

**STATEMENT OF WORK
FOR NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) SUPPORT SERVICES ACQUISITION**

PREPARATION AND REVIEW OF ENVIRONMENTAL IMPACT STATEMENTS,
ENVIRONMENTAL ASSESSMENTS, ENVIRONMENTAL REPORTS, AND OTHER
ENVIRONMENTAL DOCUMENTATION

dated November 5, 2007

1.0 INTRODUCTION

During the next five years, the U.S. Department of Energy's (DOE) Program and Field Offices nationwide, including the National Nuclear Security Agency (NNSA) and the Federal Energy Regulatory Commission (FERC) and their offices, will require Contractor support services for the preparation of environmental impact statements (EISs), environmental assessments (EAs) and related documents under the National Environmental Policy Act (NEPA); environmental reports (ERs) and other documentation required by the Nuclear Regulatory Commission (NRC) in its review of license applications; and, documentation required by other State and Federal regulators. Contractor support services will be required also for: preparing floodplain and wetlands assessments, complying with Executive Orders, statutes such as the National Historic Preservation Act and the Endangered Species Act and their implementing regulations and procedures; incorporating NEPA values (such as analysis of cumulative, offsite, ecological, and socioeconomic impacts) to the extent practicable into documents prepared under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); preparing supplement analyses, compiling environmental information to support the NEPA process or other regulatory processes, and evaluating environmental information used in EISs, EAs, ERs, and other environmental documents. DOE's NEPA documents often address highly controversial issues. An EIS or EA may be subject to rigorous review by experts in scientific and legal fields, federal, state, local and tribal agencies, non-governmental organizations, the general public, and the courts.

This Scope of Work describes in a general way the range of services that are anticipated over the duration of this contract. A more specific description of individual tasks under this contract will be provided in each Task Order issued by an Ordering Contracting Officer. DOE intends to have the designated NEPA Document Manager also serve as the Ordering Contracting Officer's Representative; however, this may not be the case for all Task Orders.

2.0 BACKGROUND

- 2.1 NEPA is our basic national charter for the protection of the environment. It establishes policy, sets goals, and specifies the process for carrying out the policy. In part, NEPA states that all federal agencies shall "utilize a systematic, interdisciplinary approach which will ensure the integrated use of the natural and social sciences and the environmental design arts in planning and in decision making which may have an impact on man's environment." NEPA, at Section 102(2)(C), requires federal agencies to include in every recommendation or report on proposals for legislation and other major federal actions significantly affecting the quality of the human environment, a detailed statement known as an EIS on: "(i) The environmental impact of the proposed action, (ii) Any adverse environmental effects which cannot be avoided should the proposal be implemented, (iii) Alternatives to the proposed action, (iv) The relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity, and (v) Any irreversible and irretrievable commitments of resources which would be involved in the proposed action should it be implemented."

