

Guidance for Engineering Design Report Content Design/Implementation Block Grant

Final Design Report Deliverable:

Final Design Report (includes synthesis of prior completed project deliverables, 100% designs⁴, written landowner commitment to implement project, and final cost-estimate with a level of effort document)

Note that the final report contents below include all deliverables for a final design project except for the Final Performance Report Form, Final Stormwater BMP Report Form, and Press Release which should be provided separately.

Contents of Final Design Report:

Where applicable, please include the following as one pdf file for a final design report:

- Title Page
 - Include Project Name, project type & phase (Stormwater Final Design) and WPD ID#, Prepared By 'Entity or Engineering Firm' and On Behalf of 'Entity or Subgrantee'
 - Project Purpose and summary of existing conditions. Only a paragraph or two. (You can take from your narrative in your DIBG application). You can **reference** any prior or preliminary design work or feasibility study or other applicable study in this narrative.
- Synthesis of Prior Deliverables:
 - Location map from the ANR Atlas with "Ecosystem Restoration Grant Screening" layer theme. (Use the map from your project application, if still accurate);
 - Agency Project Readiness Screening/Project Review form including any agency staff comments, if applicable. This form would be from your original application plus any additional requested agency check-ins and responses during design;
 - Documentation of required permits for project implementation, indicating potential challenges/conflicts for obtaining permit (if applicable);
 - Documentation of O&M responsible party once project is implemented; . (You **do not** need an O&M plan at the design stage);
 - Landowner commitment letter, if the project is on private property;
 - Letter of Commitment to implementing next phase (construction).
- Engineering documents: 100% Design documents including applicable drawings, notes, bid specs, final cost estimate with Level of Effort (detail on cost assumptions i.e., hourly rates, material costs and quantities), and quantified water quality benefits.
- Permits obtained (if applicable) or status of permit applications.
- Photos (optional – 1 page max)
- Prior 30% design or other previous level designs, studies, or surveys referenced in narrative above, can be provided as a separate pdf or link but are not required. (Please do not include these large documents in the final design report itself. Preferably these can be linked to the mentioned reference in the "Project Purpose" narrative above or provided as a separate pdf file)

Preliminary Design Report Deliverable:

FOR RIVERS: *Preliminary Design Final Report (includes alternatives analysis summary, synthesis of prior completed project deliverables, 30% designs⁴, written landowner commitment to next project step, and cost-estimates)*

FOR ALL OTHER PROJECT TYPES: *Preliminary Design Final Report (includes synthesis of prior completed project deliverables, 30% designs⁴, written landowner commitment to next project step, and cost-estimate)*

Note that the final report contents below include all deliverables for a preliminary design project except for the Final Performance Report Form, Final Stormwater BMP Report Form, and Press Release which should be provided separately.

Contents of a Preliminary Design Report:

Where applicable, please include the following as one pdf file for a preliminary design report:

- Title Page
 - Include Project Name, project type & phase (Stormwater Final Design) and WPD ID#, Prepared By 'Entity or Engineering Firm' and On Behalf of 'Entity or Subgrantee'
 - Project Purpose and summary of existing conditions. Only a paragraph or two. (You can take from your narrative in your DIBG application). You can **reference** any prior or conceptual design work or feasibility study or other applicable study in this narrative.
- Synthesis of Prior Deliverables:
 - Location map from the ANR Atlas with "Ecosystem Restoration Grant Screening" layer theme. (Use the map from your project application, if still accurate);
 - Site photos
 - Agency Project Readiness Screening/Project Review form including any agency staff comments, if applicable. This form would be from your original application plus any additional requested agency check-ins and responses during design;
 - Documentation of required permits for project implementation, indicating potential challenges/conflicts for obtaining permit (if applicable);
 - Documentation of O&M responsible party once project is implemented; . (You do not need an O&M plan at the design stage);
 - Landowner commitment letter, if the project is on private property;
 - Letter of Commitment to implementing next phase (final design).
- Engineering documents: 30% design documents including applicable drawings, notes, permitting needs (if applicable), preliminary cost estimate and quantified water quality benefits. ('Rivers' projects should also include an alternatives analysis summary in the preliminary design report.)
- Previous designs, studies, or surveys referenced in narrative above can be provided as a separate link or pdf attachment. (Please do not include these large documents in the preliminary design report itself. Preferably these can be linked to the mentioned reference in the "Project Purpose" narrative above or provided as a separate pdf file)

⁴ Ecosystem Restoration Design Terminology and Guidance Document defines design completion levels and expected deliverables at:

<http://dec.vermont.gov/sites/dec/files/documents/ERPDesignTerminologyandGuidance.pdf>