

**National Environmental Policy Act (NEPA) and  
Section 404/401 of the Clean Water Act (CWA) Permitting Compliance  
General Scope of Services**

In the development of the subject project, the CONSULTANT shall be responsible for NEPA compliance in accordance with 23 CFR Parts 771 and 772, as well as any related, current/latest guidance promulgated by Federal Highway Administration (FHWA), as of the date of executed contract. In addition the CONSULTANT shall be responsible for compliance with section 404/401 of the Clean Water Act. The below general scope of services shall be considered and referenced when scoping detailed work assignments and any associated assumptions.

**TASK 1: Project Management**

The task is to effectively communicate project status and forecast project specific data through the use of schedules utilizing the DEPARTMENT'S Transportation Enterprise Activity Management System (TEAMS). In order to uniformly collect progress data (schedule updates and resource information) from consultants and compile the data into the overall DEPARTMENT master schedule database, each CONSULTANT will use the web based application interface, electronic-TEAMS or e-TEAMS. The expectations and processes required to adhere to the DEPARTMENT'S Program Controls procedures are outlined below:

- A. Throughout the project, CONSULTANT progress will be compared to the established target dates contained in the Project Target Schedule (PTS). The CONSULTANT shall use *Attachment A-1 Project Scope Activities* to provide dates, man hours and cost information for each task. This form is filled at once in the beginning of the project and must be emailed to the Department (D8programcontrolsunit@scdot.org) within 10 days of Notice to Proceed (NTP), or Limited Notice to Proceed (LNP).
- B. The CONSULTANT will plan work based on the schedule Early Dates (Start and Finish) generated by the scheduling program.
- C. The CONSULTANT will apply monthly updates to applicable activities in the schedule. The percent complete will be based on the physical progress of a specific activity and not on a factor of time or cost. The *e-TEAMS User Manual* contains recommended guidelines for percent complete.
- D. The CONSULTANT will have the responsibility of updating all information for any sub-consultant working on the project.
- E. The CONSULTANT'S invoice shall support the schedule update. The updates will be required at the minimum on a monthly basis. The CONSULTANT will provide an update on the prior month's activities no later than the 10<sup>th</sup> day of the month. Specific project requirements and conditions may require more frequent updating. *Progress Payments will be withheld until an acceptable approved schedule update is obtained from the CONSULTANT.*
- F. The CONSULTANT will provide monthly updates on:
  - 1. All actual start / finish dates for completed environmental activities (e-Teams).
  - 2. All actual start dates, expected completion dates, and physical percent complete for environmental activities in progress (e-Teams).

3. Environmental Remarks – *ALL projects must be updated by the 10<sup>th</sup> day of the month. To include the latest information on schedule for JD's, permits, and any additional information that may affect the projects schedule. These need to be emailed to both the NEPA and Permitting managers assigned to your project.*
  4. Forecast start or completion dates for each activity if any discrepancies exist with the PTS.
- G. The CONSULTANT should communicate with the DEPARTMENT on a regular basis to provide feedback regarding project status and concerns. The CONSULTANT should not wait until the monthly update to advise the Project Manager of issues or concerns that could impact the schedule. A proactive approach should be taken by all parties involved in project implementation to avert any schedule delays.
- H. The CONSULTANT will attach a copy of the updated Status Report from e-TEAMS with their monthly payment invoice.
- I. The CONSULTANT will provide additional reports and deliverables to the DEPARTMENT upon request.