- 2.2 The Council on Environmental Quality's (CEQ's) NEPA implementing regulations, at 40 CFR Parts 1500-1508, are binding on all federal agencies, and establish the minimum requirements that assure NEPA compliance. These CEQ regulations establish a multistage process that describes how the agency is to analyze and describe to the public and the decision maker any significant environmental impacts that could result from carrying out a proposed action.
- 2.3 Most federal agencies, including DOE, have adopted additional binding agency-specific NEPA regulations that describe in greater detail how the agency will implement the requirements in the CEQ regulations. DOE's implementing regulations are published at 10 CFR Part 1021. FERC has separate NEPA regulations published at 18 CFR Part 380.
- 2.4 The CEQ regulations at 40 CFR Section 1502.10 provide a recommended format for an EIS: (a) cover sheet, (b) summary, (c) table of contents, (d) purpose of and need for action, (e) alternatives, including the proposed action (sections 102(2)(C)(iii) and 102(2)(E) of NEPA), (f) affected environment, (g) environmental consequences (especially sections 102(2)(C) (i), (ii) (iv), and (v) of NEPA), (h) list of preparers, (i) list of agencies, organizations, and persons to whom copies of the EIS are sent, (j) index, (k) appendices (if any).
- 2.5 The CEQ regulations at 40 CFR Section 1508.9 describe the required content of an EA to include: (a) a brief discussion of the need for the proposal, (b) alternatives considered, as required by section 102(2)(E) of NEPA (which states that agencies shall study, develop and describe appropriate alternatives to recommended courses of action in any proposal which involves unresolved conflicts concerning alternative uses of available resources), (c) an analysis of the possible environmental impacts of the proposed action and alternatives, (d) a listing of agencies and persons consulted.
- 2.6 The sections of an EIS or EA that describe the "purpose and need for agency action," "alternatives including the proposed action," and other policy issues will be written by DOE and provided to the Contractor. All other portions of an EIS or EA, if prepared by a Contractor, are subject to independent review and verification of data and analyses by DOE. DOE will write all decision documents. DOE may request the Contractor to review those documents for technical accuracy.
- 2.7 DOE's NEPA regulations at 10 CFR Part 1021 include appendices that list classes of actions that are normally categorically excluded, that is, actions that normally do not require an EIS or EA, actions that normally require an EA, and actions that normally require an EIS. DOE will determine the appropriate level of NEPA review for each proposed action, but Contractor support may be needed to compile information to aid DOE in making such determinations.
- 2.8 The depth, subject matter, and timing of analyses necessary for the Contractor to prepare a DOE EIS or EA vary widely. Proposed actions, alternatives, and issues to be addressed in DOE's NEPA documents are often highly complex, and the subject areas may be technologically and scientifically precedent-setting, with little or no established protocol upon which to base an analysis. The proposed actions and range of alternatives to the proposed actions that may need to be analyzed are often unpredictable and may change during document preparation as the result of further consideration, public comment, or external developments.
- 2.9 Examples of actions that DOE has considered in its NEPA documents include but are not limited to: nuclear stockpile management; spent nuclear fuel management; receipt and storage of foreign reactor fuel; tritium production; management, storage, treatment, transportation, and disposal of radioactive and hazardous materials and waste; decommissioning, decontaminating, demolition, and disposal of nuclear reactors and spent nuclear fuel processing facilities; site-wide multi-program analyses of major DOE sites;

construction, operation, shutdown, and decommissioning of accelerator and synchrotron facilities, laboratory facilities, power transmission lines, hydropower projects, strategic petroleum reserves, and clean coal projects; fisheries management; wetlands replacement and mitigation; power marketing actions; and other complex topics.

- 2.10 Scheduling the analyses and NEPA document preparation is often challenging. For example, several EISs and EAs may be in preparation at a DOE Office at one time, and the subjects may be widely diverse within and among Offices. Different proposed actions may have interrelated impacts that involve more than one site. That is, the analysis in a NEPA document at one site could be affected by the analysis in a NEPA document being prepared at another DOE site, or by another DOE Program. There may also be periods at one or several DOE Offices when no NEPA documents are being prepared. Schedules must also recognize the NEPA requirements incorporated in DOE Order 413.3A, Program and Project Management for the Acquisition of Capital Assets. For these reasons, this Scope of Work does not specifically describe the depth, breadth, and schedule for all anticipated NEPA documents to be prepared during the next five years.
- 2.11 EIS and EA preparation requires an interdisciplinary approach that integrates use of the natural, physical, and social sciences and the environmental design arts. The preparers' disciplines must be appropriate to the identified scope and issues. For DOE proposed actions, the expertise needed in a NEPA document preparation team typically includes but is not limited to: waste treatment, management, and disposal; nuclear physics; radiation safety; health physics; various fields of engineering; surface and groundwater hydrology and water quality; geology and seismicity; air quality and meteorology; greenhouse gases and climate change; radioactive and chemical contaminant transport; traffic and transportation safety; terrestrial and aquatic ecology; radioecology; land use management; endangered species biology; fisheries; soil science; wetland management; water resource planning; paleontology; archaeology and cultural resources; utility and infrastructure design; occupational and public health and safety; noise; socioeconomics; visual resources; recreation; landscape architecture; environmental justice; and modeling, statistical analysis, and risk assessment under hypothetical routine operation, intentional destructive acts (such as sabotage and terrorism), and accident scenarios. The document team also requires preparers who are skilled in technical writing, graphics production, and technical and editorial quality control.
- 2.12 DOE must compile environmental information and conduct various types of environmental analyses and activities, sometimes in association with preparing a NEPA document and sometimes as a stand-alone evaluation required by an Executive Order, environmental statute, or its implementing regulations. For example, under the National Historic Preservation Act, these analyses and activities may include identifying historic and cultural resources, assessing impacts, consulting with a State or Tribal Historic Preservation Officer, and resolving adverse impacts by mitigation. Under the Endangered Species Act, analyses and activities may include preparing a biological assessment or evaluation, assessing impacts and ecological risk, consulting with the U.S. Fish and Wildlife Service or National Marine Fisheries Service, and developing a management plan for threatened or endangered species. DOE must incorporate NEPA values (such as analysis of cumulative, offsite, ecological, and socioeconomic impacts) to the extent practicable into documents prepared under CERCLA. DOE must also assess impacts associated with proposed actions on floodplains and wetlands, evaluate environmental information used in NEPA documents, and, as needed, evaluate the adequacy of an existing EIS (in a supplement analysis) or an existing EA.

