:	Risk Management Guideline

## **Conduct Preliminary Engineering Constructability-Risk Analysis Workshop(3145)**

### **Previous ID: New Activity**

The Project Manager will have the Designer provide the Updated Preliminary Detour and Construction Staging Plans, Updated Utility Risk Assessment Plan, Preliminary Geotechnical Engineering Report, Risk Register and related information to Construction Management and will coordinate scheduling of a Preliminary Engineering Constructability-Risk Analysis (PECRA) Workshop on the proposed project.

The Designer and Construction Management will facilitate the PECRA Workshop, which will provide an opportunity for members of Construction Management, Traffic Operations, Regional Maintenance Engineering, Utility Engineering, and select SMEs, to collaborate and review identified risks and opportunities, review risk response strategies, and identify any risks not previously identified in the Risk Register.

The PECRA Workshop Group will provide comments on construction methods, construction staging and duration, to potentially avoid or mitigate constructability risks, to potentially avoid or mitigate utility risks, and help to develop a reasonable construction cost estimate. The PECRA Workshop Group will perform a maintenance review, to minimize long term maintenance costs, and review of the traffic impacts during construction.

The Designer reviews the results of the PECRA Workshop for any identified constructability or maintenance risks. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified from the PECRA Workshop. After receiving the results of the PECRA Workshop, the Project Manager may request a meeting with the Designer, Construction Management, and members of the PECRA Workshop Group to discuss incorporating the Group's recommendations into related plans, estimates, etc.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager, Construction Management
Consulted:	Construction Management, Traffic Operations, Regional Maintenance Engineering, Utility Engineering, select SME's
Informed:	NA
Activity Predecessor:	3130, 3135 SS with 5 Day Lag
Activity Successor:	3150
Activity Duration:	20
WBS Element Produced:	3.2.6, 3.9.11
Related Guidance Document:	Constructability Guidelines, Risk Management Guideline

## **Prepare Design Exception Report (3150)**

### **Previous ID: 1080**

If necessary, the Designer prepares a Design Exception Report and sends to the Project Manager. The Project Manager sends the Design Exception Report and available project plans and related information to the Bureau of Quality Management Services (QMS).

QMS evaluates each controlling substandard design element. Factors to be considered when approving the Design Exception Report include project scope, crash data, cost of the improvement, and negative social, economic and environmental impacts. When QMS has completed their review, the Design Exception Report is forwarded to the State (or Deputy) Transportation Engineer for approval. For PoDI or interstate projects, design exceptions will require FHWA approval.

#### *Note for Limited Scope Projects:*

A Design Exception Report is only required for specific types of Limited Scope projects. These specific project types are listed in the Project Customization Guideline. Bridge deck/superstructure replacement projects only require a design exception on the bridge, not the approach roadway.



<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Bureau of Quality Management Services, State (or Deputy) Transportation Engineer, FHWA
Consulted:	Bureau of Safety, Bicycle and Pedstrian Programs
Informed:	NA
Activity Predecessor:	3135, 3145 (3030 for Limited Scope Projects)
Activity Successor:	3160, 3165, 3170, 3175, 3185, 3195 (4220 for Limited Scope Projects)
Activity Duration:	40
WBS Element Produced:	3.9.3
Related Guidance Document:	NJDOT Design Exception Manual, FHWA NJDOT Stewardship Agreement

## **Prepare Draft Preliminary Engineering Report (3160)**

### **Previous ID: New Activity**

The Designer prepares and submits the Draft Preliminary Engineering (PE) Report to the Project Manager for review and comment. The Draft PE Report should include the Environmental Document, Design Exception Report, Final Design Scope Statement, the Design Communications Report and the appropriate plans in support of the Environmental Document and Design Exception Report. The PE Report template lists all the items to be included in the Draft PE Report.

Note: If the environmental document is an Environmental Assessment or Environmental Impact Statement, it is approved prior to inclusion in the PE Report; otherwise the environmental document is formally approved with the PE Report.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	Project Manager
Activity Predecessor:	3150
Activity Successor:	3205, 3165 FF, 3170 FF, 3175 FF, 3185 FF, 3195 FF
Activity Duration:	20
WBS Element Produced:	3.7.1, 3.9, 3.8.7
Related Guidance Document:	Preliminary Engineering Guideline

## **Finalize Project Plan (3165)**

### **Previous ID: New Activity**

If roadway plans are not prepared during Preliminary Engineering (PE), the Preliminary Preferred Alternative (PPA) developed during Concept Development is updated to become the Project Plan to reflect design changes during PE. The Project Manager holds a Core Group Meeting to present the Project Plan or roadway plans. The Designer will address comments from the Core Group, update the Project Plan or roadway plans and send to the Project Manager. The Project Plan or roadway plans will be included in the Draft Preliminary Engineering Report and will become the Approved Project Plan. Complete the Complete Streets Checklist and include with the PE Report.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	Core Group
Informed:	NA
Activity Predecessor:	3150
Activity Successor:	3160 FF
Activity Duration:	20
WBS Element Produced:	3.9.1, 3.9.8, 3.9.10
Related Guidance Document:	Preliminary Engineering Guideline

## **Prepare Final Design Scope Statement (3170)**

### **Previous ID: New Activity**

The Designer reviews the Final Design (FD) Scope Statement template and updates with the tasks necessary for the completion of FD. The FD Scope Statement documents commitments from

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

supporting Subject Matter Expert (SME) units and provides an area for the SME units to state any assumptions, to clarify and customize standard activities, and to add new activities (e.g., risk activities) and their descriptions. This FD Scope Statement will include all the tasks needed to conduct FD. The FD Scope Statement will be attached to the Draft Preliminary Engineering Report and will be used to solicit a designer man-hour estimate and a fee proposal for FD.

The Project Manager will circulate the FD Scope Statement to all of the NJDOT SME units for official sign-off. The Manager of each SME unit will sign and return the form to the Project Manager within three weeks.

*Note for Limited Scope Projects:*

Utilize the Limited Scope FD Scope Statement Template to identify the tasks necessary for the particular assignment. Refer to the Project Delivery Process Customization Guideline for necessary revisions to the Scope Statement.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager, Subject Matter Experts
Consulted:	NA
Informed:	NA
Activity Predecessor:	3150 (2300, 2320, 2340, 2360, 2570 lag for Limited Scope Study)
Activity Successor:	3160 FF (2580 FF for Limited Scope Study)
Activity Duration:	25 (10 for Limited Scope Study)
WBS Element Produced:	3.9.4
Related Guidance Document:	Scope Management Guideline, FD Scope Statement Template

**Complete Preliminary Engineering Quality Certification (3175)**

**Previous ID: New Activity**

The Designer completes the Preliminary Engineering (PE) Designer Certification and includes with the Preliminary Engineering Report.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3150
Activity Successor:	3160 FF
Activity Duration:	1
WBS Element Produced:	3.6.1
Related Guidance Document:	Quality Management Policy & Procedure 360, Preliminary Engineering Guideline

## **Develop FD Public Involvement Action Plan (3185)**

### **Previous ID: 1060**

The Project Manager and Designer develop an FD Public Involvement Action Plan (PIAP) to identify critical points for public involvement during FD, and the objectives for each point. The FD PIAP includes, at minimum, updating the database of known stakeholders, determining the number of anticipated meetings with local officials, citizens groups and any outside agencies impacted by the proposed project. If one acre or larger of deforestation is proposed, a public information center is required, if not already held during PE.

The Project Manager coordinates with BLAES when preparing the FD PIAP to determine involvement with State/Federal permitting agencies responsible for Cultural Resources, Green Acres, CAFRA, Waterfront Development and other public involvement requirements.

The Project Manager circulates the PIAP to the Division of Community and Constituent Relations for final comments and signature.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer, Division of Community and Constituent Relations
Consulted:	NA
Informed:	Division of Community and Constituent Relations, Project Manager
Activity Predecessor:	3150
Activity Successor:	3160 FF
Activity Duration:	10
WBS Element Produced:	3.9.9
Related Guidance Document:	Preliminary Engineering Guideline

## **Prepare Project Management Plan (Major Projects) (3195)**

### **Previous ID: New Activity**

The Designer, working with Subject Matter Experts, prepares a draft Project Management (PM) Plan for Major Projects, as required by FHWA regulations. The Designer submits the draft PM Plan to the Project Manager for review and comment. After the Designer updates the draft PM Plan to address the comments, the Project Manager submits to FHWA. This draft PM Plan should be submitted at least 60 days prior to the submission of the Final NEPA document. In accordance with FHWA regulations, a Project Management Plan must be completed for a project with an estimated total cost of \$500,000,000 or more.

<b><u>Role Description</u></b>	
Responsible:	Designer, Project Manager
Consulted:	Subject Matter Experts
Informed:	NA
Activity Predecessor:	3150
Activity Successor:	3200
Activity Duration:	60
WBS Element Produced:	3.9.6
Related Guidance Document:	<a href="#">Project Management Plan Guidance</a>

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **FHWA Approves Project Management Plan (Major Projects) (3200)**

### **Previous ID: New Activity**

FHWA reviews the draft Project Management (PM) Plan (Major Projects) and provides comments to the Project Manager for resolution. Upon resolution of all comments, FHWA notifies the Project Manager that the PM Plan (Major Projects) is approved.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Project Manager, Designer
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3195
Activity Successor:	3205 FF
Activity Duration:	30
WBS Element Produced:	Approved 3.9.6
Related Guidance Document:	<a href="#">Project Management Plan Guidance</a>

## **NJDOT Reviews Draft Preliminary Engineering Report (3205)**

### **Previous ID: New Activity**

The Project Manager and Subject Matter Experts review the Draft Preliminary Engineering (PE) Report and provide comments to the Designer for incorporation in the PE Report. The Designer addresses the comments and resubmits to the Project Manager. If the project is designated a Project of Division Interest (PoDI) by FHWA and required by the Project's Oversight Plan, the Project Manager forwards the Draft PE Report to FHWA for review and approval.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Subject Matter Experts, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3160
Activity Successor:	3210
Activity Duration:	30
WBS Element Produced:	Updated 3.9
Related Guidance Document:	Preliminary Engineering Guideline

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **FHWA Reviews and Approves Preliminary Engineering Report (3210)**

### **Previous ID: New Activity**

If the project is designated a Project of Division Interest (PoDI) or a Project of Corporate Interest (PoCI) by FHWA and required by the Project’s Oversight Plan, FHWA will review the Draft Preliminary Engineering (PE) Report and provide comments to the Project Manager for incorporation in the PE Report. The Project Manager, with support from the Designer, addresses FHWA comments and resubmits to FHWA for approval. Upon resolution of all comments, FHWA notifies the Project Manager that the PE Report is approved.

The duration for FHWA review and comment will vary based on project complexity. The duration for making changes to the PE Report will vary based on the extent of FHWA comments.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Project Manager, Designer
Consulted:	Subject Matter Experts (as needed)
Informed:	Project Manager, Designer
Activity Predecessor:	3205, 3200 (if applicable)
Activity Successor:	3225
Activity Duration:	30
WBS Element Produced:	Approved 3.9, 3.11.3
Related Guidance Document:	Preliminary Engineering Guideline

## **Assess Designer (3225)**

### **Previous ID: 1795**

Once the Preliminary Engineering (PE) Report is approved by FHWA, the Project Manager assesses the performance and available resources of the PE Designer to confirm their ability to successfully perform the FD Phase activities. The Project Manager makes a recommendation to amend the existing contract with an addendum. The Executive Regional Manager evaluates the recommendation whether to retain the PE designer or select a new designer for FD. If the Executive Regional Manager does not concur, the issue is elevated to the Director for discussion and resolution. If the decision is to not continue with the PE Designer, the Project Manager performs closeout activities and initiates the process to select a new designer.

