



December 3, 2009

TO: Keith Metcalf, Eastern Region  
Dan Sarles, North Central Region  
Lorena Eng, Northwest Region  
Kevin Dayton, Olympic Region  
Don Whitehouse, South Central Region  
Donald Wagner, Southwest Region  
Ron Paananen, Alaskan Way Viaduct  
Julie Meredith, SR 520 Program  
Timothy M. Smith, Director of Terminal Engineering

FROM:  J. C. Lenzi, Chief Engineer  
(360) 705-7032

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 to 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

cc: Region Project Development Engineers  
Region Construction Engineers  
Region Environmental Managers  
David Moseley  
Megan White  
Pasco Bakotich  
Jeff Carpenter  
John White  
Kim Henry  
Mike Cotten