**SCOPE OF SERVICES**

**PMIS: 309129 TASK ORDER NO. July 7, 2020**

**Feasibility Study and Environmental Assessment**

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

In accordance with the terms and conditions of the General Services Administration (GSA) schedule contract and the requirements of this task order, the Contractor shall perform the work of this task order for the National Park Service (NPS) as described below for the Gulf Island National Seashore (GUIS) J. Earle Bowden (Highway 399/Route 11) and Fort Pickens Road (Route 12) Feasibility Study and Environmental Assessment (EA) project.

**CONFIDENTIALITY** The information developed under this task order is the property of the U.S. Government and shall be kept in strict confidence.

**PERFORMANCE PERIOD** The work shall begin following issuance of the task order, proceed in accordance with the schedule for submittals, and be completed no later than December 31, 2021.

**PROJECT IDENTIFICATION**

PMIS Number: **309129**

Project Titles: **J. Earle Bowden Way (Highway 399/Route 11) and Fort Pickens Road (Route 12) Feasibility Study and Environmental Assessment**

Project Location: **Gulf Islands National Seashore, Florida** Document Number: **635/170360**

**POINTS OF CONTACT Denver Service Center:**

TBD

**STANDARD SERVICES:** Comply with standard services per GSA contract.

**I. PROJECT DESCRIPTION Background** GUIS was established by the U.S. Congress on January 8, 1971. The Park consists of two mainland and four barrier island portions in the northwest section of Florida’s panhandle and another mainland section and six barrier islands in Mississippi. These lands (approximately 19,000 acres total) were set aside for the purpose of preserving areas possessing outstanding natural, historic, and recreational values for public use and enjoyment. The Florida units in the western section of the panhandle, from west to east, include Perdido Key, the Pensacola Naval Air Station Historic Sites, Naval Live Oaks, Fort Pickens, Santa Rosa, and Okaloosa.

On September 16, 2004, GUIS was devastated by Hurricane Ivan. In 2005, severe storms including Hurricanes Cindy, Katrina, Dennis, and Rita plus Tropical Storm Arlene further impacted the Park. Hurricanes and tropical storms are important drivers of natural processes, along with human activity. Barrier islands help protect the mainland coast. However, the dune fields along Santa Rosa Island and Perdido Key have been reduced to a rise of only a few feet above sea level. This has led to problems with even minor storms pushing Gulf waters across the barrier islands. Often these minor storms can result in road closures. Road closures on J. Earle Bowden Way (Hwy 399/Rt. 11) and/or Fort Pickens Road (Rt. 12) occur over six times per year. Sometimes for a few hours; sometimes a few days. Routine weather events can push water and sand on top of the road. Water encroachment led to the removal of the roadway base following a storm event in 1995. In Feb 2017, a 1.5-mile section on Ft. Pickens Road (Rt. 12) that frequently washed out was relocated a few yards north towards the bay. On J. Earle Bowden Way (Hwy 399/ Rt. 11), there have been several projects to repair damage that occurs at the same locations.

The roadway corridor project areas for this effort are:

• **J. Earle Bowden Way (Hwy 399/Rt. 11)**, 7.29 miles (Santa Rosa Area)

• **Fort Pickens Road (Rt. 12),** 7.18 miles (focusing on the sections of road that continues to sustain damage)

**Purpose** The purpose of this Scope of Services is to conduct a road feasibility/engineering study and associated schematic design (30%) and compliance activities for approximately 25 sites that sustained storm damage within the J. Earle Bowden Way (Hwy 399/ Rt. 11 – Santa Rosa Area) and Fort Pickens Road (Rt. 12) roadway corridors at GUIS (See Figure 1. Project Areas Maps) with the intent to evaluate and implement design changes that would reduce damage due to storm events for those sections of the roads that are subject to repeated damage to make them more sustainable. Site assessment would identify and consider contributing factors to roadway failure, including but not limited to differing elevations of roadway and adjoining land, wash out of underlying sand/soil, and complete hydrology and related drainage issues. Once all sites are identified, a road feasibility/engineering study would be conducted to determine if adjustments to these sites are necessary (e.g. changing the roadbed, relocating some roadway segments and other improvements, etc.) and develop site-specific alternatives to determine feasible options to improve the sustainability, resilience, and maintenance of pavement surfaces of those sites. Recommendations from the study will direct design for roads and the subsequent environmental compliance process and preparation of documents needed to evaluate the alternatives and select a preferred alternative for implementation.

**Data and Materials to be Provided By NPS**

The following data will be provided by the NPS:

• GUIS General Management Plan (GMP)/ Environmental Impact Statement 2014

• GUIS Foundation Document Overview

• PMIS Project Statement

• Wetland and Floodplain Statement of Findings 2014

• Geologic Resources Inventory Report 2019

• Coastal Hazards & Climate Change Asset Vulnerability Protocol 2015

• Region and/or Park Sustainability Policies (if available)

• Park Unit’s Environmental Management System 2005

• Park Unit’s Climate Action Plan 2015

• Previous geotechnical investigation reports and/or pavement core sample report (if available)

• Average Annual Daily Traffic Volume data and annual visitation estimate (if available)

• Environmental Assessment: Restore Visitor Access to Fort Pickens Area, Santa Rosa Island 2006

• Finding of No Significant Impact: Restore Visitor Access to Fort Pickens Area, Santa Rosa Island 2007

• Relevant GIS Data

• Preliminary Permitting Assessment Form (PAF)

• Value Analysis guidance (https://www.nps.gov/dscw/design\_vafiles.htm)

**II. PROJECT SCOPE** This Scope of Services defines information requirements, products, and services to be produced by the Contractor. Also included are communication and coordination activities such as conference calls and meetings with NPS staff. All work performed shall comply with applicable laws, regulations, and NPS policies and guidelines.

**Quality Control**

The Contractor accepts ultimate responsibility, liability, and duty to control quality of services provided to the Government as stipulated in FAR Part 36.609-2 - Redesign responsibility for design errors or deficiencies. The Contractor shall be responsible for professional quality, technical accuracy, and coordination of all deliverables furnished by the Contractor, their Employees, Agents, Assignees, and Subcontractors under the contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services. All construction details shall be drawn to scale unless approved by the NPS.

The Contractor shall demonstrate existence of a Quality Control (QC) system used for work submitted to NPS. The Prime Contractor and Subcontractors shall use this QC system and, at a minimum, include:

• Coordination of deliverables within each discipline and between disciplines.

• Verification that documents to be submitted are accurate and correct.

• Checklists for internal review of documents and cost estimates.

• Results of the Quality Control reviews.

• Required documents for each submission are included and complete per contract requirements.

• Required documents have been through a QC review. NPS requires documentation and submittal of documentation presenting QC work performed.

**Address Climate Change & Natural Hazards**

NPS Management Policies require climate change and natural hazards be considered in project planning and design process for NPS facilities. *Addressing Climate Change and Natural Hazards Level 3 Handbook,*

January 2015 provides guidance for identifying, assessing, and addressing risks associated with natural hazards and climate change

**Contract Work to be Completed**

Preliminary internal scoping identified an EA to be the appropriate NEPA compliance pathway and is the level of analysis for this Scope of Services. However, this proposed NEPA compliance pathway will be approved by the Regional Director for Region 2. If potentially significant impacts to resources are identified in the EA process, then NPS will prepare a Notice of Intent (NOI) and pursue preparation of an Environmental Impact Statement (EIS). Additionally, the scope of this project consists of the development of conceptual design alternatives to improve the long-term sustainability and maintenance of the two roadway corridor project areas in GUIS and preparing the following documents and materials required to evaluate the conceptual alternatives:

• Project meetings and coordination as necessary;

• Preparation of the Predesign (PD) and Schematic Design (SD) Documents;

• Cultural and natural resource information collection;

• Environmental compliance planning services, including preparation of an EA for public review;

• Conduct a “desktop” survey of applicable databases for Threatened and Endangered wildlife and plant species per the Endangered Species Act (ESA) in the project areas and create a summary of findings report.

o If necessary, conduct field surveys and prepare a biological assessment (see Part 4 for

more detail);

• Conduct “desktop” surveys of applicable databases for wetlands and floodplains in the projects areas and create a summary of findings report.

o If necessary, conduct a wetland delineation and prepare a Wetlands Statement of Findings per the Clean Water Act (CWA) and NPS Director’s Order (DO) 77-1 and a Floodplain Statement of Findings per DO 77-2 (see Part 5 for more detail);

• Preparation of consultation materials for compliance with Section 106 of the National Historic Preservation Act (NHPA);

• Preparation of a NHPA Section 106 Agreement Document, if necessary;

• Preparation of public meeting materials;

• Analysis of and response to internal and public comments on the EA;

• Preparation of a NEPA decision document; and

• Compilation of a complete project decision file.

