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SUBJECT: Project Delivery Memo #09-03 – Environmental Permits/Documents and Contract Appendices

Background
A WSDOT report from May 2008, Best Practices of Incorporating Environmental Commitments into Contracts, recommends that permit conditions (including commitments from environmental documents) requiring action of the contractor, be inserted into a contract provision or displayed as a plan detail. The report also recommends that permits be included in contract appendices for reference. Making permits available helps the contractor and WSDOT staff understand the original source of the commitment.

The intent of this memorandum is to:
1. Identify related existing policies
2. Clarify how permits and commitments from environmental documents will be provided to the contractor

Related Policies
The WSDOT Environmental Policy Statement (Executive Order E1018.01) states that “WSDOT employees are directed to communicate to contractors, the management practices and compliance requirements WSDOT has established.”

Project Delivery Memo #09-01 Incorporating Environmental Commitments Into WSDOT Contracts, provides direction that environmental commitments must be incorporated into contract language.
Action Requested

Regions and WSF will make all permits and commitments from environmental documents available to the contractor. Contract appendices are one option, but due to the size and number of these documents, appendices may not always be the best way. Other methods for making these documents available include:

- Compact disk
- Email attachment
- Project website
- Paper copies

JL:sc
EW/KR/MW/JC/CM

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