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Designer
Activity Predecessor:	3210
Activity Successor:	3230, 3235, 3240
Activity Duration:	5
WBS Element Produced:	Associated with: 3.10.1
Related Guidance Document:	Preliminary Engineering Guideline, Agreement Addendum Template

### **Develop FD Designer Fee Proposal (3230)**

#### **Previous ID: 1800**

The Designer prepares a Fee Proposal utilizing the FD Scope Statement and forwards the proposal to the Project Manager. The Project Manager ensures the Fee Proposal is prepared in accordance with internal NJDOT Policy and Procedure #328, “Agreement Development Process for Procurement of Professional Services.”

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3225
Activity Successor:	3245
Activity Duration:	15
WBS Element Produced:	3.10.1.1
Related Guidance Document:	P&P #328

### **Develop FD Independent Cost Estimate (3235)**

#### **Previous ID: 1810**

The Project Manager requests that the Office of Schedule and Budget Management develop an Independent Cost Estimate (ICE) to compare to the designer’s fee proposal. An ICE will be used in contract negotiations. The Project Manager submits the FD Scope Statement to the Office of Schedule and Budget Management. The Office of Schedule and Budget Management consults

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



with subject matter expert units when developing man-hour estimates on unique or major tasks. The Office of Schedule and Budget Management submits the Preliminary ICE to the Project Manager for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Office of Schedule and Budget Management
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3225 (2750 for Limited Scope Projects)
Activity Successor:	3245 (2820 for Limited Scope Projects)
Activity Duration:	10
WBS Element Produced:	3.10.3
Related Guidance Document:	Unit procedure

## **Create FD Schedule (3240)**

### **Previous ID: 1830**

The Project Manager or Division of Project Management (DPM) Scheduler request the Office of Schedule and Budget Management to create an active schedule in Primavera based on the standard FD schedule template. The Project Manager sends the standard FD schedule template to the DPM Scheduler or Office of Schedule and Budget Management to customize the schedule based on the FD Scope Statement and historic data. The Project Manager negotiates the draft schedule with the Designer. The Project Manager provides the negotiated draft schedule to the DPM Scheduler or Office of Schedule and Budget Management to update the active schedule.

The Project Manager is responsible for updating all schedules on a monthly basis and may do so by providing updates to the DPM Scheduler or Office of Schedule and Budget Management.

#### *Note for Limited Scope Study:*

The Project Manager utilizes the Limited Scope FD primavera schedule. Refer to the Project Delivery Process Customization Guideline for necessary revisions to the schedule.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Division of Project Management Scheduler, Office of Schedule and Budget Management
Consulted:	Project Manager, Office of Schedule and Budget Management, Designer, Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3225 (2620 or 2820 for Limited Scope Projects)
Activity Successor:	3250, 3255
Activity Duration:	15
WBS Element Produced:	3.10.4
Related Guidance Document:	Unit procedure

## **Negotiate FD Addendum (3245)**

### **Previous ID: 1820**

In accordance with NJDOT Policy and Procedure #328, the Project Manager reviews the Designer Fee Proposal and negotiates with the designer utilizing the Independent Cost Estimate (ICE) as a comparison. If FD is performed in-house, the Project Manager will negotiate with NJDOT in-house design staff. The Designer may update the FD Scope Statement with detailed task descriptions, if directed by the Project Manager. Changes to the FD Scope Statement will be approved by the Project Manager. The Designer revises the original fee proposal per negotiations and submits to the Project Manager. If the Designer’s fee proposal exceeds 10% of the ICE, review and request further clarification and justification.

If negotiations are unsuccessful, escalate unresolved issues in accordance with NJDOT Policy and Procedure #328. After completion of negotiations, the Project Manager sends the total negotiated hours to the Office of Schedule and Budget Management.

The Project Manager may request the Office of Schedule and Budget Management prepare a Summary ICE Report that provides a comparison of design man-hour estimates between ICE values and the Designer’s man-hour proposal.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Office of Schedule and Budget Management, Designer
Consulted:	Designer
Informed:	NA
Activity Predecessor:	3230, 3235
Activity Successor:	3270
Activity Duration:	25
WBS Element Produced:	Updated 3.10.1.1, Updated 3.9.4 (if necessary), 3.10.3.1
Related Guidance Document:	P&P #328

### **Approve FD Schedule (3250)**

#### **Previous ID: 1880**

The Project Manager completes the Project Baseline Schedule Approval form and submits it to the Executive Regional Manager for approval. The Project Manager forwards the Project Baseline Schedule Approval form to the Office of Schedule and Budget Management. The Office of Schedule and Budget Management creates the baseline for the FD Schedule.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Office of Schedule and Budget Management
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3240
Activity Successor:	3270
Activity Duration:	5
WBS Element Produced:	Approved 3.10.4
Related Guidance Document:	Unit procedure

### **Develop FD Budget (3255)**

#### **Previous ID: 1835**

The Project Manager requests the Office of Schedule and Budget Management develop a FD man-hour budget estimate. The budget estimate includes subject matter expert (SME) unit man-hours to

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

support the Designer. If NJDOT in-house design staff complete FD, the budget estimate includes in-house design man-hours. An Office of Schedule and Budget Management Budget Analyst develops the Draft Budget in the Project Reporting System with input from SME units for support hours. The Project Manager is responsible for negotiating any SME unit support hours.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Office of Schedule and Budget Management Budget Analyst
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3240
Activity Successor:	3260
Activity Duration:	25 (10 for Limited Scope Projects)
WBS Element Produced:	3.10.5
Related Guidance Document:	Unit procedure

### **Finalize FD Budget (3260)**

#### **Previous ID: 1845**

The Project Manager completes the Project Baseline Schedule Approval Form and compiles the FD documents required for both budget approval and funding authorization. These documents include the FD Budget Estimate, Project Baseline Schedule Approval Form and if appropriate, Designer’s Fee Proposal. Forward the compiled FD documents to the Executive Regional Manager.

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Executive Regional Manager
Activity Predecessor:	3255
Activity Successor:	3265
Activity Duration:	10 (5 for Limited Scope Projects)
WBS Element Produced:	Updated 3.10.5
Related Guidance Document:	Unit procedure

## **Approve FD Budget (3265)**

### **Previous ID: 1850**

The Executive Regional Manager reviews and approves the FD Budget Package. The Project Manager forwards the Project Baseline Schedule Approval Form to the Office of Schedule and Budget Management to document approval in the Project Reporting System.

<b><u>Role Description</u></b>	
Responsible:	Executive Regional Manager, Project Manager, Office of Schedule and Budget Management
Consulted:	NA
Informed:	NA
Activity Predecessor:	3260
Activity Successor:	3270
Activity Duration:	5
WBS Element Produced:	Approved 3.10.5
Related Guidance Document:	Unit procedure

## **Authorize Final Design (3270)**

### **Previous ID: 1860**

The Project Manager prepares and submits the funding request to the Division of Capital Investment Planning and Development (CIPD). CIPD determines the appropriate funding source and if the project is federally funded, CIPD prepares the request to FHWA for authorization of

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

engineering funds for FD. CIPD notifies the Project Manager of funding authorization approval and provides a copy of the job number and Agreement ID.

*Note:*

For each federally funded project, a “Federal Project End Date” should be established per NJDOT Policy No. 365 and the Capital Project Delivery Project End Date Guidance.

*Note for Limited Scope Projects:*

For limited scope projects, the Project Manager submits the certified CED prior to or along with the Final Design Authorization Package.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Division of Capital Investment Planning and Development
Consulted:	NA
Informed:	Executive Regional Manager
Activity Predecessor:	3245, 3250, 3265 (2840, 3250, 3265 for Limited Scope Projects)
Activity Successor:	3275 (2890 for Limited Scope Projects)
Activity Duration:	15
WBS Element Produced:	3.10.6
Related Guidance Document:	FHWA Design Standards 23 CFR Part 625, <a href="#">NJDOT Policy No. 365, Capital Project End Date Guidance</a>

**Execute FD Addendum (3275)**

**Previous ID: 1870**

The Project Manager prepares an FD Addendum and sends to the Designer. The Designer signs the FD Addendum and sends two signed and sealed original copies back to the Project Manager along with copies of the Corporate Resolution and Business Registration Certificates for any new subconsultants. The Project Manager circulates the FD Addendum and an AD-12 to NJDOT Management for signature and approval. The Project Manager distributes the executed FD Addendum to the appropriate parties. Once the FD Addendum is fully executed, the Project Manager issues a Notice to Proceed to the Designer.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Executive Regional Manager, Designer
Activity Predecessor:	3270
Activity Successor:	3285
Activity Duration:	20
WBS Element Produced:	3.10.1
Related Guidance Document:	P&P #328

### **Complete PE Closeout (3285)**

#### **Previous ID: New Activity**

The Project Manager performs the series of steps necessary to close out the NJDOT Preliminary Engineering (PE) Phase. If required, instruct the Designer to submit their Final Invoice for the PE Phase. Upon payment of the final invoice, notify accounting to close the job number.

Note: The closeout of the NJDOT PE Phase does not close FHWA PE Authorization.

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Accounting, Designer
Activity Predecessor:	3275
Activity Successor:	3990
Activity Duration:	20
WBS Element Produced:	3.10.2
Related Guidance Document:	Preliminary Engineering Guideline, Closeout Procedure Guideline

### **Initiate Environmental Technical Studies (3880)**

#### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Environmental Coordinator confirms which Environmental Technical Studies need to be completed and informs the Designer to begin their preparation. The Environmental Technical Studies to be completed

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

may include Air Quality, Noise, Ecology, Cultural Resources, Hazardous Waste, Section 4(f) and Socio-Economics.

The BLAES Environmental Coordinator determines the level of Section 4(f) evaluation (Individual, Programmatic or Not Applicable) for Parkland. The level of Section 4(f) evaluation for historic sites is determined following State Historic Preservation Office (SHPO) concurrence of Adverse Effect obtained in Activity 3330 or 3340.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions Environmental Coordinator
Consulted:	Designer
Informed:	Project Manager, Designer
Activity Predecessor:	3005
Activity Successor:	3300 or 3400 or 3460, 3520, 3740, 3765, 3790, 3815, 3840, 3870 or 3890 or 3910
Activity Duration:	1
WBS Element Produced:	NA
Related Guidance Document:	NA

## **Initiate Cultural Resources (Section 106) Process (3300)**

### **Previous ID: 5485**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) CR Specialist initiates the Cultural Resources (Section 106) process by consulting with State Historic Preservation Office (SHPO). Initiation consists of determining the Area of Potential Effect (APE) for architecture and archeology, and identifying Consulting/Interested parties. The APE Package includes the Preliminary Engineering PIAP, the APE for architecture and archeology and the list of Consulting/Interested parties. The BLAES CR Specialist meets with SHPO to submit and discuss the APE Package. SHPO reviews and approves the APE Package by providing written concurrence.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions CR Specialist, Designer (if required)
Consulted:	State Historic Preservation Office
Informed:	Project Manager, Designer
Activity Predecessor:	3540 or 3630 or 3880
Activity Successor:	3305
Activity Duration:	25
WBS Element Produced:	Included in 3.8.1.6
Related Guidance Document:	Protection of Historic Properties (36CFR800), NJ and National Registers of Historic Places

## **Conduct CR Survey (3305)**

### **Previous ID: 5605**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) conducts appropriate level technical studies to identify the presence of Historic Properties that are on or eligible for the State/Federal Register of Historic Places. This work must be performed by qualified professionals approved by Department of Interior Secretary Standards.

