



City of Flagstaff  
Cinder Lake Landfill  
Task Order  
Coordination of an Environmental Assessment  
for Landfill Road (Forest Road 6010)  
Flagstaff, AZ  
National Environmental Policy Act Planner

## Project Background

This Task Order is requested through the Arizona State Contract Code CTR031438 in the field of Environmental Site Assessments.

This Task Order seeks a third-party contractor to conduct a review and analysis of the effects of redeveloping a forest road (FR 6010) across approximately 30 acres on the Coconino National Forest with complete compliance documentation, under the National Environmental Policy Act (NEPA). The contractor will coordinate directly with Peaks Ranger District, the Coconino National Forest Supervisor's Office throughout the NEPA process. The Contractor will be selected after reviewing responses to this request for proposals (RFP). The contractor is expected to start work after The Notice to Proceed is issued by the City of Flagstaff. The actual start date tentative and may be subject to negotiation between contractor and the City of Flagstaff.

Any questions about this task order should be referred to:  
Matt Morales, City of Flagstaff Cinder Lake Landfill

Project Manager

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## Scope of Services

The scope of this contract is for the preparation of an environmental assessment (EA) evaluating, at a minimum, one action and the no action alternative. Other alternatives may be considered based on the results of scoping. The EA must be written in a manner that facilitates public review and understanding.

The EA also must address Forest Plan compliance, including whether any plan amendments are needed and, if so, what they are and their effects (which may be the same as or different than the project's effects). The Forest Service will function principally as a reviewer, providing technical guidance to the Contractor regarding the issues, alternatives, effects analysis, and documentation to be addressed in the analysis. The Forest Service will provide input and guidance on the adequacy of existing data and studies, use of the most current available data and such additional matters as are useful to the prompt and efficient completion of the analysis in compliance with the applicable legal requirements. The Forest Service Interdisciplinary Team (ID Team) will provide critical document review at established checkpoints in the document production, including: issues and alternative development, Draft EA and Response to Comments, Final EA and DN/FONSI. Previous application (SF 299) documents can be requested from Matt Morales.

### The Contractor shall:

1. Organize, write and edit all documents required by CEQ (40 CFR parts 1500-1508) and Forest Service regulations (36 CFR 220) to complete an environmental assessment (EA). Work with the USFS Project Lead to coordinate a team of resource specialists and contractors to compile the appropriate information necessary for completing the EA. Ensure IDT members are well informed, check progress on tasks, provide guidance if needed, and keep the process moving according to the timeline.
2. Coordinate with Forest Service GIS analysts to produce all necessary project maps for the EA. Maps should include project area, resources, alternative actions, and cumulative actions. If engineering drawings are needed, they must be approved by a Forest Service Engineer.
3. Plan and support public meetings by helping to develop agendas, public involvement materials, recording notes and draft and/or edit letters to the public. Works with USFS Project Lead to plan and participate in between approximately 2 – 4 public meetings, which may include open houses, formal public meetings, field trips, and other meeting formats.
4. In coordination with USFS Project Lead, plans and facilitates IDT meetings approximately 1x per month. Develops meeting agendas, records and disseminates meeting notes, and follows up with individual ID Team members on assigned tasks.
5. Maintain and index the project record.
6. Complete a detailed project work plan and track progress on specific tasks on a schedule displayed by week provided to the City of Flagstaff and the USDA Forest Service.

## Performance Measures

Performance Measures shall be addressed to the City of Flagstaff and the USDA Forest Service and shall be as specified:

All documents shall be published to Forest Service standards. Electronic word processing documents shall be Microsoft Word. Final NEPA documents shall be delivered in Microsoft Word, using templates provided by the Forest Service. Documents in the project record must be converted to .pdf prior to

being transferred to the Forest Service and be 508 compliant. For enhanced communication and to minimize time constraints, it is anticipated and desired that many transmittals will be via electronic means.

The Forest Service will review all draft materials. Generally, one review and correction cycle will be sufficient prior to finalizing materials. However, based upon the amount or complexity of the Forest Service's revision comments, the Forest Service shall have the option of reviewing drafts until they are revised to the Forest Service's satisfaction.

