

ATTACHMENT 2

ENVIRONMENTAL DOCUMENT SCOPE OF WORK STATEMENT

TASK 4 - ATTACHMENT 2

SFAPT00594 Petersburg Airport Rehabilitation Environmental Document Scope of Work Statement

General



The Contractor will provide professional services for development of the project environmental document. This includes:

- Environmental PQI services for compliance with Section 106 of the National Historic Preservation Act
- Environmental services for identification of invasive species
- Environmental services for identification of wetlands
- Environmental service and permitting needed to support required geotechnical and material source investigations.
- Environmental services to develop the draft Environmental Document
- Environmental services to develop the Contaminated Materials Management Plan (CMMP), if needed
- Environmental permitting, if needed, and support for compensatory mitigation

Project Coordination

All coordination and correspondence for the project will be conducted through the Contracting Agency's Project Manager unless otherwise approved.

Contracting Agency Activities

The Contracting Agency's Project Manager will coordinate the Contractor's activities with those of various functional groups within the Agency. These groups may include Materials; Highway Planning; Traffic & Safety; Utilities; Environmental; Right-of-Way; Maintenance & Operations; Construction and Contracts.

Agency and Public Coordination

The Contractor will work with DOT&PF staff to coordinate with the appropriate federal (e.g., National Marine Fisheries Service (NMFS), United States Forest Service (USFS), United States Army Corps of Engineers (USACE), etc.), state (e.g. Department of Environmental Conservation (DEC), Department of Fish and Game (DF&G), State Historic Preservation Officer (SHPO), etc.) and local government agencies and the public, including tribes, special interest groups, and organizations that could be potentially affected by the proposed project. The Contractor will not commit the Contracting Agency to any action to be accomplished by the proposed project. Any commitments to action or mitigation will be made by the Contracting Agency.

Correspondence

The Contractor will submit all written material, letters, phone logs, survey forms, etc., used to communicate information regarding the project to the Contracting Agency's Project Manager for review and acceptance prior to its distribution. Copies of all outgoing and incoming correspondence will be provided to the Contracting Agency's Project Manager at least once a week. All outgoing correspondence, including e-mails, will include the project title and state project number.

Release of Information

The release of any project-related information must be approved by the Contracting Agency's Project Manager.

Environmental Support

The Contractor is to conduct Bi-weekly meetings with the Department's Project Environmental Analyst to coordinate design and environmental impacts and scope of work modifications. These meetings are to take place upon project NTP through the completion of the project's Environmental Document. The Contractor shall provide a meeting agenda prior to each coordination meeting. The Contractor will provide a copy of the meeting minutes for these meetings to the Environmental Analyst and the Project Manager. These minutes are to be submitted within three (3) working days following each meeting.

The Contractor shall conduct a review meeting with department environmental, right of way, and geotechnical/materials staff upon completion of approximately 25% level design, also known as a Pre-Environmental Review, to verify the current design is consistent with that used to secure the project's environmental document. A Pre-Environmental Review checklist is contained in Attachment 8.

The Contractor shall conduct a meeting with Environmental staff after the Plans-In-Hand and Plans, Specifications, and Estimate meetings to go over any project changes that need to be captured in a re-evaluation or new document.

Data records for field work will include (1) date, (2) description, (3) NAD83 latitude and (4) NAD83 longitude in decimal degrees or NAD83 State Plane AK Zone 1 in US Feet. The GPS data will be processed into closed polygons and, areas smaller than 5ft², will be shown as a point. GPS data will be downloaded and presented in a table.

All spatial data and drawings shall be delivered in .shp and .dwg format.

Additional observations and field notes will also be recorded and added to reports. Digital photos will be taken to complement field data where needed.

Items of particular interest are those where any of the following have changed since the environmental document completion include:

1. Project construction limits or new work added
2. Late utility coordination information of work to be performed, including any work by others (meaning any utility work by any outside organizations concurrent with our project)
3. Area of Potential Effect (APE)
4. Right-of-Way parcel acquisitions (including Temporary Construction Easements)
5. Project Fill Quantities (fill placed below Ordinary High Water Mark)
6. Project Detours and/or closures proposed during construction
7. Lighting (new or existing)

Environmental Support Deliverables:

- Project coordination meeting agendas (.pdf)
- Project coordination meeting minutes and action items (.pdf)
- The Contractor shall conduct up to three (3) meetings after the PIH review meeting to discuss any project changes.
- The Contractor shall conduct up to three (3) meetings after the PSE review meeting to discuss any design changes that need to be incorporated into a re-evaluation or new environmental document.

National Environmental Policy Act (NEPA) Compliance

The Contractor will conduct any required environmental tasks in accordance with NEPA following the section 430 of the Alaska Highway Preconstruction Manual, the FAA 1050.1F Desk Reference, and as directed by the Department's Project Environmental Analyst.

Impacts to Historical Properties

The Contractor will engage the services of a Professionally Qualified Individual (PQI) to perform the activities necessary to comply with Section 106 of the National Historic Preservation Act.

Reconnaissance and Identification of the Area of Potential Effect (APE)

The Contractor will conduct a reconnaissance effort of the boundaries of the proposed work, and the number and type of potential resources within the work zone that could be affected by the project. The Contractor will conduct a desktop analysis and identify if there are any low to high potential areas that need to be surveyed or monitored. A detailed scope and budget will be prepared for negotiation and contract amendment.