## **TASK 2: Initial field surveys and project initiation**

- A. Field Reconnaissance - Within two weeks of the date that SCDOT executes the contract for the subject project(s), the CONSULTANT shall perform a desktop and field reconnaissance including but not limited to: assessing readily available GIS data (soils, hydrography, National Wetlands Inventory) followed by a jurisdictional stream and wetlands delineation/survey, TES habitat observation, and inspection for potential presence of archaeological, historic and cultural resources.
- B. Permit Strategy - Within two weeks of the date that SCDOT executes the contract for the subject project(s), the CONSULTANT shall make a determination of the environmental and/or navigational permits expected to be required for the subject project on a permit determination form, and provide the completed form to the Environmental Services Office of SCDOT.
- C. SCDOT, in coordination with CONSULTANT and FHWA, will determine appropriate level of documentation for the project. The CONSULTANT shall use the applicable template / example provided by SCDOT. SCDOT will be afforded the opportunity to review and approve any correspondence, contact or communication with the FHWA, State and Federal agencies, and regulatory agencies in advance. As directed by the SCDOT (for larger projects), the CONSULTANT shall schedule an onsite meeting with the USACOE, SCDHEC, SCDNR, and USFW (specifically with SCDOT liaisons at each of these agencies) to review the proposed project, discuss any particular regulatory concerns, and establish a timetable for acquisition of the permit. The CONSULTANT shall make determination of the aquatic significance of the stream, and confirm these findings with resource and regulatory agency personnel. If an Environmental Assessment is required, the CONSULTANT shall additionally provide a FONSI recommendation letter in the format specified by SCDOT (SCDOT will provide a template/example).
- D. Jurisdictional Wetlands - As required by the potential presence of wetlands, the CONSULTANT shall delineate wetlands utilizing the three-parameter approach (hydric soils, hydrophytic vegetation and wetland hydrology) set forth in the 1987 USACOE Wetland Delineation Manual. Identification and marking of any upland/wetland boundaries with

sequentially numbered flags. Additionally, using sub-meter GPS or survey data, the CONSULTANT will plot the wetland boundaries on both a surveyed map (in a manner consistent with SCDOT Road Design custom line style for wetlands and other waters of the U.S.), and a Digital Ortho Quad or other acceptable aerial photography based digital image. Within 2 weeks of completion of the delineation, the CONSULTANT shall provide an electronic copy of the MICROSTATION file that is produced to our SCDOT Road/Bridge Design Group.

The CONSULTANT shall provide an assessment and documentation of site conditions as to the presence and/or absence of jurisdictional areas. If jurisdictional waters of the U.S. are identified and are being impacted by the project, then the CONSULTANT will prepare and submit a Request for Jurisdictional Determination (JD) package to the SCDOT Environmental Office for review and subsequent submittal to the United States Army Corps of Engineers (USACE). The JD Request package will include the project site location figures (County Map, USGS Topography Map, and NRCS Soil Survey Map), and aerial photography figure depicting the surveyed jurisdictional boundaries of waters of the U.S. including tidally influenced waters and any freshwater wetlands. Other items to be prepared and submitted with the JD Request package will include representative photographs of each wetland area or wetland types delineated within the project study area and wetland determination data forms of each wetland area and the adjacent upland.\*

If a Clean Water Act (CWA) Section 404/401 permit is required, the CONSULTANT shall include a separate biological assessment report regarding the project effects on any State recognized rare, threatened, or endangered species.

### **TASK 3: Environmental Analysis and Review**

- A. If an Environmental Assessment is required, the CONSULTANT shall prepare a Letter of Intent (LOI) in the style/format of an example LOI, to be furnished by SCDOT and, following SCDOT approval of the LOI, disseminate the LOI to the appropriate persons/entities, as outlined in 23 CFR Part 771, together with additional persons/entities as directed by SCDOT, and provide copies of the correspondence to SCDOT.
- B. Impact Assessment Form - The CONSULTANT shall also include a completed SCDOT Impact Assessment Form as an appendix to application and/or environmental document (*Attachment B*). The CONSULTANT shall fill out the entire SCDOT Impact Assessment Form (*Attachment B*) when preparing any permit application (included under Jurisdictional Determination) or associated NEPA document. SCDOT Environmental Services Office will review each completed Impact Assessment Form to ensure that the form is completed to SCDOT's satisfaction.
- C. Land Use - The CONSULTANT will include a discussion of the existing land uses within the project study area and any future land use plans for the area.
- D. Farmlands – CONSULTANT will include a discussion of farmland impacts, including a determination of the presence of prime or unique farmlands or farmlands with statewide importance. Coordination with the NRCS, including completion of Form AD-1006, and review of the alternatives pursuant to the Farmland Act will be completed.

