

- 9.4.2.3 Augment the existing, available traffic data counts with new counts to include vehicles, buses, bicycles and pedestrians;
- 9.4.2.4 Collect the most recent three years of accident data at major intersections and review;
- 9.4.2.5 Conduct travel demand model runs, traffic counts, transit operations information, infrastructure conditions, crash data and traffic operations assessments that have been done to date;
- 9.4.2.6 Analyze crash data for the major intersections using the most recent 3 years of crash data available. Analysis shall examine the frequency, type, and severity of crashes focusing on crashes involving pedestrians;
- 9.4.2.7 Document transit service types and levels on study streets in the operations study area to thoroughly understand how transit operations affect the project area; Prepare an existing conditions summary that discusses multi-modal traffic operations within the study area;
- 9.4.2.8 Analyze potential traffic diversions if applicable; and,
- 9.4.2.9 Traffic operations analysis for any proposed signalized intersections sufficient to address air quality studies and noise studies.

9.4.3 Task 4.1: Future Traffic and Safety Analysis - Travel Demand Forecast.

- 9.4.3.1 The travel demand evaluation is to assess how many trips are anticipated to be generated in/travelling through the study area, and project the estimated modal split in future year time horizons. The Contractor shall use a refined version of the MWCOG model and the TP+/Cube Voyager modeling platform to test the agreed-upon travel demand land use scenario (one land use scenario) as provided by DC Office of Planning and the DC State Data Center. Where necessary, traffic analysis zones (TAZ) and centroid connections (zone access links) shall be modified to reflect logical trip loading on the road network. MWCOG land use inputs within each TAZ shall be verified against proposed development information to confirm that the datasets are up to date. These refinements are vital in generating traffic forecasts in the study area and its vicinity that shall be used as input in traffic operational analysis. Other network revisions deemed necessary to improve model performance and to accurately reflect the street network and transit network shall be made. Travel demand outputs shall be generated for one future design year for:
 - 9.4.3.1.1 AM/PM peak-period and peak-hour link volumes;
 - 9.4.3.1.2 AM/PM peak-period and peak-hour model-forecasted intersection turning movement volumes; and
 - 9.4.3.1.3 Origin-Destination (O-D) tables for the study area Develop travel demand forecasts for up to four (4) scenarios for the future design year horizon.

9.4.4 Task 4.2: Future Traffic and Safety Analysis - Traffic Analysis.

9.4.4.1 The traffic analysis shall focus on the AM and PM peak hour operation for each of the four scenarios developed in Task 6.

9.4.4.2 The travel demand model outputs (AM and PM peak hour forecast data) shall be post-processed to develop balanced volume inputs for Synchro (to perform signal timing optimization) and VISSIM micro-simulation (to analyze operational performance and generate performance measures. These forecast volumes shall be post-processed in accordance with NCHRP 255 guidelines prior to being used in the operational analysis. Synchro shall be primarily used for developing signal optimization/timing inputs for the VISSIM micro-simulation to better assess the impacts of the traffic operations in the defined study area and for each of the four scenarios. Intersection levels of service (LOS), control delay, and queues (average of 95th percentile) shall be reported as vehicular and transit Measures of Effectiveness (MOE) for all intersections within the study area for the AM and PM peak hours and for each of the four future scenarios described above. Pedestrian average delay times and average approximate walk times along a select set of routes shall also be determined.

9.4.4.3 In addition to the outputs for the traffic operations analysis, the VISSIM micro-simulation shall be used to generate the required inputs for air and noise analysis that shall be performed as part of the NEPA efforts for the study area.

9.4.5 Task 4 Deliverables

9.4.5.1 Traffic Analysis (VISSIM) Results Summary (simulation and tabular results). **(Due 6 months post-award)**

9.4.5.2 Travel Demand Model Results Summary (volume plots and trip table). **(Due 6 months post-award)**

9.4.5.3 Technical Memorandum – Traffic and Safety Analysis Results and Findings **(Due 8 months post-award)**

9.5 TASK FIVE - PREPARATION OF FIRST DRAFT EIS (DEIS)

9.5.1 Preparation of opportunities and challenges for the site and development alternatives, both specified in greater detail as part of Task 5, shall be completed in coordination with Task 4.

9.5.2 Task 5.1: EIS Outline. Review the previous DEIS annotated outline to ensure it conforms to the requirements set forth by NEPA and DO-12. The outline shall be annotated with subheadings to facilitate discussion of preliminary content of the EIS. If needed, an example of an NPS EIS outline will be provided to the Contractor by NPS. Contractor shall assume that two revisions are required prior to approval of the outline.

