

**STATEMENT OF WORK
FOR
ARCHITECT AND ENGINEERING SERVICES
DEVELOPMENT OF A
WATERSHED PROJECT PLAN AND ENVIRONMENTAL ASSESSMENT FOR THE
SANTA CLARA WATERSHED: DAMMERON VALLEY, DIAMOND VALLEY, & SHIVWITS BAND OF PAIUTE'S
RESERVATION
WASHINGTON COUNTY, UTAH**

A. INTRODUCTION

This task order involves the development of a Watershed Project Plan – Environmental Assessment (Plan-EA) and all necessary supporting data for the Santa Clara Watershed: Dammeron Valley, Diamond Valley and Shivwits Band of Paiute's Reservation. Planning must follow the policy set forth in the Title 390, National Watershed Program Manual (NWPM), which is incorporated by reference. A copy of the NWPM can be downloaded from the eDirectives website <http://directives.sc.egov.usda.gov>.

The Architect-Engineer (A-E) will assist the Natural Resources Conservation Service (NRCS) in determining the appropriate environmental document needed for this federal action – Environmental Assessment or Environmental Impact Statement.

The Architect-Engineer (A-E) will finalize a detailed Plan-EA which concludes by describing the most technically, economically, socially and environmentally defensible alternative, as determined in consultation with NRCS and the local project Sponsor. The Plan-Environmental Assessment must be prepared in accordance with the NWPM.

The A-E shall complete an analysis of all reasonable alternatives that may include structural and/or non-structural measures for the watershed. Structural alternatives shall follow NRCS standards, criteria, and guidance, as appropriate. Alternatives requiring analysis include, but are not limited to, the following:

- NEPA No Action (PR&G Future Without Federal Investment (FWOFI)),
- Sponsor's Alternative, and
- National Economic Efficiency (NEE) alternative under Economic and Environmental Principles, Requirements and Guidelines for Water and Related Land Resources Implementation Studies (PR&G).

The Preferred Alternative will be identified from the alternatives studied in detail.

The work under this Statement of Work (SOW) includes all services necessary to produce a Final plan-environmental Assessment sufficient for the Responsible Federal Official (RFO) to publish a Finding of No Significant Impact (FONSI). All engineering work will be performed under direct supervision of a registered Professional Engineer licensed in the State of Utah.

1. Description of the Project

- *Dammeron Valley* – Dammeron Valley is a small unincorporated community consisting of 435 homes and approximately 1200 residents. Watershed impairments including recent fire and monsoonal storms have resulted in severe flooding and sediment flows causing damage to homes property and infrastructure. In May of 2019 Washington County commissioned a master plan study to address potential solutions. Recommendations from the study include construction of four flood and sediment basins and flood channels to safely detain and route floodwater and sediment.
- *Diamond Valley* – Diamond Valley is a small unincorporated community consisting of 313 homes and approximately 900 residents. The valley has no natural drainage and is a closed basin. Monsoonal storms cause flooding and damage to homes and property. The general plan and recently prepared Washington County master plan include constructing two flood and sediment basins as well and channel improvements.
- *Shivwits Paiute Indian Reservation* – The Shivwits Paiute Indian Reservation consists of approximately 28,200 acres located generally Northwest of the cities of Santa Clara and Ivins and along the Santa Clara River. Flooding along this reach has caused severe erosion of historic agricultural fields and destroyed pipelines and ditches used for irrigation. Flooding has also degraded habitat for wildlife including the endangered Southwest Willow Flycatcher. The tribe is working with the local NRCS Soil Conservationist to prepare a conservation plan. This project would restore irrigation to the agricultural fields, provide stream restoration for wildlife and streambank protection for the agricultural fields.

2. Sponsor

The sponsoring local organizations (SLO) is Washington County, throughout this document they will be referred to as the sponsor or SLO.

3. Definitions

- a. The Natural Resources Conservation Service (NRCS) is an agency within the United States Department of Agriculture's (USDA) Farm Production and Conservation (FPAC) mission area.
- b. In this statement of work the term Contractor, Architect-Engineer (A-E), Engineering Services A-E, Designer, and Design Engineer are synonymous. They refer to the Architecture-Engineering firm selected by the SLO to perform the work defined in this statement of work.
- c. The A-E's "Project Manager" (PM) as used in these specifications refers to the individual designated as the point of contact for the A-E selected to perform the work defined in the SOW through work orders, agreements or other contracting methods. All decisions and communication will be coordinated through the respective PM.
- d. The SLO Contracting Officer (CO) as used in this SOW means the person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.
- e. The USDA-NRCS "Government Representative" (GR) as used in this SOW means the person assigned to this project by the USDA-NRCS to assist in the technical monitoring or

administration of this project. The GR provides technical review of the work submitted by the A-E and advises the CO as to the technical suitability of required deliverables.

1. Coordination must be maintained between the A-E, the CO, and the GR to the extent necessary to ensure the CO's and GR's awareness of and concurrence with progress made on the general or specific elements of the Supplemental Watershed Project Plan – Environmental Assessment.
- f. "Quality Assurance/ Quality Control (QA/QC) Plan" as used in this SOW refers to the plan of activities performed by the A-E to ensure and document that the work performed have been properly developed and meet the minimum requirements of the contract. It is the A-E's responsibility to have a detailed and functional QA/QC Plan that is approved by the GR.
- g. "Plan-EA" as used in this SOW refers to the Supplemental Watershed Project Plan and Environmental Assessment that will be produced as a result of this effort.
- h. "Santa Clara Watershed project" as used in this SOW refers to the three specific project areas within the Santa Clara watershed that are the focus of this study.

