

RFSOQ 16/17-83 ATTACHMENT-A

Statement of Work for Preparation of an Environmental Impact Statement

for the East Lake Tohopekaliga Drawdown and Habitat Enhancement Project

1.0 INTRODUCTION

1.1 Background and Need for Environmental Impact Statement

The Florida Fish and Wildlife Conservation Commission (FFWCC) is pursuing authorization from the United States Army Corps of Engineers, Jacksonville District (Corps), under the provisions of Section 404 of the Clean Water Act (CWA) and Section 10 of the Rivers and Harbors Act of 1899, for activities associated with proposed demucking of East Lake Tohopekaliga (ELT). To accomplish demucking activities, FFWCC proposes to drawdown ELT from 57.0 (NGVD) to 53.0 ft. during the October 1, 2017 to February 15, 2018 timeframe. This elevation would be maintained until June 1, 2018, when a gradual refill would begin. Four pumps with a total conveyance capacity of 400 cfs will be utilized to drain ELT because gravity-fed conveyance would become inefficient as the ELT stage approaches the Lake Tohopekaliga (TOHO) stage. Other activities include:

- Modification of the TOHO and ELT regulation schedules, as established by the Corps' Water Control Plan, in order to allow a temporary deviation in water levels in TOHO and ELT. The Master Water Control Manual for Kissimmee River-Lake Istokpoga Basin (USACE, 1994), which contains the relevant Water Control Plan, specifies coordination with the Corps' South Atlantic Division for review and approval of planned deviation requests.
- Installation of sheet piling and a flood control pump in both the canal between ELT and Fell's Cove and the canal between ELT and Lake Runnymede to maintain normal lake stages upstream of these canals.
- Implementation of habitat enhancement activities, including chemical treatment and burning of undesirable vegetation and excavation of organic material on the lake bottom. Approximately 115 acres of littoral zone will be mechanically scraped along the east shore and consolidated in two in-lake spoil islands that will be 1-2 acres each. Woody vegetation within the scrape zone will be piled and burned.

The Corps determined that any Department of the Army (DA) authorization for these activities could have substantial environmental effects. To assist and inform the Corps' analysis of the applications, an environmental impact statement (EIS) must

RFSOQ 16/17-83

ATTACHMENT-A

be prepared under the National Environmental Policy Act of 1969 (NEPA). The EIS will evaluate the potential significant direct, indirect, and cumulative effects of the proposed ELT drawdown and demucking activities on the quality of the human environment. The EIS will include an analysis of the proposed action's potential impacts on the endangered Everglades snail kite, water quality, navigational access to ELT, and local business operations during the drawdown. Additionally, potential areas of controversy include the need for and the effects of the in-lake spoil islands, and the environmental impact of increased drainage to Lake Okeechobee as a result of the drawdown.

1.2 History and Study Area

ELT is an approximately 11,968-acre lake located in the Kissimmee Chain of Lakes. During the 1960s, the Corps stabilized water levels within the Kissimmee Chain of Lakes, including ELT and TOHO, through construction of the Central and Southern Florida Flood Control Project, as authorized under the Flood Control Acts of 1948, 1954, 1960, 1962, 1965, 1968, and the Water Resources Development Acts (WRDA) of 1986, 1988, 1990, 1992, 1996, 1999, 2000, and 2007. Water levels on ELT and TOHO are regulated by water control structures constructed by the Corps and operated and maintained by the South Florida Water Management District (SFWMD), based on criteria approved by the Corps in the Master Water Control Manual for Kissimmee River-Lake Istokpoga Basin (USACE, 1994). Since the completion of the flood control project, water levels have been artificially restricted within a very narrow range of fluctuation; historic high and low stages are no longer achieved.

A drawdown with organic sediment removal was implemented on TOHO in 2004. TOHO is an approximately 22,700-acre lake located approximately 3.5 miles southwest of ELT. Corps permit SAJ-1998-05442 (IP-EB) was issued May 1999 and authorized the drawdown and removal of four million cubic yards of aquatic vegetation and organic material from 2,844 acres of lake bottom along the 39.8-mile shoreline of TOHO. Dredged material was disposed through the creation of in-lake disposal sites (i.e., spoil islands). An Environmental Impact Statement (EIS) was undertaken by the Corps (Environmental Branch, Planning Division) for the deviation to the TOHO regulation schedule and the Final EIS LAKE TOHOPEKALIGA EXTREME DRAWDOWN AND HABITAT ENHANCEMENT PROJECT OSCEOLA COUNTY, FLORIDA published in June 2002.

The Corps will study the environmental impacts of the Proposed Action and alternatives. The overall Study Area (Figure 1) includes some portion of the ±153,000 acre ELT and TOHO watersheds (12-digit Hydrologic Unit Code) and the Kissimmee River south to, and including, Lake Okeechobee. A more detailed description of the study area will be developed following the Scoping meeting, at which time the Corps will determine the final Study Area for the EIS. Changes to the Study Area, as a result of scoping, may require approval of an appropriate contract modification with the FFWCC.

RFSOQ 16/17-83 ATTACHMENT-A

Figure 1. Overall Study Area for the East Lake Tohopekaliga Drawdown and Habitat Enhancement Project.



RFSOQ 16/17-83 ATTACHMENT-A

1.3 Project Purpose

The Corps preliminarily considers the basic purpose of the proposed activity to be aquatic habitat improvement. The EIS will include a statement of purpose and need that is approved by the Corps in accordance with NEPA, and the overall project purpose approved by the Corps in accordance with the 404(b)(1) Guidelines (40 C.F.R. Part 230).

2.0 OBJECTIVE

The Corps as the lead federal agency will have responsibility for the preparation and content of the EIS in accordance with all of the requirements of NEPA (42 U.S.C. § 4321, et seq.), Council of Environmental Quality Regulations (40 C.F.R. Parts 1500-1508) and the NEPA Implementation Procedures for the Corps Regulatory Program (Appendix B of 33 C.F.R. Part 325). In addition, the analysis of alternatives should include sufficient information to support the evaluation of alternatives under the 404(b)(1) Guidelines (40 C.F.R. Part 230). According to these laws and regulations, specifically 40 C.F.R. § 1506.5(c), the Third Party Contractor (TPC), has been selected by the Corps to perform the work described in this Statement of Work (SOW) under the direction of the Corps. Also as required by the Council on Environmental Quality regulations, the TPC shall sign a "Disclosure Statement" (see Attachment A). In addition, the TPC shall sign a Letter of Agreement (LOA) with the Corps that will further describe the parties' responsibilities in the preparation of the EIS, including communication strategies and protocols.

This SOW summarizes the scientific and technical services to be provided by the TPC for the preparation of the EIS, which will aid the Corps in its decision to issue, issue with modifications to the applicant's proposal, or deny a Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. 403) and/or Section 404 of the Clean Water Act (33 U.S.C. 1344) permit(s) for the proposed Project.

