

SEVEN COUNTY INFRASTRUCTURE COALITION

REQUEST FOR PROPOSAL

THIRD-PARTY NEPA PROCESS SERVICES

FOR

EASTERN UTAH REGIONAL CONNECTION

July 22, 2020
(Revised August 4, 2020)

**Seven County Infrastructure Coalition
Eastern Utah Regional Connection 3rd-Party NEPA Consultant
Request for Proposal
July 22, 2020**

Introduction

The Seven County Infrastructure Coalition (the “Coalition” or “Applicant”) is an independent political subdivision of the State of Utah. Members of the Coalition include Carbon, Daggett, Duchesne, Emery, San Juan, Sevier, and Uintah Counties. It requests proposals for a qualified consultant to complete the environmental documentation process to make the Eastern Utah Regional Connection (EURC or project) ready to construct, should the applicant’s right-of-way application be approved. The proposed project would construct 35 miles of paved year-round roadway linking Seep Ridge Road in southern Uintah County, Utah to Interstate 70 (I-70) at the existing Cisco/Danish Flat interchange (at I-70 Exit 214) in Grand County, Utah. A significant portion of the project would require right-of-way across land administered by the Bureau of Land Management (BLM).

North-south vehicular travel between Seep Ridge Road and I-70 is currently provided by existing dirt roads, including Book Cliffs/Hay Canyon Road and East Canyon Road. Historically, these dirt roads have been used for a variety of purposes, not limited to hunting, livestock grazing, oil and gas exploration, recreation, and general travel. These existing dirt roads are susceptible to weather events and inaccessible to many vehicle types and to visitors who are unfamiliar with the roads. With no easy way to travel between the population centers of eastern Utah, these areas have not been able to take advantage of regional commerce, collaboration, planning and development, tourism, or the general benefits of connectivity. The project seeks to enhance regional mobility and connectivity to safely connect people of eastern Utah, improve access to recreational opportunities, facilitate the movement of people and goods, and create regional synergies.

This project will allow the Coalition to fulfill its mission to plan and participate in the provisioning of public services.

Third-Party NEPA Consultant

The Coalition will seek authorization from the BLM to implement a transportation corridor. Other permits and approvals may be needed from federal, state, and local authorities. Compliance with the National Environmental Policy Act (NEPA) is required, and the Coalition anticipates that the project will require completion of an Environmental Document with the BLM serving as the lead agency. A project-related amendment of the BLM Moab Field Office Resource Management Plan (RMP) may be required to authorize the project. The environmental documentation for the project will rely on the BLM’s independent third-party contracting process. The BLM will have the responsibility to manage the NEPA process while the Consultant would be contracted through and paid by the Coalition. BLM approval of the independent Third-party Consultant is subject to the independent Third-party Consultant signing a disclosure statement that it has no financial interest in the outcome of the of applicant's proposal.

Once the independent Third-party Consultant has signed and returned the disclosure statement to the BLM, and the Applicant agrees to engage such independent Third-party Consultant, a Memorandum of Understanding (MOU) will be prepared, which the BLM, the Coalition, and the independent Third-party Consultant must agree upon and sign. The MOU will be the primary contract governing the relationship of the signatories and the provision of services for this project. The MOU, once signed by all parties, will supersede any statements or representations in this solicitation that are not in full agreement therewith. A Work Plan, describing the work to be performed by the independent Third-party Consultant, is prepared by the independent Third-party Consultant, in consultation with the BLM and the Coalition. The BLM has the authority to amend the scope of work and monitors the independent Third-party Consultant on a regular basis to ensure that the work is progressing efficiently and cost-effectively.

Request for Proposals

The Applicant has prepared this Statement of Work (SOW), in cooperation with the BLM, for a Third-party NEPA Consultant to prepare an Environmental Impact Statement (EIS) and potential project-related RMP amendment for the proposed right-of-way for the EURC. The SOW is organized in eight (8) tasks as shown below and description of each task (and associated subtasks) follow.

- Task 1. Project Start-Up and Project Management
- Task 2. Public Communications and Scoping
- Task 3. EIS Planning and Alternatives Development
- Task 4. EIS Development and Distribution
- Task 5. Public Comment Period for the Draft EIS
- Task 6. Response to Public Comments Following Availability of Final EIS
- Task 7. Prepare Record of Decision
- Task 8. Develop and Maintain Decision File

NOTE TO BIDDERS: Several tasks described in the SOW assume in-person agency or public meetings. Due to current and potentially enduring public health and safety restrictions surrounding the COVID-19 pandemic, the format of these meetings may need to be modified to comply with evolving state directives and to maintain public health and safety. For purposes of this RFP, technical and costs proposals should reflect the SOW tasks as described. However, additional costs, if any, anticipated for pandemic-related format adjustments for meetings (such as virtual meetings, etc.) should be noted along with rationale in the Third-party NEPA Consultant's Technical and Cost Proposals.

Scope of Work (Work Plan)

Task 1: Project Start-Up and Project Management

Task 1.1: Attend Project Kick-Off Meeting

The BLM will schedule a one (1)-day project kickoff meeting to include the BLM, the Applicant, and the Third-party NEPA Consultant. The kickoff meeting will be scheduled within ten (10) business days of contract award. The purpose of the meeting will be to (1) review the SOW and refine the Applicant's draft work plan and project schedule, (2) discuss roles and responsibilities, (3) discuss lines of communication, (4) and review available information.

Assumptions

- At a minimum, the project kickoff meeting should be attended in-person by the Third-party NEPA Consultant's Project Manager and NEPA Lead. If the Third-party NEPA Consultant suggests other attendees at that project kickoff meeting, it should be noted in the Third-party NEPA Consultant's technical and cost proposals with rationale.
- The one (1)-day project kickoff meeting will be held at the BLM Moab Field Office in Moab, Utah.
- The Third-party NEPA Consultant will prepare the meeting agenda and meeting summary, and will create and maintain an action item tracking list for the project.

