

APPENDIX K

SAMPLE EA/EIS SCOPE OF WORK

EA/EIS Sample Scope of Work

The purpose of this Scope of Work (SOW) is to prepare an EA document pursuant to the National Environmental Policy Act (NEPA) to analyze the This EA/EIS document will also include National Historic Preservation Act – sec 106 and USDOT sec 4f evaluation/documentation.

1 – PURPOSE OF THE PROJECT:

The purpose of this project is to prepare:

- EA / EIS document
- Section 106 evaluation
- Section 4(f) evaluation

For the proposed roadways and transportation network in

The document will include all the Tasks mentioned under Section 3 of this document, at a minimum. The EA/EIS document will be per CEQ and FHWA NEPA regulations. The Scope will also include full assistance in the preparation of Finding of No Significant Impact (FONSI) for the EA or Record of Decision (ROD) if an EIS for FHWA (if appropriate). The Section 106 evaluation will be prepared as per 36 CFR 800, and all the relevant data and analysis will be prepared as per the National Historic Preservation Act and procedures described in 36 CFR 800. The Section 4(f) evaluation will be prepared as per U.S DOT regulations.

2 -STUDY AREA

The Project area for this is from X street to Y street. The project area is outlined in the map shown on the next page (figure 1). It should be noted that the study area may have to be extended based on the study requirements.

3 - SCOPE OF SERVICES:

The consultant shall conduct the following tasks:

1. Project Management
2. Purpose and Need Statement
3. Data Collection
4. Environmental Assessment/Environmental Impacts
5. Public Involvement and Interagency Coordination
6. EA/EIS Document
7. Section 4(f) Evaluation and Section 106 Evaluation

All NEPA, AASHTO, FHWA, Federal, and DC rules and regulations will be followed in all tasks of the project.

Task 1 – Project Management (All Tasks)

Monthly Invoices and Progress Reports:

The consultant will provide monthly invoices to the DDOT project manager for approval and timely payment. Along with invoices, the consultant will prepare and submit monthly progress reports to the DDOT project manager, which will include the task accomplishments, minutes from meetings held, hard copies of all materials developed that month, status of deliverables, expected activities for the next period, issues for resolution and the responsible party, and problems and their disposition from the previous period.

Biweekly Project Progress Meeting:

The consultant shall meet with the DDOT Project Management Staff biweekly and provide project progress reports throughout the life of the project.

Task 2 - Develop Purpose and Need

The consultant will develop a draft Purpose and Need Statement in close coordination with DDOT staff and other key stakeholders. The Purpose and Need statement will be consistent with guidance available through the FHWA technical advisory.

Task deliverables:

Final purpose and need statement

Task 3 - Data Collection:

Collect all data necessary for the environmental study, using existing databases and studies, additional field surveys, sampling and exploration. The consultant will prepare a detailed inventory of all the environmental elements in the study area. The consultant shall perform a detailed environmental data collection. All data collection will be carried out according to NEPA, federal, and DC regulations and requirements. The environmental data collection, at a minimum, shall include:

1. Land use and Zoning
2. Land Acquisition and Displacement
3. Demographics
4. Community Resources, Economics and Development issues
5. Environmental Justice & Title VI
6. Transportation (including Transit, Pedestrian, Bike, Vehicular)
7. Utilities
8. Cultural/Historic Resources
9. Visual and Aesthetics
10. Vibration
11. Water Quality
12. Navigable Waters
13. Biotic Communities
14. Endangered and Threatened Species
15. Construction impacts
16. Archaeological Investigation and Report
17. Flood Plains
18. Wetlands and 404 Permit Requirements
19. NPDES (section 402) Permit Requirements
20. Fish and Wildlife issues
21. Hazardous waste and materials/contaminated soil investigation
22. Noise Analysis
23. Air Quality
24. Erosion
25. Indirect and Cumulative Impacts
26. Section 4f

Task Deliverables:

Existing Data and Inventory, 3 copies and 5 electronic file of the report in Adobe PDF format. One electronic copy in MS Word format will also be provided.

Task 4- Environmental Assessment / Environmental Impacts

The consultant will analyze the existing environment for all environmental data listed in Task 4 and the impacts of the project to prepare the Affected Environment and Environmental Consequences Chapters. Details of some of the items are listed below.

Transportation Analysis and Evaluation:

All appropriate data will be collected on a representative day of the week and time of year.

48 hour ATR (including vehicle classification) and 13 hour turning movement counts will be collected. For surface streets the following should be evaluated: Level of service – intersection,

Level of service – corridor, Signal warrant analysis, Queuing, Transit service types and levels, Pedestrian usage, Bicycle usage, Vehicle speeds, Vehicle throughput. The consultant will collect and prepare a safety conditions including accident and crash data report for the project area. The consultant will evaluate: 1) existing year; 2) Opening year; 3) Design year traffic volumes for the no-build & build conditions for weekday A.M. and P.M. peak hours as well as mid-day. Design year is 20-25 years in future and has to be consistent with the MWCOG horizon year. Opening and Future will be developed using the travel demand model developed by MWCOG. The forecasted traffic will then analyzed using SYNCHRO/SIM-TRAFFIC and/or VISSIM and CORSIM, based on the decision by DDOT. Both Intersection and Corridor level of service analysis will be performed.

Additional Task Deliverables (should be included in the Appendices):

Traffic Data and Analysis report, Synchro/VISSIM/CORSIM input and output files

Concept Engineering, Alternatives Development and Analysis

All roadways and freeways within the study area shall be evaluated per DDOT, AASHTO, and other relevant standards to locate any existing issues with roadway geometry or sight distance. This includes design exceptions, drainage, curvatures, grades, acceleration/ deceleration lanes lengths, lane widths.