Subsequent project tasks may be awarded to the Contractor as future contract modifications.

**Conflict of Interest Disclosure:**

After award, the Contractor shall disclose any potential conflicts of interest and provide the following statement for each of the key personnel assigned to this project:

*“To the best of my knowledge and belief, neither I, xxxxxx, as owner or delegated representative of xxxxxxxxxxxxxxxx company, nor any member of my family, have any direct interest, financial or otherwise, in the outcome of this project, and that our participation in preparing the environmental assessment therefore presents no conflict of interest. In the event that I later become aware of such conflict of interest, I agree to disqualify myself and report this fact to the Contracting Officer and to abide by any instructions that he/she may give me in this matter.” (CEQ regulations CFR 1506.5, NPS DO-12 Handbook Sec. 4.12).*

**Key Personnel Substitutions** During the first 90 days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the CO within 15 calendar days after the occurrence of any of these events and provide the information required below. After the initial 90-day period, the Contractor shall submit the information required to the CO at least 15 days before making any permanent substitutions.

The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the CO. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The CO will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause shall be modified to reflect any approved changes of key personnel.

**Services to be Completed**

The Contractor shall review relevant source materials to develop a clear understanding of the roadway corridor project areas, the proposed project, and associated issues. Data gaps shall be identified and brought to the attention of the COR as soon as they are identified.

The Contractor shall provide all personnel, materials, supplies, supervision, coordination, and management necessary to complete the work when required. The Contractor shall perform all necessary technical analyses, edit the documents, prepare graphics, and perform other work as required to produce the products as specified in this Scope of Services. All work shall be technically and legally defensible and in compliance with the requirements of NEPA; the Council on Environmental Quality Regulations (40 CFR 1500-1508); the Department of the Interior NEPA Regulations (43 CFR Subtitle A Part 46); DO-12 Conservation Planning, Environmental Impact Analysis, and Decision-Making, and its NEPA Handbook (collectively, DO-12); and other applicable laws, policies, and regulations. Other principal applicable laws include the ESA, CWA, and NHPA.

The Contractor shall use only scientific information that meets the information quality standards in NPS DO-11-B and shall base any impact assessment and resulting conclusions on published and/or peer- reviewed scientific literature, when available, including available peer-reviewed literature on the potential effects to floodplains and wetlands, threatened and endangered wildlife and plant species, and other resources as appropriate. All products must be fully edited, free of spelling and grammatical errors, and formatted consistent with the Denver Service Center Editorial Style Guide (https://www.nps.gov/orgs/1804/upload/DSC\_EditingStyleGuide\_2014\_AF.pdf) making the analysis user- friendly for public review that is concise and easily understood by users and the public consistent with 40 CFR §1502.8. The Contractor’s name shall not appear on the cover and/or coversheet of any draft or final products. Draft products shall include line numbers and a comment matrix to facilitate the review process conducted by the NPS. The Contractor shall perform a consistency check of all data and facts used throughout all deliverable products.

The NPS will conduct consultations with other agencies and organizations in accordance with the requirements of the ESA, NHPA, and/or other applicable laws. The Contractor shall use information provided by the NPS regarding compliance with these laws as well as information from other agencies (e.g. state natural resource management agencies, and state natural heritage inventories) for inclusion and analysis in the compliance documentation.

**Notes on Deliverables**

• The Contractor shall coordinate closely with the COR and other NPS staff (GUIS) while developing draft project deliverables.

• All internal draft deliverables shall be line-numbered to facilitate resolution of internal comments.

• NPS comments will be contained in a comment matrix with each comment based on page and line numbers. The Contractor will provide the matrix and record how each comment was addressed.

• All print media to be made publicly available (newsletters, EA, etc.) shall be checked and formatted to be Section 508 compliant and must meet NPS Graphic Identity Standards.

• Digital media products shall be Section 508 compliant, mobile-friendly and compatible with nps.gov website requirements (coordination with the NPS will be necessary to ensure compatibility).

• NPS will print any deliverables for public distribution.

• Unless specifically stated, the Contractor shall submit deliverables to the COR in an electronic format.

• Contractor shall be responsible to ensure consistent and accurate draft and final document version control.

• GIS products shall be delivered in a format compatible with GIS software.

• As appropriate, the COR will complete a Quality Assurance review to verify the deliverable is complete, meets contract requirements, and meets professional standards. Within ten calendar days of receipt of the draft deliverable, the COR will notify the Contractor of any substantive corrections needed before it can be accepted and distributed to the Project Team for review. The Contractor shall then correct the document and resubmit the draft to the COR within seven calendar days of receiving notification. Once approved by the COR, the Contractor shall distribute the draft deliverable to the Project Team for review and comment.

• When timeframes are specified in the Scope of Services, they are given in working days, not calendar days, unless noted otherwise.

• All documents shall be prepared on standard 8-1/2” x 11” paper. Pages larger than this may be used with prior approval from the COR. Thirty percent design submittals shall be prepared in 24’X36” format, scaled to print on 11”X17” paper.

• All graphics and illustrations (covers, figures, photographs, graphs, charts, etc.) shall be rendered in black and white. Graphics and illustrations submitted in other than black and white may be used with prior approval from the COR.

Submit deliverables to: TBD

The contract work contained in this Scope of Services shall be divided into the following Parts, followed by corresponding tasks, subtasks, and project deliverables, for reporting and payment purposes:

**Part:**

**1. Preliminary (pre-NEPA) Project Planning Services**

**2. NEPA Initiation and Document Preparation**

**3. Compliance with National Historic Preservation Act of 1966 4. Compliance with Endangered Species Act of 1973**

**5. Compliance with Clean Water Act of 1972**

**6. Project Administration**

**7. Project Schedule**

**PART 1. Preliminary (pre-NEPA) Project Planning Services** The purpose of the preliminary (pre-NEPA) project planning phase is to ensure assembly of all key information needed to meaningfully analyze project effects prior to embarking on a formal NEPA process, so that NEPA documents can be prepared effectively, using an efficient and streamlined process. Preliminary project planning shall include, but not necessarily limited to the following:

• Conduct one-day site visit to view and discuss the roadway corridors, verify the problem to be addressed, and discuss the defined Scope of Services;

• Develop and refine roadway corridor improvement options to be analyzed in a NEPA document;

• Develop a defined schedule for completion of the tasks in this Scope of Services;

• Develop and refine preliminary purpose and need statements;

• Develop a list of significant/relevant environmental issues which may need to be analyzed in detail;

• Identify relevant legal and policy issues in considering action;

• Identify data gaps which could affect the efficiency of NEPA reviews and the appropriate NEPA pathway;

• Develop agency and stakeholder mailing list and involvement strategies; and

• Ensure the project is ready to begin a NEPA process (i.e., there is a viable and feasible option that can be meaningfully evaluated) prior to initiating work on the compliance document.

**Task 1: Preliminary Project Planning Kick-Off Call and Schedule**

Within ten days of issuing the task order, the Contractor will facilitate a project kick-off conference call via teleconference. The Contractor shall include two key personnel on this kick-off conference call; representatives of DSC and GUIS will also participate. The primary purpose of this conference call will be to introduce project team members, discuss roles and responsibilities, identify dates for the Preliminary (Pre-NEPA) Project Feasibility Analysis Planning Workshop (Workshop) in Task 2, and determine the appropriate method for transmitting existing information to the Contractor. Existing information will be transmitted as quickly as possible and will be reviewed by the Contractor prior to the Workshop. The Contractor shall prepare an agenda and take notes during the call to be disseminated to the project team.