- E. Cultural Resources (Historical, Archaeological) – Investigations shall be conducted as required. Cultural resource reports will comply with state and federal requirements. However, with findings of up to five non-significant sites, a form report format (provided by SCDOT) will be utilized. All SHPO coordination shall occur through SCDOT.
- F. Section 4(f) / 6(f) - CONSULTANT shall identify properties within the project corridor that are protected under Section 4(f) or Section 6(f) and the impacts of the project on the resource(s). If necessary, a Draft and Final Section 4(f) Evaluation and/or programmatic 4(f) shall be prepared.
- G. Parks and Recreational Areas – CONSULTANT shall identify these areas within the project area and the impacts of the project on the resource(s).
- H. Social and Economic - CONSULTANT shall develop a description of the existing demographic, social, and land use conditions.
- I. Displacements – CONSULTANT will perform a relocation study to identify all potential business and residential relocations that will occur as a result of the project.
- J. Environmental Justice - CONSULTANT shall identify any low-income and/or minority areas within the general project area, using US census data and determine if there are potentially disproportionately high and adverse effects on these population as a result of the project.
- K. Noise - The Consultant shall perform noise analyses according to 23 CFR Part 772 and the SCDOT Traffic Noise Abatement Policy. In accordance with the SCDOT Traffic Noise Abatement Policy the Consultant will utilize the latest software specified by the FHWA, identify sensitive receivers in the project corridor, measure existing noise levels and predict future noise levels for all build alternatives under consideration in NEPA document. This includes all reasonable alternatives, but not alternatives rejected for detailed analysis because they are not reasonable. The preliminary noise analysis will model the most conservative noise environment to determine the feasibility and reasonability of noise abatement for any noise impacts. If noise abatement is determined to be needed, the Consultant shall consider the following noise abatement measures as a means to reduce or eliminate the traffic noise impacts.
  - 1. No Build.
  - 2. Changing the project's horizontal and vertical alignment
  - 3. Traffic control measures
    - i. Traffic control devices
    - ii. Signing for prohibition of certain vehicle types
    - iii. Time-use restrictions for certain vehicle types
    - iv. Modified speed limits
    - v. Exclusive lane designations
  - 4. Construction of a noise barrier, either an earthen berm or freestanding wall

Once a preferred alternative is recommended, the Consultant shall complete a detailed noise analysis for any noise abatement that was determined feasible and reasonable during the preliminary noise analysis.

If a noise barrier is determined to be feasible and reasonable based on the detailed noise analysis, then a detailed noise barrier analysis will be completed. If applicable, the Consultant

shall be responsible for holding a public involvement meeting to solicit viewpoints from the benefitted receptors.

The Consultant will be responsible for preparing a complete noise analysis document in accordance with the SCDOT Traffic Noise Abatement Policy. The documentation should clearly describe each alternative under study and detail the adjacent land uses. The report shall be formatted into the following general sections:

1. Executive Summary – Not necessary for reports less than 10 pages in length.
  2. Table of Contents - Not necessary for reports less than 10 pages in length.
  3. Introduction and Project Information
  4. Methodology and Assumptions
  5. Traffic Noise Impacts
  6. Consideration of Abatement
  7. Construction Noise
  8. Coordination with Local Officials
  9. Appendices
- L. Air Quality – The CONSULTANT shall provide a discussion regarding the overall effects of the project on air quality, and indicate the Attainment or Non-Attainment status of the county of the roadway is to be improved or constructed. For roadway improvements involving additional capacity, the CONSULTANT shall consult with SCDOT regarding the particular scope of work involved in completing this section.
- M. Hazardous Waste and Underground Storage Tanks – In assessing the environmental liabilities associated with the proposed new right of way, the CONSULTANT shall complete the appropriate / applicable elements of a Phase I Environmental Site Assessment (ASTM 1527), or, if necessary, up to All Appropriate Inquiry (AAI) pursuant to 40 CFR Part 312.
- N. Wetlands / Water Quality – Following completion of Task 1, the CONSULTANT shall quantify the anticipated impacts to waters of the U.S., and provide a qualitative discussion regarding the types of streams, wetlands, and other waters of the U.S. being impacted in the context of the adjacent and surrounding waters of the U.S., including proximity of 303(d), TMDL, ORW, tidal, and shellfish beds. If the project would be constructed in the vicinity of 303(d), TMDL, ORW, tidal, and shellfish beds, then stormwater control measures, both during construction and post-construction would be required in accordance with the SCDOT’s MS4 Permit.
- The CONSULTANT shall also include a discussion regarding the overall effects of the planned improvements to water quality. When requested by the SCDOT, the CONSULTANT shall prepare required state and federal navigational and wetland permit applications, perform interagency and/or liaison presentations as necessary, negotiate/secure such permits (including necessary correspondence), and perform related environmental studies including, but not limited to, field investigations/surveys, mitigation planning and site selection and natural stream design.
- O. Natural Resources / Endangered Species Survey - . Natural Resources / Endangered Species Survey – CONSULTANT will perform a natural resources investigation, which will describe the project area, including vegetation, wildlife, wetlands/waters of the U.S., water quality, federally listed threatened or endangered species/habitat evaluation, soils, topography and

anticipated impacts to each resource. The results of the investigation will be incorporated into the environmental document, generally only a Biological Survey/Assessment for Threatened and Endangered Species if the document is a CE and/or a Natural Resource Technical Memorandum if the document is an EA. The CONSULTANT shall comply with Section 7 of the Endangered Species Act, and provide the appropriate reports to the SCDOT. If applicable, three hard copies of the technical memo will be provided to SCDOT. If informal consultation with the U.S. Fish and Wildlife Service (USFWS) is required, then the CONSULTANT shall also be responsible for performing this part of the project development process on behalf of SCDOT. Any concessions in either the scope of work or construction activities or mitigation measures will require prior SCDOT approval, and once approved by USFWS, shall be included as an environmental commitment in the environmental document. Any correspondence or communication with USFWS must receive prior approval by SCDOT. If formal consultation is required, FHWA will initiate and handle, but the Consultant will be required to provide supplemental information. If a Clean Water Act (CWA) Section 404/401 permit is required, the CONSULTANT shall include a separate biological assessment report regarding the project effects on any State recognized rare, threatened, or endangered species.

- P. Floodplains – Based on the results of a hydraulic design study performed according to SCDOT Guidelines for Hydraulic Design Studies the following statements should be included in the environmental document where applicable: Regarding FEMA designated floodways, the CONSULTANT shall include either a ‘no effect’ statement or a ‘conditional letter of map revision;’ otherwise the CONSULTANT shall include a statement that “based on the hydraulic analysis of the pre-construction and post-construction discharges, the planned roadway improvements will have no significant impact on either flood elevations or flood widths.” A floodplain checklist will be completed and included as an Appendix to the environmental document. For all bridge replacement projects, a qualified Hydraulic Engineer will complete the Bridge Replacement Scoping Trip Risk Assessment Form. The results of the assessment will be summarized in the NEPA document and the completed assessment form will be attached as an appendix.
- Q. Indirect and Cumulative Impacts - The CONSULTANT shall use the 8-step process provided by guidance from NCHRP and CEQ for evaluating potential indirect and cumulated impacts. The CONSULTANT shall consult with SCDOT regarding the particular scope of work involved in completing this section.
- R. 404(b)(1) Guidelines - The CONSULTANT is to apply the Section 404(b)(1) Guidelines in the environmental review process. During the screening process of evaluating alternatives the CONSULTANT is to use and document how the 404(b)(1) guidelines are used in the selection of the preferred alternative. This information is to be included in both the NEPA document and the 404 Permit applications.
- S. Public Interest Review Factors - The CONSULTANT should evaluate the preferred alternative using all the USACE Public Interest Review Factors. The detail evaluation should be included in both the NEPA and 404 Permit applications.

