

Appendix C
ASP 10-14-901
Process Assistance with a Federal Land Exchange
Scope of Work

The Scope of Work is for professional consulting services to include providing assistance, technical advice, and document preparation for a proposed land exchange with the U.S. Forest Service (USFS) and the Alaska Mental Health Trust (The Trust). The proposed land exchange consists of about 21,000 acres of USFS lands for about 18,000 acres of Trust lands in an equal value exchange. Although the current trend is for an administrative land exchange, issues beyond the control of The Trust or the U.S. Forest Service could alter that. The scope of work, tasks and deliverables address both the administrative and legislative land exchange processes. Western Land Group, Inc. (WLG) must be prepared for either event.

Tasks will include but not be limited to:

- * Monitoring all phases and progress of The Trust Land Exchange between the Alaska Mental Health Trust and the US Forest Service, Tongass National Forest;
- * Identifying and reporting on current and emerging issues requiring action;
- * Providing management input and advice to the Trust Land Office (TLO) regarding a full range of land exchange issues, including those of the National Environmental Protection Act (NEPA);
- * Attending and representing the TLO in key exchange-related meetings in Alaska and Washington DC upon request of TLO management;
- * Assisting in the preparation of exchange related documents including the drafting and review of correspondence, resource reports, appraisals or other documents such as the Agreement to Initiate, Feasibility Analysis, Timber Cruise(s), and Title Reports, as requested by the TLO for advancing the exchange;
- * Participating in status calls with the exchange parties, as requested by the TLO; and
- * Other services as requested by the TLO.

Deliverables:

WLG will provide TLO management input and advice regarding a full range of land exchange issues including, but not limited to:

- a. Components of the land exchange proposal; administrative and legislative;
- b. Title issues;
- c. Appraisal process, methodology assumptions, instructions, selection of an appraiser, review of USFS approved appraisal, dispute resolution options, and equalization;
- d. Environmental analyses to comply with NEPA and other applicable environmental statutes;
- e. Components of USFS decision making process;
- f. Terms and conditions of The Trust Land Exchange;
- g. Resolution of administrative appeals of USFS decision (if any);
- h. Resolution of judicial appeals (if any);
- i. Closing documents and procedures;
- j. Monitor land exchange-related legislation and other congressional actions as appropriate to provide advice to TLO management regarding implications and potential opportunities for The Trust Land Exchange;
- k. Assist in preparation of exchange-related documents such as the Feasibility Analysis and the Agreement to Initiate as requested by TLO management and required by the National Lands Adjustment Team (NLAT);
- l. Attend key exchange-related meetings in Alaska and Washington DC upon request of TLO management;
- m. Provide briefing documents to TLO management where appropriate;
- n. Participate in periodic status calls; and
- o. Other services requested by TLO management.

Deliverables cont.:

- p. At the beginning of each phase of the land exchange process, WLG and the TLO will thoroughly discuss tasks, the parties involved, their respective responsibilities, the associated timing, and the level of assistance WLG will provide for the effective and efficient completion of the task at hand. For example, the TLO has considerable expertise in the preparation of timber cruises while WLG's experience with timber cruises is limited. Thus, WLG's input would likely focus on timing considerations and relationships to other exchange tasks. Whereas, WLG's involvement in discussions regarding appraisals would be relatively intensive given WLG's involvement in many appraisals (including timber appraisals) prepared for Forest Service review and approval. Discussions regarding each phase of the exchange would be followed-up with meeting notes and supporting materials.
- q. WLG and the TLO will hold exchange status teleconferences on a regular basis. Every two weeks is recommended.
- r. WLG, the TLO and the Forest Service will hold exchange status teleconferences on a regular basis. Monthly phone calls are recommended.
- s. In addition to the above regularly scheduled calls, WLG will interact with the TLO, the Forest Service, any consultants working on various aspects of the exchange, and others as necessary to keep the exchange on track.
- t. WLG will participate in key meetings regarding the exchange in Alaska and Washington DC. Such meetings would include but not be limited to: a meeting to finalize the Forest Service Feasibility Analysis and complete negotiations necessary for the Agreement to Initiate; briefings for key State and Federal officials; key meetings of the Interdisciplinary Team (ID Team) working on the NEPA analysis for the Forest Service; and, the pre-work conference with the selected appraiser and the Forest Service review appraiser.
- u. WLG will prepare periodic project status memos for the TLO and others.