Re-evaluation QA/QC Checklist

May 2023

Project Name:

Original Environmental Document FM #:   FAP#:

Project Segments Being Evaluated:

Re-evaluation FM#(s):

Consultant:

Reviewer: Date:

 Additional Information:

☐ OEM PDC QA Complete   Date: **Green** = PDC Responsibility

☐ OEM Engineer QA Complete   Date: **Blue** = Engineer Responsibility

                                               Orange = Both

The purpose of this guidance is to facilitate the preparation of quality Re-evaluation Forms. This guidance is applicable to Florida Department of Transportation (FDOT) District and consultant preparers and Quality Control (QC) reviewers of Re-evaluations. This guidance covers common QC items but is not intended to be all inclusive. The preparer will comply with the requirements set forth in Part 1, Chapter 13 (Re-evaluations) of the Project Development & Environment (PD&E) Manual and all other applicable chapters of the PD&E Manual.

All projects are required to go through a Quality Assurance (QA)/ QC check at the District level before submittal for Office of Environmental Management (OEM) initial review (see OEM's QC Plan for PD&E Studies website). During this process the following general items should be addressed:

District	OEM	
☐	☐	Remove any blank pages and check for other formatting issues by reviewing a pdf version of the document closely
☐	☐	Spell out acronyms the first time they are used
☐	☐	Ensure all figures and graphics are legible
☐	☐	Check that figures are numbered and referenced correctly
☐	☐	Review for clarity
☐	☐	Document should be written from FDOT perspective, not from a perspective of a consultant writing it on behalf of FDOT (e.g., there should not be statements such as "It is recommended FDOT provide/conduct/consider…". The document should state what actions FDOT will take). Use correct terminology/tense (e.g., instead of saying "should" use the word "will" and "FDOT will" rather than "we recommend")
☐	☐	Do not include subjective information (e.g., stating opinion, overexaggerating, fluff)
☐	☐	Do not reference individual PD&E manual chapters in the text
☐	☐	Rather than copying and pasting the same information repeatedly in different sections of the document include it in one spot and add either a reference to it or include a summary of it elsewhere
☐	☐	Use the term preferred alternative instead of the term build alternative
☐	☐	Do not include repeated information from previous Re-evaluation Forms
☐	☐	For resources not involved in the original project that are still not involved select N/A on the Re-evaluation Form
☐	☐	Do not include the names of people or consulting firms in the body of the document
☐	☐	Upload applicable documents as Supporting Documentation (see the list at the end of this checklist)
☐	☐	Information in the text should be consistent with the information included in the attached Supporting Documentation or other documents that are referenced and included only in the project file
☐	☐	Include references to items included as Supporting Documentation and identify that they are attached
☐	☐	If an updated technical document was prepared for an issue/resource, it should be mentioned in the applicable section and the document title should match the title of the document in the StateWide Environmental Project Tracker (SWEPT) project file (e.g., An archeological resource was investigated, and the results are summarized in the Cultural Resources Assessment Survey (CRAS) Report addendum)

Before Initial Submittal for OEM Review, the following sections should be checked by the Districts. The Districts should select Yes, No, or N/A (not applicable to the project) and add any comments in the Comments box for each issue. This checklist is also required for Consultative Re-evaluations before District sign off.

Section 1 - General Project Information- A (Re-evaluation Type) & B (Original approved Environmental Document)

Yes	No	N/A		OEM QA
☐	☐		The Re-evaluation type is correct in Section 1 A and matches the table of segments in Section 1 D being evaluated	☐
☐	☐		This information has been checked with the original Environmental Document and all the information in Section 1 B is correct	☐
Comments:				

Section 1 - General Project Information- C (Prior Re-evaluations)

Yes	No	N/A		OEM QA
☐	☐	☐	All Re-evaluations in the SWEPT project file are listed	☐
☐	☐	☐	The appropriate Re-evaluation type has been selected	☐
☐	☐	☐	Listed Re-evaluations include a description of what was approved	☐
☐	☐	☐	All Re-evaluations and supporting documents are uploaded in the SWEPT project file (especially important on older PD&E projects prior to SWEPT)	☐
☐	☐	☐	The "Description of Approval" is consistent from the previous re-evaluations unless there is an error that has been corrected. Otherwise, verbiage should remain the same from one Re-evaluation to the next	☐
Comments:				

Section 1 - Project Information- D (Project or project segment(s) being evaluated)

Yes	No	N/A		OEM QA
☐	☐		All segments evaluated in the Re-evaluation are listed in the table	☐
☐	☐		The type of Re-evaluation is checked correctly and matches Section 1 A. (can have multiple types checked)	☐
Comments:				