B. PERSONNEL

1. The A-E shall designate in writing to the Contracting Officer (CO) a principal member of the A-E's Team who will serve as the contact person for the project and responsible for supervising the work. A-E's contact representative shall be fully cognizant of the contract requirements, performance of the work, and schedule requirements.
2. A-E will provide all project management and coordination necessary for completion of all activities outlined in this SOW. A-E will also monitor labor utilization, project schedule, and project budget on a regular basis. A-E's PM will be responsible for ensuring that the project budget is being strictly adhered to and that deliverables are submitted in accordance with the approved performance schedule. A-E's PM will be fully responsible for performance of A-E's personnel, including sub-consultants. A-E's PM will provide progress reports as described in Section I.
3. The A-E shall submit for the CO's approval the names and qualifications of all personnel who will be supervising and performing work on this contract. The work detailed by this SOW shall be performed by the personnel who have been approved by the CO to perform the work. Less experienced and/or less qualified personnel shall not be utilized for the performance of this contract unless approved in advance by the CO. Conversely, use of over-qualified staff to do lower level work is allowed, but at the accepted rate for such work. The required information shall be submitted within thirty (30) calendar days of the issuance of the Notice-To-Proceed (NTP).
4. The employees designated by the A-E shall serve in these capacities throughout the life of the project. If an assigned employee must be replaced by the A-E, the replacement candidate must have the same or greater qualifications as the original employee. The A-E shall submit documents supporting the replacement candidate's qualifications. The CO will have twenty-one (21) calendar days after submission of all documentation to evaluate and approve or disapprove the replacement candidate.

5. The A-E shall submit for the CO's approval the names and qualifications of all subcontractors who will be performing work on this contract. If an assigned subcontractor must be replaced by the A-E, the replacement candidate must have the same or greater qualifications as the original subcontractor. The A-E shall submit documents supporting the replacement subcontractor's qualifications. The CO will have twenty-one (21) calendar days after submission of all documentation to evaluate and approve or disapprove the replacement subcontractor.
6. All work must be conducted by experienced interdisciplinary staff under the direct supervision of a Professional Engineer currently licensed in the State of Utah.

C. PROJET SCOPE

The work consists of the performance of any part or all inventories, surveys, preliminary designs and planning necessary to complete an NRCS acceptable combined Supplemental Watershed Project Plan and Environmental Assessment, Plan-EA.

All work shall conform to all NRCS regulations and policy documents, standards, technical guidelines and references. NRCS Policy documents include the General Manual (GM), the National Watershed Program Manual (NWPM) and Principles, Requirements and Guidelines for Water and Land Related Resources Implementation Studies (PR&G). NRCS Technical Materials include all the sections in, but not limited to, the National Watershed Program Handbook, National Engineering Handbooks (NEH), National Planning Procedures Handbook (NPPH), Water Resources Handbook for Economics (WRHE), National Environmental Compliance Handbook (NECH), National Cultural Resources Procedures Handbook (NCRPH), National Handbook of Conservation Practices (NHCP), Technical Releases (TR), and Technical Notes (TN).

The Plan-EA shall follow the policy outlined in DR 9500-013, *Conducting Analyses Under the Principles, Requirements, and Guidelines for Water and Land Related Resources Implementation Studies and Federal Water Resource Investments*, and other requirements set forth in the Council on Environmental Quality (CEQ) *Principles Requirements and Guidelines for Federal Investments in Water Resources* (PR&G), and *Interagency Guidelines* (IAG); and other PR&G guidance as developed through agency training or policy updates. The Plan-EA will meet all requirements set forth by the NEPA, Endangered Species Act and the National Historic Preservation Act.

The Plan-EA will be presented in a document following the format as described in NWPM Part 501.31, Plan Format Outline and address each item in Sections 501.32 through 501.45.

NRCS Policy documents include, but are not limited, to the following:

- Title 180 Part 500 National Operations and Maintenance Manual (NOMM)
- Title 190, Part 410, General Manual (GM)
- Title 210 Part 500 National Engineering Manual (NEM)
- Title 390 Part 500 National Watershed Program Manual (NWPM)
- Title 400 General Manual (GM), Part 400 - Public Participation Policy.
- Economic and Environmental Principles, Requirements and Guidelines for Water and Related Land Resources Implementation Studies (PR&G).
- Department Manual 9500-013 for PR&G.

NRCS Technical Materials include but are not limited, to the following:

- Title 390 Part 600 National Watershed Program Handbook (NWPH)
- Title 210 National Engineering Handbooks (NEH)
- Title 180 Part 600 National Planning Procedures Handbook (NPPH)
- Title 200 National Resource Economics Handbook Part 611 Water Resources
- Title 190 Part 610 National Environmental Compliance Handbook (NECH)
- Title 190 Part 601 National Cultural Resources Procedures Handbook (NCRPH)
- Title 450 National Handbook of Conservation Practices (NHCP)
- NRCS Engineering Technical Releases (TR)
- Title 210 Technical Notes (TN)

NRCS policy and technical materials can be accessed from the NRCS eDirectives website

<http://directives.sc.egov.usda.gov/> .

Engineering surveys, engineering Hydrologic and Hydraulic (H&H) analyses using HEC-RAS (latest version) and geologic evaluations must be performed in accordance with manuals, handbooks, and miscellaneous instructions issued by the USDA-NRCS and all other Federal, State and local regulations. All activities shall comply with the Watershed Protection and Flood Prevention Act of 1954 (Public Law 83-566) as amended by the Small Watershed Rehabilitation Amendments of 2000 (Section 313 of Public Law 106-472).

