



Environmental Procedures Manual July 2026

1. OVERVIEW

1.1 South Dakota Department of Transportation Environmental Office

The South Dakota Department of Transportation (SDDOT) Environmental Office is a highly qualified team of technical staff who is responsible for compliance with a wide range of Federal and State laws, regulations, permits, reviews, notifications, coordination, consultations, and other approvals. The SDDOT Environmental Office (EO) works collaboratively with Federal, State, and local agencies; SDDOT engineering and planning staff; local agency representatives; contractors; consultants; and the public to effectively deliver transportation projects across South Dakota and achieve the SDDOT mission.

SDDOT's mission is to “provide a safe and efficient public transportation system.”

The **vision of SDDOT** is to achieve excellence in providing transportation facilities that meet the needs of the public, leading towards *Better Lives through Better Transportation*.

Source: SDDOT, 2025a.

1.2 Purpose and Organization of the Environmental Procedures Manual

This Environmental Procedures Manual (EPM) is a resource for SDDOT staff, local agency representatives, and consultants engaged in the delivery, operations, and maintenance of transportation projects in South Dakota.

1.2.1 Purpose

The purpose of the EPM is to support the SDDOT in meeting the environmental commitments required under law for the planning, design, construction, and maintenance of transportation projects across the State. The manual also provides the public, contractors, consultants, stakeholders, and other agencies the ability to understand the SDDOT environmental processes in an open and transparent way. The goal of the EPM is to effectively communicate preferred processes and procedures, evaluate environmental impacts due to projects, and implement subsequent environmental commitments efficiently and effectively.

The manual is a high-level stepwise guide to the actions required to successfully comply with environmental laws and regulations throughout the planning, design, construction, and maintenance of a project throughout its lifecycle. It is not a how-to manual; rather, environmental and transportation professionals are expected to complete their work to the highest standard possible in meeting the spirit and letter of the laws and regulations.

Who are the “Users” of this Manual?

- Professional staff at SDDOT, consultants working on SDDOT projects, and local agency staff are the primary audience for this manual
- Users should have a general understanding and some experience working with SDDOT environmental procedures

The manual provides, via hyperlinks, the necessary forms, templates, and checklists to be used in completing each step of the environmental process and informing the next step of the process. Other supporting resources are identified throughout the manual to provide for the successful compliance of all applicable environmental requirements.

1.2.2 Organization

The manual is organized by chapter, in the following manner:

Chapter 1: Overview

Describes the manual and its purpose, the SDDOT organization, regulatory and legal authorities and requirements, and SDDOT's step-by-step procedures for transportation projects.

Chapter 2: Project Planning Development and Delivery (P2D2) Process

Describes the P2D2 process for integrating environmental, community, and economic considerations during the transportation planning process through project development (PD), design, and construction processes.

Chapter 3: Environmental Review Processes

Describes how classes of action for proposed projects are first evaluated to determine the level of environmental analysis. Discusses the classes of action, coordination, and public involvement.

Chapter 4: Environmental Analyses

Describes the technical environmental requirements during the development of a project, construction, and maintenance phases of transportation projects, including requirements for water resources, threatened and endangered species, historical and

archeological resources, socioeconomics, and other resources.



Chapter 5: Intra-Departmental Coordination

Describes the types and timing of environmental considerations in the planning and engineering of transportation projects. Describes the involvement of field offices during construction and maintenance, throughout the life of projects.

Chapter 6: Contractor Procedures

Describes the expected environmental documentation and measures required by a successful bidder in starting and constructing a transportation project.

Chapter 7: References

Provides the references for the materials cited.

1.2.3 Environmental Procedures Manual Revision Process

The EPM is expected to be updated periodically to address changes to environmental laws and regulations and to include the latest avoidance, minimization, and mitigation techniques. A Review Committee will revise the EPM as described below.

Revision and Review

- ▶ The Review Committee will consist of six members, including the Environmental Manager, Environmental Engineer, EPM Manager, Federal Highway Administration (FHWA) Environmental Engineer, one representative from the Division of Operations, and one representative from Road Design office to ensure a full understanding of the impacts of proposed changes.
- ▶ The Review Committee will meet annually, or as necessary, to review and approve appropriate proposed changes and updates to the EPM.
- ▶ All proposed revisions will be submitted on the Revision Request Form to the EPM Manager.
- ▶ If the revisions represent a policy change, the EPM Manager will present the revisions to the appropriate entity.
- ▶ All revisions will be maintained in a chronological, tabulated summary table and will include the reason for the change.
- ▶ Revisions will be made to the EPM annually, and major revisions will be footnoted as appropriate.
- ▶ If the EPM will be revised as recommended, the EPM Manager will distribute a memo describing the revision. The memo will also be posted on SDDOT's website.
- ▶ The EPM Manager will provide a written response to the party requesting the revision within 60 days.

