

DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
NAVAL FACILITIES ENGINEERING COMMAND NORTHWEST
SILVERDALE, WA

Environmental Impact Statement (EIS)/
Overseas Environmental Impact Statement (OEIS)
for the
Northwest Training Range Complex

CONTRACT N68711-02-D-8043; DELIVERY ORDER NO. 0034
MODIFICATION 004

STATEMENT OF WORK

1.0 INTRODUCTION

1.1 GENERAL INFORMATION

The Contractor shall provide all the services necessary to prepare an Environmental Impact Statement (EIS)/Overseas Environmental Impact Statement (OEIS) and all other appropriate and associated documentation for the proposed continued use and projected operations in the Northwest Training Range Complex (NWTRC). All work shall be in accordance with this Statement of Work, the National Environmental Policy Act (NEPA) of 1969; Council on Environmental Quality (CEQ) regulations (40 CFR Part 1500 et. Seq.); OPNAVINST 5090.1B, Ch-4, Chapter 2, 04 June 2003 (Environmental and Natural Resources Protection Manual); Chief of Naval Operations Supplemental Environmental Planning Guidance, 23 September 2004, and all applicable Executive Orders (EO). The Contractor shall perform such services as described in the Statement of Work (SOW) and shall receive direction pertaining to contract matters and changes in the SOW only from the Contracting Officer. Technical guidance will be received from the designated Navy Technical Representative (NTR). The NTR for this delivery order is Mrs. Kimberly Kler, Naval Facilities Engineering Command Northwest (contact information: NAVFAC Northwest, 1101 Tautog Circle, Suite 203, Silverdale, WA 98315-1101, 360-396-0927, kimberly.kler@navy.mil).

It is assumed that an Environmental Impact Statement (EIS)/Overseas Environmental Impact Statement (OEIS) is the appropriate level of environmental impact analysis required for the water assets and associated airspace, airspace in Washington State and

land areas at Naval Air Station Whidbey Island.. The Navy has determined that operations at the Naval Weapon System Training Facility (NWSTF) Boardman should be analyzed in a separate EIS. This task order will now include the development of a Notice of Intent package for the NWSTF Boardman EIS. There will be a separate action to prepare the NWSTF Boardman EIS. The operations in Kodiak, Alaska will no longer be analyzed in the NWTRC EIS/OEIS, and will be examined by Naval Special Warfare Center. This EIS/OEIS will be one cohesive analysis for the entire Northwest Training Range Complex. The NEPA/EO 12114 analysis will examine the impacts of existing operations and alternatives for proposed future training, operations and range management, as described in the Draft Final Range Complex Management Plan (RCMP). The exact Proposed Action will be developed in conjunction with the Navy after a careful review of the 100% Draft RCMP and a decision by the Action Proponent on what training and facilities investment strategies/priorities should be evaluated. The Proposed Action, Alternative, Purpose and Need will follow the format developed for the Jacksonville (JAX) and SOCAL complexes.

The products of this Delivery Order may contain classified information. Some aspects of a Proposed Action may involve information not releasable to the Public because it is classified or for some other legal reason. The Contractor shall prepare, safeguard and disseminate EISs/OEISs, both draft and final per the requirements applicable to classified or sensitive unclassified information. When feasible, the Contractor should organize the documents in such a manner to include the classified or sensitive unclassified portions as appendices. In this way, the Navy can make unclassified portions available to the public. All information, data, and reports generated under this contract will be considered Navy property and shall not be disseminated, either verbally or in written form, without prior written approval by the NTR.

Commander, U.S. Pacific Fleet (CPF) is identified as the Action Proponent for this EIS/OEIS.

1.2 PROJECT BACKGROUND

A Range Complex Management Plan (RCMP) is in the process of being prepared for the NWTRC. The RCMP identifies current and projected operations within the Complex and provides an investment strategy to meet training requirements. The Contractor will utilize the information from the RCMP and the JAX/SOCAL DOPAA's to develop the Description of Proposed Action and Alternatives (DOPAA) and recommended strategies for other compliance documents (e.g., Endangered Species Act consultation requirements, Coastal Consistency Determination, etc.). The Contractor will integrate requirements of National Environmental Policy Act (NEPA), and EO 12114 to the maximum extent practicable, with other Navy planning practices and procedures so that all such procedures run concurrently rather than consecutively. This is important to provide timely analyses of the potential environmental impacts associated with the

projected uses and investment strategy developed for the NWTRC to ensure long-term viability of the range complex.

1.3 REFERENCES/COMPLIANCE REQUIREMENTS

The Contractor will ensure that all work completed under the requirements of this Statement of Work (SOW) complies with the following references and compliance requirements.

References

The EIS/OEIS shall refer to the following documents when appropriate:

U.S. Department of the Navy, 200X, (in preparation) Draft Final Whidbey Island Range Complex Management Plan (RCMP)

U.S. Department of the Navy, 200X, (in preparation) Pacific Northwest Operating Area Marine Resource Assessment (MRA)

U.S. Department of the Navy, 200X, (in preparation) Gulf of Alaska Marine Resource Assessment (MRA)

U.S. Department of the Navy, 2004, Whidbey Island Complex Range Condition Assessment (RCA)

U.S. Department of the Navy, 2006, Comprehensive Range Evaluation (CRE) NWSTF Boardman Preliminary Screening Synopsis Decision Point Two Report

U.S. Department of the Navy, 2005, Final Draft Navy Range Capabilities Document (RCD)

U.S. Department of the Navy, Fleet Forces Command, 2004, Training and Testing Range Strategic Study

U.S. Department of the Navy, 200X, NEPA Guidebook, Chapter X: Ranges

U.S. Department of the Navy, 2003, West Coast Aviation and Range Plan

U.S. Department of the Navy, 1996, NASWI Integrated Natural Resources Management Plan (INRMP)

U.S. Department of the Navy, 1999, NWSTF Boardman INRMP

U.S. Department of the Navy, 200X, (in preparation) NASWI Integrated Natural Resources Management Plan (INRMP)

U.S. Department of the Navy, 1995, Archeological and Historical Research at the Well Springs Oregon Trail Site, NWSTF Boardman

U.S. Department of the Navy, 1996, Archeological Trip Report Lake Hancock Target Range Site Hazard Assessment

U.S. Department of the Navy, 2002, Environmental Assessment for ongoing and future operations at U.S. Navy Dabob Bay and Hood Canal Military Operating Areas

U.S. Department of the Navy, 2003, Environmental Assessment for Autonomous Undersea Vehicle Fest at Naval Undersea Warfare Center Division, Keyport

U.S. Department of the Navy, 2004, Draft Environmental Assessment for Endangered Species Protection Plan for US Navy EOD Operations

U.S. Department of the Navy, Fleet Forces Command, 20 December 2005, Memorandum on Guidance for Administrative Records

U.S. Navy Guidance on Administrative Records - Developing an Administrative Record for Litigation

Pursuant to National Environmental Policy Act, A Legal Primer for the Department of the Navy (Melanie Raven)

Compliance Requirements

The National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. 4321, as amended.
Council on Environmental Quality (CEQ) Regulations For Implementing the National Environmental Policy Act, 40 C.F.R. 1500-1508, 1 July 1986.

SECNAVINST 5090.6A of 26 Apr 2004

OPNAVINST 5090.1B, Ch-4

CNO Supplemental Environmental Planning Policy of 23 Sep 04

Coastal Zone Management Act

Endangered Species Act of 1973 (ESA)

Joint Regulations (United States Fish and Wildlife Service, Department of Commerce);

Endangered Species Committee Regulations, 50 CFR 402 Interagency Cooperation.

Marine Mammal Protection Act of 1972 (MMPA)

The National Marine Sanctuaries Act (also known as Title III of the Marine Protection, Research, and Sanctuaries Act of 1972)

Magnuson-Stevens Fishery Conservation and Management Act

Fish and Wildlife Coordination Act, 16 U.S.C. 661-666c.

Migratory Bird Treaty Act, 16 U.S.C. 703-711.

Bald and Golden Eagle Protection Acts, 16 U.S.C. 668-668d.

Archaeological and Historic Preservation Act of 1974

Clean Air Act and Amendments

Clean Water Act, including NPDES permits

Corps of Engineers, Department of the Army, Regulations, 33 C.F.R. 320-330.

Safe Drinking Water Act, 42 U.S.C. 300f.

Executive Order 13089 – Coral Reef Protection

Executive Order 11593 – Protection and Enhancement of the Cultural Environment, May 13, 1971.

Executive Order 11988 – Floodplain Management

Executive Order 11990 – Protection of Wetlands

Executive Order 12114 – Environmental Effects Abroad of Major Federal Actions

Executive Order 12898 – Environmental Justice

Executive Order 13045 – Environmental Health and Safety Risks to Children

Executive Order 13186 – Responsibility of Federal Agencies to Protect Migratory Birds, January 11, 2001.

Fish and Wildlife Coordination Act

Land and Water Conservation Fund Act of 1965

National Historic Preservation Act of 1966

Wild and Scenic Rivers Act, as amended

- Native American Graves Protection and Repatriation Act, 25 U.S.C. 3001 & 40 C.F.R. 10.
- Noise Control Act
- Resource Conservation and Recovery Act, (Solid Waste Disposal Act), 42 U.S.C.6901.
- Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601.
- Emergency Planning and Community Right-to-Know Act, 42 U.S.C. 11001.
- Pollution Prevention Act of 1990, 42 U.S.C. 651 et seq.
- National Historic Preservation Act, 16 U.S.C. 470 and 36 C.F.R. 800: Protection of Historic Properties.
- Antiquities Act of 1906, 16 U.S.C. 431.
- Archaeological Resources Protection Act of 1979, 16 U.S.C. 470aa-470mm.
- American Indian Religious Freedom Act of 1978, 42 U.S.C. 1996.
- Atomic Energy Act, 42 U.S.C. 2011.
- Occupational Safety and Health Act of 1970, 29 U.S.C. 651.

Any federal, state and county requirements where permits may be required. The Whidbey Island Range Complex is located in Washington, Oregon, California, Alaska, Idaho, and Nevada. The following table lists the key regulator issues and the corresponding boundaries of analysis and enforcement but is not all-inclusive.

Regulatory Issue	Enforcement/Application/Analysis Boundary
Marine Mammal Protection Act	Worldwide/Global commons
Essential Fish Habitat	U.S. EEZ 200 nm off U.S.
Endangered Species Act (including Marine Species)	Worldwide/Global commons up to the foreign EEZ
National Environmental Policy Act	Navy policy to comply with NEPA out to 12 nm*
Clean Air Act	3 nm from shore, <3,000 ft altitude
Coastal Zone Management Act	3 miles (seaward extent of state jurisdiction)
National Historic Preservation Act	3 nm (seaward extent of state jurisdiction)

* Navy will often provide an environmental planning document that will comply with NEPA content for projects over the entire US EEZ (200 nm) to meet NOAA (F) needs for NEPA.

2.0 SERVICES REQUIRED

Each of the Sections below details the services, products, meetings and time expectations to complete the NEPA/EO 12114 documentation for this project. Allotted times within this SOW are expressed in terms of working days except where specifically noted. Section 2.13 (Microsoft Project Schedule) provides a discussion of working days. The designated submittal dates provided in this SOW are general guidelines for estimating purposes and use in preparation of the Microsoft Project Schedule. The Contractor is encouraged to have submittals precede the established deadlines, wherever possible, in order to create “float” within the project and avoid future delays if subsequent tasks should exceed their estimated timeframe.

Wherever possible in this SOW, the number of days associated with each meeting and the number of copies of all printed material is provided to establish a common basis of cost estimating. Some deliverables are requested in electronic format. Due to Navy/Marine Corps Internet restrictions, electronic mail attachments over 10 MB in size will not be acceptable. Any electronic deliverables exceeding the 10 MB size will be made available via the project web site or through use of a secure FTP site with e-mail notice to appropriate recipients. Data should be compatible with the Navy's Tactical Training Theater Assessment and Planning (TAP) Program data repository or a Navy range database.

The following table shows efforts included in this SOW that are discussed in detail in the appropriate sections. With receipt of this SOW, the Contractor has also been provided a template for preparing a fee proposal using an Excel spreadsheet. The Contractor will utilize this template and will not deviate from its format without first conferring with the NTR and Contracting Officer.