- 9.5.3 Task 5.2: Prepare Internal DEIS.** Based on the development scenarios developed in Task 5 and the DEIS assessment and data collected as part of Task 2, prepare an updated Draft DEIS. The Contractor shall prepare a written Draft DEIS documenting environmental impacts resulting from new information, new circumstances, or new regulations bearing on the environmental consequences of the project.
- 9.5.3.1** The Draft DEIS shall include the following:
- 9.5.3.1.1** Chapter 1 shall include project background, overall purpose and need for action, objectives, issues and impact topics.
- 9.5.3.1.2** Prepare update for Chapter 2 reflecting the alternatives developed as part of Task 6. Included in this chapter shall be:
- 9.5.3.1.2.1** supporting draft graphics;
- 9.5.3.1.2.2** a full description of the range of reasonable alternatives;
- 9.5.3.1.2.3** alternatives considered, but rejected matrix comparing elements of alternatives;
- 9.5.3.1.2.4** matrix of impact analysis conclusions; and,
- 9.5.3.1.2.5** matrix of how alternatives meet objectives (to be filled in after the internal review draft is complete).
- 9.5.3.1.3** Include in Chapter 3 required information describing the affected environment and discuss topics necessary to evaluate environmental consequences of actions described in the EIS alternatives.
- 9.5.3.1.4** Chapter 4, Environmental Consequences, shall provide an analytic evaluation of the potential effects or impacts of each of the alternatives on the resources described in the affected environment section. The objective analysis and disclosure of potential environmental impacts of alternatives facilitates informed decision-making.
- 9.5.3.1.5** Analysis and disclosure of impacts shall be provided in this section. Contractor shall present the effects of each alternative on the various components of the affected environment, and shall include supporting graphics as necessary to illustrate findings and conclusions.
- 9.5.3.1.6** Systematically review the impact topics from internal and public scoping and revise the content and descriptions provided in Chapter 4 accordingly.
- 9.5.3.1.7** CEQ regulations require that impact analyses include discussions of adverse and beneficial effects, short- and long-term effects, direct and indirect effects, and cumulative effects. The Contractor shall identify and characterize all such effects of each alternative. The characterization of impacts shall include: descriptions of impact duration; intensity (or magnitude); and, context (site-specific, local, regional, or national effects).

- 9.5.3.1.8** Conclusions on impacts shall be presented with supporting analysis; the rationale for the conclusion must be provided.
- 9.5.3.1.9** Conclusions for the purposes of Endangered Species Act Section 7 consultation and Section 106 of the National Historic Preservation Act shall be included.
- 9.5.3.1.10** Through the course of the analysis, the Contractor may suggest revisions to the methodologies and impact criteria if warranted; however, these elements may not be changed without consent of the District of Columbia and the NPS.
- 9.5.3.1.11** Consult with the District of Columbia and the NPS as needed to obtain more detailed technical and support information pertaining to impact topic thresholds and definitions.
- 9.5.3.1.12** Include in Chapter 4, an assessment of cumulative impacts. In collaboration with District of Columbia and the NPS and other sources, first identify, and revise as necessary, those “other past, present, and reasonably foreseeable actions” comprising the cumulative impact scenario. For example, these actions may include projects within the park but outside the scope of the project and/or projects or activities on adjacent lands by other entities.
- 9.5.3.1.13** “Other past, present and reasonably foreseeable” actions shall be identified and approved by District of Columbia and NPS to allow for engaging in cumulative effect analysis.
- 9.5.3.1.14** The resulting cumulative impacts shall be identified and characterized.
- 9.5.3.1.15** Then for each impact topic/resource affected under each alternative that is analyzed in detail, analyze cumulative effects by adding the incremental impact of the alternative actions to impacts resulting from “other past, present and reasonably foreseeable” actions. The preparation of legally defensible cumulative impact analyses is a key element of the environmental consequences chapter. Recent case law has demonstrated its importance.
- 9.5.3.1.16** Chapter 5 shall summarize the consultation and coordination that occurs during preparation of the draft EIS. (See Section 9.10.12 below for details of consultation with other agencies).
- 9.5.3.1.17** Utilize the Content Analyses Report to summarize the major issues identified during public scoping.
- 9.5.3.1.18** Provide a complete summary of all consultations held with other federal, state and local agencies as well as meet all other requirements for Chapter 5 per DO-12. Develop, based on information provided by the District of Columbia and NPS, a

list of contributors and preparers per requirements of DO-12. Develop the table of contents, reference list, glossary, acronyms and abbreviations, and appendices. All appendices shall be approved by District of Columbia and NPS for inclusion into the draft EIS. For estimation purposes, assume up to 6 separate appendices, 3 of which may require original development by the Contractor in support of the EIS technical analyses. One such appendix would be the project's monitoring plan. These sections shall be submitted for review as part of the 1st Internal DEIS. Maps shall be of an appropriate scale for readability. The Contractor shall develop up to 8 charts and graphs for the document, and incorporate all maps, tables, and graphs into the DEIS section^s described above.