1.3 South Dakota Department of Transportation Organization

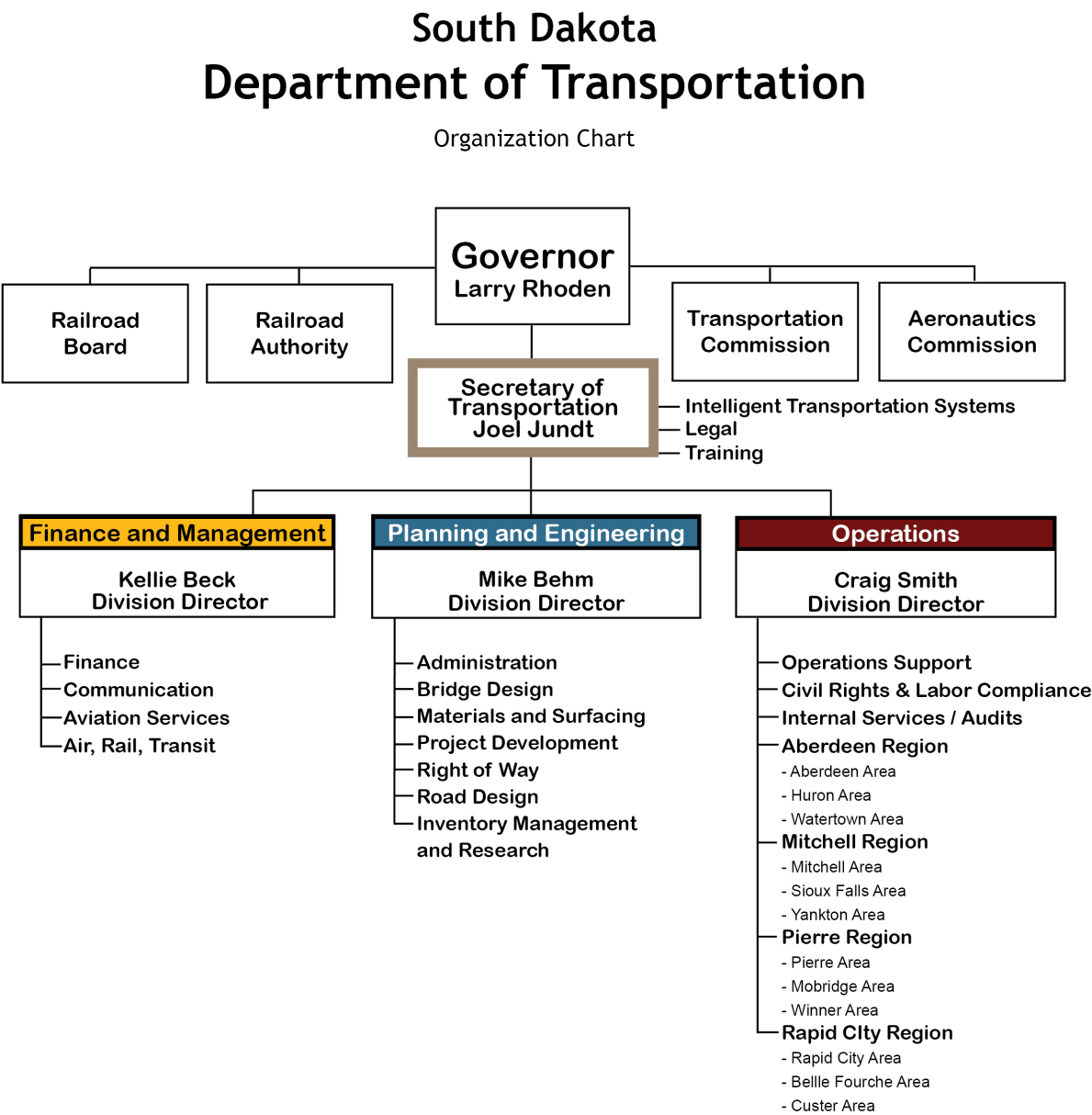
SDDOT is responsible for planning, developing, and implementing improvement projects on transportation systems throughout the state. Responsibilities include designing, constructing, operating, and maintaining the state highway system; assisting local units of government for transportation improvements; administering State and Federal assistance to rehabilitate rail lines; developing and administering airport improvement programs; and developing and administering the Statewide Transportation Improvement Program (STIP).

SDDOT manages multimodal transportation components, including highway and road systems, aeronautics and airport facilities, railroads, transit and bicycles, and pedestrian facilities. The state agency has three boards/commissions that review, discuss, and approve many departmental activities. The Secretary of Transportation, a gubernatorial appointment, leads SDDOT, which includes three divisions (**Figure 1**).

1.3.1 Commissions and Boards

SDDOT has three boards/commissions that meet regularly to review, discuss, and approve many departmental activities. The boards/commissions include the Transportation Commission, Aeronautics Commission, and Railroad Board.

Figure 1. Organizational Chart



Source: SDDOT, 2025b.

Transportation Commission

The nine members of the Transportation Commission meet monthly to discuss issues relating to SDDOT, review and approve the STIP, award projects let to bid, and discuss many other activities that govern the SDDOT. The governor appoints the nine members to 4-year terms, and each represents one of the four regions of the state.