Section #	Section Title
2.1	Project Kickoff Meeting
2.2	Public Involvement Plan (PIP)
2.3	NOI/Notification Letters/Notices
2.4	Scoping
2.5	Description of Proposed Action and Alternatives (DOPAA)
2.6	Draft Environmental Impact Statement (DEIS)/ Overseas Environmental Impact Statement (OEIS) Preparation
2.7	DEIS/OEIS Public Notification
2.8	Public Hearings and Comments
2.9	Final Environmental Impact Statement (FEIS)/OEIS Preparation
2.10	FEIS/OEIS Notification
2.11	Record of Decision (ROD)
2.12	Administrative Record
2.13	Microsoft Project Schedule
2.14	Progress Reports/Progress Meetings
2.15	Project Web Site
2.16	Other Studies/Supporting Documents
2.17	NWSTF Boardman EIS NOI Package

2.1 PROJECT KICKOFF MEETING

The Contractor will: a) hold a Project Kickoff Meeting, b) prepare minutes of this meeting and c) conduct site visits as appropriate.

Upon award of the delivery order, the Contractor will contact the NTR to arrange a Project Kickoff Meeting date. The Project Kickoff Meeting will be coordinated with the 100% Draft RCMP Review Meeting. Location of the meeting will be in Oak Harbor, WA and will be a one (1) day meeting with two (2) additional days allowed for travel. The purpose of the Kickoff Meeting is to: a) discuss the requirements contained in this SOW, b) review the draft Microsoft (MS) Project milestones and schedule submittal, c) review actions and investment strategy proposed in the 100% Draft RCMP, d) develop an initial list of reasonable alternatives (discussion of a draft DOPAA), e) discuss details of the Notice of Intent/Notification Letters, and f) establish an action list for the Scoping process. The Contractor will prepare and disseminate a Project Kickoff Meeting Agenda five (5) days prior to the meeting.

The Contractor shall be responsible for preparing and disseminating minutes within five (5) days following the Project Kickoff Meeting. Minutes will be in an electronic format for dissemination by e-mail and posting to the Navy-only access portion of the project web site (See Section 2.15).

The Contractor will conduct a site visit, if necessary, to familiarize themselves with the Washington and Oregon areas affected by the Proposed Action and alternatives. The site visit will be tied in with the travel for the Project Kickoff Meeting. For cost estimating purposes, the site visit will be for three (3) days in Washington and two (2) days in Oregon.

2.2 PUBLIC INVOLVEMENT PLAN

The Contractor will be responsible for preparing a Public Involvement Plan (PIP).

The Contractor will coordinate with the NTR, local commands and Navy Public Affairs Offices (PAO) to produce a Public Involvement Plan (PIP). The PIP will utilize existing information developed as part of Chapter 10 in the 100% Draft RCMP. The PIP will not include a discussion of Kodiak but will focus on all other areas of the NWTRC. The purpose of such a plan is to determine what actions must be taken during the course of this project to properly and most effectively conduct public communications and outreach. A PIP Development Meeting will be held with appropriate Public Affairs representatives, Cultural Resource, Natural Resource and NEPA specialists with experience in the study area to discuss and develop what must be included in the PIP. Operational Staff and Range Managers will be apprised of these meetings and invited to participate. This PIP needs to be coordinated with the existing efforts already in place for the NUWC Keyport Northwest Range Complex Extension EIS/OEIS. The PIP should include, at a minimum, discussion of political, environmental justice, natural, and cultural issues that will play a role in how the PIP is developed and a discussion of the outreach techniques to be employed throughout the life of this project. These techniques will include which newspapers will be utilized for public notices or media releases, types and size of advertisements that should most effectively be utilized within the newspapers, the

use of other public media such as radio or television, the number of public meetings and best locations for scoping and public hearings, roles of the Navy and Contractor personnel, how fact sheets may be utilized, and other pertinent issues that may be appropriate for this project. The PIP will also determine the requirement for bi- or multi-lingual advertisements. The PIP will include the public and internal mailing lists for the project and notification lists (such as, which PAOs need to receive copies of ads prior to their publication). The PIP must also include a discussion on use and content of the project web site described in Section 2.15.

The Contractor will hold the PIP Development Meeting with the Project Kickoff Meeting and allow one (1) extra travel day for this effort. The Contractor will provide a PIP Development Meeting agenda five (5) days prior to the meeting. A draft PIP will be developed and an electronic copy submitted to Navy within 20 days after the PIP Development Meeting. The Contractor will incorporate Navy comments and provide ten (10) printed copies and an electronic version of the Final PIP within ten (10) days of receipt of Navy comments. The Contractor will distribute the ten (10) copies via express mail as directed by the NTR.

2.3 NOI/NOTIFICATION LETTERS/NOTICES

The Contractor shall prepare: a) the Navy NEPA Notification Letter, b) a Notice of Intent for CPF submission to CNO N45 for Federal Register publication, c) a newspaper block advertisement, and d) letters to notify public/Federal agencies/Tribes/stakeholders of the intent to prepare an EIS/OEIS for this Proposed Action.

The Contractor will prepare a Navy NEPA Notification Letter for submission by the Action Proponent to CNO N45. This letter will be prepared in compliance with the CNO Supplemental Planning Guidance of 23 September 2004. The draft letter will be submitted to the NTR electronically within 30 days of the Project Kickoff Meeting. The Final NEPA Notification Letter will be delivered 15 days after Navy comment period of 15 days. The Final NEPA Notification Letter package shall include the Notice of Intent (NOI) as described below.

The Contractor will prepare a draft NOI and will submit electronically for review by Navy within 30 days after the Project Kickoff Meeting. Government review will be allotted 15 days. The Contractor will incorporate government comments and submit an electronic final version of the NOI to Navy with the NEPA Notification Letter. The NOI will include the project purpose and need, description of location, Proposed Action, and alternatives to be analyzed. If available, scoping meeting dates, locations, and times will be included in the notice.

The Contractor shall provide a briefing to CPF on status and content of the NOI before it is forwarded up the chain of command by CPF to CNO N45.

The Contractor will be responsible for preparing a NOI for publication in local newspapers in the project area as designated in the PIP. For estimating purposes, the Contractor should assume seven (7) newspapers would be used for three (3) consecutive days. The Contractor will be responsible for actions and costs associated with the publication of the notice. For purposes of estimating, assume that a bi-lingual advertisement will not be required. The appropriate type and size of advertisement will be determined and documented in the PIP, but for estimating purposes, the Contractor should assume that a 1/16th page size block advertisement is the preferred size and type of newspaper notification. A legal notice alone is normally not sufficient for this notification. A draft of the block advertisement will be prepared by the Contractor and submitted electronically to the Navy for review within 15 days after the Project Kickoff Meeting. The Contractor will incorporate Navy comments and provide an electronic final copy of the block advertisement to the NTR within three (3) days after receipt of Navy comments. The Contractor will ensure that the block advertisement is published in the appropriate newspapers within three (3) days after the NOI is printed in the Federal Register. The Contractor will post the notice to the public access portion of the project web site. The Contractor will provide a copy of the printed advertisement and affidavit from the publishing source to the NTR within 30 days after publication. The Contractor will be responsible for providing an electronic copy of the notice to the PAO(s) listed in the PIP prior to publication in the newspaper.

The Contractor will prepare an electronic draft of the Federal agencies/Tribes/stakeholders Notification Letters and postcard for the public for review by Navy within 15 days after the Project Kickoff Meeting. The Contractor will incorporate comments and prepare final letters for Navy signature within five (5) days after receipt of Navy comments. The notification will include a description of the Proposed Action, the scoping process, including scheduled scoping meeting dates and locations. The Notification Letters will be edited appropriately for various addressees as concluded in the PIP prepared under Section 2.2 of this SOW. The mailing list is anticipated to number 400 addresses. The draft and final versions of the letter will be submitted to the NTR electronically. The Contractor will validate the comprehensive mailing list for distribution of the Public Notification Letters provided in the PIP. The updated list will be available for review no later than ten (10) days prior to the planned mailing date. The Contractor shall be responsible for distributing the Notification Letters that are signed by the Navy to all appropriate and interested Federal, State, Local agencies, and Tribal Governments, non-government organizations, persons expressing an interest in the Proposed Action, and adjacent property owners. Upon NTR concurrence of the letter, postcard and mailing list, the Contractor will print and mail the final Public Notification Letters/Postcards. Letters will be mailed to make delivery as soon as possible after the Federal Register NOI publication, but not prior to that date. For purposes of preparing the Fee Proposal, the Contractor should assume that 400 copies of the final Public Notification Letter/Postcard must be printed and mailed First Class. The Contractor shall be responsible for paying the postage; publication fees associated with the mailing and newspaper notices.

2.4 SCOPING

The Contractor will be responsible for: a) preparing scoping notices, b) supporting agency briefs, c) holding a pre-scoping meeting, d) preparing scoping meeting materials, e) coordinating all aspects of the scoping meeting, and f) hosting a public scoping comment review meeting.

The Contractor will prepare a Notice for Scoping Meetings as required. The notice will be submitted electronically to Navy within 15 days after the Project Kickoff Meeting. CPF will prepare the endorsement and submit this to CNO N45. This notice will be published in the Federal Register via CNO N45.

The Contractor will be responsible for preparing a Notice of Scoping Meetings for publication in local newspapers in the project area as determined in the PIP. For estimation purposes, the Contractor should assume seven (7) newspapers. If possible, the Contractor will try to combine publication of this notice with the NOI, but should assume separate for purposes of preparing a cost estimate for this SOW. The Contractor will be responsible for actions and costs associated with the publication of the notice. The notice will be published in newspapers as established in the PIP (SOW Section 2.2). For purposes of estimating, assume that a Bi-lingual Ad will not be required. The appropriate type and size of advertisement will be determined and documented in the PIP, but for estimating purposes, the Contractor should assume that a 1/16th-page block advertisement is the preferred size and type of newspaper notification. A legal notice alone is normally not sufficient for this notification. A draft of the block ad will be prepared by the Contractor and submitted electronically to Navy within 15 days after the Project Kickoff Meeting. The Contractor will incorporate Navy comments and provide an electronic final copy of the block advertisement to the NTR with three (3) days after receipt of Navy comments. The Contractor will ensure that the block advertisement is initially published in the appropriate newspapers at least 15 calendar days prior to the Scoping Meeting dates. The advertisement should be repeated in the newspapers once, five (5) to ten (10) days prior to the Scoping Meeting, and then printed the three consecutive days prior to the Scoping Meeting date. The Contractor will post the advertisement to the public portion of the project web site. The Contractor will provide an electronic copy of the printed advertisement and affidavit from the publishing source to the NTR within 30 days after publication. The Contractor will be responsible for providing a copy of the notice to the PAOs as listed in the PIP prior to publication in the newspaper.

The Contractor will hold a Pre-Scoping Meeting with Navy and Navy/government participants of the Scoping Meetings. The meeting will be held prior to the Initial Scoping Meeting at a time designated by the NTR, normally three (3) to ten (10) days prior. The purpose of the meeting will be to review all materials that will be utilized at the Scoping Meetings; discuss details of meeting locations, room setups, and information station assignments; establish ground rules and instructions for scoping meeting

participants; discuss how frequently asked questions should be answered; and address any other logistical details. The Contractor will prepare a meeting agenda and disseminate via e-mail to all attendees five (5) days prior to the meeting. In addition the contractor will provide risk communication training for the participants in the scoping meetings. The training will be held in conjunction with the material review meeting. The training will be held one day with a walk through the following day. Meeting/Training location will be Silverdale, WA and will be three (3) days with two (2) additional days for travel.

The Contractor will be responsible for preparing all display materials, acquiring an adequate meeting location to accommodate anticipated size of attendees, and assist in conducting Scoping Meetings. Six (6) open-house style scoping meeting workshops (three (3) in Washington, two (2) in Oregon, and one (1) in California) will be utilized for the purpose of most efficiently providing information to the public and receiving public comment. The open-house format may include information stations, posters, videos, power point presentations, handouts, and appropriate technical experts to discuss details with attendees. The Contractor will make the effort to find no-cost public library, school, and local government facilities conveniently located to hold the meetings. The Contractor is responsible for meeting place rental costs, should it be necessary. The Contractor's responsibility includes having the appropriate furnishings, audio/visual equipment, and appropriate technical team members to man the information stations (this may include a combination of Contractor and Navy personnel). In addition to posters and fact sheets the Contractor shall work with team PAO to develop a continuous feed video describing the operations in the range complex. The video will be used in the scoping meetings. Similar to the outreach effort for the SOCAL Range Complex the Contractor shall develop two (2) generic brochures addressing (1) conservation/marine mammals and (2) Tribal and Commercial fishing and recreational interests. The Contractor will prepare electronic drafts of posters and fact sheets and will submit to the NTR for review no later than ten (10) days prior to the Pre-Scoping Meeting. Upon approval, the Contractor will print posters with sufficient quality that they could be utilized for multiple meetings and for the Public Hearings later in the EIS process. For purposes of preparing a Fee Proposal, the Contractor should assume that ten (10) color posters and 300 copies of seven (7) different fact sheets will be required for each scoping meeting. The fact sheets and comment sheet will be placed together as one handout at the meetings. They will be bound with spiral comb binding. An electronic version of the fact sheets will be made available on the public portion of the project web site. On the same day of the Initial Scoping Meeting or the day prior (as appropriate), the Contractor will hold a "dry-run" dress rehearsal of the meeting with all participants. For estimation purposes, the Contractor should assume that the "dry-run" and the three (3) Washington meetings would be held the first week. The second week would be meetings in Oregon and California. Travel to and from the meeting locations within Washington, Oregon and California during the two (2) weeks will be done via car.

