



Georgetown Divide Resource Conservation District
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**REQUEST FOR PROPOSALS #01-2018
FOR PROFESSIONAL SERVICES – ENVIRONMENTAL CONSULTING FIRM- TO THE
GEORGETOWN DIVIDE RESOURCE CONSERVATION DISTRICT**

EXHIBIT A – SCOPE OF WORK

PROJECT TITLE: “El Dorado County Cooperative Wildland Fire Protection Strategy”

Environmental consulting firm (Consultant) shall provide professional services to complete the required CEQA/ NEPA and associated environmental compliance reports for a planned a shaded fuel break to protect the communities of Camino and Pollock Pines and National Forests system lands adjacent to these communities. The scope of work is outlined below:

1) Environmental Compliance.

1.a) Develop and Manage Work plan. Develop and manage a detailed work plan. Work plan will include specific tasks, when they will be completed and specific personnel that will be involved, preparation time, and review for each draft by the RCD, CAL FIRE and the Eldorado National Forest. The work plan will conform to minimum timelines established in Forest Service Manual 1950 and Forest Service Handbook 1909.15, and regulation at 36 CFR 218 and 36 CFR 220. The work plan will include an assessment of existing data, preliminary identification of additional data needs for each project, and preliminary identification of specific technical reports required. The RCD and the Eldorado National Forest Responsible Official(s), will approve the final work plan and any subsequent updates in consideration of other Eldorado National Forest priorities, available personnel and funding.

1.b) Complete Resource Analysis and Reports. Coordinate a team of resource specialists to compile the appropriate information necessary for completing CEQA and NEPA documents and supporting documents/ reports. Ensure that resource specialists have contacted the RCD and Eldorado National Forest specialists early on the gather relevant resource data that has already been collected, and USFS resource specific analysis, formatting, and documentation requirements. Conduct any survey or collect on-site field data if no data currently available and as deemed necessary.

1.c) Prepare Documentation. Organize, write, and edit all documents required by NEPA regulations and Forest Service policy in coordination with Eldorado National Forest Responsible Official(s). The documents will follow the CEQ Regulations, USFS Manual 1950, Handbook 1909.15, 36 CFR 220, and 36 CFR 218 for NEPA implementation. For CEQA implementation the documents will follow Cal. Pub. Resources Code, Sec. 21000 et seq., and Cal. Code Regs., tit. 14 sec15000 et seq.. Consultant shall prepare the environmental analysis and document pursuant to NEPA, CEQA and all applicable laws, executive orders, regulations, direction, and guidelines. Work includes, but is not limited to, environmental and technical information collection/ analysis, public engagement and outreach, and drafting a joint environmental analysis document.

1.d) Maintain Project Records. Compile and maintain an up-to-date Project Record for each NEPA/ CEQA project, consisting of all documents relevant to the respective project analysis and decision to be made. The records will be indexed and maintained in electronic format, with limited exceptions for reference books or certain other documents. Some records may be scanned in order to meet this minimum requirement.

1.e) Coordination with RCD, CAL FIRE and Eldorado National Forest, and NEPA/CEQA approval. Consultant must receive approval from RCD, CAL FIRE and Eldorado National Forest at

the following key points before proceeding further with NEPA/CEQA process: Project Work Plan (see item 1.a)

- 2) **Define Project Area.** There exists a preliminary project area map. This map will be refined to indicate the boundaries of participating parcels, access and locations of existing or proposed improvements. It will identify vegetation treatments being completed in coordination with partner organizations and agencies such as the U.S. FOREST SERVICE and CALTRANS under the Fire Adapted 50 model to ensure complimentary efforts in regard to project planning, desired conditions, cumulative impacts, resource attainment and non-duplication of efforts. As part of this task we will obtain formal consent from all participating property owners and conduct additional preliminary reconnaissance on each parcel.

Deliverables:

- 1) Project treatment map and shapefile(s) showing the location of the proposed work. A description of the geographic projection and datum used for the shapefile will be submitted with the shapefile (a NAD '83 datum and either a UTM 10 or UTM 11 projection, will be utilized).
 - 2) Agency coordination meeting agendas and meeting minutes.
- 3) **CEQA/ NEPA Clearance.** Once the project area has been delineated and the prescription plans have been completed, we will conduct CEQA clearance on State Responsibility Areas (SRA) and NEPA clearance on Federal Responsibility Areas (FRA) where NEPA has not been completed.