Aeronautics Commission

The Aeronautics Commission supervises aeronautical facilities and activities across the state. This includes supervision and control of airports, air instruction, air marking, air beacons, and all other air navigation facilities. This body gives formal approval to pass-through Federal Aviation Administration (FAA) airport improvement program funds, state aeronautics fund grants, and airport requests to use

allocated fuel tax receipts for improvements. The governor appoints the seven members to 3-year terms.

Railroad Board

The South Dakota State Railroad Board approves matters of operation, management, finance, marketing, and development of rail service over all properties and facilities acquired, leased, or controlled by the state. The governor appoints the seven members to 3-year terms.

1.3.2 Departmental Structure

SDDOT, led by the Secretary of Transportation, has three divisions: Finance and Management, Planning and Engineering, and Operations. The Division of Planning and Engineering houses the Administration Program, which, in turn, is home to the EO. The EO leads the department in meeting its environmental commitments. A contact list is available to the public.

SDDOT's Divisions are described here:

<https://dot.sd.gov/inside-sddot/about-sddot/divisions/>

Secretary of Transportation

The governor appoints the Secretary of Transportation to lead SDDOT. The primary responsibility of the Secretary is to set statewide transportation policy for SDDOT and be responsible for all activities and services of the department. The Secretariat Division of Transportation includes offices for aviation services, Federal programs, and legal services.

Division of Finance and Management

The Finance and Management Division includes two offices: the Finance Office and the Air, Rail, and Transit Office. The Finance Office manages department budgets and finances, including payroll, construction billing and contract tracking, revenues and fuel taxes, and financial statements. The Air, Rail, and Transit Office

provides planning and engineering expertise to communities interested in improving or building airports, expanding and improving rail systems, and managing and advancing transit systems throughout the state.

Division of Planning and Engineering

The Planning and Engineering Division is responsible for delivering scoping, design, research, and safety documents to assist in maintaining and developing an effective transportation system for public travel (**Table 1**). High-quality planning and design, combined with timely delivery of complete, reviewed project plans that consider stewardship, safety of the public and workforce, cost-effectiveness, and public service are integral to the division to effectively manage the state transportation system and assets. All environmental projects and environmental compliance issues are managed by the EO within the Administration Program.

The EO is responsible for a systematic, interdisciplinary approach that will ensure the integrated use of natural science, social science, and environmental design arts in planning and decision making when evaluating potential impacts on the environment. As a department, SDDOT must comply with the National Environmental Policy Act (NEPA) and other Federal and State regulations. The EO's functional commitment at SDDOT is to cultivate and ensure NEPA and other associated environmental regulations are implemented throughout SDDOT's overall transportation decisions.

Table 1. Programs within the Planning and Engineering Division

Administration	Asset Management, Emergency Relief, Contracting (Consultants), Local Government Assistance, Environmental
Bridge Design	Hydraulics, Structure Design, Maintenance Design, Inventory, Construction
Materials and Surfacing	Surfacing Plans, Geotechnical, Materials, Certification and Accreditation
Project Development	Planning, Scoping, Traffic Safety, Bid Letting, Railroad, Safety, Primavera
Research	Research Administration, Intelligent Transportation Systems Coordination, Local Transportation Assistance Program, SDDOT Library
Right-of-Way (ROW)	Title Work, Appraisals, Negotiations and Relocation, Excess Property Management, Land Transfers, Exchanges and Abandonments
Road Design	Standard Plates, Roadside Development, Traffic Design, Roadway Design, Utilities, Miscellaneous Surveys
Transportation Inventory Management	Traffic Monitoring, Geographic Information System (GIS), Public Road Inventory, Computer Aided Design and Drafting Mapping, Pavement Condition Monitoring

Specific functions central to the EO include:

- ▶ Identifying environmental considerations in the early phases of project formation.
- ▶ Identifying environmental issues that could affect schedule or budget.
- ▶ Establishing and preparing environmental documentation required for transportation projects. This includes collecting and compiling information on social, economic, and environmental concerns for all transportation projects; developing and documenting environmental effects; involving the public, tribes, and Federal and state resource agencies in the decision-making process; assembling environmental

commitments; and finalizing the environmental document(s), as appropriate.

- ▶ Protecting historical, archeological, and cultural resources, combined with the analysis of air, noise, and hazardous materials interests associated with transportation projects.
- ▶ Preserving ecological resources (wetlands, waterways, and protected species) associated with transportation project actions in conjunction with assessing, preparing, and acquiring environmental permits.
- ▶ Ensuring transportation projects and facilities comply with environmental commitments, monitoring/reporting requirements, and current environmental regulations. The EO also oversees environmental issues that may arise during the construction of projects.