3.0 SCOPE

The objective of this contract is to procure support services for the preparation of EISs, EAs and related documents under the NEPA process; ERs and, other documentation required by

the NRC in its review of license applications; and, documentation required by other state and Federal regulators.

The objective also includes procuring support services for: preparing floodplain and wetlands assessments, complying with Executive Orders, statutes such as the National Historic Preservation Act and the Endangered Species Act and their implementing regulations and procedures; incorporating NEPA values (such as analysis of cumulative, offsite, ecological, and socioeconomic impacts) to the extent practicable into documents prepared under CERCLA; preparing supplement analyses, compiling environmental information to support the NEPA process, and evaluating environmental information used in EISs, EAs, ERs, and other environmental documents. Henceforth in this statement of work, these environmental activities and analyses are referred to as "other environmental tasks."

Work will be performed for DOE, NNSA, and FERC Program and Field Offices nationwide based on individual Task Orders issued by Ordering Contracting Officers. The Contractor shall furnish all labor, materials, equipment, facilities, office space, transportation, and incidentals necessary to perform in accordance with this statement of work, the contract, and the individual Task Orders.

4.0 APPLICABLE DOCUMENTS

To help its NEPA practitioners, including Contractors, DOE has prepared *National Environmental Policy Act Compliance Guide*, a three-volume compendium of laws, executive orders, regulations, policies, guidance, and other information. The most recent edition of the *Guide* is available at <http://www.eh.doe.gov/nepa/guidance.html>, and resources issued more recently are available at http://www.eh.doe.gov/nepa/new_guidance.html. The *DOE NEPA Compliance Guide* contains:

Volume 1: General NEPA References

- Part 1. Laws
- Part 2. Executive Orders Concerning Environmental Matters
- Part 3. Council on Environmental Quality (CEQ) Regulations
- Part 4. CEQ Guidance
- Part 5. Policies from Other Federal Agencies

Volume 2: Department of Energy NEPA Regulations and Guidance

- Part 1. Regulations, Orders, and Policy
- Part 2. Guidance on NEPA Document Preparation
- Part 3. Guidance on Site-wide NEPA Reviews
- Part 4. Guidance on Public Participation
- Part 5. Guidance on Other Aspects of the NEPA Process

Volume 3: Related Environmental Review Requirements

This volume provides regulations for environmental review and consultation requirements - concerning Air Quality, Biota, Cultural Resources, and Land use and Special Land and Water Designations - that should to the fullest extent possible be conducted concurrently with and integrated with the NEPA process.

The Contractor shall be familiar with and proficient in the application of laws, regulations, policies, and guidance to the preparation of NEPA documents. The NEPA Document Manager for each Task Order will advise the Contractor of requirements and guidance of particular relevance to the task.

5.0 TECHNICAL REQUIREMENTS

The Ordering Contracting Officer will issue an individual Task Order for the preparation of each EIS, EA, or ER, or section(s) thereof, or other environmental task. Technical direction for each Task Order will be provided by a designated DOE NEPA Document Manager once the Task Order has been issued by the Ordering Contracting Officer. For preparing all or part of an EIS, EA, or ER, a Task Order will include a description of the task at a level of detail commensurate with the complexity of the document, including:

- General project description
- Expected number of subtasks, number of meetings
- Purpose and need for agency action and preliminary alternatives, if available
- Extent of available information and context and relationship to other NEPA documents
- Expected complexity of analyses (quantitative/qualitative)
- Expected length of sections of the document and appendices
- Annotated outline, if available
- Detailed NEPA Document Checklists (EIS and EA Checklists available at www.eh.doe.gov/nepa/tools/guidance/volume2/index.html).