Task 1.2: Finalize Project Planning and Agreement Documents

The Applicant will draft the preliminary project planning and agreement documents for review and finalization by the BLM and the Third-party NEPA Consultant, including:

- Draft Memorandum of Understanding (MOU) between the Applicant, Third-party NEPA Consultant, and BLM
- Preliminary EIS Preparation Plan
- Preliminary Project Communication Plan
- Preliminary Public Involvement Plan
- Initial Action Notice Briefing Package

Upon initiation of the contract, and in coordination with the BLM, the Applicant, and key Cooperating Agencies, the Third-party NEPA Consultant will review and finalize the preliminary project planning and agreement documents. The Third-party NEPA Consultant should assume required revisions of the preliminary planning and agreement documents will be minimal. The requirements for each project planning document are as follows.

Memorandum of Understanding

The MOU between the Applicant, Third-party NEPA Consultant, and BLM will serve as an umbrella agreement that sets forth the general terms and conditions and timeline under which the parties will coordinate and cooperate. This formal agreement between the parties will not be legally binding, but will define the roles and responsibilities, schedule timeline, and expectations.

Preparation Plan

The EIS Preparation Plan defines work that must be completed for this effort and provides a general blueprint for development of the EIS. It is intended that the Preparation Plan be flexible since new issues and resource management considerations may be identified during scoping and the EIS process in general.

The Preparation Plan must be consistent with the BLM NEPA Handbook. In addition, the Preparation Plan should include an analysis plan that outlines the approach for analysis in consideration of the resource data presented in the baseline resource reports provided by the Applicant. The Preparation Plan will include:

- Roles and responsibilities of project participants and management approach
- Planning issues and management concerns
- Project controls, including status reporting protocol
- Work plan (based on the scope detailed in this RFP)
- Detailed project schedule

- Data assessment
- Request for information protocol (i.e., between Third-party NEPA Consultant and Applicant)
- Analysis plan (as an appendix)

Communication Plan

The Communication Plan must describe (1) the roles and responsibilities of the project team, including the BLM, the Applicant and their Consultants, potential Cooperating Agencies, and potentially interested Tribes, and (2) primary channels of routine communication between parties for project updates, requests for information, and other communications related to the BLM’s review of the proposed actions.

Public Involvement Plan

Engaging the public early and often in the decision-making process is essential for conducting a thorough environmental review of proposed federal actions and is also required by federal law. This Public Involvement Plan must outline the BLM’s process for providing the public and interested parties with reasonable opportunities to be involved in the environmental review process and for ensuring the BLM’s decision-making process is transparent.

At a minimum, the Public Involvement Plan will:

- Disclose goals and objectives of the Public Involvement Plan
- Identify Stakeholders and Participants in the BLM’s environmental review process
- Identify outreach/public involvement techniques

Initial Action Notice

The Applicant will provide draft Initial Action Notice and associated briefing materials as required by BLM Permanent Instructional Memorandum (PIM) 2018-016, *BLM NEPA Document Clearance Process*. The Third-party NEPA Consultant will be responsible for finalizing the materials in coordination with the BLM Project Manager.

Assumptions

- The Applicant will provide the preliminary planning documents to the Third-party NEPA Consultant prior to the kick-off meeting.
- The Third-party NEPA Consultant should review preliminary planning documents and revise as necessary before submitting to the BLM Project Manager for review.
- The project planning and agreement documents will be electronic documents (no paper copies).

Task 1.3: Progress Reporting

The Third-party NEPA Consultant will submit monthly progress reports to the BLM and Applicant. Each monthly progress report must document work accomplished by task including all meetings attended during the month and indicating percent complete for each task (which will reflect the labor and expenditures in the monthly invoice). The monthly progress report also will include the work activities to be completed by task during the ensuing month; information needed by the Third-party NEPA Consultant from project participants; impediments encountered to completing tasks and potential effects on technical work, budget, and/or schedule; and expected completion date. Cost modifications and out-of-scope work tasks should be identified under this report and will be approved both by the BLM and Applicant prior to commencement of any non-scoped work or work above the agreed upon not-to-exceed cost. If the BLM identifies out-of-scope tasks, they will coordinate with the Applicant prior to authorization of additional work. The project schedule will be reviewed and updated if necessary.

The BLM will review each progress report and concur with the content to convey to the Applicant satisfactory performance by the Third-party NEPA Consultant. The content of the monthly progress report will be the basis for discussion during the monthly status call of the BLM, Applicant, and Third-party NEPA Consultant. At other times, the BLM or Applicant may request the Third-party NEPA Consultant to coordinate a conference with the BLM and Applicant to discuss project priorities and identified and discuss out-of-scope tasks.

Assumptions

- The schedule currently assumes 12 months to project completion. See project Milestones table for additional time anticipated to accommodate a project-specific RMP plan amendment.

Task 1.4: Attend Meetings

The Third-party NEPA Consultant will coordinate and communicate regularly with the BLM Project Manager (at a frequency of the BLM's choosing) regarding project status, the NEPA planning process, and timeline status reporting from key agency and Third-party NEPA Consultant resource and task leads and issue resolution, and, when appropriate, document review progress and protocol.

Throughout the project, the Third-party NEPA Consultant will assume attendance at monthly conference calls with the BLM Interdisciplinary Team (IDT) and Cooperating Agencies. The Third-party NEPA Consultant will coordinate, facilitate, and document these conference calls. The Third-party NEPA Consultant also is expected to report on EIS progress, provide subject matter expertise, and assist in issue tracking and problem solving.