The Contractor will also prepare a preliminary project schedule for NPS review and shall update it periodically throughout the project, as needed. The schedule shall include the deliverables as identified in this Scope of Services, including review periods for NPS, and other important milestones as identified in this Scope of Services. A Gantt chart format, such as MS Project, will be used.

• *Deliverables:*

*1. Kick-off Call Agenda and Notes 2. Project schedule in MS Project and update as necessary throughout the contract period of performance*

**Task 2: Preliminary (Pre-NEPA) Project Feasibility Analysis Planning Workshop**

*Subtask 2A: Project Feasibility Analysis Workshop Preparation* The Contractor shall provide two key personnel for up to three conference calls, each approximately one hour in length with the project team to prepare for the Workshop. The Contractor shall prepare all meeting materials necessary to facilitate the Workshop including, but not limited to, the agenda, sign-in sheets, PowerPoint presentation, and relevant maps with sufficient detail to illustrate intent, etc.

At the Workshop, the Contractor shall be prepared to facilitate discussions of the following topics:

• Defining the scope of the project, schedule, and project areas (potentially including lands adjacent to the Park which may be included in the scope of the plan).

• Management issues that may be addressed in the NEPA analysis.

• Information contained in the preliminary Environmental Screening Form.

• Environmental issues and existing conditions that may be analyzed in the NEPA document. These issues should be succinctly defined and focused.

• Developing/refining a proposed option (i.e., the initial NPS proposal for taking action) and a purpose and need for taking action.

• Identifying a preliminary range of design options (schematic level of design) for improvements to the roadway corridors that increase sustainability of the routes and reduce maintenance needs. This can include but not limited to alternative road alignments, areas of potential disturbance, description of treatment type, and scaled drawings.

• Identifying key stakeholders, tribes, and/or cooperating agencies and their position on relevant planning or environmental issues and strategies for engaging them in the planning process.

• Development of a Stakeholder Involvement Plan.

• Constraints and commitments of previous planning documents, agreements, etc.

• Data needs for option development, a description of the affected environment, and impact analysis.

*Subtask 2B: Workshop Attendance and Facilitation* The Contractor shall provide two key personnel to facilitate, take notes, and actively engage in and lead the discussions during a two-day Workshop. Feasibility of travel at the time shall be determined in coordination with the CO. If feasible, the Contractor should assume one day will be devoted to a site visit. The Contractor should assume one trip for this subtask (two days total, plus travel to and from the Park). It is anticipated that the Workshop and site visit will take place in/adjacent to the Park (assume lodging and travel costs for Pensacola Florida). The NPS will make arrangements for a meeting room and logistics associated with the site visit. If travel is not feasible, a virtual workshop shall occur and developed by the Contractor with assistance from the NPS.

The Contractor shall perform the following tasks as part of the Project Feasibility Analysis Planning Workshop:

• *Meeting Facilitation* – The Contractor shall provide a facilitator for the two-day Workshop. The facilitator shall: design and plan the Workshop using appropriate facilitation tools to best help the project team address the topics described under Subtask 2A, ensure there is effective participation from all members of the project team by managing the group dialogue and establish and maintain the group’s focus on the agenda. The facilitator must be prepared to change strategies or methods throughout the Workshop to ensure that the group: makes progress, remains focused, and is well- positioned to accomplish the intended Workshop outcomes. The facilitator must also be prepared to summarize the discussions, draw conclusions, make recommendations, and identify next steps over the course of the Workshop.

• *Site Visit Photographs* – The Contractor shall take GPS geo-referenced photographs during the site visit to be used throughout the design and planning process.

• *Note Taking* – One member of the Contractor staff shall take detailed notes during the meetings and prepare a meeting summary (see Subtask 2C) to be include in the project decision file.

• *Gathering Information* – While visiting the Park, the Contractor shall obtain or make arrangements to obtain copies of the documents necessary to complete the preliminary project planning and subsequent NEPA-related tasks.

*Subtask 2C: Workshop Notes* The Contractor shall prepare detailed meeting notes in summary form (organized by topic rather than a meeting transcription). The summary shall document the discussion and decisions related to each agenda topic and participant. When the Contractor provides the meeting notes, the related information prepared for the meeting (background, enabling legislation, purpose and significance, proposed options, environmental issues, etc.) shall also be included. The notes shall be submitted to the COR within ten working days after the meeting. The Contractor shall assume one revision of the notes, assuming the first draft is of acceptable quality to the COR. The Contractor shall revise the notes and associated materials and provide the COR with the final notes.

• *Deliverables:*

*1. Draft workshop notes in MS Word format 2. Final workshop notes with NPS comments addressed in PDF format*

**Task 3. Follow-up Calls to the Preliminary (Pre-NEPA) Project Feasibility Analysis Planning Workshop**

The Contractor shall participate in up to three calls, each approximately one hour in length to continue discussions and come to resolution on topics discussed during the Workshop. The Contractor shall work with the NPS to set the agenda; facilitation of these calls will be shared between NPS and the Contractor as necessary.

The Contractor shall provide two staff on each call, with one dedicated to taking notes. The Contractor shall prepare the conference call notes in summary form (organized by topic rather than a transcription). The summary shall document the discussion and decisions related to each agenda topic, including the elements of the options, rationale/justification for the option selected for analysis and those dismissed from further analysis. The Contractor shall assume one revision of the notes, assuming the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft notes in MS Word format 2. Final Notes with NPS comments addressed in PDF format*

**Task 4. Proposed Options Development and Refinement Calls**

The Contractor shall facilitate up to four calls, approximately two hours in length each, in order to develop and refine proposed options for upgrades to the roadway corridors. The proposed options shall be developed to 30% design completion prior to transition to the NEPA phase of the project in order to fully evaluate their validity and anticipated impacts. The Contractor shall prepare all materials necessary to facilitate these calls including, but not limited to, call agenda, summary of materials prepared to date with regard to potential options and maps of the roadway corridor project areas to facilitate discussions. All maps shall be in sufficient detail to illustrate the roadway corridor project areas, and other information relevant to this project and reviewed and approved by the COR. The call materials should reflect information and insights obtained from the project team and will be distributed electronically.

The Contractor shall prepare call notes in summary form and not a transcription. The summary shall document the discussion and decisions related to each agenda topic based on participant. The notes from all calls shall include a summary of the options in either a narrative or tabular format, as well as a list of outstanding items needing resolution. When the Contractor provides the meeting notes from the calls, the related background information that was prepared for the calls shall also be included. The Contractor shall assume one revision of the notes from each call, if the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft call materials and call notes in MS Word format 2. Final call materials and call notes with NPS comments included in PDF format*

**Task 5. Value Analysis/Choosing By Advantages Workshop**

The Contractor shall facilitate a Value Analysis/Choosing by Advantages (VA/CBA) Workshop to select the preferred design options for each route. The Workshop is expected to require no more than two days and will be conducted on site, as conditions allow. Participants shall include NPS staff from Park, Region, and DSC and possibly stakeholders from the local community and from the Federal Highways Administration (FHWA). The format shall follow NPS guidelines for VA/CBA and shall result in a preferred design option that shall be evaluated in the EA.

• *Deliverables:*

*1. Draft VA/CBA report in MS Word format 2. Final VA/DBA report with NPS comments included in the PDF format*

**Task 6. Development of Background Documentation**

The purpose of this task is to prepare information existing at the time, in order to allow the NPS to determine whether it is ready to begin a NEPA process; meaning that there is a well-defined proposed option and data exists that will allow the NPS to meaningfully evaluate potential impacts of the options.

*Subtask 6A: Overview Document: Potential Options for Upgrades to the Roadway Corridors* The Contractor shall prepare an Overview Document that includes a description of all options for upgrades to the roadway corridors developed to-date through preliminary project planning (including the alternatives refinements). The Contractor should prepare three to five options, including taking no-action. Included in this Overview Document shall be supporting draft color graphics for internal NPS review, including maps of the options. This Overview Document shall also include a discussion of options considered but expected to be dismissed, and potentially a table comparing elements of options at the discretion of the NPS if necessary. The Contractor shall track and document the resolution of all comments in a comment matrix and apprise NPS regarding any unresolved comments. The Contractor shall assume one revision of the Overview Document, assuming the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft Overview Document in MS Word format 2. Final Overview Document: Potential Options for Upgrades to the Roadway Corridors with NPS Comments Addressed in PDF Format*

*Subtask 6B. Overview Document: Environmental Issues* The Contractor shall prepare an overview document that includes a description of:

• Brief overview of the Park;

• Environmental issues associated with the range of potential options to address the purpose and need; and

• Applicable law, policies, regulations, etc. along with a description of necessary permits for implementing any of the options considered.