1. **Reports:** By the 15th of each month, the Contractor shall provide monthly management reports throughout the lifetime of the project. The Contractor shall provide a meeting summary within 4 working days following each ID Team or public meeting during the lifetime of the project.
2. **Work Plan:** Within 30 days of issuance of the contract, the Contractor shall submit a work plan. The work plan shall be a comprehensive plan and schedule for completion of all aspects of the task order, following the schedule prepared by the Forest Service. See sample of "Estimated Timeline and Progress Schedule Worksheet" at the end of this prospectus. The work plan shall account for all the tasks within the scope of this task order, deliverables listed below, preparation time, and review time for each draft by the Forest Service. The work plan shall include an assessment of the existing data, preliminary identification of additional data needs for the EA, and preliminary identification of resource sections to include for the EA. The Contractor shall be responsible for keeping the work plan up to date.
3. **Public Involvement Strategy:** In coordination with the USFS Project Manager and Responsible Official, the Contractor shall review and revise as needed the public involvement strategy within 14 days of the issuance of the contract.
4. **Draft Preliminary Environmental Assessment:** The Contractor shall provide an electronic copy (using the Forest Service template) of a completed draft preliminary EA to the USFS Project Lead for Forest Service review. This document should include consideration of comments received from the public during scoping.
5. **30-day Review of Preliminary EA:** The Contractor shall provide the preliminary EA for distribution to the public for the 30-day Notice and Comment process through a legal notice posted in the appropriate Newspapers of Record. The Contractor is responsible for US Postal Service mailing and email notifications. **30-Day Public Review Comments:** The Contractor shall analyze all comment letters received during the 30-day comment period and prepare a document detailing how each comment was considered. This document shall be indexed to the comment letters and placed in the project record.
6. **Monitoring Plan:** Prepared in conjunction with the Forest Service and partner agencies/organizations.
7. **Technical References:** Copies of technical references cited in the EA must be included in the project record.

8. Draft Final Environmental Assessment: The Contractor shall revise the preliminary Environmental Assessment and provide an electronic copy of a draft final EA to the Project Leader for Forest Service review. This document should include consideration of public comments received during the 30-day comment period and Forest Service comments.
9. Final Environmental Assessment: The Contractor shall revise the document based on Forest Service comments, and prepare and provide an electronic copy of the final environmental assessment.
10. Draft Decision Document: The Contractor shall prepare the draft DN/FONSI, revise the document based on Forest Service comments, and prepare and provide an electronic copy of the final draft DN/FONSI.
11. Final Environmental Assessment and Draft Decision Document: Following Forest Service approval of the EA and draft DN/FONSI, the Contractor will distribute appropriate mailings and submit the legal notice of objection filing in the appropriate Newspapers of Record.
12. Project Record: The project record includes all the documents of all types (papers, studies, data, reference maps, correspondence, computer runs, etc.) scanned or converted into pdf format that support the decision-making process. Documents must be dated. The project record must follow the Forest Service format and index provided. The Contractor will organize and index the project record in chronological order according to the format provided by the Forest Service. The Forest Service will provide to the Contractor all Forest Service internal documents for the project record. No draft documents shall be included in the project record. The Contractor shall submit the entire electronic project record at the time of Forest Service acceptance of the preliminary EA, again at the time of acceptance of the final EA, and again at the completion of the Contract.
13. Pre-Decisional Objections: The Contractor shall create issue worksheets, based on the Project Record, responsive to any objection contentions received. These worksheets will be delivered to the Project Manager for review and may require some communication regarding locating technical information in the Project Record. The Forest Service is responsible for responding to any objections received and meeting with objectors if appropriate.
14. Final Decision Document: The Contractor shall update the Final DN/FONSI, which will incorporate discussion of and any outcomes from the objections process. The Contractor is not responsible for the following:
15. Developing the scope of the environmental analysis: The Forest Service will present to the Contractor a clear description of the specific proposal, why it is being proposed, and the nature and character of the decision to be made.
  - a. Initiating scoping: The Forest Service will develop a detailed proposed action and initiate the scoping process.

