

ATTACHMENT A: DRAFT PROPOSED SCOPE OF WORK

FORA has prepared this proposed scope of work to be used as a guide for consultants as they submit proposals for this Eastside Parkway Environmental Consultant Services Request for Proposals (RFP). Ten major tasks are outlined below to complete an Environmental Impact Statement/Environmental Impact Report (EIS/EIR) in accordance with the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements.

1. PROJECT KICK-OFF/ SCOPE REFINEMENT

The consultant is required to prepare for and attend a project kick-off meeting to facilitate timely completion of the EIS/EIR for FORA and to complete monthly progress reporting. In addition, this task includes scope refinement, project schedule, background information collection/review, monthly progress reporting, a Draft EIS/EIR outline, and communications procedures.

1.1 Kick-off Meeting

The purpose of the kick-off meeting is to set the scope of work and deliverables, establish communication procedures, confirm the project schedule, and identify needed project information and background material.

1.2 Data Collection

Consultant will obtain relevant background material from FORA and other sources.

1.3 Review Relevant Background Material

Consultant will review and analyze relevant background material. This includes reviewing previous environmental documents such as the Fort Ord Reuse Plan EIR. The consultant will analyze the background material in terms of its usefulness in preparing the Administrative Draft EIS/EIR and pursue any needed additional background information.

1.4 Monthly Progress Reporting

Consultant will provide monthly progress reports summarizing work accomplished, review status of draft documents, updates to schedule, and updates to action item assignments among consultant and FORA.

1.5 Draft EIS/EIR Outline

Consultant will complete a draft EIS/EIR outline to guide completion of the Administrative Draft EIS/EIR.

1.6 Communications Procedures

Consultant will set communications procedures for duration of their work.

Anticipated Deliverables:

- 1.1 *Kick-off meeting minutes, draft scope of work and draft deliverables list, draft communication procedures, draft project schedule, and list of information needs.*
- 1.2 *No deliverable.*
- 1.3 *No deliverable.*
- 1.4 *Monthly progress reports summarizing work accomplished, review status of documents, updated schedule, and action item assignments.*
- 1.5 *Draft EIS/EIR Outline*

2. PROJECT DESCRIPTION AND ALTERNATIVES

2.1 Project Goals and Objectives

Consultant will recommend project goals and objectives with cited reference to relevant background materials. Consultant will prepare draft project goals and objectives for FORA's review.

Relevant background material may include but is not limited to: 1997 Fort Ord Reuse Plan, the U.S. Army's 1993 Environmental Impact Statement (EIS), the 1997 Fort Ord Reuse Plan Final Environmental Impact Report (FEIR), and the 1996 Public Facilities Implementation Plan (PFIP).

2.2 Project Description

Consultant will write a draft project description defining all aspects of the project, including, but not limited to, project background, location, goals and objectives, planning and engineering details, limits of construction, affected properties and phasing (if any), construction schedule and equipment, graphics that illustrate the project plans, and anticipated permitting and approval actions. The project description will be based on the review of the Preliminary Initial Study Checklist (January 2012) and preliminary design plans (September 2012).

2.3 Draft Conceptual Alternatives

Consultant will work closely with FORA to develop draft conceptual alternatives descriptions as part of the EIS/EIR. The Project Alternatives Section of the EIS/EIR will identify and describe the proposed project, no project alternative, and two (2) additional alternatives that will be evaluated in the EIS/EIR. Other alternatives that were considered, but eliminated and therefore not evaluated, shall be identified and described.

Anticipated Deliverables:

- 2.1 *Draft project goals and objectives.*
- 2.2 *Draft project description.*
- 2.3 *Draft conceptual alternatives.*

3. Notice of Intent/Notice of Preparation (NOI/NOP), Scoping Meeting, and Summary of Comments

The general purpose of the NOI under NEPA and NOP under CEQA is to solicit guidance from appropriate regulatory agencies and interested parties concerning the scope and content of the environmental analysis contained in the EIS/EIR.

3.1 NOI/NOP

Consultant will prepare a draft NOI/NOP using available background material as references. Consultant will submit the draft NOI/NOP to FORA for review and comment prior to public distribution. The NOI/NOP will include a brief project description and identification of potential environmental impacts in accordance with CEQA and NEPA.