The Contractor shall systematically review and include, as necessary, the issues identified throughout the Preliminary (Pre-NEPA) Project Planning Services phase. The Contractor shall track and document the resolution of all comments in a comment matrix and apprise NPS regarding any unresolved comments. The Contractor shall assume one revision of the Overview Document, if the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft Overview Document: Environmental Issues in MS Word format 2. Final Overview Document: Environmental Issues with NPS comments addressed in PDF format*

*Subtask 6C. Overview Document: Current Condition of Resources and Scientific Technical Summary Report* The Contractor shall prepare an Overview Document that describes the current condition of, and trends affecting resources related to the environmental issues identified in Subtask 6B. The Contractor shall use appropriate citations and maps. This task includes a summary review of available literature. Although specific resources to be analyzed will be determined during the Workshop, for cost estimating purposes, the Contractor shall assume approximately five resources will be evaluated in addition to a literature review of background material. The Contractor shall track and document the resolution of all comments in a comment matrix and apprise NPS regarding any unresolved comments. The Contractor shall assume one revision of the Overview Document, assuming the draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft Overview Document: Current Condition of Resources and Scientific Summary*

*Report in MS Word format*

*2. Final Overview Document: Current Conditions of Resources and Scientific Summary*

*Report with NPS comments addressed in PDF format.*

*Subtask 6D: Overview Document: Potential Impacts* The Contractor shall prepare an Overview Document that documents an analytic evaluation of the potential impacts of the options on the resources described in Subtask 6C. The Contractor shall include supporting graphics as necessary to illustrate findings and conclusions. For each resource, the document shall include the following components: a factual description of potential direct and indirect impacts (adverse and beneficial), a discussion of expected cumulative impacts, and a discussion of the importance of the potential impacts. The Contractor shall consult with lead NPS resource specialists as needed to obtain more detailed technical and support information pertaining to potential impacts. The Contractor shall assume one revision of the Overview Document, assuming the first draft is of acceptable quality to the COR. The Contractor shall track and document the resolution of all comments in a comment matrix on the Overview Document and apprise NPS regarding any unresolved comments.

• *Deliverables:*

*1. Draft Overview Document – Potential Impacts in MS Word format 2. Final Overview Document – Potential Impacts with NPS comments addressed in*

*PDF format*

**PART 2. NEPA Initiation and Document Preparation**

Part 2 cannot commence until Part 1 is fully complete with approval from the COR and Region.

Consistent with Secretarial Order 3355, the Contractor shall prepare and complete an EA and assist the NPS in finalizing a Finding of No Significant Impact (FONSI) (if appropriate) within six months or 180 calendar days of the Regional Director’s authorization to begin the NEPA process. The EA shall be a succinct summary, no longer than 75 pages, excluding appendices. The Contractor shall work with the NPS to refine the project schedule for completing the EA and FONSI, and to include required internal NPS briefings and approvals.

**Task 7. Environmental Assessment Outline**

Within five days of completing Task 6, the Contractor shall deliver an outline of an EA. The Contractor shall not proceed with Task 8 until the outline is approved by NPS. The EA shall include, at a minimum, all required content for EAs identified in Appendix A of the DO-12 NPS NEPA Handbook (2015).

• *Deliverable:*

*1. EA Outline in MS Word format*

**Task 8. Preparation of Internal Draft Environmental Assessment**

Within 15 days of Regional approval of alternatives, the Contractor shall deliver a complete, technically adequate, fully edited and formatted internal draft EA for NPS review written in a manner consistent with 40 CFR §1502.8. The internal draft EA shall include all required content and shall be no longer than 75 pages, excluding appendices, which shall be included as necessary. It is anticipated the EA will contain at least one technical appendix that is also written in a manner that can be easily understood by the public. The Contractor shall incorporate by reference as appropriate any materials that cannot be fully described in the EA, including as appropriate, literature reviews. Items such as issues carried forward and issues dismissed shall be included in an appendix of the EA.

• *Deliverable:*

*1. Draft EA in MS Word & PDF formats*

**Task 9. Internal Review Roundtable Calls**

The Contractor shall hold one call to review internal draft EA comments with the NPS and other project

team members or stakeholders as appropriate. The purpose of the roundtable meeting shall be to discuss substantive issues associated with the internal draft EA, identify any issues needing resolution prior to publishing the EA, evaluate how alternatives meet the objectives of the project, and discuss an NPS Preferred Alternative. The Contractor shall identify and discuss substantive NPS comments that need to be addressed in advance of the meeting and prepare a meeting agenda. The Contractor shall take notes capturing all discussions and decisions during the roundtable meeting to enable the Contractor to resolve comments when preparing the print-ready EA (Task 10). The Contractor shall assume one revision of the notes, assuming the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft call notes in MS Word format 2. Final call notes in PDF format*

**Task 10. Print-Ready EA**

The Contractor shall deliver a complete, technically adequate, fully edited print-ready EA with NPS comments incorporated that is consistent with 40 CFR §1502.8. The complete print-ready draft EA shall include final graphics and shall be delivered in digital format. The NPS will conduct a review of the print- ready draft EA for any minor text/layout changes that may need to be corrected by the Contractor. After incorporation of any minor text/layout changes, the Contractor shall deliver a final print-ready document which shall include final Section 508 formatting, bookmarking, indexing, and proper format for GPO printing.

The Contractor shall also assume Section 508 formatting for up to two additional supplemental documents that may be posted to the public in support of the EA. These documents may include information that was developed in other parts of this Scope of Services that was not included in the EA itself.

• *Deliverables:*

*1. Draft Print-Ready EA and Section 508 formatting for supplemental documents in MS Word format & PDF format 2. Final Print-Ready EA and Section 508 formatting for supplemental documents with NPS comments addressed in MS Word format & PDF format*

**Task 11. Environmental Assessment Public Comment Meetings (Option)** *Subtask 11A: Public Comment Meeting Materials*

The Contractor shall prepare print materials and digital media to provide information about alternatives, issues and impact analysis, how to submit public comments, and the public meeting schedule and submit this to NPS. The draft content shall be delivered first for one round of NPS review and comment, assuming the draft is of acceptable quality to the COR.

After addressing NPS comments on the draft content, the Contractor shall provide formatted print materials which meet the standards of the NPS Graphic Identity Program and digital media products, which should be mobile-friendly and compatible with nps.gov website requirements (coordination with the NPS will be necessary). Both print and media products must comply with Section 508 requirements.

NPS will print and distribute copies of the print media as necessary and post digital media to NPS websites. NPS will also publish notices announcing availability of the EA and the public meetings in local papers and/or writing and distributing press releases.

• *Deliverables:*

*1. Draft print materials and digital media 2. Final print materials and digital media with NPS comments addressed in PDF format*

*Subtask 11B: In-Person or Virtual Public Meeting Attendance/Support* Depending on revised Department guidance at the time, the public meeting will be conducted in-person (if feasible) or virtually and will be decided at that time. Once guidance is received, the Contractor shall assist with the logistical facilitation of one in-person or virtual public meeting. NPS will coordinate logistics for the meeting and collaborate with the Contractor on the meeting format and agenda. If conducted in-person, travel and lodging expenses should be estimated for two members of the Contractor team to attend the meeting (assume lodging and travel costs for Pensacola Florida). The Contractor shall arrive at the public meeting site in sufficient time to assist with meeting set-up and stay for meeting break down. The Contractor shall assist with meeting sign-in and may be asked to complete additional discrete tasks (e.g., convening participants, manning a poster, etc.) during the meetings if necessary.

