

Productivity First-Round Winner

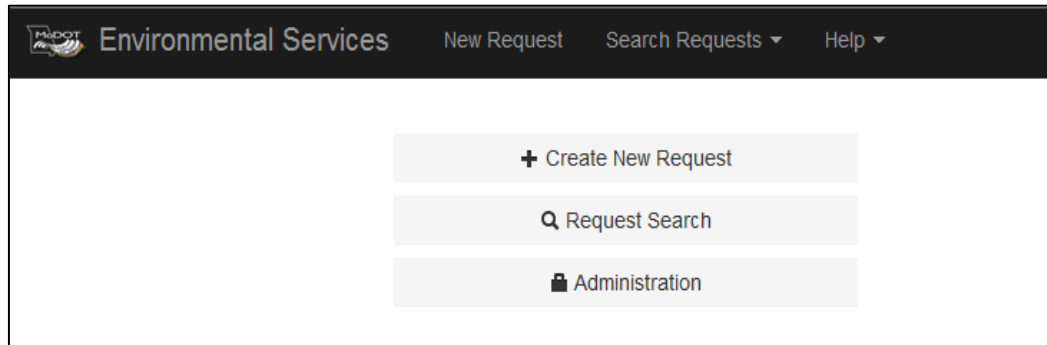
Innovations Challenge

<http://wwwi/intranet/cr/SolutionsAtWork/Innovations.htm>

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Prepared by Transportation Planning
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Request for Environmental Services Form



Description

Request for Environmental Services Form (RES) is used by districts to describe transportation projects and existing conditions about the project area to MoDOT's environmental office. The environmental office uses the RES to identify project impacts and determine what actions are needed to comply with state and federal laws. It also documents what was required to obtain environmental clearances and permits from government regulatory agencies. The new automated RES system was launched to decrease clerical work and response time, with only one form for districts and specialists. Project information is now pulled from TMS to populate some fields of the RES form saving districts time from entering data in two places. Project information is now consistent with TMS, and the associated project plans and maps can be uploaded into the RES form. Once districts submit the RES, environmental specialists receive an email with a link to begin reviewing the project. Once reviews are complete, an email with a link to the RES response is automatically sent to district project and right-of-way managers and other district personnel. Permits or regulatory clearances can be uploaded to the form so there is an electronic case file for each project.

Benefit

Prior this innovation, the RES was completed by districts in paper form then sent to the environmental office by mail or PDF, along with plans and maps. Copies were made for resource specialists in central office to review. Project information such as location, description and letting date was entered in a database for specialists to enter their comments. After specialists completed their review, the forms, permits and clearances were sent back to the district and copies were placed in a project case file. The new RES system saves approximately 1,000 hours per year of staff time, which ultimately saves money. Time savings are substantial since steps are automated and information is just two clicks away. Approximately 300 MoDOT personnel use RES forms yearly for project management and information. Typically about 1,000 RES forms per year are sent to the environmental office for review. The new system has added elements that benefit other MoDOT departments as well. For example, Central Office Right of Way is required to provide FHWA with dates of environmental clearances in order to request authorization of funds to acquire ROW. District ROW Managers receive an automatic email with a link to the RES when those dates are

Benefit (cont'd.)

achieved. In addition, RES forms contain dates required by FHWA that the Financial Services Division (FS) needs in order to request authorization of construction funds on federally funded projects and FS can now access those dates through the RES. The Engineering Policy Group is required by FHWA to report project consideration of bicycle and pedestrian facilities for every MoDOT project. In the past, they relied on potentially unreliable data in TMS, but the new RES system has a required field for bike and ped facilities so now they are able to report on 100 percent of MoDOT projects. The new system speeds up project delivery since work products are now relayed instantly. The elimination of producing copies of RES forms, plans and specifications for each project saves time and resources. An electronic project case file is now produced, and the system is backed up nightly so important project information and history will be better preserved and easily accessible to all MoDOT Divisions.

For More Information Contact:

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Additional photos can be seen by accessing the Innovations Challenge homepage at: <http://wwwi/intranet/cr/SolutionsAtWork/Innovations.htm>.