In addition, the Third-party NEPA Consultant will be required to attend occasional face-to-face meetings. These meetings may include field visits to the project area, meetings with agency resource specialists, local agency meetings, and local public meetings.

Cost Assumptions:

- The Third-party NEPA Consultant will prepare agendas and meeting summaries.

Task 1.5: Setup and Maintain Filesharing Capability

The Third-party NEPA Consultant will be responsible for providing and maintaining a project filesharing website or program to maintain and share digital files and information for use by the BLM, Cooperating Agencies, and the Applicant. The filesharing website or program provided by the Third-party NEPA Consultant must allow for establishing different levels of access and must be compatible with BLM network security firewalls.

Assumptions

- The Third-party NEPA Consultant will setup the filesharing website or program within 10 days of contract award.
- The filesharing site will be maintained for the duration of the NEPA process.

Task 2: Public Communications and Scoping

Task 2.1: Prepare and Maintain Mailing List

In coordination with the BLM and the Applicant, the Third-party NEPA Consultant will develop and maintain a mailing list, to include physical addresses and email addresses to the extent possible, of all persons and organizations that express interest in this EIS process and proposed BLM action. The Third-

party NEPA Consultant will update the mailing list based on comments received during the NEPA process. This mailing list will be maintained through the final step of the NEPA process, the Record of Decision (ROD). The final mailing list should be provided to the BLM and the Applicant at the end of the project.

Assumptions

- Assume the mailing list will contain up to 2,500 entries.

Task 2.2: Prepare and Distribute Project Newsletters

The Third-party NEPA Consultant will prepare three (3) project newsletters to be distributed to entities on the mailing list at key milestones of the project (e.g., announcing scoping and open house meetings). Each newsletter will provide brief background information about the project, describe the status of the project, and announce upcoming events (if applicable). Each newsletter will be printed, folded, and mailed to the interested parties on the project mailing list and will be electronically posted on the project website. A PDF version of the newsletter also will be sent to the email addresses in the mailing list.

Assumptions

- Assume three (3) project newsletters will be mailed to the interested parties on the project mailing list.
- Project mailer design and distribution (including postage) will be the responsibility of the Third-party NEPA Consultant.

Task 2.3: Prepare Comment Database

In coordination with the BLM, the Third-party NEPA Consultant will use either the BLM's Comment Analysis and Response Application ("CARA") program or develop a comment database for capturing and tracking public comments received via handwritten letters, facsimile, internet, and e-mail during the (1) public scoping period and (2) Draft EIS public comment period. The Third-party NEPA Consultant will ensure that the database will have the functionality necessary to track how the comments were submitted, who submitted them, and what category the comments may cover.

Assumptions

- Developing the comment database should be included in this task. Reviewing, categorizing, and analyzing scoping comments should be included in Task 2.5. Reviewing, categorizing, analyzing, and preparing responses to public comments on the Draft EIS should be included in Task 5.2.

Task 2.4: Support Public Scoping Meeting

The Third-party NEPA Consultant will attend and assist the BLM in conducting one (1) public scoping meeting to receive comments following the publication of the Notice of Intent (NOI) during the 45-day public scoping period. The public scoping meeting will be an open-house format, where the public is provided the opportunity to discuss issues with project staff one-on-one by reviewing briefing papers and poster (display) boards of key points of the project. [Refer to Notice to Bidders on page 1 of this Statement of Work.]

The Applicant will provide the BLM with a preliminary NOI for review and finalization. Upon initiation of the contract, the Third-party NEPA Consultant, in coordination with the BLM Project Manager, will review and finalize the NOI to prepare an EIS and draft the associated briefing materials required by PIM 2018-016.

The Third-party NEPA Consultant will be responsible for organizing, preparing materials, and facilitating

the public scoping meeting.

Assumptions

- The Third-party NEPA Consultant will finalize the preliminary NOI to prepare an EIS and draft the associated briefing materials required by BLM Permanent Instructional Memorandum (PIM) 2018-016, *BLM NEPA Document Clearance Process*.
- The Third-party NEPA Consultant will provide a minimum of two (2) representatives at the meeting—the Project Manager and NEPA Lead. If the Third-party NEPA Consultant suggests other attendees, it should be noted in the Third-party NEPA Consultant’s technical and cost proposals with rationale.
- The Third-party NEPA Consultant will prepare digital maps of the proposed actions formatted to print on appropriately sized display boards.
- The Third-party NEPA Consultant will be responsible for the printing of maps or other scoping materials.

Task 2.5: Prepare Scoping Report

The Third-party NEPA Consultant will review, categorize, and analyze scoping comments to identify key scoping issues to be analyzed in the EIS. Scoping comments should be entered into the comment database.

The Third-party NEPA Consultant will prepare and submit to the BLM Project Manager a Scoping Report that summarizes the scoping efforts and the results. This report is subject to the BLM Project Manager’s review and approval and will include the following:

- Details of scoping efforts, including times and locations of all public and agency scoping meetings
- Samples of public outreach documents and listings of venues for paid advertisements
- Analysis and summary of public scoping comments
- Identification of key issues and any suggested routing modifications
- An appendix that includes reduced-size copies of the display boards
- An appendix that includes all comments submitted during the public scoping period

Assumptions

- 500 scoping comment submittals will be received during the public scoping period.
- Costs for reviewing, categorizing, and analyzing scoping comments and preparing the Scoping Report should be included in this task. Costs for developing a comment database should be included in Task 2.3.