Division of Operations

The Division of Operations completes maintenance activities and manages construction projects on roads and bridges. Operations and maintenance are performed in Regional and Area Offices and maintenance shops located throughout the state. Operations Support encompasses construction/maintenance, Disadvantaged Business Enterprise, and Internal Services/Internal Audit, which assists offices throughout the state. Construction projects are managed in the Area Offices but report to the Region Engineer responsible for all operations within their region. The Area Engineer is responsible for the engineering details and administration of any construction project assigned to their area. The four regions and 12 areas shown on **Figure 2** include:

- ▶ Aberdeen Region encompasses the counties of Beadle, Brookings, Brown, parts of Buffalo, Clark, Codington, Day, Deuel, Edmunds, Faulk, Grant, Hamlin, Hand, Hyde, Kingsbury, most of McPherson, Marshall, parts of Miner, Roberts and Spink. It is divided into three areas with local offices in Aberdeen, Huron, and Watertown.
- ▶ Mitchell Region encompasses the counties of Aurora, Bon Homme, Brule, most of Buffalo, Charles Mix, Clay, Davison, Douglas, most of Gregory, Hanson, Hutchinson, Jerauld, Lake, Lincoln, part of Lyman, McCook, most of Miner, Minnehaha, Moody, Sanborn, Turner, Union, and Yankton. It is divided into three areas with local offices in Mitchell, Sioux Falls, and Yankton.
- ▶ Pierre Region encompasses the counties of Bennett, Campbell, Corson, Dewey, a portion of Edmunds and Gregory, Haakon, Hughes, most of Jackson, Jones, most of Lyman, a portion of McPherson, Mellette, Potter,

Stanley, Sully, Todd, Tripp, Walworth, and most of Ziebach. It is divided into three areas with local offices in Mobridge, Pierre, and Winner.

- ▶ Rapid City Region encompasses the counties of Butte, Custer, Fall River, Harding, portions of Jackson, Lawrence, Meade, Pennington, Perkins, most of Oglala Lakota, and a portion of Ziebach. It is divided into three areas with local offices in Belle Fourche, Custer, and Rapid City.

1.3.3 Key Roles in the Environmental Processes

Several individuals in key roles are essential to effectively achieving environmental reviews, coordination, and commitments for transportation projects. They are found in SDDOT PD, EO, other SDDOT divisions and offices, and other agencies.

Administration

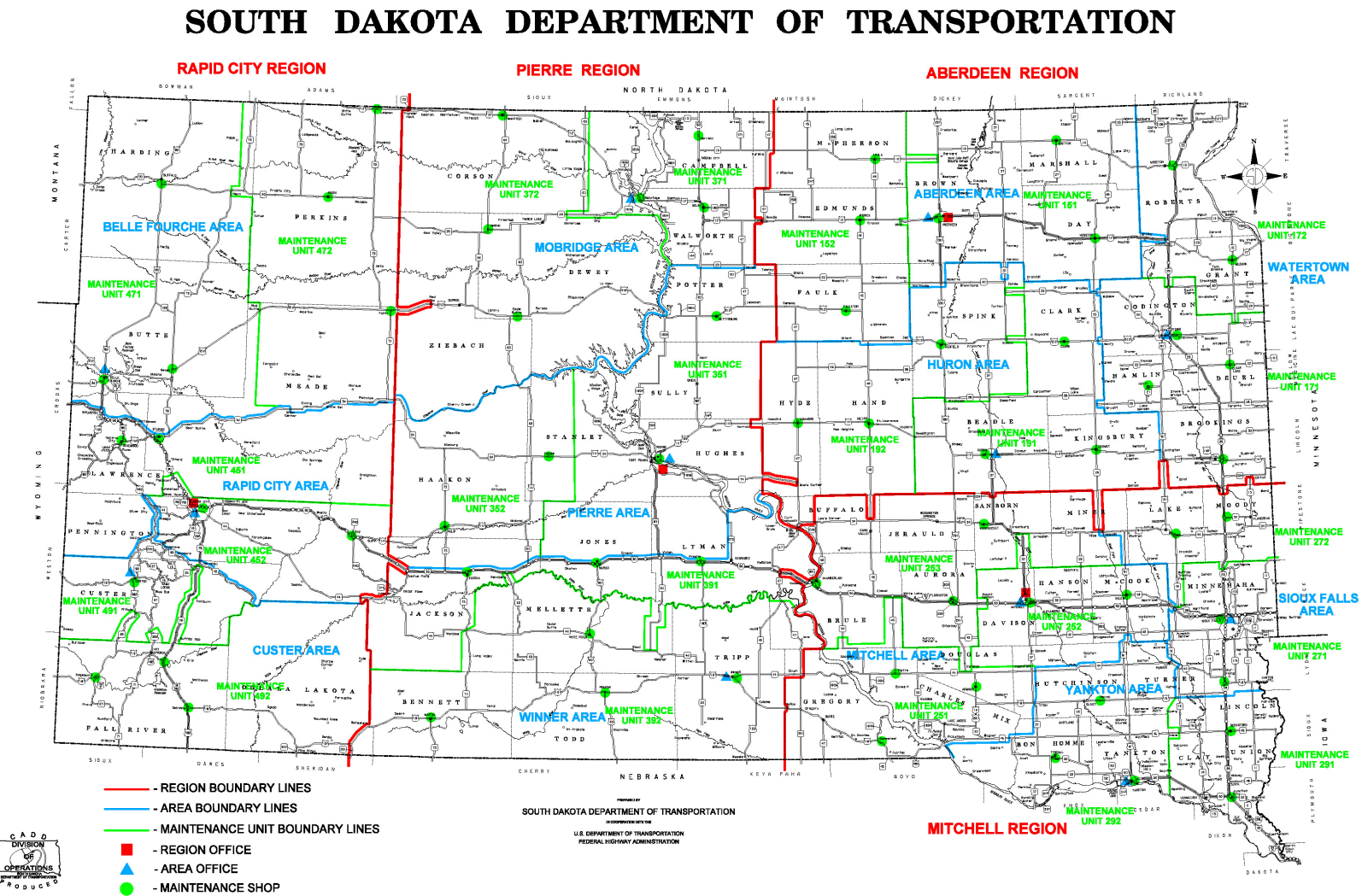
In Administration, the Planning and Engineering Administration Program Manager is the key position, overseeing the EO in addition to several other offices.

