



October 12,
2020

Request for Proposal
Landfill Road-
Environmental
Assessment (FR 6010)

Revised Technical
& Cost Proposal

For:

City of Flagstaff

Submitted by:



23 E Fine Ave, Flagstaff, Arizona
928-226-0236 | www.esmaz.com

October 12, 2020

Mr. Matthew Morales
Project Manager, City of Flagstaff Cinder Lake Landfill
211 W Aspen Ave
Flagstaff, AZ 86001
928-213-2123
via email: mmorales@flagstaffaz.gov

Re: Coordination of an Environmental Assessment for Cinder Lake Landfill Road (Forest Road 6010)

Dear Mr. Morales:

EnviroSystems Management, Inc. (EnviroSystems) appreciates the opportunity to provide a response to the City of Flagstaff's request for proposal (RFP). This proposal is being delivered to the City of Flagstaff under the Arizona State Procurement Office. The scope of work for this project involves completion of an Environmental Assessment (EA) for improvements to Landfill Road (Forest Road 6010). The proposed improvements would include road prism widening and installation of additional utilities to the Cinder Lake Landfill, and would occur across approximately 30 acres encompassing Landfill Road on the Flagstaff Ranger District of the Coconino National Forest (COF). As a third party contractor, EnviroSystems acknowledges that our client is the City of Flagstaff and all work will be performed under direct supervision and control of the COF.

EnviroSystems has more than 20 years of experience conducting National Environmental Policy Act (NEPA) studies throughout the Southwest. Our proposed key personnel have managed various environmental studies for the Forest Service in Arizona, which just in the last two years include a Categorical Exclusion (CatEx) for the City of Flagstaff's Sheep Crossing FUTS Trail; an EA for development of a campground and right-of-way expansion on Red Rock Ranger District; a CatEx and Biological Assessments for CenturyLink utility expansions through Oak Creek Canyon; archaeological and biological surveying and monitoring for APS on Forest lands; among other projects. EnviroSystems is well-connected with the Coconino National Forest and utility companies in the Flagstaff area, which ensures our NEPA projects are executed quickly, efficiently, and within budget.

As a Flagstaff-based small business, EnviroSystems appreciates the City of Flagstaff's effort to utilize local firms for this project. Please feel free to reach out to us at rreyna@esmaz.com or 928-226-0236. Thank you for your time and consideration.

Respectfully submitted,



Rafael Reyna, Project Manager



Introduction

EnviroSystems Management, Inc. (EnviroSystems) is a small, woman-owned environmental consulting firm located in Flagstaff, Arizona. Since 1999, EnviroSystems has provided consulting services in NEPA compliance, environmental permitting, natural and cultural resources management, and public relations throughout Arizona, Utah, New Mexico, Colorado, Nevada and other locales of the Intermountain West. EnviroSystems' primary business is to assist our clients with environmental issues associated with federal, state, tribal, county, and municipal regulations. We are committed to achieving these goals in the most cost-effective and time-efficient manner possible, while maintaining the highest of industry standards.



In addition to our natural resource specialists, EnviroSystems has a full-service public relations division that specializes in developing and implementing effective public participation plans. EnviroSystems Management Public Relations (ESMpr) provides comprehensive community relations and public involvement services to government agencies seeking to inform the community and gather public input. ESMpr is a leading provider of public involvement services in the Southwest. Specifically, for agency consultation for NEPA projects, ESMpr works actively with lead agencies to identify affected entities and parties to be contacted during scoping. ESMpr coordinates and manages scoping with agency oversight, including newsletters, press releases, newspaper notices, public website development, comment forms, and newsletters. In addition, the ESMpr team produces presentation materials, maps, tables, and visualizations for use during public outreach efforts. EnviroSystems is prepared to provide a solution for the tasks outlined in the request for proposal (RFP), which include:

- *Task 1. Project Initiation, Management, & Coordination*
- *Task 2. Public Scoping & Review, Analysis of Public Input*
- *Task 3. Draft & Final Environmental Assessment, Finding of No Significant Impact, & Project Record*