- b. Scoping Comment Summary: The Forest Service shall prepare a summary of scoping comments and issue analysis.
- c. Public Information: The Forest Service are responsible for preparing any information for release to the news media. The Agency will designate an official spokesperson who will receive all media and public contacts.
- d. Biological Evaluation and Biological Assessment: The Forest Service will write the Biological Assessment (BA) analyzing the effects of the proposed action and alternatives on federally listed threatened and endangered species if Section 7 Consultation with the US Fish and Wildlife Service is required. The Forest Service will also write the Biological Evaluation (BE) analyzing the effects of the proposed action and alternatives on Forest Service Region 3 Sensitive Species.
- e. National Historic Preservation Act compliance (NHPA): The Forest Service will conduct an appropriate level of analysis to comply with Section 106 of the NHPA. This includes writing documentation to form a basis for consultation with the Arizona State Historic Preservation Officer. This documentation would be available for inclusion as appropriate in the environmental assessment.
- f. Consultation: Forest Service specialists or line officers (Forest Supervisor or District Ranger) will be responsible for consulting with Native American Tribes, the Arizona State Historic Preservation Officer and US Fish and Wildlife Service.
- g. Posting documents on the web: The Forest Service is responsible for posting all relevant disclosure documents on the forest's website.

## NEPA Requirements

All analysis will be produced for use by the Coconino National Forest and must comply with the agency's regulations for implementing the National Environmental Policy Act, as described in the Forest Service Manual (FSM) 1950, Environmental Policy and Procedures and Forest Service Handbook (FSH) 1909.15, Environmental Policy and Procedures Handbook. The Forest Service recently announced an agency-wide focus on how it engages in project design, regulatory compliance and public engagement, specifically related to NEPA, to get more work done on the ground. There is an increased expectation from Congress, partners, and the public to be more timely, efficient, and consistent with our environmental review work. In order for the Forest Service to be more efficient we have identified some ways to more effectively complete our environmental review responsibilities. These efficiencies include increasing the scale of analysis and focusing on the required processes or documentation points with little, if any, additional steps beyond those requirements. These efficiencies are to be applied to this project.

Ultimately, the NEPA process is the responsibility of the agency official making the decision. When the environmental analysis and NEPA documentation is done using an outside party, the process must comply with the National Environmental Policy Act and Council on Environmental Quality (CEQ) regulations (40 CFR parts 1500-1508). In addition to the CEQ regulations, the primary source of agency policy and procedures are the Forest Service's NEPA regulations at 36 CFR 220. The Forest Service must also comply with the Project-Level Predecisional Administrative Review ("Objection") Process at 36 CFR 218 and may be subject to the Programmatic Plan Amendment Predecisional Administrative Review ("Objection") Process at 36 CFR 218.

Supplemental Forest Service guidance for conducting NEPA analyses is contained in Forest Service Manual (FSM) 1950, Environmental Policy and Procedures and Forest Service Handbook (FSH) 1909.15, Environmental Policy and Procedures Handbook. An agency effort to revise the Forest Service's NEPA regulations at 36 CFR 220 and policies in the Forest Service Manual at 1950 and the Forest Service Handbook at 1909.15 was initiated in late 2017. All regulations in place at the time of project development and implementation will be adhered to. The Forest Service is ultimately and legally responsible for the accuracy of the environmental analysis and documentation, and is responsible for issuing a final decision that is defensible under the law.

#### NEPA Objection Requirements

The Forest Service regulations at 36 CFR 218 require a pre-decisional objection review process prior to making a decision in an EA or EIS (for 218). It is an opportunity for interested individuals and organizations to discuss issues and concerns with Forest Service decision makers prior to a final decision being signed. This project must adhere to the regulations at 36 CFR 218 for a decision in an EA. Project specific plan amendments can also be addressed under the 36 CFR 218 regulations