



Stantec Consulting Services Inc.
3133 West Frye Road Suite 300, Chandler AZ 85226-5155

January 27, 2023
File: 203799000

Attention: Mr. Luis Pedroza
Deputy City Manager/City Treasurer
City of Douglas
425 10th Street
Douglas, Arizona 85607

**Reference: Commercial Port of Entry (POE) and Service Entry Water and Wastewater Infrastructure
Environmental Information Document Scope of Services and Fee Proposal**

Dear Mr. Pedroza,

Stantec Consulting Services Inc (Stantec) is pleased to provide the attached scope of work and fee proposal to support the City of Douglas (City) with the preparation of an Environmental Information Document (EID) for the referenced project. The fee proposal uses the labor rates stipulated in Stantec's contract with the City of Tucson, which had been used previously for engineering services for this project. The labor estimate in the fee proposal considers Stantec's involvement in the planning and preliminary design for the project to date and our team's understanding of the future James Ranch Road project connecting the POE with SR-80. Our experience enhances our ability to streamline the production of the EID and deliver the EID in a three-month timeframe from Notice to Proceed assuming site access can be obtained to the project corridor in a timely manner. Our scope of services and fee proposal also includes a Class III Cultural Survey, which based on our experience will be required by the Arizona State Historic Preservation Office to satisfy the National Historic Preservation Act requirements.

If you should have any questions, we would welcome the opportunity to discuss any aspects of the scope and the assumptions used to derive the labor hours and expenses. We can be reached at the contact information below.

Regards,

Stantec Consulting Services Inc

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Attachment: Scope of Work with Price Proposal

**Scope of Services
for
Environmental Information Document
Douglas Point of Entry and Service Entry
Water and Wastewater Infrastructure
Douglas, Arizona**

January 27, 2023

INTRODUCTION

The Border Environment Infrastructure Fund (BEIF) offers grants and other financing for the implementation of high-priority municipal drinking water and wastewater infrastructure projects located within 100 kilometers of the U.S.-Mexico border. The North American Development Bank (NADB) identifies, develops, evaluates, and certifies environmental infrastructure projects by the means of binational team through an open public process to assess financing through the NADB and other sources. To support the compliance requirements for the use of this funding, the City of Douglas (City) in cooperation with its project partners seeks the services of a consulting firm to support the Douglas Point of Entry (POE) and Service Entry Water and Wastewater Infrastructure Project (Project). To fulfill the application requirements, an Environmental Information Document (EID) is required to identify the existing environmental conditions, review project alternatives, and identify potential impacts of the Project. The EID is used by the U.S. Environmental Protection Agency (EPA) as the lead federal agency to develop EPA's Environmental Assessment (EA) to satisfy their requirements under the National Environmental Policy Act (NEPA). In addition, the Project must assess the effects of the undertaking on cultural resources in accordance with Section 106 of the National Historic Preservation Act (NHPA).

SCOPE OF SERVICES

This scope of services details the necessary steps to support the City in the preparation of an EID as required by BEIF and EPA, before authorizing funding for final design and construction of the Project. The EID will consider potential infrastructure investments and alternatives considered as detailed in the Project's Basis of Design Report prepared by Stantec Consulting Services Inc (Stantec) dated October 21, 2022. Up to two alternatives and a no-action alternative will be evaluated in the EID using information from previous planning to prepare the Basis of Design Report. This scope of services and methodologies within were used to determine the labor estimates presented in Attachment A.

Task 1 – Project Management and Coordination

Stantec will provide day-to-day project management activities to fulfil the scope of services outlined in Tasks 2-5. This task assumes a six-month schedule from Notice to Proceed (NTP). Stantec's project manager and one staff will attend progress calls to coordinate Project activities (up to 8 calls 1-hour in duration). Stantec's health and safety requirements to include a project Risk Management Strategy (health and safety plan) will be prepared in advance of any site visits and adhered to for field work associated with site visit and data collection.