If during project planning additional analyses, evaluations, environmental compliance activities, and documentation are needed that are beyond the requirement detailed in this SOW, USDA-NRCS, in consultation with the A-E and other affected parties, will determine the need and extent of the work. If funding is available, USDA-NRCS will acquire the services to complete the additional work by negotiating with the current A-E or utilizing another A-E, Sponsor resources or USDA-NRCS staff.

All personnel, equipment, labor, materials, transportation, and facilities required to perform the services described herein shall be supplied by the A-E.

D. TASKS AND DELIVERABLES

1. General

- a. The A-E must report to the CO any omissions, discrepancies, or inadequacies in the data furnished by the CO as a basis for planning. The need for supplemental data or additional investigations will be conveyed to the CO in writing with suggestions for corrective actions. If corrective actions approved by the CO cause changes to the work which impact on contract performance time and/or contract costs, the CO must be notified prior to any changes. The CO must authorize any changes to performance time and/or contract costs by written modification to the contract.
- b. The A-E must maintain a record of all reports, reviews, computations, analysis, drawings, and other pertinent data. These records must be neatly recorded and organized into a planning folder. All sources of reference data must be listed in the Plan-EA. Upon completion and acceptance of the Plan-EA all information compiled during the project work,

including field data, field notes, survey information, photographs, etc., must be submitted to the CO in both electronic and hard copy formats.

- c. The A-E must minimize the duplication of work already performed in previous watershed studies and include, when appropriate, such information by reference. The A-E shall identify and make the CO aware of any work that is a duplication of original effort; distinct from work that will be done for this Plan-EA. This notification shall occur during specified conferences for work items listed in Section F.3.
- d. A-E access and permits to conduct surveys, inventories, and site investigations will be obtained by the Sponsor. All work under this contract must be performed in conformance with applicable federal, state, and local laws and regulations.
- e. All work, surveys, studies, computations, designs, drawings and documents in paper or electronic format that are collected, assembled, and developed under this contract must become the sole property of the SLO and USDA-NRCS. No other use of the property must be allowed without the express written approval of the SLO and USDA-NRCS. Where written approval is provided, appropriate acknowledgement of the SLO and USDA-NRCS will be made as provided in the approval.

2. Description of Work

For contract administration and payments, the work shall be divided into the following eight phases, as described below.

The Plan- Environmental Assessment shall follow the policy outlined in DR 9500-013, *Conducting Analyses Under the Principles, Requirements, and Guidelines for Water and Land Related Resources Implementation Studies and Federal Water Resource Investments*, and other requirements set forth in the Council on Environmental Quality (CEQ) *Principles Requirements and Guidelines for Federal Investments in Water Resources (PR&G)*, and *Interagency Guidelines (IAG)*; and other PR&G guidance as developed through agency training or policy updates.

Phase 1 – Identify Problems, Opportunities and Concerns

Work in this phase will involve the development of the Plan of Work and gathering existing site data for environmental, economic and social impacts and opportunities.

The Plan of Work will be used to identify the individuals assigned to and the estimated amount of time required for each work component of the planning effort. The initial plan of work, developed after the A-E is selected, may be updated during the planning process to reflect the needs, problems, and opportunities discovered during planning.

Item 1-1 Plan of Work

- i. Scope
 - a. Prepare a comprehensive plan of work defining the project goals and priorities
 - b. A list of the tasks to be performed and/or their products
 - c. The estimated staff hours and associated cost of performing each task
 - d. The schedule for completing each task.

The Plan of Work shown in the National Watershed Program Handbook (NWPB) 606.13 – Plan of Work can be used as a reference.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and GR. The CO and GR will furnish review comments on the initial plan of work to the A-E within 14 days of receiving the document. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of Item 1-1 will be made by the CO and GR after all corrections are made and all required material has been submitted.

Item 1-2 Gather background data and develop a list of interested parties

i. Scope

The A-E will 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 Draft PLAN-EA (DPLAN-EA). The public mailing list will be used for distribution of the notices of availability for the DPLAN-EA and Final PLAN-EA (FPLAN-EA), public meeting announcements, news releases, other notices to the public, and distribution of the DPLAN-EA and FPLAN-EA. The mailing list will 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 will be provided to the NRCS upon request.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and GR. Comments from NRCS staff will be provided to the A-E within 30 days of receiving the document.

The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the review comments. The documented responses must be submitted with the final submittals for this item.

Item 1-3 Public Participation Plan

i. Scope

The plan will include public involvement opportunities including public meetings and newspaper notices. The A-E will prepare a draft plan and coordinate its contents with all cooperating agencies prior to submitting it to the NRCS for its review and approval. Any NRCS comments will be incorporated into the final plan.

In developing the plan, the A-E with the assistance of the NRCS and the cooperating agencies will identify all interested stakeholders for inclusion in mailing lists and will assure that adequate cross-sections of the public are

represented including interested citizens and 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 PLAN-EA.