The Contractor shall provide support to the Navy through attendance and participation in Pre-Scoping Meeting agency and chain of command briefs as requested by the NTR. Navy personnel will do the Pre-scoping meetings with Tribal Governments. The Contractor may be asked to prepare presentation slides and handouts for these briefs. The Contractor shall prepare two briefing packages: a “Navy Only” and “Public” briefs. Assume that a total of 50 copies of a printed single page handout will be required in addition to 50 copies of a ten (10) page printed power point presentation for a total of 550 printed pages. The Contractor will work closely with the NTR to develop presentation and handouts. The Contractor should assume that this effort would require five (5) meetings of one (1) day duration each. For estimation purposes, the Contractor should assume that this would include two (2) trips of five (5) days duration each, including travel (the meetings in Alaska are no longer required).

The Contractor will hold a Scoping Comment Review Meeting within 15 days after the end of the Public Scoping Period. The Contractor will list and discuss Public Comments, and propose how and where comments are to be covered in the documentation. The Contractor may use Scoping Meeting Comment inputs to develop criteria to assist developing reasonable alternatives, to drop alternatives from detailed analysis, and to identify pertinent issues for detailed assessment. The Contractor will prepare a composite list of Public Comments and a meeting agenda and disseminate electronically three (3) days prior to the Scoping Comment Review Meeting. The Contractor will be prepared to discuss development of the DOPAA at this meeting. The Contractor will prepare minutes from this meeting and disseminate electronically within five (5) days following the meeting. Meeting location will be Silverdale, WA and will be one (1) day with two (2) additional days allotted for travel.

2.5 DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES (DOPAA)

The Contractor will prepare a draft DOPAA based on the findings of the 100% Draft RCMP and subsequent discussions with the Navy.

The draft DOPAA will consist of the first two sections of the NEPA/EO 12114 analysis. The first section will be the purpose and need for the action and any pertinent background information. The second section will be a description of the preferred alternative, no-action alternative, and action alternatives. The alternatives presented will reflect the preliminary alternatives discussed at the Project Kickoff Meeting, as well as input received during the Scoping process. Based on existing data and the RCMP, the Contractor will make a recommendation of the appropriate baseline for this NEPA/EO 12114 document. A draft DOPAA will be prepared and submitted electronically using the DOPAA template provided by the NTR. The draft DOPAA will be submitted within 20 days after the Scoping Comment Review Meeting. The Navy will provide comments within 15-days of receipt of the draft DOPAA. The DOPAA will be consistent with those prepared for the JAX and SOCAL Complexes.

The Contractor will incorporate the Navy's comments and submit a revised DOPAA electronically within 15-days of receiving Navy comments from NTR. Any discrepancy of comments should be referred to the NTR for clarification. This product will be central to the initial development of the preliminary draft NEPA/EO 12114 documentation. The DOPAA will be posted on the Navy-only access portion of the project web site.

2.6 DRAFT ENVIRONMENTAL IMPACT STATEMENT/OVERSEAS IMPACT STATEMENT (DEIS/OEIS) PREPARATION

The Contractor will be responsible for: a) preparing a DEIS/OEIS which will include multiple versions of the preliminary draft, and b) printing and disseminating the DEIS/OEIS.

From the approved DOPAA, the Contractor will prepare a draft DEIS/OEIS. In the preparation of this key product it is anticipated the Contractor will prepare several versions of the preliminary DEIS/OEIS for Navy review before the DEIS/OEIS is approved. All DEIS/OEIS versions shall be posted on the project website. A template of the Table of Contents for the DEIS/OEIS is provided in Appendix A of this SOW. The first version should be labeled "Preliminary DEIS/OEIS Version 1." This label should be prominently displayed on the cover of the document and in the header of each page of the document for this and all subsequent versions. Thirty (30) copies will be printed and distributed via express mail for EIS/OEIS Team review 120 days after the Scoping Comment Review Meeting. In addition, the Contractor will submit five (5) copies of the PDEIS/OEIS Version 1 on CD. The PDEIS/OEIS Version 1 shall include analysis for those areas described in Section 2.16. All Navy stakeholders will review PDEIS/OEIS Version 1. All preliminary versions of the DEIS/OEIS will include printed line numbers on each page to facilitate the document review and location of comments. The Contractor will host a Tiger Team Review Meeting to review and resolve document comments of Version 1. The Contractor will prepare 30 printed copies and five (5) CDs of PDEIS/OEIS Version 2 and express mail the document to the EIS/OEIS review team and CNO/DASN/OGC reviewers within 20 days after receipt of Navy comments on Version 1. A second PDEIS Tiger Team Review Meeting will be hosted by the Contractor to review Version 2 comments. The Contractor will prepare 30 printed copies and 5 CDs of PDEIS/OEIS Version 3 incorporating Navy review comments. The Contractor will express mail these copies as directed by the NTR within 15 days of receipt of Navy comments on Version 2. A third Tiger Team Review Meeting will be held in Washington D.C. for review of Version 3. All of these PDEIS/OEIS versions may be bound in the most economical manner as agreed upon between the Contractor and NTR. Upon concurrence of all Navy reviewers, the NTR will inform the Contractor to prepare 30 printed copies and five (5) CDs of the DEIS/OEIS in final format for Deputy Assistant Secretary of Navy (DASN) briefing and express mail these copies as directed by the NTR five (5) days after receipt of Navy comments on Version 3. The Contractor shall provide a briefing to CPF on status and content of the PDEIS/OEIS before it is forwarded up the chain of command to CNO N45. During the

CNO/DASN/Office of General Counsel (OGC) review and brief process there is normally a requirement for edification and printing of additional pages or supplemental pages to the document. These are usually short notice and immediate action items. The Contractor will be responsible for providing these changes and pages throughout the review and approval process as requested by the NTR. Assume that 200 pages will require editing, printing, and express mailing.

The final format DEIS/OEIS will be of high quality printing and bound in a three-ring binder. The Contractor will update the PIP mailing list of interested agencies and persons for distribution of the DEIS/OEIS and submit this list electronically for Navy review and approval concurrent with delivery of the DEIS/OEIS for the DASN Brief. After DASN approval of the DEIS/OEIS, the Contractor will print 120 copies of the DEIS/OEIS and mail via First Class to all agencies, tribes and persons on the approved list and to others that request a copy during the Public Comment Period. These copies should be mailed to coincide with the publication of the Notice of Availability in the Federal Register. Additionally, the Contractor will prepare 120 copies of the DEIS/OEIS on CD in Adobe Acrobat format and distribute these CDs as directed by the NTR. The Contractor will make the electronic version of the DEIS/OEIS available on the project web site for public access. This electronic version will have “key word” search capability.

The Contractor will allow for two (2) Tiger Team Review Meetings in Silverdale, WA to each be two (2) days in length with two (2) additional days provided for travel for each meeting. The third Tiger Team Review Meeting for PDEIS/OEIS Version 3 in Washington, DC will be one (1) day with two (2) additional days provided for travel. For the brief to CPF on the status and content of the DEIS/OEIS, the Contractor shall assume two (2) days of meetings on Oahu, with two (2) additional days provided for travel. In addition to the Tiger Team meetings addressed above there will be two additional meetings in Washington D.C. area. These Tiger Team meetings will be with NMFS HQ who will be acting as a cooperating agency on the EIS/OEIS. The additional Tiger Team meetings with NMFS HQ will be 2 days with 2 additional days provided for travel. During the development of the versions 1 and 2 the contractor will need to attend 3 off-site development/review meetings. These off-sites will involve drafting and review of specific focused portions of the DEIS/OEIS. The Navy envisions one of these meetings to deal directly with marine mammal issues. For the proposal the contractor shall assume the meetings will be held in San Diego, CA for 3 days with 2 additional days provided for travel.

The Contractor will respond to all reviewer comments, submitted both in hard copy and electronically, by using a comment matrix format to track resolution of reviewer’s issues. The comment matrix will be used as a quality assurance tool.

2.7 DEIS/OEIS PUBLIC NOTIFICATION

The Contractor shall: a) prepare a notice for public hearings, b) provide notification copies of the DEIS/OEIS, and c) prepare and publish a newspaper advertisement.

The Contractor will prepare a Notice for Public Hearings. The notice will be submitted electronically to Navy in a timely manner, coordinated to assure that the printed notice appears in the Federal Register at least 15 days prior to the first Public Hearing. Normally, the Contractor should plan on allowing 30 days for Navy review, coordination, and submission to the Federal Register. CPF will prepare the endorsement and submit this to CNO N45. This notice will be published in the Federal Register via CNO N45.

The Contractor will be responsible for responding to requests for additional copies of the DEIS/OEIS for official notifications during this period, such as copies for the Office of Legislative Affairs. The Contractor should allow for the printing and express mailing of 20 additional copies to support this effort.

The Contractor will be responsible for preparing a DEIS/OEIS Notice of Availability for publication in local newspapers as denoted in the PIP. For estimating purposes, the Contractor should assume six (6) newspapers. This advertisement should also include a Notice for Public Hearings. The Contractor will be responsible for actions and costs associated with the publication of the notice. For purposes of estimating, assume that bi-lingual advertisements will not be required. The appropriate type and size of advertisement will be determined and documented in the PIP, but for estimating purposes, the Contractor should assume that a 1/16th-page block advertisement is the preferred size and type of newspaper notification. A legal notice alone is normally not sufficient for this notification. A draft of the block ad will be prepared by the Contractor and submitted electronically to Navy within five (5) days after the DEIS/OEIS is approved by the DASN. The Contractor will incorporate Navy comments and submit an electronic final version of the ad three days after receipt of Navy comments. The initial advertisement will be printed at least 15 days prior to the first Public Hearing. The ad should be repeated in the newspapers once, five (5) to ten (10) days prior to the Public Hearing, and then printed the three (3) consecutive days prior to the Public Hearing date. The Contractor will provide a copy of the printed advertisement and affidavit from the publishing source to the NTR within 30 days after the advertisement is published. The Contractor will be responsible for providing a copy of the notice to the Navy Public Affairs Offices (PAO) listed in the PIP prior to publication in the newspaper. A copy of this notice and the DEIS/OEIS will be posted on the public portion of the project web site.

2.8 PUBLIC HEARINGS AND COMMENTS

The Contractor will be responsible for: a) holding a pre-public hearing meeting, b) supporting agency briefs, c) preparing public hearing materials, d) coordinating all aspects of the public hearing, and e) hosting a public comment review meeting.

The Contractor will hold a Pre-Public Hearing Meeting with Navy and participants of the Public Hearings. The meeting will be held prior to the initial Public Hearing at a time designated by the NTR, normally three (3) to ten (10) days prior. The purpose of the meeting will be to review all materials that will be utilized at the Public Hearing; discuss details of meeting locations, room setups, and information station assignments; establish ground rules and instructions for Public Hearing participants; review scripts; and address any other logistical details. The Contractor will prepare a meeting agenda and disseminate via e-mail to all attendees five (5) days prior to the meeting. Meeting location will be Silverdale, WA and will be one (1) day long with two (2) additional days for travel.

The Contractor shall provide support to the Navy through attendance and participation in pre-public hearing agency and chain of command briefs as requested by the NTR. Navy personnel will do the pre-public hearings with Tribes. The Contractor will be asked to prepare presentation slides and handouts for these briefs. As done with the scoping meeting briefs there will be a “Public” brief and “Navy Only” brief prepared. Assume that a total of 50 copies of a printed single page handout will be required in addition to 50 copies of a ten (10) page printed power point presentation for a total of 550 printed pages. The Contractor will work closely with the NTR to develop the presentation and handouts. The Contractor should assume that this effort would require five (5) meetings of one (1) day duration each. For estimation purposes, the Contractor should assume that this would include two (2) trips of five (5) days duration each, including travel (the meetings in Alaska are no longer required). This effort will normally occur immediately following the release of the DEIS/OEIS to the Public. Therefore, the presentation and handouts will be prepared and approved by the planned Notice of Availability date.

