

OES Ecological Staff Supplementation

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) has 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 supplement the Ecological Assessment and Coordination/Waterway Permits/Regulated Materials Section staff with trained consultant 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:

The selected consultant will provide expertly-trained part time staff capable of integrating into and providing outstanding service within the OES Ecological Assessment and Coordination/Waterway Permits/Regulated Materials Review Section to all 12 ODOT Districts. The staff member will provide expertise for review of all levels of Ecological Survey reporting, and other documents. Essentially the provided consultant staff will act as OES ecological expert providing review and coordination of project specific documents.

The services provided will include:

- Provide one part time staff member with the following capacity:
 - Terrestrial Ecology; Ecological Consultant Prequalification
 - Aquatic Ecology; Ecological Consultant Prequalification
 - Wetland Delineation; Ecological Consultant Prequalification
 - Successfully completed the OES one-week NEPA training
 - Successfully completed the ODOT PDP training
 - Ability to effectively translate technical issues for a non-technical audience
 - Recognize and create more effective and efficient processes
 - Minimum 3 years-experience working in medium to large-sized office environment with strong abilities to handle multiple customers and projects simultaneously
- Able to work in the field, remote office (virtual), and office environments. Staff will work for the ODOT Central Office for the duration of the contract. Staff must follow the latest ODOT requirements for virtual work from home and COVID safety requirements.
- The staff will work as part of the OES team and be provided with cubicle space as needed, computer, office supplies, internet access (only when in the ODOT office), and appropriate software to complete assigned tasks.
- Staff must have excellent verbal and written communication skills
- Staff must be able to interact and be effective in a diverse work environment

- Staff must be experts in environmental regulatory requirements, ODOT processes and procedures, and the regulatory coordination processes
- Staff must abide by all applicable ODOT and State work and safety policies and procedures
- Staff will initially be trained by OES staff, then assigned specific tasks. Ongoing training and mentoring will continue throughout the duration of the contract.
- Staff must be able to work indoors and outdoors. Field work can include adverse and changing weather conditions, 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
- The staff will be responsible for:
 - retrieval of reports/applications/coordination letters from electronic drives, email, or EnviroNet sources
 - It is anticipated this could include the following approximate monthly workload:
 - Review and finalize 30-60 Level 1 Ecological Survey Reports (ESRs) and associated coordination and documentation
 - Review and finalize 1-2 Level 2 ESRs and associated coordination
 - Review and comment on 2-3 CE documents
 - Development and coordination of 1-2 Tier II USFWS coordination submittals
 - completion of project reviews within required timeframes leaving enough time for supervisor review
 - complete field work and ESR reports
 - quality assurance review of documents
 - resolving outstanding issues within the documentation including onsite investigation of potential issues
 - preparation of coordination letters
 - final completion and preparation of documents for coordination with resource agencies
 - retrieval, preparation, and submittal to District contacts all comments and final documentation generated from the coordination process
 - work with OES and district staff to resolve outstanding coordination issues or resolve comments received
 - work in cooperation with district and OES staff in the development of project-specific mitigation
 - provide language development and review of project specific scoping for endangered species surveys, ESR development, or other tasks
 - provide review and comment on project Environmental Documents
 - prepare requests for jurisdictional determinations from the USACE based on the findings of the ESRs and a knowledge of the waterway permits that may be necessary
 - organize and attend jurisdictional determination field reviews with the USACE and OEPA, summarize and coordinate the results of the reviews with the ODOT Districts, environmental consultants, and the USACE.
 - assist with project specific environmental commitment compliance and/or possible noncompliance/violations
 - assist with development and/or improvement of OES training
 - assist with manual and technical guidance development and revision
 - develop and deliver presentations on Ecological/Permits/RMR/GIS topics

Given the diverse nature of these work requirements, it is anticipated that the staff member will be divided among several staff in order to provide the necessary expertise. In order to reduce training and retraining, it is highly recommended that the staff assigned remain consistent throughout the duration of the contract. As applicable to work produced under this agreement, 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.