Section 2 - Project Description

Yes	No	N/A		OEM QA
☐	☐		Briefly describes the project in terms of location, length, and termini of the project and typical section(s). (This should be consistent with the original PD&E and note any major changes in previous Re-evaluations)	☐
☐	☐		Both the county and city names are included	☐
☐	☐		Includes existing conditions of the transportation facility, accommodations for pedestrians, bicyclists, and navigational needs as applicable	☐
☐	☐		An appropriate level of engineering detail is used to describe the preferred alternative (and major changes in previous Re-evaluations when applicable) such as alignment, number of lanes, their width, major structures, proposed capacity and safety improvements, multi-modal accommodation, and estimated Right of Way (ROW) to be acquired and construction year	☐
☐	☐		A project location map is included (either "in-line" within the Re-evaluation or attached). The map should include the limits of project segments and label all roads mentioned in the description or document	☐
☐	☐	☐	Provides a status for all project segments (this can be done in text or on the project location map)	☐
Comments:				

Section 3 - Changes in Applicable Law or Regulation

Yes	No	N/A		OEM QA
☐	☐	☐	Changes in federal or state laws, rules, regulations, or guidance that require consideration since the date of the original Environmental Document or subsequent Re-evaluation(s) are noted	☐
Comments:				

Section 4 - Evaluation of Major Design Changes and Revised Design Criteria

Yes	No	N/A		OEM QA
☐	☐	☐	If multiple segments are being re-evaluated, includes a detailed description of the design changes being evaluated for each segment (Design variations/exceptions may be included at the District's discretion)	☐
☐	☐	☐	Maps, annotated plan sheets, graphics, or other visuals are strongly recommended to clearly explain changes. These should indicate where changes occur relative to the original PD&E project footprint and/or most recent Re-evaluation and the magnitude of the change. Common examples include updated typical sections, maps showing changes in ROW and plan sheets or concept plans showing reconfigured interchanges. (See example at end of this document)	☐
Comments:				

Section 5 - Public Involvement

Yes	No	N/A		OEM QA
☐	☐	☐	Includes a summary of all new public involvement completed since the last approval	☐
☐	☐	☐	Meeting minutes and materials from new public meetings are included in the project file	☐
☐	☐	☐	Includes a summary of comments received and the responses	☐
☐	☐	☐	If there was a Public Hearing held, the Public Hearing Transcript is included as an attachment	☐
Comments:				

Section 6 – Project or Segment(s) Planning Consistency

Yes	No	N/A		OEM QA
☐	☐	☐	The Planning Consistency Table is correctly completed for each segment being evaluated	☐
☐	☐	☐	The adopted Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP) and Current State Transportation Improvement Program (STIP) pages are up to date, referenced, and attached	☐
☐	☐	☐	The Planning Consistency table is filled out for current and future funding	☐
Comments:				

Section 7 - Evaluation of Changes in Impacts

Section 7a - Social and Economic

Yes	No	N/A		OEM QA
☐	☐	☐	Clearly documents any changes in impacts (positive and negative) for social, economic, land use, mobility, and aesthetics. Includes descriptions of analysis and coordination completed	☐
☐	☐	☐	Documents changes in ROW needs as appropriate. Includes specifics on how much ROW is reduced or increased	☐
☐	☐	☐	Documents changes in anticipated relocations as appropriate. When there are new relocations, it is prudent to discuss these with the Project Delivery Coordinator (PDC) and Administrator during the OEM initial review period	☐
☐	☐	☐	Summarizes any new Farmland Coordination and includes appropriate National Resource Conservation Service (NRCS) form as an attachment	☐
Comments:				

Section 7b - Cultural

Yes	No	N/A		OEM QA
☐	☐	☐	Clearly documents changes to impacts for cultural resources	☐
☐	☐	☐	New State Historic Preservation Officer (SHPO) concurrence letters are attached, and the date of concurrence is included within summary of changes	☐
☐	☐	☐	Any changes in impacts to Section 4(f) resources are correctly documented	☐
☐	☐	☐	Updated coordination letters and Section 4(f) forms are attached	☐
☐	☐	☐	Updates to Section 6(f) resources and protected lands are included and new coordination letters are attached	☐
☐	☐	☐	Changes in impacts to recreational areas or protected lands are included	☐
☐	☐	☐	Includes the status of any Acquisition and Restoration Council (ARC) coordination	☐
Comments:				

Section 7c - Natural

Yes	No	N/A		OEM QA
☐	☐	☐	Summarizes changes in impacts to protected species and habitat, wetlands and other surface waters, and/or Essential Fish Habitat (EFH)	☐
☐	☐	☐	Includes a summary of updates to species consultation and surveys as appropriate	☐
☐	☐	☐	Provides updates to wetlands impacts including a status of mitigation	☐
☐	☐	☐	Includes an updated status for EFH and includes any updated coordination letters	☐
☐	☐	☐	New agency concurrence letters are attached	☐
☐	☐	☐	Summarizes changes in impacts to designated Aquatic Preserves, Coastal Barrier resources, Wild and Scenic Rivers, Nationwide Rivers Inventory Rivers, and/or Outstanding Florida Waters	☐
☐	☐	☐	Summarizes changes in impacts to Floodplains or Water Resources. Includes changes to pond sites if applicable (or refers to appropriate section if discussed previously) and any increase or decrease of floodplain involvement	☐
Comments:				