Five (5) Public Hearings will be held for the purpose of receiving Public Comment on the DEIS/OEIS. There will be no meetings in Kodiak and Boardman. The meeting locations will be Oak Harbor, Pacific Beach, Grays Harbor, Newport, OR and Eureka, CA. The travel for these meetings will be: Monday – travel to Oak Harbor, WA; Tuesday – meeting in Oak Harbor; Wednesday – meeting in Pacific Beach; Thursday – meeting in Grays Harbor; Friday – meeting in Newport, OR; Saturday and Sunday travel to Eureka, CA; Monday – meeting in Eureka; and Tuesday – return home. The Public Hearing will incorporate a combination of open-house information stations that may include posters, videos, power point presentations, handouts, and a more formal hearing format to receive comments. A court reporter will be utilized by the Contractor to record comments presented at the Public Hearing. The Contractor will make the effort to find no-cost public locations to hold the hearings, but will be responsible for meeting place rental

costs should it be necessary. The Contractor's responsibility includes having the appropriate furnishings, audio/visual equipment, and team members to man the information stations (this may include a combination of Contractor and Navy personnel). The Contractor will utilize posters and fact sheets from the Scoping Meetings to the maximum extent practical and will prepare additional electronic drafts of posters and fact sheets for submittal to the NTR for review as necessary no later than ten (10) days prior to the Pre-Public Hearing Meeting. Upon approval, the Contractor will print posters. The Contractor should assume that six new color posters would be printed. The Contractor will prepare a Public Hearing Script for use by the Public Hearing Officer and other presenters. The draft script will be forwarded with draft materials and the final revised script will be submitted electronically three (3) days prior to the Public Hearing. Additionally, the Contractor will have printed copies of the script available at the Public Hearing for those individuals with speaking parts. The Contractor will also prepare handouts as required for the information stations. These will be reviewed as part of the draft public hearing materials. The Contractor will assume that 300 copies of seven (7) fact sheets will be required. Final printing of the posters and fact sheets will be done in a time appropriate to make them available for the public hearing. An electronic version of the handouts will be made available on the public portion of the project web site. On the same day of the initial Public Hearing or the day prior (as appropriate), the Contractor will hold a "dry-run" dress rehearsal of the meeting with all participants. For estimation purposes, the Contractor should assume that the "dry-run" and the three (3) Washington meetings would be held the first week. The second week would be meetings in Oregon and California. Travel to and from the meeting locations within Washington, Oregon and California during the two (2) weeks will be done via car.

The Contractor will hold a Public Comment Review Meeting 15 days after the end of the Public Comment Period. This meeting will be utilized to discuss public comments, and how to address the comments within the Final EIS/OEIS. The Contractor will prepare a composite list of Public Comments and a meeting agenda and disseminate electronically five days prior to the Public Comment Review Meeting. The Contractor will prepare meeting minutes and distribute electronically within five (5) days after the review meeting. Meeting location will be Silverdale, WA. The meeting will be two (2) days in length with two (2) additional days for travel.

2.9 FINAL ENVIRONMENTAL IMPACT STATEMENT (FEIS)/OVERSEAS ENVIRONMENTAL IMPACT STATEMENT (OEIS) PREPARATION

The Contractor will be responsible for: a) preparing a FEIS/OEIS which will include multiple versions of the preliminary, and b) printing and disseminating the FEIS/OEIS.

The Contractor will prepare a preliminary FEIS/OEIS from the Public Comments received for the DEIS/OEIS. As with the DEIS/OEIS, the Contractor will prepare several versions of the preliminary FEIS/OEIS for Navy review before the FEIS/OEIS is ready for approval. All versions of the PFEIS/OEIS shall be posted on the project web

site. A template of the Table of Contents for the FEIS/OEIS is provided in Appendix B of this SOW. The first version should be labeled "Preliminary FEIS/OEIS Version 1." This label should be prominently displayed on the cover of the document and in the header of each page of the document. Thirty (30) copies will be printed and distributed via express mail for PFEIS/OEIS Team review within 35 days after the end of the Public Comment Period. In addition, the Contractor will submit five (5) copies of the PFEIS/OEIS Version 1 on CD. All Navy stakeholders will review PFEIS/OEIS Version 1. All preliminary versions of the PFEIS/OEIS will include printed line numbers on each page to facilitate the document review and location of comments. The Contractor will host a Tiger Team Review Meeting to review and resolve document comments. The Contractor will prepare 30 printed copies and five (5) CDs of PFEIS/OEIS Version 2 for submittal via express mail to the EIS/OEIS Review Team, CNO/DASN/OGC reviewers within 20 days after receipt of Navy comments on Version 1. A second FEIS/OEIS Tiger Team Review Meeting will be hosted by the Contractor to review Version 2. The Contractor will prepare 30 printed copies and 5 CDs of PFEIS/OEIS Version 3 incorporating Navy review comments and disseminate via express mail as directed by the NTR within 15 days of receipt of comments on Version 2. A third PFEIS/OEIS Tiger Team Review Meeting will be held in Washington D.C. to review Version 3. All of these PFEIS/OEIS versions may be bound in the most economical manner as agreed upon between the Contractor and NTR. Upon concurrence of all Navy reviewers, the Contractor will prepare 30 printed copies and five (5) CDs of the FEIS/OEIS in final format for DASN briefing. The Contractor shall provide a briefing to CPF on status and content of the FEIS/OEIS before it is forwarded up the chain of command to CNO N45. The final format FEIS/OEIS will be disseminated by the Contractor via express mail as directed by the NTR five (5) days after receipt of NTR direction. The FEIS/OEIS will be of high quality printing and bound in a three-ring binder. The Contractor will update the mailing list of interested agencies and persons used for DEIS/OEIS distribution and submit for NTR review and approval concurrent with submittal of the FEIS/OEIS for DASN briefing. During the CNO/DASN/OGC review and brief process there is normally a requirement for edification and printing of additional pages or supplemental pages to the document. These are usually short notice and immediate action items. The Contractor will be responsible for providing these changes and pages throughout the review and approval process as requested by the NTR. Assume 200 of printed pages will be edited, printed and expressed mailed. After DASN approval of the FEIS/OEIS, the Contractor will print 120 copies of the FEIS/OEIS and disseminate to the approved mailing list using First Class mail. The FEIS/OEIS will be mailed so that delivery corresponds with the Federal Register published Notice of Availability. Additionally, the Contractor will prepare 120 copies of the FEIS/OEIS on CD in Adobe Acrobat format and express mail the CDs as directed by the NTR. The FEIS/OEIS, once approved and released, will be posted on the public portion of the project web site. The electronic version of the FEIS/OEIS will have "key word" search capability.

The Contractor will allow for two Tiger Team Review Meetings in Silverdale to each be two (2) days in length with two (2) additional days provided for travel for each meeting.

The third Tiger Team Review Meeting for PFEIS/OEIS Version 3 in Washington, DC will be one (1) day with two (2) additional days provided for travel. For the brief to CPF on the status and content of the FEIS/OEIS, the Contractor shall assume two (2) days of meetings on Oahu, with two (2) additional days provided for travel. In addition to the Tiger Team meetings addressed above there will be two additional meetings in Washington D.C. area. These Tiger Team meetings will be with NMFS HQ who will be acting as a cooperating agency on the EIS/OEIS. The additional Tiger Team meetings with NMFS HQ will be 2 days with 2 additional days provided for travel. During the development of the versions 1 and 2 the contractor will need to attend 3 off-site development/review meetings. These off-sites will involve drafting and review of specific focused portions of the FEIS/OEIS. The Navy envisions one of these meetings to deal directly with marine mammal issues. For the proposal the contractor shall assume the meetings will be held in San Diego, CA for 3 days with 2 additional days provided for travel.

2.10 FEIS/OEIS NOTIFICATION

The Contractor shall: a) provide notification copies of the FEIS/OEIS, and b) prepare and publish a newspaper advertisement.

The Contractor will be responsible for responding to requests for additional copies of the FEIS/OEIS for official notifications during this period, such as copies for the Office of Legislative Affairs. The Contractor should allow for the printing and express mailing of 20 additional copies to support this effort.

The Contractor will be responsible for preparing a FEIS/OEIS Notice of Availability for publication in local newspapers as denoted in the PIP. For estimating purposes, the Contractor should assume seven (7) newspapers. This advertisement should also include a Notice for Public Review Period. The Contractor will be responsible for actions and costs associated with the publication of the notice. For estimating purposes, the Contractor will assume that bi-lingual advertisements will not be required. The appropriate type and size of ad will be determined and documented in the PIP, but for estimating purposes, the Contractor should assume that a 1/16th-page block advertisement is the preferred size and type of newspaper notification. A legal notice alone is normally not sufficient for this notification. A draft of the block advertisement will be prepared by the Contractor and submitted electronically to Navy within five (5) days after the FEIS/OEIS is approved by the DASN. The Contractor will incorporate Navy comments and submit an electronic final version of the advertisement three (3) days after receipt of Navy comments. The Contractor will provide a copy of the printed advertisement and affidavit from the publishing source to the NTR within 30 days after the advertisement is published. The Contractor will be responsible for providing a copy of the notice to the Navy Public Affairs Offices (PAO) listed in the PIP prior to publication in the newspaper. A copy of this notice will be posted on the public portion of the project web site.

2.11 RECORD OF DECISION (ROD)

The Contractor will be responsible for a) preparing responses to public comments, b) preparing the record of decision, c) printing and mailing the signed ROD, d) preparing a project CD with ROD and FEIS/OEIS, and e) print a block advertisement of the availability of the ROD.

The Contractor will prepare an electronic summary of Public Comments received during the FEIS/OEIS Public Review Period with proposed Navy responses to the comments. This will be reviewed by the Navy, revised as necessary by the Contractor, and submitted to CNO N45 via CPF for review and final approval. The Contractor will initially submit comments and responses electronically within five (5) days after the close of the Public Review Period.

The Contractor will prepare an electronic version of the Record of Decision for Navy approval and publication. The Contractor will prepare a Draft ROD that summarizes the Proposed Action, alternatives, potential impacts, and public concerns voiced during review of the FEIS/OEIS. The Draft ROD (Version 1) will be submitted electronically 20 days after the close of the Public Review Period. The Contractor will incorporate comments of Version 1 and electronically submit Draft ROD Version 2 for Navy review five (5) days after Navy comments are received. It should be anticipated that additional comments will be received and an electronic Version 3 will be required. Version 3 will be submitted three (3) days after receipt of Navy comments.

Upon notification from the NTR, the Contractor will prepare a Final ROD for submittal electronically within three (3) days of NTR direction. Once the ROD is signed by DASN, the Contractor will print the ROD and mail via First Class to all interested persons and organizations on the updated and approved mailing list. The mailing will be timed to coincide with publication of the ROD in the Federal Register (approximately five (5) days after the ROD is signed). The Contractor will pay all newspaper publication fees for the ROD notice.

The Contractor will prepare 120 copies of a CD containing the FEIS/OEIS and signed ROD and delivered via express mail as directed by the NTR within ten (10) days after the ROD is signed. The approved ROD shall be posted on the public portion of the project web site. Both documents will have “key word” search capability.

The Contractor will be responsible for preparing a ROD Notice of Availability for publication in local newspapers as determined in the PIP. For estimating purposes, the Contractor should assume seven (7) newspapers. The Contractor will be responsible for actions and costs associated with the publication of the notice. The notice will be

published on three (3) consecutive days for daily publications and once for weekly or monthly circulations. For estimating purposes, the Contractor should assume that bilingual advertisements will not be required. The appropriate size and type of advertisement will be designated in the PIP, but for estimating purposes, assume that a 1/16th-page block advertisement is the preferred size and type of newspaper notification. A legal notice alone is normally not sufficient for this notification. A draft of the block advertisement will be prepared by the Contractor and submitted electronically to Navy for review and approval prior to publication. The Contractor will provide a copy of the printed advertisement and affidavit from the publishing source to the NTR within 30 days after publication. The Contractor will be responsible for providing a copy of the Notice of Availability to the PAOs listed in the PIP prior to publication in the newspaper. A copy of this notice will be posted on the public portion of the project web site.

2.12 ADMINISTRATIVE RECORD

The Contractor will be responsible for supporting and providing information for the administrative record.

An administrative record (AR) is the body of documents that forms the basis for the development of alternative courses of action and for the ultimate selection of a particular course of action. The administrative record should include all documents that were relied upon in developing and evaluating the alternative courses of action. The following principles should be applied in establishing the administrative record for a particular project:

- The administrative record should be compiled as documents relating to the selection of the alternatives and ultimate action are generated or received by the lead agency;
- The administrative record should include all documents that inform the decision reached for each alternative, whether or not the documents support the decision reached, and whether or not the alternative was carried through the document; and
- The administrative record should be a contemporaneous explanation for the selection of the alternative chosen or the ultimate action taken.

