



Columbia River Crossing Project

**Task AB Scope of Work
Agreement Number Y-9245**

PURPOSE

This Task Order AB Scope of Work (SOW) covers initial services required to “jump-start” the Columbia River Crossing (CRC) project while concurrently negotiating the overall project scope, schedule, and budget that will be covered under Task AA-1. The Environmental Impact Statement (EIS) and initial design SOW covered under Task AA-1 will be developed through the “Managing Project Delivery” (MPD) process as outlined in WSDOT’s Design Manual 2002 and as described under Task Order AA.

In this SOW, CONSULTANT is defined as David Evans and Associates, Inc. and its subconsultants. The STATES are the Washington State Department of Transportation and Oregon Department of Transportation. Other agencies are described by name.

The budget established for Task Order AB is estimated to cover the anticipated assignments as listed in this SOW and as directed by the STATES. Any work requested in excess of the budgeted amount shall be considered as extra services.

WORK ELEMENT 1.0: PROJECT MANAGEMENT

1.1 Project Management and Quality Control

Work under this element includes providing management and direction to the CONSULTANT staff, and review of their work for Task Order AB. The duration of this work is anticipated to last approximately 90-120 days. Key activities include:

- project oversight;
- subconsultant liaison;
- preparation of monthly progress report and invoices;
- preparation, attendance, follow-up, and documentation of coordination meetings with the STATES that are not part of the MPD process; and,
- quality control/assurance review of deliverables.

The CONSULTANT shall organize and hold meetings with key project team members and representatives from the STATES and agencies as appropriate. For the purposes of this SOW, the CONSULTANT expects that twenty (20) three-hour coordinating meetings will be held.

1.2 Support for Establishing Joint Project Office

Work includes:

- attendance at planning meetings with representatives from the STATES and CONSULTANT;
- development of agreements for co-location of CONSULTANT;
- negotiations of field rates; and,
- related expenses.

WORK ELEMENT 2.0: PROJECT CONTROLS

The CONSULTANT shall provide support to the STATES for developing and establishing project controls for delivery of the CRC project. Initial work shall include, but not be limited to:

- coordination with the STATE's information technology staff for hardware and software needs;
- provide support to the STATES in the development of communication and documentation protocols;
- develop the process and procedures for the management team;
- assist in preparing the Project Work Plan elements including preliminary schedule; communication plan; cost control methods; quality management plan; change management plan; project controls; invoicing; and progress reports; and,
- attend meetings as required by the STATES. For budgeting purposes, travel from out of state will be limited to eight (8) trips.

WORK ELEMENT 3.0: FINANCIAL STRUCTURES

The CONSULTANT shall support the STATES in developing and reviewing financial and institutional structures relating to CRC project funding. Initial work shall include, but not be limited to:

- review previous CRC project toll traffic and revenue studies and other project revenue/funding source studies;
- review legislation and institutional policies related to funding for the CRC;
- identify project funding and revenue opportunities for further study and any key parameters that must be examined in subsequent work (e.g. range of toll and operating assumptions);
- identify financing opportunities for further study;
- recommend project structures that support requirements for funding; and
- attend meetings as required by the STATES. For budgeting purposes, travel from out of state will be assumed at six person-trips.

WORK ELEMENT 4.0: COMMUNICATIONS

4.1 Communications General Services:

The CONSULTANT shall provide communication support to the STATES to include the following work:

- attend planning meetings with the STATE's communication personnel;
- support development of communication strategies and work program;
- support development and implementation of a targeted public relations, legislative/government affairs, and media strategy;

- support development of protocols for meeting Title VI requirements, bi-state DOT interaction on communication products, media relations, communication document control, and communication templates;
- support key message development and response to comments/questions from stakeholders;
- expand and validate stakeholder mailing list and develop system for electronic tracking and update;
- support decision process including formation, chartering, staffing, logistics, material preparation, and meeting facilitation for Taskforce, RCC, TACs, and other groups as needed;
- develop and produce print materials, including folios and newsletters;
- prepare presentation materials;
- provide planning, logistics, material preparation, and facilitation for community events;
- provide and train project staff on web-based communication management tools including document management, public survey, and library functions for integration with existing project website;
- support enhancement and regular update of project website and other transportation-related sites; and
- support dissemination of project information to interested parties.

WORK ELEMENT 5.0: TRANSPORTATION PLANNING

5.1 Travel Demand Modeling

The CONSULTANT shall initiate activities required to evaluate future No-Build transportation characteristics and deficiencies. Initial work will include beginning the following work:

- review of existing reports and policies relating to travel demand;
- conduct transportation team meetings with the STATES, Metro, and RTC;
- confirm study area and future analysis year for transportation analysis;
- review transportation data and recommend collection of additional data as appropriate;
- begin evaluation of existing transportation characteristics and deficiencies; and
- attend meetings as required by the STATES. For budgeting purposes, travel from out of state will be limited to eight (8) trips.