Task 3: EIS Planning and Alternatives Development

Task 3.1: Review Baseline Resource Reports

Baseline resource reports will be prepared by the Applicant to address known or anticipated issues in the project area. The resource inventory will be presented in the resource reports in tabular form for all actions and preliminary alternatives identified by the Applicant in the right-of-way application (Standard Form 299). All resource data compiled by the Applicant for use in preparing the baseline resource reports will be provided to the Third-party NEPA Consultant for review and use in the EIS.

The EIS prepared by the Third-party NEPA Consultant should tier to the information presented in the resource reports for the issues identified in public and agency scoping. If additional or site-specific issues

are raised during agency or public scoping that are determined by the BLM to require analysis, the Third-party NEPA Consultant will be asked by the Applicant to develop a SOW and cost estimate for analysis and mapping for any additional issues identified during the scoping process to be approved by the Applicant in a contract modification. The Applicant reserves the right to collect and compile any additional resource data for additional issues identified during the scoping process and to update the resource reports. The updated resource reports and associated resource data would be provided to BLM and the Third-party NEPA Consultant.

Assumptions

- All resource data compiled by the Applicant for use in preparing the baseline resource reports will be provided to the Third-party NEPA Consultant. Anticipated baseline resource reports include the following:
 - Wildlife Resources including Special Status Species
 - Vegetation including Special Status Species
 - Visual Resources
 - Water Resources (surface water)
 - Cultural Resources
 - Paleontological Resources
 - Earth Resources (soils, geology)
 - Land Use and Recreation
 - Special Designations
 - Noise and Vibration Resource
 - Transportation Resource
 - Socioeconomic Resource
 - Public Health and Safety
 - Air Quality and Fugitive Dust

Task 3.2: Develop and Describe a Range of Reasonable Alternatives

The Third-party NEPA Consultant will provide necessary support to the BLM in identifying a range of reasonable alternative(s) to be analyzed in the EIS, if different from the alternatives provided by the Applicant.

In coordination with the BLM, and with technical input from the Applicant, the Third-party NEPA Consultant will be responsible for identifying, assessing, and comparing alternatives. The issues identified in scoping will serve as the foundation for modifying alternatives identified by the Applicant or identifying new alternatives, if warranted based on agency or public scoping comments. The Third-party NEPA Consultant will work with the BLM to identify a confirmed list of issues, to screen alternatives identified in scoping for applicability to the BLM's purpose and need, the Applicant's interest and objectives for the project, and for responsiveness to the relevant issues. The Third-party NEPA Consultant will be responsible for tracking development of the range of alternatives, including tracking justifications for eliminating alternatives from detailed analysis.

The description of the proposed actions and alternatives to be included in the EIS should include, at a minimum, the following:

1. Process for identifying a range of reasonable alternatives
2. Features common to all action alternatives, if applicable
3. No action alternative

4. Alternatives considered but eliminated from detailed consideration (including justification for elimination from further consideration)

In addition, the Third-party NEPA Consultant will assist the BLM in identifying the Environmentally Preferable Alternative.

Assumptions

- For cost estimating purposes, assume no additional route alternatives or route variations will be identified for detailed analysis as the result of agency and public scoping. If additional route alternatives or route variations are identified, the Third-party NEPA Consultant will develop a SOW and cost estimate for data collection and analysis to be approved by the Applicant in a contract modification.

Task 4: EIS Development and Distribution

The Third-party NEPA Consultant will prepare an EIS that:

- Complies, both procedurally and analytically, with the requirements of the Department of the Interior (DOI), BLM, and Council on Environmental Quality (CEQ) regulations, including Executive Order 13807
- Is consistent with DOI's *BLM National Environmental Policy Act Handbook H-1790-1 ([BLM 2008])*, hereinafter referred to as the BLM NEPA Handbook
- Contains analyses, documentation, and interagency reviews mandated by relevant requirements
- Employs an interdisciplinary approach to the preparation of the EIS
- Is legally sufficient to withstand any appeals and litigation
- Complies with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d)

Task 4.1: Refine Resource Inventory and Analysis

The NEPA analysis and documentation must identify and evaluate all relevant impacts, conditions, and issues associated with the proposed action and its alternatives in accordance with the CEQ Regulations outlined in 40 CFR §§ 1500 – 1508, hereafter referred to as the CEQ regulations, and the BLM NEPA Handbook.

The Third-party NEPA Consultant will be responsible for ensuring the resource inventory and analysis of potential environmental impacts is up-to-date and appropriately disclosed in the EIS, as well as the identification of mitigation measures and their effectiveness in reducing impacts. The resource inventory should tier to the information and data in the baseline resource reports provided by the Applicant. The Third-party NEPA Consultant also is responsible for providing any mapping necessary, produced in accordance with BLM standards. Deliverables must be well-organized and consistent with industry and agency standards and requirements.

Assumptions:

- The EIS should incorporate information and data in the baseline resource reports (and associated resource data) provided by the Applicant.

Task 4.2: Preparation of the Draft and Final EIS

The Third-party NEPA Consultant will produce a preliminary draft version of the Affected Environment and Environmental Consequences sections for BLM Project Manager to review. Comments from this review will be incorporated into the Administrative Draft EIS.

In consultation with the BLM and Cooperating Agencies, the Third-party NEPA Consultant will write other chapters and sections of the Administrative Draft EIS in a manner and format that meets the requirements of the guidelines of the CEQ and BLM.

Support materials, such as baseline resource reports referenced in the EIS or other data, will be made available by the BLM to the public for review on the BLM Project ePlanning website and/or indexed project decision file. These support materials will provide backup data for the EIS while minimizing the length of the document, reducing the amount of technical information not of interest to the public. The baseline resource reports, and background and support materials by reference, will be an extension of the EIS. Important conclusions from these reports will be summarized and incorporated into the EIS by the Third-party NEPA Consultant along with summary rationale for the conclusions.