#### **TASK 4: Public Involvement**

The CONSULTANT shall be responsible for coordinating the public involvement associated with the project with the NEPA Coordinator. The necessary level of public involvement will be determined on a project-by-project basis in coordination with the Program Manager and NEPA

Coordinator. If a public information meeting or a public hearing is needed, the CONSULTANT shall be responsible for conducting the meetings in accordance with the SCDOT Public Involvement Plan. Tasks may include:

- A. CONSULTANT shall coordinate the date and location of the meeting with SCDOT personnel and will prepare the newspaper ad for the Public Notice. CONSULTANT shall provide security guards from local law enforcement agencies or private security firms for all noise meetings with benefited communities and the public hearings.
- B. CONSULTANT shall prepare any and all related public hearing materials, (deliverables would include displays, handouts, comment forms, sign-in sheets and public hearing booklets). The information contained in the public hearing booklet will be consistent with the information contained within the environmental document. CONSULTANT shall provide draft copies of all materials to be used in public meetings or hearings to SCDOT and FHWA for review a minimum of 10 business days prior to printing. CONSULTANT will coordinate to have a police presence at the public hearing and the court reporter.
- C. CONSULTANT shall prepare responses to each comment received as a result of a public hearing and/or the public availability of the environmental document for SCDOT to review and distribute (up to 150 comments and responses assumed).
- D. The CONSULTANT shall also prepare a public hearing certification according to 23 CFR Part 771 using the format specified by SCDOT.

#### **TASK 5: Environmental Documentation**

The CONSULTANT shall address the following:

- A. Purpose and Need - CONSULTANT will outline background that led to initiation of proposed action. A description of the need for the action, along with specific components (i.e. goals, objectives, benefits to be gained by the public, etc.) will be included.
  - 1. Reasonable Availability of Funding
  - 2. Existing Facility - CONSULTANT will prepare description of existing roadway characteristics, safety conditions, Level of Service (LOS), etc.
  - 3. Proposed Facility - CONSULTANT will prepare description of proposed the roadway facility/improvements, anticipated LOS, etc.
  - 4. Reasonable Availability of Funding - In accordance with the supplemental guidance provided by FHWA on February 9, 2011, the environmental document will include an explanation of how the project is consistent with the Long Range Statewide Transportation Plan or the Transportation Improvement Program. The environmental document will also include how the project would be funded through completion and reference The Statewide Transportation Improvement Program. The CONSULTANT will refer to the document entitled *Supplement to January 28, 2008 "Transportation Planning Requirements and Their Relationship to NEPA Process Completion"* for further guidance.
- B. Alternatives - CONSULTANT will complete a rigorous alternatives analysis, including a discussion of all alternatives considered and a detailed discussion of reasonable alternatives considered and basis of elimination. Throughout the project development process, from preliminary design through the development of right-of-way plans, the CONSULTANT shall record of any decisions regarding alternatives, and the CONSULTANT shall provide such records to SCDOT Environmental Section at the time that the environmental document is submitted for their review and approval. For Environmental Assessments, an alternatives matrix should be prepared.
  - 1. No-build

- 2. Transportation system management
- 3. Build Alterations

- C. Existing Conditions and Environmental Consequences - CONSULTANT shall prepare this portion of the document. It will describe the existing conditions within the vicinity of the proposed project and evaluate the environmental impacts associated with implementation of the Build Alternative and the No-build Alternative for the categories outlined in FHWA Technical Advisory T6640.8A, as well as environmental justice and indirect and cumulative impacts.
- D. Agency and Public Involvement - CONSULTANT shall outline any interagency and/or public involvement activities that occur during the project development process.