- 9.5.4** Provide the District of Columbia and the NPS for internal review, the first version of the draft DEIS to determine technical adequacy for distribution for comments to the partner agencies. If the District of Columbia and the NPS determine the DEIS requires substantial corrections or revisions, the District of Columbia and the NPS will provide the Contractor with coordinated comments that shall be addressed and corrected.
- 9.5.5** For the second internal draft document, prepare the document using colored text to show where text changes have occurred; incorporating all comments and rewrites received during the first internal DEIS review and roundtable meeting. Track the resolution of comments and appraise District of Columbia and the NPS regarding any unresolved comments.
- 9.5.6** Upon approval of the District of Columbia and the NPS, provide a complete camera-ready Final DEIS that addresses the internal District of Columbia and the NPS review comments, final graphics and text.
- 9.5.7** Final review of the electronic camera-ready DEIS will be conducted by District of Columbia and the NPS.
- 9.5.8** Transmit boxed copies of all environmental information, impact analysis guides, or reference materials, and supporting documentation regardless of source used by the Contractor when preparing the DEIS. Transmit these materials to the District of Columbia and the NPS with a cover letter and listing of contents.
- 9.5.9** **Task 5 Deliverables**
- 9.5.9.1** DEIS Outline (**Due 2 months post-award**)
- 9.5.9.2** Two internal Draft DEIS for District of Columbia and NPS review (**Due 4 months post-award**)
- 9.5.9.3** Meeting notes and summary from roundtable meeting held to review first internal DEIS (**Due 1 week post-meeting**)
- 9.5.9.4** One final "Permission to Print" review (**Due 5 months post-award**)

- 9.5.9.5** Draft Environmental Impact Statement (DEIS) (electronic copy in PDF format and 50 printed and bound paper copies for distribution to the public **(Due 2 weeks post-Permission to Print approval)**)

9.6 TASK SIX – PREPARATION OF THE SMALL AREA PLAN

- 9.6.1** In coordination with Task 4, prepare and evaluate three land use alternatives and one preferred alternative for Poplar Point and the adjacent land along Howard Road. Ensure that the development scenarios are consistent with: the requirements of the Federal and District of Columbia Real Property Act of 2006; the principles of the District’s Comprehensive Plan; regulations that govern zoning, public space, and new construction; goals identified in the Sustainable DC Plan; and, neighborhood and economic development goals of the District of Columbia. Consolidate and coordinate public meetings for the EIS and small area plan to the greatest extent possible. The final small area plan shall build on the analysis of the EIS and include specific recommendations for land use, urban design, and transportation.

9.6.2 Task 6.1: Neighborhood Assessment.

- 9.6.2.1** In coordination with evaluating site conditions completed as part of Task 4, prepare for review by the District of Columbia a draft summary neighborhood assessment of Poplar Point and the adjacent area along Howard Road. The neighborhood assessment shall summarize issues related to:

- 9.6.2.1.1** Site history;
- 9.6.2.1.2** Demographics;
- 9.6.2.1.3** Development pressures;
- 9.6.2.1.4** Development requirements or guidelines provided by the Federal and District of Columbia Real Property Act of 2006, District of Columbia Comprehensive plan, and zoning;
- 9.6.2.1.5** Mass transit and public realm;
- 9.6.2.1.6** Schools;
- 9.6.2.1.7** Parks, recreation centers, and open space;
- 9.6.2.1.8** Historic sites and Districts;
- 9.6.2.1.9** Current conditions (residential and commercial); and,
- 9.6.2.1.10** Opportunity sites.

- 9.6.2.2** Based on comments from the District of Columbia, prepare final draft of the neighborhood assessment section.

9.6.3 Task 6.2: Real Estate Assessment, Market Analysis and Development Opportunity Analysis.

- 9.6.3.1 Complete for review by the District of Columbia a draft real estate assessment, market demand analysis, and development opportunity analysis for sites identified in Task 5.1.
- 9.6.3.2 Evaluate current real estate market conditions and trends in the broader study area, including current supply, recent sales and transactions, and planned and proposed development projects. Supply analysis shall consider the following uses:
 - 9.6.3.2.1 Residential, including ownership, rental, live-work and affordable;
 - 9.6.3.2.2 Commercial retail;
 - 9.6.3.2.3 Commercial office, including federal, local and private;
 - 9.6.3.2.4 Entertainment/hospitality;
 - 9.6.3.2.5 Cultural/community uses; and,
 - 9.6.3.2.6 Institutional uses.
- 9.6.3.3 With the goal to create mixed-use neighborhood, produce a draft market supply and demand study report summarizing the findings of Task 5.1 and 5.2 for District of Columbia review and comment. After review and comment by the District of Columbia, complete a final draft demand analysis of the real estate market for private development, government facilities, and non-profit institutions that shall inform the office, residential, retail, and cultural/community uses development program for Poplar Point and adjacent area along Howard Road. The market demand analysis shall identify the future build-out potential for the uses listed below, financing strategies for implementation, and identify underserved and unique opportunities:
 - 9.6.3.3.1 Residential, including ownership, rental, live-work and affordable;
 - 9.6.3.3.2 Commercial retail;
 - 9.6.3.3.3 Commercial office, including federal, local and private; and,
 - 9.6.3.3.4 Cultural/community uses.
- 9.6.3.4 Prepare final market supply and demand study report.
- 9.6.4 **Task 6.3: Develop Land Use Scenario Alternatives.**
 - 9.6.4.1 Based on Tasks 6.1 and 6.2, prepare general design requirements and goals that all land use scenarios shall respond to and include, as well as requirements and goals for each of the three alternatives. Share general design requirements and goals with the District of Columbia and the National Park Service for review and comment prior to preparing final.
 - 9.6.4.2 Prepare three draft land use alternatives for Poplar Point and the adjacent land along Howard Road for review by the District of Columbia and the National Park Service. Scenarios shall include concept plan, building massing, transportation network, and mix of uses and shall build on alternatives completed as part of the 2010 DEIS,