The Third-party NEPA Consultant will prepare an Administrative Draft, Draft, Administrative Final, and Final EIS, in accordance with the BLM accepted format, content, and streamlining requirements, for BLM and Cooperating Agency review. Administrative review copies of major documents will be provided by the Third-party NEPA Consultant electronically for review. The BLM and Cooperating Agencies will submit a consolidated table of comments on the Administrative Draft EIS and Administrative Final EIS. The Third-party NEPA Consultant will compile a master comment-tracking table of all comments received on the Administrative Draft EIS and Administrative Final EIS. The Third-party NEPA Consultant will revise the Administrative Draft EIS and Administrative Final EIS to address agency review comments. The Third-party NEPA Consultant will document responses to comments on the master comment-tracking table.

The Third-party NEPA Consultant will prepare a camera-ready version of the Draft EIS and Final EIS for submittal to BLM Project Manager for review and approval. The Third-party NEPA Consultant will prepare the *Federal Register* Notice of Availability (NOA) of the Draft EIS and Final EIS and associated briefing materials required by PIM 2018-016. The Third-party NEPA Consultant also will be responsible for preparing the required materials to support BLM's review and approval of the Draft EIS and Final EIS per the requirements of PIM 2018-016. The Third-party NEPA Consultant may be required to support the BLM Project Manager in briefings for management review and approval to print and distribute the Draft EIS and Final EIS.

The Third-party NEPA Consultant will provide all materials, personnel, equipment, supplies, insurance requirements, and travel necessary for the preparation of camera-ready Draft EIS and Final EIS. Working documents produced by the Third-party NEPA Consultant will be submitted to the BLM Project Manager in Microsoft® Word format and be consistently free of grammatical and spelling errors. The Third-party NEPA Consultant will place review documents on the filesharing site.

The EIS must be written in a manner that is readily understood by the public and comply with Federal Plain Language Guidelines (see <http://www.plainlanguage.gov>). Avoid using jargon, acronyms, or complicated technical language to the greatest extent possible. Where a technical term is needed, include a brief, simple translation of the term, so the reader does not have to refer to the glossary. These documents also will be submitted by the BLM to the Cooperating Agencies to be posted on the appropriate websites.

Assumptions

- The Applicant will provide a draft project description.
- The preliminary Affected Environment and Environmental Consequences chapters and the

administrative Draft EIS and Final EIS will be provided electronically for review.

- The Draft EIS and Final EIS should not exceed 300 pages (excluding appendices).
- Any revisions to the Draft EIS and Final EIS suggested during the briefing and clearance process will be minor.

Task 4.3: Printing and Filing of Draft and Final EIS

Once a Draft EIS and Final EIS have been approved by the BLM, the Third-party NEPA Consultant will arrange for and supervise the reproduction of the EIS. The Draft EIS is to be reproduced in sufficient quantities to meet the anticipated needs and is to be prepared for printing in accordance with the BLM NEPA Handbook. The Third-party NEPA Consultant also will make the Draft EIS and Final EIS available on DVD and PDF for posting on the Internet.

The Third-party NEPA Consultant will provide a file of the EIS that is suitable for filing with the Environmental Protection Agency (EPA), as directed by the BLM. The EPA will then publish notice of the filing in the *Federal Register*. The date the EPA notice appears in the *Federal Register* initiates the public review period.

Assumptions

- The BLM will require printing and delivery of 20 paper copies and 100 DVDs each of the Draft EIS and Final EIS. The Third-party NEPA Consultant will be responsible for printing and mailing paper copies of the Draft and Final EIS.

Task 5: Public Comment Period for the Draft EIS

Task 5.1: Public Comment Meetings

The Third-party NEPA Consultant will assist BLM in conducting one (1) public meeting in Moab, Utah, to receive comments on the Draft EIS following the publication of the NOA of the Draft EIS. Public meetings will be in an open-house format, by providing the opportunity for the public to ask questions and discuss issues with BLM staff one-on-one. The specific location of the meeting will be determined at a later date.

The Third-party NEPA Consultant will be responsible for organizing, preparing materials, and facilitating the public comment meeting.

Assumptions

- The Third-party NEPA Consultant will provide a minimum of two (2) representatives at the meeting—the Project Manager and NEPA Lead. If the Third-party NEPA Consultant suggests other attendees at that project kickoff meeting, it should be noted in the Third-party NEPA Consultant's technical and cost proposals with rationale.
- The Third-party NEPA Consultant will prepare digital maps of the proposed action formatted to print on appropriately sized display boards.
- The Third-party NEPA Consultant will be responsible for the printing of maps or other meeting materials.

Task 5.2: Public Comments

The Third-party NEPA Consultant will collect and enter public comments into the comment database. The Third-party NEPA Consultant will review and analyze public comment submittals to identify substantive comments (per 40 Code of Federal Regulations 1503.4 and as defined in the BLM NEPA Handbook). The public comment submittals, with substantive comments and BLM responses identified, will be appended to the Final EIS. The Third-party NEPA Consultant will identify comment themes among the substantive

comments submitted and prepare draft responses, including a description of how comments were addressed in the Final EIS (if appropriate). The Third-party NEPA Consultant will participate in an in-person workshop at the BLM Moab Field Office to identify agency decision points and review and refine the draft responses to substantive public comments. Based on the results of this workshop, the Third-party NEPA Consultant will prepare a preliminary public comment appendix for BLM and Cooperating Agency review.

Assumptions

- The Third-party NEPA Consultant should assume that there will be 300 public comment submittals and 500 substantive comments on the Draft EIS.
- No issues will be identified in comments received on the Draft EIS that warrant supplementation of the EIS.