5.2 Transportation Planning Coordination

The CONSULTANT shall coordinate other multi-modal planning required for initial work on the project: Initial work shall include:

- review data and recommend collection of additional data for freight, marine, heavy rail, and bicycle/pedestrian needs;
- support for the scoping meeting as requested by the STATES; and
- attend meetings as required by the STATES.

WORK ELEMENT 6.0: ENVIRONMENTAL

The purpose of initial work on this element will include NEPA activities that support development of the project Purpose and Need; resource agency coordination and environmental strategy; publication of Notice of Intent; and preliminary activities for the scoping phase of the project.

6.1 Purpose and Need

The CONSULTANT shall assist the STATES in preparing a draft statement that characterizes the current and future transportation needs for the CRC that will be addressed by alternatives that are developed and evaluated in the EIS. Work will include:

- review of existing work accomplished to date for development of the draft Purpose and Need;
- meetings with the STATES and agencies to discuss transportation need in the corridor and purpose for proposed action;
- documentation of meetings with the STATES; and,
- preparation of a draft Purpose and Need statement.

6.2 NEPA Scoping Phase

The CONSULTANT shall conduct work to prepare the project for NEPA scoping. Work shall include:

- coordination with the STATE's and CONSULTANT's public involvement staff regarding agency contacts and notifications ;
- in coordination with the STATES, meet with key staff from agencies to gauge interests and concerns regarding this project;
- attend public and agency meetings and provide a schematic description of the environmental review process;
- coordinate with STATES and resource agencies to develop an approach and work plan for involving and integrating state and federal resource and permit agencies in the NEPA, SEPA and environmental compliance process;
- begin implementation of this regulatory compliance work plan;
- coordinate with STATES and cities to develop an approach and work plan for involving the cities in the environmental compliance process;
- begin implementation of the local jurisdiction regulatory compliance work plan; and
- develop a draft environmental compliance schedule, integrated with the overall project schedule.

6.3 Environmental Input on the Preliminary Range of Alternatives

Work under this element shall include initial activities to define a preliminary range of alternatives, and the documentation to support it. This work will be in coordination with other CONSULTANT team members. Based on previous studies, the CONSULTANT shall draft a

description of alternatives previously considered but no longer under consideration and a description of alternatives still under consideration, as well as the process used to eliminate alternatives prior to the formal NEPA process. CONSULTANT will begin drafting environmental screening criteria. Any new screening of alternatives will occur under a separate task.

6.4 Technical Studies

The objective of this task is to initiate technical studies that will be used to support data collection and impact analysis. Work may include:

- initiate development of Methods and Data Reports for up to 20 environmental elements. Assumption: The budget assumes that reports will be completed to the 50% level in this task order. The report will be finalized in a future task order;
- collect, compile, and manage existing and available GIS spatial and attribute data on relevant environmental elements (this will not include field data collection);
- develop an Existing Conditions report (including field data collection) to support development of alternatives, alternatives screening, and cost estimating. This will also serve as the Existing Conditions sections of the Technical Reports that will be developed in a future task order (see Appendix A for detailed Existing Conditions Data Collection and Reporting Scope of Work);
- develop environmental document standards;
- develop environmental base map standards;
- develop draft technical report outlines (up to 20);
- coordinate with resource agencies and local jurisdictions;
- participate in regular management team meetings and other meetings with the STATES;
- provide regular progress reports, a schedule, and schedule updates;
- coordinate with other team members; and
- provide environmental task management and coordination.

WORK ELEMENT 7.0: TRANSIT PLANNING/ENGINEERING

The CONSULTANT shall initiate activities for determining baseline conditions and activities leading to development of alternative concepts for transit that will be evaluated in the EIS.

Initial work shall include:

- review of existing transit policies and plans within the project influence area;
- recommend collection of additional transit related data;
- assist in preparation of presentation materials relating to transit;
- participation at the scoping meeting; and
- attendance at meetings as requested by the STATES.

WORK ELEMENT 8.0: DESIGN ENGINEERING

The CONSULTANT shall initiate activities for determining baseline conditions and activities leading to development of alternative concepts for evaluation in the EIS. Initial work shall include:

- support to the STATES for development of project survey and base maps;
- review of existing transportation plans and policies;
- verification and additional evaluation of concepts previously studied;
- review and evaluation of existing cost estimates for previously studied concepts;
- collection of data and evaluation and review of design standards, constraints, and parameters that will impact development of project alternatives to be evaluated in the EIS;
- preparation of graphics and presentation materials for the scoping meeting;
- initial development of project alternatives; and
- attendance at meetings as requested by the STATES.

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