The plan will address the timing of mail distributions and public notices. The latter will be issued at least two (2) weeks prior to the scheduled public scoping meeting(s) and concurrent with filing of the DPLAN-EA and FPLAN-EA, respectively. Notices will be published in the non-legal section of the newspaper(s) with copies sent to parties on the mailing lists. The DPLAN-EA newspaper notice will include both the notice of availability of the DPLAN-EA and the schedule and location(s) for the DPLAN-EA public meeting(s). The FPLAN-EA notice will notify the public of the availability of the FPLAN-EA. Notices will be drafted by the A-E and submitted to the NRCS for approval prior to their release to the media. Draft news releases will be submitted in time to accommodate processing by the NRCS for publication in the news media (minimum 10 days prior to scheduled meetings or release of NEPA document). A total of 4 news releases will be prepared by the A-E: one (1) prior to the scoping meeting(s); one (1) concurrent with filing of the DraftPLAN-EA and prior to its public meeting(s); one (1) concurrent with filing the FinalPLAN-EA; and one (1) concurrent with the completion of the Finding of No Significant Impact (FONSI).

The public participation plan will establish the appropriate format for each public meeting. At least two (2) public meetings are envisioned, one (1) for scoping purposes and one (1) for receiving comments on the DraftPLAN-EA. All public meetings will be held near the location of the proposed alternative and in a facility convenient for the attendance of the affected public.

In order to comply with Executive Order 12898 regarding environmental justice concerns, the public participation plan will incorporate means to include potentially affected minority and low-income populations within the public involvement program. Public notices will be bi-lingual, if an area affected by the proposed alternative has a large population of non-English speaking residents. The plan will 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 will be completed concurrently with other public participation requirements. All public documents, notices, and meetings will be concise, understandable and readily accessible to the public.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and GR. The CO and GR will furnish review comments on the public participation plan to the A-E within 14 days of

receiving the document. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of Item public participation plan will be made by the CO and GR after all corrections are made and all required material has been submitted.

Phase 2 – Determine Objectives

Item 2-1 Document sponsor objectives, write purpose and need statement, and write scope of plan.

- i. **Scope**
The A-E will work with the sponsor to document the project objectives, write a purpose and need statement and develop a scope for the plan that meets applicable NRCS, P&G and NEPA requirements.
- ii. **Review and acceptance of work**
The A-E will document the SLO's objectives, write the purpose and needs statement and develop a scope for the plan that is acceptable to the SLO and NRCS.

Phase 3 – Inventory Resources

Data gathering and preliminary watershed resource analysis sufficient to support formulation of feasible alternatives.

Item 3-1 Perform Field Reconnaissance

- i. **Scope**
The A-E will review available data provided by NRCS as well as perform field reconnaissance to prepare an Assessment of Implemented Measures report that describes the condition and status of previously implemented project components. This assessment will be a visual and non-intrusive inspection of the previously constructed elements and should also include a topographic survey of all previously constructed elements that may have an impact on the design of planned measures associated with this Plan-EA. The Assessment of Implemented Measures report will also include a summary of findings and a conclusion/list of recommendations for any follow up recommended actions.

The A-E will develop and continue to update the bibliography, with data sources and reports noted. The updated bibliography will be incorporated into the DPLAN-EA. The bibliography will be limited to references used in the PLAN-EA.

The A-E is required to identify and obtain baseline data to be furnished by the

various cooperating agencies. The A-E will maintain regular communications with the cooperating agency throughout preparation of the PLAN-EA, and will compile all data collected by the A-E or provided by cooperating agencies. The A-E will serve as the repository for all reference documents throughout the process. The collected information will be included in the administrative record at the conclusion of the PLAN-EA. The A-E will track agency progress and continue coordination with the agencies to obtain agency-provided data on a timely basis. Assistance with agency coordination will be provided by the NRCS, as necessary or appropriate.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and Comments from NRCS staff will be provided to the CO in as timely a fashion as possible. The CO will subsequently furnish all review comments on the Assessment of Implemented Measures to the A-E within 30 days of receiving the document.

The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of item Assessment of Implemented Measures report will be made by the CO after all corrections are made and all required material has been submitted.

The A-E will provide an Assessment of Implemented Measures report and a mailing address list, along with a list of email addresses, for the list of interested parties. A separate list for persons and agencies that should be consulted will also be provided to the CO.

Item 3-2 Resource Inventories and Watershed Assessment

i. Scope

The Resource Inventory and Watershed Assessment should identify pertinent environmental information within the project area that may be impacted or affected by the rehabilitation of the proposed structures.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and GR. Federal and State requirements will require that the findings from the RIWA be shared with other appropriate agencies. Comments from NRCS staff and other agencies will be provided to the CO in as timely a fashion as possible. The CO will subsequently furnish all review comments on the Resource Inventories and Watershed Assessment to the A-E within 14 days of receiving the document.

The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of item Resource Inventories and Watershed Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Item 3-3 Economic and Social Assessment

i. Scope

The Economic and Social Assessment should at a minimum identify the infrastructure, demographic, health and safety and economic conditions and needs within the project area. An outline of many of the items to be assessed is provided in NWPH.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and. The CO will furnish review comments on the Economic and Social Assessment to the A-E within 14 days of receiving the document. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of item Economic and Social Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Item 3-4 Archaeological and Historic Assessment

i. Scope

The A-E should work with the State Historic Preservation Office to determine the required Archeological and Historic Assessment needs for the project area.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and. Federal and State requirements will require that the findings from the Archeological and Historic Assessment be shared with other appropriate agencies. Comments from NRCS staff and other agencies will be provided to the CO in as timely a fashion as possible. The CO will subsequently furnish all review comments on the Archeological and Historic Assessment to the A-E within 14 days of receiving the document. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of item Archeological and Historic Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Item 3-5 Soils and Engineering Assessment

- i. **Scope**
Prepare a Geologic and Engineering Assessment of the structures that will be rehabilitated. A discussion of any changed site conditions or other factors not a part of the original design or planning effort, should be addressed.
- ii. **Review and acceptance of work**
The A-E will provide electronic files to the CO and. The CO will furnish review comments on the Geologic and Engineering Assessment to the A-E within 14 days of receiving the document. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of item Geologic and Engineering Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Phase 4 – Analyze Resource Data

This phase will involve evaluating collected resource information through statistics, maps and other analytical techniques and tools. An analysis of all initial alternatives including the future without project condition.