The principal objective of the SOW is to provide the TPC and the Corps with the documents and analyses to satisfy NEPA in its preparation of the EIS. These documents and analyses must include objective appraisals of the final reasonable range of alternatives, including the no action and proposed action alternatives. The discussion will include the environmental impacts of the alternatives, any adverse environmental effects which cannot be avoided, the relationship between short-term uses of man's environment and the maintenance and enhancement of long-term productivity, and any irreversible or irretrievable commitments of resources which would be involved in the proposal should it be implemented. Among other things, for each alternative, the EIS will discuss direct, indirect, and cumulative impacts (both positive and negative) on the human environment, and means to mitigate adverse environmental impacts.

RFSOQ 16/17-83 ATTACHMENT-A

The TPC shall prepare the EIS in an efficient manner while maintaining a high degree of credibility, ensuring the validity and accuracy of the study products. The FFWCC will assist with the Corps' preparation of the EIS by disclosing all proposed actions and reasonable alternatives. The FFWCC will also disclose and seek all required federal authorizations for any connected, cumulative, or similar actions so that they may be considered in this evaluation, if required under NEPA. In the event that the FFWCC does not advise the Corps of future activities, additional NEPA analysis may be required to evaluate the potential impacts of future proposals.

The EIS shall include a complete description of the alternatives and issues identified during the Scoping process and a summary of all interagency meetings, identification of areas of controversy and incorporation of information developed in previous NEPA documents. The TPC shall focus the EIS on an evaluation of the significant issues developed during Scoping using a systematic, interdisciplinary approach, with full coordination between all responsible agencies, FFWCC, and the public. The EIS shall comply with the requirements of NEPA and its implementing regulations and be legally sufficient to withstand a challenge in federal court.

The EIS will address all the requirements of NEPA including applicable federal and state laws, regulations and executive orders. A partial list of statutes to be addressed in the environmental impact statement: Coastal Zone Management Act; Clean Air Act; Federal Water Pollution Control Act; Magnuson-Stevens Fishery Conservation and Management Act; Endangered Species Act; Farmland Protection Policy Act; Fish and Wildlife Coordination Act; National Historic Preservation Act; Archeological and Historic Preservation Act; and Executive Order 11990, Protection of Wetlands.

3.0 SCOPE OF WORK

The services for this SOW shall be performed in accordance with a contract or similar instrument between the TPC and FFWCC. The Tasks for this SOW are set forth in Section 4.0, WORK BREAKDOWN STRUCTURE.

All efforts performed in support of the assigned Tasks and in producing the required Deliverables shall be thoroughly documented by the TPC. Any scheduled meetings, particularly with other agencies, stakeholders, residents, and land owners, shall be coordinated with and attended by the Corps Project Manager (Corps PM) and any other participants as the Corps deems necessary. All communication correspondence generated or received (via emails, letters or phone calls) shall be categorized and provided to the Corps and included in the administrative record. The TPC shall maintain a detailed transmittal log of all information, documentation, correspondence or any other materials submitted. All records shall be included in the administrative record.

RFSOQ 16/17-83 ATTACHMENT-A

The TPC shall commence work under this SOW immediately upon execution of the SOW and signing of the Disclosure Statement. All work is to be completed and delivered to the Corps PM on or before the dates specified in Section 9.0, DELIVERABLE AND PAYMENT SCHEDULE unless mutually agreed upon modifications between the Corps and TPC, as contractually authorized by FFWCC, are made as the project progresses.

All EIS communications shall be directed through the Corps who, at its discretion, will forward to FFWCC PMs or designees.

All parties recognize that time is of the essence and shall exercise due care to avoid or minimize any cost increases or schedule delays.

The TPC shall designate a TPC Project Manager (CPM) with full authority for the performance of the required services by the TPC Team on this SOW. Any changes in the CPM must have Corps approval and FFWCC authorization. The CPM shall ensure that all Deliverables are submitted on time to the Corps PM at the completion of each specific Task or as otherwise detailed herein; Corps distributes to FFWCC at its discretion.

The EIS must comply with all provisions of NEPA and its implementing regulations at 40 C.F.R. Parts 1500-1508. In addition, the EIS must comply with the provisions of 33 C.F.R. Part 325, Appendix B, which is the Corps' regulation relating to the preparation of NEPA documents for regulatory functions. The EIS shall disclose and analyze all potential significant environmental impacts of the proposed ELT Drawdown and Habitat Enhancement Project as required under NEPA. A reasonable range of alternatives shall be developed, based on issues raised by agency and public scoping. The EIS shall address the Public Interest review requirements of the Corps Regulatory Program Regulations (33 C.F.R. Parts 320-330), as well as the factual requirements of the Section 404 (b)(1) guidelines (40 C.F.R. Part 230), so that the EIS, when completed, will provide the information needed to support the decision-making process of the Corps.

4.0 WORK BREAKDOWN STRUCTURE

The following section further defines the specific tasks that must be completed to fulfill the obligations of this SOW.

4.1 Task 1: Attend and Participate in Kickoff Meeting

Appropriate personnel from the TPC's staff shall participate in a minimum one day meeting with the Corps to be held in the Corps's office in Cocoa, Florida or the vicinity, within **10** days of the execution of the SOW. The TPC must be prepared to actively participate in the meeting and lead a discussion concerning the preparation of the EIS including the time frame related to the NEPA process. Topics of discussion at this meeting shall include:

RFSOQ 16/17-83 ATTACHMENT-A

- Project Purpose and Need;
- Potential Alternatives;
- Potential Scope of Analysis;
- Significant issues to be analyzed;
- Study Needs (and necessary data calls);
- EIS schedule;
- Public Participation Plan;
- Necessity of TPC site visits and coordination of site visits with FFWCC; and
- The Scoping Meeting.

Deliverables

1.1 Attend and Participate in Kickoff Meeting

1.2 Prepare Meeting Summary

4.2 Task 2: Prepare and Manage Schedule for EIS including a QA/QC Plan

The TPC, with Corps assistance, shall further develop a Project schedule to complete the EIS process for this action. The detailed Project schedule shall be presented to the Corps by the TPC within 5 days following the "kickoff" meeting, indicating the critical path(s) of the efforts required to complete the EIS as outlined in the tasks described below. The Project schedule will include consultation requirements that the Corps and/or cooperating agencies must complete concurrent with the EIS because some of that information and analysis will be incorporated into the EIS (e.g. National Historic Preservation Act and Endangered Species Act consultation, State water quality certification). The Corps will approve the schedule or recommend changes within 5 working days of receipt. The Project schedule should reflect the Corps goal to complete the Final EIS (FEIS) document as soon as reasonably possible, with a target goal for filing the Draft EIS (DEIS) by **April 18, 2017**. This schedule shall be used by the TPC to manage work on the EIS and by the Corps to monitor the progress of work on a monthly basis. The schedule shall also include specific dates that demonstrate when milestones will be met. A copy of the schedule, with any revisions or updates, and

RFSOQ 16/17-83 ATTACHMENT-A

status of the Project milestones shall be presented in the Monthly Status Reports (see Task 12).