Deliverables: Prepare NEPA/CEQA Project Record Reports:

- 1) Project Development
 - (a) With input and direction from the RCD, CAL FIRE, and U.S. Forest Service, partners, draft and final project purpose, need and proposed action.
 - (b) Provide Project Initiation Letter to be reviewed and approved by RCD, CAL FIRE and U.S. Forest Service.
 - (c) Ensure consistency with the 1988 ENF LRMP, as amended by the 2004 SNFPA as well as other law, regulation, and policy.
 - (d) Establish a communications framework of U.S. Forest Service personnel from which the project will be implemented and consultation received. The RCD, U.S. Forest Service, CAL FIRE and the Consultant must work together to ensure that required work is accomplished in an efficient and proper manner. Telephone meetings should be held on a regular basis to resolve concerns or problems. Less serious concerns should be discussed and resolved on an impromptu, as-needed basis.
- (2) Prepare NEPA/CEQA and regulatory requirements
 - (a) Utilize templates provided by U.S. Forest Service the NEPA and CEQA documents for public review. This includes the environmental analysis and decision documents (draft and final). Participate in the pre- decisional administrative review process (objection process).
 - (b) Work with the U.S. Forest Service and partners to develop the range of alternatives with associated management requirements consistent with the 1988 ENF LRMP, as amended by the 2004 SNFPA as well as other law, regulation, and policy, if necessary.
 - (c) Prepare, at minimum, the following required resource specialist reports, if necessary:
 - (i) Biological Assessments and Evaluations (terrestrial wildlife, aquatic wildlife, and botany),
 - (ii) Management Indicator species report,
 - (iii) Noxious Weed Risk Assessment,
 - (iv) Hydrological Reports,
 - (v) Soils Surveys,

- (vi) Archaeology/ Cultural Resource records, surveys, and associated consultations (including AB52 if necessary) and reports,
 - (vii) Transportation/Road Surveys,
 - (viii) Cadastral Surveys.
- (d) Ensure regulatory requirements are met under CEQA/ NEPA and other policy laws and regulations.
 - (e) U.S. Forest Service responsible official will sign the decision for NEPA.
 - (f) RCD responsible official will sign the decision for CEQA.
 - (g) Provide template for project record development.
- (3) Public Involvement
- (a) Participate in public outreach efforts, including attending public meetings, develop press releases and other public correspondence and joint press releases.
 - (b) Develop public correspondence required through CEQA/ NEPA, including public scoping notices, comment period notices, and availability of draft and final decisions. Public correspondence would include letters, legal notices, and press releases.
 - (c) Assist RCD, CAL FIRE and the U.S. Forest Service to address public comments that are submitted during scoping and legal comment periods including evaluating scoping responses, identify issues raised by the public and document issues. Consultant shall work with the U.S. Forest Service to refine issues. Track issue identification, involve relevant parties, and facilitate resolution.
 - (d) Assist RCD, CAL FIRE and the U.S. Forest Service in public scoping involvement efforts.
 - (e) Assist RCD with consultation regarding proposed action with other agencies and landowners including but not limited to:
 - (i) CALTRANS
 - (ii) El Dorado County
 - (iii) Sierra Pacific Industries
 - (iv) SMUD
 - (v) Private landowners
 - (vi) PG&E
- (4) Survey and Field Work
- (a) Identify and implement required field survey and inventory requirements.
 - (b) Evaluate existing NEPA/ CEQA documents to determine usability of existing information, identifications of data gaps and information needs.
 - (c) The NEPA/CEQA Consultant will provide consulting Registered Professional Forester to develop a Field Layout of representative units, refine proposed treatment prescriptions and treatment units for the proposed action, consistent with forest plan direction, and design silvicultural systems.
- (5) Submit monthly reports with billing invoice summarizing work progress. This may include updates on the planning efforts, implementation progress, and to identify any issues that need to be addressed.
 - (6) Complete a final report summarizing work completed under agreement.
 - (7) Contractor will develop a timeline for the work activities which will serve as a monitoring tool for all parties and to help ensure completion of work within the term of the agreement.

Deliverables

Required documents shall be based on the style and format of sample documents provided by the U.S. Forest Service. NEPA/CEQA Consultant shall submit all documents to the RCD, U.S. Forest Service, and CAL FIRE in draft form for review and concurrence, and shall revise drafts as necessary to incorporate review comments.

Consultant shall submit to RCD a flash drive or other approved storage media with all interim and final deliverables produced throughout the project.

Work Product Quality Assurance Review

RCD, U.S. Forest Service, and CAL FIRE shall review all work products and deliverables to ensure technical and editorial quality. Ensure interdisciplinary review of project requirements for areas of resource conflict. Work products must be clearly written in a professional style and must be consistent in level of analysis, tone, format, and terminology (e.g. abbreviations and names of site features, facilities, geographic features, technologies, units of measure, etc.). Delivery will be MS Word, MS Excel, pdf or compatible.