Task 6: Response to Public Comments Following Availability of Final EIS

Comments received during the 30-day availability period of the Final EIS will be reviewed by the BLM Project Manager, supported by the Third-party NEPA Consultant, to determine whether the comments are substantive. The Third-party NEPA Consultant will work with the BLM Project Manager to determine what clarifications to the Final EIS are necessary for documentation in the ROD. The Third-party NEPA Consultant will prepare a summary table of issues and concerns identified in the substantive comments received on the Final EIS and resulting clarifications. The summary table will be provided to the BLM Project Manager to include in the ROD.

Assumptions

- Up to five (5) substantive comments on the Final EIS will be submitted to the BLM during the 30-day availability period of the Final EIS.
- No issues will be identified in comments received on the Final EIS that warrant supplementation of the EIS.

Task 7: Prepare Record of Decision

The Third-party NEPA Consultant will be responsible for drafting for BLM review the ROD and associated briefing materials as required by PIM 2018-016.

Assumptions

- Any revisions to the ROD requested during the briefing and clearance process will be minor.

Task 8: Develop and Maintain Decision File

The Third-party NEPA Consultant will develop and maintain a project Decision File. The Decision File must include all information and analyses, reports, GIS shapefiles, maps/figures, communication and correspondence, meeting notes, phone records, references, and all items related to the preparation of the EIS and supporting the BLM's decision. The Third-party NEPA Consultant must organize the information composing the Decision File by topic and include an index. Upon issuance of a ROD by the BLM, Third-party NEPA Consultant must provide the BLM and Applicant with a copy of the project Decision File.

Assumptions

- The Decision File can be maintained electronically. Paper copies will not be required by the BLM.
- For cost estimating purposes, assume up to 350 entries in the Decision File.

Software Requirements

The Third-party NEPA Consultant will use Microsoft® products used by the BLM including Word, Excel, Microsoft Project, Access, and PowerPoint for the preparation of all deliverable documents. All mapping projects will be produced using versions of ArcInfo compatible with those used by the BLM. All electronic deliverables will be submitted in both the native format (e.g., Microsoft Word, Excel, etc.) and the Adobe Acrobat file format (pdf).

Project Team Roles & Responsibilities

The BLM Moab Field Office is the Lead Agency/Office in the environmental review process and is responsible for the development of an EIS that meets legal and jurisdictional requirements. This includes coordinating with state and federal agencies to comply with applicable laws and regulations. Agency responsibilities are outlined below.

BLM: Lead Agency

The BLM is responsible for deciding whether to issue a ROW grant under the authority of FLPMA. The BLM is the lead federal land management agency for the EIS.

Potential Cooperating Agencies

The regulations of the CEQ that implement NEPA (40 CFR Parts 1500–1508) allow federal agencies—as lead agencies—to invite state, local, and tribal governments, as well as other federal agencies, with special interest in the project, special expertise, or jurisdiction by law to serve as Cooperating Agencies in the preparation of an EIS. The BLM will engage early and often with Cooperating Agencies. To comply with Executive Order 13807, federal cooperators may rely on the BLM’s NEPA analysis and sign a single Record of Decision.

Interdisciplinary Team

The BLM will establish an Interdisciplinary Team (IDT), including staff and specialists and advisors from the BLM and Cooperating Agencies, to assist in the oversight of the joint federal review processes, including agency scoping to identify relevant issues, data needs, and preliminary review of the EIS. The Third-party NEPA Consultant will coordinate and document IDT meetings, as well as sub-team meetings including resource-specific team meetings.

Applicant

The Applicant’s participation in the NEPA process will include providing technical information related to the description of the project (e.g., description of the facilities, technical requirements, construction activities), relevant data, and relevant reports to support the BLM’s preparation of the EIS. The Applicant will prepare technical baseline environmental resource reports addressing the existing condition of the proposed action that is the subject of the right-of-way application. The detailed technical reports and associated resource data will be provided to the BLM as reference in preparation of the EIS. ***The provision of detailed technical reports and associated resource data should be considered in the technical proposal and cost estimate.***

“Third-Party” NEPA Consultant

The BLM will be directing a Third-Party NEPA Consultant in the preparation of the EIS on the impacts of the proposed action. Securing a Third-Party NEPA Consultant is the purpose of this RFP. As referenced above, upon selection of the NEPA Consultant, the Applicant will finalize a contract and fund the successful consultant for the preparation of the EIS. The Third-party NEPA Consultant will be retained by

the Applicant but will work for and be directed solely by the BLM, within the scope of a Memorandum of Understanding (MOU), to provide expertise, personnel, and technical capabilities required for the compilation of the EIS. **Consequently, all budget estimates and rates should only be included in the package submitted for the Applicant’s review.**

Project Milestones

Milestone	Target Date
Publish Notice of Intent in Federal Register	9/11/20
Notice of Availability (NOA) of Draft EIS Published in Federal Register	3/1/21
60-day Public Comment Period for Draft EIS Ends*	4/19/21
NOA of Draft EIS Published in Federal Register	7/13/21
30-day Public Availability Period Ends**	8/10/21
BLM Issues ROD***	9/22/21
BLM Issues Right-of-Way Grant	10/6/21
NOTES: *Additional 30-day review period (for a 90-day total review period) if project-level RMP amendment is required **Additional 30-day review period (for a 60-day total review period) if project-level RMP amendment is required ***Additional 60-days may be required if project-level RMP amendment is required	

Qualifications and Experience

Describe the proposed NEPA Consultant’s qualifications and prior experience in completing similar NEPA projects. Emphasize prior work experience with BLM major rights-of-way projects and work in the geographic areas of study. List and describe three successfully completed or in-progress projects of a similar nature with the name and phone number of the lead federal or state agency’s project manager, project proponent and/or client name and a phone number. Include the role of the company for each project and indicate whether the Project Manager and other key staff from the projects are still in the employment of the company. For each project, include lessons learned that could be applied to this project.