Quality Assurance/Quality Control (QA/QC) Plan

The TPC shall prepare a QA/QC Plan for the Project. The QA/QC Plan shall include details of the level of review to be performed on data sources, Project assumptions, memoranda, letters, documents, and the Task Deliverables. The QA/QC Plan shall also assign the review responsibility to appropriate team members. A peer review process shall be established to provide a detailed review of the Project. The purpose this QA/QC plan is to ensure that all work performed by the TPC complies with the scope, schedule, budget, and level of quality anticipated by the Corps; to focus the Project team on issues affecting data quality prior to initiation of Project work; to facilitate communication between Project managers, task managers, technical contributors and support personnel; and to ensure that all work adheres to Corps requirements and program objectives, and is consistent with the requirements of the National Environmental Policy Act (NEPA), its implementing regulations (40 C.F.R. §1500 et seq.), and 33 C.F.R. part 325, Appendix B.

The TPC Project QA/QC officer shall be charged with the responsibility of the TPC's QA/QC Plan's implementation and documentation of current QA/QC activities. An update on all QA/QC activities shall be reported in the Monthly Status Reports (see Task 12). All work performed by the TPC design team members and subTPCs on the Tasks for this SOW shall be in accordance with this QA/QC Plan. Compliance with the QA/QC Plan shall be reported in the Monthly Status Report.

Deliverables

2.1 Prepare and Manage Schedule for EIS

2.2 Prepare Quality Assurance and Quality Control (QA/QC) Plan

4.3 Task 3: Prepare Public Participation Plan

The TPC shall develop and implement a Public Participation Plan. The Corps will provide a sample Public Participation Plan to facilitate the development. This plan shall include public involvement by providing public notices in newspapers of general circulation within the affected areas for all NEPA related hearings and public meetings. The TPC shall prepare a draft plan and coordinate its contents prior to submitting it to the Corps for review and approval. Any Corps comments shall be incorporated into the final plan.

In developing the plan, the TPC, with the assistance of the Corps, shall identify all interested stakeholders for inclusion in mailing lists and shall ensure that adequate cross-sections of the public are represented, including interested citizens and

RFSOQ 16/17-83 ATTACHMENT-A

environmental organizations, any affected low income or minority populations, affected local, state and federal agencies, and any other agencies with jurisdiction or special expertise concerning the environmental impacts to be addressed in the EIS.

The plan shall address the timing of mail distributions and public notices. The latter shall be issued at least two weeks prior to the scheduled public meeting(s) and be concurrent with filing of the DEIS and FEIS, respectively. Notices shall be published in the non-legal section of the newspaper(s) with copies sent to parties on the mailing lists and posted to Corps and FFWCC Internet Sites. The DEIS newspaper notice shall include both the notice of availability of the DEIS and the schedule and location(s) for the DEIS public meeting(s). The FEIS notice shall notify the public of the availability of the FEIS. Notices shall be drafted by the TPC and submitted to the Corps for approval prior to their release to the media.

The public participation plan shall establish the appropriate format for each public meeting. At least two types of public meetings are envisioned, one for scoping purposes and one for receiving comments on the DEIS. All public meetings shall be held near the location of the proposed action and its alternatives and in a facility convenient for the attendance of the affected public. In order to comply with the Rehabilitation Act of 1973 requirements, provisions for deaf interpretation and other accommodations/provisions will be provided as necessary. The TPC shall request during the notification process information from the stakeholders concerning any reasonable accommodation they may need prior to the meeting. In order to comply with Executive Order 12898 regarding environmental justice concerns, the public participation plan shall incorporate means to include potentially affected minority and low income populations within the public involvement program. Public notices shall be bilingual if an area affected by the proposed action or its alternatives has a large population of non-English speaking residents. In such cases, simultaneous translation or translated fact sheets would be required for public meetings. The plan shall also incorporate public participation and notice requirements that apply to the presence of specific environmental resources or conditions, such as those required by the executive orders on flood plain management and wetland protection. To the extent possible, these resource specific public participation/notice requirements shall be completed concurrently with other public participation requirements. All public documents, notices, and meetings shall be concise, understandable and readily accessible to the public.

Deliverables

3.1 Prepare Public Participation Plan

3.2 Prepare draft Notice of Intent in accordance with 40 C.F.R. §1508.22 and 33 CFR Part 230, Appendix C.

RFSOQ 16/17-83 ATTACHMENT-A

3.3 Provide one set of mailing labels, to include adjacent property owners and other potentially interested entities, for mailing the Public Notice required per 33 cfr § 325.3 (prepared by Corps).

4.4 Task 4: Public Scoping

Sub-Task 4.1 Prepare for Scoping Meeting

The TPC, in consultation with the Corps, shall provide the Corps all necessary drawings, including location maps, project design, location of aquatic resources, history of the project area, etc. requested for the Corps in development of the Scoping presentation.

Sub-Task 4.2 Hold Scoping Meetings

The TPC, in consultation with the Corps, shall schedule, provide all logistic support (including leasing of a meeting room and obtaining the services of a court reporter as necessary) and conduct one public Scoping meeting to gain input from the public concerning the scope of issues and level of analysis to be considered in the DEIS. The Corps will make opening statements at the meeting and will present on the Project. The TPC's Project Manager and other key personnel shall be present to explain the NEPA process, the purpose of Scoping, to answer questions from the public and to otherwise facilitate conduct of the meeting. Graphical displays, including maps and charts, shall be provided by the TPC as appropriate. It is anticipated that the public Scoping meeting will be held within two months after execution of the SOW in accordance with the schedule set forth in Task 2.1. Other scoping activities, such as participating in the Corps' meetings with Federal, state and local entities on specific issues, may be determined to be necessary.

Sub-Tasks 4.3 and 4.4 Prepare Scoping Report and Meet with Agencies as necessary to review comments.

In addition to the meeting transcript, the TPC shall prepare a report summarizing the results of agency and public scoping coordination. The report shall include a spreadsheet or other tabular format for compiling and sorting public comments obtained at the Scoping meeting, received in response to the Corps' Public Notice, and other public or agency Scoping comments received by mail or electronically. The TPC shall submit a draft report for Corps approval and incorporate all comments into the final report. The TPC may need to participate in the Corps' meetings with any commenting or cooperating agencies that submit comments. In the Scoping Report, the TPC shall include an analysis of the issues raised and a proposed resolution, whether that be to recommend

RFSOQ 16/17-83 ATTACHMENT-A

additional analysis of the issue be performed and included in the EIS or a determination that no further analysis is necessary.