The Contractor will be required to compile and submit documents they use to prepare the NEPA document to support the AR. Part of this effort will be to maintain hard copy documents, scan them, and eventually submit them to the Navy when requested. A second part of this effort entails electronic media and the use of Microsoft (MS) Outlook for compilation of the AR.

The Contractor will be responsible for installing an “Admin Record Toolbox” as provided by the Navy. The toolbox contains instructions for setting up an automatic email retrieval system using predefined email rules and signatures used to mark emails for inclusion into the administrative record and project file. The Contractor will be

required to use MS Outlook and will be responsible for marking all emails generated from the project using the signature tabs imported from the toolbox. Setting up the toolbox in MS Outlook will take approximately 15 to 30 minutes and all project team members will require toolbox installation on their computers. An FTP site will be provided by the Navy for any files over 10Mb. In addition, the Contractor will be responsible for scanning any project-related documents into an electronic format, and forwarding those documents for inclusion the administrative record or project file. The Navy will provide briefings on specific functional and technical aspects of the tasks listed above.

2.13 MICROSOFT PROJECT SCHEDULE AND PROJECT MANAGEMENT PLAN

The Contractor will utilize Microsoft Project software to: a) produce a project schedule, and b) report monthly project progress

The project baseline schedule should show key tasks, inter-relationships, milestones, and dates; develop a critical path; and list action owners of each task. The Contractor should use the TAP EIS template to prepare a schedule.

In conjunction with the project schedule, a Project Management Plan (PMP) will be prepared for the EIS/OEIS effort. The PMP shall be closely tied the project schedule and explain how the schedule fits together from an efficiency perspective. The PMP shall include:

- An updated Table of Contents
- Approach to coordinating the EIS/OEIS with other NEPA efforts
- A list of data needs for each resource area
- Approach to analysis
- Permitting and consultation requirements/approach
- Additional project management issues

The Contractor will present a rough draft of the baseline schedule at the Project Kickoff Meeting for discussion and comments. The Contractor will incorporate these comments and submit a draft baseline schedule with the meeting minutes within five (5) days after the Project Kickoff Meeting. The Navy will review and provide comments within ten (10) days of receipt of the draft baseline schedule. The Contractor will incorporate additional Navy comments and submit the final baseline schedule electronically in MS Project format to the NTR within ten (10) days after receipt of Navy comments. The Contractor will submit the final baseline schedule electronically in Adobe format to NTR and all other recipients without access to MS Project software. The baseline schedule will be posted on the Navy-only access portion of the project web site.

Days within the schedule will be expressed in terms of working days. Working days will be defined as normal workweek days (Monday through Friday) with the allocation made for holiday observances. The ten (10) holidays recognized by the U.S. Government will

be incorporated into the project schedule as non-working days. Due to commonly extended vacations associated with the Christmas/New Year holidays, the Contractor will confer with the NTR to establish appropriate work/leave expectations. The designated submittal dates provided in this SOW are general guidelines for estimating purposes and use in preparation of the MS Projects Schedule. The Contractor is encouraged to have submittals precede the established deadlines, wherever possible, in order to create “float” within the project and avoid future delays if subsequent tasks should exceed their estimated timeframe.

The Contractor will keep the MS Project schedule current throughout the life of the project. The Contractor will submit the updated MS Project schedule with the monthly progress reports discussed in Section 2.14. The updated MS Project schedule will, at a minimum, show original planned dates of the baseline schedule, revised dates, and actual start and completion dates. The progress report will identify project schedule float and negative float. In addition, the monthly progress report will identify the status of current tasks and note tasks and responsible persons for actions that will occur within the next 45 days. The schedule will include associated supporting studies such as RAICUZ (spell out), Biological Assessments, Cultural Resource Surveys, and others as appropriate noted in Section 2.15 of this SOW, in order to show the relationship of these studies to the critical path completion of the project and tasks described in this SOW.

2.14 QUARTERLY FLEET PROJECT TEAM BRIEFINGS AND MEETINGS

The Contractor will be responsible for Fleet Project Team briefs, reports, and meeting minutes.

The Contractor will provide a monthly report on the 20th working day of each month. The report will include actions completed during the previous month, actions to be completed during the next 45-days, updated MS Projects schedule, potential delays or obstacles that need resolution, items and events of special interest that may be pertinent to the project, and a project completion summary. Progress reports will be electronic and forwarded via e-mail. A copy of each progress report will be available in a folder on the Navy-only access portion of the project web site.

The Contractor should plan on 12 Fleet Project Team Quarterly meetings (six (6) face to face meetings and six (6) via teleconference), usually, a two (2) day meeting including two (2) additional days of travel for each meeting with Navy EIS/OEIS team members. Meetings requiring travel expenditures must be approved three (3) days in advance of the meeting by the NTR. Meeting locations will usually be in Silverdale, WA. The meetings will be scheduled at the discretion of the NTR as necessary, and the NTR shall approve contractor attendees if travel expenditures are required to attend the quarterly meetings.

2.15 WEB SITE

The Contractor will create and maintain a web site for this project.

A project web site will be activated and maintained by the Contractor no later than the date of the Project Kickoff Meeting. The web site will have a public access portion and a “Navy-only” access portion. The “Navy-only” access will be password protected. The NTR will provide the Contractor with a list of Navy personnel who require a password and access to the site with read-only privileges. The Contractor will send an e-mail notification to Navy-users with web site access information, the person’s username and password.

The public access portion of the web site will make the Scoping Meeting handouts, Public Hearing transcripts and handouts, DEIS/OEIS, FEIS/OEIS and ROD available to the public via the Internet. It will also include all public notifications including NOI, Notice of Public Scoping Meetings, Notice of DEIS/OEIS availability, DEIS/OEIS public hearing notification, and a Notice of Availability for the FEIS/OEIS. Additionally the public access portion will provide public comment forms that can be downloaded and used to submit Scoping comments and DEIS/OEIS Public Comments.

The Navy-only portion of the project web site will contain a current list of project stakeholders, meeting minutes, monthly progress reports, project schedule, and other information that needs to be shared or accessible to the project stakeholders. The project stakeholder list will include names, telephone numbers, FEDEX addresses, and e-mail addresses. The web site will facilitate routing approval of documents that require coordination and review for the EIS/OEIS.

The project web site will remain active for six calendar months after approval of the ROD. Information from the web site will be archived to a CD prior to disestablishment of the project web site. A copy of the CD containing the archived material will be sent via express mail to Navy.

2.16 OTHER STUDIES/SUPPORTING DOCUMENTS

The following supporting documents and studies must be prepared by the Contractor as part of the effort of this SOW to complete NEPA documentation. The following paragraphs provide a brief description of each required effort. Detailed requirements for each effort are provided in separate Appendices to this SOW

Biological Assessment (BA) - This effort will gather and analyze existing information on Threatened and Endangered (T&E) species in support of the Endangered Species Act (ESA). Note that presence/absence data for marine T&E species will be provided as part of the Marine Resource Assessment (MRA). This requirement includes the preparation and publication of the draft and final BAs and assistance to the Navy in consultation with

the appropriate regulatory agencies. (Detailed requirements for services, submittals, meetings and times are provided in Appendix D.)

Marine Mammal Protection Act (MMPA) Permit Analysis - This effort will analyze the Marine Species Density Data. Included in the analysis will be the potential impacts of the Proposed Action on Marine Mammals (Including application of Zone of Influence methodology in accordance with specific temperature gradients, bottom surface variations, and other site conditions in the Complex), assistance to the Navy in consultation with regulatory agencies, and preparation of necessary documentation to support receipt of Letter of Authorization (LOA) or Incidental Harassment Authorization (IHA) from National Marine Fisheries Service (NMFS). The acoustic modeling performed will now include analysis using the Dose Function Methodology. (Detailed requirements for services, submittals, meetings and times are provided in Appendix E.)

Essential Fish Habitat Analysis (EFHA) - This effort will gather and analyze existing information on Essential Fish Habitat in compliance with the Magnuson-Stevens Fishery Conservation and Management Act. This budget requirement is for the preparation, analysis, conclusion and assistance to the Navy in consultation with NMFS. (Detailed requirements for services, submittals, meetings and times are provided in Appendix F.)

Coastal Zone Management Act (CZMA) Consistency Determination (CD) - Determines effects of federal actions on any land or water use or natural resource in the coastal zone and consistency of these actions with the enforceable policies of a coastal state's federally approved Coastal Management Program (CMP). This effort will review enforceable policies of applicable National Oceanic and Atmospheric Administration (NOAA) approved coastal states (includes U.S. Territories and Commonwealths) management program and prepare a Consistency Determination (CD) to be included as an appendix to the EIS/OEIS. This effort includes the preparation, analysis, and development of the CD for submission to the coastal state (i.e. California Coastal Commission). This effort includes preparation for and attendance to the coastal State hearings. (Detailed requirements for services, submittals, meetings and times are provided in Appendix G.)

Cultural Resource Survey/Programmatic Agreement – This effort will be to update the existing archeological and historic survey work done for NWSTF Boardman, and identify historic structures that may be affected by Navy training and operations to comply with Section 106 of the National Historic Preservation Act. The effort includes a literature search and analysis on historical vessels within the ocean portions of the Range Complex. In addition, the effort includes surveys and consultations with the State Historic Preservation Officer for corresponding states for the land-based portions of the Range Complex. (Detailed requirements for services, submittals, meetings and times are provided in Appendix H.).

Marine Mammal and Sea Turtle Density Estimates – This effort will be to generate a technical report (TR) that provides marine mammal and sea turtle density estimates for

the Pacific Northwest Operating Areas (OPAREAs) and Testing and Training Areas (TTAs), collectively referred to as the PacNW study area, for the purpose of Navy environmental planning and compliance. The final technical report will be consistent with and compliment the Marine Resource Assessment for the Pacific Northwest recently prepared and delivered to NAVFAC Pacific. (Detailed requirements for services, submittals, meetings and times are provided in Appendix I.)

2.17 NOTICE OF INTENT PACKAGE FOR NWSTF BOARDMAN EIS

2.17.1 MICROSOFT PROJECT SCHEDULE

The Contractor will utilize Microsoft Project software to produce a project schedule for the NWSTF Boardman EIS

The project baseline schedule should show key tasks, inter-relationships, milestones, and dates; develop a critical path; and list action owners of each task. The Contractor should use the TAP EIS template to prepare a schedule. The schedule will include the Cultural Resource Surveys, as noted in Section 2.15 of this SOW, in order to show the relationship of this study to the critical path completion of the project and tasks described in this SOW.

The Contractor will present a rough draft of the baseline schedule at the Project Kickoff Meeting for discussion and comments. The Contractor will incorporate these comments and submit a draft baseline schedule with the meeting minutes within five (5) days after the Project Kickoff Meeting. The Navy will review and provide comments within ten (10) days of receipt of the draft baseline schedule. The Contractor will incorporate additional Navy comments and submit the final baseline schedule electronically in MS Project format to the NTR within ten (10) days after receipt of Navy comments. The Contractor will submit the final baseline schedule electronically in Adobe format to NTR and all other recipients without access to MS Project software.

Days within the schedule will be expressed in terms of working days. Working days will be defined as normal workweek days (Monday through Friday) with the allocation made for holiday observances. The ten (10) holidays recognized by the U.S. Government will be incorporated into the project schedule as non-working days. Due to commonly extended vacations associated with the Christmas/New Year holidays, the Contractor will confer with the NTR to establish appropriate work/leave expectations.

2.17.2 PROJECT KICKOFF MEETING

The Contractor will: a) hold a Project Kickoff Meeting, b) prepare minutes of this meeting and c) conduct site visits as appropriate.

Upon award of this modification to the delivery order, the Contractor will contact the NTR to arrange a Project Kickoff Meeting date. The Project Kickoff Meeting will be a conference call or coordinated the NWTRC DEIS V.1 review meeting. The purpose of the Kickoff Meeting is to: a) discuss the requirements contained in Section 2.17 of this modification, b) review the draft MS Project milestones and schedule submittal, c) review actions and investment strategy proposed in the RCMP, d) discuss the draft DOPAA, and e) discuss details of the Notice of Intent/Notification Letters. The Contractor will prepare and disseminate a Project Kickoff Meeting Agenda five (5) days prior to the meeting.

