Introduction

Commitments are obligations to external stakeholders to provide a feature or perform an action related to a project that will be implemented in a future project phase. Commitments are an important component of transportation projects as they provide assurance to resource agencies and other stakeholders that identified issues will be addressed in future phases of project delivery. Commitments need to be appropriately documented and tracked to ensure they are delivered in future project phases.

These commitments can be established during the Project Development and Environment (PD&E), Design, Right of Way (ROW), and Construction phases. They are rarely established during the Planning phase due to uncertainties of project impacts so early in the process. Commitments can be made towards local communities that could include context-sensitive solutions or design features such as lighting, benches, and aesthetic treatments, just to name a few.

The Project Manager (PM) is responsible for establishing commitments and documenting the commitments properly. Before a commitment is made, the Project Manager must coordinate with staff to ensure each action is feasible. This must be in terms of necessity, practicality, cost, and timing. All project commitments must be properly coordinated, documented, tracked, and implemented for the project to successfully advance to completion.

FDOT Commitment Tracking

As a transportation project advances from PD&E, through Design, Right of Way, and into Construction, commitments made by the Department must be tracked throughout the life of the project and fulfilled at the appropriate time. The **Commitments Module** in the Department's **Project Suite Enterprise Edition (PSEE)** software is the Department's standard system for documenting, transmitting, and tracking project commitments. The PM can also distinguish environmental commitments from other commitments made for the project in the **Commitments Module**.

In commitment tracking, the PM must communicate the commitments from one phase to the next phase through the "Pass the Torch" (PTT) or "Hand-Off" meetings. These meetings should include a review of all project commitments which must be fulfilled by future project phases. See **PMG 250 Project Continuity** chapter for more information.

PD&E Phase

Commitments regarding listed species and/or habitats that were identified during the PD&E phase may later be included as specific conditions in an environmental permit.

Permit commitments are developed with the applicable regulatory agency and must be met to comply with an environmental permit. Commitments included in project permits must be tracked as a part of permit compliance. The permit conditions must be met and documentation demonstrating the permit condition has been satisfied must be submitted to the appropriate regulatory agency and included in the project file.

Commitments are documented in the commitments section of the environmental document (for example, Category exclusion, State Environmental Impact Report, etc.) and the associated technical reports. This documentation should include the list of commitments made, the agreed-upon language, and the stakeholders involved. The PD&E phase PM should include these commitments and enter them into the **PSEE Commitments Module**.

Re-evaluations of an environmental document with environmental commitments must include the **Project Commitment Record (PCR)** attached in the "Commitment Status" section of the **re-evaluation form**. New commitments need to be discussed and documented in the commitments section and added to the **PCR** using **PSEE.**

Design Phase

The Design PM is responsible for reviewing the PSEE for the project commitments made during the PD&E phase. The Design PM needs to ensure that commitments impacting a project's design are completely incorporated in the contract documents, coordinate with the permit coordinator to ensure that all permits are appropriately obtained, and update the status of the commitments in the **PSEE Commitment Module**.

The updated **PCR** is transmitted to the ROW and Construction Project Administrator. The District should have an established protocol in place to re-engage the environmental office to address project commitments. The Design Project Manager creates the final PCR in PSEE and uploads the form into the Electronic Document Management System (EDMS).

Right of Way Phase

The District of Right of Way Office is responsible for the coordination with the Design PM for new commitments identified in the ROW phase. The ROW office must enter the commitments in the **Right of Way Management Systems (RWMS)** which are then populated in **PSEE** and included in the **PCR**.

Construction Phase

The Construction PM ensures the project is being constructed according to the contract documents and that all commitments intended to be fulfilled during construction are met.

Operations and Maintenance Phase

Any remaining commitments should be fulfilled during the Operation and Maintenance (O&M) phase. When a commitment reaches this stage, the O&M PM is responsible for reviewing the **PCR** for applicable project commitments to ensure those project commitments are fulfilled.