• *Deliverables:*

*1. Meeting attendance and support*

**Task 12. Environmental Assessment Public Comment Analysis**

*Subtask 12A: Entering Hard Copy Public Review Correspondence into NPS’ Planning, Environment and Public Comment (PEPC) site* The Contractor shall be responsible for entering all non-electronic correspondence into PEPC. Correspondence not directly received through PEPC shall be scanned or re-typed into PEPC. For cost estimating purposes, the Contractor should assume approximately ten documents (faxes, hard copy letters, and summary of flip chart comments from public meetings typed into the PEPC database) would be generated; including those comments received at the public review meetings. (Note: one set of public meeting flipcharts is considered one piece of correspondence).

• *Deliverable:*

*1. Enter approximately ten documents into PEPC*

*Subtask 12B: Prepare Coding Structure* After reviewing a cross-section of the comments, the Contractor shall develop a coding structure to be reviewed and approved by the NPS. No coding shall be done without prior approval by the COR.

• *Deliverables:*

*1. Draft coding structure 2. Final coding structure based on NPS comments*

*Subtask 12C: Review and Code Unique Correspondence* Upon review and approval of the Coding Structure, the Contractor shall review unique pieces of correspondence, code individual comments from the pieces of correspondence, and identify representative quotes (comments) in PEPC. The Contractor should assume approximately 40 pieces of unique, 1- or 2- page correspondence (excluding form letters) will need to be reviewed and coded.

• *Deliverable:*

*1. Review and code approximately 40 unique correspondences*

*Subtask 12D: Developing Concern Statements* After coding the public comments in PEPC, the Contractor shall develop concern statements for the substantive comments as defined in the 2015 NPS NEPA handbook. The Contractor shall assume that approximately ten concern statements will need to be developed. The concern statements should represent a summary of the substantive issues and intent received from the public that require a response (see pgs. 64-67 of the NPS NEPA Handbook). Concern statements should stand on their own, meaning they should not rely on representative quotes for meaning or context, but accurately capture the intent of the substantive comments. The Contractor shall deliver draft concern statements to the NPS prior to incorporating them into the Draft Comment Summary Report under Subtask 12E. The Contractor should assume one revision to the concern statements after NPS review, if the first draft is of acceptable quality to the COR.

• *Deliverable:*

*1. Prepare approximately ten concern statements in MS Word format*

*Subtask 12E: Draft Comment Summary Report* Within 15 days after the close of the public comment period, the Contractor shall produce a draft Public Comment Analysis Report for review and approval by the NPS. This draft report shall contain the revised concern statements (prepared under Subtask 12D above), representative quotes for each concern statement (taken from PEPC) and may contain other demographic reports and indices that can be generated in PEPC as identified by the NPS. The Contractor shall discuss the specific content and organization of this report with the COR prior to developing the draft. The Contractor shall provide an electronic copy of this document and assume one revision.

• *Deliverables:*

*1. Draft comment summary report in MS Word format 2. Final comment summary report with NPS comments addressed in PDF format*

**Task 13. Responses to Public Comment and Errata**

*Subtask 13A: Teleconference to Discuss Comment Analysis Report and Assign Comment Responses* Within ten days of completion of the Draft Comment Analysis Report, the Contractor shall prepare for and facilitate a one hour conference call with the NPS to discuss the report and identify necessary revisions, as well as assign comment (concern) responses to specific subject matter experts. This meeting will also include a discussion of any adjustments to the Preferred Alternative and overall strategy for responding to comments.

The Contractor shall provide two staff for the call, one of which shall be dedicated to capturing the discussion and decisions made in notes. The Contractor shall take notes and assume one revision of them after NPS review, if the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Facilitation of conference call 2. Draft call notes in MS Word format 3. Final call notes with NPS comments in PDF format*

*Subtask 13B: Preparation of Draft Public Comment Responses* The Contractor shall prepare draft responses to public comments (concerns), and where necessary as a result of public comments, identify text changes for the errata. The Contractor shall assume they will prepare approximately 15 of the responses and the remainder by the NPS. Additional discussion with NPS staff beyond the teleconference in Subtask 13A may be necessary to fully develop the draft responses.

All responses to comments must be in sufficient detail to demonstrate public input has been fully considered. Responses shall provide rationale explaining why a comment was not incorporated into the EA, if the text/decision has changed in response to a public comment and indicate how and where the reader can find this information in the Errata. These revisions are anticipated to be largely clarifications of facts or analysis; only minor additional data collection is anticipated. Changes in graphics and maps could also be required. Draft responses shall be delivered electronically along with the corresponding concern statements and representative quotes. The Contractor shall assume one revision if the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft Public Comment Responses in MS Word Format 2. Proposed text changes based on draft responses in MS Word format*

*Subtask 13C: Teleconference to Discuss Preparation of Final Responses, Preparation of Final Responses, and Preparation of Draft Errata* Upon completion of NPS review of draft responses, the Contractor shall facilitate one, two-hour conference call to discuss draft responses and identify any responses that may need additional information or clarification (this includes responses that have been prepared by the NPS or Contractor). After this call, the Contractor shall prepare final responses and draft errata for NPS for review.

• *Deliverables:*

*1. Final Responses with NPS comments addressed in PDF format 2. Draft errata in PDF format*

*Subtask 13D: Final Comment Analysis Report* Upon COR acceptance of final responses, the Contractor shall copy and paste the final responses into the Concern Response section of the Draft Comment Summary Report and produce a Final Comment Summary Report. The Contractor shall assume one revision of the report would be required after Project Team review and comment, if the submittal is of acceptable quality to the COR. This deliverable shall be submitted electronically and will be incorporated into the FONSI as an appendix.

• *Deliverables:*

*1. Draft Comment Analysis Report 2. Final comment Analysis Report with NPS comments addressed in PDF format*

**Task 14. Finding of No Significant Impact and Non-Impairment Determination**

*Subtask 14A. Preparation of Internal Draft FONSI* If appropriate, the Contractor shall prepare an internal review draft of the FONSI for NPS review and approval. Upon request, NPS will provide the Contractor with a sample FONSI. The FONSI shall meet the requirements of NPS DO-12 and associated guidance, and contain all information required to be legally defensible. This product shall be line-numbered, and a comment matrix provided to facilitate resolution of internal comments. This deliverable shall be submitted electronically.

• *Deliverables:*

*1. Draft FONSI in MS Word Format*

*Subtask 14B: Preparation of Draft Non-Impairment Determination* A non-impairment determination states in writing that, in the professional judgment of the NPS decision- maker, the action selected in the NPS decision document (FONSI, in this case) will not result in impairment to park resources or values (see NPS Management Policies 2006, Sections 1.4.5 and 1.4.6). The non- impairment determination is prepared for the selected action only and must be completed prior to the signing of the FONSI by the NPS decision-maker. The Determination will be appended to the NPS FONSI in its entirety. The Contractor must prepare a draft non-impairment determination for the preferred alternative (selected action) in accordance with the latest NPS impairment guidance (October 31, 2011).

• *Deliverables:*

*1. Draft Non-Impairment Determination in MS Word Format*

**PART 3. Compliance with National Historic Preservation Act of 1966** This task can be completed concurrently with all other tasks of this Scope of Services.

**TASK 15: Compliance with Section 106 General Stipulations**

• The Contractor’s Principle Investigator and/or Field Supervisor, if different, must meet professional qualification standards outlined in the Secretary of Interior’s Standards and Guidelines for Archeology and Historic Preservation.

• The Contract shall supply appropriate subject matter experts in the fields of archeology, historical architecture, and historical landscape architecture. These experts will provide professional assessments on the undertaking’s Area of Potential Effect (APE), Determinations of Eligibility (DOE), and determinations of effect on historic properties.

• All work must be technically accurate, performed according to accepted professional guidelines, and in compliance with all appropriate federal legislation (including Native American Graves Protection and Repatriation Act and implementing regulations); state standards/guidelines, and internal NPS policies including DO-28, Cultural Resource Management Guidelines, especially Chapters 2 and 6.

• All documentation must be completed using NPS and State Historic Preservation Office (SHPO) Documentation Standards and DOEs shall be completed on National Register of Historic Places (NRHP) 10-900 Forms. For properties that are not recommended eligible, a letter report with evidence necessary to support this conclusion would suffice.

