**NDOT CHANGE ORDER ENVIRONMENTAL REVIEW FORM**

(File with Project Records when Change Order is authorized to Proceed)

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| Project No.: |  | | Control No.: |  | | Contract ID: |  |
| Project Name: | |  | | | Change Order No.: | |  |

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| *The NDOT Highway Project Manager (HPM) or the State Highway Representative and the District Environmental Coordinator (DEC) completes the following block of the checklist:* |

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|  | Is the work identified on the change order consistent with the Environmental Commitments as described  in the Contract? Yes  No |
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|  | Is the work identified on the change order consistent with the terms of any floodplain or Section 404  permit conditions issued for the project? Yes  No  N/A |
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|  | Would the work identified in the change order that results in the extension, relocation, or realignment of pipes or culverts occur outside of areas identified as wetlands or waters on the E Sheets?  Yes  No  N/A |
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|  | Is the work identified on the change order consistent with the terms of NDOT’s Migratory Bird specifications? Yes  No |
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|  | Does the work identified on the change order occur within the Right of Way (including temporary easements) identified in the Contract? Yes  No |
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|  | Does the work identified on the change order occur within the Limits of Construction, as defined in the Contract? Yes  No |
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|  | Will all work associated with the change order occur outside of a public park, recreation area or wildlife refuge? Yes  No |
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|  | Is the flow of traffic or the function of the road maintained as shown in the contract, either temporarily or permanently? (Changes such as the following would usually result in marking “no”: removing turn lanes, adding or extending turn lanes so the overall length exceeds a mile, re-striping the roadway to add capacity or turn lanes, removing or altering parking, removing sidewalks or sidewalk work designated in plans, closing or modifying access to another jurisdictions roadway, detouring roadways that were not intended to be detoured in the Contract, decreasing ADA accessibility, changing bridges to culverts, etc.) Yes  No |
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|  | Are the contract detours, duration, length, and location, maintained as shown in the Contract during the work identified on the change order? Yes  No  N/A |
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|  | Does the work identified on the change order follow the commitments identified in the Contract regarding impacts to businesses, residential, emergency, or community access points (Changes such as the following would usually result in marking “NO”: closing additional access points, closing access points for a greater duration than described, or changing location or method for access)? Yes  No |

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|  | Are areas identified in the Contract as wetlands or “Sensitive Areas” being avoided during the work identified on the change order? Yes  No  N/A |
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|  | Are permanent water quality BMPs identified in the contract being maintained in place?  Yes  No  N/A |

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| *If all questions are answered “Yes,” the change order* complies with NEPA Documentation and Contract Environmental Commitments, and the e*nvironmental review is complete. The change order may be processed regardless of the NEPA class of action and regardless of CE assignment status. The NDOT HPM or State Highway Representative then signs the form along with the DEC. If any questions are answered “No,” submit the form to the Environmental PM for further environmental review. The HPM/DEC shall provide additional information below to assist/expedite the Environmental Section reviews.* |

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| For any questions where the response was marked “NO”, describe possible impacts to the community, traveling public, natural environment, historic properties, permitting requirements, and any possible economic impacts below: |
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| If the NDOT District and/or the contractor are proposing any mitigation or commitments because of the change order impact, document those commitments below: |
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| Additional Comments: |
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| NDOT has reviewed the change order and determined that the information provided is correct, any additional commitments identified during this review will be implemented and that the change complies with applicable environmental laws, regulations, and policies. The names documented below are those that were involved in the District’s Environmental Review. |

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| NDOT HPM or State Highway Representative Name: |  | Date: |  |

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| NDOT DEC Name: |  | Date: |  |

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| ***For Environmental Section Use (when any question is answered as “No”):*** |

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| When required, the Environmental Section Re-evaluation shall be documented utilizing one of the following: | | | | | |
|  | COERF |  | NEPA Re-Evaluation Memo to file |  | Full NEPA Re-Evaluation Form |
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| The change order and COERF complies with laws, regulations, executive orders, and the original NEPA determination and assessment remain valid. |

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| NDOT EPM Name: |  | Date: |  |

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| For projects that are unassignable under the CE MOU: |

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| FHWA Name: |  | Date: |  |

**Attachment A**

**Change Order Environmental Form Exemption List**

***NOTE:*** *The NDOT Construction Office and Environmental Section will consider modifications to the exemptions list on an annual basis, or as needed. No modifications to the exemptions list will occur without coordination and approval by the Federal Highway Administration (FHWA), through coordination with the FHWA Program Delivery Team. These items are exempt from further environmental review if they do not conflict with commitments contained within the Contract, NEPA documents or environmental permits.*

* Items to pay for or deduct for various contingency incentives / disincentives already included in the contact (e.g., pavement smoothness, quality).
* Contingency items to pay for pile cut-off, soil set-up factors.
* Items for various miscellaneous deductions (e.g., low cylinder strengths, lost or damaged warning signs).
* Items to pay for removal of unsuitable material encountered during excavation. Stipulations: The material cannot contain waste or hazardous materials, cannot contain archaeological or paleontological material, cannot include brick streets not designated for removal in the contract, cannot occur in areas designated as “Sensitive Areas” in the contract plans, and cannot include potentially historic material not designated for removal in the contract (e.g.; foundations of old buildings, abandoned stone or brick culverts, etc.). The area of excavation must be contained entirely within the limits of construction and must be properly disposed of in an area that has already been environmentally cleared.
* Addition of On-the-Job Training provisions to existing contracts.
* Items to provide for material substitutions, testing or changes in construction methods having no environmental impact (e.g., substituting one asphaltic concrete type for another, substituting one erosion control blanket or silt check type for another, or the use of specialty equipment).
* Time extensions provided they do not conflict with commitments contained within the Contract, NEPA document, or environmental permits.
* Items for material taken into stock.
* Adding winter work provisions, provided they do not conflict with commitments contained within the Contract, NEPA document, or environmental permits.
* Administrative changes such as establishing new funding sections, moving pay items from one group to another, changes to the method of payment or correcting administrative errors.
* Administrative changes issued during the final review process having no environmental impacts.
* Change orders issued to address changes due to a plan revision or addendum when the environmental review associated with the plan revision or addendum has been completed in Plan Revision Environmental Review Process.

NOTE: When the plan revision or addendum exemption is applied, upload the approved plan revision environmental document to the change order supporting document type.

* Transferring responsibility for existing work such as construction staking or construction surveying from the District to the contractor.
* Adding pay items for work that is shown in the let plans and was previously covered in original NEPA evaluation, but for which no pay item was provided in the original contract.
* Changing the method of measurement for existing items of work.