Task 2 – Preparation of EID

Stantec will prepare the EID in accordance with EPA requirements and NADB guidance. The task for the preparation of the EID follows:

Subtask 2a – EID Project Kick-Off Conference Call

Stantec will coordinate the Project kick-off call with the City and appropriate Project stakeholders as determined by the City. The Stantec project manager, civil engineer involved in the Basis of Design Report and development of alternatives, and environmental lead for the EID will attend the meeting. It is anticipated this meeting will be up to two hours in length and held via Microsoft Teams. The purpose of this meeting is to:

- Discuss Project communications, roles and responsibilities
- Discuss in more detail with the City and Project stakeholders the potential environmental issues and concerns that would require resource analysis in the EID

- Refine the project purpose and need statements for the EID
- Discuss potential alternatives to the Project
- Review the schedule for comment/review cycle for the EID
- Coordinate activities with other nearby projects

Subtask 2b – Site Visit

A team of two environmental professionals will conduct a site visit of the Project area to verify desk top analysis and collect data in the field. Photographs will be taken of resources for use in the team's analysis and preparation of the EID. Field mapping using publicly available GIS and online sources will be prepared in advance of the site visit. This scope of work assumes three days for the site visit which is inclusive of travel to and from the site. The site visit will be coordinated with the City and the City will be responsible for gaining the appropriate written approvals obtained by the City for Stantec to access properties within the project area. If access is not granted, Stantec review will be from nearby public spaces.

Subtask 2c – Prepare Draft EID

Stantec will initiate preparation of the EID as soon as initial coordination with the City has been conducted and the Project kick-off conference call has been completed. Stantec will prepare the EID based on EPA's guidance for EAs, compliance with other environmental requirements and Executive Orders, as appropriate, and based on coordination with NADB staff during and after the Project kick-off call. It is assumed that this Project will occur in advance of the Arizona Department of Transportation (ADOT) led connector road project between SR80 and the Point of Entry (POE) and, as such, information from this ADOT roadway project will not be available. This scope of work assumes only one roadway alignment (James Ranch Road Alignment) will be identified as the preferred alternative and will be studied. This preferred alternative includes the entire corridor for the ADOT roadway project to allow flexibility with the placement of the infrastructure within that corridor.

Likely resources that will be analyzed in the EID include the following, at a minimum:

- Air Quality
- Noise
- Geology and Soils
- Water Resources
- Wetlands and Waters of the U.S.
- Floodplains
- Vegetation, including Special Status Species and Noxious Weeds
- Wildlife, including Special Status Species
- Cultural and Historic Resources
- Socioeconomics and Environmental Justice
- Visual Resources
- Land Use

This list is subject to change based upon initial conversations with the Project team. The general approach to completing the EID will be to use desk top analyses to develop the affected environment sections of the EID and impact analysis except for the cultural resources where a Class III survey will be required by the Arizona State Historic Preservation Office (SHPO). This EID will explain the relationship to the ADOT led connector road project and consider this project in the cumulative effects analysis in the EID. The EID will evaluate only one connector road alignment.



Tribal consultation is a “government-to-government” process, and Stantec assumes that this consultation will be completed by EPA as the lead federal agency. Therefore, this scope of work does not include Stantec participation in Native American consultation.

Preparation of the draft EID will involve obtaining data from the City and Cochise County, as well as other publicly available online sources. Stantec will manage the data using ArcView GIS software. This program will be used to store the collected data, assist in analysis for the EID, and produce maps for the EID. Following completion of the Project, the data stored in the GIS database will be included in the Project Administrative Record (AR; see Subtask 2f), which will be provided to the City.

Data collection and impact methods for air quality, noise, wetlands and waters of the US, floodplains and hazard materials sites are provided below to further clarify Stantec’s approach for the collection of data and impact analysis. If an environmental resource is not specified in this section, the methodology will be that of a desktop analysis and qualitative assessment to develop the affected environmental descriptions and environmental impact analyses in the EID.

Air Quality

In the EID, Stantec will explain the EPA National Ambient Air Quality Standards (NAAQS) and provide a table that summarizes the current standards. A characterization of the local climate and air quality conditions will be provided based on publicly available data. Stantec will identify the potential air quality impacts for each Project alternative, identify whether they are temporary (as in construction) or permanent (as in normal operation), and recommend mitigation measures to minimize potential impacts. The assessment will be qualitative and no detailed air quality modeling is needed; therefore, is not included in this scope of work.

Noise

In the EID, Stantec will describe noise levels and identify the current noise sources in proximity to the Project area and identify local noise-sensitive receptors such as hospitals, schools, daycare facilities, elderly housing, and convalescent facilities. Stantec will identify the potential noise impacts for each Project alternative, determine whether they are temporary (as in construction) or permanent (as in normal operation), and recommend mitigation measures to minimize potential impacts. The assessment will be qualitative and no detailed noise modeling is anticipated needed; therefore, is not included in this scope of work.