- EnviroSystems is a reliable and responsive firm that has been providing clients with the requested services for more than 20 years.
- Our professional interdisciplinary team is experienced with the Coconino National Forest's environmental compliance processes. We have worked extensively with all the forests in Arizona and numerous forests in other Southwest states.
- EnviroSystems has reviewed all existing reports for this project (engineering/design, archaeological, and biological) and has incorporated our understanding of these materials into the scope of work.
- We are highly experienced with employing Council on Environmental Quality (40 CFR parts 1500-1508) and Forest Service regulations (36 CFR 220); and the Forest Service's regulations for implementing NEPA, as described in the Forest Service Manual, Chapter 1950 – Environmental Policy and Procedures and Forest Service Handbook 1909.15 – National Environmental Policy Act Handbook.
- Our experience with environmental laws and regulations include:
 - *National Environmental Policy Act;*
 - *Clean Water Act;*
 - *Clean Air Act;*
 - *Safe Drinking Water Act;*
 - *Fed. Water Pollution Control Act;*
 - *Endangered Species Act;*
 - *National Historic Preservation Act;*
 - *Archeological and Historic Preservation Act;*
 - *Many municipal, state, and federal applicable laws and regulations.*



Technical Approach

Task 1. Project Initiation, Management, and Coordination

EnviroSystems will coordinate kick-off meetings with the City of Flagstaff (the City) and the Coconino National Forest (COF) to review the proposed project and become familiar with the project area. In addition, points of contact will be established, and the project timeline will be revised based on the actual Notice to Proceed. Following the kick-off meeting and all subsequent meetings, EnviroSystems will provide meeting notes within four business days, which will document agreed upon action items and requests for additional data. Once the NEPA process has started (when the scoping letter is sent out),



EnviroSystems' contact with the City of Flagstaff will be limited to matters of budget, task completion, or scheduling. Ongoing project administration, management, internal/external communication, and development of a Work Plan within 30 days of contract award are included in Task 1.

Before each project meeting, EnviroSystems will provide the COF with a meeting agenda and monthly management report. EnviroSystems will also make contact with COF's technical representatives to establish a working dialogue on the project and review proposed timelines for deliverables. Regular communication with the City and COF will provide EnviroSystems opportunities to give project updates on the NEPA process, task progress, scheduled deliverables, and to schedule additional meetings as needed.

Additionally, utilities included in the proposed action are electric, telecommunications, and water infrastructure. In cooperation with the City, EnviroSystems will host up to two meetings with each company as needed (Arizona Public Service, CenturyLink, and Doney Park Water) to gather details on the proposed design for utilities to the landfill in coordination and collaboration with the City and COF. The design plans for each utility will be included in the proposed action of the City's EA.

Task 2. Public Scoping & Review, Analysis of Public Input



Prior to initiating public involvement, EnviroSystems will develop a Public Involvement Strategy in coordination with the City and COF's Project Leads within 14 days of issuance of the contract. EnviroSystems will assist with preparation and facilitation of up to two open house meetings in Flagstaff. The meetings will be conducted in accordance with industry and COF standards. To meet the scoping requirements of the project, this portion of the scope of work will include meeting planning/hosting and all materials for the public meetings (e.g., posters, note-taking, handouts, presenter/facilitator).

The public meetings, which will be led by Project Manager, Rafael Reyna, may include large displays with maps, photos, and issue information, a handout with similar information, sign-in sheet and meeting

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minutes, depending on the City's needs. Meeting Facilitator, Alysse Lerager will be in attendance to assist with setup logistics, sign-in sheets and comments. During the meetings, comments will be solicited. Agency staff and EnviroSystems' key personnel will be on hand to answer any questions. Included in this task are email and letter mailings, advertisement of the EA's notice of availability in the newspaper of record, and up to one site visit. Note: Due to in-person meeting constraints posed by the Covid-19 pandemic, EnviroSystems is open to digital meeting formats (such as Zoom meetings) to encourage safe public participation. Digital materials for Zoom meetings will be similar to those planned for the open house meetings.

Task 3. Draft & Final Environmental Assessment, Finding of No Significant Impact, and Project Record

EnviroSystems' staff will contact COF's interdisciplinary team (ID team) to establish an open dialogue regarding each resource impact topic in the context of this project. A preliminary list of resource issues to be addressed in the EA will be developed early in the NEPA process. Previous reporting and engineering designs (i.e., Roadway Improvement Plans [Plateau Engineering 2018], Class I Records Search and Class II Cultural Resource Inventory [Westland 2018], Sunset Crater Beardtongue survey [Westland 2018], etc.) will be reviewed with COF's ID Team. Furthermore, EnviroSystems will coordinate with the COF on any additional reporting needs for inclusion in the EA (i.e., National Historic Preservation Act compliance, Biological Evaluation and Assessment). A Draft EA will be prepared that summarizes and presents the proposed project, purpose and need, public input, alternatives considered, affected environment, impacts to resources, and mitigation measures. The draft will be submitted for review and comment to the COF. Following closure of the 30-day public comment period, comments will be incorporated into the Final Draft EA as directed by the COF; and the Decision Notice/Finding of No Significant Impact (DN/FONSI) and the Final EA will be produced. A supportable conclusion regarding significance will be presented in a DN/FONSI document that will summarize the proposed action, anticipated impacts, and project mitigation measures. The DN/FONSI will be prepared in a format consistent with COF guidelines. EnviroSystems will also maintain the project record for submittal to the COF upon completion of the Final EA. The project record will contain public comments, pertinent correspondence, project-related data, and resources reports. The project record will be indexed by topic and submitted to the COF during the three periods specified in this RFP. EnviroSystems will ensure that all documents included in the project record are 508 compliant. GIS maps, a Monitoring Plan, and Pre-Decisional Objections worksheets are included as deliverables in Task 3.