The Designer or BLAES performs the following work:

- Identify properties listed in, nominated to, or are eligible for the State/National Register of Historic Places that are located within the project Area of Potential Effect (APE). Also note those properties included in the NJ Historic Sites Inventory, the Historic American Buildings Survey, the Historic American Engineering Record Catalogs, and any government inventories.
- Conduct a thorough search of archeological literature to identify known historic and prehistoric sites including recent publications, cultural resource survey reports and articles available from State Historic Preservation Office (SHPO) and the New Jersey State Museum.
- Conduct research using primary and secondary source materials pertaining to the history, ethno-history and ecology of the area and interview professionals and community individuals that might have historical knowledge of the area.
- Conduct fieldwork and appropriate level survey of the APE for standing structures. Gather information from local historians, officials or individuals. Conduct Phase I archaeological investigation and start subsurface testing for archeological resources within the APE. Phase II studies are conducted if necessary.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Consulting Parties
Informed:	Project Manager
Activity Predecessor:	3300
Activity Successor:	3310
Activity Duration:	45
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	<a href="#">Protection of Historic Properties (36CFR800)</a>

## **Prepare CR Survey Report (3310)**

### **Previous ID: 5115**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) documents the results of the Cultural Resources Survey in a detailed report. The data collected during the Cultural Resources Survey will be analyzed and documented.

The Cultural Resources Survey Report identifies properties within the Area of Potential Effect (APE) that are on or potentially eligible for listing on, the State or National Register of Historic Places. For resources identified in the APE, apply criteria of effect from 36CFR800 caused by the project, clearly present rationale and prepare documentation for approval by BLAES. The outcomes that are possible include No Resources, No Effect, No Adverse Effect, No Adverse Effect with Conditions and Adverse Effect. The Designer or BLAES submits the draft Cultural Resources Survey Report to BLAES.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3305
Activity Successor:	3315
Activity Duration:	80
WBS Element Produced:	3.8.1.6
Related Guidance Document:	<a href="#">Protection of Historic Properties (36CFR800)</a>

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Review CR Survey Report (3315)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions reviews the draft Cultural Resources Survey Report and provides comments.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	Designer
Activity Predecessor:	3310
Activity Successor:	3320
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

## Address Comments on CR Survey Report (3320)

### Previous ID: New Activity

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Cultural Resources Survey Report and resubmits it to BLAES for approval.

<u>Role Description</u>	
Responsible:	Designer or Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3315
Activity Successor:	3325
Activity Duration:	20
WBS Element Produced:	Updated 3.8.1.6
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Approve CR Survey Report (3325)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the updated Cultural Resources Survey Report to confirm all comments were appropriately addressed and approves the report.

If the outcome of Effects Assessment results in initial finding of No Resources, No Effect or No Adverse Effect, BLAES sends the Cultural Resources Survey Report to Consulting/Interested parties and the State Historic Preservation Office (SHPO) for review and comment. If the outcome of Effects Assessment results in initial finding of Adverse Effect or No Adverse Effect with Conditions, BLAES sends the Cultural Resources Survey Report to FHWA for review and comment.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3320
Activity Successor:	3390 (if applicable), 3330 or 3345, 3865
Activity Duration:	15
WBS Element Produced:	Approved 3.8.1.6
Related Guidance Document:	NA

## Obtain SHPO Concurrence (No Resources, No Effect, No Adverse Effect) (3330)

### Previous ID: 5505

The State Historic Preservation Office (SHPO) reviews the Cultural Resources Survey Report and provides comments. The Bureau of Landscape Architecture and Environmental Solutions (BLAES) must allow 30 calendar days for this review to occur. During this period, Consulting/Interested Parties may review the report and provide comments to BLAES. The Designer or BLAES addresses the SHPO comments. SHPO provides concurrence with No Resources, No Effect or No Adverse Effect to BLAES.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	State Historic Preservation Office
Consulted:	Consulting/Interested
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Consulting/Interested
Activity Predecessor:	3325
Activity Successor:	3410 or 3420 or 3425 or 3635
Activity Duration:	25
WBS Element Produced:	Included in 3.8.1.6
Related Guidance Document:	NA

### **Obtain FHWA Approval of CR Survey Report (3345)**

#### **Previous ID: 5530**

If the outcome of Effects Assessment results in initial finding of Adverse Effect or No Adverse Effect with Conditions, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) sends the Cultural Resources Survey Report to FHWA for review and comment. FHWA provides BLAES with written approval.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3325
Activity Successor:	3335, 3340, 3350
Activity Duration:	20
WBS Element Produced:	FHWA Approved 3.8.1.6
Related Guidance Document:	NA

### **Prepare Draft MOA (Adverse Effect Only) (3335)**

#### **Previous ID: 5560**

The Designer or Bureau of Landscape Architecture and Environmental Solutions prepares a draft Memo of Agreement (MOA). The MOA includes NJDOT's cultural resource commitments to mitigate adverse effects.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3345
Activity Successor:	3365 FF, 3370
Activity Duration:	15
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	FHWA MOA Template

### **Obtain SHPO Concurrence (No Adverse Effect with Conditions or Adverse Effect) (3340)**

**Previous ID: 5535**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) or the Designer distributes the FHWA approved CR Survey Report to Consulting/Interested parties and State Historic Preservation Office (SHPO) for review and comment. SHPO and Consulting/Interested Parties will conduct a 30 calendar day review of the CR Survey Report and provide comments to BLAES. SHPO provides concurrence and may provide recommendations to reduce and/or mitigate impacts.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer, State Historic Preservation Office
Consulted:	Consulting/Interested Parties
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Designer
Activity Predecessor:	3345
Activity Successor:	3355, 3410 or 3420 or 3425 or 3470
Activity Duration:	25
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Adverse Effect Documentation & Submit to FHWA (Adverse Effect Only) (3350)

### Previous ID: 5540

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) provides FHWA with the Adverse Effect Documentation (CR Survey Report and summary letter) supporting the FHWA Adverse Effect determination.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	NA
Activity Predecessor:	3345
Activity Successor:	3355
Activity Duration:	15
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

## FHWA Sends Adverse Effect Documentation to ACHP (3355)

### Previous ID: 5545

FHWA distributes the Adverse Effect Documentation (CR Survey Report and summary letter) to the Advisory Council on Historic Preservation (ACHP) and offers ACHP the opportunity to participate in consultation to resolve Adverse Effects caused by the project.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	3350, 3340
Activity Successor:	3360
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **ACHP Reviews & Accepts or Declines Participation (3360)**

### **Previous ID: 5550**

The Advisory Council on Historic Preservation (ACHP) reviews the Adverse Effect Documentation (CR Survey Report and summary letter) and responds to FHWA in writing indicating if they accept or decline participation in resolution of Adverse Effects.

<b><u>Role Description</u></b>	
Responsible:	Advisory Council on Historic Preservation
Consulted:	NA
Informed:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	3355
Activity Successor:	3365
Activity Duration:	15
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

## **Resolve Adverse Effects (3365)**

### **Previous ID: 5555**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) consults with FHWA, State Historic Preservation Office (SHPO), Consulting/Interested Parties and the Designer on ways to avoid/reduce and mitigate impacts to cultural resources. Additional engineering activities may be necessary to modify the Preliminary Preferred Alternative (PPA) to minimize adverse effects. An agreement must be reached between FHWA and SHPO.

If an agreement cannot be reached between FHWA and SHPO, additional work must be performed adding at least 75 calendar days to the project schedule. FHWA contacts the Advisory Council on Historic Preservation (ACHP) for comment and resolution. ACHP has 45 days to offer comments on adverse effect and outstanding issues. FHWA must take into consideration ACHP comments and prepare a summary and justification of FHWA's final resolution of adverse effect decision.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Advisory Council on Historic Preservation, State Historic Preservation Office, Consulting/Interested, Designer
Informed:	Project Manager
Activity Predecessor:	3360
Activity Successor:	3335 FF, 3370
Activity Duration:	20 (Assuming no major additional engineering required)
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

### **Circulate MOA for Comment (3370)**

#### **Previous ID: 5570**

The Bureau of Landscape Architecture and Environmental Solutions circulates the draft Memorandum of Agreement (MOA) to FHWA, State Historic Preservation Office and additional signatory parties for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	FHWA, State Historic Preservation Office, Advisory Council on Historic Preservation (if participating), Signatory parties
Informed:	Project Manager, Designer
Activity Predecessor:	3335, 3365
Activity Successor:	3375
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Final MOA (3375)

### Previous ID: 5575

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses comments on the draft Memorandum of Agreement (MOA) and prepares a final MOA for signatures.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	FHWA, State Historic Preservation Office, Advisory Council on Historic Preservation (if participating), Signatory parties
Informed:	Project Manager, Designer
Activity Predecessor:	3370
Activity Successor:	3380
Activity Duration:	15
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

## Execute the MOA (3380)

### Previous ID: 5580

FHWA, NJDOT, State Historic Preservation Office, Advisory Council on Historic Preservation (if participating), and additional signatory parties execute the document by signing the Memorandum of Agreement and returning it to the Bureau of Landscape Architecture and Environmental Solutions.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Project Manager, Advisory Council on Historic Preservation (if participating), State Historic Preservation Office, Signatory parties
Consulted:	NA
Informed:	Advisory Council on Historic Preservation
Activity Predecessor:	3375
Activity Successor:	3635 or 3950
Activity Duration:	15
WBS Element Produced:	Associated with: 3.8.1.6
Related Guidance Document:	NA

### **Submit Historic Sites Council Application (3390)**

#### **Previous ID: 5900**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) prepares the Application for Project Authorization under the New Jersey Register of Historic Places for any project that may encroach upon a New Jersey Register listed property. Applicants are encouraged to contact State Historic Preservation Office (SHPO) and the Historic Sites Council as early as possible to discuss the undertaking. The Historic Sites Council meets every other month and applications must be submitted to SHPO 120 calendar days in advance of the scheduled meeting. BLAES confirms with SHPO that the application was received, is technically complete, and placed on the Historic Sites Council agenda.

SHPO provides advanced notice of the meeting 45 days prior to the scheduled meeting. SHPO notifies the Secretary of State, the chief elected local official and major circulation newspapers in the project area. SHPO must notify directly affected property owners, local historical societies and historic preservation commissions, relevant local agencies concerned with historic preservation, and relevant statewide preservation organizations.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer, State Historic Preservation Office
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager
Activity Predecessor:	3325
Activity Successor:	3395
Activity Duration:	90
WBS Element Produced:	Associated with: 3.8.8
Related Guidance Document:	Historic Sites Council Application Template

### **Present to Historic Sites Council (3395)**

#### **Previous ID: 5920**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (applicant) presents the project to the Historic Sites Council at an open public meeting. At the meeting interested members of the public are provided with an opportunity to comment on the project. The Historic Sites Council evaluates the public benefit of the proposed undertaking, potential prudent and feasible alternatives, and the measures taken to avoid, minimize, or mitigate the encroachment. After receiving the applicant's and public comments, the Council makes a formal recommendation to the New Jersey Department of Environmental Protection Commissioner.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer, Historic Sites Council
Consulted:	NA
Informed:	New Jersey Department of Environmental Protection Commissioner, Project Manager
Activity Predecessor:	3390
Activity Successor:	3950
Activity Duration:	20
WBS Element Produced:	3.8.8
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **Inform Jurisdictional Agency Regarding Draft Individual Section 4(f) Impacts (3460)**

### **Previous ID: 5425**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) writes a letter to the agency with jurisdiction over parkland regarding impacts from the project and anticipated mitigation and requests a response in writing agreeing with the proposed project and anticipated impacts. Agencies with jurisdiction may include Green Acres Program, municipalities or counties.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Jurisdictional Agencies
Informed:	Project Manager
Activity Predecessor:	3880
Activity Successor:	3465
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.1.7.1
Related Guidance Document:	NA

## **Receive Concurrence Regarding Draft Individual Section 4(f) Impacts (3465)**

### **Previous ID: 5430**

The agency with jurisdiction over parkland provides written concurrence with the proposed project and anticipated impacts and mitigation.