Wetlands and Waters of the US

Stantec will conduct a mapping exercise of the Project area using available imagery, soil surveys, and elevation data. Mapping will delineate streams and wetlands (if found) and classify them by wetland status, Cowardin (National Wetlands Inventory) classification, and Hydrogeomorphic classification. This information will be used to develop the affected environment section in the EID, which will include figures based on the results of the desktop mapping. The analysis will include the preliminary aquatic resources status of the study area, the extent of aquatic resources found, and their classifications. A detailed wetland delineation to satisfy the Clean Water Act Section 404 permitting requirements is not included in this scope, as it is assumed that wetlands would be avoided by bridging or attaching the infrastructure to existing or future bridges or culverts in the corridor.

Water Resources (Surface Water and Groundwater)

Stantec will perform a desktop review and mapping exercise for surface water resources within or near the Project area using publicly available imagery, elevation data, and national or state hydrography data.



Surface water resources may include temporary or permanent bodies of water such as streams, washes / drainages, or springs. If any surface water features are identified in the Project area, Stantec will perform a desktop review to document and summarize water quality and/or stream flow data for the resources, including the identification of perennial or ephemeral flows.

Stantec will perform a desktop evaluation of groundwater resources in the Project footprint and surrounding area. The evaluation of groundwater resources will include documentation of the Douglas groundwater basin, aquifer formations and thicknesses, depth to groundwater and groundwater elevations, regional water quality, and location of production wells and water users. Stantec will review published reports and publicly data available from the Arizona Department of Water Resources, including well records and Douglas Basin Groundwater Atlas to document and summarize groundwater conditions in the area.

Stantec will include a description with figures and/or tables in the EID based on the results of the desktop evaluation, which will include the identification of surface water features, summary of groundwater resources, publicly available data for these resources, and any potential impacts that may occur to the resources from each alternative.

Floodplains

FEMA floodplain mapping (Floodplain Insurance Rate Maps) and other GIS data available on the Cochise County website will be reviewed against the Floodplains study area and described for the Project area. This description including a floodplain figure will be included in the affected environmental section of the EID. Using this information, impacts associated with each alternative will be assessed and described in the environmental impacts analysis section in the EID. No detailed floodplain delineation or modeling is included in this scope of work. If EPA determines a Statement of Findings for Floodplains is required by the City, then a separate scope and fee would be provided.

Hazardous Materials Sites

Given the existing and former land uses and presence of a nearby mining operations near the Project area, Stantec will review the Project area for potential known environmental concerns and hazardous waste sites. To conduct this review, Stantec will purchase an EDR environmental database report of the project study area which is the most efficient means to collect regulatory data on known hazardous materials sites. Stantec will summarize the results of the database in the EID as well as potential impacts. A site reconnaissance visit and a detailed Phase I Environmental Site Assessment per ASTM standards or similar report is not included in this scope of work and if desired based on the result of the database findings, a separate scope and fee will be developed and provided to the City.

Subtask 2d – Address Comments and Prepare Final EID

Stantec has assumed two rounds of reviews for the EID. The first round will be conduct by the City and NADB. Stantec will consider each entity's comments and make changes to the EID, as appropriate. Upon acceptance of the edit and response to comment from the City and NADB, Stantec or the City will send the EID to EPA Region 9 for review and comment (i.e., second review round). Following the EID agency review, Stantec will respond to all comments received and revise the EID accordingly, and then produce a camera-ready EA. Stantec assumes that the EPA as the lead federal agency will utilize the EID to prepare an EA and if appropriate a Finding of No Significant Impact.

Subtask 2e – Administrative Record

A centralized, comprehensive set of AR files will be established in the Stantec office for all relevant data, reports, correspondence, memorandums, minutes, GIS geodatabase, and other documents produced during this scope of work. Stantec assumes that one electronic copy of the complete AR will be provided to the City upon the conclusion of the Project. No hardcopies of the AR will be produced as a part of this scope of work.

Task 3 – Cultural Resources (National Historic Preservation Act Compliance)

Subtask 3a – Desktop Review

Stantec will provide a qualified archeologist permitted in the State of Arizona who will research past projects and previously recorded cultural sites within the Project area and in the Cultural Resources study area, which would extend one mile outside the Project area boundary using AZSITE and other appropriate databases. All previous projects and previously recorded cultural sites, including both eligible for the National Register of Historic Places (NRHP) and non-eligible sites will be mapped to determine which, if any, cultural sites have been recorded within the Project area and in the study area to assess the types of sites that may be encountered by the Project. The result of this subtask is informational and will be used to create a work plan as to how Task 2 is carried out.