current information gathered as part of the EIS update, and the market supply and demand study. Refinements on alternatives may be required.

9.6.4.3 Develop a preferred alternatives based on feedback gathered during the EIS process and incorporate final alternative into the DEIS for evaluation.

9.6.5 Task 6.4: Land Use and Development Character.

9.6.5.1 Based on the preferred EIS alternative, evaluate and refine land use recommendations for the transfer site and for the area along Howard Road outside the boundaries of Poplar Point. Land use recommendations shall be compatible with the preferred EIS alternative relative to urban design characteristics, development intensity, overall site connectivity, and support the market analysis completed as part of Task 5.2.

9.6.5.2 Work with the Office of Planning to develop zoning recommendations and design guidelines consistent with the small area plan goals and EIS results. Zoning for the project area shall be implemented either as a Planned Unit Development (PUD) or through the creation and application of a specific zone district.

9.6.5.3 The final plan shall include a program narrative illustrating total building square footage, and breakdown of square footage by use. The program shall also include any space and site requirements identified in previous tasks.

9.6.6 TASK 6.5: Illustrative site plan/diagrams and renderings of Alternatives.

9.6.6.1 Develop conceptual site plans and a minimum of three (3) perspective renderings of the preferred alternative for Poplar Point to illustrate the mix of land uses and incorporation of parks and open spaces. Specific perspectives and elements included must be approved by the District of Columbia and based on priorities identified in the small area plan.

9.6.7 TASK 6.6: Transportation and Connectivity Improvements.

9.6.7.1 Review the citywide “moveDC” planning initiative led by DDOT (www.wemovedc.org) for existing recommendations for this study area.

9.6.7.2 In coordination with Task 5, identify opportunities to increase pedestrian, bicycle and transit connectivity, including linkages with bicycle trails, and transit-oriented development principles within the entire study area and between the study area and adjacent neighborhoods.

9.6.7.3 Examine and provide recommendation on shared parking districts by analyzing the WMATA garage as an interim short-term parking use.

- 9.6.7.4** Analyze the feasibility of new options for transit access (transfer and non-transfer area) as it relates to circulator bus street car and bike paths, and ensure that these alternatives provide optimal routes based on selected land uses.
- 9.6.7.5** Provide recommendations for circulation within the project area for vehicles, pedestrians, and bicycles, including street widths and public space distribution for street trees, sidewalks, bike networks, and alley systems for vehicle access to parking and loading facilities.
- 9.6.8** **TASK 6.7: Design Guidelines.**
- 9.6.8.1** Develop draft design guidelines for review and comment by the District of Columbia that are specific to Poplar Point and the adjacent area along Howard Road. Guidelines shall include location, massing, height, energy efficiency/sustainability, utilities, and appearance of development and public spaces.
- 9.6.8.2** Finalize design guidelines based on feedback from the District of Columbia and other stakeholders.
- 9.6.9** **TASK 6.8: Project Management.**
- 9.6.9.1** Record accurate minutes and summary notes of the project meetings, including recommendations and follow-up items.
- 9.6.9.2** Prepare all project meeting materials. The Office of Planning will review and approve meeting materials prior to the all project meetings.
- 9.6.9.3** Additional requirements for public meetings are included in Task 10.
- 9.6.10** **TASK 6.9: Draft and Final Recommendations/Findings.**
- 9.6.10.1** Prepare a draft small area plan summarizing work completed as part of Tasks 6.1 through 6.10. Present draft text and layout to the Office of Planning for review. The Office of Planning will be responsible for scheduling the meeting. Format and content of the small area plan shall be more like an executive summary using the EIS as a supporting document.
- 9.6.10.2** Take notes during the meeting to capture comments and agreed upon modifications or revisions to the draft document.
- 9.6.10.3** Prepare final small area plan for public review and comment, and make needed revisions per the District.

