

STATEMENT OF WORK

Environmental Planning and Historic Preservation Compliance New Construction Project: Fire Station #19

I. Purpose:

The purpose of this contract is to provide professional services to assist the Winston-Salem Fire Department, as the recipient of Federal grant funding from the Federal Emergency Management Agency (FEMA), in meeting environmental planning and historic preservation (EHP) compliance requirements. Contractor shall assist the Winston-Salem Fire Department in meeting the requirements of Federal EHP laws and Executive Orders (EO), including but not limited to, the National Environmental Policy Act (NEPA) and FEMA's regulations for implementing NEPA at 44 CFR Part 10; Section 106 of the National Historic Preservation Act (NHPA) and implementing regulations at 36 CFR Part 800; the Endangered Species Act (ESA); the Clean Water Act (CWA); the Farmland Protection Policy Act (FPPA); EO 11988 – Floodplain Management; EO 11990 – Protection of Wetlands; EO 12898 – Environmental Justice, and other applicable EHP requirements including those addressing hazardous materials. Specifically, these services are needed to assist with the selection and evaluation of proposed project site alternatives, the identification of EHP resources present at or in the vicinity of project sites, the evaluation of a project's potential impact on EHP resources, the preparation of EHP documents and analyses, such as Environmental Assessments (EA) and Memoranda of Agreements (MOA), and development of plans for public involvement.

II. Performance Period:

Please include in the submittal, a detailed schedule with milestones, anticipated scope, schedule and fee.

III. Background:

Under the American Recovery and Reinvestment Act of 2009 (ARRA), FEMA is providing grant funding to non-Federal fire departments and State and local governments through its Fire Station Construction Grant Program (SCG) for the construction, renovation, or modification of fire stations. The Winston-Salem Fire Department is a recipient of SCG grant funding and is seeking to construct a new one story brick fire station at 4430 Glenn Hi Road, Winston-Salem, NC. As recipients of SCG funding, grantees must comply with Federal EHP requirements as a condition of the grant award. This contract provides professional services to assist the Winston-Salem Fire Department in meeting the various Federal EHP compliance requirements for construction of the new facility.

IV. Contract Tasks/Deliverables:

The following are specific tasks the Winston-Salem Fire Department anticipates requiring under this contract:

1. NEPA Compliance – For site selected, the contractor will assist the Winston-Salem Fire Department with the NEPA process. This includes preparation of an EA and Finding of No Significant Impact that meet NEPA and FEMA's standards, and coordinating appropriate

public involvement. In preparing the EA, review and compliance for other EHP resources/laws may be required as outlined below.

2. Other EHP Law/Resource Evaluations and Agency Coordination – For selected site, the contractor may be required to assist with or conduct more in-depth analyses related to some or all of the following:
 - Phase I (or II) archeological resources evaluation and coordination with the State Historic Preservation Office
 - Phase I Environmental Site Assessment to determine potential presence of hazardous materials
 - Biological evaluations for threatened and endangered species, migratory birds, critical habitat and essential fish habitat; in coordination with the US Fish and Wildlife Service, National Marine Fisheries Service, and State fish and game agency
 - Demographic evaluations for impacts to minority and low income populations
 - Floodplain and wetland evaluations
 - Water resources permitting
 - Soils evaluation for impacts to prime and unique farmlands
 - Noise impact evaluation for adjacent/nearby noise sensitive facilities
 - Traffic impact studies

Because the EHP documentation prepared by the contractor will need to be reviewed and approved by FEMA, contractor must coordinate with the Winston-Salem Fire Department and FEMA staff throughout the NEPA process, with particular emphasis on identifying site-specific EHP issues, consultation with resource agencies, review of draft EHP documents (e.g., EA, MOA), and plans for public involvement. Contractor will be provided with appropriate points of contact in FEMA's Assistance to Firefighter's Grant Program (which oversees the SCG) and FEMA's Office of Environmental Planning and Historic Preservation.

V. Contractor Staff Qualifications:

Those providing services under this contract must be experts in specific EHP resource/issue areas and have a broad knowledge of the NEPA process. It is preferable that those providing service have experience with the State's own EHP resource and regulatory agencies and offices. Please provide your firm's specific expertise in the following areas:

- NEPA (National Environmental Policy Act) compliance
- ESA (Endangered Species Act) Section 7 consultations and preparation of biological assessment
- NHPA (National Historic Preservation Act) Section 106 consultations – historic property identification and evaluation and determinations of effect for archeological resources and above- ground historic properties
- Environmental Site Assessments to evaluate for toxic and hazardous materials
- EO 12898 – evaluate effects to low income and minority populations
- EO 11988 (Flood Plain Management) – conduct FEMA's eight-step process
- EO 11990 (Protection of Wetlands) – conduct FEMA's eight-step process
- CWA (Clean Water Act) Sections 401 and 404 – wetlands delineation, permitting, mitigation, and coordination with the US Army Corps of Engineers and State water resource agency
- FPPA (Farmland Protection Policy Act) – identification of prime and unique farmland, evaluation of impacts, and coordination with the Natural Resources Conservation Service

- Public Involvement – arranging for newspaper notice publication (one publication in Winston-Salem Journal legal section), preparation for and professional facilitation of public meetings (if necessary).

VI. Schedule and Reporting Requirements:

Contractor shall submit weekly status reports outlining progress completed the previous week. The schedule of deliverables and milestones is as follows:

- Contract kick-off (including conference call with city representatives and FEMA)
- On-site evaluations (including coordination with FEMA)
- Resource agency coordination
- Draft EA
- Public involvement
- Final EA

VII. Contract Deliverables:

- Electronic and hardcopy report of on-site evaluations
- Drafting scoping letters
- Drafting consultation letters
- Resource evaluations (as determined by site such as Biological Assessment/Phase I Environmental Site Assessment/archeological survey report)
- Electronic draft EAs and FONSI
- Electronic draft MOAs
- Arranging for public notice (public meeting(s), newspaper notice(s))
- Electronic and hardcopy final EA
- Electronic and hardcopy MOA

VIII. Coordination:

Project Manager and contact information: Russell W. Byrd, P.E. Building Projects Engineer, Voice 336-747-6830, Mobile 336-414-0714, Fax 336-748-3173, russellb@cityofws.org