Sub-Task 4.5 Finalize Scoping Report

Sub-Task 4.6 Attend Interagency Meeting to Coordinate and resolve Scoping Comments

The TPC shall attend a meeting with the Corps to review the scoping comments and proposed resolutions.

Deliverables

4.1 Prepare for Scoping Meeting

4.2 Hold Scoping Meeting

4.3 Prepare Draft Scoping Report

4.4 Review Scoping Comments at Agency Meeting

4.5 Prepare Final Scoping Report

4.6 Attend Interagency Meeting to coordinate Scoping Comments

4.5 Task 5: Identify Data and Develop Documentation Necessary for Interagency Coordination to Support Biological Assessment, Essential Fish Habitat Analysis, Cultural Resources review, and other identified analyses.

Prior to beginning substantive analytical work on the DEIS, the TPC shall become familiar with the available program, site, and environmental data for the proposed action and its alternatives. TPC shall identify additional information needs and data gaps and proceed to identify sources of missing information and obtain that information or data. The TPC shall obtain from the FFWCC available baseline data, as well as data to be furnished by the various agencies or from existing sources. The Corps, with assistance from the TPC, will maintain regular communications with the resource agencies throughout preparation of the EIS. This coordination may occur in the form of conference calls, web-meetings, email, letters, or as deemed necessary by the Corps, required in-person meetings. The TPC shall compile all data collected by the TPC or provided from other sources. The TPC shall serve as the repository for all reference documents throughout the process. The collected information shall be included in the administrative record at the conclusion of the EIS. The TPC shall track agency progress and continue coordination with the agencies to obtain agency-provided data on a timely basis. All inter-agency coordination, including initiating

RFSOQ 16/17-83 ATTACHMENT-A

and leading coordination with the U.S. Fish and Wildlife Service and state agencies will have over-sight by the Corps.

Deliverables

5.1 Include in DEIS information necessary for Biological Assessment (BA) as required by United States Fish & Wildlife Service (FWS) to evaluate impacts of the proposed project on endangered species.

5.2 Provide a Draft Biological Assessment; the BA may be included as an appendix in the Draft or Final EIS.

5.3 Include in DEIS information necessary for Cultural Resources review by the Corps and to support consultation with the State Historic Preservation Officer pursuant to Section 106 of the National Historic Preservation Act.

5.4 Provide a Final BA if necessary following comments from the Agencies.

4.6 Task 6: Prepare Description of Proposed Action, Alternatives and Matrix of Environmental Consequences.

The TPC shall review information provided by the Corps concerning the specific activities to complete this SOW. The information gathered shall be assembled into concise and descriptive statements of the proposed activities to be addressed in the EIS. The TPC shall include a planned approach to the Description of Proposed Actions, including the objective(s) of the proposed action, Alternative description, anticipated metrics to evaluate Alternatives and identify which resources shall be evaluated in the Environmental Consequences sections of the EIS, forming the foundation of the EIS. The information should clearly communicate these sections through summary bullets, tables, and graphs. The objectives shall be clearly identified, how they will be evaluated and the source of each objective (e.g., legal, resulting Scoping process). The narrative shall identify all the relevant data and activities necessary to describe the proposed actions, alternatives and their environmental consequences.

Deliverables

6.1 Prepare Description of Proposed Action, Alternatives, and Matrix Evaluating Environmental Consequences of each Alternative

4.7 Task 7: Prepare Preliminary Draft Environmental Impact Statement (PDEIS)

RFSOQ 16/17-83 ATTACHMENT-A

The TPC shall prepare a PDEIS in accordance with the following requirements:

Sub-Task 7.1 Submittal No. 1 of PDEIS

Identification of Baseline Environmental Conditions. The TPC shall use the information/data furnished by the Corps and/or other sources to prepare narratives documenting baseline environmental and socio-economic conditions. The TPC shall assemble and review existing data describing the environmental resources of the study area. The information assembled must be sufficient to (1) assess the environmental, historic, economic, and social values that will be affected, either beneficially or adversely, by the proposed actions and alternative and (2) demonstrate compliance with related environmental requirements such as those listed in Section 2 above.

Throughout the EIS process, pertinent data gaps that have a bearing on the analyses shall be reported to the Corps immediately upon identification. The TPC shall gather additional details from the other State and Federal resource agencies as well as other available sources to fully describe baseline conditions and projected future conditions. The TPC shall coordinate with the Corps to determine the validity of data to be incorporated into the PDEIS, regardless of the source. If the Corps concludes that additional data are required, an appropriate modification to the contract between TPC and FFWCC will be necessary.

Preparation of Preliminary Draft EIS (PDEIS). Using information describing the proposed actions and alternatives, baseline environmental information, Scoping information, and information resulting from the data gathering tasks and site visits, the TPC shall address the potential impacts anticipated from the proposed action and its alternatives, as defined in paragraph 1 of this SOW. The PDEIS shall be prepared in conformance with NEPA, the CEQ regulations, and Appendix B of 33 C.F.R. part 325.

Analysis. The TPC is responsible for identifying, documenting, and analyzing relevant conditions, issues, and effects associated with the proposed action and alternatives. The document should be structured so as to include only the data in the Affected Environment Section required to perform the analysis. Extraneous data, just because it is available, should not be included. The Analysis of Alternatives Section should not introduce new data, but should assess the proposed action and alternatives against the database presented in the Affected Environment. The TPC should document all decisions, including why it did not consider particular information or why a resource, alternative, or impact was not evaluated. The TPC shall prepare its own analysis and incorporate appropriate analysis provided by the Corps or other approved sources into the PDEIS, in appropriate level of detail and editing to provide a consistently structured document.

Format of the PDEIS. The format to be used is the one specified in the CEQ regulations and Appendix B of 33 CF.R. part 325. The text shall be error free,

RFSOQ 16/17-83 ATTACHMENT-A

complete, clear, concise, and grammatically correct. The main text of the report shall be written in a manner suitable for the general public and persons not professionally trained for the technical subject discussed. The PDEIS shall be an analytical document, with a minimum of attached reference material. Acronyms shall be used only on a limited basis. Any acronyms used shall be defined on first use and included in a list of acronyms page. Any citations shall be in the text itself with the page numbers identified and copies of referenced document included in the administrative record.

The PDEIS shall be typed one and one-half spaces on two-sides of the paper. The size of pages shall be 8.5 by 11 inches, except for foldout maps, charts, or other illustrative material. Each line of each page for the PDEIS shall be numbered to facilitate review. Type size and the font used must be approved by the Corps prior to printing. Drawings, photographs, and text shall be sufficient to adequately convey the material, eliminating any extraneous information. The PDEIS shall also include a brief summary of all essential information contained in the EIS. The PDEIS shall be bound by plastic spiral binding. A separate reference document containing technical appendices is acceptable.