For other environmental tasks, the Task Order will include a description of the task(s) at a level of detail commensurate with its complexity.

The Contractor(s) shall perform the following as may be specifically defined in each individual Task Order, and as directed by the NEPA Document Manager:

- 5.1 The Contractor shall prepare and submit to the Ordering Contracting Officer and NEPA Document Manager a "No Conflict of Interest Statement" as required by 40 CFR Section 1506.5(c) before beginning work on any EIS. The Contractor shall also submit to the Ordering Contracting Officer and NEPA Document Manager a disclosure statement for an EA, ER or other environmental task. In the alternative, if the Contractor decides that the appearance of a conflict of interest is possible or that a conflict exists, the Contractor shall submit a full disclosure statement, describing the circumstances or conditions that create the conflict or appearance of conflict, and any mitigating measures the Contractor intends to implement to resolve the conflict or the appearance of a conflict. If the Ordering Contracting Officer determines that no mitigation will adequately address the conflict, the Contractor will not be assigned to that particular task. The Contractor shall also assure that each proposed subcontractor for the particular task has submitted a disclosure statement to DOE.
- 5.2 The Contractor shall comply with DOE and site safeguards and security requirements to obtain entry to DOE facilities and in access to and handling of classified information. The Contractor shall provide an adequate number of personnel who hold DOE "Q" or equivalent federal clearances or who have held a DOE "Q" or federal equivalent clearance within the past four years and for whom not more than four years have passed since the last security clearance investigation. With the exception of classified appendices, the Contractor shall make every effort to prepare deliverables that do not contain Unclassified Controlled Nuclear Information or Official Use Only information. The Contractor shall have an individual capable of receiving appointment as a Classification Officer or Derivative Classifier in accordance with DOE Manual 475.1-1B, Identifying Classified Information. Such appointments would be made by the cognizant DOE Classification Officer, on a task order basis at the discretion of the NEPA Document Manager. If a classified appendix to an EIS, EA, or ER is required, the Contractor shall prepare this classified appendix as directed and will do so in either a DOE-approved secure facility or DOE-secured space. The Contractor shall comply with DOE and site environment, safety and health requirements.

- 5.3 The Contractor shall use commonly available word processing software, such as Microsoft Word or WordPerfect, for the preparation of all deliverable documents. Software specifically required by a NEPA Document Manager for preparing an EIS, EA, ER, or other deliverable will be identified in the Task Order. Software used for analyses and modeling may be proprietary but calculations and results obtained from applying such software must be provided to the NEPA Document Manager.
- 5.4 For an EIS, EA, or ER, the Contractor shall prepare a project management plan based on the Task Order description and/or NEPA Document Checklist. For other environmental tasks, the NEPA Document Manager will specify whether a project management plan is required. The project management plan shall be prepared after DOE provides the statement of purpose and need, and will be reviewed and revised by the Contractor as necessary at the two following stages: (a) with the preliminary draft document, and (b) with the preliminary final document. The project management plan shall identify whether and how each task element is addressed in the document. For an EIS or EA, DOE may use the NEPA Document Checklist to verify whether all elements of the Task Order are identified and appropriately addressed.
- 5.5 The Contractor shall implement a formal change control process and prepare a report that identifies the cost of a draft EIS, EA, and ER and each revision submitted to DOE for review so that the incremental costs of changes and corrections may be tracked. Costs for other environmental tasks also will be tracked by formal change control processes and reporting.
- 5.6 If necessary, DOE will provide to the Contractor or assist in obtaining existing information, such as environmental baseline information, pertinent to a task. The Contractor shall provide personnel with interdisciplinary areas of expertise as applicable to the task to independently assess the adequacy and completeness of this information; bring data gaps, omissions, and inconsistencies to the attention of DOE; and, if required, conduct additional data collection and field studies under a data collection plan approved by the NEPA Document Manager. The Task Order, schedule, and budget will be modified by DOE as appropriate. The Contractor shall maximize the use of existing EAs and EISs and their associated administrative records. The Contractor also shall maximize the use of existing programmatic, environmental, and safety documents to prepare each EIS, EA, or ER, or for other environmental tasks.
- 5.7 The Contractor shall coordinate with DOE on acceptable levels of data analysis and on assumptions, analytical methods, and modeling, and submit and obtain the approval of the DOE NEPA Document Manager for a data collection and analysis plan prior to the commencement of work. Prior to commencement of work, the Contractor shall submit to and obtain the approval of the DOE NEPA Document Manager a quality assurance plan that conforms to the requirements of DOE Order 414.1C, *Quality Assurance* (and any revisions to the Order or any guidance issued by the Office of NEPA Policy and Compliance). The plan shall include a tracking system (to validate consistent use of raw data, modeling and other calculations, impact results, and presentations in the EIS summary, chapters, and appendices) and a style guide that establishes uniform NEPA document preparation standards including writing style, format, table and figure presentation, use of numerical units, and referencing. The quality assurance plan shall be applied to every deliverable.
- 5.8 The Contractor shall integrate data and analysis supplied by supporting or cooperating DOE, state, tribe and other federal or Contractor personnel who may be asked by DOE to provide input or information in specialized areas of jurisdiction or expertise.
- 5.9 The Contractor shall identify and analyze the environmental impacts of the proposed action and each of the alternatives in an EIS, EA, or ER. This may include but not necessarily limited to: conducting literature searches; modeling; preparing graphs, maps, charts and tables; calculating; interpreting samples; interviewing experts; and documenting such

