**200 - Pre-Design and Environmental Checklist**

At the beginning of the Project and prior to hiring an Architect-Engineer, the University Department Representative and the Project Manager will meet to prepare the joint Pre-Design Checklist.

Each party will arrive at the meeting adequately prepared to complete the Pre-Design checklist by assembling critical information. Planning and communication will ensure that Pre-Design Checklist preparation will go smoothly.

If an Architect-Engineer is providing the programming services for the University Department, then the Pre-Design Checklist will be completed by the Architect-Engineer and the Project Manager.

 Yes No

 **□ □ Preparation:** The University Department Representative and the Project Manager have reviewed the requirements in Chapter 1 – General and Chapter 2 – Pre-Design of the Capital Construction Project Procedures Manual.

**PRE-DESIGN CHECKLIST**

**1. Utility Investigations:** Provide a complete list, including utility, availability and contacts.

 Yes No

 **□ □ Sewer:** (DFMS Facilities Management) is there adequate capacity and acceptance?

 **□ □ Water:** (DFMS Facilities Management) is there adequate supply, pressure, and acceptance?

 **□ □ Flow Test:** Has a flow test been performed?

 **□ □ Electricity**: Coordination with DFMS Facilities Management – is there adequate electrical supply?

 **□ □ Gas**: Is there adequate supply and availability?

 **□ □ Communications**: Is there adequate supply and availability?

 **□ □ Steam**: Is there adequate supply and availability?

 **□ □ Other Utilities**

**2. Administrative Items:**

 Yes No

 **□ □ Coal Life Cycle Analysis:** Has a Coal Life Cycle Cost Analysis been performed? (See Section 230000-4)

 **□ □ Subsurface Investigation:** Has preliminary Subsurface Investigations been initiated?(See Section 211 Subsurface Investigations)

 **□ □ Hazardous Materials:** Has a Hazardous Materials Survey been performed?

 **□ □ Site Ownership:** Has the Site Ownership been verified, and site survey Initiated?

 **□ □ High Performance Building Standards:** Has the appropriate High Performance Building Standard to the project been determined? (See Section 106)

 **□ □ Air Permits:** Are any Air Pollution Permits required?(See Section 224 – Air Quality)

 **□ □ Airports:** Is the project site located near an airport? If yes, then it is likely that an FAA Permit for Air Space Encroachment & Airport Zoning will be required. (See Section 225 Kentucky Airport Zoning Commission)

 **□ □ Federal Funds or other Grant Funds:** Are Federal or Grant Funds being used?

 **□ □ Parks:** Is the project impacting any Park or Recreation Area?

 **□ □ Cultural/Archaeological Analysis:** Is a Cultural (Archaeological) Analysis required? It is required if a 404 permit is required or if the project is on State Park property (See Section 222 Historic Preservation and Cultural Analysis; and item 8 Environmental Checklist this Section)

**3. LEED Certification:**

 Yes No

 **□ □ LEED:** Has the appropriate LEED Certification required by the High-Performance Building Standards been determined in conjunction with the University Department?

**4.** **Agency:**

 Yes No

 **□ □** Is the University Department providing a program?

 **□ □** Will the University Department be providing funding?

**5. CCPA:**

 Yes No

 **□ □ Total Estimate of Funds Required through Design -** This is performed by the Project Manager. This estimate is based on the Total Project Cost listed on the B210 (See Section 202.1). Has the B210 been initiated?

**ENVIRONMENTAL CHECKLIST**

**6. Surface Waters - Corps of Engineers 404 Permit - Streams and Wetlands:**

 Yes No

 **□ □ Water Body:** Is there a body of surface water such as a lake, pond, stream, creek, culvert, canal, wetland, ephemeral or intermittent feature etc. within the boundaries of the property? If the answer to A is yes, name the body of water and show location on plan site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If **Yes**, is river or stream involvement proposed?\* 🞏 Yes 🞏 No

If **Yes**, indicate what type of involvement: 🞏 Bridge 🞏 Culvert

🞏 Embankment Fill 🞏 Relocation 🞏 Low Water Crossing

 If **Yes**, indicate type of disturbance: 🞏 Temporary 🞏 Permanent

 \*If stream impact is >500 linear feet, an Individual USACE permit is required; if stream impact is >200 linear feet, an Individual Water Quality Certification is required.

 **□ □ Discharge:** Will there be discharge to surface water of waste waters other than storm water run-off?

 If **Yes**, what contaminants will be contained in storm water run-off? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **□ □ Off-Site Water Body:** Identify the nearest off-site *named* body of water, such as a waterway, river, stream, pond, lake, canal, irrigation ditch, or year-round drainage way: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Show location on site plan.

 **□ □ Nationwide Section 404 Permit:** Will the project affect Waters of the US requiring a nationwide USACE Section 404 permit? If a nationwide Section 404 Permit is required, then a Section 401 Water Quality Certification permit is also required.

 **□ □ Individual Section 404 Permit:** Will the project affect Waters of the US requiring an individual USACE Section 404 permit? If an individual Section 404 Permit is required, then a Section 401 Water Quality Certification permit is also required. Individual permits take significantly longer to acquire and need to be addressed in the overall project schedule.

 **□ □ Area ≥ 1 Acre:** Will project construction affect an area equal or greater to one (1) acre? If construction site ≥ 1 acre, KDOW KPDES Permits are required. (See Section 220 SWPPP Storm Water Pollution Prevention Plan of the Procedures Manual KPDES information.)