The following resource disciplines would likely be the focus of the EIS. Indicate in your proposal the experience of the lead person(s) that will be assigned to each of the following resource areas and their availability and time commitment for this project. Please provide information pertaining to your project management team’s experience in the following areas:

- **Wildlife:** Knowledge and familiarity with wildlife species in the project area; firm’s experience in evaluating impacts for wildlife resources
- **Vegetation / Riparian Areas / Wetlands (including Sensitive Plant Species):** Experience and familiarity with vegetation impact evaluations, especially special status plants; correlation between vegetation communities and wildlife habitats
- **Cultural Resources:** Knowledge and experience regarding cultural resource impact evaluations; firm’s experience with the Utah State Historic Preservation Offices

- **Native American Concerns:** Experience with Native American religious concerns, tribal treaty rights, agency compliance requirements; including noise impacts to Traditional Cultural Places/Cultural Resources
- **Land Use and Access:** Knowledge and experience relating to land status of lands potentially affected by the proposed action and alternatives; experience in assuring compliance with FLPMA
- **Air Resources:** Knowledge and experience in evaluating impacts to air quality; use of climate and air quality data in computer modeling; experience with interpreting or conducting air quality impact models
- **Visual Resources/Noise and Vibration:** Experience with BLM visual assessment requirements; experience in evaluating noise and vibration impacts
- **Federal Land Management, Planning, and Environmental Protection:** Knowledge of resource management requirements and, FLPMA and high-profile NEPA. Firm should be able to advise agency managers to ensure the EIS meets all NEPA and FLPMA procedural and substantive requirements
- **Project Specific Expertise:** Knowledge and experience with addressing local issues and analyzing impacts to local or regional impacts in a NEPA analysis. This includes experience in dealing with BLM NEPA regulations

Required Personnel Qualifications

The selected firm shall be responsible to ensure that all personnel working in the various areas being proposed under this RFP are qualified through training, experience, and appropriate certification for the tasks assigned.

Statements of qualifications and prior experience should be provided for your firm, the proposed project manager, key personnel, and any subcontractors who will be assigned in preparation of the EIS. Discuss why sub-consultants were selected and whether your firm has worked with these firms on other similar EISs.

List the professional and technical qualifications of the proposed project manager, including knowledge of, experience with, and past performance with the BLM NEPA process, leadership ability, public involvement and outreach experience, conflict resolution, organizational and team building skills, agency coordination, and knowledge or experience with federally funded projects. Project managers should also have skills in managing interdisciplinary teams of the type required for a project of this magnitude and knowledge of Utah land issues, logistics, climatic conditions, and environmental issues. Also address the proposed project manager's current workload and guaranteed availability for this project.

List the professional and technical qualifications of the personnel proposed for key project functions, including their experience related to proposed project role including past work on BLM NEPA projects, experience in Utah, education, training, and registrations. Each person's current workload and availability for this project should also be addressed.

Pre-Proposal Conference Call

A non-mandatory pre-proposal conference call is scheduled for **Tuesday, August 4th, 2020, at 10:00 am** Mountain Daylight Time. Please join the conference call by dialing 1-669-900- 6833, Meeting ID:

834 191 6232 The purpose of the pre-proposal conference call is to gather questions and address any technical items before the proposal closing date. Consultants will make any site visits on their own.

Proposal Format / Selection Team / Evaluation Criteria

The proposal shall consist of the six sections listed below. Each section will be reviewed and assigned a point score not to exceed those shown below. The selected firm will be the one with the highest overall point score. A short list of firms may be invited to interview for this project if scores are close, but the Coalition is not required to do so. The Coalition reserves the right to reject any and all proposals. No compensation will be provided to consultants preparing proposals for the project.

Evaluation of the proposals will be made by a Coalition-appointed review team that will evaluate and score the proposals in accordance with the criteria specified below. Attachment A includes specific information that will be used to evaluate the proposals. The Coalition reserves the right to extend the evaluation process by selecting a shortlist of two or more of the highest ranked firms to provide oral presentations. If oral presentations are required, the selected firms will be provided with additional information about the format, length, content, and scoring to be used.

Section	Evaluation Criteria	Maximum Points
1	Project Team	20
2	Capability of the Consultant	15
3	Approach to the Project	25
4	Local Knowledge and Experience	15
5	Cost	10
6	Schedule Control	15

Proposal Content

The Proposal must contain all the information identified in the **Attachment A**.

Proposal Deadline

The proposals shall be received electronically **before 3:00 pm Mountain Standard Time on Friday, August 14th, 2020**

Proposal Delivery

Please address electronic (pdf) proposals to: Mike McKee, Executive Director, Seven County Infrastructure Coalition. Please contact Kelly Carter with Jones & DeMille Engineering to receive a secure upload link to submit the proposal electronically. She can be contacted at kelly.c@jonesanddemille.com or 435.896.8266 ext. 187. Faxed proposals will not be accepted. Each Consultant team should submit only one (1) combined proposal.

Number of Copies

Submit one (1) electronic (pdf) copy of the proposal.

Pages

Number pages sequentially at the bottom right corner of each page. Limit the number of pages to 30 pages (not including the Introductory Letter). Pages exceeding the 30-page limit will not be evaluated. Resumes of key personnel will not be counted toward the page limit.

Proposal pages shall be 8.5" x 11". Maps and technical diagrams may be 11"x17". Graphics may be shown in color.

