

## **Environmental Staff Assistance**

### **Scope of Services**

In delivering cost effective comprehensive environmental compliance services to the Department, the Ohio Department of Transportation's (ODOT) Office of Environmental Services (OES) and District Environmental Staff have developed a talented staff with unique and diverse capabilities. To fully meet the demands of a continually increasing and demanding workload complicated with continual regulatory challenges, OES is seeking to create additional ODOT Environmental team capacity with trained consultant(s) to fulfill environmental regulatory document quality assurance, expertise, and review and coordination tasks within the project development process.

#### **The goal of this work will be to have the selected consultant:**

Provide an expertly-trained and ODOT-prequalified staff team capable of integrating into and providing outstanding service to ODOT's OES and to all 12 ODOT Districts. The staff team will provide expertise for review of all levels of NEPA and environmental services, with specific focus on NEPA, Ecological Studies, Regulated Materials Review, Waterway Permits, and Cultural Resources. Essentially the provided consultant team will act as OES or District staff to perform environmental documentation, surveys, and reviews for assigned projects.

#### **The services provided will include:**

- Providing dedicated prequalified with the ability to meet the following qualifications,
  - Terrestrial Ecology; Ecological Consultant Prequalification
  - Aquatic Ecology; Ecological Consultant Prequalification
  - Wetland Delineation; Ecological Consultant Prequalification
  - Stream and Wetland Mitigation Consultant Prequalification
  - Waterway Permits Consultant Prequalification
  - Regulated Materials Review Consultant Prequalification
  - Environmental Document Preparation Prequalification (CE; Section 4(f))
  - Archaeological Investigations Consultant Prequalification
  - History/Architectural Investigations Consultant Prequalification
  - Public Involvement for C1 and C2 Level Consultant Prequalification
  - Public Involvement for D1 and Higher Level Consultant Prequalification
  - Qualitative Air Quality Analyses Consultant Prequalification
  - Quantitative Air Quality Analyses Consultant Prequalification
  - Noise Analysis and Abatement Design Consultant Prequalification
- The ability to work in the field, remote office (virtual).
- Staff working as part of the ODOT team. Generally, staff will not be expected to report to an ODOT office, however, if a task requires they do so, they will be provided with cubicle space, computer, office supplies, internet access, and appropriate software to complete assigned tasks, if needed.

- Being responsible for:
  - assisting staff and maintaining a customer focus
  - proactively resolving issues, solving problems, and answering customer inquiries
  - communicating effectively in spoken and written form
  - retrieval of reports/applications/coordination letters from electronic drives, email, or EnviroNet sources
  - complete field work and environmental reports, (Eco/RMR/CR, noise, or other specific studies
  - completion of project reviews within required timeframes
  - preparation, review, and comment on project Environmental Documents
  - review for completeness and quality assurance review of environmental documents
  - final completion and preparation of documents for coordination with resource agencies
  - resolving outstanding issues within the documentation and/or coordination including onsite investigation of potential issues
  - preparation of coordination correspondence
  - retrieval, preparation, and submittal to district contacts all comments and final documentation generated from the coordination process
  - working with OES and district staff to resolve outstanding coordination issues or resolve comments received
  - working in cooperation with district and OES staff in the development of project-specific mitigation
  - assisting with project specific environmental commitment compliance and/or possible noncompliance/violations
  - assisting with development and/or improvement of OES training
  - assisting with manual and technical guidance development and revision

**Qualifications include:**

- Staff must have excellent verbal and written communication skills.
- Staff must be able to work independently.
- Staff must be able to interact and be effective in a diverse work environment.
- Staff must be experienced in environmental requirements and ODOT processes and procedures.
- Staff must abide by all applicable ODOT and State work and safety policies and procedures.
- Staff must be able to work indoors and outdoors. Field work can include adverse and changing weather conditions; working in wetlands, streams, and flowing water; insect and animal bites; hiking over steep or rugged terrain; exposure to intense heat and cold; and working along high-speed traffic within ODOT right of way.

Given the varied nature of these work requirements, it is anticipated that the consultant team will cover all environmental disciplines in order to provide the necessary expertise. In order to reduce training and retraining, it is highly recommended that the staff assigned to each area of expertise remain consistent throughout the duration of the contract. The nature of the workload will vary, and it is anticipated that at any one time one or all of the required skill sets would be tasked to perform within OES or with the Districts. The workload would not necessarily be evenly divided across all skill sets. As applicable, the Consultant shall adhere to the most current versions of ODOT Reference Materials and all other applicable guidelines and Federal and State Regulations and Laws for all work produced under this agreement.