<b><u>Role Description</u></b>	
Responsible:	Jurisdictional Agencies
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3460
Activity Successor:	3470
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Draft Individual Section 4(f) Evaluation (3470)

### Previous ID: 5120

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a Draft Individual Section 4(f) Evaluation to document the proposed project impacts, including temporary occupancy if applicable, to historic sites, recreation land, parkland, or wildlife and waterfowl refuges. Utilizing the alternatives analysis, justify selection of the most prudent and feasible alternative. Discuss measures to minimize harm and propose mitigation.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3340, 3465
Activity Successor:	3475
Activity Duration:	30
WBS Element Produced:	3.8.1.7.1
Related Guidance Document:	NA

## NJDOT Reviews Draft Individual Section 4(f) Evaluation (3475)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions reviews the Draft Individual Section 4(f) and provides comments.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3470
Activity Successor:	3480
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Revise Draft Individual Section 4(f) Evaluation (NJDOT Comments) (3480)

### Previous ID: New Activity

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Draft Individual Section 4(f) and resubmits the document. BLAES verifies that the comments have been adequately addressed and sends the Draft Individual Section 4(f) to FHWA.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3475
Activity Successor:	3485
Activity Duration:	15
WBS Element Produced:	Updated 3.8.1.7.1
Related Guidance Document:	NA

## FHWA Reviews & Comments on Draft Individual Section 4(f) Evaluation (3485)

### Previous ID: 5440

FHWA conducts an independent review of the Draft Individual Section 4(f) Evaluation and submits comments to the Bureau of Landscape Architecture and Environmental Solutions.

<u>Role Description</u>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3480
Activity Successor:	3490
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **Revise Draft Individual Section 4(f) Evaluation (FHWA Comments) (3490)**

### **Previous ID: 5445**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Draft Individual Section 4(f) and resubmits the document. FHWA verifies that the comments have been adequately addressed for the legal sufficiency review of the Draft Individual Section 4(f).

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3485
Activity Successor:	3495
Activity Duration:	35
WBS Element Produced:	Updated 3.8.1.7.1
Related Guidance Document:	NA

## **Conduct Draft Individual Section 4(f) Legal Sufficiency Review (3495)**

### **Previous ID: New Activity, 5475**

The FHWA conducts a legal sufficiency review of the Draft Individual Section 4(f) and provides comments. If the legal sufficiency review results in comments to be addressed, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) and the Designer consult on the changes needed and resubmit. The legal sufficiency review period is 30 calendar days. If the document complies with Federal regulations, the FHWA approves the Draft Individual Section 4(f) for legal sufficiency.



<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3490
Activity Successor:	3500
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.1.7.1
Related Guidance Document:	NA

### **Circulate Draft Individual Section 4(f) Evaluation (3500)**

#### **Previous ID: 5460**

The Designer prepares the appropriate number of copies of the Draft Individual Section 4(f) Evaluation as instructed by Bureau of Landscape Architecture and Environmental Solutions (BLAES). BLAES prepares a transmittal letter and distributes the Draft Individual Section 4(f) Evaluation to the appropriate public agencies. The Draft Individual Section 4(f) Evaluation comment period is 30 calendar days. If the Draft Individual Section 4(f) is prepared with an Environmental Assessment (EA) or Draft Environmental Impact Statement (EIS), the Draft Individual Section 4(f) is circulated as part of the EA or Draft EIS document.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3495
Activity Successor:	3505
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare Final Individual Section 4(f) Evaluation (3505)

### Previous ID: 5465

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluate all public and agency comments in consultation with the Project Manager. If necessary, the Designer and BLAES provide a written response to comments received and revise the document accordingly. The Final Individual Section 4(f) is submitted to FHWA. If the Draft Individual Section 4(f) is prepared with an Environmental Assessment (EA) or Draft Environmental Impact Statement (EIS), the Final Individual Section 4(f) is submitted as part of the EA or Final EIS document.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Project Manager
Informed:	FHWA
Activity Predecessor:	3500
Activity Successor:	3510
Activity Duration:	20
WBS Element Produced:	Updated 3.8.1.7.1
Related Guidance Document:	NA

## FHWA Approves Final Individual Section 4(f) Evaluation (3510)

### Previous ID: 5475

FHWA approves the Final Individual Section 4(f) and notifies the Bureau of Landscape Architecture and Environmental Solutions in writing. If the Draft Individual Section 4(f) is prepared with an Environmental Assessment (EA) or Draft Environmental Impact Statement (EIS), the Final Individual Section 4(f) is approved as part of the EA or Final EIS document.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3505
Activity Successor:	3870
Activity Duration:	20
WBS Element Produced:	Approved 3.8.1.7.1
Related Guidance Document:	NA

### **Inform Jurisdictional Agency Regarding Programmatic Section 4(f) Impacts (3400)**

**Previous ID: 5380**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) writes a letter to the agency with jurisdiction over parkland regarding impacts from the project and anticipated mitigation and requests a response in writing agreeing with the proposed project and anticipated impacts. Agencies with jurisdiction may include Green Acres Program, municipalities or counties.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Jurisdictional Agencies
Informed:	Project Manager
Activity Predecessor:	3880
Activity Successor:	3405
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.1.7.2
Related Guidance Document:	NA

### **Receive Concurrence Regarding Programmatic Section 4(f) Impacts (3405)**

**Previous ID: 5385**

The agency with jurisdiction over parkland provides written concurrence with the proposed project and anticipated impacts and mitigation.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Jurisdictional Agencies
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3400
Activity Successor:	3410 or 3420 or 3425
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.7.2
Related Guidance Document:	NA

### **Prepare Programmatic Section 4(f) Evaluation (3410)**

#### **Previous ID: 5120**

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a Programmatic Section 4(f) Evaluation to document the proposed project impacts to historic sites, recreation land, parkland, or wildlife and waterfowl refuges. Utilizing the alternatives analysis performed in Concept Development, justify selection of the most prudent and feasible alternative. Discuss measures to minimize harm and propose mitigation.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3405 or 3330 or 3340
Activity Successor:	3430
Activity Duration:	30
WBS Element Produced:	3.8.1.7.2
Related Guidance Document:	Programmatic Section 4(f) Template

### **Prepare De Minimis Section 4(f) Evaluation (3420)**

#### **Previous ID: 5120**

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a De Minimis Section 4(f) Evaluation to document the proposed project's de minimis impacts to

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

historic sites, recreation land, parkland, or wildlife and waterfowl refuges. An analysis of avoidance alternatives is not required and the Section 4(f) evaluation process is complete.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3405 or 3330 or 3340
Activity Successor:	3430
Activity Duration:	30
WBS Element Produced:	3.8.1.7.3
Related Guidance Document:	<a href="#">FHWA Guidance for Determining De Minimis Impacts</a>

### **Prepare Programmatic Net Benefit Section 4(f) Evaluation (3425)**

#### **Previous ID: 5120**

The Designer or the Bureau of Landscape Architecture and Environmental Solutions prepares a Programmatic Net Benefit Section 4(f) Evaluation to document the proposed project’s net benefits to historic sites, recreation land, parkland, or wildlife and waterfowl refuges.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3405 or 3330 or 3340
Activity Successor:	3430
Activity Duration:	30
WBS Element Produced:	3.8.1.7.4
Related Guidance Document:	<a href="#">FHWA Section 4(f) Net Benefit Guidance</a>

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## NJDOT Reviews Programmatic Section 4(f) Evaluation (3430)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions reviews the Programmatic Section 4(f) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3410 or 3420 or 3425
Activity Successor:	3435
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.7.2
Related Guidance Document:	NA

## Revise Programmatic Section 4(f) Evaluation (NJDOT Comments) (3435)

### Previous ID: New Activity

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Programmatic Section 4(f) and resubmits the document. BLAES verifies that the comments have been adequately addressed and sends the Programmatic Section 4(f) to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3430
Activity Successor:	3440
Activity Duration:	15
WBS Element Produced:	Updated 3.8.1.7.2
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **FHWA Reviews Programmatic Section 4(f) Evaluation (3440)**

### **Previous ID: New Activity**

FHWA conducts an independent review of the Programmatic Section 4(f) Evaluation and submits comments to the Bureau of Landscape Architecture and Environmental Solutions.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3435
Activity Successor:	3445
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.7.2
Related Guidance Document:	NA

## **Revise Programmatic Section 4(f) Evaluation (FHWA Comments) (3445)**

### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the Programmatic Section 4(f) and resubmits the document to FHWA.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3440
Activity Successor:	3450
Activity Duration:	35
WBS Element Produced:	Updated 3.8.1.7.2
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **FHWA Approves Programmatic Section 4(f) Evaluation (3450)**

### **Previous ID: 5400**

FHWA verifies that the comments have been adequately addressed and approves the Programmatic Section 4(f) Evaluation.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3445
Activity Successor:	3870
Activity Duration:	10
WBS Element Produced:	Approved 3.8.1.7.2
Related Guidance Document:	NA

## **Inform Green Acres Program & Local Officials (3520)**

### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) writes a letter to the Green Acres Program and the affected municipality to advise them of the proposed project including the property to be acquired and any anticipated mitigation. The letter requests a response from both confirming encumbrance due to Green Acres funding and if they conceptually agree with the project.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3880
Activity Successor:	3525
Activity Duration:	10
WBS Element Produced:	Associated with: 4.8.4, (3.8.1.7 if applicable)
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



## Receive Concurrence on Green Acres Impacts (3525)

### Previous ID: New Activity

The local officials and the Green Acres Program provide written concurrence of Green Acres encumbrance and conceptual agreement with proposed project and anticipated mitigation.

<b><u>Role Description</u></b>	
Responsible:	Green Acres Program, Local Officials
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3520
Activity Successor:	3530
Activity Duration:	20
WBS Element Produced:	Associated with: 4.8.4, (3.8.1.7 if applicable)
Related Guidance Document:	NA

## Hold Green Acres Pre-Application Meeting (3530)

### Previous ID: 5730

The Designer and the Bureau of Landscape Architecture and Environmental Solutions (BLAES) schedules and holds a meeting with the Green Acres Program and the affected local officials. BLAES presents the initial concepts of the proposed Green Acres diversion or disposal, and discusses the proposal and application requirements.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3525
Activity Successor:	3535
Activity Duration:	20
WBS Element Produced:	Associated with: 4.8.4
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Negotiate Green Acres Compensation (3535)

### Previous ID: 5735

Negotiate agreement with the Green Acres Program and local officials on the type of compensation for the diverted or disposed property. Compensation could consist of replacement parkland, monetary compensation or parkland improvements.