The Contractor will work with the NTR to develop an agenda for the meeting. The Kickoff Meeting agenda will be submitted 7 days prior to the meeting. The Contractor shall be responsible for preparing and disseminating minutes within five (5) days following the Project Kickoff Meeting. Minutes will be in an electronic format for dissemination by e-mail.

2.17.3 NEPA NOTIFICATION PACKAGE - NOI/NOTIFICATION LETTERS/NOTICES

The Contractor shall prepare: a) the Navy NEPA Notification Letter, b) a Notice of Intent for CPF submission to CNO N45 for Federal Register publication including a Draft DOPAA, c) a draft newspaper block advertisement, and d) draft letters to notify public/Federal agencies/Tribes/stakeholders of the intent to prepare an EIS for this Proposed Action.

The Contractor will prepare a Navy NEPA Notification Letter for submission by the Action Proponent to CNO N45. This letter will be prepared in compliance with the CNO Supplemental Planning Guidance of 23 September 2004. The draft letter will be submitted to the NTR electronically within 30 days of the Project Kickoff Meeting. The Final NEPA Notification Letter will be delivered 15 days after Navy comment period of 15 days. The Final NEPA Notification Letter package shall include the Notice of Intent (NOI) as described below. The Final NEPA Notification Letter package will be submitted 15 days after receipt of the Navy comments.

The Contractor will prepare a draft NOI and will submit electronically for review by Navy within 30 days after the Project Kickoff Meeting. Government review will be allotted 15 days. The Contractor will incorporate government comments and submit an electronic final version of the NOI to Navy with the NEPA Notification Letter. The NOI will include a Draft DOPAA and project brief for N45/ASN. The Draft DOPAA will consist of the first two sections of the NEPA/EO 12114 analysis. The first section will be the purpose and need for the action and any pertinent background information. The second section will be a description of the preferred alternative, no-action alternative, and action alternatives. The alternatives presented will reflect the preliminary alternatives discussed at the Project Kickoff Meeting, as well as input received during the Scoping

process. Based on existing data and the RCMP, the Contractor will make a recommendation of the appropriate baseline for this NEPA/EO 12114 document. A draft DOPAA will be prepared and submitted electronically using the DOPAA template provided by the NTR. The N45/ASN brief will be similar to the one prepared for the NWTRC EIS/OEIS NOI package.

The Contractor shall provide a briefing to CPF on status and content of the NOI before it is forwarded up the chain of command by CPF to CNO N45.

The Contractor will be responsible for preparing a draft NOI for publication in the local newspaper for the Boardman area. The NOI advertisement will be similar to the one described above in Section 2.3. In addition the Contractor will prepare an electronic draft of the Federal agencies/Tribes/stakeholders Notification Letters and postcard for the public.

3.0 MEETINGS, DELIVERABLES AND SCHEDULE

3.1 MEETINGS/BRIEFINGS/MINUTES (Not a separate task element)

SOW Section	Meeting Purpose	Location	# of Days*
2.1	Project Kickoff / Site visit	Oak Harbor/Silverdale/Boardman	4/2/2
2.2	PIP Development Meeting	Silverdale	1 ^s
2.3	CPF Brief on NOI	Oahu	4
2.4	Pre-Scoping Meeting	Silverdale	3
2.4	Pre-Scoping Agency Briefs	Washington/Oregon	14
2.4	Scoping Workshop #1	Oak Harbor, WA	2
2.4	Scoping Workshop #2	Pacific Beach, WA	1
2.4	Scoping Workshop #3	Grays Harbor, WA	2
2.4	Scoping Workshop #4	Boardman	2
2.4	Scoping Workshop #5	Depoe Bay, OR	2
2.4	Scoping Workshop #6	Eureka	2
2.4	Scoping Comment Review Meeting	Silverdale	3
2.6	DEIS/OEIS Tiger Team Review 1	Silverdale	4
2.6	DEIS/OEIS Tiger Team Review 2	Silverdale	4
2.6	DEIS/OEIS Tiger Team Review 3	Washington D.C.	3
2.6	DEIS/OEIS Tiger Team w/NMFS #1	Washington D.C. Area	4
2.6	DEIS/OEIS Tiger Team w/NMFS #2	Washington D.C. Area	4
2.6	Off-site #1	San Diego, CA	5
2.6	Off-site #2	San Diego, CA	5
2.6	Off-site #3	San Diego, CA	5
2.6	CPF Brief on DEIS/OEIS	Oahu	4
2.8	Pre-Public Hearing Meeting	Silverdale	3
2.8	Pre Public Hearing Agency Briefs	Washington/Oregon	10
2.8	Public Hearing #1	Oak Harbor, WA	2
2.8	Public Hearing #2	Pacific Beach, WA	1
2.8	Public Hearing #3	Grays Harbor, WA	2

2.8	Public Hearing #4	Boardman	2
2.8	Public Hearing #4	Depoe Bay, OR	2
2.8	Public Hearing #6	Eureka	2
2.8	Public Comment Review Meeting	Silverdale	4
2.9	FEIS/OEIS Tiger Team Review #1	Silverdale	4
2.9	FEIS/OEIS Tiger Team Review #2	Silverdale	4
2.9	FEIS/OEIS Tiger Team Review #3	Washington D.C.	3
2.9	FEIS/OEIS Tiger Team w/NMFS #1	Washington D.C. Area	4
2.9	FEIS/OEIS Tiger Team w/NMFS #2	Washington D.C. Area	4
2.9	Off-site #1	San Diego, CA	5
2.9	Off-site #2	San Diego, CA	5
2.9	Off-site #3	San Diego, CA	5
2.9	CPF Brief on FEIS/OEIS	Oahu	4
2.14	Fleet Project Team Quarterly Meetings	Oahu	24

* All meetings include one additional day for travel to and return home.

^s This meeting will be held in conjunction with Project Kickoff Meeting (no additional travel days included.)

3.2 DELIVERABLES

SOW Section	Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
		Navy	Public			
2.1	Kickoff Meeting Agenda	✓				5 days prior to Kickoff Meeting
2.1	Kickoff Meeting Minutes	✓		N/A	N/A	5 days after Kickoff Meeting
2.2	PIP Development Meeting Agenda	✓				5 days prior to PIP Dev. Meeting
2.2	Draft PIP	✓		N/A	N/A	20 days after PIP Dev. meeting

SOW Section	Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
		Navy	Public			
2.2	Final PIP	✓		10	N/A	10 days after Navy Comments
2.3	Draft Navy NEPA Notification ltr	✓				30 days after Kickoff Meeting
2.3	Final Navy NEPA Notification ltr	✓				15 days after Navy Comment
2.3	Draft Federal Register Notice of Intent	✓		N/A	N/A	30 days after Kickoff Meeting
2.3	Final Federal Register Notice of Intent	✓		N/A	N/A	Submitted with NEPA Notification Letter
2.3	Draft Newspaper NOI	✓		N/A	N/A	15 days after Kickoff Meeting
2.3	Final Newspaper NOI		✓	N/A	N/A	3 days after NOI is published in Federal Register
2.3	Printed Ad & Affidavit	✓		N/A	N/A	30 days after publication
2.3	Draft Public Notification ltr	✓		N/A	N/A	15 days after Kickoff Meeting
2.3	Final Public Notification ltr		✓	400	N/A	5 days after receipt of Navy comments
2.3	Validated Mailing List	✓				10 days prior to mailing date
2.4	Federal Register Scoping Notice	✓				15 days after Kickoff Meeting
2.4	Draft Scoping notice newspaper ad	✓				15 days after Kickoff Meeting
2.4	Final Scoping notice newspaper ad		✓			3 days after Navy comments
2.4	Printed Newspaper ad and affidavit	✓		N/A	N/A	30 days after publication
2.4	Pre-Scoping Meeting agenda	✓		N/A	N/A	5 days prior to Pre-Scoping Meeting
2.4	Draft Scoping Materials	✓		N/A	N/A	10 days prior to pre-scoping

SOW Section	Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
		Navy	Public			
						meeting
2.4	Final Scoping Materials					
	Posters		✓	10	N/A	Scoping Meeting
	Handouts (5 x 300)		✓	1,500	N/A	Scoping Meeting
2.4	Agency Brief Handouts/Presentation (10pgs x 50 copies) + 50 copies of handout)		✓	550	N/A	As required
2.4	Public Comment list & agenda for scoping comment review meeting	✓		N/A	N/A	3 days prior to Scoping Comment Review Meeting
2.4	Scoping Comment Review Meeting Minutes	✓		N/A	N/A	5 days after Scoping Comment Review Meeting
2.5	Draft DOPAA	✓		N/A	N/A	20 days after Scoping Comment Review Meeting
2.5	Revised DOPAA	✓		N/A	N/A	15 days after receipt of Navy comments
2.6	PDEIS/OEIS v.1			30	5	120 days after Scoping Comment Review Meeting
2.6	PDEIS/OEIS v.2			30	5	20 days after receipt of Navy comments
2.6	PDEIS/OEIS v.3			30	5	15 days after receipt of Navy comments
2.6	DEIS/OEIS – DASN Brief			10	5	5 days after receipt of Navy comments
2.6	DEIS/OEIS Mailing List	✓		N/A	N/A	Concurrent with DEIS delivered for DASN Brief

SOW Section	Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
		Navy	Public			
2.6	DEIS/OEIS – Public Distribution		✓	120	120	Concurrent with Federal Register Notice of Availability
2.7	Federal Register Public Hearing Notice		✓	N/A	N/A	5 days after receipt of Navy comments on PDEIS/OEIS V. 3
2.7	DEIS/OEIS Official Notification Copies			20	N/A	As required
2.7	Draft Newspaper ad	✓		N/A	N/A	5 days after DEIS/OEIS is approved by DASN
2.7	Final Newspaper ad		✓	N/A	N/A	3 days after receipt of Navy comments
2.7	Copy of published ad and affidavit	✓		N/A	N/A	30 days after publication
2.8	Pre-Public Hearing Meeting Agenda	✓		N/A	N/A	5 days prior to meeting
2.8	Agency Brief Presentation/Handouts (10 pgs x 50 cys +50 cys of handout)	✓		550	N/A	Date of DEIS/OEIS NOA
2.8	Draft Public Hearing Materials	✓		N/A	N/A	10 days prior to Pre-Public Hearing Meeting
2.8	Public Hearing Materials					
	Script	✓		5	N/A	3 days prior to Public Hearing
	Posters		✓	6	N/A	Public Hearing
	Handouts		✓	1500	N/A	Public Hearing
2.8	Public Comments and meeting agenda	✓		N/A	N/A	5 days prior to Review Meeting
2.8	Public Comment	✓		N/A	N/A	5 days after

SOW Section	Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
		Navy	Public			
	Review meeting minutes					Review Meeting
2.9	PFEIS/OEIS v.1			30	5	35 days after the end of the Public Comment Period
2.9	PFEIS/OEIS v.2			30	5	20 days after receipt of Navy comments
2.9	PFEIS/OEIS v.3			30	5	15 days after receipt of Navy comments
2.9	FEIS/OEIS – DASN Brief			10	5	5 days after receipt of NTR direction
2.9	Updated Mailing List for FEIS/OEIS			N/A	N/A	Concurrent with FEIS/OEIS for DASN
2.9	FEIS/OEIS – Public Distribution		✓	120	120	Concurrent with Federal Register Notice of Availability
2.10	FEIS/OEIS Official Notification Copies			20	N/A	As Required
2.10	Draft Newspaper ad	✓		N/A	N/A	5 days after FEIS/OEIS is approved by DASN
2.10	Final Newspaper ad		✓	N/A	N/A	3 days after receipt of Navy comments
2.10	Copy of published ad and affidavit	✓		N/A	N/A	30 days after publication
2.11	Public Comments with Navy Responses.	✓			N/A	5 days after close of Public Review Period
2.11	Draft ROD Version 1	✓			N/A	20 days after close of Public Review Period

SOW Section	Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
		Navy	Public			
2.11	Draft ROD Version 2	✓		N/A	N/A	5 days after receipt of Navy comments
2.11	Draft ROD Version 3	✓		N/A	N/A	3 days after receipt of Navy comments
2.11	Final ROD for DASN	✓		N/A	N/A	3 days after NTR direction
2.11	ROD for Public Distribution		✓	120	N/A	Concurrent with Federal Register publication
2.11	FEIS/OEIS & ROD on CD			N/A	10	10 days after ROD is signed
2.11	Newspaper ad with ROD NOA		✓	N/A	N/A	Concurrent with Federal Register publication
2.11	Published newspaper ad and affidavit	✓		N/A	N/A	30 days after publication
2.13	Draft MS Project Schedule and PMP	✓		N/A	N/A	5 days after Project Kickoff Meeting
2.13	Microsoft Project Schedule and PMP	✓		N/A	N/A	10 days after Navy Comments
2.13	MS Projects Schedule updates	✓		N/A	N/A	As required
2.14	Status Reports	✓		N/A	N/A	20 th working day of each month
2.14	Fleet Project Team Meeting minutes	✓		N/A	N/A	5 days after the progress meeting
2.15	Initial Web site access					Prior to Project Kickoff Meeting
2.15	Archived information from project web site			N/A	1	10 days after disestablishment of project web site

3.3 DELIVERABLES FOR NWSTF BOARDMAN NOI PACKAGE

SOW	Deliverable	# Hard	# CDs	Delivery Deadline
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7 April 2006
Revised 13 June 2007
Revised 8 April 2008

2.17.1	Draft MS Project Schedule			Kickoff Meeting
2.17.1	Baseline MS Project Schedule	N/A	N/A	5 days after the Kickoff Meeting
2.17.2	Project Kickoff Meeting Agenda	N/A	N/A	7 days prior to the Kickoff Meeting
2.17.2	Kickoff Meeting Minutes	N/A	N/A	5 days after Kickoff Meeting
2.17.3	Draft NOI Package	N/A	N/A	45 days after Kickoff Meeting
2.17.3	Final NOI Package	N/A	N/A	15 days after receipt of Navy comments

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APPENDICES

APPENDIX	NAME
A	Sample DEIS Table of Contents
B	Sample FEIS Table of Contents
C	Electronic Deliverables
D	Biological Assessment
E	Marine Mammal Protection Act Permit Analysis
F	Essential Fish Habitat Analysis
G	Coastal Zone Management Act Consistency Determination
H	Cultural Resource Survey/Programmatic Agreement
I	Marine Mammal & Sea Turtle Density Estimates

Appendix A

Sample DEIS Table of Contents

The EIS/OEIS will now combine chapters 3 & 4.

