

## **Table of Contents**

- New format and hyperlinks updated

## **Chapter 5 – State Funded Projects and Special Programs**

- Throughout  
Included program specific requirements for **TA** and **UCI** projects
- Section 5.2 (State-Aid Projects)  
Environmental Coordination  
Added LPA's environmental construction monitoring requirements and permit coordination
- Section 5.5.7 (State-aid Design-Build Appendix 5-A Submission Requirements)  
Added new section that defines Appendix 5-A submissions using a modified schedule that is different from the traditional Design-Bid-Build project.

## **Chapter 9 – Project Development Overview / Summary**

- Section 9.3 (Project Development Process)  
Clarification on LPA and VDOT responsibilities during the Environmental Review Process

## **Chapter 11 – Consultant Procurement**

- Section 11.2.1 (Development of Request for Proposal)  
Added new section indicating locality is to submit the estimate for the proposal to the District Civil Rights no later than 60 days prior to advertisement for DBE goal determination and to ensure proper contract language and documents are included

## **Chapter 15 – Environmental Requirements**

- Throughout  
Included program specific requirements for **TA** and **UCI** projects
- Section 15.1 (Introduction)  
Provided examples of other Environmental areas/issues applicable to Federal-aid projects not covered in this chapter that the LPA needs to consider
- Appendix 15.1-A  
Updated the LPA and VDOT roles and responsibilities, also removed the BCE reference
- Appendix 15.1-B  
Added Fixing America's Surface Transportation (FAST) Act PL 114-94

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- Section 15.2 NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)  
Expanded on the development of the environmental document process and roles and responsibilities of the LPA and VDOT
- Section 15.3 STATE ENVIRONMENTAL REVIEW PROCESS (SERP)  
Updated SERP process
- Section 15.4 (Cultural Resources)  
Expanded review requirements of Section 106
- Section 15.4.3 (Section 106 Coordination Process)  
Updated requirements
- Section 15.5 (Section 4(F) Evaluations)  
Updated process details and website links
- Section 15.6 (Noise Studies and Abatement)  
Updated process details
- Section 15.7.2 (Air Quality)  
Removed conformity requirement for Richmond/Tri-Cities, Hampton Roads, and Fredericksburg regions
- Section 15.9 (Threatened & Endangered Species)  
Updated process requirements
- Chapter 15 – Environmental Checklist  
Updated requirement chart

### **Chapter 16 – Right of Way and Utilities**

- Throughout - included program specific requirements for **TA** and **UCI** projects.
- Section 16.2 (Applicability)  
Enhanced RW applicability requirements for state aid projects maintained by VDOT and the flexibility of Appendix 5-A requirements for state aid locality maintained
- Section 16.3 (Summary)  
Included all types of easements in the definition of “RW”
- Section 16.4.1 (Introduction)  
Clarified records retention requirements for no less than three (3) years following FHWA and/or VDOT acceptance of the final voucher

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- Section 16.4.2 (VDOT Right of Way Special Projects Coordinator)  
Added Special Projects Coordinator availability to assist localities during the RW phase
- Section 16.4.4 (Right of Way Cost Estimate)  
Added Relocation Assistance Report requirements
- Section 16.4.6 (Right of Way Plans)  
Added the importance of having accurate right of way information on plans or plats as early as possible and to include topographical and improvement data is accurate and complete for the purpose of appraisals and negotiations
- Section 16.6.2/16.6.4 (Property Negotiations) (Donations)  
Added new section with information regarding donation requirements
- Section 16.11 (VDOT Monitoring and Compliance Verification Process)  
Added federal code reference and strengthen requirements
- Section 16.12 (Railroad Coordination)  
Added new section to identify communication and plan review process
- Appendix 16-A (Right of Way Authorization Request RW & UT plan Review Checklist)  
RW-301/EQ-121 – complete update of the form
- VDOT/LPA Right of Way Compliance Review Worksheet  
Added new document guide
- Relocation Report Sample Forms  
Updated form
- Appendix 16-E (Donation Acknowledgment Form)  
Included new form

### **Chapter 17 – Civil Rights Requirements**

- Section 17.1.1 (Introduction), and 17.3.1 (DBE Policy)  
Added language that requires localities to adopt and operate under VDOT's DBE Program Plan
- Section 17.2.1 (Title VI Requirements)  
Added reinforcing language that localities must have signed Title VI Program Assurances in order to receive federal aid; and VDOT will conduct Title VI compliance reviews according to federal regulations

Eliminated several sections related to locality programmatic aspects of the Title VI requirements not applicable to individual projects

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- Section 17.2.3 (Title VI language in contracts)  
Added references to specific language required to be included in contracts
- Section 17.3 (DBE Requirements) – throughout section  
Modified language to include requirements for DBE goal setting on professional services (consultant) contracts.  
**Note: Effective for RFP's advertised on or after July 1, 2018**  
  
Updated and added forms (C-49PSC, C-111PSC, C-112PSC) – these are unique forms to be used for professional services contracts
- Section 17.5.5.2 (DBE Special Provision for Professional Services Contracts)  
Added reference to complying with USDOT and 49CFR Part 26 regulations as applicable to professional services contracts
- Section 17.6.3.3 (Uniform Report)  
Added specific information related to locality requirements to submit the semi-annual Uniform Report required by 49 CFR Part 26
- Appendix 17-A (Required Contract Provisions and Forms Matrix)  
Updated matrix

Additionally, all chapters were updated for consistent formatting, grammar, and minor wording changes where appropriate.