Environmental Office

The overall role of the EO is to ensure compliance with applicable environmental laws, executive orders, and other related requirements. EO personnel must understand not only their own roles and responsibilities but also those of other departments and agency personnel. The following are key positions:

- ▶ **Environmental Manager** is responsible for the management and operations of the EO and reports directly to the Planning and Engineering Administration Program Manager.

Figure 2. Region/Area/Maintenance Unit Map



Source: SDDOT, 2025c.

- ▶ **Environmental Engineer** is responsible for ensuring all projects and activities comply with Federal and State environmental laws.
- ▶ **Environmental Project Coordinator (EPC)** is assigned by the Environmental Manager or designee upon an Approved Scope of work for a project and is responsible for ensuring all environmental review, coordination, and commitments on transportation projects are met. Any position within the EO may serve as an EPC.
- ▶ **EPM Coordinator** is responsible for the integrity of the EPM and incorporates any updates or improvements to the EPM.
- ▶ **U.S. Army Corps of Engineers (USACE) Permit Coordinator** is responsible for compliance in all projects regarding the Clean Water Act (CWA) and prepares portions of NEPA documents as appropriate.
- ▶ **NEPA Specialist** serves as a technical resource for issues regarding NEPA and prepares and reviews NEPA documents.
- ▶ **Storm Water Coordinator** is responsible for compliance in all projects regarding storm water and prepares portions of NEPA documents, as appropriate.
- ▶ **Wetlands Coordinator** is responsible for compliance in all projects regarding wetlands and prepares portions of NEPA documents, as appropriate.
- ▶ **Wildlife Biologist** is responsible for compliance in all projects regarding threatened and endangered species and prepares portions of NEPA documents, as appropriate.

Other South Dakota Department of Transportation Offices and Key Positions

In addition to the EO, several key positions throughout the department serve to facilitate compliance with environmental commitments, including the following:

- ▶ **PD Engineer** is responsible for all aspects of project development, including the offices of bid letting, Primavera, project planning, system planning, and coordination and safety. The PD Engineer reports directly to the Director of the Division of Planning and Engineering.
- ▶ **Design/ROW** reports to the Division of Planning and Engineering. Design is responsible for all plans and specifications for a project, while ROW is responsible for acquiring all property needed for a project. The term Design/ROW is used to simplify reference to reviews by road design, bridge design, and ROW.
- ▶ **Landscape Architect** reports to Road Design and assists in preparing the Storm Water Pollution Prevention Plan (SWPPP) and designing wetland mitigation plans.
- ▶ **Region Engineer** reports to the Division of Operations and is responsible for managing regional construction projects, maintenance, and operations.
- ▶ **Area Engineer** reports to the Region Engineer and is responsible for managing area construction projects, maintenance, and operations.
- ▶ **Area Survey Crew** report to the Area Engineer and assist in incorporating existing wetlands and archeological sites into plans.

Contact information for the EO is available on the SDDOT website at <https://dot.sd.gov/doing-business/environmental/about-environmental>.

- ▶ **Region Materials Engineer** reports to the Region Engineer and assists in verifying environmental requirements for state-furnished sites.
- ▶ **Project Engineer** reports to the Area/Region Engineer in the Division of Operations and is responsible for field administration of the construction contract, control of the work, enforcement of the terms of the contract, and acceptance of the amount of work performed and materials furnished.

Other Agencies

Many State, Tribal, and Federal agencies have individuals who are responsible for working with the EO in a timely manner to comply with environmental regulations, but the following are key roles:

- ▶ **FHWA** is responsible for the review and approval of Federal-aid highway program NEPA documents. As FHWA's manager of the Federal-aid environmental program, assistance is provided to the SDDOT to ensure studies and documents on Federal-aid highway projects comply with NEPA, Section 4(f) of the U.S. Department of Transportation (USDOT) Act, Section 106 of the National Historic Preservation Act (NHPA), archeology, noise impacts, Presidential Executive Orders, and other Federal environmental laws and requirements.
- ▶ **State Historic Preservation Office (SHPO)** administers the national historic preservation program in South Dakota, reviews National Register of Historic Places (NRHP) nominations, maintains data on historic properties that have been identified but not yet nominated, and consults with Federal agencies during NHPA Section 106 review.

- ▶ **Tribal Historic Preservation Office (THPO)** assumes any and all functions of a SHPO with respect to its own Tribal lands, as set forth in amendments to the NHPA in 1992.