Notices

To receive notifications regarding addendums and clarifications to this RFP, please contact Kelly Carter at Jones & DeMille Engineering at kelly.c@jonesanddemille.com or at 435.896.8266 ext. 187.

Management Responsibility/Selection Process

Jones & DeMille Engineering is the Program Manager and primary technical contact for the Consultant. All project questions and contract documentation requirements shall be submitted to Jenna Jorgensen at Jones & DeMille Engineering. She can be contacted by email at jenna.j@jonesanddemille.com.

The proposals will be evaluated by the Coalition's Executive Director, Program Manager, and selected board members. Proposals received will be evaluated and scored by each selection committee member. Interviews, if any, with shortlisted firms may be held on Thursday, August 20, 2020, beginning at 10:00am. All submitting and shortlisted firms that will be interviewed, if any, will be notified of the time for an interview. The interview date is subject to change. All submitting firms will be notified in writing after a firm has been selected.

The Coalition reserves the right to negotiate with the selected Consultant to modify the scope of services prior to executing an agreement.

Disclosure and Disposition

Once submitted, the proposals become the property of the Coalition, are treated as public documents, and will be disposed of according to Coalition policies, including the right to reject any and all proposals.

Proposals shall be open to public inspection according to Coalition policies. The Consultant may request in writing the non-disclosure of trade secrets and other proprietary data, if so identified. Upon request from the Consultant, the Coalition's Executive Director will examine the proposal to determine the request's validity prior to award of the contract. If the Coalition's Executive Director disagrees with the Consultant's request, the Executive Director will inform the Consultant in writing which portion of the proposal will need to be disclosed. At that time, the Consultant will have opportunity to withdraw their proposal. Otherwise, the data will be disclosed.

Insurance Requirements

For all contracts with the Coalition, the Consultant will be required to provide:

General Liability & Automobile: \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$5,000,000 liability umbrella policy.

Valuable Papers & Electronic Media: \$250,000 or value adequate to reproduce media.

Professional Liability: \$5,000,000

ATTACHMENT A

Guidelines for Preparing the Proposal

Introduction

These guidelines were developed to standardize the preparation of proposals by consultants for NEPA services. The purpose for these guidelines is to assure consistency in format and content of proposals that are prepared by consultants and submitted to the Coalition. The proposal should contain the following information in the order listed:

- Introductory Letter - No Points
- Section #1 - Project Team - 20 Points
- Section #2 - Capability of Consultant / Experience - 15 Points
- Section #3 – Approach to the Project - 25 Points
- Section #4 – Local Knowledge and Experience - 15 Points
- Section #5 – Cost – 10 Points
- Section #6 – Schedule Control – 15 Points

Note: All submittals must be clear, concise, and in the recommended format so that the proposals can be evaluated in an efficient and objective manner by the designated review team. The six (6) sections in all proposals should be identified for easy reference (#1, #2, #3, #4, #5, #6).

Introductory Letter:

The Introductory Letter should be addressed to:

Mike McKee, Executive Director
Seven County Infrastructure Coalition

This one-page letter should contain an expression of the consultant's interest in the work, a statement regarding the qualifications of the consultant to do the work, and any summary information on the project team or the consultant that may be useful or informative to the Coalition.

The introductory letter does not count as one of the 30 pages. Begin page numbering with the first page in Section #1.

Section 1

Project Team:

- The proposal should outline how the qualifications, experience, and time allocation of the project team are beneficial to the project. Identify consultant and subconsultant key individual qualifications and experience as related to the work disciplines.
- Identify applicable strengths of the project manager and other key personnel.
- Provide a brief description of why the Coalition should select your team.
- Identify current obligations and time availability for team members during the duration of the project.

Section 2

Capability of Consultant

- Describe and demonstrate experience and qualifications in preparing potentially high-profile EISs involving federally administered lands in the western U.S. and areas like the proposed project route.
- Show evidence of a comprehensive understanding of relevant federal law, regulation, and policy (e.g., FLPMA, NEPA), requirements of relevant BLM and any corresponding state laws, regulations, and policies.
- List project types, locations, and size (total project value) of similar work performed in the last five years that best characterizes the firm's capabilities and experience.
- Provide project description, contact name, address, and phone number of references for work experience examples.
- Identify resources, including management and organization capabilities, currently available to perform the work.

Section 3

Approach to the Project

- Provide a detailed description of the approach to execute the project in the most efficient manner possible.
- Identify the risks that should be anticipated and any solutions that may allow the project to proceed most efficiently.
- Outline the communication plan.
- Describe how you will interact with and support the engineering and other consultants to minimize cost and shorten the schedule for the NEPA and regulatory permitting processes.
- Convince the Coalition that your team has the best approach to deliver the project for the Coalition.

Section 4

Local Knowledge and Experience

- Provide a summary of your local knowledge and experience on similar projects in the region.
- Provide details of the work your firm completed and any local experience that will benefit the Eastern Utah Regional Connection Project. Local relationships and knowledge should be clearly demonstrated. Understanding of local issues should be identified, along with possible solutions.

Section 5

Cost

- Provide an outline of the total cost of the elements listed in the Scope of Work.
- Itemize the costs between the primary scope elements and include a summary of the assumed number of hours by key personnel category for each of the primary scope elements.
- Indicate the estimated cashflow schedule based on the project timeline (on a quarterly basis).

Section 6

Schedule Control

- Provide examples of when and how your organization has completed similar projects within tight time constraints, especially for projects with the proposed project manager.
- Provide a critical path schedule for the delivery of the project.
- Provide references for five similar projects that were completed on a timely basis.
- Demonstrate the ability to schedule and staff this project to complete the NEPA process within the specified time frame and demonstrate ability to meet project deadlines.