Once the type of compensation is agreed upon, BLAES requests a right of way (ROW) cost estimate from ROW Technical Support for the Green Acres parcels and for any replacement property if applicable. ROW Technical Support prepares and provides the ROW cost estimate to BLAES. The quantifiable amount of compensation is negotiated in Final Design.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer, Green Acres Program, Local Officials, ROW Technical Support
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3530
Activity Successor:	3950
Activity Duration:	20
WBS Element Produced:	Associated with: 4.8.4
Related Guidance Document:	NA

## Prepare EA or EA/4(f) (3545)

### Previous ID: 5165

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) advertises intent to prepare an Environmental Assessment (EA) (and 4(f) if applicable) by sending a Notice of Planned Action Letter to Federal and State agencies, which may have interest, jurisdiction or special expertise that would contribute to impact assessment, including local governmental officials.

The Designer prepares an EA (and 4(f) if applicable) in cooperation with BLAES. The EA (and 4(f) if applicable) identifies the preferred alternative, evaluates all reasonable alternatives and discusses the reasons why other considered alternatives were eliminated from detailed study. The EA includes the Section 4(f) evaluation (if applicable) and a summary of the technical environmental studies, Cultural Resource Survey Report, reviews, consultation with regulatory agencies, and public involvement required by environmental laws or Executive Orders to the

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

extent appropriate at this stage in the environmental process. Submit the EA (and 4(f) if applicable) to BLAES for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3635
Activity Successor:	3550
Activity Duration:	30
WBS Element Produced:	3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

### **NJDOT Reviews EA (3550)**

#### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the Environmental Assessment (EA) (and 4(f) if applicable) and provides comments to the Designer.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3545
Activity Successor:	3555
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

### **Revise EA (NJDOT Comments) (3555)**

#### **Previous ID: New Activity**

The Designer addresses the comments from Bureau of Landscape Architecture and Environmental Solutions (BLAES), updates the Environmental Assessment (EA) (and 4(f) if applicable) and

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

resubmits it to BLAES. BLAES verifies that the EA (and 4(f) if applicable) comments have been adequately addressed and sends the EA (and 4(f) if applicable) to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3550
Activity Successor:	3560
Activity Duration:	30
WBS Element Produced:	Updated 3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

### **FHWA Reviews EA (3560)**

#### **Previous ID: 5170**

FHWA will conduct an independent review of the Environmental Assessment (EA) (and 4(f) if applicable) and submit comments to the Bureau of Landscape Architecture and Environmental Solutions.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3555
Activity Successor:	3565
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

### **Revise EA (FHWA Comments) (3565)**

#### **Previous ID: 5175**

The Designer, in collaboration with Bureau of Landscape Architecture and Environmental Solutions (BLAES), addresses FHWA's comments. This may require additional engineering,

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

environmental, public involvement or agency coordination activities. The Environmental Assessment (and 4(f) if applicable) is revised and resubmitted by BLAES to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	FHWA
Informed:	Project Manager
Activity Predecessor:	3560
Activity Successor:	3570
Activity Duration:	20
WBS Element Produced:	Updated 3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

## **FHWA Approves EA (3570)**

### **Previous ID: 5180**

FHWA verifies that the Environmental Assessment (EA) (and 4(f) if applicable) comments have been adequately addressed and approves the EA (and 4(f) if applicable). If the EA has a Draft Individual Section 4(f), a legal sufficiency review of the Draft Individual Section 4(f) is necessary.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3565
Activity Successor:	3575 or 3580
Activity Duration:	20
WBS Element Produced:	Approved 3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

## **Conduct Draft Individual Section 4(f) Legal Sufficiency Review (EA) (3575)**

### **Previous ID: New Activity**

The FHWA conducts a legal sufficiency review of the Draft Individual Section 4(f) and provides comments. If the legal sufficiency review results in comments to be addressed, the Bureau of

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Landscape Architecture and Environmental Solutions (BLAES) and the Designer consult on the changes needed and resubmit. The legal sufficiency review period is 30 calendar days. If the document complies with Federal regulations, the FHWA approves the Draft Individual Section 4(f) for legal sufficiency.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3570
Activity Successor:	3580
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.1.7.1
Related Guidance Document:	NA

## **Circulate EA (3580)**

### **Previous ID: 5190**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) determines the number of copies of the Environmental Assessment (EA) (and 4(f) if applicable) needed for circulation. The Designer prepares the appropriate number of copies of the EA (and 4(f) if applicable). BLAES prepares a transmittal letter, indicating the time, date and location of the public hearing (if known), and distributes the EA (and 4(f) if applicable) to public officials, Federal, State and local government agencies with jurisdiction and expertise involving the proposed action as well as special interest groups and members of the public with identified interest in the proposed action.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3570 or 3575
Activity Successor:	3585
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

### **Hold EA Public Hearing & Comment Period (3585)**

#### **Previous ID: 5195, 5200**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) notifies the Division of Community and Constituent Relations (CCR) to schedule and hold a public hearing no sooner than 15 calendar days after the circulation of the Environmental Assessment (EA) (and 4(f) if applicable). The Designer publishes an advanced notice of the hearing, notifying the public of the availability of the EA (and 4(f) if applicable). BLAES accepts comments, either in writing or as verbal testimony. The EA (and 4(f) if applicable) is available for inspection at the public hearing and at other public locations. The required public comment period for an EA (and 4(f) if applicable) is 30 calendar days. BLAES sends written comments and the public hearing transcript to the FHWA. The Designer reviews the comments for any new risks. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified.

<b><u>Role Description</u></b>	
Responsible:	Division of Community and Constituent Relations, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3580
Activity Successor:	3590
Activity Duration:	35
WBS Element Produced:	Associated with: 3.8.6 and 3.8.1.7.1; 3.9.11
Related Guidance Document:	Risk Management Guideline

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Address EA Comments (3590)

### Previous ID: 5205

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluate all public and agency comments in consultation with the Project Manager. The Designer and BLAES make appropriate recommendations to the Project Manager to modify the project to avoid, minimize or mitigate impacts to the environment, and incorporate measures to enhance environmental quality in response to comments received. The Designer and BLAES provide a written response to comments received, if necessary.

At this point FHWA expects to issue a Finding of No Significant Impact (FONSI) for the proposed action, or FHWA determines that the action is likely to have a significant impact on the environment and the preparation of an Environmental Impact Statement is required.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer, FHWA
Consulted:	Project Manager
Informed:	FHWA
Activity Predecessor:	3585
Activity Successor:	3595 or 3640
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.6 and 3.8.1.7.1
Related Guidance Document:	NA

## Submit FONSI Request Package (3595)

### Previous ID: 5210

If no significant environmental impacts are identified, Bureau of Landscape Architecture and Environmental Solutions (BLAES) prepares a Finding of No Significant Impact (FONSI) and submits to FHWA with the public hearing transcript, copies of comments and responses. BLAES also includes the Environmental Assessment (and 4(f) if applicable), if revised.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Designer, Project Manager
Activity Predecessor:	3590
Activity Successor:	3600 or 3605
Activity Duration:	5
WBS Element Produced:	3.8.6.1
Related Guidance Document:	NA

### **FHWA Approves Final Individual Section 4(f) (EA) (3600)**

#### **Previous ID: New Activity**

FHWA approves the Final Individual Section 4(f) and notifies the Bureau of Landscape Architecture and Environmental Solutions in writing.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3595
Activity Successor:	3605
Activity Duration:	10
WBS Element Produced:	Approved 3.8.1.7.1
Related Guidance Document:	NA

### **FHWA Reviews and Issues FONSI (3605)**

#### **Previous ID: 5215**

During a required 30-day Environmental Assessment public review period (see 23 CFR 771.119 (h) for applicability), FHWA reviews the Finding of No Significant Impact (FONSI) Request Package. At the end of the 30-day review period, if applicable, FHWA issues the FONSI.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager
Activity Predecessor:	3595 or 3600
Activity Successor:	3610
Activity Duration:	25
WBS Element Produced:	Associated with: 3.8.6.1
Related Guidance Document:	23 CFR 771.119 (h)

### **Publish Notice of FONSI Availability (3610)**

#### **Previous ID: 5240**

The Bureau of Landscape Architecture and Environmental Solutions and Division of Community and Constituent Relations prepare a Notice of Finding of No Significant Impact (FONSI) Availability and send to the Designer for distribution to affected federal, state and local agencies.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Division of Community and Constituent Relations, Designer
Consulted:	NA
Informed:	Project Manager, FHWA
Activity Predecessor:	3605
Activity Successor:	3950
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.6.1
Related Guidance Document:	NA

### **Publish Notice of Intent in Federal Register (EIS Only) (3620)**

#### **Previous ID: 5250**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) prepares a Notice of Intent (to prepare an Environmental Impact Statement), which FHWA publishes within the Federal Register. BLAES also sends a Notice of Planned Action Letter to Federal, State and local

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

agencies, who may have interest, jurisdiction or unique expertise that would contribute to the impact assessment.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3005
Activity Successor:	3625
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.3
Related Guidance Document:	NA

### **Invite Cooperating Agencies (EA & EIS) (3625)**

#### **Previous ID: 5260**

The FHWA invites agencies with regulatory responsibility and jurisdiction over the proposed action or that have expertise valuable to the assessment of impacts, to be cooperating agencies in the preparation of the Environmental Assessment or Environmental Impact Statement.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager, Designer
Activity Predecessor:	3620
Activity Successor:	3540 or 3630
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.3
Related Guidance Document:	NA

### **Hold NEPA Scope Meeting (EIS Only) (3630)**

#### **Previous ID: 5265**

The Bureau of Landscape Architecture and Environmental Solutions invites the cooperating agencies to a National Environmental Policy Act (NEPA) Scope Meeting to identify issues, which

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

will be addressed in the Environmental Impact Statement (EIS). The Project Manager may update the Preliminary Engineering Scope Statement based on input received from the cooperating agencies at the NEPA Scope Meeting.