1.4 Departmental Regulatory and Legal Requirements and Authorities

South Dakota Codified Law Chapter 1–44 creates and provides the legal framework for SDDOT. It establishes the Secretary of Transportation as the head of SDDOT; creates commissions and boards, including the make-up of the commissions and boards and their duties and responsibilities; and other activities deemed necessary by the South Dakota Legislature.

Other state laws governing the planning, construction, and operation and maintenance of proposed transportation projects include the following titles:

- ▶ Title 18: South Dakota Historical Society
- ▶ Title 19: Historic Sites and Monuments
- ▶ Title 20: Archeological Exploration
- ▶ Title 39: Department of Game, Fish, and Parks
- ▶ Title 40: Department of Environment and Natural Resources
- ▶ Title 54: Department of Tribal Relations

Administrative Rules of South Dakota Title 70 governs the activities of SDDOT. It includes areas of regulation in highway safety, aeronautics, oversize and overweight vehicles, signage, financial assistance, contracting, eminent domain, utility corridor management, rest areas, and the State Railroad Board and railroad's exercise of eminent domain.

Federal laws and rules govern many activities of SDDOT, including the following (**Figure 3**):

- ▶ NEPA
- ▶ Clean Air Act (CAA)
- ▶ CWA, Section 404
- ▶ Endangered Species Act (ESA)
- ▶ Migratory Bird Treaty Act (MBTA)
- ▶ NHPA, Section 106
- ▶ Land and Water Conservation Fund (LWCF) Act
- ▶ Native American Graves and Protection and Repatriation Act
- ▶ Section 4(f) of the USDOT Act
- ▶ Wild and Scenic Rivers Act

FHWA is the primary agency responsible for legal and regulatory compliance of transportation projects involving Federal funding, primarily in Title 23 Chapter I, Subchapter H of the Code of Federal Regulations (CFR). Specific authorizations for environmental compliance are cited in the respective chapters and sections in the EPM.

1.5 Environmental Management of Transportation Projects

Transportation projects originate from various sources, studies, and needs assessments. Projects are prioritized and programmed in

4-year increments and compiled in the STIP. The Transportation Commission annually approves the STIP.

The STIP identifies the route, project length and location, type of improvement, estimated project costs, and planned Federal fiscal year for bid letting. It also identifies each project by its unique Project Control Number (PCN) and Federal-aid Project Number. Federal, State, and local funds provide financing for projects in the STIP. Federal funds are channeled through one of the USDOT operating administrations, such as FHWA, FAA, Federal Railroad Administration (FRA), or Federal Transit Administration (FTA).

The following subsections describe the environmental activity during each stage of a transportation project, the project management systems used to schedule and track those activities, and procedures for obtaining consultant services to support the department during a project.

What is NEPA?

The National Environmental Policy Act of 1969 [NEPA, 42 United States Code (USC) § 4321 – 4347] requires that Federal agencies use a systematic, interdisciplinary approach to decision-making when actions may affect the quality of the human environment. NEPA contains three important elements:

- Declaration of national environmental policies and goals
- Establishment of action forcing provisions for Federal agencies to implement those policies and goals
- Establishment of the Council on Environmental Quality (CEQ) in the Executive Office of the President

Figure 3. NEPA, Associated Laws, and Executive Orders



1.5.1 Project Environmental Requirements

Preconstruction, construction, and post-construction make up the complete life of a transportation project. These projects can be broken down into six distinct stages: planning, preliminary design, final design, bid letting, construction, and operations and maintenance. Specific environmental activities are included within each stage. This subsection describes each stage of a project, followed by the specific environmental activities required for that stage. **Chapter 3** describes the environmental review processes in greater detail, and **Chapter 4** describes the types of environmental analyses and their role in meeting the environmental commitments for a project.

Planning

The Planning stage includes programming a project in the STIP and determining a project scope of work. The scope defines the purpose and need for a project and defines parameters for design through activities, such as environmental, planning, and traffic studies. This stage includes the review of alternatives with agencies, stakeholders, and the public to understand the potential environmental impacts of the project.

Environmental Requirements: Project initiation occurs within the Division of Planning and Engineering. The Environmental Manager or his/her designee will make a preliminary assessment of the class of action and possible types of environmental analysis required for the project. The Environmental Manager assigns an EPC and provides the EPC with an Approved Scope, a schedule, and an overall approach to completing the environmental commitments. Key project information is

entered into the project management software systems, described in the following section.

Even if the NEPA process is not required, environmental issues are still considered. The environmental analysis is documented with the project environmental file rather than in a separate environmental approval document.

Preliminary Design

The Preliminary Design stage begins to narrow the project location and design concepts. It consists of iterative communications between all offices within the Division of Planning and Engineering, working collaboratively to find the optimal design solution for the project. Further information is available in Chapter 3 of the *Road Design Manual* (SDDOT, 2025d).

The SDDOT *Road Design Manual* is available at https://dot.sd.gov/doing-business/engineering/design-services/forms-manuals#listItemLink_1188

Environmental Requirements: The EPC works closely with Design/ROW to understand constraints by various natural resources, working to avoid and minimize impacts on the environment, while accomplishing the purpose and need of the transportation project.