Executive Summary

1 Introduction

- 1.1 Introduction
- 1.2 Background
- 1.3 Purpose and Need
- 1.4 Environmental Review Process
 - 1.4.1 Notice of Intent
 - 1.4.2 Scoping Process
 - 1.4.3 DEIS
 - 1.4.4 FEIS
 - 1.4.5 ROD
- 1.5 Documents Incorporated by Reference

2 Alternatives

- 2.1 Proposed Action and Identification of Alternatives
 - 2.1.1 Operational Criteria
 - 2.1.2 Alternative Screening Process
 - 2.1.3 Identification of Alternatives
- 2.2 Analysis of Alternatives
 - 2.2.1 Factors Used to Develop Alternatives
 - 2.2.2 Description of Alternatives
- 2.3 Components of Each Alternative
 - 2.3.1 Assessment of Operational Requirements
 - 2.3.2 Evaluation of Alternative
- 2.4 No-Action Alternative
- 2.5 Comparison of Alternatives

3 Affected Environment/Environmental Consequences/Mitigation

- 3.1 Physical Resources
 - 3.1.1 Earth Resources
 - 3.1.1.1 Affected Environment
 - 3.1.1.2 Environmental Consequences
 - 3.1.1.3 Mitigation
 - 3.1.2 Water Resources
 - 3.1.2.1 Affected Environment
 - 3.1.2.2 Environmental Consequences
 - 3.1.2.3 Mitigation
 - 3.1.3 Air Quality
 - 3.1.3.1 Affected Environment

- 3.1.3.2 Environmental Consequences
- 3.1.3.3 Mitigation
- 3.1.4 Noise Environment
 - 3.1.4.1 Affected Environment
 - 3.1.4.2 Environmental Consequences
 - 3.1.4.3 Mitigation
- 3.2 Biological Resources
 - 3.2.1 Vegetation
 - 3.2.1.1 Affected Environment
 - 3.2.1.2 Environmental Consequences
 - 3.2.1.3 Mitigation
 - 3.2.2 Wildlife
 - 3.2.2.1 Affected Environment
 - 3.2.2.2 Environmental Consequences
 - 3.2.2.3 Mitigation
 - 3.2.3 Threatened & Endangered Species
 - 3.2.3.1 Affected Environment
 - 3.2.3.2 Environmental Consequences
 - 3.2.3.3 Mitigation
 - 3.2.4 Species of Concern
 - 3.2.4.1 Affected Environment
 - 3.2.4.2 Environmental Consequences
 - 3.2.4.3 Mitigation
- 3.3 Socioeconomic Resources
 - 3.3.1 Land Use
 - 3.3.1.1 Affected Environment
 - 3.3.1.2 Environmental Consequences
 - 3.3.1.3 Mitigation Measures
 - 3.3.2 Population and Housing
 - 3.3.2.1 Affected Environment
 - 3.3.2.2 Environmental Consequences
 - 3.3.2.3 Mitigation Measures
 - 3.3.3 Transportation
 - 3.3.3.1 Affected Environment
 - 3.3.3.2 Environmental Consequences
 - 3.3.3.3 Mitigation Measures
 - 3.3.4 Demographics
 - 3.3.4.1 Affected Environment
 - 3.3.4.2 Environmental Consequences
 - 3.3.4.3 Mitigation Measures
 - 3.3.5 Regional Economy

- 3.3.5.1 Affected Environment
- 3.3.5.2 Environmental Consequences
- 3.3.5.3 Mitigation Measures
- 3.3.6 Cultural Resources
 - 3.3.6.1 Affected Environment
 - 3.3.6.2 Environmental Consequences
 - 3.3.6.3 Mitigation Measures
- 3.3.7 Recreation
 - 3.3.7.1 Affected Environment
 - 3.3.7.2 Environmental Consequences
 - 3.3.7.3 Mitigation Measures
- 3.3.8 Environmental Justice
 - 3.3.8.1 Affected Environment
 - 3.3.8.2 Environmental Consequences
 - 3.3.8.3 Mitigation Measures

4 Cumulative Impacts

5 Other Considerations

- 5.1 Consistency with Other Federal, State, and Local Plans, Policies, and Regulations
- 5.2 Required Permits and Approvals
- 5.3 Irreversible and Irrecoverable Commitments of Resources

6 List of Preparers

7 References

8 Distribution List

Appendices

Appendix B
Sample FEIS Table of Contents
The EIS/OEIS will now combine chapters 3 & 4.

Executive Summary

1 Introduction

- 1.1 Introduction
- 1.2 Background
- 1.3 Purpose and Need
- 1.4 Environmental Review Process
 - 1.4.1 Notice of Intent
 - 1.4.2 Scoping Process
 - 1.4.3 DEIS
 - 1.4.4 FEIS
 - 1.4.5 ROD
- 1.5 Documents Incorporated by Reference
- 1.6 Changes from the DEIS to the FEIS

2 Alternatives

- 2.1 Proposed Action and Identification of Alternatives
 - 2.1.1 Operational Criteria
 - 2.1.2 Alternative Screening Process
 - 2.1.3 Identification of Alternatives
- 2.2 Analysis of Alternatives
 - 2.2.1 Factors Used to Develop Alternatives
 - 2.2.2 Description of Alternatives
- 2.3 Components of Each Alternative
 - 2.3.1 Assessment of Operational Requirements
 - 2.3.2 Evaluation of Alternative
- 2.4 No-Action Alternative
- 2.5 Comparison of Alternatives

3 Affected Environment/Environmental Consequences/Mitigation Measures

- 3.1 Physical Resources
 - 3.1.1 Earth Resources
 - 3.1.1.1 Affected Environment
 - 3.1.1.2 Environmental Consequences
 - 3.1.1.3 Mitigation
 - 3.1.2 Water Resources
 - 3.1.2.1 Affected Environment
 - 3.1.2.2 Environmental Consequences
 - 3.1.2.3 Mitigation

- 3.1.3 Air Quality
 - 3.1.3.1 Affected Environment
 - 3.1.3.2 Environmental Consequences
 - 3.1.3.3 Mitigation
- 3.1.4 Noise Environment
 - 3.1.4.1 Affected Environment
 - 3.1.4.2 Environmental Consequences
 - 3.1.4.3 Mitigation
- 3.2 Biological Resources
 - 3.2.1 Vegetation
 - 3.2.1.1 Affected Environment
 - 3.2.1.2 Environmental Consequences
 - 3.2.1.3 Mitigation
 - 3.2.2 Wildlife
 - 3.2.2.1 Affected Environment
 - 3.2.2.2 Environmental Consequences
 - 3.2.2.3 Mitigation
 - 3.2.3 Threatened & Endangered Species
 - 3.2.3.1 Affected Environment
 - 3.2.3.2 Environmental Consequences
 - 3.2.3.3 Mitigation
 - 3.2.4 Species of Concern
 - 3.2.4.1 Affected Environment
 - 3.2.4.2 Environmental Consequences
 - 3.2.4.3 Mitigation
- 3.3 Socioeconomic Resources
 - 3.3.1 Land Use
 - 3.3.1.1 Affected Environment
 - 3.3.1.2 Environmental Consequences
 - 3.3.1.3 Mitigation Measures
 - 3.3.9 Population and Housing
 - 3.3.9.1 Affected Environment
 - 3.3.9.2 Environmental Consequences
 - 3.3.9.3 Mitigation Measures
 - 3.3.10 Transportation
 - 3.3.10.1 Affected Environment
 - 3.3.10.2 Environmental Consequences
 - 3.3.10.3 Mitigation Measures
 - 3.3.11 Demographics
 - 3.3.11.1 Affected Environment
 - 3.3.11.2 Environmental Consequences

- 3.3.11.3 Mitigation Measures
- 3.3.12 Regional Economy
 - 3.3.12.1 Affected Environment
 - 3.3.12.2 Environmental Consequences
 - 3.3.12.3 Mitigation Measures
- 3.3.13 Cultural Resources
 - 3.3.13.1 Affected Environment
 - 3.3.13.2 Environmental Consequences
 - 3.3.13.3 Mitigation Measures
- 3.3.14 Recreation
 - 3.3.14.1 Affected Environment
 - 3.3.14.2 Environmental Consequences
 - 3.3.14.3 Mitigation Measures
- 3.3.15 Environmental Justice
 - 3.3.15.1 Affected Environment
 - 3.3.15.2 Environmental Consequences
 - 3.3.15.3 Mitigation Measures

4 Cumulative Impacts

5 Other Considerations

- 5.1 Consistency with Other Federal, State, and Local Plans, Policies, and Regulations
- 5.2 Required Permits and Approvals
- 5.3 Irreversible and Irrecoverable Commitments of Resources

6 List of Preparers

7 References

8 Distribution List

Appendices

APPENDIX C ELECTRONIC DELIVERABLES

Contract Specialist: Stephanie Peterson
NTR: Kimberly Kler

C-1.0 SPECIFICATIONS FOR DIGITAL DATA.

Any maps, drawings, figures, sketches, databases, spreadsheets, or text files prepared for this contract shall be provided in both hard copy and digital form. The hard copy deliverables are defined in a previous section of this statement of work.

C-1.1. TEXT, SPREADSHEET, AND DATABASE FILES

The Navy and Marine Corps standard desktop computing software is Microsoft Office. Final Reports and other text documents shall be provided in Microsoft Word 2000 format AND Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel format. Databases shall be provided in Microsoft Access format, unless specified otherwise, as approved by the Government. Prior to database development, the Contractor shall provide the Government with a Technical Approach Document for approval, which describes the Contractor's technical approach to designing and developing the database. All text, spreadsheet, and database files shall be delivered on compact disk read-only memory (CD-ROM) with ISO-9660 format.

C-1.2 GPS SURVEYS

Horizontal accuracy for survey grade GPS data collection shall be ± 1 centimeter at 1 sigma unless otherwise specified in the statement of work. Horizontal accuracy for planning grade GPS data collection shall be ± 2 Meters unless otherwise specified in the statement of work. Every effort shall be made to capture feature locations without using offsets unless obstructions are present. Data sets derived from GPS data collection efforts (mapping or survey grade) shall include metadata to record descriptions of the receiver and other equipment used during collection and processing, base stations used for differential corrections, software used for performing differential corrections, estimated horizontal and vertical accuracies obtained, and conversion routines used to translate the data into final geographic data delivery format. All metadata shall comply with the metadata format requirements as described in this document. Final geographic data delivery format shall comply with the specifications described in this document.

