

303 General REC Roles / Responsibilities

This section provides general Region Environmental Coordinator (REC) roles and responsibilities during project development. For more information about ODOT project delivery, please review the [ODOT Project Delivery Guide](#) and the (internal only) [ODOT Project Delivery Portal](#).

Overview

Project development begins after the scoping phase (see [Section 411 Scoping](#)) with the assignment of a project in the approved STIP. The project development phase ends when the project reaches PS&E. Project development starts after a specific project has been identified and assigned to a project leader, project manager, or region local agency liaison (referred to collectively as “Transportation Project Managers” or TPMs). Project development has several phases; please review the [Phase Gate Delivery Manual](#) and the [Statewide Milestone Deliverables](#) (the “Phase Gate” diagram) for more information. Also, refer to Table 1, following, for specific deliverables that the REC is responsible for at the various project development milestones.

REC Roles and Responsibilities

As a member of the Project Development Team (PDT), the REC assists in the development of the project purpose and need, the project alternatives, and the avoidance and minimization measures. RECs participate as a member of the PDT to coordinate environmental compliance during development of the project. This requires the REC to coordinate with the environmental specialists or consultants and permit specialists to ensure that regulatory compliance documentation is completed as per the project schedule. RECs are a voting member of the PDT.

During project development, the REC monitors the progress of required environmental compliance documentation through coordination with the various environmental discipline specialists. The REC communicates status of environmental surveys, permits, clearances, approvals and other information as needed to project team partners and members of the environmental team. The REC monitors projects for changes in scope, schedule, compliance, and other project details. Changes are communicated and coordinated by the REC with the appropriate environmental specialists and agencies. The REC provides input to the project team about potential consequences of plan changes.

As part of the project development process, the REC reviews the design plans and specifications at the various milestones to ensure that issues and concerns are addressed as the project moves

through project development. It is the REC’s responsibility to make these plans available to environmental specialists and regulatory partners, as needed. The REC is also responsible for capturing project environmental commitments and requirements in the CE Closeout (for FHWA-approved CEs), PCE Approval (for ODOT-approved PCEs), and Contract Special Provisions (called “Specials”) prepared for Advanced and Final Plans as relevant. Upon completion of the project design process, the project goes to PS&E where project bid documents are prepared for release to prospective contractors for bidding, evaluation, and letting. The REC should prepare the PCE Approval or CE Closeout documents and associated supporting documentation at least two weeks prior to PS&E.

Upon PS&E acceptance, project management is transferred to the Region construction unit. It is recommended that the REC attend the pre-construction (“pre-con”) meeting, which is held at commencement of construction, where the plans and specifications are reviewed in detail with the contractor.

Table 1. REC Deliverables during Project Development

When	What	How
Project Initiation	API	
Project Initiation	Right of Entry Request	Obtain a Right-of-Entry (ROE) request form from the right-of-way (ROW) representative on the PDT for any needed property access for environmental surveys.
Project Initiation	Environmental Prospectus	Environmental Prospectus Form
Between Initiation and DAP (they are both due by DAP)	PCE Determination and Project Vicinity Map	PCE Determination Form Project Vicinity Map
Prior to DAP Distribution or when requested by Project Leader	DAP Environmental Narrative	Requested by either the TPM or Designer. DAP Narrative is located in ProjectWise project folder. A link will be provided to the PDT. Summarize the status, if mitigation, MBTA monitoring, archaeology monitors are required, provide an estimate to

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When	What	How
		include in preliminary Project Cost Estimate.
DAP	No Ground Disturbance	See Section 423.1 , No Ground Disturbance PCEs (NGD PCEs) No Ground Disturbance Form
DAP	Environmental Baseline Report (if needed)	Describe potential environmental issues and constraints with suggestions for avoidance, minimization, or mitigation. Include a project vicinity map, with location of resources identified. Provide the report to the TPM and the PDT and discuss concerns
Prior to Advanced Plans	Advanced 00290 Special Provisions	Always go to the Specifications Website for the latest version of the special provisions.
Advanced Plans	Re-Evaluation (Formal) CE	
Prior to Final Plans Distributions	Final 00290 Special Provisions	Always go to the Specifications Website for the latest version of the special provisions.
Minimum 2 weeks before PS&E (or when all required environmental clearance and approval documents are complete). This deliverable also requires other specific documents be attached – Environmental Prospectus, PCE Determination, Project Vicinity Map, region QC peer review checklist/comment log, and all environmental discipline clearances, approvals, and permits.	PCE Approval or CE Closeout	See Section 423.3 , Completing PCE Documents (PCE Approval Document) PCE Approval Form See Section 424.2 , Completing CE Documents CE Closeout Document Form
2 weeks before PS&E or when requested by Region	Statement of Technical Quality (STQ)	Project Leaders will send a link to the STQ in ProjectWise. Coordinate with

When	What	How
		discipline specialist and reviewers to sign and date.