State of California
**DEPARTMENT OF TRANSPORTATION**

Business, Transportation and Housing Agency

# Memorandum

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**To:** DEPUTY DIRECTORS
DISTRICT DIRECTORS
DIVISION CHIEFS
PROJECT MANAGERS

**Date:** November 8, 2002

**From:** KARLA SUTLIFF
Chief
Division of Design

**Subject:** Separate Contract Policy for Highway Planting Projects

This memorandum updates Caltrans Highway Planting Policy for Separate Contracts as stated in Chapter 29-Landscape Architecture, Section 2-Highway Planting, Article 1-General Policy of the Project Development Procedures Manual (PDPM). The previous memorandum on this subject, "Plant Establishment Periods," by Robert L. Buckley, dated September 20, 2000, is rescinded.

The purpose of this policy is:

- To separate highway planting work which requires a plant establishment period over one year, from roadway construction contracts.
- To provide long term benefit to the State by delivering to District Maintenance fully established highway planting.
- To fully utilize available federal funding for appropriate and necessary plant establishment work.

Caltrans Highway Planting Policy for Separate Contracts is revised as follows:

A highway planting project (including Highway Planting, Revegetation, and Replacement Planting projects, as defined in the PDPM) with an estimated cost of $200,000 or more that is related to a roadway construction project shall be accomplished by separate contract, except where it is legally required to be included with the roadway construction contract. Three years of plant establishment shall be included with the contract. This policy applies to highway planting projects within State right of way regardless of the funding source. The estimated cost of highway planting is the total of the contract lump sum item for Highway Planting and the contract lump sum item for Irrigation Systems.

If the estimated cost of highway planting is less than $200,000 the work may be included with the parent roadway construction project and shall include no more than one year of plant establishment. A plant establishment period of less than one year shall receive the concurrence of

District Maintenance, District Landscape Architecture and the Office of State Landscape Architecture (OSLA) prior to approval of the Project Report.

The $200,000 limitation for highway planting will be reviewed for inflation adjustments annually by the OSLA.

Exceptions to this policy may be granted from the OSLA if there is a demonstrated benefit to the State to combine planting with road construction under a single contract. The request for exception should adhere to the attached form "Fact Sheet Exception to Separate Contract Policy for Highway Planting" and should be submitted to the OSLA for review prior to approval of the Project Report.

To implement this policy, revisions to the PDPM, Chapter 29-Landscape Architecture, Section 2-Highway Planting, Article 1-General Policy, subsection Separate Contract; and Article 4-Project Development Process, Project Reports, subsection Plant Establishment Periods have been made (see attached).

If you have any questions regarding this memorandum, please contact Keith Robinson, Chief, Office of State Landscape Architecture at (916) 654-6200.

Attachments

c: Keith Robinson
District Landscape Architects
PD Coordinators
Landscape Coordinators