Item 4-1 Resource Inventories and Watershed Assessment

- i. **Scope**
The A-E will analyze collected resource information through statistics, maps and other analytical techniques and tools. An analysis of all initial alternatives including the future without project condition will be compiled as an Initial Alternatives Report.
- ii. **Review and acceptance of work**
The A-E will provide electronic files to the CO and. The CO will furnish review comments on the Initial Alternatives Report to the A-E within 21 days of receiving the document. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of item Initial Alternatives Report will be made by the CO after all corrections are made and all required material has been submitted.

Phase 5 – Formulate Alternatives

This section involves the formulation of reasonable alternatives based on the analysis of collected resource information. The completeness, effectiveness, efficiency and acceptability of each feasible alternative will be documented considering permits, project cost, required mitigation, and be in compliance with Federal, State, and local laws and regulations.

Item 5-1 Analysis of Initial Alternatives

- i. **Scope**
The A-E will formulate reasonable alternatives based on the analysis of collected resource information. The completeness, effectiveness, efficiency and acceptability of each feasible alternative will be documented considering permits, project cost and required mitigation.
- ii. **Review and acceptance of work**
There will be no review segment for Item 5-1.

Phase 6 – Evaluate Alternatives

Impacts shall be described for each alternative. Direct, indirect, and cumulative effects shall be identified, and the narrative information shall be presented in a summary form; using supplemental tables, drawings, maps, and other graphics.

Item 6-1 Summary and Comparison of Alternatives along with needed permits and mitigation requirements.

- i. **Scope**
Impacts should be described for each alternative. Direct, indirect, and cumulative effects should be identified, and the narrative information should be presented in a summary form using supplemental tables, drawings, maps, and other graphics. The A-E will develop a Summary and Comparison of Alternatives table and narrative summary of Environmental Consequences.
- ii. **Review and acceptance of work**
The A-E will provide electronic files to the CO and. The CO will furnish review comments on the Summary and Comparison of Alternatives table and the Environmental Consequences narrative to the A-E within 14 days of receiving the documents. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of the Summary and Comparison of Alternatives table and the Environmental Consequences narrative will be made by the CO after all corrections are made and all required material has been submitted.

Phase 7 – Make Decisions

Information will be provided to the sponsor regarding the National Economic Development (NED), Environmental Quality (EQ), Other Social Effects (OSE), and Regional Economic Development (RED) accounts.

Item 7-1 Compare and Review Alternatives with Sponsor

- i. **Scope**
Information will be provided to the sponsor regarding the National Economic Development (NED), Environmental Quality (EQ), Other Social Effects (OSE), and Regional Economic Development (RED) accounts. The accounts and the alternatives they represent will be presented to the sponsor – the sponsor will select one preferred alternative.
- ii. **Review and acceptance of work**
There will be no review segment for Item 7-1.

Item 7-2 Prepare Draft Environmental Assessment

- i. **Scope**
The A-E will prepare the environmental document as outlined in NRCS, P&G and NEPA policy.
- ii. **Review and acceptance of work**
Item 7-2, Prepare Draft Environmental Document: The A-E will provide electronic files to the CO and GR. The CO will furnish review comments on the Draft Environmental Document to the A-E within 21 days of receiving the documents. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of the Draft Environmental Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Phase 8 – Review and Draft Environmental Assessment

The draft environmental assessment will be reviewed by the public, USDA-NRCS and partner technical personnel and USDA-NRCS administrative officials.

Item 8-1 Response to USDA-NRCS – National Water Management Center and SLO review

- i. Scope
The A-E will address comments on the environmental document made by the NRCS National Water Management Center and SLO.
- ii. Review and acceptance of work
A-E will provide electronic files to the CO and GR. The CO will furnish review comments on the Draft Environmental Assessment to the A-E within 60 days of receiving the documents. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of the Draft Environmental Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Item 8-2 Response to Participating and Cooperating Agencies and other interested parties' comments

- i. Scope
The A-E will address comments on the environmental Assessment made by participating and cooperating agencies and other interested parties.
- ii. Review and acceptance of work
The A-E will provide electronic files to the CO and GR. The CO will furnish review comments on the Draft Environmental Assessment to the A-E within 60 days of receiving the documents. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of the Draft Environmental Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Item 8-3 Response to USDA-NRCS – National Head Quarters Administrative review

- i. Scope
The A-E will address comments on the final environmental document made during the NRCS National Programmatic Review.
- ii. Review and acceptance of work
The A-E will provide electronic files to the CO and GR. The CO will furnish review comments on the Final Environmental Assessment to the A-E within 45 days of receiving the documents. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review

comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of the Final Environmental Assessment will be made by the CO after all corrections are made and all required material has been submitted.

Item 8-4 Complete Plan-EA

i. Scope

Provide electronic and hard copies of the final I Plan-EA.

