

DIVISION OF PARKS AND RECREATION

January 24, 1994

STAFF DIRECTIVE 94-2

TO: All Employees

FROM: Philip K. McKnelly

SUBJECT: 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 plans for that particular unit. Regardless of funding source, it is necessary to submit the attached "Construction Project Request" to insure compliance with all outside and internal regulatory requirements. This work includes new and significant modifications to existing utility systems, road systems, buildings and grounds, not included in a capital improvement project being managed by the Planning and Development Section.

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

It is only through this coordinated effort that we will insure 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 also allow us to make insurance claims when losses are sustained. The reliability of our data bases which catalog buildings and road systems within the state parks system will also be maintained.

PKM/KJM/jms

Attachment: Construction Project Request

CONSTRUCTION PROJECT REQUEST

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 NARE Section seen project? _____
(initials of NARE rep)

NARE comments:_____

Documents attached: Site Map _____ Design Sketch _____ Specs _____

Authorization: DISU Signature_____ Date_____

CHOP Signature_____ Date_____

PLDE Signature_____ Date_____

Comments: _____