• Prepare meeting materials and facilitate Section 106 Consultation meeting and review.

*Subtask 15A: Section 106 Initiation Letters and APE to Agencies and Tribes* The Contractor shall prepare all required letters to SHPOs, Tribes and other consulting parties, as appropriate, in accordance with 36 CFR 800.3 - 6. Documentation shall include all information required within 36 CFR 800.11. It is anticipated there will not be sufficient information to determine effects on historic properties prior to the approval of the undertaking. Therefore, the preparation of an Agreement Document could be required. The Contractor shall evaluate a preliminary APE for initiating consultation.

• *Deliverables:*

*1. One initiation consultation letter each to SHPO, Native American Tribes and other consulting parties, as appropriate to initiate consultation which includes a map of the APE.*

*2. Assume consulting parties may request a follow-up letter outlining the project alternatives under consideration. Assume two revisions of these deliverables.*

*Subtask 15B: Phase 1A Archaeology and Geomorphology Background* The APE for archeological/geomorphological resources is assumed to include the roadway corridor project areas. The Contractor will perform a detailed review of all previous archeology, geomorphology and geoarchaeology investigations and studies performed to date within and adjacent to the project areas. Prepare a report that summarizes review.

Utilize data to prepare detailed field strategy and recommendations for archeological testing, to be reviewed by the local/state jurisdiction archeologist, NPS Regional Archeologist and the Park Cultural Resources Program Manager. Identify those locations within the study area that have the potential to contain old, buried, stable land surfaces, and/or locations with historic and/or prehistoric archeological potential. If present, those locations will be included in the assessment of effects.

Make recommendations for field methods and sampling based on the identified locations with high, medium and low or no potential for intact, old, buried, stable land surfaces and historic and/or prehistoric archeological potential. Implementation of the reviewed and approved field methods, strategies, and sampling locations will occur in Phase IB.

• *Deliverable:*

*1. Phase 1A report, workplan within Archaeological Resources Protection Act (ARPA) permit application*

*Subtask 15C: Phase 1B Archeology and Geomorphology Survey* Upon final approval of the Phase 1A report, the Contractor shall coordinate with park staff to develop and obtain an ARPA permit for work on NPS property in order to conduct archeological/geoarcheology fieldwork, if necessary. The permit application will be considered an archeological work plan. NPS will assist with ARPA permit. NPS will provide information about subsurface utilities within Park boundaries.

If needed, the Contractor will work with a professional geoarcheologist/geomorphologist to conduct geoarcheological investigations within the APE using a mechanical excavator, manual sampling equipment, and/or a mixture of these methods, and as approved in the ARPA permit to obtain geoarcheological information and to determine the depth and character of buried soils and landscape surfaces. The tests may comprise direct- push probes, augur cores, shovel tests, and/or backhoe trenches. Minimize disturbance to park landscapes.The test locations will sample those locations identified in Phase 1A with high and medium potential for intact, buried land surfaces/archeological resources and to avoid existing utility lines and other major features. To the extent possible, the individual tests will be advanced to natural soils. The professional geoarchaeology’s/ geomorphologist must be on site to direct the geoarcheological investigations, accompanied by a professional archeologist. Prepare detailed profile descriptions for each soil column in accordance with standard [Natural Resources Conservation Service (NRCS), National Cooperative Soil Survey (NCSS)] techniques and nomenclature for the field description of soils. Also estimate the age of each buried landscape surface.

Record and map all test locations using GPS equipment with sub-meter accuracy. Submit all data to NPS in the cultural resource data transfer standard in ESRI geodatabase format. A geodatabase template can be downloaded from: https://irma.nps.gov/Portal/. The data transfer standard contains the minimum fields required but other fields may be added to meet the practical needs of the project, such as but not limited to the following field; the state trinomial site identifier for archeological sites.

Refer to the Cultural Resource Spatial Data Transfer Standards guidelines for additional information regarding the structure of the geodatabase and its functionality which can be downloaded from: https://irma.nps.gov/Portal/. Each layer must be free of geometry errors, including topological errors, and have a completely populated attribute table. Project the layers in the local coordinate system used by the Park. The GIS layers delivered to the NPS will be accompanied by Federal Geographic Data Committee *(*FGDC) compliant metadata, including but not limited to process steps, attribute descriptions, title, dates, abstract, and purpose. The FGDC Content Standard for Digital Geospatial Metadata Workbook is available for download at https://www.fgdc.gov/metadata/metadata-publications-list.

Provide a draft and final geoarcheological technical memo, with supporting data that includes a detailed log for each successful soil column. Both reports must also provide a detailed description of the goals, methods, and findings of the study, in sufficient detail on which to base recommendations for further work if warranted. In consultation with the NPS, the need for Phase 1B site identification survey of buried soil horizons will be determined. If NPS is satisfied that no additional archeological survey or testing is needed, the technical report will be used to support compliance with Section 106 of NHPA, and as there are no formal guidelines for geoarcheological investigations in NPS DO-28 (Cultural Resource Management Guideline). If Phase 1B archeological site identification survey is warranted based on the Phase 1A and/or geoarcheology results, the Contractor will prepare a work plan for Phase IB identification survey in consultation with the NPS.

A management summary will be completed describing the results of the survey and preliminary recommendations. The need for Phase 2 evaluation survey and/or additional Phase 1B testing will be determined in consultation with the NPS and the state Archeologist based on recommendations presented in the management summary. If no additional survey is needed, then draft and final full Phase 1 technical reports of the survey results shall be completed in accordance with the state’s Guidelines, 1998 as amended and NPS standards described above. Any new geoarcheological data will be summarized in the body of the report and the full geoarcheological technical memo will be included in the report as an appendix. Should NRHP eligible or potentially eligible resources be identified, the Contractor will make recommendations for Phase II NRHP-evaluation testing and propose a work plan to complete the investigations in consultation with the NPS.

At the completion of the fieldwork, any recovered artifacts will be analyzed, along with any other data collected in the field. The Contractor will process the artifacts and accompanying field notes, records, maps, photographs, and any other forms of original documentation, for curation at the NPS designated facility, according to NPS standards stipulated in the ARPA permit. At the completion of the survey, archeological resources will be documented on NPS Archeological Sites Management Information System (ASMIS) site forms including recommendations on NRHP eligibility or potential eligibility will be prepared. Contractor will consult with NPS regional and park archeologists before draft and final sites forms are submitted to Florida SHPO.

If the Assessment of Effects determines that the undertaking cannot avoid causing adverse effects to eligible or potentially eligible resources, consultation with the SHPO and NPS will be needed to determine appropriate mitigation treatment(s) and codified in a Memorandum of Agreement (MOA). Potential mitigations include but are not limited to Phase III data recovery archeological excavations. No Phase III investigations will proceed without SHPO and NPS consultation and an additional ARPA permit.

• *Deliverables:*

*1. Phase 1B site investigations, 2. GIS mapping and 3. Draft and final geoarcheological technical memo, if required, work plan for Phase IB identification survey*

*Subtask 15D: Assessment of Effect Documentation Draft 1 for NPS Review* In accordance with the Advisory Council on Historic Preservation (ACHP) regulations implementing Section 106 of the NHPA (36 CFR 800), impacts to cultural resources shall be identified and evaluated by: (1) determining the APE, taking into account the potential for both direct and indirect (e.g. visual) effects on any cultural resources that may be present within the APE; (2) identifying cultural resources present in the APE that are either listed in or eligible to be listed in the NRHP; (3) applying the criteria of adverse effect to these cultural resources; and (4) considering ways to avoid, minimize or mitigate adverse effects. If needed, the Contractor shall be prepared to attend and facilitate one (1) onsite meeting with consulting parties, SHPO, etc. in conjunction with preparing this documentation. The Contractor shall prepare transmittal cover letters for traditionally associated tribes and SHPO.

• *Deliverables:*

*1. One electronic copy in MS Word format 2. Draft transmittal cover letters*

*Subtask 15E: Assessment of Effect Final Report* The Contractor shall prepare a final report that has been revised to address review comments provided on the NPS Review Draft. Submittal will include transmittal letters to the SHPO and Tribes.