Estimated Schedule

Within the performance period detailed below, EnviroSystems will produce the following deliverables. Please note that this schedule is an estimate only and is subject to change based on the internal timelines and priorities of the Coconino National Forest and City of Flagstaff.

Task	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21	May '21	Jun '21	Jul '21	Aug '21	Sep '21
Kick Off Meeting										
Work Plan & Timeline										
Monthly Management Reports										
Meetings with Utility Companies										
Meetings with City of Flagstaff										
Meetings with COF										
Public Involvement Strategy										
Public Scoping Meeting Materials										
Public Outreach / Open House Meetings										
Draft Preliminary EA										
Monitoring Plan										
Draft Final EA										
Final EA										
Draft Decision Document										
Pre-Decisional Objections										
Final Decision Document										
Project Record										



Past Performance / Experience

Principal-In-Charge, Stephanie Treptow and Project Manager, Rafael Reyna, have a combined 45 years of experience working on a wide variety of NEPA compliance projects. The projects below provide a summary of recently completed or ongoing NEPA projects.

Project Name:	Sheep Crossing FUTS Trail NEPA Compliance
Client:	City of Flagstaff
Contact / Phone:	David Pederson, Project Manager Capital Improvements, 928-607-2515, dpedersen@flagstaffaz.gov
<p>In coordination with the City of Flagstaff, EnviroSystems completed NEPA compliance for a new recreational trail as a part of the Flagstaff Urban Trail System. In collaboration with the City and the Coconino National Forest, Mr. Reyna met with an interdisciplinary team to determine resource issues and the level of public involvement required. Along with providing advice on how to address public concerns and project design, he wrote a scoping letter, news release, and Decision Memorandum for publication.</p>	

Project Name:	Boynton Pass Road and Forest Road 152E Expansion and Campground Development Project
Client:	AC Sedona LLC; Coconino National Forest
Contact / Phone:	Bernie Corea, Acquisitions Manager, (805) 284-5334, bernie@autocamp.com
<p>EnviroSystems is currently completing an Environmental Assessment for expansion of Boynton Pass Road and Forest Road 152E and development of a private campground inholding on the Red Rock District. A Phase I Environmental Site Assessment, Class III Cultural Resources Inventory, and Biological Assessment was completed on the Forest and private lands. EnviroSystems' NEPA Specialist managed public scoping efforts in coordination with Forest leadership, which included developing a public scoping letter, mailing list, and leading public scoping meetings. EnviroSystems is currently developing an EA analyzing public concerns and impacts to resources, in close coordination with Forest leadership and interdisciplinary teams.</p>	

Project Name:	Oak Creek Canyon Fiber Reinforcement Project
Client:	CenturyLink; Coconino National Forest
Contact / Phone:	Armen McNerlin, Project Manager/Network Engineer, 928-821-4609, armen.mcnerlin@centurylink.com
<p>EnviroSystems is currently completing NEPA compliance for reinforcement of approximately 6 miles of fiber optic cable from Slide Rock State Park to downtown Sedona. In collaboration with Forest leadership and CenturyLink engineers, EnviroSystems NEPA Specialist completed a Standard Form 299 application for modification of an existing special use permit. EnviroSystems is currently working with the Forest in determining the level of NEPA compliance required and developing a Biological Assessment for information consultation with USFWS concerning the presence of five federally-listed species potentially occurring in the project corridor.</p>	



Project Name:	Cable One Show Low-to-Payson and Payson-to-Phoenix Fiber Optic Line Projects, Arizona
Client:	Cable One (Sparklight); Tonto and Apache-Sitgreaves National Forests
Contact / Phone:	Richard Rohm, Director of Engineering, (606) 750-1876, Richard.Rohm@cableone.biz

For these two fiber optic line projects, portions of which are still in-progress, EnviroSystems completed biological and archaeological surveys and reports in support of NEPA compliance for two National Forests, three Tribal entities, and two municipalities. The projects spanned over 150 miles of fiber optic cable from Show Low to Payson and Payson to Phoenix providing service to several rural locations in Arizona. Deliverables included project management, coordination and permitting; biological field surveys and assessments for USFWS Section 7 consultation; archaeological field surveys, reports and construction monitoring; public involvement and NEPA compliance documentation.