Subtask 3b – Class III Cultural Survey

A Class III pedestrian survey will be conducted per NHPA Section 106 and the Arizona State Historic Preservation Act of 1982 (ARS 41-861 et seq.). The survey will be conducted using survey methods recommended by the Arizona State Museum. The survey will be conducted by a team of one Arizona permitted archeologist and a single field technician using 50-foot or less intervals. Any site located during the survey will be recorded and field analyzed for eligibility for listing in the NHRP. All diagnostic artifacts will be photographed with scale and all sites will be photographed and mapped for documentation.

Subtask 3c – Class III Cultural Report

The results from the Class III pedestrian survey will be compiled into a draft Class III cultural report for review and comment by the City. Once the comments are addressed the report will be finalized for the City.

Assumptions

- All Project area GIS shapefiles will need to be delivered to the Cultural Resources team upon the receipt of the NTP.
- All approved design plans specifications for the Project will be delivered electronically to the team upon the receipt of NTP. These specifications will be used to determine the total length, width, and depth of disturbance.
- The Class III survey field work will be completed in five days which includes travel to and from the site.
- As noted under Subtask 2C, tribal consultation is not included within this scope of work.
- The information from the Class III survey report will be used to prepare the Cultural Resources section of the EID.
- No other agency databases will be searched beyond the EDR environmental database report for the Hazardous Materials Sites review portion of the EID.

- Since the potential effects on cultural resources are unknown at this time, this scope of work does not include preparation of a Memorandum of Understanding or additional mitigation or consultation beyond that necessary for the preparation of the Class III survey report.
- It is assumed that the Class III pedestrian survey will be needed in advance of the ADOT study for the connector highway alignment between SR 80 and the POE given the ADOT project schedule.

Attachment A – Fee Proposal

Fee Proposal for Environmental Information Document and Class III Cultural Survey
Douglas Point of Entry and Service Entry Water and Wastewater Infrastructure Project, Douglas, AZ
Stantec Consulting Services, Inc.
January 27, 2023

		Staff Role	Project Principal	Project Manager	Pro. Level III	Pro Level II	Pro. Level II	Pro. Level III	Pro. Level I	Totals	Expenses	Notes
		Staff Type	Principal in Charge	Project Manager	Env. Scientist	Jr. Env Scientist	GIS Specialist	Principal Investigator	Archeology Tech			
		Billing Rate (City of Tuscon)	\$ 280.44	\$ 178.51	\$ 170.06	\$ 106.61	\$ 106.61	\$ 170.06	\$ 91.38			
#	Tasks											
Task 1	Project Management - (4 mons)											
	Project Plan/Set Up, Kickoff Meeting, Progress Meetings (6), Project Coordination, and Health and Safety											
	Total Hours	2	32	16	0	0	0	0	50			
	Fee	\$ 560.88	\$ 5,712.32	\$ 2,720.96	\$ -	\$ -	\$ -	\$ -	\$ 8,994.16	\$ -		
Task 2	Preparation of the EID											
2a	EID Project Kickoff Conference Call	2	2	2								
2b	Site Visit			40						\$ 1,320.00	Travel/Lodging (2 staff, 1 night) including gas	
2c	Prepare Draft EID	2	48	32	60	24	4		\$ 1,800.00	EDR Database Environmental Report for Corridor		
2d	Address Comments and Prepare Final EID	2	32	6	24	4	4					
	Total Hours	6	82	80	84	28	8	0	288			
	Fee	\$ 1,682.64	\$ 14,637.82	\$ 13,604.80	\$ 8,955.24	\$ 2,985.08	\$ 1,360.48	\$ -	\$ 43,226.06	\$ 3,120.00		
Task 3	Cultural Resources											
3a	Class I Desk Top						12	0	\$ 900.00	SHPO data fee (\$30 each record/30 records)		
3b	Class III Cultural Study		2				50	50	\$ 3,000.00	Travel/Lodging 2 staff for 5 days		
3c	Final Report		2				24	8				
	Total Hours	0	4	0	0	0	86	58	148			
	Fee	\$ -	\$ 714.04	\$ -	\$ -	\$ -	\$ 14,625.16	\$ 5,300.04	\$ 20,639.24	\$ 3,900.00		
									Total	\$79,879.46		