In accordance with Federal regulations, the NEPA Scope Meeting will identify a list of alternatives to be evaluated during the EIS process. Identify reasonable alternatives that could meet the project purpose and need. Choose final alternatives selected for detailed study in the Draft EIS (DEIS) (and 4(f) if applicable) from this list. The range of alternatives shall include: No Action, Transportation System Management; Mass Transit; and Build alternatives; including improvement of existing highways and alternatives on new location, as appropriate.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA, Project Manager, Designer
Consulted:	Cooperating Agencies
Informed:	NA
Activity Predecessor:	3625
Activity Successor:	3300, 3740, 3765, 3790, 3815, 3840
Activity Duration:	40
WBS Element Produced:	Associated with: 3.8.3, Updated 2.2.7
Related Guidance Document:	NA

## **Identify Alternatives (EA Only) (3540)**

### **Previous ID: 5255**

The Designer, Bureau of Landscape Architecture and Environmental Solutions and the Project Manager identify reasonable alternatives, which could meet the project purpose and need. Choose final alternatives selected for detailed study in the Environmental Assessment (and 4(f) if applicable) from this list. The range of alternatives shall include No Action and Build alternatives including improvement of existing highways and alternatives on new location, and may include Transportation System Management and Mass Transit.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3625
Activity Successor:	3300, 3740, 3765, 3790, 3815, 3840
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.6
Related Guidance Document:	NA

## **Prepare Alternatives Analysis Report (3635)**

### **Previous ID: New Activity**

The Designer prepares an Alternatives Analysis Report clearly indicating why and how the range of project alternatives was developed, including what kind of public and agency input was used. In addition, alternatives analysis should explain why and how alternatives were eliminated from consideration and how or why this alternative doesn't meet the purpose and need. Information obtained during the Concept Development alternative analysis should be evaluated. It must be made clear what criteria were used to eliminate alternatives, at what point in the process the alternatives were removed, who was involved in establishing the criteria for assessing alternatives, and the measures for assessing the alternatives' effectiveness. The no action alternative (which might include short-term minor activities) must always be included in the analysis and serves as a baseline against which the other alternatives can be compared.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	3330 or 3380, 3760, 3785, 3810, 3835, 3860
Activity Successor:	3545 or 3640
Activity Duration:	130
WBS Element Produced:	3.9.7
Related Guidance Document:	Alternatives Analysis Report Template

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare DEIS or DEIS/4(f) (3640)

### Previous ID: 5270

The Designer prepares a Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) in cooperation with the Bureau of Landscape Architecture and Environmental Solutions (BLAES). The DEIS (and 4(f) if applicable) shall evaluate all reasonable alternatives and discuss the reasons why other considered alternatives were eliminated from detailed study. The DEIS shall include the Section 4(f) evaluation (if applicable) and a summary of the technical environmental studies, Cultural Resource Survey Report, reviews, consultation with cooperating agencies, and public involvement required by environmental laws or Executive Orders to the extent appropriate at this stage in the environmental process. Submit the DEIS (and 4(f) if applicable) to BLAES for review and comment.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions
Informed:	NA
Activity Predecessor:	3590 or 3635
Activity Successor:	3645
Activity Duration:	40
WBS Element Produced:	3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## NJDOT Reviews DEIS (3645)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions reviews the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) and provides comments to the Designer.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3640
Activity Successor:	3650
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

### **Revise DEIS (NJDOT Comments) (3650)**

#### **Previous ID: New Activity**

The Designer addresses the comments from Bureau of Landscape Architecture and Environmental Solutions (BLAES), updates the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) and resubmits it to BLAES. BLAES verifies that the DEIS (and 4(f) if applicable) comments have been adequately addressed and sends the DEIS (and 4(f) if applicable) to FHWA. All technical studies are also submitted to FHWA at this time.

<b><u>Role Description</u></b>	
Responsible:	Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3645
Activity Successor:	3655
Activity Duration:	30
WBS Element Produced:	Updated 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## FHWA Reviews DEIS (3655)

### Previous ID: 5275

FHWA will conduct an independent review of the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) and submit comments to the Bureau of Landscape Architecture and Environmental Solutions.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3650
Activity Successor:	3660
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## Revise DEIS (FHWA Comments) (3660)

### Previous ID: 5280

The Designer, in collaboration with the Bureau of Landscape Architecture and Environmental Solutions (BLAES), addresses FHWA's comments. This may require additional engineering, environmental, public involvement or agency coordination activities. The Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) is revised and resubmitted by BLAES to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	FHWA
Informed:	Project Manager
Activity Predecessor:	3655
Activity Successor:	3665
Activity Duration:	20
WBS Element Produced:	Updated 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



## **FHWA Approves DEIS to Circulate (3665)**

### **Previous ID: 5285**

FHWA verifies that the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) comments have been adequately addressed and approves the DEIS (and 4(f) if applicable) for print and circulation to cooperating agencies.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3660
Activity Successor:	3670, 3675
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## **Publish Notice of Availability in Federal Register (DEIS) (3670)**

### **Previous ID: 5295**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) will submit the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) to the Environmental Protection Agency (EPA). EPA publishes the Notice of Availability in the Federal Register. Date of publication begins a mandated 45 calendar day public comment period.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Environmental Protection Agency
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3665
Activity Successor:	3675 FF, 3680
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **Circulate DEIS (3675)**

### **Previous ID: 5300**

The Designer prepares the appropriate number of copies of the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable) as instructed by the Bureau of Landscape Architecture and Environmental Solutions (BLAES). BLAES prepares a transmittal letter, indicating the time, date and location of the public hearing (if known), and distributes the DEIS (and 4(f) if applicable) to public officials, Federal, State and local government agencies with jurisdiction and expertise involving the proposed action as well as special interest groups and members of the public with identified interest in the proposed action. BLAES distributes the DEIS (and 4(f) if applicable) no later than the time Environmental Protection Agency publishes the Notice of Availability in the Federal Register.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3665
Activity Successor:	3670 FF
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## **Hold EIS Public Hearing & Comment Period (3680)**

### **Previous ID: 5305, 5310**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) notifies the Division of Community and Constituent Relations to schedule and hold a public hearing no sooner than 15 calendar days after the circulation of the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable). The Designer publishes an advanced notice of the hearing, notifying the public of the availability of the DEIS (and 4(f) if applicable) and requesting comments. BLAES receives comments from the public, either in writing or as verbal testimony. The DEIS (and 4(f) if applicable) is available for inspection at the public hearing and at other public locations. The required public comment period for a DEIS (and 4(f) if applicable) is 45 calendar days. BLAES sends written comments and the public hearing transcript to the FHWA.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Division of Community and Constituent Relations, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	FHWA, Project Manager
Activity Predecessor:	3670
Activity Successor:	3685
Activity Duration:	45
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## **Address Public and Agency Comments (3685)**

### **Previous ID: 5315**

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluate all public and agency comments in consultation with the Project Manager. The Designer and BLAES may make appropriate recommendations to the Project Manager to modify the project to avoid, minimize or mitigate impacts to the environment, and incorporate measures to enhance environmental quality in response to comments received. The Designer and BLAES provide a written response to comments received, if necessary.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Project Manager
Informed:	FHWA
Activity Predecessor:	3680
Activity Successor:	3690
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Select Final Alternative (3690)

### Previous ID: 5320

The Project Manager collaborates with the Bureau of Landscape Architecture and Environmental Solutions, FHWA, the Designer and other Subject Matter Expert units to select a final alternative for recommendation to the Capital Program Committee (CPC) and inclusion in the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable).

<b><u>Role Description</u></b>	
Responsible:	Project Manager
Consulted:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer, Subject Matter Expert Units
Informed:	CPC
Activity Predecessor:	3685
Activity Successor:	3215
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## Present to Capital Program Screening Committee (3215)

### Previous ID: New Activity

The Project Manager prepares a memo for the Capital Investment Planning and Development (CIPD) Executive Director to request placement on the agenda of the next scheduled Capital Program Screening Committee (CPSC) Meeting. The memo will also include an information package that briefly presents the project and provides supporting documentation. The Executive Regional Manager will forward the approved memo and package information to the CIPD Executive Director. The CIPD Executive Director will place the project on the agenda of the next CPSC meeting.

The Project Manager presents the Final Alternative to the CPSC on the scheduled date. The CPSC provides their recommendation for advancement of the Final Alternative to the Project Manager and forwards their recommendation to the Capital Program Committee (CPC) for approval.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Executive Regional Manager, Capital Investment Planning and Development Executive Director
Consulted:	Capital Program Screening Committee
Informed:	NA
Activity Predecessor:	3690
Activity Successor:	3220
Activity Duration:	20
WBS Element Produced:	3.11.1
Related Guidance Document:	Preliminary Engineering Guideline

## **Capital Program Committee Approves Final Alternative (3220)**

### **Previous ID: New Activity**

Capital Investment Planning and Development presents their recommendation regarding the Final Alternative to the Capital Program Committee (CPC) for review and approval. The CPC concurs with the Capital Program Screening Committee recommendation or makes another recommendation. Once CPC approval is obtained, the Project Manager notifies the Environmental Coordinator that CPC has approved the Final Alternative.

<b><u>Role Description</u></b>	
Responsible:	Capital Program Committee
Consulted:	Project Manager
Informed:	Division of Project Management Director, Project Manager
Activity Predecessor:	3215
Activity Successor:	3700
Activity Duration:	20
WBS Element Produced:	3.11.2
Related Guidance Document:	Scope Management Guideline

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare & Submit FEIS (3700)

### Previous ID: 5325

The Designer prepares the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) which identifies the final alternative, evaluates reasonable alternatives, addresses substantive comments received on the Draft Environmental Impact Statement (DEIS) (and 4(f) if applicable), and describes mitigation/enhancement measures that will be incorporated into the proposed action. Include results of any additional technical studies which address comments to the DEIS (and 4(f) if applicable). The Designer submits the FEIS (and 4(f) if applicable) to the Bureau of Landscape Architecture and Environmental Solutions (BLAES) for review and submission to FHWA. BLAES also sends the FEIS (and 4(f) if applicable) to Cooperating Agencies for review and comment.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3690
Activity Successor:	3705
Activity Duration:	30
WBS Element Produced:	Updated 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## FHWA Reviews & Comments on FEIS (3705)

### Previous ID: 5330

FHWA conducts an independent review of the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) and submits comments to the Bureau of Landscape Architecture and Environmental Solutions.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	FHWA
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3700
Activity Successor:	3710
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

### **Address FEIS Comments (3710)**

#### **Previous ID: 5335**

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) address comments received from FHWA and cooperating agencies in collaboration with the Project Manager, other Subject Matter Expert units and FHWA as appropriate. The Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) is revised if necessary and resubmitted by BLAES to FHWA.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	FHWA, Project Manager, Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3705
Activity Successor:	3715
Activity Duration:	20
WBS Element Produced:	Updated 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

### **FHWA Reviews FEIS for Legal Sufficiency & Approval (3715)**

#### **Previous ID: 5340**

FHWA reviews the updated Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) and conducts a legal sufficiency review and provide comments. If the legal sufficiency review results in comments to be addressed, the Bureau of Landscape Architecture and Environmental

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Solutions (BLAES) and the Designer consult on the changes needed and resubmit. The legal sufficiency review period is 30 calendar days. If the document complies with federal regulations, FHWA approves FEIS (and 4(f) if applicable) for printing, distribution, and signs and dates the cover page. BLAES determines number of copies of the FEIS (and 4(f) if applicable) needed for circulation.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3710
Activity Successor:	3150, 3720, 3725, 3735
Activity Duration:	30
WBS Element Produced:	Approved 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

### **Publish EIS Notice of Availability in Newspaper (3720)**

#### **Previous ID: 5360**

The Bureau of Landscape Architecture and Environmental Solutions and Division of Community and Constituent Relations prepare a Notice of Availability and sends to the Designer for publication in appropriate newspapers.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Division of Community and Constituent Relations
Consulted:	NA
Informed:	Project Manager, FHWA
Activity Predecessor:	3715
Activity Successor:	3730
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



## **Circulate FEIS (3735)**

### **Previous ID: 5355**

The Designer prepares the appropriate number of copies of the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) as instructed by the Bureau of Landscape Architecture and Environmental Solutions (BLAES). BLAES prepares a transmittal letter and distributes the FEIS (and 4(f) if applicable) to public officials, Federal, State and local government agencies with jurisdiction and expertise involving the proposed action as well as special interest groups and members of the public who made substantive comments on the Draft Environmental Impact Statement. The FEIS (and 4(f) if applicable) is also available for public review at NJDOT headquarters, and at local government offices and libraries.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3715
Activity Successor:	3730
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## **Publish FEIS Notice in Federal Register (3725)**

### **Previous ID: 5350**

The Bureau of Landscape Architecture and Environmental Solutions will submit the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) to the Environmental Protection Agency (EPA). EPA publishes the Notice of Availability in the Federal Register.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Environmental Protection Agency
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3715
Activity Successor:	3730
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.3 and 3.8.1.7.1
Related Guidance Document:	NA

## **FHWA Publishes ROD in Federal Register (3730)**

### **Previous ID: 5375**

FHWA will complete and sign a Record of Decision (ROD) no sooner than 30 days after publication of the Final Environmental Impact Statement (FEIS) (and 4(f) if applicable) notice in the Federal Register or 90 days after publication of a notice for the Draft Environmental Impact Statement, whichever is later. The ROD will present the basis for the decision, summarize any mitigation measures that will be incorporated in the project and document any required section 4(f) approval. The Bureau of Landscape Architecture and Environmental Solutions distributes the ROD to the list of FEIS recipients.