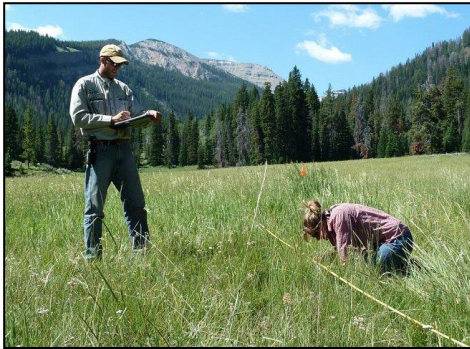
Key Personnel

The following key personnel, who are experienced with NEPA compliance projects, will facilitate the compliance process. Depending on data and resource reports provided by the COF, EnviroSystems’ specialists listed as key personnel in this section may not be required.



Stephanie Treptow – Principal-in-Charge / Program Manager
B.S. Environmental Science and Biology, Northern Arizona University, Flagstaff, Arizona

Ms. Treptow has more than 35 years of professional experience, 14 years as Executive Vice President for SWCA Environmental Consultants and 21 as President of EnviroSystems, in environmental regulatory compliance and resource management. Ms. Treptow served as Agency Liaison on numerous National Environmental Policy Act environmental impact statements and Environmental Assessments; Endangered Species Act Section 7 consultations and Section 10(a) Habitat Conservation Plans for the U.S. Fish and Wildlife Service; Clean Water Act Section 404 compliance as required by the U.S. Army Corps of Engineers; natural and cultural resource assessments; mitigation and resource management plans; and vegetation surveys and mapping. She is responsible for coordinating and managing a variety of large-scale, multi-disciplinary projects, both in the private and public sectors. She has also overseen several large resource inventories including vegetation sampling transects and stand health assessments for the White Mountain Stewardship Project Analysis Area; 10,000-acre rare plant and noxious weed inventory on the Prescott National Forest; an Environmental Impact Statement and Record of Decision for a land exchange between a private developer and three national forests in Arizona; and several long-term management projects on four National Forests in Arizona. Ms. Treptow has worked on highly controversial projects and developed professional working relationships with numerous federal, state, and tribal agencies in Arizona, Utah, New Mexico, Nevada, Colorado, and California.



Rafael Reyna – Project Manager / NEPA Coordinator / Technical Editor

M.S. Natural Resources, Colorado State University, Fort Collins, Colorado

Mr. Reyna is a Project Manager and NEPA Specialist with 12 years of land use planning, public relations, and land and water conservation experience. Mr. Reyna has managed or participated in projects throughout Arizona, California, Nevada, New Mexico, Wyoming, Utah, and Hawaii. Mr. Reyna helps clients and agencies navigate the regulatory compliance

processes of NEPA, CWA, ESA, and other environmental laws and regulations. He has personally prepared numerous NEPA documents (EISs, EAs, and categorical exclusions), ESA Section 7 Biological Assessments (BAs), Monitoring and Mitigation Plans, Plans of Development, Plans of Operation, Jurisdictional Determinations (Preliminary and Approved), ESA Compliance Memos, and various other biological documents. Mr. Reyna has worked closely with the USFS, BLM, USBR, USACE, FEMA, NPS, USFWS, and BIA. He has also worked with various state, county, municipal, and private clients. His biological field experience includes large-scale botany and wildlife surveys/monitoring, pre-construction surveys, avian point-count surveys, and vegetation inventories.

