

DIVISION OF PARKS AND RECREATION

August 19, 1997

STAFF DIRECTIVE 97-20

TO: Section Chiefs
District Superintendents
Program Managers

FROM: Philip K. McKnelly

SUBJECT: Revision to Staff Directive 94-2
Construction Projects in the State Parks System

All facility and infrastructure improvements and modifications made within the state parks system must comply with the specific development plans outlined in the general management plan for that particular unit. To ensure compliance with all outside and internal regulatory requirements, it is necessary to submit the attached "Construction Project Request" form for all construction projects — regardless of the funding source. These projects include both new and significant modifications to existing utility systems, road systems, buildings — **including demolition** — and grounds not included in a capital improvement project being managed by the Construction Section.

The Construction Section, in coordination with the Resource Management Section, will ensure compliance with all regulatory agencies, including the Division of Land Resources, the State Construction Office, the Department of Insurance, the Environmental Health Division, the Division of Environmental Management, the Division of Archives and History, the Division of Coastal Management, the U.S. Army Corps of Engineers, and other environmental regulatory agencies having jurisdiction over the project area.

It is only through this coordinated effort that the Division will ensure that all facilities within the state parks system do not create an undue adverse environmental impact or a potential safety hazard to visitors and staff. This process will maintain the reliability of the Division's databases which catalog buildings and road systems within the state parks system and will also allow the Division to make insurance claims when losses are sustained.

PKM/FH/lf

Attachment

CONSTRUCTION PROJECT REQUEST

8/97

Park _____ Superintendent's Signature _____ Date _____

Project _____ Description _____

Total Cost _____ Fund Source _____ Amount _____

How will work be accomplished?

Force Account _____% Informal Contract _____%

Purchase Order _____% Volunteer Labor _____%

Will design assistance be required? _____ Yes _____ No

Is this project identified in a GMP? _____ Yes _____ No

Has the park advisory committee been consulted? _____ Yes _____ No

Advisory _____ committee _____ comments: _____

Has the CON Program seen project?

CON _____ (initials of CON rep) _____ comments: _____

Has the PLNR Section seen project?

PLNR _____ (initials of PLNR rep) _____ comments: _____

Documents attached: Site Map _____ Design Sketch _____ Specs _____

Authorization: DISU Signature _____ Date _____

SUSP Signature _____

Date

Comments: