RECREATIONAL TRAILS PROGRAM (RTP)

VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION

### Preliminary Engineering (PE) Project Checklist

The following checklist represents required documentation needed prior to the close-out of the RTP Preliminary Engineering phase. PE phase must be closed-out prior to construction. ***Every RTP project is situation specific. This checklist is for convenience and may not be inclusive of all documentation required to close-out the PE phase of each individual project.***

NEPA analysis, which includes the items below; see Appendix E of the RTP Manual for details.

DCR categorical exclusion form, environmental assessment, or environmental impact statement

Endangered Species Act determination with supporting documentation:

Documentation from Information for Planning and Consultation (IPaC) to

support the 8-step online review process

United States Fish and Wildlife Service endangered species self-certification

letter or comments letter/email

Comments on the project from the Department of Wildlife Resources

Comments on the project from the DCR Division of Natural Heritage

A Section 106 National Historic Preservation Act determination from the Virginia Department of Historic Resources

Construction drawings, plans, and specifications

Final construction estimate (\*include a separate Buy America compliance itemization, if project involves iron or steel components)

Copies of all permits, approvals, ESC/SWM plans, studies, etc. required for the project (\*approved permits can be obtained during the construction phase if necessary, however it is highly recommended to begin the permitting process in the PE Phase, as applicable)

Draft for review, and final copies of invitation for bid documentation (\*may, alternatively, be included in Construction Phase)

Federal consistency determination letter for the Coastal Zone Management Act from the Department of Environmental Quality if project is within the Coastal Zone Management Area

Proof of public comment. Must include:

* Certification of publication
* Summarization of public comments
* Summarization of any changes made to the project as a result of public commenting