9.6.11 Task 6 Deliverables

- 9.6.11.1** Draft and final neighborhood assessment. **(Draft due 1 month post-Option Year; Final due 3 months post-Option Year)**
- 9.6.11.2** Draft and final market and development study report. **(Draft due 1 month post-Option Year; Final due 3 months post-Option Year)**
- 9.6.11.3** Draft and final general design requirements and goals and memo evaluating and refining land use recommendations for Poplar Point and adjacent area along Howard Road, zoning recommendations, and program narrative. **(Draft due 2 months post-Option Year; Final due 4 months post-Option Year)**
- 9.6.11.4** Conceptual site plans for three draft land use alternatives. **(Due 3 months post-Option Year)**
- 9.6.11.5** Conceptual site plan for a preferred land use alternative with three perspectives. **(Due 6 months post-Option Year)**
- 9.6.11.6** Draft and final memo evaluating transportation and connectivity opportunities, recommendation for vehicle parking, feasibility of new options for transit access, and recommendations for pedestrian, bicycle, and vehicle network and circulation. **(Draft due 1 month post-Option Year; Final due 3 months post-Option Year)**
- 9.6.11.7** Draft and final design guidelines for Poplar Point and Howard Road. **(Draft due 3 months post-Option Year; Final due 6 months post-Option Year)**
- 9.6.11.8** Preparatory materials, minutes and summary notes from all public and internal meetings. **(Ongoing; as needed)**
- 9.6.11.9** Draft recommendations in the format of a draft small area plan. **(Due 6 months post-Option Year)**
- 9.6.11.10** Final recommendations as part of a formal small area plan to be submitted for approval by City Council. **(Due 7 months post-Option Year)**

9.7 TASK SEVEN - PREPARATION OF DRAFT/FINAL RESPONSES FROM EIS COMMENTS

- 9.7.1** In close coordination with the District of Columbia and the NPS, prepare draft responses to public comments on the DEIS.
- 9.7.2** Ensure that all responses to comments are in sufficient detail to demonstrate that the District of Columbia and the NPS has fully considered public input and provide a response that explains why the comment was not incorporated into the FEIS/decision making, or; if the text/decision has changed, indicate how and where the reader can find this information in the EIS text.
- 9.7.3** Upon completion of District of Columbia and the NPS review, facilitate a two-hour teleconference IDT meeting to discuss draft responses and identify any responses that may need additional information or clarification.
- 9.7.4** Based upon outcome of meeting, prepare final responses and text changes.

9.7.5 Upon District of Columbia and the NPS acceptance of final responses, copy and paste the final responses into the Concern Response section of the Draft Comment Analysis Report and produce a Final Comment Analysis Report.

9.7.6 Assume one revision of the report shall be required after District of Columbia and the NPS review and comment.

9.7.7 Provide both a Word and .PDF electronic version of the final report to the District of Columbia and the NPS.

9.7.8 Task Seven Deliverables

9.7.8.1 Draft responses to public comments on the DEIS (**Due 1 month post-public comment period**)

9.7.8.2 Draft and Final Comment Analysis Report (**Due 2 months post-public comment period**)

9.8 TASK EIGHT - PREPARATION OF FINAL EIS (FEIS)

9.8.1 Task 8.1: First Internal FEIS.

9.8.1.1 In consultation with the District of Columbia, identify the alternative that shall be identified as the preferred alternative.

9.8.1.2 Deliver a complete, technically adequate, edited internal draft Final EIS for review to the District of Columbia and the NPS.

9.8.1.3 The internal draft FEIS shall include the text of the EIS, final responses to comments (depending on the number of public comments this may be a separate volume), and correspondence received from businesses, government entities, and organizations.

9.8.1.4 The first internal FEIS shall include colored text to show where text changes have occurred as a result of public comments.

9.8.1.5 Track the resolution of comments and apprise District of Columbia and the NPS regarding any unresolved comments.

9.8.1.6 Document shall be double-spaced and line-numbered to facilitate resolution of internal comments.

9.8.2 Task 8.2: Second Internal Draft FEIS.

9.8.2.1 For the second internal draft document, prepare the document using colored text to show where text changes have occurred; incorporating all comments and rewrites received during the 1st internal FEIS review and roundtable meeting.

9.8.2.2 Track resolution of all comments and apprise District of Columbia and the NPS regarding any unresolved comments. Provide electronic version for the 2nd internal FEIS review.

9.8.3 Task 8.3: Camera-Ready Final EIS.

9.8.3.1 Upon approval of District of Columbia and the NPS, provide a complete camera-ready Final EIS that addresses the internal District of Columbia and the NPS review comments, final graphics and text.

9.8.3.2 Final review of the electronic camera-ready will be conducted by District of Columbia and the NPS.

9.8.3.3 Transmit boxed copies of all environmental information, impact analysis guides, or reference materials, and supporting documentation regardless of source used by the firm when preparing the FEIS. Transmit these materials to the District of Columbia and the NPS with a cover letter and listing of contents.

9.8.4 Task 8 Deliverables

9.8.4.1 Two internal draft FEIS for District of Columbia and the NPS review (**Due 4 months post-Option Year**)

9.8.4.2 Final Environmental Impact Statement (FEIS) (electronic copy in PDF format and 50 printed and bound paper copies. (**Due 6 months post-Option Year**))

9.9 TASK NINE - RECORD OF DECISION

9.9.1 Task 9.1: Preparation of Internal Draft ROD.

9.9.1.1 Prepare a draft of the Record of Decision (ROD) in electronic format for internal District of Columbia and the NPS review and approval.