**TASK 6: Permit Acquisition** (*Applies to: Individual 404/401 Permit, SCDOT/Chas. Dist. Corps of Engineers General Permit #2005-14-001 Authorization, Critical Area Permits, Navigational Permits. Nationwide Permits*)

Preparation and Submittal of a Clean Water Act Section 404/401 Application - If a Clean Water Act Section 404/401 permit is applicable, then the CONSULTANT shall prepare the 404/401 permit application in the format specified by the Charleston District Corps of Engineers and the attached SCDOT Checklist (Attachment C). The CONSULTANT is responsible for securing all permits/certifications involved with acquiring an approved USACE to include but not limited Coastal Zone Consistency (CZC), Critical Area Permit (CAP), Navigational Waters, & 401 Water Quality Certification. The CONSULTANT will coordinate with Environmental Service Office to determine what type of USACE permit will be required, In the completed application, the CONSULTANT shall document all proposed impacts to Waters of the U.S. At its discretion, SCDOT will execute the Joint State and Federal Application form as the applicant, and will designate the CONSULTANT as SCDOT's agent in the processing of the permit application for the subject project and in furnishing supplemental information in support of the application.

- A. Preparation of Drawings and Maps - As part of the Clean Water Act Section 404/401 permit application package, the CONSULTANT shall submit drawings depicting the proposed jurisdictional impacts to waters of the U.S. on the subject property The CONSULTANT shall include the surveyed or measured boundaries of jurisdictional waters to establish the proposed jurisdictional impacts..
- B. SCDOT Impact Assessment Form Completed - The CONSULTANT shall include the entire completed SCDOT Impact Assessment Form as an appendix to the completed permit application and/or environmental document if applicable. SCDOT Environmental Services Office will review each completed Impact Assessment Form to ensure that the form is completed to SCDOT's satisfaction.

USACE Pre-Application Meeting - The CONSULTANT and ESO will meet with USACE prior to submittal of any Individual Permit application. The meeting will be scheduled by ESO and will be used to ensure the permit application is complete. Additionally, the CONSULTANT will address all deficiencies in the application prior to permit submittal to USACE. For other USACE permits (GPs and NWP) the application will be with ESO staff and the Consultant will address all deficiencies identified by ESO staff prior to submittal to USACE.



- C. Negotiations and Permit Acquisition - The CONSULTANT will work with federal, state and local representatives throughout the course of the permit application process, and coordinate the submission of any additional information as requested by the respective agencies in order to facilitate permit acquisition. If requested, the CONSULTANT will provide a tour of the project corridor for representatives of the regulatory and commenting agencies.

The CONSULTANT shall also furnish supplemental information in support of the Section 404/401 permit application, or SCDOT's Corps General Permit authorization request (e.g., NEPA, Threatened & Endangered Species Report, clarification, additional information or responses to comments, etc.). The CONSULTANT will also prepare the appropriate responses to agency or public comments received as a result of the public notice or from the dissemination of a General Permit authorization request, as directed by the SCDOT ESO. SCDOT ESO is to approve both the permit application and any of the supplemental information provided in support of the application (e.g., clarification, additional information or responses to comments, etc.), including any communication (e.g., e-mail, facsimile, phone calls, meetings, etc.), before it is submitted to the Charleston District Corps of Engineers (or other review and regulatory agencies) on our behalf.

- D. Compensatory Mitigation Plan - In accordance with regulatory requirements, The CONSULTANT will develop a conceptual mitigation plan and submit it as part of the application package. The CONSULTANT will first determine if credits are available at an approved mitigation bank and if not, will work with ESO to develop a Conceptual Mitigation Plan for submittal and approval.

Critical Area Permits - If a Critical Area Permit is required for the subject project (i.e., when impacts are to tidal areas along SC coast or a Critical Area Permit is being sought in conjunction with a Nationwide permit, General Permit, or Individual 404 Corps Permit), then the CONSULTANT shall prepare an application according to the latest guidance promulgated by the SCDHEC Office of Ocean and Coastal Resource Management (DHEC-OCRM). The CONSULTANT shall also furnish all supplemental information in support of the application (e.g., critical line verification, plat stamped by professional land surveyor showing approved OCRM critical line, clarification, additional information or responses to comments, etc.). The CONSULTANT shall be responsible for expediting approval of the permit and for preparing the appropriate responses to the comments received as a result of the public notice, as directed by the Environmental Services Office of SCDOT.

