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Department of Transportation

## **PROJECT COMMITMENT TRACKING**

### **AUTHORITY:**

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

### **REFERENCES:**

Title 42 U.S.C. Sections 4321-4347, National Environmental Policy Act (NEPA)

FDOT, Project Development and Environment (PD&E) Manual, Topic No. 650-000-001

### **STATEMENT OF POLICY:**

It is the policy of the Florida Department of Transportation to document how the Department's project Commitments will be tracked and updated throughout the transportation project phases: Project Development & Environment (PD&E), Right of Way, Design, and Construction.

### **SCOPE:**

This procedure applies to Central Office, District staff, and consultants involved in the project development process. The principal offices affected by this procedure will be Environmental Management, Project Management, Design, Right of Way, and Construction. The principal users will be Project Managers or Administrators during the PD&E, Design, Right of Way, and Construction phases of a project.

### **DEFINITIONS:**

**Commitment:** An obligation to an external stakeholder to provide a feature or perform an action related to a project that will be implemented in a future project phase. Commitments are tracked in the Project Commitment Record (PCR).

**Environmental Commitment:** A subset of Commitments which are identified in the PD&E phase and included in the Environmental Document. They are tracked in the PCR and updated in subsequent Re-evaluations of the Environmental Document.

**Environmental Document:** The results of a PD&E study which include the following types: Environmental Impact Statement (EIS)/Record of Decision (ROD), Finding of No Significant Impact (FONSI), Categorical Exclusion (CE), State Environmental Impact Report (SEIR) or Non-Major State Action (NMSA).

## **PROCEDURE:**

As a transportation project advances from PD&E, through Design, Right of Way and into Construction, the Department may make Commitments to external stakeholders. Commitments made by the Department must be tracked throughout the life of the project and fulfilled at the appropriate time. The Commitments Module in Project Suite Enterprise Edition (PSEE) is the Department's standard system for documenting, transmitting, and tracking project Commitments and distinguishes Environmental Commitments from other Commitments made for the project. PSEE generates the **Form No. 650-000-01, Project Commitments Record (PCR)**.

### **1. COMMITMENT IDENTIFICATION AND TRACKING**

The Project Manager or Administrator of each project phase is responsible for the identification, coordination, and documentation of project Commitments. The Project Manager or Administrator is responsible for obtaining any necessary approvals within the Department prior to agreeing to or making any project Commitments. The Project Manager or Administrator uses PSEE Commitment Module to track, update, and transmit Commitments to the next phase.

#### **1.1 PD&E PHASE**

The PD&E Project Manager is responsible for coordinating potential Environmental Commitments with the other Department Offices as appropriate to ensure feasibility prior to making an Environmental Commitment to a stakeholder. The PD&E Project Manager is responsible for documenting Environmental Commitments in the Environmental Document in accordance with **Part 2, Chapter 22, Commitments** of the **PD&E Manual**; entering them into the Commitment Module in PSEE; and transmitting them to Design Office using PSEE.

When a re-evaluation of an Environmental Document is prepared as described in **Part 1, Chapter 13, Re-evaluations** of the **PD&E Manual**, the District Environmental Management Office generates the PCR (from PSEE) to support the re-evaluation.

## 1.2 DESIGN PHASE

The Design Project Manager is responsible for reviewing the Environmental Commitments established in the PD&E phase in PSEE and coordinating potential new Commitments. The Design Project Manager should consult with the District Environmental Management Office to ensure existing Environmental Commitments are understood and implemented. When the Design Project Manager has determined that a new Commitment is warranted, they are responsible for consulting with the District Environmental Management Office to determine if the proposed Commitment impacts any existing Environmental Commitments. The Design Project Manager must also ensure that a project's design does not impact Environmental Commitments.

During the Design phase, the Design Project Manager is responsible for entering new Commitments and tracking all Commitments in PSEE. The Design Project Manager ensures the Commitments are fulfilled within the Design contract documents. The Design Project Manager transmits the updated **PCR** to the Construction Project Administrator.

## 1.3 RIGHT OF WAY PHASE

The District Right of Way Office is responsible for coordinating with the Design Project Manager for potential new Commitments identified in the Right of Way Phase. Once Commitments are determined to be appropriate, the Right of Way Office enters and manages Commitments in the Right of Way Management System (RWMS). These Commitments are populated in PSEE and included in the PCR.

## 1.4 CONSTRUCTION PHASE

The Construction Project Administrator is responsible for reviewing the **PCR** for Construction phase Commitments and ensuring these Commitments are fulfilled during the Construction phase. When the Construction Project Administrator has determined that a project Commitment is necessary and warranted, they are responsible for adding it to the **PCR**. The Construction Project Administrator is responsible for coordinating with the District Environmental Management Office to determine if the Commitment impacts any Environmental Commitments and coordinate with other applicable offices for other project Commitments.

The Construction Project Administrator must ensure that proposed project changes during Construction do not impact project Commitments. The Construction Project Administrator must provide documentation of Commitment fulfillment or status to the Design Project Manager prior to final acceptance. The Design Project Manager or designee will close out the Commitments in PSEE once documentation of fulfillment has

been received. The Design Project Manager creates the final **PCR** in PSEE and uploads the form into EDMS.

## **2. TRAINING**

There is no training mandated for the implementation of this procedure.

## **3. FORMS**

The following form is available from the Department's Forms Library:

650-000-01, Project Commitments Record (PCR)