Detailed Survey of Historic and Archaeological Resources and Report

If a Phase I survey is determined necessary, the Contractor shall travel to the project site with the appropriate size team to conduct the Phase 1 Survey. A qualified staff will conduct a detailed survey of potential historic and archaeological resources within the agreed upon APE. The Contractor will complete the historic survey and write the reports necessary to comply with Section 106 of the NHPA. A draft and final report will be submitted to the Contracting Agency for review and approval. The report would include a recommendation of the determination of eligibility of any resource found within the APE defined during Article 9.4.1. If additional services are needed subsequent to this recommendation report, the Contracting Agency reserves the right to negotiate and add to this Article by Amendment, however, is under no obligation to do so, and reserves the right to complete the services by any other means.

Initiation and Findings Letters

The Contractor will draft all initiation and findings letters that will be signed and submitted by the Department's PQI. The Contractor will assist with additional Section 106 coordination, such as consultation updates and supplemental information requests.

Historic Property Deliverables

Deliverables are subject to negotiation and change depending on the authorized development level of the project.

- Memo outlining desktop analysis findings
- Draft Survey Report (if needed)
- Final Survey Report (if needed)
- Draft Initiation Letter
- Final Initiation Letter
- Draft Responses to Consulting Parties, if needed
- Draft Findings Letter
- Final Findings Letter
- Draft Responses to Consulting Parties, if needed



Wetland Delineation

The Contractor will delineate, evaluate, and assess wetlands impacts based on the proposed and final

construction footprint. Delineate all wetlands in the project area including all proposed material sites and waste areas, per the 1987 USACE Wetland Delineation Manual and 2007 Alaska Region Supplement. The Contractor will assist with communication and meetings with USACE and other agency reviewers.

Invasive Plant Survey

The contractor will evaluate and document the project area for the presence of invasive species. Fieldwork for the invasive plant survey should be conducted in conjunction with the wetland delineation survey.

Compensatory Mitigation

If necessary, the contractor will calculate and provide support for Acquisition of Compensatory Mitigation Credits. See Appendix C for detailed requirements of compensatory mitigation support.

Permitting

If needed, the Contractor will prepare the draft USACE permit application and required draft USACE-compliant drawings in accordance with the Corps Permit Checklist. The Contractor will prepare drawings, sections, typical section, visuals, and maps for any necessary environmental efforts.

Environmental Support Deliverables

Environmental support deliverables are subject to negotiation and change depending on the authorized development level of the project.

At a minimum, the following deliverables can be expected:

- Proposed schedule and work plan
- Draft and Final Wetland Delineation Report (.doc and .pdf)
- Plant and Wetland Data (per "Data Collection Methods")
- Draft and Final Function and Value Assessment (.doc and .pdf)
- If applicable, DOT Section 4(f) determination and supporting documentation/coordination
- If needed, USACE Permit Application (.doc and .pdf)
- If needed, Mitigation Statement (.doc and .pdf)
- If needed participation in meetings with the Department and the USACE to discuss compensatory mitigation options
- If needed, Draft Request for Mitigation Quotes letters in Word format
- If needed, Final Request for Mitigation Quotes letters following receipt of comments from the DOT&PF in Word or PDF format.
- If needed, participation in meetings with mitigation providers to discuss responses to the request for Mitigation Quotes.
- APE figures; memo or report detailing findings of a bald eagle survey (if done).

Environmental Document

The Contractor will prepare a draft environmental document in accordance with NEPA following the section 430 of the Alaska Highway Preconstruction Manual, the FAA 1050.1F Desk Reference, and as directed by the Department's Project Environmental Coordinator. It is anticipated that the project will qualify for a Categorical Exclusion. A template for an FAA Documented Categorical Exclusion Form (ARP SOP No. 5.1, Effective June 2, 2017) is included in Attachment 2. The Contractor will prepare the draft environmental document and the Department's Project Environmental Analyst will sign the final environmental document.

Environmental Document Deliverables:

Environmental Document deliverables are subject to negotiation and change depending on the authorized development level of the project.

The following deliverables can be expected:

- Draft and final scoping letter as defined in Article 9.2.1
- Draft Categorical Exclusion with supporting documentation

B17.1 Public Involvement Assistance

For the purpose of this Agreement, Public Involvement is defined as the total effort, both informal and formal, made by the Contractor and the Contracting Agency to keep the public and agencies informed about the project. Reasonable alternatives are identified, and that public and agency concerns are considered and addressed.

The Contractor shall prepare a Public Involvement Plan and perform the public and agency coordination and participation tasks. Debriefings of the project scope of work with the public and agencies shall take place upon resolution of pre-environmental review comments and prior to the Plans-In-Hand (PIH) Review.

Scoping

The Contractor will perform scoping, including sending scoping letters to agencies and posting a public notice. The Environmental Section will assist with on-line public notice on the DOT&PF website, and provide sample scoping letter, and a contact list. The Contractor may identify additional contacts to be included.

Project Coordination with Jurisdictional Agencies and Local Stakeholders

The purpose of agency and local stakeholders is to help develop a clear understanding between the project team interest groups about the Department identified project needs and potential solutions. Early coordination helps expedite the review process of final documents in that interest groups will have been involved throughout the project process and will have already provided their input for key considerations and/or requirements. A list of agencies with jurisdiction will be outlined by the Department upon completion of the project's kick-off meeting and additional contacts may be added throughout the development of the environmental document. The Stakeholder Involvement Process is explained in more detail in Attachment 6.

The CONTRACTOR will support collaboration with local agencies and interest groups by placing a public notice and asking for input on the project, including concerns for work on the project. Depending on response to request for input, additional coordination may be needed.