- E. Navigational Permitting - If a U.S. Coast Guard is required for the subject project, then the CONSULTANT shall provide a completed application for submission to the 7th District Coast Guard, according to the latest guidelines promulgated by the U.S. Coast Guard. The CONSULTANT shall also furnish all supplemental information in support of the application (e.g., clarification, additional information or responses to comments, etc.).  
If a State Permit to Construct in Navigable Waters is required for the subject project, then the CONSULTANT shall prepare an application according to the State Regulation 19-450, and the latest guidance promulgated by SCDHEC. The CONSULTANT shall also furnish supplemental information in support of the application (e.g., clarification, additional information or responses to comments, etc.).

- F. Additional Agency Notification – Additionally, the CONSULTANT shall provide concurrence from the State Historic Preservation Office regarding the anticipated project effects to any cultural resources, as well as either a biological assessment report (for those projects having “no effect” on any federally listed species or habitat) or a Section 7 sign-off/concurrence from the U.S. Fish & Wildlife Service with any Section 404. Pending availability, the CONSULTANT shall provide a copy of the NEPA document (CE, EA, or EIS) as part of the 404 permit application.
- G. The CONSULTANT is responsible for all fees and newspaper publications to be reimbursed as a direct expense at time of invoice.

### **TASK 7: Environmental Construction Compliance**

This task includes various activities performed immediately prior to and during construction intended to: 1) provide support to SCDOT staff for U.S. Army Corps of Engineer (USACE) permitted projects and 2) assist in keeping activities in compliance with environmental requirements. The primary objectives for this task are as follows:

- Address SCDOT authority and contractor environmental concerns throughout project construction process.
  - Compile environmental commitments, permit standard/special conditions and maintain environmental journal and environmental compliance forms.
  - Complete environmental close-out packet at the end of every USACE permitted project.
- A. Preconstruction - Prior to letting of bid documents, the consultant shall review permit plans, construction plans, construction proposals, and bring discrepancies and concerns to surface for resolution determination. If compensatory mitigation is to be obtained off site, the Consultant shall confirm receipt of credit, prior to award of bid.

Additionally, the consultant shall attend a preconstruction meeting to highlight staging, access and stockpiling (as approved around or through jurisdiction stream and wetland crossings) , initial erosion and sedimentation best management practices (BMP), site preparation, reporting requirements, special conditions, and other environmental permitting and construction compliance matters. Any preconstruction environmental concerns shall be coordinated by the consultant through CEI Environmental Compliance consultant assigned to the project’s District.

- B. Construction - Following commencement of construction the CONSULTANT shall coordinate with the SCDOT authority to stake project jurisdictional boundaries for projects. The CONSULTANT shall also coordinate with SCDOT authority and contractor to set up debris pile stations, review access, staging and stockpile areas, borrow pits, and lay-down sites in environmentally sensitive locations.

During construction, the CONSULTANT shall participate as needed in regular on site contractor meetings (assumed bi-weekly) scheduled prior to and in coordination with agency representatives to address questions and environmental concerns. Additionally, the CONSULTANT shall perform on site construction site review (assumed bi-weekly) with environmental compliance forms send copy to CEI Environmental Compliance Consultant assigned to the project’s District.

If compensatory mitigation is to be obtained on site, the CONSULTANT shall track progress and review for compliance with permitted mitigation plan.

The CONSULTANT shall maintain an environmental journal, environmental compliance forms for the duration of the project for later submittal following project closeout.

- C. Post-construction - Prior to completion of construction, the CONSULTANT shall attend a Punch List meeting during which any final work items, including those required to achieve environmental compliance, shall be identified and performed by the CONTRACTOR prior to the Final Walk Through meeting. Upon completion of the Punch List work items, the CONSULTANT shall attend a Final Walk Through meeting to approve completion of work. No further site meetings are expected beyond the Final Walk Through.

The CONSULTANT shall prepare an environmental construction close-out packet file for recording (compliance forms, site photographs, environmental inspector's journal, and any related correspondence or documentation).