Submittal No. 1 of PDEIS. The TPC shall submit the PDEIS as chapters are completed to the Corps for review and comment. The Chapters shall be submitted in Microsoft Word and PDF formats. The Corps will solely determine whether Sections of Chapters or entire Chapters of the draft or final EIS are to be released to other Agencies or to FFWCC for data verification, review, and/or comment.

Preliminary Draft EIS Review Meeting. After the PDEIS has been submitted to the Corps for review, the Corps will furnish comments to the TPC. At least one meeting between the TPC and the Corps will be held at the Corps' office or nearby vicinity to discuss revisions to the PDEIS as necessary. These meetings will discuss the comments and resolve any problems or questions that may arise. The meetings will also discuss the Notice of Availability (NOA) that will be required to announce the availability of the DEIS to the public and the upcoming public meeting. The TPC's Project Manager, and any other key personnel that the Corps deems necessary (estimated 4 personnel), shall attend this PDEIS review meeting.

Sub-Task 7.2 Submittal No. 2 of PDEIS

The TPC shall incorporate all comments into a revised PDEIS for further Corps approval. The TPC shall distribute **FIVE** copies of PDEIS Submittal No. 2 to the Corps for review and approval.

Sub-Task 7.3 Prepare Draft EIS (DEIS) For Publication

Following the review and acceptance of the PDEIS by the Corps, the TPC shall proceed with preparation of the DEIS document. The front cover of the DEIS (and FEIS) shall be a high quality cover, containing the title of the document, the Corps

RFSOQ 16/17-83 ATTACHMENT-A

date of official release (month and year), and the name of the TPC who prepared the document. While the quantities may change based on Stakeholder feedback, upon approval of the DEIS by the Corps, the TPC shall provide a minimum of **50** printed copies and **200** electronic copies on CD of the DEIS to the Corps. The TPC shall provide mailing labels for public distribution of the DEIS. The TPC shall be responsible for reproduction and distribution of the DEIS to the public and other Stakeholders as directed by the Corps.

Sub-Task 7.4 Prepare DEIS Notice of Availability and Public Meeting Notice(s) for DEIS and Issue Locally

The TPC shall prepare a draft and final Notice of Availability (NOA) of the DEIS for the Corps' approval. The Corps will be responsible for providing the EPA with the information necessary to publish the Federal Register notice. The locally published NOA should also give the location and the date and time of the public meeting(s) for receiving comments on the DEIS. After consulting with the Corps, the TPC shall prepare and advertise the NOA in the non-legal section of the local newspaper or newspapers. The TPC shall prepare a narrative that can be posted to the Corps and FFWCC Internet Sites, as specified in the public participation plan. The draft NOA shall be submitted to the Corps for approval. The NOA shall be timed for publication concurrent with filing the DEIS, and at least **30** days prior to date of the public meeting(s). The TPC shall distribute the NOA to the entire mailing list approximately 30 days prior to the scheduled meeting(s).

Deliverables

7.1 Preliminary Draft EIS Submittal #1 (chapter format)

7.2 Preliminary Draft EIS Submittal #2 (complete document)

7.3 Draft EIS for Publication

7.4 Draft and Issue Locally NOA of DEIS and Public Meeting Notice

4.8 Task 8: Presenting the DEIS

The TPC shall finalize the DEIS in accordance with the following requirements.

Sub-Task 8.1 Public Meeting on the DEIS

The TPC, in consultation with the Corps, shall schedule, provide all logistic support, obtain the services of a court reporter and conduct at least one public meeting for DEIS review. The public meeting should be held no earlier than 15 days after the NOA appears in the Federal Register. The Corps' representative will make an opening statement at the public meeting and shall present the proposed action,

RFSOQ 16/17-83 ATTACHMENT-A

alternatives, and evaluation framework, and to discuss the probable environmental effects of the proposed action and alternatives. The TPC's Project Manager and other key personnel shall be present at the public meeting and may present data as required by the Corps. The Corps and the TPC will be present to assist in response to questions from the public. Graphical displays, including maps and charts, shall be provided by the TPC.

Sub-Task 8.2 and 8.3 Prepare DEIS Comments Report and Meet with Agencies as necessary to review comments.

In addition to the meeting transcript, the TPC shall prepare a report summarizing the results of agency and public comments to the DEIS. The report shall include a spreadsheet or other tabular format for compiling and sorting public comments obtained at the DEIS public meeting, and other public or agency comments received by mail. The TPC shall work with the Corps to draft responses to the comments. The TPC shall submit a draft report with comments and responses for Corps review and comment prior to incorporating requested changes into the final report. TPC's participation in the Corps' meetings with commenting, participating, or cooperating agencies that have submitted comments may be necessary during this time period. In the DEIS Comments Report, the TPC shall include an analysis of the issues raised and a proposed resolution, whether that be to recommend additional analysis of the issue be performed and included in the EIS or a determination that no further analysis is necessary.

Sub-Task 8.4 Finalize DEIS Comments Report

Sub-Task 8.5 Attend Interagency Meeting to Coordinate and Resolve DEIS Comments

The TPC shall attend an Interagency Meeting with the Corps to review the DEIS comments and proposed resolutions. The TPC will take notes and prepare a report summarizing the discussions, action items, or tasks assigned during the review meeting.

Deliverables

8.1 Hold Public Meeting

8.2 Prepare DEIS Comments Report and Meeting Transcripts

8.3 Meet with Agencies as necessary to review comments.

8.4 Prepare DEIS Comments report

8.5 Attend Interagency meeting with the Corps and EPA to review the DEIS Comment

RFSOQ 16/17-83 ATTACHMENT-A

4.9 Task 9: Prepare Preliminary(s) Final EIS (PFEIS)

The TPC shall prepare the PFEIS in accordance with the NEPA and its implementing regulations and this task shall include the following:

Sub-Task 9.1 Responses to Public Comments on DEIS

The TPC, in coordination with the Corps, shall prepare responses to public comments on the DEIS and provide copies of the comments and draft responses to the Corps for review and comment. Responses to comments may also include additional tables, graphics or additional data for review and incorporation into the text or appendices of the FEIS as well as corrected text from the DEIS. The TPC shall coordinate with the Corps on the method to be used for comment/response, identifying major comments and any conflicting comments. A one-day progress review meeting shall be held at the Corps' office to coordinate responses to comments. All responses shall be subject to approval by the Corps prior to finalization for inclusion in the PFEIS.

Sub-Task 9.2 Coordinate Final Response to Comments and Prepare Preliminary Final EIS Submittal #1 (PFEIS)

The TPC shall incorporate the approved revisions and responses to comments into a PFEIS. These revisions or responses may require additional analysis and might include the need to obtain additional information/data from FFWCC, the Corps, or other Agencies and sources. Data gaps shall be identified and reported to the Corps. The TPC shall gather additional data or other information from the other State and Federal resource agencies as well as other available sources to fully describe baseline conditions and projected future conditions. The TPC shall coordinate with the Corps to determine the validity of data to be incorporated into the PFEIS, regardless of the source. If the Corps concludes that additional data are required, an appropriate modification to the contract will be necessary. The TPC is responsible for identifying, documenting, and analyzing relevant conditions, issues, and effects associated with the proposed action and alternatives.