The A-E shall prepare a preliminary draft and final draft FONSI as well as its NOA for publication locally. The A-E's responsibilities for the publication and distribution of this NOA shall be the same as for the NOA for the FPLAN-EA. The NRCS will prepare the final FONSI and be responsible for the publication of its notice of availability locally.

The A-E shall prepare and assemble the Administrative Record and furnish it to NRCS after the FONSI is signed. The Administrative Record is the entirety of the information relied upon to prepare the PLAN-EA. 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 upon within the A-E'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 A-E shall organize the information composing the Administrative Record as an accessible file, indexed by topic to the extent possible, and submit this record to NRCS.

ii. Review and acceptance of work

The A-E will provide electronic files to the CO and. The CO will furnish review comments on the complete Plan-EA to the A-E within 14 days of receiving the document. The A-E must make all necessary corrections to the work and will document the responses and actions taken as a result of the CO's review comments. The documented responses must be submitted with the final submittals for this item.

Final approval and acceptance of the work will be made by the CO after all corrections are made and all required material has been submitted. The required submittals are:

- a. PDF of the final Complete Plan-EA.
- b. All supporting files used in the development of the Plan-EA.

Upon notification that all of the Plan-EA corrections have been made and accepted, the A-E must also furnish three (3) original printed copies of the final Supplemental Plan-EA. The A-E will also prepare one bound copy of all supporting documents, reports, analysis and findings used to create the Supplemental Plan-EA

E. QUALITY OF WORK

The A-E will follow his/her Quality Assurance/Quality Control Plan (QA/QC) for the Project. A copy of the A-E's QA/QC Plan will be submitted to USDA-NRCS and the SLO at the Project Kick-Off Meeting. The A-E's QA/QC officer will be charged with responsibility of the Plan's implementation and documentation of current QA/QC activities. An update on all QA/QC activities will be reported in the progress reports. All work performed by the A-E's personnel, including sub-consultants, will be in accordance with the A-E's QA/QC Plan and approved by the GR.

All submittals, including memoranda, reports and studies, will undergo quality management reviews in accordance with the A-E's documented QA/QC processes for the Project. The purpose of the QC review is to verify that the resulting work products meets acceptable practice standards and that the documents have been properly coordinated to the satisfaction of the NRCS. The QC reviewer will inform the Project team of any exception or proposed improvement that may be noted. QC reviews will be provided for all submittals. The QC reviews will be conducted prior to submittal to allow time for incorporation of any recommended revisions.

Deliverables and submittals will meet the following criteria:

1. All work will be performed in a professional manner in accordance with USDA-NRCS policy, technical criteria, procedures, and current Federal, State, and local laws and regulations.
2. Text material of reports and design memorandums and computation sheets will be prepared on standard letter size sheets (8-inches by 11-inches). Fonts will be 11-pt or 12-pt Arial or Calibri and paragraph format will be single space. Reports will be prepared in Microsoft Office, Version 2016 for personal computers, or newer. Drawings, graphs, photos, etc., for reports and memoranda that are required to be bound will have a binding edge 11 inches in length.
3. All maps that are geo-referenced will use Utah State Plane NAD83 datum US feet horizontal coordinates and NAVD88 US feet vertical datum. Any maps created in ArcGIS, when submitted to USDA-NRCS in electronic files, will include all shape files and all associated accessory files such as: dbf, .prj, .shp, and .shx files.
4. All field notes, computations, drawings, maps, sketches, and other data will be complete, recorded neatly, checked by persons as equally qualified as those performing the original computations, and organized in a manner that will allow reproduction of copies and incorporation in reports with a minimum of editing and revision.
5. Design drawings, diagrams, graphs, sketches or other pictorial representations will be physically incorporated into the planning and design file whenever the size and scale are appropriate. Design drawings that must be drawn on larger-sized sheets and cannot be folded to computation sheet size will be cited at the appropriate place in the computations by a notation that fully identifies the drawing and its file location.

6. The input files and output files of computer programs used in planning will be provided in hard copy and electronic format. The files will be fully documented and presented to the GR.

F. AVAILABLE INFORMATION

- Dammeron Valley Master Plan Report (May 2019)
- Washington County Master Plan
- Contact information for the Sponsor and USDA-NRCS local field office.
- NRCS manuals and handbooks (available at <http://directives.sc.egov.usda.gov/>)
- Web Soil Survey; <https://websoilsurvey.nrcs.usda.gov>
- Utah State Geographic Information Database (SGID); <https://gis.utah.gov/data/>

G. MEETINGS AND CONFERENCES

Meetings and conferences are as described below. The A-E is responsible for making arrangements and announcements for such meetings and conferences, in consultation with the GR. The A-E will track in a log all conferences; at a minimum the date of the meeting, type of meeting, subject of the meeting and the date minutes were distributed will be tracked.

Meetings will be in-person at the Washington County Administration Building, Washington County, Utah or other locations agreed to by the CO and A-E. Conferences may be in-person, teleconferences, or web meetings, based on the content needed to be shared/discussed.

The A-E shall prepare meeting minutes of all conferences and meetings summarizing discussions, decisions reached, and action items determined and provide a copy of the minutes to the GR and Sponsor. The A-E will distribute a copy of the minutes to the participants within seven (7) calendar days of the meeting. The minutes and corresponding comments can be submitted electronically.

The Sponsor shall be invited to participate in all meetings and conferences.

Work that, in the opinion of the CO in consultation with the GR, that does not require meetings or conferences may be reviewed and concurred by USDA-NRCS GR in writing (email).