**6. Surface Waters - Corps of Engineers 404 Permit - Streams and Wetlands: (continued)**

 Yes No

 **□ □ Wastewater:** Will wastewater be discharged into a Water of the Commonwealth?

 (See Section 221 Wastewater Collection Systems)

 **□ □ Special Use Waters:** Are there any State-listed Special Use Waters in the project vicinity?

 **□ □ Wild Rivers:** Are there federally listed Wild and Scenic Rivers in the project vicinity?

 **□ □ Federal Funding:** Is the project federally funded?

**6.1. 401 Water Quality Certification & Floodplain Management:**

 **□ □ 100 Year Floodplain:** Does the project encroach onto the 100-year floodplain? \* See FEMA Online Map Service Center for most up to date information.

 **□ □ FEMA:** Is FEMA No-impact Certification, Letter of Map Revision (LOMAR), or Conditional Letter of Map Revision (CLOMAR) required?

 **□ □ Water Quality Certification:** Is a Water Quality Certification permit required? Note: A Water Quality Certification is required if a USARC 404 permit is required.

**7. Wetlands:**

 Yes No

 **□ □ Wetlands Involved:** Will the project involve part of a wetland as defined by the US Army Corps of Engineers? Finding and limits defined by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If **yes**, what is the estimated acreage of wetlands impact? \_\_\_\_\_\_\_\_\_\_\_\_\_\_acres\*

 **□ □** If **yes**, will the project require the dredging or filling of wetlands?

 Estimated fill quantities: \_\_\_\_\_\_\_\_\_\_\_\_cubic yards

 Estimated dredge quantities: \_\_\_\_\_\_\_\_\_\_\_\_\_cubic yards

 **□ □** If **yes**, have all practicable alternatives and measures to the proposed construction in wetlands been evaluated?

 **□ □** \*Is impact>0.1 acres? Nationwide 404 Permit required, and mitigation may be required.

 **□ □** \*Is impact >0.5 acres? Individual 404 Permit and mitigation will be required.

 **□ □ 404 Permit:** Will a US Army Corps of Engineers 404 Permit will be required?

 **Note:** If **any** of the answers are **Yes** in the Surface Water, Floodplain or Wetlands section of the checklist then a 404 permit will likely be required.

**8. Historic and Archeological Resources:** (Section 222 - Historic Preservation and Cultural Analysis)

 Yes No

 **□ □ Historic Register Impact:** Are National Register of Historic Places (NRHP) eligible/potentially eligible sites affected by the project? Consult with State Historic Preservation Officer (SHPO).

 **□ □ Historic Register:** Are eligible/potentially eligible sites/districts listed on the National Register of Historic Places present within the project view shed?

 **□ □ Old Buildings:** Does Project involve an undertaking to a building 50 years or older?

 **□ □** If **yes**, is there a SHPO letter determining that project would have No Effect/No Adverse Effect/Adverse Effect on the listed or potentially listed property?

 **□ □ Undisturbed Land:** Does the project involve the acquisition or easement of any undisturbed land?

 **□ □ Archaeological Resources Affected:** Are known archaeological resources affected by the project? Check OSA database.

 **□ □ Archaeological Resources Nearby:** Is there potential for archaeological resources within the project vicinity?

 **□ □ Archaeological Survey:** Has an archeological survey been completed to determine if there are any sites present?

 **□ □ Native American Consultation:** Is Native American Consultation (NAC) required? This applies to federally funded projects.

**9. Threatened and Endangered Species (T&E):**

 Yes No

 **□ □ Website Search:** Did any of the following websites identify the potential for Threatened and Endangered species?

 **□ □ US Fish and Wildlife:**

 <https://www.fws.gov/program/endangered-species>

 **□ □ KY State Nature Preserves Commission:**

 <https://eec.ky.gov/Nature-Preserves/Pages/default.aspx>

 **□ □ KY Department of Fish and Wildlife Resources:**

<https://fw.ky.gov/Pages/default.aspx>

 **□ □ Federally Listed Species:** Are federally listed T&E species potentially present in project vicinity?

 **□ □ Field Evaluation:** Was a field evaluation conducted by a qualified Biologist?

 **□ □** If **yes,** did the field evaluation by a qualified Biologist indicate the presence of Federally listed T&E species in the project vicinity.

 **□ □ Biological Assessment:** Is a Biological Assessment required?

If **yes**, anticipate Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **□ □ Potential Affects:** Does the project have the potential to adversely affect federally listed T&E species?

 **□ □ Survey Required:** Do any of the federally listed T&E species which are potentially present in the project vicinity require surveys by biologists during a specific time of year? Several federally protected plant species that occur in KY may require identification by a qualified biologist and can only be positively identified during specific times during the growing season.

 **□ □ Tree Removal/Bat Habitat:** Are there are trees in the project area to be removed? (Potential Indiana Bat habitat) If yes, then an assessment of the quality of the trees should be made by a qualified biologist. Indiana bat surveys must be performed by biologists with appropriate collection permits and must be performed during a narrow survey season (June 1 to August 15). Removal of trees in Indiana Bat habitat can only be performed from October 15 to March 31. (Verify the dates per the location).

**10. Hazardous Materials:**

 Yes No

 **□ □ Asbestos:** Do any structures appear to have been built before 1970 (potential to contain Asbestos Containing Materials)?

 **□ □ Known Contamination:** Are there known or potentially contaminated sites (service stations, landfills, automotive repair, junkyard, asbestos containing structures, etc.) present in the project vicinity?

 **□ □** If **yes**, is vegetation stressed or discolored on these sites?

 **□ □** If **yes**, are underground and aboveground tanks present on these sites?

 **□ □ Property Acquisition:** Is property acquisition a part of the project? If yes then a Phase I and Phase II Environmental Site Assessments may be required. (See Section 203 Property Acquisitions and Section 212 Hazardous Materials)

 **□ □** If **yes**, Did Phase II site investigations reveal contamination that requires remediation?

**End of Pre-Design and Environmental Checklist**