

SECTION 2 RTL CERTIFICATION

2.1 PURPOSE

This section describes RTL Certification processing. Details on how to complete each RTL requirement are discussed in Section 1.

The RTL Certification documents the accomplishment of applicable Ready to List requirements. A draft RTL Certification documents the on-going status of the requirements. The final RTL Certification documents that all applicable requirements have been met and the project is RTL.

For a project to be deemed RTL, the PE must stamp and seal the final RTL Certification and a copy received by DES-OE for an AAOE project or by District Office Engineer for an AADD project.

2.2 RESPONSIBILITIES

2.2.1 PROJECT ENGINEER

The PE is the person in responsible charge of the Plans, Specifications and Estimate and is the Engineer of Record signing and sealing the Title Sheet of the Plans. This also applies to consultant designed projects.

The PE certifies that the project meets all the criteria for RTL. By sealing and signing the final RTL Certification, the PE certifies that all applicable design, Right of Way, environmental, regulatory, and statutory conditions have been addressed in the plans, specifications, and estimate. By exercising responsible charge in the certifying RTL, the PE either personally performs the work or has determined the applicability of design criteria and technical recommendations provided by others before incorporating such criteria or recommendations (Business and Professions Code 6700-6703.3, and Board Rules and Regulations Relating to the Practices of Professional Engineering and Professional Land Surveying, California Code of Regulations, Title 16, Division 5, §§-400-476).

Business And Professions Code, Section 6735.5 states, The use of the word 'certify' or 'certification' by a registered professional engineer in the practice of professional engineering or land surveying constitutes an expression of professional opinion regarding those facts or findings which are the subject of the certification, and does not constitute a warranty or guarantee, either expressed or implied.

2.2.2 DESIGN ENGINEER OR MANAGER

The Design Engineer or Manager is the supervisor of the PE. The Design Engineer's or Manager's approval indicates the PE has the knowledge and experience to assure that the RTL requirements are complete.

2.2.3 DISTRICT OFFICE ENGINEER

Assists the PE in preparing and submitting the RTL Certification and receives the completed RTL Certification for AADD projects

2.2.4 STRUCTURE OFFICE ENGINEER

Ensures that structure PS&E submittals and responses to draft contract comments to the district office engineers are prepared and processed in conformance with the Department's policies, procedures, adopted standards, and the requirements in this Guide.

2.3 PROCEDURE FOR COMPLETION AND SUBMITTAL

The PE obtains the RTL Certification Form (Appendix G) from the DOE, who can assist in preparing and submitting the Form. The Form is in the database that the DOE uses to submit projects to DES-OE. When a project is submitted to DES-OE, use the following procedure to prepare the RTL Certification.

- The PE obtains a PS&E Submittal Memorandum (Cover Memo) and RTL Certification Input Form from the DOE before submitting a project to DES-OE. The input form contains preparation instructions. The DOE can assist the PE.
- The DOE inputs the information into the Office Engineer database and prints either the Draft or Final RTL Certification for completion and signature.
- Projects submitted under Authority to Advertise District Delegation (AADD) require a completed RTL Certification. The PE must seal and sign the RTL Certification before submittal to DES-OE. The RTL Certification must identify that all RTL requirements have been completed.
- Projects submitted for the Deputy Chief - Office Engineer to approve the advertisement (AAOE) receive full processing and require a completed Draft RTL Certification. The PE must sign the Draft Certification, but is not required to place their seal on the Draft. The Draft RTL Certification identifies completed requirements as well as incomplete requirements and target dates for completion at the time of PS&E submittal to DES-OE. As the project is processed in DES-OE, DES-OE will verify the completion of the remaining requirements. After verification by DES-OE, the DOE prints a Final RTL Certification for the PE to seal and sign and the Design Senior to sign. DES-OE must receive a completed Final RTL Certification for a project to achieve RTL.