The TPC shall submit the PFEIS as chapters are completed to the Corps for review and comment. The Chapters shall be submitted in Microsoft Word and PDF formats. The TPC shall incorporate comments into the FEIS, as directed by the Corps. The Corps will determine whether Sections of Chapters or Whole Chapters of the PFEIS are to be released to FFWCC or other Agencies for data verification, review, or comment.

Sub-Task 9.3 Submittal #2 of PFEIS and its Review

RFSOQ 16/17-83 ATTACHMENT-A

The TPC shall prepare a full version PFEIS for Corps review and approval. The PFEIS should show the contents, page layout, paper quality, cover quality, print quality, tables, graphics, photographs, and related appearance criteria. The FEIS format shall be the same as for the PDEIS outlined above. The use of high quality graphics, photos, and other illustrative materials is encouraged. Three copies of any required revisions to the PFEIS shall be furnished to the Corps for final review and approval. If necessary, the PFEIS review meeting shall be held to resolve any open issues.

Sub-Task 9.4 Prepare Final Environmental Impact Statement For Publication

This task is completed in the same manner as the task for preparing the Draft EIS for distribution.

Sub-Task 9.5 Prepare Final Environmental Impact Statement Notice of Availability and Issue Locally

The TPC shall provide the following support for preparation, filing, and noticing of the FEIS:

- Draft NOA for FEIS. The TPC shall perform the same tasks for the publication and distribution of the NOA for the FEIS as it did for the NOA for the DEIS. Publication of the NOA and distribution of the NOA to the public shall be concurrent with Corps filing the FEIS with EPA.

- Printing, Mailing and Filing FEIS. The TPC shall provide five printed copies (plus additional copies for mailing), and an electronic copy of the FEIS to the Corps. The TPC shall also provide printed mailing labels for distribution of the FEIS. The TPC shall be responsible for reproduction and distribution of the FEIS to the public and stakeholders. The Corps will file the FEIS with EPA. The waiting period for the FEIS, during which review and comments may be made, shall be 30 calendar days after EPA's NOA appears in the Federal Register, with a target date of **July 14, 2017**.

Responses to FEIS Comments. Comments received on the FEIS shall be addressed by the TPC, in draft and final letter format, after coordination with the Corps. All responses must be approved by the Corps. The TPC shall provide the original final letters of response to the Corps. Note: The Corps will include comment summary and response document as part of the preparation of its Record of Decision.

Sub-Task 9.6 Attend Interagency Meeting to Coordinate and resolve Final EIS Comments

The TPC shall attend an Interagency Meeting with the Corps and EPA to review the comments on the FEIS and propose resolutions to the concerns identified in those letters.

RFSOQ 16/17-83 ATTACHMENT-A

Deliverables

- 9.1 Prepare Template for Comments and Responses and Classify Comments According to Type
- 9.2 Organize Comments on DEIS and Prepare Draft Responses to Comments
- 9.3 Coordinate Final Response to Comments and Prepare Preliminary Final **EIS** Submittal #1
- 9.4 Preliminary Final EIS Submittal #2
- 9.5 Final EIS for Publication
- 9.6 Prepare Notice of Availability of **FEIS** and Issue Locally
- 9.7 Organize Comments on FEIS and Prepare Draft Responses to Comments
- 9.8 Attend Interagency Meeting to coordinate **FEIS** Comments and responses

4.10 Task 10: Prepare Draft Record of Decision and Section 404(b)(1) Guidelines Evaluation

The TPC shall prepare a draft Record of Decision and Section 404(b)(1) Guidelines Evaluation. The Corps will prepare the final Record of Decision and Section 404(b)(1) Guidelines Evaluation. The Corps will be responsible for the publication of the notice of availability.

Deliverables

- 10.1 Prepare Draft Record of Decision with Section 404(b)(1) Guideline Evaluation

4.11 Task 11: Maintain and Provide Administrative Record and Document EIS Related Communications

The TPC shall prepare and assemble the Administrative Record for the information available to the TPC and furnish it to the Corps within 60 days after the FEIS is issued. A supplemental Administrative Record shall record transactions related to the receipt and drafting of responses to the comments on the FEIS. The Administrative Record is the entirety of the information relied upon directly or indirectly to prepare the EIS and will be composed of information assembled by the TPC. The Administrative Record is inclusive of all information and analyses either generated or obtained from other sources, or used to support documentation and analyses. A complete Administrative Record is the entirety of the information relied

RFSOQ 16/17-83 ATTACHMENT-A

upon within the TPC's possession plus all information in other locations listed in the references. Information listed in the references at other locations does not have to be included. The TPC shall coordinate with the Corps PM for further instruction on how to organize and name the administrative records. In general, the TPC will be required to organize the information composing the Administrative Record as accessible electronic files, indexed by topic to the extent possible, and submit this record to the Corps. Included in these files shall be documentation of communications between the TPC and FFWCC, including emails, meeting notes, and phone logs.

Deliverable

11.1 Prepare Administrative Record and Draft Index. The Corps retains final authority on the contents of the Administrative Record.

4.12 Task 12: Prepare Monthly Progress Reports

The TPC shall be required to prepare and submit brief monthly progress reports on the status of the EIS to the Corps for its use and distribution. The monthly reports shall contain an accurate, up-to-date account of all major work accomplishments and outstanding issues. The report shall include a list of remaining milestones to be accomplished. Completion of work shall be documented in these progress reports. The first monthly progress report shall be due two months after execution of the SOW. Subsequent monthly progress reports shall be due by the 15th of each month. The Progress Report shall include, but not necessarily be limited to, the following:

- Activities and accomplishments in the previous month
- Problems and/or concerns encountered in the Project that relate to or may impact the NEPA process
- Planned actions for the next month, and
- Updated Project Schedule, if needed

Deliverable

12.1 Monthly Progress Reports

4.13 Task 13: Attend and Participate In Progress Review and Unscheduled Meetings

RFSOQ 16/17-83 ATTACHMENT-A

Frequent and open communication between the Corps, the TPC, other Agencies, and FFWCC will lead to more effective EIS development. Communication is expected to be frequent and may be unscheduled. At a minimum, the TPC shall, in consultation with the Corps, schedule and conduct progress review meetings (approximately 8), at critical points within the EIS schedule. These meetings shall be interactive in nature, and will require at least one-half day per meeting. It is anticipated that these meetings normally will be held in the Corps' office in Cocoa, Florida. Additional virtual meetings will be held between the TPC and the Corps or other Agencies, FFWCC, or any other group or individual to meet the demands of the EIS development. The TPC is expected to have in attendance or otherwise available sufficient members of the TPC's EIS team to adequately address the major issues and environmental impacts to be addressed during the meetings. The Corps reserves the right to request unscheduled meetings with the TPC to review and discuss the progress and to discuss any problems or concerns that may arise. The TPC may also request meetings with the Corps.