The consultant team will develop and analyze at a minimum of three build alternatives and a no build alternative. The consultant team will develop all conceptual and preliminary engineering required to analyze the alternatives to make a preferred alternative selection that includes typical sections, plan, profiles, and geometrical layouts at a minimum.

Preliminary design of selected alternative(s) will be advanced of "functional plans" which can be up to (approximately 30% design). For 30% design Survey data such as topo, geotech, utilities, etc. will be needed.

Additional Task Deliverables (should be included in the Appendices):

Existing conditions report. Concept engineering and alternatives drawings and data, Alternatives analysis, A Project report for the task listed above.

Cost Estimates and Constructability Review

The consultant team will also develop construction cost estimates which will include cost break down and cost by line items. Consultant will provide constructability review of the alternatives.

Additional Task Deliverables (should be included in the Appendices):

Cost Estimates, Constructability Review report.

Air Quality:

For Air Quality, the analysis shall include Regional Conformity and Local/Hot Spot Analysis consistent with 40 CFR 93. Hotspot analysis has to include: 1) existing year; 2) Opening year; 3) Design year analysis for the no-build & build alternatives for CO (or other NAAQS), MSAT, and PM2.5. MSAT and PM2.5 is usually qualitative while NAAQS require quantitative analysis.

Additional Task Deliverables (should be included in the Appendices):

Air Quality Data and Analysis report, Model Input and output files

Noise:

For Noise Analysis, the analysis shall include Traffic Noise Model (TNM) analysis consistent with FHWA and DDOT Noise Policy. TNM should include: 1) existing year; 2) Opening year; 3) Design year analysis for the no-build & build alternatives.

Additional Task Deliverables (should be included in the Appendices):

Noise Data and Analysis report, Model Input and output files

Historic/Cultural resources:

For Cultural/Historic Resources evaluation will be performed consistent with the sec 106 of the BHPA. Appropriate Area of Potential Effect (APE) will be developed in consultation with SHPO, FHWA, ACHP (if applicable) and other consulting parties. Appropriate number of Consultation meetings will be held as needed. The Cultural resources report will include: APE, Determination of Eligibilities/Eligibility report, Assessment/Determination of Effects, Minimization/Mitigation measures, and MOA/PA/No Adverse Effect Letter (as applicable).

Additional Task Deliverables (should be included in the Appendices):

Historic/Cultural (sec 106) Report that includes all the items listed above.

Task Deliverables:

Environmental Analyses and Mitigation Report: 3 copies (printed) and 5 electronic copies of the manual. The electronic copies will be in Adobe PDF format. At least one electronic copy will be provided using MS Word Software.

Task 5 - Public Involvement and Interagency Coordination

The consultant will develop a Public Involvement Plan (PIP) according to FHWA and DDOT requirements. The PIP shall include community meetings, public meetings, meeting announcement modes, and a public outreach plan. Agency coordination will include coordination with NPS, SHPO, DCOP, and other related federal and DC agencies. A total of 8 agency meetings will be held. The consultant team will hold and arrange at least three public meetings (2 public meetings & a public hearing) and 4-6 community meetings during the project. For an EIS a public hearing after the release of the DEIS is required per NEPA. The consultant will host and develop a project website.

Task Deliverables:

Public Involvement Plan (3 hardcopies), Project Meeting presentations and handouts, Maps, Graphic Display boards, other related material, meeting venue and logistics.

Task 6- EA/EIS Document

The EA/EIS document will be produced consistent with CEQ, FHWA and DDOT regulations and requirements. The EA/EIS document will include: 1) Executive Summary; 2) Table of Content; 3) Purpose and Need; 4) Alternatives; 5) Affected Environment; 6) Environmental consequences; 7) Section 4(f); 8) Public & Agency Coordination; 9) References; 10) List of Preparers; 11) Sec 106 Report; 12) Other Appendices. The Final EA/FEIS will include all formal comments (public/agency) and must show how these comments were addressed or responded.

The consultant will also develop FONSI (if the EA determines no significant impacts) or a ROD if an FEIS was prepared.

Task 6 Deliverables:

EA/EIS draft document for internal review: 5 hard copies and 2 electronic copies; EA/DEIS, Final EA/FEIS, and FONSI/ROD documents: up to 30 hard copies, 20 electronic copies (on CDs) in PDF format, with 2 electronic copies of the text (only) delivered as a MS Word file.

Task 7 - Section 4(f) and Section 106 Evaluation

The consultant will conduct 4(f) and Section 106 studies, included in the analysis of alternatives, and document and impacts and mitigation required. Consultant will provide coordination with Federal Highway Administration, National Park Service, State Historic Preservation Officer, and other District and federal agencies as appropriate.

Task deliverables:

Section 4(f) & Section 106 Evaluation document: 8 hard copies, 8 electronic (on CDs). The electronic copies will be in Adobe PDF format, with 2 electronic copies as MS Word file.

4- SCHEDULE:

- A public involvement plan within 3 weeks of NTP
- Project Management Plan with key milestones within 2 weeks of NTP
- Existing Conditions report within 2 months of NTP
- Draft EA Document, sec 106 and sec 4f documents: 6 months of NTP OR DEIS draft, sec 106 and sec 4f documents: 10 months of NTP
- Completion of all tasks within 12 Months for EA OR Completion of all tasks within 18 Months for EIS