Section 7d - Physical

Yes	No	N/A		OEM QA
☐	☐	☐	Summarizes changes to Air Quality	☐
☐	☐	☐	Summarizes the status of Highway Traffic Noise. Includes updates to the Noise Studies, and if completed, results of Noise related public involvement	☐
☐	☐	☐	Provides updates to contamination evaluation including the status of each Medium and High ranked site and discussion of contamination review due to design changes or identified sites contaminated after PD&E or the last Re-evaluation	☐
☐	☐	☐	Describes updates to utility and railroad impacts and new coordination letters are attached	☐
☐	☐	☐	Summarizes changes in impacts to navigation	☐
Comments:				

Section 8 - Commitment Status

Yes	No	N/A		OEM QA
☐	☐	☐	The Project Commitment Record (PCR) is attached and includes status updates on all commitments (verify all sections of the PCR are populated)	☐
☐	☐		Environmental commitments in the PCR are not made to specific people. Commitments are generally made to specific agencies, entities (e.g., county/city), or the public	☐
☐	☐	☐	New commitments are listed in the form and added to the PCR	☐
☐	☐	☐	The applicable Federal Aid Project (FAP) number is used in the PCR	☐
Comments:				

Section 9 - Status of Permits

Yes	No	N/A		OEM QA
☐	☐	☐	The status and dates of Federal, State, Local and Other Permits required for the project is updated	☐
☐	☐	☐	Includes a comment/explanation if a permit listed in the original Environmental Document is no longer required	☐
Comments:				

Section 13 - Links to Supporting Documentation

Yes	No	N/A		OEM QA
☐	☐		All items referred to as attachments in the form are included in this list	☐
☐	☐		All links open to the correct document	☐
☐	☐		Supporting documents are legible and oriented correctly	☐
☐	☐		Supporting documents are "Final" versions and not "Draft"	☐
☐	☐		Supporting documents are complete (e.g., stamped USFWS concurrence letters should include the entire letter, not just the first page)	☐
Comments:				

Supporting Documentation attached to the Re-evaluation Forms *vs.* Documents only uploaded to the SWEPT project file

- Some projects may require additional attachments. Please evaluate each project as necessary
- Be sure attachments are labeled and linked to the appropriate location in the Re-evaluation Form
- Attachments should be described/named clearly and referenced as noted in the Links to Supporting Documentation section (Section 13)
- Do not include information in the attachments that is repeated from previous Re-evaluation Forms

Attach to the Re-evaluation Form:

□ Project Location Map (if not included in-line within the Re-evaluation itself)

□ New Public Hearing Transcript (*if applicable*)

□ Revised Typical Sections / Engineering plans (*if applicable*)

□ Planning Consistency documents (*if necessary*)

□ Concurrence Letters (*if any changes or new resources are identified*)

□ Any Section 4(f) documents signed by OEM (*if any changes or new resources are identified*)

□ Correspondence representing findings (*if any changes or new resources are identified*) *Note- Email correspondence with OEM should not be attached unless it includes a finding or concurrence.*

□ New Utility and/or Railroad coordination letters (*if applicable*)

□ Project Commitment Record

Documents uploaded in the SWEPT project file and referenced in the Re-evaluation Form but not attached:

□ Technical documents and/or updates [Sociocultural Effects (SCE) Technical Memorandum, CRAS Report, Natural Resources Evaluation (NRE), Noise Study Report (NSR), Pond Siting Report (PSR), Surveys, etc.]

□ Public involvement documents or summary of public meetings   *Note- Large volume public involvement documents do not need to be attached but should be summarized in the Re-evaluation Form itself (new Public Hearing Transcript / Certification Form are attachments, as noted above)*

□ Other pertinent project related correspondence (*as needed*)

Examples of Maps Showing Design Changes

LEGEND
— Project Limits
— Temporary Construction Easement
— Perpetual Easement
— Proposed Right of Way
— Proposed TIITF Easement

East Bay

Project Limits

Project Limits

OVERALL DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

LEGEND
Existing Right of Way
PD&E Perpetual Easement
PD&E Proposed Right of Way
PD&E TIITF Proposed Easement
Temporary Construction Easement
Perpetual Easement
Proposed Right of Way
Proposed TIITF Easement