research, analyses, or use of professional judgment in the absence of preexisting information.

- 5.10 The Contractor shall prepare a draft and final EIS, EA, or ER, and compile the associated administrative record. The order and categorization of the administrative record documents shall be according to a system specified by DOE. The content of the administrative record shall be specified by the NEPA Document Manager and shall be compiled and maintained by the Contractor in accordance with relevant DOE Orders concerning records management. The Contractor shall keep the administrative record current with the development of each EIS, EA, or ER. The administrative record will include such things as materials which reflect significant changes in thinking on the project, that is, memoranda that raise important issues or criticize the assumptions or approaches or conclusions, all formal published agency notices and documents and comments, original copies of field notes, reference documents, studies, model runs, supporting analyses, photographs, graphics, and maps used in the preparation of the EIS, EA, or ER. The administrative record for an EIS, EA, or ER is the property of DOE. The NEPA Document Manager may direct the Contractor to transfer the administrative record to DOE at any time during the EIS, EA, or ER preparation process and the Contractor shall comply within five days of notification.
- 5.11 The Contractor shall identify and describe mitigation measures and prepare a draft mitigation action plan if needed. During the course of the analysis for an EIS or EA, it may become apparent that mitigation could reduce, avoid, eliminate, or compensate for the environmental impacts of a proposed action or alternative. If the analyses indicate the potential for such mitigation, the Contractor shall identify mitigation measures for DOE to consider incorporating into the proposed action, an alternative, or a mitigation action plan.
- 5.12 In the preparation of an EIS, EA, or ER, or for other environmental tasks, the Contractor may be required to support DOE in interactions with federal, state and local agencies, tribes, interested organizations, and the public. This support may include assisting DOE in consulting with federal or state agencies and organizations such as the U. S. Fish and Wildlife Service, National Park Service, Army Corps of Engineers, Advisory Council on Historic Preservation, and NRC regarding compliance with laws, regulations, licensing and permitting protocols, and other requirements. The support may also include assisting DOE in consulting with state agencies concerning permit requirements and with tribes concerning land use, treaty, or cultural issues.
- 5.13 As requested, the Contractor shall provide support to DOE in developing and implementing a public participation plan for an EIS or EA. This support may include, among other activities, routine and special mailings, preparing presentation materials, establishing and staffing a toll-free telephone line, and other forms of communication.
- 5.14 As requested, the Contractor shall support public scoping meetings, information meetings, and public hearings on an EIS or EA. The NEPA Document Manager will designate the locations of the meetings or hearings and the Contractor shall make arrangements for the facility, date, and time for each meeting or hearing; provide publicity, setup, registration for attendees, security, handouts, copying and distribution, audio visual and computer support, moderator, court reporter, language translator, and takedown support; assist in preparing written instructions for hearing officials, including opening and closing statements, if necessary; assist with preparing presentation materials; and provide timely distribution of transcripts and written comments to public reading rooms and interested parties.
- 5.15 Preliminary Draft: The Contractor shall prepare a preliminary draft EIS, EA, or ER for internal DOE review and shall participate in such review as required. The Contractor shall support the compilation, tracking, answering, and resolution of comments on the preliminary draft of an EIS, EA, or ER and make revisions.