Chapter 4 includes specific resources actions. Generally, actions include, but are not limited to:

- ▶ Desktop reviews and field reviews, if necessary
- ▶ Confirmation of the preliminary class of action
- ▶ Letters sent to applicable agencies for project review and comment: South Dakota Department of Agriculture and Natural Resources (SDDANR); South Dakota

Game, Fish & Parks (SDGFP); State Archeological Research Center (ARC); U.S. Fish and Wildlife Service (USFWS); USACE; and U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS). Information is requested on some or all of the following topic areas:

- ◆ Wetland locations
- ◆ Threatened or endangered species
- ◆ Refuges
- ◆ SDGFP game production and recreation areas
- ◆ Parks
- ◆ Water quality standards
- ◆ Section 404 permits
- ◆ Section 10 permits
- ◆ Air quality
- ◆ Hazardous waste
- ◆ Land and water conservation funds
- ◆ Underground storage tanks
- ▶ Coordination letters sent to Tribes, through ancestral ties, have expressed an interest in an area.
- ▶ Completion of environmental analyses, as required by the class of action and project requirements. Coordination with Local Governments, where applicable.

(Chapter 4 Environmental Analyses):

- ◆ Threatened and endangered species
- ◆ Historic and archeological properties
- ◆ Section 4(f) and 6(f)
- ◆ Economic and social analysis, including environmental justice, farmland, land use, user access, and visual/aesthetics
- ◆ Other resources, including air quality, contaminated materials, and noise
- ◆ Water resources, including the waters of the U.S., wetlands, storm water, floodplains, and wild and scenic rivers

- ▶ Completion of the Categorical Exclusion (CE) checklist and Environmental Commitments Checklist (ECC), environmental impact statement (EIS) or environmental assessment (EA), and record of decision (ROD) or finding of no significant impact (FONSI)

Final Design

The Final Design stage includes the preparation of final construction plans and detailed specifications for the performance of construction work. It involves communication among offices within the Division of Planning and Engineering to ensure all environmental commitments are included in the plans and specifications for the project.

It is important to note that Federal funds for projects are not released until the environmental classification is approved. The CE/ECC, EA/FONSI, EIS/ROD must be completed prior to design for final plans.

Environmental Requirements: The EPC coordinates all requirements with Design/ROW to support the successful release of bid documents. Specific actions include:

- ▶ Inclusion of environmental commitments in Section A Plan notes and specifications, referring contractors to the EPM.
- ▶ Review of final design plans as a quality assurance measure
- ▶ Reevaluation of NEPA documents after 3 years, if the project has not been bid and constructed

Bid Letting

The Bid Letting stage includes the preparation of the bid package and the advertisement for requesting construction bids. A project should not go out for advertisement until environmental clearance is completed and the

applicable environmental commitments are incorporated into the final design plans. No environmental requirements apply to this stage of the transportation project.

Environmental Requirements: During Bid Letting, a compliance review is conducted relative to Section A, Environmental Commitments; environmental special provisions; environmental permits; and the final design plans.

Construction

The Construction stage begins with the contract award. The Contractor must complete the submittals required in Form DOT 272 prior to scheduling a preconstruction meeting and starting work. The stage also includes the successful completion of the work required in the plans and specifications to ensure the project is constructed in accordance with plans and specifications. **Chapter 6** includes guidance on what permits and forms need to be filed prior to the preconstruction meetings.

Environmental Requirements: The Division of Operations and its Project Engineer become involved in implementing the contract with the construction Contractor. The EPC coordinates with the Project Engineer and attends, when appropriate, the preconstruction meeting that is scheduled and conducted prior to beginning work. The EPC makes himself/herself available throughout the course of the construction project to support the Project Engineer in ensuring that all environmental commitments are met.

Operations and Maintenance

The Operations and Maintenance stage involves both protection of the transportation asset management and compliance with applicable environmental permit conditions.

Environmental Requirements: The EPC works closely with the Area Engineer to ensure that environmental resources are protected after the construction of the project is complete. Additionally, the EPC oversees the timely completion of various compliance reports. Specific actions may include:

- ▶ FHWA—State Wetland Tracker; Memoranda of Agreement (MOA) with SHPO; Monitoring and Annual Reports, as required by the 404 permit; Annual Compliance Report and Annual Monitoring Report on certain species; Quality Assurance (QA)/Quality Control (QC) reports for CE
- ▶ SDDANR—Municipal Separate Storm Sewer System (MS4) Report/Checklist
- ▶ SDGFP—Fish Seine Report
- ▶ SHPO—MOA Report
- ▶ USFWS—Annual Compliance Report and Annual Monitoring Report on certain species
- ▶ USACE—Monitoring and annual reports, as required by the 404 permits.
- ▶ Area personnel maintain wetlands, control noxious weeds, and other required actions.

1.5.2 Project Management Software

SDDOT uses three software packages to manage schedules and status of the multiple components of a transportation projects prior to bid letting. All divisions in the department may access the tools through the department's Citrix network. Questions about the software may be directed to the Bureau of Information and Telecommunications.