9.9.1.2 ROD shall meet the requirements of NPS DO-12 and contain all information required to be legally defensible. Document shall be double-spaced and line-numbered to facilitate resolution of internal comments.

9.9.1.3 Assume two rounds of review by the District of Columbia and the NPS

9.9.2 Task 9.2: Preparation of Final ROD.

9.9.2.1 Upon review and approval of the internal draft ROD, proceed to revise it and prepare final ROD.

The Preparation of an Environmental Impact Statement, Compliance with the National Preservation Act, and Related Planning and Design for Development of Poplar Point

	CFA and NCPC		alternative to be submitted in Draft EIS, refine land use plan, and discuss design guidelines. Refine preferred alternative if needed.
Draft EIS Notice of Availability/Filing with EPA	60 calendar days for public review of DEIS from day of EPA Notice of Availability (NOA). Review period can be extended. A meeting/hearing providing opportunity for oral input on the DEIS should be held at least 30 days after the EPS notice of availability is published. Meeting could be a workshop, meeting, hearing, or other option.	Advisory Committee Meeting - SAP Public Meeting #2 – SAP/EIS Mayoral Hearing	
Final EIS NOA/Filing with EPA	After responding to comments received on the DEIS, the final EIS is filed with EPA along with a NOA. After 30 days from Final EIS NOA publishing date, EPA can record a record of decision.	Advisory Committee Meeting - SAP Public Meeting #3 – SAP/EIS	
Record of Decisions*	DOI acceptance of Land Use Plan	(One Additional Adv. Comm. and Pub. Mtg. if needed)	
Federal Approvals	Final Approval: CFA and NPCP		
City Council		City Council SAP	

Approval		Hearing	
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- 9.10.3** Prepare for, lead, and participate in all Advisory Committee and public meetings. Meetings shall be held to meet requirements of the DEIS, small area plan, and Section 106:
- 9.10.3.1** DEIS meetings shall outline the NEPA process, present the basic information/data, purpose, need, and objectives. Subsequent meeting shall allow for public comment throughout the scoping period and to receive comments on the DEIS.
 - 9.10.3.2** Small area plan meetings shall introduce the project and process, engage community stakeholders throughout the process at both Advisory Committee and public meetings, and to conduct formal hearings to obtain feedback on the final small area plan.
 - 9.10.3.3** Section 106 meetings shall also be used as venues to complete public engagement requirements.
 - 9.10.4** All public meetings held during the scoping of the EIS/small area plan shall be open to the public and coordinated with District of Columbia and NPS staff.
 - 9.10.5** Plan, prepare, and present project information at all public meetings/open houses/workshops.
 - 9.10.5.1** Produce all presentation materials (i.e., Up to 12 poster boards, project corridor maps, newsletter, comment sheet, notice of scoping announcement, PowerPoint presentation, advertisement);
 - 9.10.5.2** Prepare briefing packages; and
 - 9.10.5.3** Take notes during meetings as necessary and prepare summary of event, public participation, and any follow-up actions needed.
 - 9.10.6** Coordinate logistics for all meetings and collaborate with the District of Columbia and NPS on the meeting format and agenda. The meetings shall be located within the local area. Contractor shall find and procure a meeting space.
 - 9.10.7** Provide a court recorder, if determined necessary.
 - 9.10.8** Write and publish up to two notices announcing the public meetings in local papers, and provide all public presentation information (such as a power point presentation for each meeting explaining the background), and provide up to 600 copies of a newsletter/handout for each meeting.
 - 9.10.9** Develop draft EIS, distribute to the District of Columbia and NPS for review and comment, and refine and finalize one public brochure/newsletter based on

coordinated feedback from the Joint Lead Agencies provided by the District of Columbia. The brochure/newsletter shall announce the first public meeting and purpose, need objectives and alternatives. This announcement shall describe the goals of the project and shall present the project status and purpose of the DEIS, FEIS, anticipated ROD, and other planning issues to be discussed as appropriate. Web addresses relevant for the DEIS and other coordinated planning projects shall be identified in the announcement/newsletter.

