

## 202 – Pre-Design Responsibilities of the Division of Engineering

The Division of Engineering and Contract Administration shall provide the following during Pre-Design:

- Assist the Agency in determining the initial total project cost of the project.
- Prepare an overall cost estimate of the total project cost, B-210-12, based on the Agency's cost estimate and/or available funding. **See Section 202.1 for Total Estimate of Funds Required through Design - Form B-210-12.**
- Receive and process eMARS documents, initiated by the Agency, as necessary to set up the project account.
- Assist the Agency in developing their program. Arrange to hire consultants, if necessary, to assist in program development.
- If Federal Funding is involved, the Division of Engineering and Contract Administration will hire the appropriate consultants to:
  - Provide assistance during the permitting process.
  - Determine the level of environmental consideration for each specific Project.
  - Investigate and determine any endangered species, some of which have seasonal survey periods,
  - Determine which endangered species may affect project scheduling and deadlines due to Federal review or construction.
- The Project Manager in conjunction with the Using Agency is responsible for completion of the Pre-Design Checklist which includes considering all permitting needs.
- Consider the need for a Phase I Environmental Site Assessment (ESA). **See Section 212 Hazardous Materials item 212.6.**