Documentation is stored in the Departmental U: drive for individual projects and is updated by the EPC in ATLAS, which is linked to Concept

to Contract (C2C). U: drive information is stored in the Project PD subdirectory. Select the department folder of Environmental, then the folder of PRJ for Project. Projects in this subdirectory are listed by a four-letter county abbreviation paired with the appropriate PCN number acting as the document repository for

the project (e.g., U:\PD\Environmental\PRJ\[County and PCN of Project]). **Table 2** provides the county abbreviations for C2C, Primavera, and ATLAS.

Table 2. County Abbreviations for Concept to Contract, Primavera, and ATLAS

County	Abbr	SPC Zone	County	Abbr	SPC Zone	County	Abbr	SPC Zone
Aurora	auro	South	Fall River	friv	South	Marshall	mrsh	North
Beadle	bead	North	Faulk	falk	North	Meade	mead	North
Bennett	benn	South	Grant	grnt	North	Mellette	mell	South
Bon Homme	bonh	South	Gregory	greg	South	Miner	minr	South
Brookings	brok	North	Haakon	hakn	South	Minnehaha	minn	South
Brown	brwn	North	Hamlin	haml	North	Moody	mody	South
Brule	brul	South	Hand	hand	North	Pennington	penn	South
Buffalo	buff	South	Hanson	hans	South	Perkins	perk	North
Butte	bute	North	Harding	hard	North	Potter	pott	North
Campbell	camb	North	Hughes	hugh	South	Roberts	robt	North
Charles Mix	cmix	South	Hutchinson	huch	South	Sanborn	sanb	South
Clark	clrk	North	Hyde	hyde	North	Oglala Lakota	ogla	South
Clay	clay	South	Jackson	jack	South	Spink	spnk	North
Codington	codn	North	Jerauld	jrlld	South	Stanley	stan	South
Corson	cors	North	Jones	jons	South	Sully	suly	North
Custer	cust	South	Kingsbury	king	North	Todd	todd	South
Davison	davs	South	Lake	lake	South	Tripp	trip	South
Day	day	North	Lawrence	lawr	North	Turner	turn	South
Deuel	duel	North	Lincoln	linc	South	Union	unin	South
Dewey	dewy	North	Lyman	lymn	South	Walworth	wlth	North
Douglas	doug	South	McCook	mcck	South	Yankton	yank	South
Edmunds	edms	North	McPherson	mcph	North	Ziebach	zieb	North

Notes: Abbr – Abbreviation

SPC – State Plane Coordinate System

Concept to Contract

C2C is used to schedule, forecast, monitor, and coordinate project development and resources until bid letting. C2C consists of an underlying database that supports project management modules in the areas of scoping, programming (STIP), scheduling (Primavera), funding, electronic plans, cost estimating, and bid letting. Responsibility for maintaining the current information, as it relates to the status of environmental steps, rests with the

Environmental Manager or Environmental Engineer.

Primavera Scheduling

The Primavera system is used for scheduling specific sequential project activities. Primavera includes standard duration periods for specific activities, such as securing environmental classification or wetland mitigation tasks. The start dates for all necessary activities for the project are entered and Primavera software

automatically establishes deadlines for completion of these activities. Projects include several defined activities with estimated durations and resource-hours required for a project to meet the established deadlines at various stages of the project.

Activities are prepared for entry into Primavera. For consistency, an Activity ID is coupled with a suffix to indicate the appropriate Activity Name for an entry into Primavera. **Table 3** provides an example.

Table 3. Primavera Nomenclature for Environmental Activities

Activity ID	Suffix	Activity Name
3013		Secure Environmental Class II Classification – CE
	GEO	Drilling Clearance
	WET	Wetland Mitigation
3014		Class I Environmental Impact Statement or Class III Environmental Assessment
	GEO	Drilling Clearance
	WET	Wetland Mitigation
3015		Coordinate Environmental Permits
3047		Environmental Field Investigations

ATLAS

ATLAS is the South Dakota Environmental Tracking System. It is an online application that facilitates communication on SDDOT projects with stakeholders, environmental planning documents, environmental commitments, and levels of completion for project phases. Using this application also improves review and accessibility of project development processes, project management, and compliance review.

1.5.3 Consultant Selection

The Division of Planning and Engineering's Administration Office manages the department's consultant procurement process. To streamline procurement, the office has developed a Consultant Retainer List for SDDOT to use for procuring routine services. Solicitation for statements of interest and qualifications for the retainer list is conducted every 3 years through advertisements in newspapers and direct mailing to those who are on the current list or have shown an interest to be notified.

When a consultant is needed, the office prepares work orders describing the scope of services. A final contract includes components from the scope of services through contract completion and final payment for work performed. For local government projects, the local governments choose the consultant of their choice from the SDDOT Consultant Retainer List.

For projects requiring services not readily identified on the retainer list and greater than \$50,000, the Administration Office may support SDDOT in developing a scope of work and budget for consultant services. The consultant is selected using the procurement regulations set forth in State of South Dakota Codified Law Chapter 5-18-A.