• *Deliverables:*

*1. One electronic copy in MS Word format*

*2. One print-ready report in PDF*

*3. Final transmittal cover letters*

*4. Associated Final GIS data (ESRI file geodatabase format or shapefile format) with NPS attribute tables, and geospatial metadata following FGDC format 5. Site forms following NPS and SHPO standards and associated maps*

**Preparation of Section 106 Memorandum of Agreement** *Subtask 15F. Memorandum of Agreement or Programmatic Agreement Draft 1 for NPS Review* The Contractor shall prepare a review draft in compliance with 36 CFR 800.

• *Deliverables:*

*1. One electronic copy in MS Word format*

*Subtask 15G. Memorandum of Agreement or Programmatic Agreement Draft 2 for Consulting Party Review* The Contractor shall prepare a draft document that has been revised to address review comments provided on Draft 1. The Contractor shall assume one revision based on project team comments.

• *Deliverables:*

*1. One electronic copy in MS Word format 2. Three paper copies and four electronic PDF copies on CD ROM (distribution to be determined by the NPS prior to submittal)*

*Subtask 15H. Memorandum of Agreement or Programmatic Agreement Draft 3 for Consulting Party Review* The Contractor shall prepare a draft document with a draft transmittal letter to consulting parties that has been revised to address review comments provided on Draft 2. The Contractor shall assume one revision based on project team comments and a minimum of two conference calls to address outstanding any issues or concerns.

• *Deliverables:*

*1. One electronic copy in MS Word format Subtask 15I. Memorandum of Agreement or Programmatic Agreement Final for Signature*

The Contractor shall prepare a final document with a draft transmittal letter to the signatories, which has been revised to address review comments provided on the Draft 3. The Contractor shall email to NPS an electronic copy in MS Word format and PDF formats.

• *Deliverables:*

*1. One electronic copy in MS Word format and camera-ready PDF. NPS will be responsible for printing and distributing the final document, but the Contractor shall be prepared to assist with agency follow-up to obtain final signatures.*

**PART 4. Compliance with Endangered Species Act of 1973**

This part will be completed concurrently with parts 2 & 3.

**Task 16. Natural Resource Surveys** *Subtask 16A. Wildlife and Botanical Desktop Surveys* The Contractor shall perform a detailed review of all previous natural resource survey reports performed to date within and adjacent to the roadway corridor project areas and provide feedback on the accuracy and comprehensiveness of these reports as they relate to the project areas. This includes conducting “desktop” surveys of applicable databases, including but not limited to the US Fish and Wildlife (USFWS) Information for Planning and Consultation (IPac) database and conduct mapping exercises using aerial imaging. The Contractor shall prepare a report that summaries this review. If the NPS determines that additional wildlife and botanical surveys are required for this project, a modification to the contract will occur.

• *Deliverable:*

*1. Summary report of review and findings of existing natural resource surveys as they relate to the roadway corridor project areas.*

*Subtask 16A-1. Wildlife and Botanical Field Surveys (Option)* If the NPS determines that natural resource field surveys are necessary, the Contractor shall perform field surveys for Federally and State-listed Threatened, Endangered, Proposed and Candidate wildlife and plant species, State/Park Species of Concern, and non-native plants (if available) in the roadway corridor project areas, as determined necessary by NPS. The COR shall provide the Contractor with a list these species for which surveys are needed. Contractor should assume surveys would be conducted during the appropriate season to be determined by the Park.

• *Deliverables:*

*1. Electronic field reports/memos that document Species of Concern and Federally and State-listed Threatened, Endangered, Proposed and Candidate species located, quantities, potential for impact, maps, GIS data, site conditions, photos, and other pertinent attributes. Data shall be collected according to protocols and provided in the format designated by GUIS.*

*Subtask 16B. Biological Assessment (Option)* If it is determined there are Federally listed wildlife and/or plant species in the roadway corridor project areas, the Contractor shall prepare a Biological Assessment (BA) to assess effects to the species from the actions analyzed in the EA. The BA may be a separately identifiable document prepared in accordance with USFWS guidance and Section 7 of the ESA. The contents of the BA shall include results of on-site inspections determining the presence of listed or proposed species, and an analysis of the likely effects on the species or habitat based on biological studies, literature reviews, and views of subject experts. The BA shall also describe any known unrelated future non-federal activities ("cumulative effects") reasonably certain to occur within the action areas that are likely to affect the species. The BA should address all listed and proposed species found in the action areas, not just those listed and proposed species that are likely to be affected. The BA should provide a determination statement of affect for listed species following USFWS guidelines. The NPS shall consult with the USFWS per Section 7 of the ESA. The Contractor shall reference the consultation results in the decision document and provide copies of appropriate correspondence as an appendix. Specific deliverables follow:

*BA Outline* The Contractor shall prepare an annotated outline of the BA in accordance with the format and requirements of Section 7 of the ESA. The outline shall be annotated with subheadings to facilitate discussion of preliminary content of the BA.

• *Deliverable:*

*1. One electronic copy in MS Word format. The Contractor shall assume two revisions.*

*ESA Section 7 Consultation* This shall include assisting with identifying regulatory requirements, participating in consultation conference calls, drafting and finalizing meeting agendas, taking meeting notes, drafting and finalizing consultation letters, and drafting BA transmittal letters.

• *Deliverables:*

*1. Draft and final draft consultation meeting agendas and notes in MS Word and PDF format.*

*2. Draft ESA Section 7 consultation and BA transmittal letters for review by NPS in MS Word format. The Contractor shall assume two revisions.*

*BA 1st Draft (NPS Review)* The Contractor shall prepare preliminary draft documents for review and approval. The Contractor shall discuss with the COR prior to document preparation where deviations from the outline may be appropriate.

• *Deliverable:*

*1. One electronic copy in MS Word format*

*Final BA (Public Review)* The Contractor shall prepare a final BA, that has been revised to address review comments provided on the 1st draft, and NPS will submit it to the USFWS. The Contractor shall also submit a track changes version of the revisions from the second review to the COR electronically.

• *Deliverables:*

*1. One electronic copy in MS Word format 2. One electronic copy in PDF format, with NPS comments addressed*

**PART 5. Compliance with Clean Water Act of 1972**

This part can be completed concurrently to Parts 2, 3 and 4. **Task 17. Conduct Wetland Study** *Subtask 17A. Wetlands Desktop Survey* The Contractor shall perform a detailed review of all previous natural resource survey reports performed to date within and adjacent to the roadway corridor project areas and provide feedback on the accuracy and comprehensiveness of these reports as they relate to the project areas. This includes conducting “desktop” surveys of applicable databases, including but not limited too National Wetlands Inventory maps for wetland locations (e.g. http://www.fws.gov/wetlands) and conduct mapping exercises using aerial imaging. The Contractor shall prepare a report that summaries this review. If the NPS determines that additional wetland surveys are required for this project, a modification to the contract will occur.

• *Deliverable:*

*1. Summary report of review and findings of existing wetlands surveys as they relate to the roadway corridor project areas. (Can be combined with the natural resource report described in Subtask 16A).*

*Subtask 17A-1. Wetland Delineation (Option)* If the NPS determines that wetland surveys are necessary, the Contractor shall conduct a wetland delineation and prepare a wetland delineation report and associated wetland geodatabases sufficient to meet the unique requirements contained in NPS DO-77.1 standards for all sites, and U.S. Army Corps of Engineers (USACE) standards for sites in Florida.

The Contractor shall consult with the appropriate Federal regulatory agencies (USACE District, USFWS, Environmental Protection Agency), state agencies, NPS Water Resources Division, and GUIS staff. Contractor must be a certified wetland delineator.

The Contractor shall acquire and review all existing preliminary data needed prior to the site visit. This may include; topographical maps, National Wetland Inventory maps, NCSS soil surveys, technical publications, aerial photographs, and other existing information necessary for determining the potential locations of wetlands within the different project boundaries and for evaluating their soil, hydrology, vegetation, and related characteristics.