Deliverable

13.1 Summary of In Progress Review and/or Unscheduled Meetings

4.14 Task 14: Maintain Bibliography of Acronyms, References and Data Sources and Prepare, Update and Maintain Mailing Lists

The TPC shall develop and continue to update the bibliography, with data sources and reports noted. The updated bibliography shall be incorporated into the DEIS. The bibliography shall be limited to references used in the EIS. Copies of materials referenced in the EIS shall be part of the administrative record.

The TPC shall prepare, continue to update, and maintain the active public mailing list, including all interested or affected agencies, interested parties, various news media and public libraries throughout the area of environmental impact, and individuals commenting during the scoping process or during public review of the DEIS. The public mailing list shall be used for distribution of the notices of availability for the DEIS and FEIS, public meeting announcements, other notices to the public, and distribution of the DEIS and FEIS. The mailing list shall be edited periodically to include those individuals responding to the scoping requests, other correspondents, and those individuals who attended public meetings; and to delete those requesting removal from the list, changes in addresses, and undeliverable addresses. Electronic versions of the mailing lists or printed labels shall be provided to the Corps upon request.

Deliverable

14.1 Maintain Bibliography of Acronyms, References and Data Sources and Prepare, Update and Maintain Mailing Lists

RFSOQ 16/17-83

ATTACHMENT-A

5.0 BACKGROUND WORK NECESSARY TO COMPLETE DEIS

The TPC shall rely primarily on existing data except for specific studies deemed by the Corps to be necessary after the Scoping period. The TPC shall use the information/data furnished to complete Task 7.0 Description of the Proposed Actions, Alternatives and Matrix of Environmental Consequences report. The TPC shall assemble and review existing data describing the environmental resources, environmental conditions, historic and archeological properties, economy, and social structure of the areas to be potentially impacted. The TPC shall use existing information from governmental agencies to the maximum extent possible. The information assembled must be sufficient to assess the environmental, historic, economic, and social values that will be affected, either beneficially or adversely, by the proposed actions and alternatives. Throughout this process, pertinent data gaps that have a bearing on the analysis shall be reported to the Corps immediately upon identification.

5.1 Materials

The TPC shall obtain materials, including existing aerial photos, maps, documents, reports and correspondence, and lists of contacts.

5.2 Agency Communications

The TPC shall establish points of contact with agencies that will be expected to either participate in this EIS process or be consulted about it, such as, FWS, Environmental Protection Agency (EPA), Natural Resources Conservation Service (NRCS), National Marine Fisheries Service (NMFS), FFWCC, SFWMD and other appropriate Federal, State and local agencies. The Corps will provide the primary means of communication with these agencies.

5.3 Site Visits/Field Surveys and Hydrologic Simulation Models

The TPC shall conduct visits as determined necessary by the Corps to the potentially impacted local areas with a multidisciplinary team to become knowledgeable about the proposed action and its alternatives, obtain information, conduct interviews, and analyze impacts. Field surveys shall be limited to gathering existing data required to complete the analysis of Project impacts. The TPC shall identify any data deficiencies that could require additional field research or hydrologic model simulations. If any specific, additional field surveys, research, or testing is required and agreed to by the Corps, the TPC will obtain the data after approval of an appropriate contract modification with the FFWCC.

RFSOQ 16/17-83 ATTACHMENT-A

5.4 Economic Impact Analysis

The TPC shall perform regional economic impact analysis of the proposed action and its alternatives using accepted analysis techniques. Socioeconomic setting data shall be gathered from existing sources. The socioeconomic analysis should examine the effects of the proposed action and its alternatives, including the no action alternative, on surrounding businesses and the local economy, and the anticipated requirements for future drawdowns.

5.5 Cultural Resources

In implementing as part of this EIS process the Advisory Council on Historic Preservation's regulations entitled, Protection of Historic Properties, and found at 36 C.F.R. Part 800, FFWCC, the TPC, or any other Stakeholders will provide the Cultural Resources Analysis Survey and the TPC shall incorporate relevant information into the PDEIS/DEIS. Initial maps of any cultural resource sites will be provided by FFWCC, the TPC, or other Stakeholders. The TPC shall reformat and edit so the final maps for inclusion into the DEIS are at a scale such that specific sites cannot be easily found and the resources thereby protected.

5.6 Aquatic Resources

For the purpose of implementing and documenting the requirements of the Section 404 of the Clean Water Act, the TPC shall use existing information and data or may perform additional analysis as necessary. FFWCC or the TPC will provide information on the extent of aquatic resources within the EIS study area. All information is subject to Corps review and approval. Based upon information provided, maps and other descriptive information shall be adapted by the TPC and included in the PDEIS in order to support the analysis of the extent, amount and functions of any aquatic resources and other Water of the United States that may be impacted by the proposed action or its alternatives.

5.7 Threatened/Endangered Species

For the purpose of implementing and documenting the consultation procedures under Section 7 of the Endangered Species Act, the Corps shall coordinate with the FWS and NMFS, when appropriate, to determine possible impacts to (i) any threatened or endangered species that are either listed or proposed (ii) candidate species, and (iii) listed or proposed designated critical habitat with assistance provided by the TPC, FFWCC. Coordination with the FWS, NMFS, and the FFWCC, as appropriate, shall be documented by the TPC and all associated correspondence provided to the Corps and FFWCC. Potential impacts to State listed species must also be addressed in the PDEIS. Field

RFSOQ 16/17-83 ATTACHMENT-A

surveys for protected species occurrence within the study areas shall be obtained from FFWCC, or may be completed by the TPC after approval of an appropriate contract modification with the FFWCC.

5.8 Environmental Justice

The TPC shall obtain information on the presence of Indian Tribes, other minority populations and low income populations in the Project area as part of the regional economic analysis in coordination with the EPA. If initial studies indicate that a target population(s) is located within a geographic area to be impacted by the proposed action or its alternatives, in accordance with Executive Order 12898 and all applicable guidance implementing that Executive Order, specific proactive steps must be implemented in order to include the identified target population(s) in the public participation plan. Should these proactive steps reasonably exceed the above referenced requirements for the public participation plan, a modification to the contract between the TPC and the FFWCC will be made and an equitable adjustment in the contract price will be negotiated. As described in Executive Order 12898, the potential or absence of effects of the proposed action and its alternatives on minority and low income target populations shall be specifically addressed in the Environmental Consequences section of the PDEIS.