- 9.10.10** Provide up to 12 displays for public meetings that relate to the DEIS, including a project area map and poster-sized statements of issues, objectives, purpose and need and alternatives for public review.
- 9.10.11** After the three public information meetings, attend an interagency meeting with the District of Columbia and the NPS to review the questions, comments, and information obtained at the public information meeting.
- 9.10.12** Agency Coordination. In coordination with the District of Columbia and the NPS, contact and coordinate planning for public meetings with all review and approval agencies that will play a role in the advancement of the project. Initiate this coordination upon inception of the project, as directed by the District of Columbia. This shall include affected local and federal government agencies, the NPS, U.S. Army Corps of Engineers, Fish and Wildlife Service, the National Capital Planning Commission, the SHPO and others as necessary. Schedule and attend up to three inter-agency meetings.
- 9.10.13** An Internet Web Page designed to NPS standards shall be developed and updated monthly to provide information to the public concerning the status of the DEIS. Information shall be compiled in complete format acceptable to the NPS for posting on NPS PEPC.
- 9.10.14** **Task Ten Deliverables**
- 9.10.14.1** Plan for, lead, attend and provide materials for three public information meetings that will include aerial display showing alternatives, up to 12 informational storyboards, up to 600 copies of brochure and comment sheets, PowerPoint presentation, and two advertisements; prepare meeting notes and summary of both meetings. These meetings shall be held in accordance with the meeting schedule outline set forth in Section 9.10.2.1. **(Ongoing; as set forth in 9.10.2.1)**
- 9.10.14.2** Prepare draft and final Brochure/Newsletter. **(Ongoing; as needed)**
- 9.10.14.3** Press releases **(Ongoing; as needed)**
- 9.10.14.4** Follow up meetings with DC/NPS **(Ongoing; as set forth in 9.10.2.1)**
- 9.10.14.5** Inter-agency meeting. **(Ongoing; as set forth in 9.10.2.1)**

**9.11 TASK ELEVEN -PUBLIC CORRESPONDENCE INTO THE NPS PLANNING,
ENVIRONMENT AND PUBLIC COMMENT SYSTEM
(PEPC)/ADMINISTRATIVE RECORD**

9.11.1 Task 11.1: PEPC Administrative Duties.

9.11.1.1 Utilize the NPS PEPC program to record electronic data for the project.

9.11.1.2 Data required in PEPC includes, but is not limited to, record of all internal project meetings, attachment of pertinent electronic files, site visit meetings, scanned copies of signature documents, and research notes.

9.11.1.3 Review, code, and analyze all handwritten and electronic comments received during public reviews using the PEPC program.

9.11.1.3.1 In coordination with the NPS, generate appropriate comment/response analysis reports from PEPC. Reports shall be used to review content of public comments. Analyze public comments from the Scoping period and the Draft EIS public review period, using PEPC.

9.11.1.3.2 Assist the Park POC with identification of comment code classifications and determination of substantive issues.

9.11.1.3.3 Park compliance officer must approve codes before implementation.

9.11.1.3.4 Assist the Park POC with hard copy correspondence information entry into PEPC.

9.11.1.3.5 Assist the Park POC with the coding of public comments.

9.11.1.3.6 Review in coordination with NPS, all public comments to identify substantive issues.

9.11.1.3.7 Prepare draft responses to public comments.

9.11.1.4 The NPS will be responsible for all information supplied on the PEPC website for public review. Contractor shall not post issue information to the public through PEPC directly, but shall supply the information to the NPS for posting.

9.11.1.5 Maintain all Task Order related mailing lists.

9.11.2 Task 11.2: Public Comment Analysis.

9.11.2.1 For estimation purposes, assume 100 documents containing 500 comments (select pieces of the correspondence copied into the comment field from the

correspondence text) shall need to be analyzed, including those comments received at the public meetings.

9.11.2.2 Develop a coding structure for NPS review and approval. No coding shall be done without prior approval by the NPS.

9.11.2.3 NPS will enter remaining correspondence, if necessary.

9.11.3 Task 11.3: Coding Comments.

9.11.3.1 Upon review and approval of the Coding Structure, the contractor shall code comments, identify representative quotes (comments), and prepare concern statements. Of the 500 comments entered into the comment field, assume that 300 substantive comments shall be entered, and 200 non-substantive comments shall be generated.

9.11.3.2 At this stage of the process, all comments in PEPC shall receive a code, but only substantive comments receive a concern statement.

9.11.3.3 Assume that of the 300 substantive comments, 75 concern statements shall be developed by the Contractor and entered into PEPC. The concern statements shall represent the summary of the substantive issues for each topic (code).

9.11.4 Task 11.4: Public Scoping Comment Analysis Report.

9.11.4.1 No later than twenty days after the close of the public scoping comment period, produce the Public Scoping Comment Analysis Report for review and approval by the District of Columbia and NPS.

9.11.4.2 This report shall contain concern statements, representative quotes for each concern statement, and the other demographic information generated by PEPC. In addition, there shall be an appendix which shall contain copies of letters, emails, and faxes that were received during the comment period from all entities (government, organizations, businesses, etc.) excluding comments received from individuals (non-affiliated).

9.11.4.3 After District of Columbia and NPS review of this product, participate in an up to two-hour conference call to discuss the report and identify necessary revisions. Assume one revision of the report shall be required after the conference call.