<b><u>Role Description</u></b>	
Responsible:	FHWA, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager
Activity Predecessor:	3725
Activity Successor:	3950
Activity Duration:	25
WBS Element Produced:	3.8.3.1
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Conduct Air Quality Study (3740)

### Previous ID: 5145

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) verifies the project is on the State Transportation Improvement Plan (STIP) and/or corresponding Metropolitan Planning Organization’s Transportation Improvement Plan (TIP) and obtains traffic data and the Preliminary Preferred Alternative (PPA) from the Project Manager to complete the study.

If no air quality study is required, then the Designer or BLAES completes the air quality section of the Categorical Exclusion Document (CED). Other projects may require an air quality analysis and the results of which will be completed and incorporated into a CED or TES as appropriate.

If an air quality study is required, the Designer or BLAES evaluates potential impacts to air quality, which may include a hot spot carbon monoxide analysis and Particulate Matter (PM) 2.5 and PM 10 analysis. This activity can vary significantly in response to project scope.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880
Activity Successor:	3100 FF, 3745 or 3870 or 3890 or 3910
Activity Duration:	25
WBS Element Produced:	Associated with: 3.8.1.1
Related Guidance Document:	NJDOT Air Quality Scope Statement, Transportation Conformity Rule, <a href="#">PM 2.5 Nonattainment Areas and CO Maintenance Areas Maps</a>

## Prepare Air Quality TES (3745)

### Previous ID: New Activity

The Designer or Bureau of Landscape Architecture and Environmental Solutions documents the results of the air quality study and makes recommendations to improve air quality by reducing Vehicle Miles Traveled, enhanced use of bike/pedestrian mobility or other measures if and as appropriate within an Air Quality Technical Environmental Study (TES). If the project increases traffic capacity as defined in FHWA/Environmental Protection Agency regulations, include a discussion of conformity with the State Transportation Improvement Plan (STIP) and/or

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

corresponding Metropolitan Planning Organization’s Transportation Improvement Plan (TIP) and the current Congestion Management System (CMS).

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3740
Activity Successor:	3750
Activity Duration:	25
WBS Element Produced:	3.8.1.1
Related Guidance Document:	NJDOT Air Quality Scope Statement

### **NJDOT Reviews Air Quality TES (3750)**

#### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Air Quality Technical Environmental Study (TES) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3745
Activity Successor:	3755
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.1
Related Guidance Document:	NJDOT Air Quality Scope Statement

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Address Air Quality TES Comments (3755)

### Previous ID: New Activity

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Air Quality Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<u>Role Description</u>	
Responsible:	Designer or Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3750
Activity Successor:	3760
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.1.1
Related Guidance Document:	NJDOT Air Quality Scope Statement

## Approve Air Quality TES (3760)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the updated Air Quality Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES. BLAES sends the NJDOT approved Air Quality TES to FHWA for review, comment and approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Designer
Activity Predecessor:	3755
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	30
WBS Element Produced:	Approved 3.8.1.1
Related Guidance Document:	NA

## **Conduct Ecology Study (3765)**

### **Previous ID: 5125**

The Designer or Bureau of Landscape Architecture and Environmental Solutions evaluates existing conditions and potential impacts of the Preliminary Preferred Alternative (PPA) to natural resources. This includes surface and ground water quality, upland forests, soils, wetlands, water-bodies including aquatic species and habitats, floodplains and flooding, terrestrial species and habitats, and threatened and endangered species. Begin initial coordination with the appropriate agencies having jurisdiction over resources that will be potentially affected. Appropriate agencies may include:

- US Army Corps of Engineers
- US Coast Guard
- US Fish and Wildlife Service
- US Environmental Protection Agency
- National Marine Fisheries Service
- Delaware and Raritan Canal Commission
- NJ Department of Environmental Protection Natural Heritage Program
- NJ Department of Environmental Protection Land Use Regulation Program
- Meadowlands Commission
- Highlands Commission
- Pinelands Commission

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Appropriate Agencies
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880
Activity Successor:	3085 FF, 3090 FF, 3095 FF, 3100 FF, 3105 FF, 3770
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.3
Related Guidance Document:	NA

## **Prepare Ecology TES (3770)**

### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) documents the existing conditions and potential impacts of the Preliminary Preferred Alternative (PPA) to natural resources within an Ecology Technical Environmental Study (TES). Document early coordination efforts with appropriate agencies and identify permits required. Provide recommendations that avoid/minimize or mitigate impacts and ways to enhance environmental quality, if identified. The Designer submits the Ecology TES to the BLAES Environmental Coordinator for review.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3765
Activity Successor:	3775
Activity Duration:	20
WBS Element Produced:	3.8.1.3
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## NJDOT Reviews Ecology TES (3775)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions reviews the Ecology Technical Environmental Study (TES) and provides comments.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NJDOT Subject Matter Expert Units
Informed:	Project Manager
Activity Predecessor:	3770
Activity Successor:	3780
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.3
Related Guidance Document:	NA

## Address Ecology TES Comments (3780)

### Previous ID: New Activity

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Ecology Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3775
Activity Successor:	3785
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.1.3
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



## Approve Ecology TES (3785)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions reviews the updated Ecology Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3780
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	10
WBS Element Produced:	Approved 3.8.1.3
Related Guidance Document:	NA

## Conduct Socio-Economic Study (3790)

### Previous ID: 5130

Using the Community Profile developed in Concept Development and the Field Visit Checklist located in the Socio-Economic Guidance Manual, the Designer or Bureau of Landscape Architecture and Environmental Solutions evaluates potential project related impacts to communities, effects on community cohesion, quality of life, aesthetics, land-use patterns, business and employment, public mobility and access, use of public facilities, and displacements of residents and businesses. Potential for disproportionate impacts to minority or low-income populations will also be assessed as per Title VI of the Civil Rights Act and Presidential Executive Order 12898 on Environmental Justice.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880
Activity Successor:	3795
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.5
Related Guidance Document:	Socio-Economic Guidance Manual

## **Prepare Socio-Economic TES (3795)**

### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) documents the existing conditions and potential impacts of the Preliminary Preferred Alternative (PPA) to the human environment within a Socio-Economic Technical Environmental Study (TES). Provide recommendations that avoid/minimize or mitigate impacts, and improve quality of life, if identified. This may require close consultation with the Division of Community and Constituent Relations and Civil Rights to integrate with community involvement activities for the project. The Designer submits the Socio-Economic TES to the BLAES Environmental Coordinator for review.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Division of Community and Constituent Relations, Civil Rights
Informed:	Project Manager
Activity Predecessor:	3790
Activity Successor:	3800
Activity Duration:	20
WBS Element Produced:	3.8.1.5
Related Guidance Document:	Socio-Economic Guidance Manual

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **NJDOT Reviews Socio-Economic TES (3800)**

### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Socio-Economic Technical Environmental Study (TES) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3795
Activity Successor:	3805
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.5
Related Guidance Document:	Socio-Economic Guidance Manual

## **Address Socio-Economic TES Comments (3805)**

### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Socio-Economic Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3800
Activity Successor:	3810
Activity Duration:	10
WBS Element Produced:	Associated with: 3.8.1.5
Related Guidance Document:	Socio-Economic Guidance Manual

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Approve Socio-Economic TES (3810)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions reviews the updated Socio-Economic Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3805
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	10
WBS Element Produced:	Approved 3.8.1.5
Related Guidance Document:	NA

## Conduct Noise Study (3815)

### Previous ID: 5140

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) obtains traffic data and the Preliminary Preferred Alternative (PPA) from the Project Manager to complete the study.

If no noise study is required, then the Designer or BLAES completes the noise section of the Categorical Exclusion Document (CED). Other projects may require a noise analysis and the results of which will be completed and incorporated into a CED or TES as appropriate.

If a noise study is required, the Designer or BLAES evaluates potential noise impacts on noise sensitive areas such as residences, businesses, schools, parks, etc. The scope of this activity can vary significantly in response to project scope. If required, the Designer or BLAES conducts a noise monitoring study.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880
Activity Successor:	3090 FF, 3820 or 3870 or 3890 or 3910
Activity Duration:	65
WBS Element Produced:	Associated with: 3.8.1.2
Related Guidance Document:	<a href="#">Noise Study Process</a> NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

### **Prepare Noise TES (3820)**

#### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions documents the results of the noise study within the Noise Technical Environmental Study (TES). Noise abatement measures will be considered according to the FHWA/ NJDOT Noise Abatement Policy.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3815
Activity Successor:	3825
Activity Duration:	25
WBS Element Produced:	3.8.1.2
Related Guidance Document:	NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

## **NJDOT Reviews Noise TES (3825)**

### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Noise Technical Environmental Study (TES) and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3820
Activity Successor:	3830
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.2
Related Guidance Document:	NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Address Noise TES Comments (3830)

### Previous ID: New Activity

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Noise Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Noise Subject Matter Expert
Informed:	Project Manager
Activity Predecessor:	3825
Activity Successor:	3835
Activity Duration:	10
WBS Element Produced:	Updated 3.8.1.2
Related Guidance Document:	NJDOT Noise Scope Statement NJDOT Traffic Noise Management Policy & Noise Wall Design Guidelines 23CFR772

## Approve Noise TES (3835)

### Previous ID: New Activity

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the updated Noise Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES. BLAES sends the NJDOT approved Noise TES to FHWA for review, comment and approval.

If noise abatement measures are necessary, an activity titled “Prepare Final Noise Study” will be included in the Final Design Scope Statement.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, FHWA
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Designer
Activity Predecessor:	3830
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	30
WBS Element Produced:	Approved 3.8.1.2
Related Guidance Document:	23CFR772

## **Conduct Hazardous Waste Study (3840)**

### **Previous ID: 5135**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) evaluates the project’s potential involvement with known or suspected contaminated sites, underground storage tanks, or other hazardous waste. Conduct an environmental database search for known contaminated sites within the project corridor. Review historic information (historic aerials, Sanborn Insurance Maps, historic fill) for suspected land use in the past. Contact local, state and federal sources of information and review New Jersey Department of Environmental Protection case files, as appropriate. Perform site reconnaissance to verify site addresses and current land uses. Determine the need for further investigation and sampling.