- 5.16 Draft: The Contractor shall prepare a draft EIS, EA, or ER that includes corrections, revisions, additions, and deletions based on comments received on the preliminary draft. The Contractor shall identify and track comments and related text changes. The Contractor shall provide copies of a draft EIS and EA, or ER, to the NEPA Document Manager for DOE internal distribution and approval.
- 5.17 Environmental Report for NRC License Application: There is no requirement for submission of the Draft ER to NRC or any other regulatory agency for review. The Draft ER would be revised on the basis of DOE internal comments and finalized as the ER to be submitted with the license application. After NRC's review of the ER as part of the license application, the Contractor shall prepare Supplements to the ER as directed by the NEPA Document Manager. The Contractor shall maintain the capability to generate additional copies of the ER or any supplement(s) to the ER for subsequent distribution to parties and Boards in the NRC proceeding; Federal, State, and local officials; and any affected Indian tribes, as directed by the NEPA Document Manager.
- 5.18 Draft EIS or EA (printed): The Contractor shall prepare an electronic file of a draft EIS or EA suitable for printing by the Government Printing Office, and deliver the copy at a time and place designated by the NEPA Document Manager. The NEPA Document Manager may direct the Contractor to procure printing through the Government Printing Office [Public Law 102392, Section 207(a)(1)]. The estimated number of printed copies and/or compact discs needed, maximum and minimum, will be identified in the Task Order for an EIS or EA.
- 5.19 Draft EIS or EA (copies): The Contractor shall make copies of a draft EIS or EA in the number determined by the NEPA Document Manager. The estimated number of copies and/or compact discs needed, maximum and minimum, will be identified in the Task Order for an EIS or EA.
- 5.20 The Contractor shall assist in preparing news releases, distribution lists, and distribution letters, and support the distribution of a draft EIS or EA by packaging and mailing the document as directed.
- 5.21 The Contractor, as requested, shall make copies of all cited reference material available at DOE Public Reading Rooms or other such publicly accessible locations no later than the date the Environmental Protection Agency's Notice of Availability appears in the Federal Register. Each Friday (or Thursday, if Friday is a Federal Holiday), EPA publishes in the FR a listing of all EISs filed the previous week.
- 5.22 The Contractor, as requested, shall assist in the process for filing a draft EIS with the Environmental Protection Agency.
- 5.23 The Contractor shall categorize, collate, and assist DOE in analyzing comments received on a draft EIS or EA. The Contractor shall assist in the preparation of responses to all comments for incorporation into the final EIS or EA and shall identify and prepare necessary revisions, or conduct further analyses based on those comments.
- 5.24 Preliminary final: The Contractor shall prepare a preliminary final of an EIS or EA that incorporates any additional technical data received after publication of the draft, and any revisions resulting from comment on the draft, and distribute copies for internal DOE review.
- 5.25 Final: The Contractor shall prepare copies of a final EIS or EA that include corrections, revisions, additions, and deletions based on comments received on the preliminary final. The Contractor shall identify and track comments and related text changes. The Contractor shall provide printed copies and/or compact discs of a final EIS or EA to the NEPA Document Manager for internal DOE distribution and approval.

