

EXAMPLE SCOPE OF SERVICE

Environmental Documents

Below are examples of the scope and deliverables for each of the five (5) categories of environmental services an LPA may contract services.

1. Preparation of the NEPA Determination Form and Resource Reviews

- Prepare a Biological Evaluation Form and submit it to the NDOR LPD Project Coordinator. Include a project description and identify all construction activities the project would require. Wetland and stream impacts must be included in the Biological Evaluation Form.
- Prepare a Section 106 Concurrence Request Form and submit it to the NDOR LPD Project Coordinator. Include a project description and identify all construction activities the project would require.
- Using the NEPA Determination Form and guidelines, review relevant resources. Some resources will likely require more evaluation than others. The following resources are considered to require evaluation: Hazardous Materials, required Right of Way acquisition and easements (temporary and permanent), Section 106 cultural and historic resources, Section 4(f) resources (e.g. parkland and wildlife refuges), wetlands, streams, floodplain, threatened and endangered species, and farmland.
- Complete a database search of the project area using the Nebraska Department of Environmental Quality Interactive Mapping Tool to identify any hazardous material sites in the project area. If any sites are identified in the project area further record review may be required.
- If there is any farmland located in the project area, then prepare an NRCS Farmland Conversion Form AD-1006 and perform coordination with NRCS.
- Complete the NEPA Determination Form (supported by figures and other supplemental information such as resource agency correspondence) and submit form for NDOR review and approval.
- Address NDOR and FHWA comments on the NEPA Determination Form.

- The consultant shall prepare a Green Sheet for the project once all required NEPA documents are approved. The Green Sheet shall not be submitted to NDOR until all environmental permits have been received (e.g. NPDES Permit, 404 Permit, Floodplain Permit). All NEPA documents, permits and concurrences for the project must be attached to the Green Sheet and submitted to NDOR for review and approval.
- The consultant may be required to revise the Green Sheet if NDOR has any comments.
- One kick-off meeting, and two additional meetings are anticipated. The consulting firm will prepare agendas and prepare meeting notes of these meetings.

2. Preparation of a Categorical Exclusion Document and Resource Reviews

- If it is determined, by NDOR and FHWA, the project requires a Categorical Exclusion (CE) Form then the consultant shall prepare a CE Form. The consultant shall obtain all Agency Concurrences and produce supplemental information to attach to the CE Form. Figure and resource maps will also be required to be attached to the CE Form and produced or obtained by the consultant. The final CE Form and attachments shall be sent to NDOR for review and approval.
- Revisions to the CE Form and attachments may be required to respond to NDOR and FHWA comments.
- The consultant shall prepare a Green Sheet for the project once all required NEPA documents are approved. The Green Sheet shall not be submitted to NDOR until all environmental permits have been received (e.g. NPDES Permit, 404 Permit, Floodplain Permit). All NEPA documents, permits and concurrences for the project must be attached to the Green Sheet and submitted to NDOR for review and approval.
- The consultant may be required to revise the Green Sheet if NDOR has any comments.

3. Preparation of a 4(f) De Minimis Determination, a 4(f) Exemption Document, or a 4(f) Programmatic Agreement

- If it is determined that there is a 4(f) property in the project area then a 4(f) Exemption or a 4(f) De Minimis Determination may be required for the project.
- If the 4(f) impact meets the criteria for a 4(f) exemption identified in CFR Title 23, 774.13, then a 4(f) Exemption Letter may be used to address the 4(f) impact. The entity with jurisdiction over the 4(f) property will need to agree with the 4(f) exemption request and then the request must be sent to NDOR for processing and

FHWA approval. It may be required to revise the document if NDOR or FHWA have any comments.

- If the 4(f) impact cannot meet the exemption criteria then a 4(f) De Minimis Form may be used to address the 4(f) impact. The form requires public involvement to occur prior to the approval of the form. The form also requires map attachments showing the property impacts to the 4(f) property. NDOR and FHWA will have to approve the 4(f) De Minimis Form. It may be required to revise the document if NDOR or FHWA have any comments.

Note: The 4(f) De Minimis Form is available on the NDOR Website at the following link: <http://www.roads.nebraska.gov/gov-aff/downloads.htm>.

4. Preparation of a Reevaluation (or supplemental to existing) Programmatic Categorical Exclusions (PCE), Categorical Exclusions (CE), Environmental Assessment (EA), or Environmental Impact Statement (EIS) NEPA Documents

- The consulting firm shall prepare a reevaluation of the environmental document.
- The consultant shall produce all figures and supplementary information needed as attachments for the reevaluation form.
- The consulting firm shall obtain all environmental permits and concurrences for the reevaluation and coordinate through NDOR as required.
- The consulting firm shall prepare a green sheet for the project once the reevaluation form is approved by all required parties. The Green Sheet shall not be sent into NDOR for approval until all environmental permits are obtained and are attached to the Green Sheet.
- It may be required to address NDOR and/or FHWA comments on the reevaluation form and revise the document to satisfy their comments.

5. Perform a Wetland Delineation, a Preliminary Wetland Determination, or a Desktop Wetland Determination

Note: The person completing the wetland determination and/or delineation for the project must meet the qualifications in the wetland guidance found on the NDOR website at the following link: <http://www.roads.nebraska.gov/gov-aff/downloads.htm>.

- Complete a desktop wetland review for the project. Document this review by completion of the Wetland Determination Checklist which is available at the following weblink: <http://www.roads.nebraska.gov/gov-aff/downloads.htm>.

- If the desktop wetland review indicates there could be wetland or stream impacts then complete a wetland delineation and prepare a delineation report which states wetland and stream impacts.
- Create a figure which shows the wetland and stream impacts based on the project design plans
- Prepare a 404 Permit Application and obtain a 404 Permit for the project (if the project requires one).

6. Project Management

- The consulting firm will require hours for project management activities to complete the environmental documents they are contracted to prepare.