Alyse Lerager – Meeting Facilitator

B.A., Public Relations and Environmental Science, Northern Arizona University, Flagstaff, Arizona

Ms. Lerager is a Public Involvement Specialist and an Environmental Scientist with more than five years of experience in the field. She has worked extensively with the National Environmental Policy Act (NEPA) public scoping process and has contributed to projects for the Bureau of Land Management, National Park Service, Bureau of Indian Affairs, and the United States Forest Service. Ms. Lerager served as Secondary Meeting Facilitator for the semiannual Glen Canyon Dam Adaptive



Management Work Group (AMWG) meeting in Flagstaff, Arizona in August 2019. Ms. Lerager assisted with premeetings with USBR, setup for the AMWG meetings in Flagstaff, and collection of feedback from the AMWG stakeholders and attendees. She is familiar the Federal Advisory Committee Act and AMWG operating procedures, which included implementing motions under the Roberts Rules of Order. Ms. Lerager was recently the Meeting Facilitator for the City of Prescott Airport Master Plan Update and a Vegetation Inventory Study for Bureau of Indian Affairs. She was also the Project Manager and Meeting Facilitator for numerous infrastructure improvement projects with the City of Prescott for two years, where she produced meeting materials and public notifications, led public meetings, collected comments, and produced public involvement reports.



Christine Markussen – Geographic Information Systems Specialist

M.A. Anthropology, GIS and Geophysical Focus, University of Arkansas, Fayetteville, Arkansas

Ms. Markussen is EnviroSystems' Geographic Information Systems Program Manager. She has worked with Geographic Information Systems at EnviroSystems specializing in an archaeological format for the past 12 years. She is a Geospatial Specialist and Supervisory Archaeologist for EnviroSystems Management, Inc., overseeing all aspects of geospatial data collection, processing, and production using primarily ArcGIS, ArcMap, and AutoCAD. Her technical specialties include visual

quality simulations, spatial analysis, geophysical prospection, and predictive modeling. She has worked with a number of software packages including ArcGIS, ArcPAD, Pathfinder Office, ForeSight DXM, Microsoft Word, Access, Excel, Adobe Illustrator/Photoshop, and SPSS. She is also skilled in the use of GPS units and related software (e.g., Trimble GeoExplorer III, GeoXM, GeoXT, Juno) and Total Station units and data collectors (e.g., Topcon, South S45896, and TDS data collector).

Dave Hart – Cultural Resources Division Director / EnviroSystems Management, Inc.

M.A. Anthropology, The Pennsylvania State University, State College, PA

Mr. Hart has 25 years of experience in cultural resources management. He directed, managed, or participated in more than 500 projects throughout Arizona, California, Illinois, Florida, Louisiana, Nevada, New Mexico, Texas, and Utah, as well as Cuba and Mexico. Projects range from cultural resources overviews, archaeological survey, eligibility and data testing, and data recovery (excavation). Mr. Hart has prepared technical reports for



overviews, surveys, testing, and excavation, as well as Historic Properties Treatment Plans, Environmental Assessments, Integrated Cultural Resource Management Plans, Programmatic Agreements, as well as Memorandums of Agreement, and Memorandums of Understanding. Mr. Hart's Federal clients include the Department of Homeland Security (U.S. Customs and Border Protection and U.S. Border Patrol), the Department of Defense (U.S. Army and USACE [multiple districts], U.S. Navy [Naval Facilities Engineering Command Southeast and Southwest], U.S. Marines, U.S. Air Force and Air Force Civil Engineer Center), the Department of the Interior (National Park Service, Bureau of Land Management, Bureau of Reclamation, U.S. Fish and Wildlife Service), the Department of Agriculture (U.S. Forest Service).

Eric Herman—Senior Biologist

M.A. Environmental Planning, Arizona State University, Tempe, AZ

Mr. Herman is a seasoned and permitted (federal, state, tribal) Biologist with 16 years of experience. He has led a multitude of surveys throughout the southwest for yellow-billed cuckoo, southwestern willow flycatcher, Mexican spotted owl, burrowing owl, northern goshawk, desert tortoise, and numerous other species. Mr. Herman has also developed and implemented biological monitoring plans and prepared Biological Assessments and Evaluations in support of EISs, EAs, CEs, and other environmental documents. Mr. Herman has extensive experience trapping and handling small mammals, performing avian distance



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surveys and point call surveys, conducting mammal and avian airport wildlife hazard assessment surveys, conducting threatened and endangered species surveys and habitat evaluations, overseeing large-scale rangeland vegetation inventories, performing vegetation/soil association analyses, climate change effects analyses, statistical analyses, and technical report writing.

Pricing

TASK	AMOUNT
<i>Task 1. Project Initiation, Management, & Coordination</i>	\$ 12,040.00
<i>Task 2. Public Scoping & Review, Analysis of Public Input</i>	\$ 7,612.00
<i>Task 3. Draft & Final Environmental Assessment, Finding of No Significant Impact, & Project Record</i>	\$ 53,594.00
GRAND TOTAL	\$ 73,246.00