1. Conferences

- a. Pre-Work Conference: The A-E shall meet with the CO and GR prior to issuance of a task order to discuss the specified A-E activities. The CO, GR, and the A-E shall develop a mutual understanding regarding the scope of work and personnel. The A-E will document the understanding reached by correspondence to the CO.
- b. Project Update Conferences – These conferences will be held bi-weekly for the A-E to keep the GR and CO informed on the progress of completing project Phases and subsidiary items. Draft agendas, presentations, and materials shall be submitted to the CO at least one (1) calendar day prior to conferences. These meetings will generally be teleconferences or net meetings but may be held in person at the Washington County Administration Building, or other location at the discretion of USDA-NRCS and the SLO. A-E to distribute minutes after meeting is completed.

- c. Public Scoping – These conferences will be held prior to the public scoping process. The purpose of the meeting is to review project status, agree on details of the scoping process, materials and types of information to be shared and acquired.
- d. Plan-Environmental Assessment Review – These conferences will be held upon USDA-NRCS and Sponsor reviews of the Initial, Preliminary, Draft, and Final Plan-Environmental Document.
- e. “As-needed” – These conferences will be held whenever requested by the CO, GR, or A-E to discuss issues relating to the project, work previously performed will be reviewed, and decisions made with a view toward expediting the completion of the contract. These meetings may be held in Washington County Administration Building, or other location approved by USDA-NRCS and the SLO. These meetings may be in-person, net meetings, or teleconferences. The A-E is responsible for making arrangements and announcements for such meetings.
- f. Specified conferences with USDA-NRCS must be scheduled by the USDA-NRCS or A-E at least ten (10) days prior to the conference date. Conferences requiring sponsor participation must be scheduled at least ten (10) days prior to the conference date.
 - i. Specified conferences may include more than one item of work when the sequence of work will allow.
- g. In addition to specified conferences, other conferences must be held whenever requested by the A-E, CO, or GR during which questions relating to the project will be discussed, work previously performed will be reviewed, and decisions made with a view toward expediting the completion of the contract.
 - i. The CO, GR, and the A-E will mutually agree upon schedules for other "as-needed" conferences.

2. Meetings

- a. There will be two (2) internal meetings between the A-E, SLO and USDA-NRCS during the course of the work detailed in this SOW. Meetings will be initiated by the A-E in accordance with the specified time frames listed below.

Meeting dates will be coordinated with the SLO and USDA-NRCS. The A-E shall notify the CO and GR of the date, time and location of the meeting at least fourteen (14) calendar days in advance of each meeting. The A-E shall provide a draft agenda, any draft presentations, and/or other materials to USDA-NRCS for review seven (7) calendar days in advance of each meeting.

- i. Project Kick-Off Meeting –The meeting will be used to get acquainted, discuss the details of the contract, review examples and guidance, develop a mutual understanding regarding the scope of work, become familiar with the personnel to be involved, discuss day-to-day working arrangements and discuss any items of concern.

- ii. Alternatives Meeting – The meeting shall be held prior to completion of Phase 4. The A-E will present an update on the project status and a comparison of the effects on the alternatives considered.
- b. The A-E will attend three (3) mandatory external meetings during the course of the work detailed in this Statement of Work. Issues identified in the first meeting will be considered in the development of the Alternatives in Phase 4. All of the meetings will be held at Washington County Administration Building or other SLO office unless otherwise stated. The A-E will consider the identified concerns throughout the entire process.

- i. Public/agency scoping – This meeting will be held early during Phase I. The A-E will present on the Public Participation Plan, the proposed project objectives, outline of the planning process and the role of technical entities, other participating agencies and non-governmental organizations (NGOs), and invite comments.

The A-E will be responsible for preparing and publishing the Notice of Scoping Meeting(s) in newspaper(s) of general circulation within the affected area(s). The notices will be published in these newspapers approximately 14 days and 7 days prior to a scheduled meeting. The A-E will provide any draft public notices for NRCS review at least 7 days prior to the proposed publication date. A copy of the public notice of the meeting will be mailed by the A-E to the entire mailing list for receipt approximately two weeks prior to the scheduled meetings.

The A-E, in consultation with the NRCS, shall schedule, provide all logistic support and conduct the public scoping meeting(s) to gain input from the public concerning the scope of issues and level of analyses to be considered in the DPLAN-EA. The Project Manager and other key personnel (total of two -four individuals) will be present to explain the NEPA process and the purpose of scoping and to facilitate and conduct the meeting. Graphical displays, including maps and charts, will be provided by the Contractor as appropriate.

In addition to the meeting transcript, the A-E will prepare a report summarizing the results of agency and public scoping coordination. The report will include a spreadsheet or other tabular format for compiling and sorting public responses obtained at the scoping meeting, and other public or agency scoping comments received by mail. The A-E will submit a draft report for NRCS and cooperating agency review and approval and incorporate all comments into the final report.

- ii. Permitting/Mitigation Meeting – The A-E, SLO and USDA-NRCS will lead a site walk with permitting agencies, including BLM, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, UT Department of Natural Resources, UT State Historic Preservation Office, and Shivwits Band of Paiutes, as appropriate. The evaluated and preferred alternatives will be presented for discussion of potential permitting and mitigation issues.

It is intended that this meeting be held the same day as the Evaluated Alternatives Public Participation Meeting.

- iii. Final Public Meeting – The A-E will present the evaluated alternatives for discussion. The recommended alternative will also be presented. This meeting will be held at a location and time convenient for the A-E, USDA-NRCS, and the Sponsor.