The Contractor shall provide an archeological monitor for field investigations if required by NPS. The Contractor shall coordinate a field review of all surveyed wetland features under this subtask with the NPS Regional Wetland technical lead for this project prior to final submittal of the wetlands reports

• *Deliverables:*

*1. One copy of each report and associated wetland geodatabase to the NPS. Digital copies shall include raw data as .shp files and formatted PDF versions. The Contractor shall submit the Draft in electronic format. The Contractor shall develop conclusions and recommendations. 2. The Contractor shall submit a final Wetlands Delineation report and associated wetland geodatabase with comments incorporated within 14 days of receiving NPS comments on the draft reports.*

**Task 18. Preparation of a Wetlands Statement of Findings**

*Subtask 18A. Wetland Statement of Findings Outline* The Contractor shall prepare a Wetland Statement of Findings (WSOF) which will be based on potential impacts to wetlands. The Contractor shall prepare an annotated outline of the document in accordance with the format and requirements of DO-12. The outline shall be annotated with subheadings to facilitate discussion of preliminary content of the WSOF. An example of an NPS WSOF outline will be provided to the Contractor. The Contractor shall discuss with the COR prior to document preparation where deviations from the outline may be appropriate. The Contractor shall assume one revision if the first draft is of acceptable quality to the COR.

• *Deliverables:*

*1. Draft WSOF in PDF format 2. Final WSOF with NPS comments addressed in PDF format*

*Subtask 18B. WSOF 1st Draft (NPS Review):* The Contractor shall prepare a 1st Draft for review in MS Word format that will be lined and numbered, for review by the NPS. The Contractor shall also submit a comment matrix to track NPS comments.

• *Deliverable:*

*1. One electronic copy in MS Word format*

*Subtask 18C. WSOF 2nd Draft (Regional and/or Water Resources Division Review):* The Contractor shall prepare a 2nd Draft for review that has been revised to address review comments provided on the 1st Draft. The Contractor shall also submit a track changes version of the revisions to the COR electronically.

• *Deliverable:*

*1. One electronic copy in MS Word format with NPS comments addressed from 1st draft*

*Subtask 19D. WSOF 3rd Draft and Final for Public Review:* The Contractor shall prepare a 3rd Draft and Final WSOF for public review that has been revised to address comments provided on the previous drafts. The Contractor shall also submit a track changes version of the revisions from the previous reviews to the COR.

• *Deliverable:*

*1. One electronic copy in PDF format for publication*

*2. One electronic copy in PDF format for signature*

**Task 19. Preparation of a Floodplain Statement of Findings**

*Subtask 19A. Floodplain Desktop Survey* The Contractor shall perform a detailed review of all previous natural resource survey reports performed to date within and adjacent to the project areas and provide feedback on the accuracy and comprehensiveness of these reports as they relate to the roadway corridor project areas. This includes conducting “desktop” surveys of applicable databases, including but not limited National Wetlands Inventory maps for wetland and floodplain locations and conduct mapping exercises using aerial imaging. The Contractor shall prepare a report that summaries this review. If the NPS determines that additional surveys are required for this project, a modification to the contract will occur.

• *Deliverable:*

*1. Summary report of review and findings of existing floodplain surveys as they relate to the roadway corridor project areas. (Can be combined with the natural resource report described in subtasks 16A and 17A).*

*Subtask 19A-1. Floodplain SOF Outline* The Contractor shall prepare an annotated outline of the Floodplain Statement of Findings (FSOF) in accordance with the format and requirements of DO-77-2. The outline shall be annotated with subheadings to facilitate discussion of preliminary content of the FSOF. An example of an NPS FSOF outline will be provided to the Contractor. The Contractor shall discuss with the COR prior to document preparation where deviations from the outline may be appropriate. The Contractor shall assume one revision if the first draft is of acceptable quality to the COR.

• *Deliverable:*

*1. One electronic copy in MS Word format*

*Subtask 19B. FSOF 1st Draft (NPS Review)* The Contractor shall prepare a 1st Draft for review in MS Word format that will be lined and numbered, for review by the NPS. The Contractor shall also submit a comment matrix to track NPS comments.

• *Deliverable:*

*1. One electronic copy in MS Word format*

*Subtask 19-C. FSOF 2nd Draft (Regional and/or Water Resources Division Review)* The Contractor shall prepare a 2nd Draft for review that has been revised to address review comments provided on the 1st Draft. The Contractor shall also submit a track changes version of the revisions to the COR.

• *Deliverable:*

*1. One electronic copy in MS Word format with NPS comments addressed from 1st draft*

*Subtask 19D. FSOF 3rd Draft and Final for Public Review* The Contractor shall prepare a 3rd Draft and Final FSOF for public review that has been revised to address comments provided on the previous drafts. The Contractor shall also submit a track changes version of the revisions from the previous reviews to the COR.

• *Deliverable:*

*1. One electronic copy in PDF format for publication 2. One electronic copy in PDF format for signature*

**PART 6. Project Administration**

**Task 20. Communication** *Subtask 20A: Project Status Calls*

The Contractor shall participate in status calls scheduled biweekly for the duration of the project. The Contractor shall provide the COR with agenda items for the calls based on the outstanding issues and action items identified on previous calls. The Contractor shall provide a concise written summary of each call (in electronic format) to the COR within five working days of each call, including tracking outstanding issues and action items. It is expected that there would be no fewer than 12 bi-weekly call over the life of the project.

• *Deliverables:*

*1. Draft Call Notes x 12 2. Final Call Notes x 12*

*Subtask 20B: Project Decision File*

The Contractor shall be responsible for creating and maintaining a complete project decision file for the project that will be used to document the agency’s decision-making process. The NPS can audit the project decision file at any time during this process. The project decision file shall be compiled as documents are generated or received during the decision-making process, making it a contemporaneous record of the decision. The Contractor shall maintain a project decision file for documents related to the project using Microsoft Excel. The Contractor shall refer to the *Compiling a Decision File for NEPA Reviews* guidance contained in the NPS NEPA Handbook Supplemental Guidance issued in September 2015 on how to properly prepare a decision file (https://www.nps.gov/subjects/nepa/upload/SupplementalGuidance\_Decision-File\_-9- 2015\_Final\_accessible.pdf) and https://www.nps.gov/subjects/nepa/policy.htm.

All literature used in the development of the EA shall be included in the project decision file. If the literature is part of a larger book/compilation, the relevant pages and/or sections shall be photocopied or scanned and put into the project decision file. If information used in the development of the EA is obtained from the internet, the Contractor shall save the web pages as PDF files to ensure information is available and entered into the project decision file. The Contractor shall ensure consistency between staff members in collecting, logging, and tracking documentation related to the project. The Contractor shall ensure quality assurance by comparing the information logged in the database with the document file. A complete version of every document in the project decision file shall be saved in electronic format (PDF). The project decision file shall be organized chronologically by date of the document, with the file name corresponding to the date and entry number in the database/spreadsheet (e.g., YYYYMMDD\_GUIS0001\_ROADSTUDY). The record shall be maintained throughout the project and kept current. The Contractor shall provide NPS with electronic copies of additions to the project decision file documents and an updated index on a quarterly basis. The index and all records shall be provided to the NPS as the final deliverable of this contract in an electronic format.

The Contractor shall assume maintenance of the project decision file under this task from the beginning of the period of performance through the end of the period of performance.

• *Deliverables*

*1. Creation and maintenance of the decision file 2. Monthly submissions of the decision file and index 3. Final decision file*

*Subtask 20C: Project Schedule* The Contractor shall be responsible for maintaining an up-to-date project schedule throughout the period of performance. The Contractor shall be responsible for updating this schedule monthly, or upon the request of the COR to reflect changes to the overall project schedule. The schedule should be maintained in MS Project.

• *Deliverables:*

*1. Monthly Schedule Updates x 6*

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**Task Description Prime Responsible Office Completion Date** Project Agreement Region 7/10/2020 Issue Request for Proposals DSC 7/10/2020 Receive Cost Proposals DSC 8/10/2020 Award Contract DSC 8/15/2020 Project Kickoff DSC August 2020 Value Analysis Workshop DSC December 2020 Public Scoping for EA DSC April 2021 Draft EA Release DSC June 2021 Complete Section 106 MOA- SHPO consultation Park July 2021 Obtain RD Signature Region August 2021 FONSI Region October 2021 Project Closeout DSC December 2021

**Figure 1. Project Areas Map**