9.11.5 Task 11 Deliverables

9.11.5.1 Draft Scoping Report for District of Columbia and NPS review and comment.
(Due 20 days post-public comment period)

- 9.11.5.2** Final Scoping Report for District of Columbia and NPS review (Word and PDF format – 20 hard copies) (**Due 6 weeks post-public comment period**)

9.12 TASK TWELVE - ADMINISTRATIVE RECORD

- 9.12.1** Maintain an administrative record database for all documents related to the project using Excel. Format of the database/spreadsheet shall be approved by District of Columbia and the NPS prior to inputting any documents.
- 9.12.2** Include all literature used in the development of the DEIS in the administrative record. If the literature is part of a larger book/compilation, the relevant pages and/or sections shall be photocopied, scanned and put into the administrative record.
- 9.12.3** Exercise oversight to ensure consistency between staff members in collecting, logging, and tracking documentation related to the project. Maintain quality assurance by comparing the information logged in the database is consistent with the document file.
- 9.12.4** Save every document in the administrative record in electronic format (PDF), with the file name corresponding to the entry number in the administrative record database.
- 9.12.5** Record shall be maintained throughout the project and kept current. Provide index and all records to the District of Columbia and the NPS as the final deliverable of this contract in an electronic format (CD/DVD).
- 9.12.6** **Task 12 Deliverables**
- 9.12.6.1** Provide index and all records to the District of Columbia and the NPS as the final deliverable of this contract in an electronic format (CD/DVD) (**Ongoing; Final Record due concurrent with Final ROD as set forth in 9.9.3.2**)

10. DELIVERABLES AND SUBMISSIONS

Produce printed and electronic copies of all documents, including graphics and editing, (in Microsoft Word 2010, Excel 2010, PowerPoint 2010\, and Adobe Acrobat 10.0 PDF), as follows:

- A. Reports, text, and documentation shall be prepared using MS Word format.
- B. All graphics and illustrations (covers, figures, photographs, graphs, charts, etc.) shall be rendered in color for approval.
- C. Interim Submissions shall also be electronically transmitted to the POC via email attachment. PDF format files or native software files are acceptable.
- D. Provide Scoping Fact Sheet to solicit public comment on issues and alternatives for internal review and, after revisions from agency comment, the public review version.

- E. Deliver draft and final document(s) for internal review as described in the section below. Approximately 10 copies will be required for internal review. If comments on the draft document(s) are extensive, a second review prior to printing will be required.
- F. Furnish edited camera-ready document(s) that include revisions based on comments received from internal review and comments received from agency and public review for the Final EIS. Provide 25 copies of public review Draft edition. Provide 6 hardcopies and one electronic copy of Final, upon conclusion of the review process. Electronic copies shall be provided both in finished Adobe PDF format and in the underlying editable document format(s).
- G. Generate poster size graphics, as needed, for presentation of information at public meetings.

11. CONDITIONS/ASSUMPTIONS

- 11.1 The Contractor shall provide to the cultural resource investigators, prior to the start of research compilation and fieldwork, maps, which accurately designate the entire project area as well as any design plans, photographs, or other necessary information.
- 11.2 The Contractor shall attend coordination meetings as necessary to complete the work.

12. CONFIDENTIALITY AND GOVERNMENT OWNERSHIP

- 12.1 Confidentiality: All data, information and deliverables provided to the contractor under this task order and/or developed by the contractor under this task order are the property of the District of Columbia and shall be kept in strict confidence.
- 12.2 Government Ownership: All notes, reports, sketches, photographs, drawings, specifications, cost proposals, calculations and other documents produced as a result of this task order shall be and remain the sole property of the District of Columbia and may be used on any other work at no additional compensation to the contractor. Contractor may retain copies of all such materials.

13. REVIEWS AND QUALITY CONTROL

- 13.1 The Contractor is responsible for Quality Control, which includes ensuring the technical accuracy, completeness, correctness of the documents, cost estimates, and all architectural and engineering aspects and details, including coordination of all disciplines with each other.
- 13.2 The Contractor shall be responsible for review and coordination of their work, their sub-contractor's work and other Contractors that will be involved in this project. The contractor's quality control efforts shall ensure that all draft and final deliverables are complete documents that have been reviewed for academic excellence, professional and

copy quality, and technical accuracy. Corrections shall be made prior to each submittal to the NPS and the District of Columbia.

- 13.3** The Contractor shall provide all necessary services to secure regulatory approvals associated with the work of this Task Order, to include research of applicable regulatory agencies requirements, consultation with regulatory agencies, and preparation of written or graphic explanatory materials.

14. INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.
1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
 2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

4. Umbrella/ Excess Liability Insurance. The Contractor shall provide Umbrella/Excess liability insurance as follows: \$3,000,000 limits per occurrence. **The policy must name the District as an additional insured, contain a waiver of subrogation, and state that coverage is primary and non-contributory.**

- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.

- G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST
Director of Contracts, Procurement and Grants
Office of the Deputy Mayor for Planning and Economic Development
1100 – 4th Street, SW, Suite E500,
Washington, D.C. 20024
Email: jacque.mcdonald@dc.gov
Phone: 202-724-8111
Fax: (202) 724-9006

- H. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.