2 Design Change Proposed Right of Way Added

98

Oakshore Dr

1 Design Change 1 Project Limits Extended Further at Beginning of Project

PD&E Project Limits

98

Cooper Dr

3 Design Change 3 TCE Added

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

FDOT
0 Feet 50

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN_CHANGES_1.MXD - USER: TELLIS - DATE: 9/22/2022

LEGEND
PD&E Perpetual Easement
PD&E Proposed Right of Way
PD&E TIITF Proposed Easement
Existing Right of Way
Temporary Construction Easement
Perpetual Easement
Proposed Right of Way
Proposed TIITF Easement

4 Design Change 4 Proposed Right of Way Increased

98

98

5 Design Change 5 Pond was Removed

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

FDOT
0 Feet 150

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN_CHANGES_2.MXD - USER: TELLIS - DATE: 9/22/2022

LEGEND
- Existing Right of Way
- PD&E Proposed Right of Way
- Temporary Construction Easement
- Proposed Right of Way
- Parcel of Interest

Oakshore Dr

98

2

Design Change 2
Proposed Right
Way = 0.01 Acres

4

Design Change 4
Proposed Right
Way = 0.07 Acres

Design Change 4
PD&E Right
Way = 0.04 Acres

Cooper Dr

98

FDOT

0 Feet 50

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN_CHANGES_2_4.MXD - USER: TELLIS - DATE: 9/22/2022

LEGEND
- Existing Right of Way
- PD&E Perpetual Easement
- PD&E Proposed Right of Way
- PD&E TIITF Proposed Easement
- Temporary Construction Easement
- Perpetual Easement
- Proposed Right of Way
- Proposed TIITF Easement

98

98

6

Design Change 6
Proposed Right of
Way Increased

Design Change 7
Proposed TIITF
Easement Changed

7

FDOT

0 Feet 100

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN_CHANGES_3.MXD - USER: TELLIS - DATE: 5/16/2022

LEGEND
- ▪▪▪ Existing TIITF Easement
- —·— Existing Right of Way
- —— PD&E Perpetual Easement
- —·— PD&E Proposed Right of Way
- —— PD&E TIITF Proposed Easement
- —— Temporary Construction Easement
- —— Perpetual Easement
- —·— Proposed Right of Way
- —— Proposed TIITF Easement

7

Design Change 7 Proposed TIITF Easement Changed

FDOT

0 Feet 500

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN_CHANGES_4.MXD · USER: TELLIS · DATE: 5/10/2022

LEGEND
- ▪▪▪ Existing TIITF Easement
- —·— Existing Right of Way
- —— PD&E Perpetual Easement
- —·— PD&E Proposed Right of Way
- —— PD&E TIITF Proposed Easement
- —— Temporary Construction Easement
- —— Perpetual Easement
- —·— Proposed Right of Way
- —— Proposed TIITF Easement

Design Change 9 Perpetual Easement Changed

9

Design Change 8 Perpetual Easement Changed

8

7

Design Change 7 Proposed TIITF Easement Changed

FDOT

0 Feet 100

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN_CHANGES_5.MXD · USER: TELLIS · DATE: 5/10/2022

LEGEND
- —·— Existing Right of Way
- —— PD&E Perpetual Easement
- —·— PD&E Proposed Right of Way
- —— PD&E TIITF Proposed Easement
- —— Temporary Construction Easement
- —— Perpetual Easement
- —·— Proposed Right of Way
- —— Proposed TIITF Easement

Design Change 9
Perpetual Easement
Changed

Design Change 11
TCE Added and
Side Street Construction
Decreased

11

Jefferson Blvd

9

9

98

98

PD&E Project
Limits

8

Design Change 8
Perpetual Easement
Changed

10

Design Change 10
TCE Added

FDOT

0   Feet   100

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN _CHANGES_6.MXD · USER: TELLIS · DATE: 5/10/2022

LEGEND
- —·— Existing Right of Way
- —— PD&E Perpetual Easement
- —·— PD&E Proposed Right of Way
- —— PD&E TIITF Proposed Easement
- —— Temporary Construction Easement
- —— Perpetual Easement
- —·— Proposed Right of Way
- —— Proposed TIITF Easement

Design Change 9
Perpetual Easement
Changed

9

Design Change 13
Project Limits
Extended Further at
End of Project

13

98

98

12

Fam Camp Rd

Design Change 12
Perpetual Easement Added

FDOT

0   Feet   100

DESIGN CHANGES
SR 30A (US 98)
OVER ST ANDREWS BAY ICWW BRIDGE NUMBER: 460019
BAY COUNTY
FM: 442667-2-52-01

PATH: X:\DISTRICTWIDE MISC PD&E\CONTRACT_CAI24\TWO-1\DUPONT_BRIDGE_BAY\MAP_DOCS\DESIGN _CHANGES_7.MXD · USER: TELLIS · DATE: 5/10/2022