- 5.26 Final (printed): The Contractor shall prepare an electronic file of a final EIS or EA suitable for printing by the Government Printing Office and deliver the copy at a time and place designated by the NEPA Document Manager. The NEPA Document Manager may direct the Contractor to procure printing through the Government Printing Office [Public Law 102392, Section 207(a)(1)]. The estimated number of printed copies and/or compact discs needed, maximum and minimum, will be identified in the Task Order for an EIS or EA.
- 5.27 Final (copies): The Contractor shall make copies of a final EIS or EA in the number specified by the NEPA Document Manager. The estimated number of copies needed, maximum and minimum, will be identified in the Task Order for an EIS or EA.
- 5.28 The Contractor shall assist in preparing news releases, distribution lists, and distribution letters, and support the distribution of a final EIS or EA by packaging and mailing the document as directed.
- 5.29 The Contractor, as requested, shall make copies of all cited reference material available at DOE Public Reading Rooms or other such publicly accessible locations no later than the date the Environmental Protection Agency's Notice of Availability appears in the Federal Register. Each Friday (or Thursday, if Friday is a Federal Holiday), EPA publishes in the Federal Register a listing of all EISs filed the previous week.
- 5.30 The Contractor, as requested, shall assist in the process for filing a final EIS with the Environmental Protection Agency.
- 5.31 The Contractor shall provide data collection and analysis/evaluation for other environmental tasks. The Contractor shall provide supporting documentation in draft, respond to comments, prepare finals as required, and support DOE in compliance with applicable requirements.

6.0 DELIVERABLES

The type, number, and schedule of deliverables will be specified and shall be provided in accordance with an individual Task Order, which may require the Contractor to provide one or more of the following deliverables. Unless otherwise specified in the Task Order, deliverables shall be provided to the NEPA Document Manager for review/approval. An individual Task Order may specify that the Contractor shall:

- 6.1 Provide and obtain the approval of the DOE NEPA Document Manager for a project management plan (as described in section 5.4), a data collection and analysis plan (as described in section 5.4, and a quality assurance plan (as described in section 5.7) prior to the commencement of work, and revise these as directed.
- 6.2 Provide monthly progress and management reports showing both dollars and labor hours for each draft and each revision of an EIS, EA, ER, or other environmental task, as well as percent of total funds spent toward Task Order deliverables.
- 6.3 Provide and distribute copies of a preliminary draft EIS, EA, ER, or other environmental task, and copies of all cited references.
- 6.4 Design, prepare and provide a draft report of proposed mitigation measures or a draft mitigation action plan.
- 6.5 For a draft EIS, EA, ER, or other environmental task approved by the NEPA Document Manager, provide an electronic file copy suitable for printing, and procure printing for the number of copies specified or make the number of copies specified.

- 6.6 Prepare draft distribution lists and draft transmittal letters for a draft EIS or EA.
- 6.7 Deliver and distribute copies of a draft EIS, EA or other materials related to EIS or EA preparation, such as may be provided to a public reading room.
- 6.8 Prepare and provide materials to support public involvement such as signup sheets, posters, comment forms, and handouts.
- 6.9 Provide copies of transcripts of the public scoping meetings and hearings on a draft EIS (or EA if required) for distribution within DOE and to public reading rooms.
- 6.10 Provide draft responses to agency and public comments on a draft EIS, EA, ER, or other environmental task.
- 6.11 Provide an ER revised in response to DOE and NRC comments suitable for submission in a license application package.
- 6.12 Provide and distribute copies of a preliminary final EIS and EA.
- 6.13 For a final EIS or EA approved by the NEPA Document Manager, provide an electronic file copy suitable for printing, and procure printing for the number of copies specified or make the number of copies specified.
- 6.14 Prepare draft distribution lists and draft transmittal letters for a final EIS or EA.
- 6.15 Distribute copies of a final EIS or EA and other materials related to EIS or EA preparation, such as may be provided to a public reading room.
- 6.16 Compile and catalog an Administrative Record (AR) file for an EIS, EA, or ER and keep it current with the development of the EIS, EA, or ER. The Contractor shall deliver the AR file to a place designated by the NEPA Document Manager.
- 6.17 Provide electronic copies (such as compact disks) of a final EIS, EA, ER, or other environmental task as specified by the NEPA Document Manager.
- 6.18 Prepare deliverables and/or other documentation as specified in individual Task Orders for other environmental tasks.

7.0 TIME FRAMES FOR COMPLETION OF DELIVERABLES

The NEPA Document Manager will designate in the Task Order a date for each deliverable specified in the Task Order. The Contractor should plan to complete an EA in 120 days from DOE's EA determination to the decision to proceed with an EIS or issue a finding of no significant impact. The Contractor should plan to complete an EIS in 15 months from DOE issuing a notice of intent to approving a final EIS. The Contractor should plan to complete an ER in 180 days from issuance of the Task Order. These time periods are goals; they may be extended or reduced by DOE based on the circumstances surrounding the preparation of an EIS, EA or ER.