5.9 Existing Environmental Pollution, Hazards, and Other Health and Safety Risks

The TPC shall obtain information from the EPA or equivalent State agencies regarding any existing hazardous conditions at the site of the proposed action and its alternatives that may pose health and safety risks to future construction workers, employees, occupants, or visitors.

5.10 CZMP Consistency Determination

The TPC shall prepare the draft Coastal Zone Management Program (CZMP) Consistency Determination in accordance with Federal regulations. Results of the consistency determination shall be incorporated into the PDEIS with a complete document included as an appendix to the FEIS.

5.11 Mitigation and Monitoring

During the course of performing the analyses and evaluations required to complete the EIS, the TPC shall notify the Corps immediately of the identification of any potentially adverse impacts to wetlands or cultural resources that could require the implementation of a mitigation measure(s). The TPC shall recommend to the Corps

RFSOQ 16/17-83 ATTACHMENT-A

appropriate measures that would avoid or mitigate any adverse impacts which might be identified and the Corps will coordinate with the FFWCC on proposed mitigation measures. Development of appropriate mitigation measures and monitoring plans shall be accomplished by the TPC with the approval of the Corps and included in the EIS.

5.12 Maps

The TPC must obtain and/or adapt appropriate existing land use maps for inclusion in the PDEIS showing the location of study area boundaries and environmentally sensitive areas that may be affected by the proposed action and its alternatives. These maps shall include, but not be limited to, wetlands and other Waters of the United States, endangered/threatened species habitat (State and Federal), waterways, important farmlands, roadways, canals and any sensitive natural areas. Maps shall be adapted to assure that a balanced or equivalent presentation of information is shown throughout the document for each resource area. A map(s) displaying the regional and site locations of the proposed action and its alternatives must also be included in the PDEIS. Initial maps shall be obtained from FFWCC by the TPC.

6.0 Existing Information

FFWCC will provide the following materials to the TPC and the Corps:

General Scope of proposed actions and any actions that would require Department of the Army Permits.

Contacts for further definition of proposed actions.

Available appropriate maps. FFWCC will provide, in digital form when available, existing documents, maps, aerial photography, survey data, AutoCAD files, GIS data, shapefiles, etc., which have prepared by others for the TPC's use in developing maps and graphics. The TPC shall be responsible for editing and reformatting these maps as appropriate for incorporation into the PDEIS and DEIS documents.

Assist in developing a list of interested entities for TPC's development of mailing lists.

Any studies, reports or documents in the possession of FFWCC that may be useful to the TPC in developing the PDEIS and DEIS.

Any cultural resources survey, threatened and endangered species survey and wetland delineation determination will be provided during development of the PDEIS.

RFSOQ 16/17-83 ATTACHMENT-A

The Corps and FFWCC will provide consistency guidance throughout the process and advise whether the document complies with the requirements of this SOW. Inability of the Corps to provide assistance according to the agreed upon schedule may result in modification of the contract between the TPC, FFWCC in order to meet the required completion date.

7.0 POINTS OF CONTACT

General: The point of contact for the technical coordination and administration issues related with the Corps EIS is **Jeffrey S. Collins**, USACE, Jacksonville District, Cocoa Regulatory Office, 400 High Point Drive, Suite 600, Cocoa, Florida 32926; (321) 504-3771; **Jeffrey.s.collins@usace.army.mil**

The TPC must coordinated with the Corps point of contact before making any contact with FFWCC or local government agencies to obtain information necessary to complete the contracted work.

FFWCC: The point of contact for issues related specifically with the administration of the contract with FFWCC are as follows:

Mahmoud Madkour, Ph.D., P.E., LEED(r) AP
Professional Engineer Administrator
Florida Fish and Wildlife Conservation Commission
Division of Habitat and Species Conservation
620 South Meridian Street
Tallahassee, FL 32399-1600
Tel. (850) 488-5531
Cell (850) 251-0629

8.0 DELIVERABLES

The TPC shall provide each Deliverable in both written and electronic format to the Corps and in accordance with all additional specifications set forth within this SOW.

All technical references used in completing the work shall be documented by the TPC. Depending on the Deliverable, the TPC shall provide it in MSWord, MSEXcel, MSAccess, AutoCAD, ArcGIS, or Metadata format compatible with Corps and FFWCC software versions. The TPC shall provide reports in a completed format with all tables and figures included in the file of the report. Appendices can be provided as a separate file but all figures and tables within that appendix must be included in that same file. Additionally, the TPC shall provide full reports and drawings as Adobe PDF files. All deliverables shall be submitted on 8 1/2 " x 11" paper for reports, correspondence, memoranda, etc., and 24" x 36" paper (D size) for plans and drawings.

RFSOQ 16/17-83 ATTACHMENT-A

The TPC shall develop, manage, and maintain a secure, password-protected web-based information exchange portal or FTP site. This site will be used for the uploading and downloading of all applicable work products developed under the terms and conditions of the LOA, this Statement, or any other related instrument concerning the EIS Project. The intent is to have a central location accessible to all parties for simultaneously obtaining, providing comments on, or sharing copies of work products subject to review and commenting. A publically accessible website or EIS informational website is not included in the SOW but may be added by contract modification between the TPC and the FFWCC if deemed necessary by the Corps and no other means exist.

All GIS data shall be in a format compatible with the CERPZone GIS Database. All spatial data products shall be delivered in one of ESRI formats (Coverage, shape file, personal Geodatabase or SDE export). Maps created shall be delivered in ArcGIS, ArcMap, MXD file format and pdf. Map documents shall be constructed so that the end user needs only place the information in one place and the data will be mapped correctly in the MXD when opened. FGDC compliant metadata documentation for all data is to be included in the GIS database. Metadata files shall be in .XML file format.

Five (5) hard copies and five (5) CD-ROMS with electronic copies of the documents shall be provided for all Deliverables by the TPC to the Corps unless otherwise agreed to by the Corps PM. The TPC shall coordinate with the Corps PM prior to delivery for direction on any potential adjustment to the number of copies. TPC will prepare a report summarizing the action items or tasks assigned, and associated timeframes for completion, during any meeting or conference call, or similar group discussion. A copy of this report will be provided to the Corps within 5 days of the conclusion of the activity. All meeting minutes or reports shall be submitted to FFWCC in Microsoft Word or PDF formats, as appropriate.

9.0 DELIVERABLE SCHEDULE

[Insert Graph of Deliverables and Schedule]

*Based upon the anticipated execution of the Statement of Work on [INSERT DATE]

10.0 MODIFICATION AND AMENDMENT: This SOW may be modified or amended, in writing, by mutual agreement of the parties. In considering any such modifications or amendments, all parties to this agreement will make a good faith effort to adhere to the schedule and budget established in the Statement of Work or other related contractual obligations, and propose modifications only when necessary and with the concurrence of all parties. All parties recognize and agree that time is of the essence.

**RFSOQ 16/17-83
ATTACHMENT-A**