If required, individual site investigations (sampling) may be initiated, and the degree of involvement with project alternatives will be evaluated based on right of way and proposed excavation plans. Sampling plans are submitted to BLAES for advanced approval. Sampling adds four (4) months duration to the project schedule.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3540 or 3630 or 3880
Activity Successor:	3085 FF, 3095 FF, 3100 FF, 3105 FF, 3845
Activity Duration:	40
WBS Element Produced:	Associated with: 3.8.1.4
Related Guidance Document:	NA

### **Prepare Hazardous Waste TES (3845)**

#### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions documents all the findings from the hazardous waste study within the Hazardous Waste Technical Environmental Study (TES). Provide conclusions and recommend appropriate measures to reduce impacts.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3840
Activity Successor:	3850
Activity Duration:	20
WBS Element Produced:	3.8.1.4
Related Guidance Document:	NA

### **NJDOT Reviews Hazardous Waste TES (3850)**

#### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions reviews the Hazardous Waste Technical Environmental Study (TES) and provides comments.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3845
Activity Successor:	3855
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.1.4
Related Guidance Document:	NA

### **Address Hazardous Waste TES Comments (3855)**

#### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments from BLAES, updates the Hazardous Waste Technical Environmental Study (TES) and resubmits it to BLAES for approval.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3850
Activity Successor:	3860
Activity Duration:	10
WBS Element Produced:	Updated 3.8.1.4
Related Guidance Document:	NA

### **Approve Hazardous Waste TES (3860)**

#### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions reviews the updated Hazardous Waste Technical Environmental Study (TES) to confirm all comments were appropriately addressed and approves the TES.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	3855
Activity Successor:	3865, 3870 or 3890 or 3910 or 3635
Activity Duration:	10
WBS Element Produced:	Approved 3.8.1.4
Related Guidance Document:	NA

### **Prepare Certified Categorical Exclusion (CCE) Document (3890)**

#### **Previous ID: 5105**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Environmental Coordinator completes a Categorical Exclusion Document (CED) form per Federal regulations and the Programmatic Approval Agreement and submits to the BLAES Supervisor and BLAES Manager for review and approval. Reference the Programmatic Agreement for Approval of Certain Categorical Exclusions between FHWA and NJDOT to determine if the project qualifies as a Categorical Exclusion or Certified Categorical Exclusion.

*Note for Limited Scope Projects:*

For limited scope projects, the Project Manager completes page 1 of the standard CED template and requests BLAES to complete the CED. If Section 106 or Section 4(f) properties are involved, the appropriate activities shall be conducted during Concept Development.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	Project Manager
Activity Predecessor:	3880, 3740 lag or 3760 lag, 3785 lag, 3810 lag, 3815 lag or 3835 lag, 3860 lag (2360 for Limited Scope Projects)
Activity Successor:	3900
Activity Duration:	20
WBS Element Produced:	3.8.5
Related Guidance Document:	CED Template, <a href="#">Programmatic Agreement for Approval of Certain Categorical Exclusions</a>

## **Review and Approve Certified Categorical Exclusion (CCE) Document (3900)**

### **Previous ID: 5110**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Supervisor and BLAES Manager sign the Categorical Exclusion Document (CED) and certify that the project meets the criteria outlined in the regulations and Programmatic Approval Agreement. FHWA review and approval is not required.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3890
Activity Successor:	3950
Activity Duration:	5 (3 for Limited Scope Projects)
WBS Element Produced:	Approved 3.8.5
Related Guidance Document:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Hold Public Information Center (3865)

### Previous ID: 5155

If a Public Information Center (PIC) was determined to be necessary (e.g., deforestation of 1 acre or larger, NEPA document), the Project Manager instructs the Division of Community and Constituent Relations (CCR) to schedule and hold the PIC to obtain public input on the Preliminary Preferred Alternative (PPA). The PIC is a community outreach forum to develop a partnership with the public.

Consult with CCR and Communications for review of the PIC handout and mailing list. The display boards may include: an aerial of the project area, the PPA, a profile of the existing condition and the proposed improvement, existing and proposed typical sections, environmental concerns, a right of way matrix showing the amount of each property impact, detours, construction staging, traffic volumes, collision diagrams, structural elevations, and photo simulations. Consult with CCR for review and comment of the displays.

If a PIC is required due to NJDEP No Net Loss Reforestation Act requirements, the Office of Landscape Architecture (OLA) prepares a plan showing the deforested areas and a general plan of reforestation. The community has 60 days to submit oral and written comments. OLA forwards copies of the written responses to the NJDEP Division of Forestry State Forester and responds to comments within 60 days after the comment period closes. The Designer reviews the comments for any new risks. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified.

CCR prepares a Memo of Record of the PIC. The Designer prepares Meeting Minutes to document the input obtained and attaches the sign-in sheet to the minutes.

<b><u>Role Description</u></b>	
Responsible:	Project Manager, Division of Community and Constituent Relations, Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Office of Landscape Architecture
Informed:	NA
Activity Predecessor:	3325, 3760, 3785, 3810, 3835, 3860
Activity Successor:	3150, 3870 FF
Activity Duration:	30
WBS Element Produced:	Associated with: 3.8.4; 3.9.11
Related Guidance Document:	Risk Management Guidelines

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## Prepare CED (3870)

### Previous ID: 5150

Utilizing the technical environmental studies, cultural resource survey report and Section 4(f) evaluation, the Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) assesses the project impacts and risks with respect to each environmental discipline (Noise, Air Quality, Ecology, Cultural Resources, Section 4(f), Hazardous Waste, Socio-economic and Environmental Justice) The Designer or BLAES reviews the risk response strategies within the Risk Register and identifies any risks not previously identified. Notify the PM to update the Risk Register if new risks or changes to existing risks are identified from the aforementioned technical environmental studies and evaluations. Upon completing the risk assessment, the Designer or BLAES prepares the Categorical Exclusion Document (CED).

The Designer submits the CED to BLAES for review and approval. Reference the Programmatic Agreement for Approval of Certain Categorical Exclusions between FHWA and NJDOT to determine if the project qualifies as a Categorical Exclusion or Certified Categorical Exclusion.

#### *Note for Limited Scope Projects:*

For limited scope projects, the Project Manager completes page 1 of the standard CED template and requests BLAES to complete the CED. If Section 106 or Section 4(f) properties are involved, the appropriate activities shall be conducted during Concept Development.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3880, 3450 lag or 3510 lag, 3740 lag or 3760 lag, 3785 lag, 3810 lag, 3815 lag or 3835 lag, 3860 lag (2360 for Limited Scope Projects)
Activity Successor:	3865 FF, 3875 (3875 for Limited Scope Projects)
Activity Duration:	20
WBS Element Produced:	3.8.4, 3.9.11
Related Guidance Document:	CED Template, <a href="#">Programmatic Agreement for Approval of Certain Categorical Exclusions</a> , Risk Management Guideline

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **NJDOT Reviews and Approves CED (3875)**

### **Previous ID: 5160**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) Supervisor and BLAES Manager review and approve the Categorical Exclusion Document (CED).

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3870
Activity Successor:	3950
Activity Duration:	5 (3 for Limited Scope Projects)
WBS Element Produced:	Approved 3.8.4
Related Guidance Document:	NA

## **Prepare Draft EO 215 Document (3910)**

### **Previous ID: 5710**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) determines the appropriate level of documentation (Environmental Assessment or Environmental Impact Statement). Using the environmental technical studies, the Designer or BLAES prepares and submits the environmental document to the New Jersey Department of Environmental Protection (NJDEP) for review as required by Executive Order 215.

Note: An Environmental Assessment and Environmental Impact Statement per Executive Order 215 do not have the same requirements as the Federal National Environmental Policy Act (NEPA) process.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3880, 3740 lag or 3760 lag, 3785 lag, 3810 lag, 3815 lag or 3835 lag, 3860 lag
Activity Successor:	3920
Activity Duration:	30
WBS Element Produced:	3.8.2
Related Guidance Document:	NJDEP EO 215 Guidelines

### **NJDOT Reviews Draft EO 215 Document (3920)**

#### **Previous ID: New Activity**

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the draft Executive Order 215 document and provides comments.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	3910
Activity Successor:	3925
Activity Duration:	20
WBS Element Produced:	Associated with: 3.8.2
Related Guidance Document:	NJDEP EO 215 Guidelines

### **Revise Draft EO 215 Document (NJDOT Comments) (3925)**

#### **Previous ID: New Activity**

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) addresses the comments, updates the draft Executive Order 215 document and resubmits it to BLAES. BLAES verifies that the comments have been adequately addressed and sends the Executive Order 215 document to New Jersey Department of Environmental Protection (NJDEP).

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.



<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	3920
Activity Successor:	3930
Activity Duration:	20
WBS Element Produced:	Updated 3.8.2
Related Guidance Document:	NJDEP EO 215 Guidelines

## **NJDEP Reviews EO 215 Document (3930)**

### **Previous ID: 5715**

The New Jersey Department of Environmental Protection (NJDEP) will conduct a review of the Executive Order 215 document. In accordance with Executive Order 215, NJDEP has a 20 calendar day review for administrative completeness and a 60 calendar day content review. Upon completing its review, NJDEP provides its comments to the Bureau of Landscape Architecture and Environmental Solutions, which includes identification of probable adverse environmental impacts, identification of permits or regulatory requirements and recommendations including, but not limited to, approval, conditional approval, additional impact assessment, project modification, or major reconstruction of the project.

<b><u>Role Description</u></b>	
Responsible:	New Jersey Department of Environmental Protection
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3925
Activity Successor:	3940
Activity Duration:	60
WBS Element Produced:	Associated with: 3.8.2
Related Guidance Document:	NJDEP EO 215 Guidelines

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

## **Address NJDEP Comments & Prepare Final EO 215 Document (3940)**

### **Previous ID: 5720**

Within 20 calendar days of receiving the New Jersey Department of Environmental Protection (NJDEP) recommendations, the Bureau of Landscape Architecture and Environmental Solutions (BLAES) will provide NJDEP with a response indicating acceptance of the recommendations or a response indicating issues that remain unresolved. Any dispute involving implementation of the recommendations shall be resolved in good faith between NJDOT and NJDEP.

If required, conduct additional environmental and engineering activities as needed to address comments and prepare the final Executive Order 215 document. BLAES submits the final Executive Order 215 document to NJDEP for final review.

<b><u>Role Description</u></b>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions or Designer
Consulted:	New Jersey Department of Environmental Protection
Informed:	Project Manager
Activity Predecessor:	3930
Activity Successor:	3945
Activity Duration:	40
WBS Element Produced:	Updated 3.8.2
Related Guidance Document:	NJDEP EO 215 Guidelines

## **NJDEP Approves EO 215 Document (3945)**

### **Previous ID: 5725**

The New Jersey Department of Environmental Protection (NJDEP) reviews and approves the final Executive Order 215 document and sends written confirmation to the Bureau of Landscape Architecture and Environmental Solutions.

<b><u>Role Description</u></b>	
Responsible:	New Jersey Department of Environmental Protection
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	3940
Activity Successor:	3950
Activity Duration:	10
WBS Element Produced:	Approved 3.8.2
Related Guidance Document:	NJDEP EO 215 Guidelines

### **Completed Environmental Document (3950)**

#### **Previous ID: New Activity**

The environmental document has been completed.

The point that signals when funding may be obtained for Final Design. After FHWA concurs with a Categorical Exclusion, Finding of No Significant Impact (FONSI), or issuance of a Record of Decision (ROD), the National Environmental Policy Act (NEPA) approval process is concluded. This includes New Jersey Department of Environmental Protection (NJDEP) concurrence with the recommendations presented in an EO 215 document.

The Project Manager may request authorization of Federal funds for right of way acquisition and Final Design from FHWA after approval of the Environmental Document. This is not the end of the Environmental process.

Activity Predecessor:	3395, 3380, 3535, 3610, 3730, 3875, 3945 (3875 or 3900 for Limited Scope Projects)
Activity Successor:	3210 (2600 for Limited Scope Projects)

### **Preliminary Engineering Complete (3990)**

#### **Previous ID: New Activity**

The endpoint of the Preliminary Engineering phase (Milestone).

Activity Predecessor:	3285
Activity Successor:	4000

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.