The A-E shall prepare a draft and final Notice of Availability (NOA) of the DPLAN-EA for NRCS approval. The locally published NOA should also give the location and the date and time of the public meeting(s) for receiving comments on the Draft PLAN-EA. After consulting with the NRCS, the A-E shall prepare and advertise the NOA in the non-legal section of the local newspaper or newspapers, as specified in the public participation plan. The A-E shall also prepare a draft news release. The draft NOA and news release shall be submitted to the NRCS for approval. The NOA and news release will be timed for publication concurrent with filing the DPLAN-EA, and at least 30 days prior to date of the public meeting(s). The A-E shall distribute the NOA to the entire mailing list approximately 30 days prior to the scheduled meeting(s).

The A-E, in consultation with the NRCS, shall schedule, provide all logistic support, and conduct the public meeting(s) for DraftPLAN-EA review. The public meeting should be held no earlier than 30 days after the NOA is locally published. The NRCS's representative can make an opening statement at the public meeting. The Project Manager and other key personnel will be present at the public meeting to present the proposed alternative and evaluation framework, and to discuss the probable environmental effects of the proposed alternative. NRCS and other cooperating agencies will be present to assist in response to questions from the public. Graphical displays, including maps and charts, will be provided by the A-E. The A-E will provide audio/visual recording services to transcribe each meeting and prepare a summary report for each public meeting, with a hard copy of the transcript attached, for NRCS review. See also NRCS National Environmental Compliance Handbook for additional guidance on conducting the public meeting for the DPLAN-EA.

H. PROGRESS REPORTS

A-E will submit a progress report to USDA-NRCS and Sponsor by email prior to each bi-weekly update conference. The progress report shall include, but not be limited to, the following:

1. activities accomplished during the previous period,
2. any problems, issues, or concerns encountered in the development of the Supplemental Watershed Project Plan-Environmental Assessment, and
3. planned actions for the next period.

I. REVIEWS AND APPROVALS

1. The A-E shall schedule reviews with the GR on the Initial, Preliminary, Draft, and Final Plan-Environmental Assessment.

2. The Plan-Environmental Documents will be reviewed and verified for accuracy and conformance to USDA-NRCS policy by A-E's personnel prior to submittal to the GR.
3. USDA-NRCS will review the deliverables, determine if they are technically acceptable and return comments to A-E as stated under each item. During USDA-NRCS' review, A-E will respond to questions and provide clarification to USDA-NRCS' comments. If requested, A-E and A-E's key technical staff be available at designated times during the review period to respond to questions from USDA-NRCS, either in person, by phone, and/or email.
4. Work, that in the opinion of the CO and GR does not require conference discussions, may be reviewed and approved by correspondence (email). Where conferences are required, the A-E shall follow guidelines outlined in Section G - MEETINGS AND CONFERENCES.

J. MEASUREMENT AND PAYMENT

1. The A-E will submit a firm fixed price for each of the items of work identified in Phase 1 through Phase 8. The A-E will also provide the following information to support their firm fixed price:
 - a. Detailed listing of personnel position (i.e. Engineer VI, etc.) and hours worked for each phase.
 - b. Detailed listing of direct costs, in addition to labor costs, associated with each phase.
2. The A-E will submit invoices for payment for an item of work after all the work for that item is completed. All required certifications associated with a particular item will be submitted along with the applicable invoice.
3. Payment will be made in accordance with applicable contract clauses for payment.
4. Progress payments can be made for all items based on monthly invoices submitted by the A-E detailing the cost of performing the work.

K. PERFORMANCE TIME

1. The performance time for the project is 545 calendar days from the issuance of the NTP. This performance time includes planning services and meetings.
2. The A-E shall complete and submit to the CO and USDA-NRCS GR the deliverable items for each Phase and subsidiary items according to the times shown in the Plan of.
3. It is acceptable and preferred for the A-E to submit individual deliverable items early to reduce review times and revisions of subsequent work.
4. A-E's request to change the project schedule must be submitted in writing (e-mail, fax, mail) to the CO with a justification for the change. The CO will notify the A-E within twenty-one (21) calendar days of the decision whether the requested change to the project is approved.
5. It may be possible to work on several subsidiary items concurrently. Generally, all critical items in each Phase should be completed and concurred with by USDA-NRCS before starting the next Phase. The A-E will coordinate with the GR to ensure the project progresses on schedule while avoiding starting subsidiary items that may depend on data or decisions from a prior Phase.

6. Start and finish dates shall adhere to the overall time frame outlined in this SOW and the Plan of Work.

L. FORMAT FOR SUBMITTED ELECTRONIC DATA

The A-E will provide digital files in a commonly acceptable format such as AutoCad Civil 3D, Microsoft (MS) Word or MS Excel. The A-E will provide all source, final and supporting versions of project electronic files. Final versions of electronic files shall have the word FINAL in their names along with the date of their creation (Example: geotechnicalreport_FINAL_20190715). The submission of files in other formats, not listed, must be approved by the CO and GR.

The organization of the electronic files will utilize the structure outlined in NWPM Part 501 – Subpart C and Subpart D. File folders shall use the same names and be similarly ordered.

The method of electronic file transfer between the A-E and USDA-NRCS must be approved by the CO and GR.

M. OWNERSHIP OF DATA

All documents, including water system data; resource inventory data; survey data; engineering, hydraulic, hydrologic, and economic model inputs, outputs, and model files; geology investigation reports; drawings; maps; estimates; and all other data used in the preparation of the Plan-EA are the property of USDA-NRCS and SLO.