3.2 Scoping Meeting

Consultant will attend and facilitate one (1) public scoping meeting during the 30-day NOI/NOP public comment period. Consultant will prepare scoping meeting materials, including a PowerPoint presentation, agenda, comment cards, and other materials that may be required. Consultant will present information on the scoping meeting purpose, the general requirements of NEPA and CEQA and the environmental process overview, and anticipated project impacts.

3.3 Summary of Comments

After the public comment period, consultant will prepare a summary of NOI/NOP comments in table format, listing the environmental topics and issues specified in each comment letter.

Anticipated Deliverables:

- 3.1 *Draft and final NOI/NOP.*
- 3.2 *Attend and facilitate public scoping meeting. Scoping meeting materials including a presentation, agenda, comment cards, and other materials.*
- 3.3 *NOI/NOP comments summary in table format organized by environmental topics.*

4. Administrative Draft EIS/EIR

4. Prepare Administrative Draft EIS/EIR

Consultant will prepare an Administrative Draft EIS/EIR for review by FORA. Consultant will assure that the EIS/EIR complies with local, state, and federal environmental requirements. A general outline of the Administrative Draft EIS/EIR sections include the following:

- 1.1 Introduction
- 1.2 Description of Proposed Project and Alternatives
- 1.3 Affected Environment
- 1.4 Environmental Consequences
- 1.5 Other Required NEPA and CEQA Analyses
- 1.6 Consultation and Coordination
- 1.7 List of Preparers
- 1.8 EIS/EIR Distribution and Noticing
- 1.9 Acronyms, Abbreviations, and Glossary
- 1.10 References

This scope of work assumes that the existing geotechnical and hydrology reports are sufficient for the EIS/EIR analysis. Consultant shall include an update to the January 2012 Biological Resources Report. Traffic and Circulation Report and Civil Engineering support will be provided by Whitson Engineers. Remaining technical studies and/or updates to existing technical studies that would be part of Consultant's scope of work include: Air Quality and Greenhouse Gas Emissions, Cultural Resources, Forest Resources, and Noise and Ground Borne Vibration.

Anticipated Deliverables:

4. *Electronic version (in .docx and .pdf format) of the Administrative Draft EIS/EIR and its appendices (including technical studies) to FORA. Consultant will schedule one round of comments on significant concerns regarding content and structure on the Administrative Draft EIS/EIR.*

5. Screencheck Draft EIS/EIR

5. Prepare Screencheck Draft EIS/EIR

Consultant will revise the Administrative Draft EIS/EIR based on comments received from FORA. After revisions, consultant will distribute the Screencheck Draft EIS/EIR to FORA for review. Screencheck Draft means that the document review is primarily focused on clarity, grammar, spelling, and minor issues.

Anticipated Deliverables:

5. *Electronic version (in .docx and .pdf format) of the Screencheck Draft EIS/EIR and its appendices (including technical studies) to FORA. Consultant will schedule one round of comments on the Screencheck Draft EIS/EIR.*

6. Public Draft EIS/EIR

6.1 Prepare Public Draft EIS/EIR

Consultant will revise the Screencheck Draft EIS/EIR after receiving comments from FORA. Upon completing revisions, consultant will provide ten (10) hard copies of the Public Draft EIS/EIR and thirty (30) compact discs (CDs) for public distribution. FORA will circulate the Public Draft EIS/EIR to the distribution list. Consultant will complete NEPA/CEQA notices, filing, and postings. The Notice of Availability will include the scheduled public meeting time and location. FORA will assist consultant in posting requirements by routing the notice to local publications.

6.2 Public Meeting

During the public review period for the Public Draft EIS/EIR, consultant will prepare for and attend a public meeting facilitated by FORA. Consultant will prepare documentation of the public meeting and Public Draft EIS/EIR circulation, including the Record of Public Meeting and Record of Draft EIS/EIR Circulation. Consultant will prepare public meeting materials, including PowerPoint presentation and maps.

Anticipated Deliverables:

- 6.1 *Ten (10) hard copies and thirty (30) CDs (.pdf and .html format) of the Public Draft EIS/EIR, CEQA/NEPA required notices, filings, and postings. Powerpoint of Presentation Material.*
- 6.2 *Attendance at the scheduled public meeting. Documentation of the public meeting and Public Draft EIS/EIR circulation. Public meeting materials, including PowerPoint presentation and maps.*

7. Responses to Comments and Administrative Draft Final EIS/EIR

7. Administrative Draft Final EIS/EIR

When the Public Draft EIS/EIR comment period has closed, consultant will review comments with FORA. Consultant will draft responses to public comments. Due to the potential of a high degree of public interest, consultant should plan to review and respond to extensive public comments for this task.

Consultant will revise the Public Draft EIS/EIR regarding content and structure and provide an electronic Administrative Draft Final EIS/EIR (*in .docx and .pdf format*) to FORA. Revised Draft shall track changes, and consultant shall provide a list of changes identifying the specific change and location.

Anticipated Deliverables:

7. *Electronic version (in .docx and .pdf format) of the Administrative Draft Final EIS to FORA. Consultant will schedule one round of comments on the Administrative Draft Final EIS/EIR, track changes, and provide an Executive Summary of the changes to FORA.*

8. Draft Mitigation Monitoring and Reporting Program and Screencheck Draft Final EIS/EIR

8.1 Draft Mitigation Monitoring and Reporting Program

Consultant will complete a Draft Mitigation Monitoring and Reporting Program (MMRP) in compliance with NEPA and CEQA. Consultant will distribute the Draft MMRP to FORA for review.

8.2 Screencheck Draft Final EIS/EIR

Consultant will revise the Administrative Draft Final EIS/EIR based on comments received from FORA. After revisions, consultant will distribute the Screencheck Draft Final EIS/EIR to FORA for review. Revised Screencheck Draft shall track changes, and consultant shall provide a list of changes identifying the specific change and location.

Anticipated Deliverables:

- 8.1 *Electronic version (in .docx and .pdf format) of the Draft MMRP to FORA. Consultant will schedule one round of comments on the Draft MMRP.*
- 8.2 *Electronic version (in .docx and .pdf format) of the Screencheck Draft Final EIS/EIR. Consultant will schedule one round of comments on the Screencheck Draft Final EIS/EIR. Consultant shall provide Executive Summary of Changes in Powerpoint format.*

9. Final EIS/EIR

9.1 Prepare Final EIS/EIR

Consultant will revise the Screencheck Draft Final EIS/EIR after receiving comments from FORA. Upon completing revisions, consultant will provide ten (10) hard copies of the Final EIS/EIR and thirty (30) compact discs (CDs) for public distribution. (FORA will circulate the Final EIS/EIR to the distribution list and complete required filings and postings.)

9.2 NEPA/CEQA process review and advice

Consultant will provide up to thirty (30) hours of support services to FORA as it finalizes the NEPA/CEQA process. These services will include review of a staff report, draft resolution, and other items as identified by FORA such as a Notice of Determination (NOD).

9.3 FORA Board Meetings

Consultant will prepare materials for and participate in up to two (2) FORA Board meetings. Consultant will review and/or prepare materials in support of the presentation. FORA staff will present the Final EIS/EIR item to the Board. However, consultant will be prepared to address questions from the Board of Directors and members of the public upon request.

Anticipated Deliverables:

- 9.1 *Ten (10) hard copies and thirty (30) CDs (.pdf and .html format) of the Final EIS/EIR.*
- 9.2 *Up to thirty (30) hours of support services to FORA's NEPA/CEQA process.*
- 9.3 *Review of material and/or prepare materials in support of up to two (2) presentations to the FORA Board. Participation in up to two (2) presentation to the FORA Board.*

10. **Additional Meetings**

As directed by FORA, consultant will provide up to one hundred and sixty (160) staff hours of meetings and/or meeting preparation to facilitate completion of this work. FORA will draft meeting agendas and keep track of follow-up assignments in a task list table. Consultant, will review agendas and task list tables before and after meetings.

Anticipated Deliverables:

10. *One hundred and sixty (160) staff hours of meetings or meeting preparation to further completion of the scope of work.*