C-1.3. GEOSPATIAL DATA, MAPS, DRAWINGS, AND SKETCHES:

(1) Geographic Data Delivery Format:

(a) Digital geographic maps and the related vector data sets shall be developed using double precision and the data sets shall be delivered in uncompressed ARC/INFO export file format (.e00) using ARC/INFO Release 7.2 or higher. Data sets may alternately be delivered in a personal geo-database format that is Oracle-compatible using ArcGIS 8.1 or higher and must be importable to an Oracle 8i multiuser geodatabase using ArcSDE 8.1 or higher. ARC/INFO, ArcGIS, and ArcSDE are geographic information system software applications produced by the Environmental Systems Research Institute (ESRI) of Redlands, California.

(b) Scale-dependant Mapping Guidelines:

Installation and Sub-Regional Level Mapping:

See NAVFAC Guidelines for Installation Mapping and GeoSpatial Data published by NAVFACENGCOM.

Regional, Theatre-Level Mapping:

Geospatial data for regional, theatre-level mapping (1:24K) shall be provided using precise geographic coordinates in decimal degree format with four decimal precision.

Geographic data shall generally be provided in: nautical miles (nm.) for expansive marine areas, and statute miles (mi.) for expansive land areas, and projected into the Universal Transverse Mercator (UTM) coordinate system. Regional maps and data shall use the appropriate UTM Zone(s), the GRS 1980 spheroid and the North American Datum 1983 (WGS-84). No offsets shall be used. Each data set shall have a projection file if appropriate based on format.

Map or drawing scales will be determined by the NTR. Mapping accuracy for the agreed scales will conform to the American Society for Photogrammetry and Remote Sensing (ASPRS), "Accuracy Standards for Large-Scale Maps" and "Interim Accuracy Standards for Large-Scale Maps" (ASPRS, 1991). Copies of the ASPRS Accuracy Standards can be obtained by contacting:

American Society for Photogrammetry and Remote Sensing
5410 Grosvenor Lane, Suite 210
Bethesda, MD 20814-2160

ASPRS accuracy standards can also be found on the Internet at:

<http://www.asprs.org>

(c) Any system specific requirements in terms of data compatibility should be addressed. Any geospatial data delivered should be fully compatible with existing government enterprise systems.

(2) Geographic Data Structure: The Contractor shall develop all geographic information in a structure consistent with the Spatial Data Standards (SDS), Version 2.2, released in August, 2002, or a higher version if available at the time of this project. The Contractor shall consult with the Government concerning modifications or additions to the SDS. The Government may approve modifications to the Standard if it is determined that SDS does not adequately address subject datasets. The American National Standards Institute's (ANSI) Committee for Information Technology Standards has approved the Spatial Data Standard for Facilities, Infrastructures, and Environment (SDSFIE) as ANSI standard NCITS 353. Copies of the SDS may be obtained by contacting:

Director, U.S. Army Engineer Waterways Experiment Station
CADD/GIS Technology Center
Attn: CEWES-IM-DA/Smith
3909 Halls Ferry Road
Vicksburg, MS 39180-6199

Electronic copies of the Standards are also available from the CADD/GIS Technology Center's Internet homepage at URL address:

<http://tsc.wes.army.mil>

(3) Content Specifications for Geospatial Data:

The Contractor shall develop all geographic information in a structure consistent with the latest version of Spatial Data Standards (SDS). Specific content for environmental planning and range planning themes supplemental SDS is available from the NAVFAC Data Committee. The Contractor shall consult with the Government concerning modifications or additions to the SDS.

The environmental data themes and attributes developed by the NAVFAC Data Committee have been specified to augment the existing standards in order to make geospatial data more useful to the specific business functions involved in environmental and ranges planning. Subject matter experts identified these themes to add value and relevancy to geospatial data deliverables. "Best available data" shall be provided, and will be evaluated based on whether appropriate regulatory or other authoritative sources were used to acquire raw or complete data for specific themes (see Geographic Data Review below).

(4) Geographic Data Documentation:

For each digital file delivered containing geographic information (regardless of format), the Contractor shall provide documentation consistent with the "Content Standards for Digital Geospatial Metadata, June 1998" published by the Federal Geographic Data Committee. The documentation shall include but is not limited to the following: the name and description of the map layer or coverage, the source of the data and any related data quality information such as accuracy and time period of content, description of equipment or instruments used in the data collection, the type of data coverage (point, line, polygon, etc.), the field names of all attribute data and a description of each field name, the definition of all codes used in the data fields, the ranges of numeric fields and the meaning of these numeric ranges, the creation date of the map layer and the name of the person who created it. A point of contact shall be provided to answer technical questions. Metadata generation tools included in the ArcGIS suite of software shall be used in the production of the required metadata in XML format. Alternately, another metadata generation tool called document.aml is available from ESRI for use with ARC/INFO to produce the required metadata. If neither of these tools are used, the Contractor must insure that the metadata is delivered in a format which can be easily translated to the XML format. All metadata needs to comply with the Federal Geographic Data Committee (FGDC) format. Copies of the FGDC metadata standard can be obtained by contacting:

FGDC Secretariat
c/o U.S. Geological Survey
590 National Center
Reston, Virginia 22092
(703) 648-5514

FGDC metadata standards can also be found on the Internet at:
URL <http://www.fgdc.gov/metadata>

(5) Geographic Data Review:

The digital geographic maps, related data, and text documents shall be included for review in the draft and final contract submittals. The reviews shall include a visual demonstration of the geographic data on one of the Sun Sparc or Windows computer systems supported by the Geographic Information System (GIS) Section, Business and Logistics Support Department. Contractor shall have a technical consultant available at each review to assist with any digital data discrepancies. The data will be analyzed for

subject content and system compatibility. Review of comments to data and text shall be incorporated by the Contractor prior to approval of the final submittal.

In all cases “Best Available Data” should be provided. The government will evaluate Contractors performance in delivering the “best available data” based on the following criteria:

- Raw or complete data has been acquired from the appropriate regulatory or authoritative sources.
- Compliance with existing standards and data content guidance
- Age of Data
 - Date gathered
 - Date published
- Collection Method
 - Tools
 - Platforms (e.g. foot, ship, plane, vehicle)
 - Review Process
 - Completeness of Data
 - Number of errors identified
 - Complete set of attributes
- Who gathered data
- Where did data come from
- Spatial Resolution
- Quality and completeness of metadata
- Compatibility with known good datasets
- Geographic extent
- Data use restrictions
- Relationships built with data gatherers

(6) Ownership:

All digital files, final hard-copy products, source data acquired for this project, and related materials, including that furnished by the Government, shall become the property of the Navy, and will not be issued, distributed, or published by the Contractor. All files shall be a deliverable at the PDEIS deliverable period, and at the FEIS deliverable.

APPENDIX D BIOLOGICAL ASSESSMENT

Contract Specialist: Stephanie Peterson
NTR: Kimberly Kler

D-1.0 GENERAL INFORMATION

This appendix establishes the Navy requirements for ensuring military readiness and sustainability while complying with natural resource protection laws, and conserving and managing natural resources. Reference OPNAVINST 5090 1B CH-4 for specific guidance.

A baseline biological survey shall be conducted at areas that may be affected by the Proposed Action that may include protected sensitive specie, and where appropriate survey data do not currently exist.

D-2.0 SERVICES REQUIRED

D-2.1 MEETINGS

The Contractor will attend the following meetings and be responsible for preparing the agenda and minutes for each meeting.

1. Meet with Navy to discuss scoping of BAs.
2. Meet with Navy to discuss review comments on the Draft BAs
3. Meet with Navy to discuss review comments on the Proof Final BAs

The Contractor shall prepare and disseminate meeting agendas electronically at least three days prior to the meeting. The Contractor shall prepare and disseminate meeting minutes electronically within five days after the meeting.

D-2.2 DRAFT BAs

The Contractor will prepare draft BAs.

The Contractor will prepare and submit two Draft BAs for Navy review; one BA will include issues for consultation with FWS and for marine biology for consultation with NOAA/Fisheries. The Draft BAs shall be submitted in both electronic and hard copy formats (10 copies). The Draft BAs will be submitted at the same time as the PDEIS/OEIS Version 1. The same style

format, using MSWORD, as the EIS/OEIS document is required. The BAs shall include the following:

1. An introduction that will provide the reviewing agency with adequate background and knowledge of the project and its intent.
2. A description of Consultation History that has occurred within the Complex that may be pertinent to the action.
3. A short and concise description of the alternatives considered within the EIS/OEIS.
4. A list and short discussion of the Species Considered.
5. Survey information for the species evaluated.
6. A description of the environmental baseline.
7. A description of the effects of the Proposed Action and No Action.
8. A Determination of Effect.
9. Mitigation Measures.

D-2.3 PROOF FINAL BA

The Contractor will prepare Proof Final BAs.

The Contractor will incorporate Navy comments into a Proof Final BAs and submit for Navy review. The Proof Final BAs will be submitted in a red-line format so the changes are visible to the reviewers. The submittal will be in both electronic and hard copy formats (10 copies). The Proof Final BAs will be submitted within 30-days after the review meeting for the Draft BAs.

D-2.4 FINAL BA

The Contractor will prepare Final BAs.

The Contractor will incorporate Navy comments into Final BAs. The Final BAs shall be complete and edited for submittal to the regulatory agencies for review. The Contractor will participate in a consultation meeting with regulators to resolve any concerns about the action and BAs. The submittal will be in both electronic and hard copy formats (10 copies) and is due within 21-days after receipt of Navy comments on the Proof Final BAs.

D-2.5 REVISE BA

The Contractor will prepare revised Final BAs.

The Contractor will revise the BAs to reflect any comments made by the regulatory agencies. The Revised BAs should be complete and edited for inclusion in the FEIS/OEIS and resubmitted to the regulatory agencies for concurrence. The submittal will be in both electronic and hard copy formats (10 copies). The revised BAs will be submitted within 21 days of receipt of Agency comments.

D-3.0 MEETINGS, DELIVERABLES, SCHEDULE

D-3.1 MEETINGS

SOW Section	Meeting Purpose	Location	# of Days*
D-2.1	Navy Scoping Meeting	Silverdale	3
D-2.1	Draft BA Review	Silverdale	3
D-2.1	Proof Final BA Review	Silverdale	3
D-2.4	Agency Meeting with USFWS/NOAA	Seattle & Lacey, WA	3

D-3.2 DELIVERABLES

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
D-2.1	Meeting Agendas	✓	N/A	N/A	5 days prior to Meetings
D-2.1	Meeting Minutes	✓	N/A	N/A	5 days after Meetings
D-2.2	Draft BA	✓	10	N/A	w/PDEIS/OEIS v.1
D-2.3	Proof Final BA	✓	10	N/A	30 days after Draft BA Review Meeting
D-2.4	Final BA	✓	10	N/A	21 days after receipt of Navy Comments on Proof Final BA
D-2.5	Revised Final BA	✓	10	N/A	21 days after receipt of Agency comments on Final BA

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7 April 2006
Revised 13 June 2007
Revised 8 April 2008

APPENDIX E
MARINE MAMMAL PROTECTION ACT (MMPA)
PERMIT ANALYSIS

Contract Specialist: Stephanie Peterson
NTR: Kimberly Kler

E-1.0 GENERAL INFORMATION

The U.S. Navy, as a federal agency, must comply with all federal regulations with regards to protected, threatened and endangered species. All marine mammals are protected under the Marine Mammal Protection Act (MMPA).

The Marine Mammal Protection Act (MMPA) of 1972 established a moratorium on the "taking" of marine mammals in waters or on lands under U.S. jurisdiction. The act further regulates "takes" of marine mammals on the global commons (i.e., the high seas) by vessels or persons under U.S. jurisdiction. The MMPA defines taking as "harassing, hunting, capturing, killing, or attempting to harass, hunt, capture, or kill any marine mammal" (16 U.S.C. 1312[13]). It also prohibits the importation into the United States of any marine mammal or parts or products thereof, unless it is for the purpose of scientific research or public display, as permitted by the Secretary of the Interior or the Secretary of Commerce. In the 1994 amendments to the MMPA, two levels of "harassment" (Level A and Level B) were defined. The National Defense Authorization Act (NDAA) of 2003 amended this definition of harassment in the case of military readiness activities (defined in Section 315(f) of Public Law 107-314; 16 U.S.C. 703 note) or scientific research activities conducted by or on behalf of the federal government consistent with Section 104 (c)(3). The Proposed Action is a requirement to support military readiness activities; therefore, the relevant definition of harassment is (1) any act that injures or has the significant potential to injure a marine mammal or marine mammal stock in the wild (Level A) or (2) any act that disturbs or is likely to disturb a marine mammal or marine mammal stock in the wild by causing disruption of natural behavioral patterns, including, but not limited to, migration, surfacing, nursing, breeding, feeding, or sheltering to a point where such behavioral patterns are abandoned or significantly altered (Level B). Permission may be granted by the Secretary for the incidental take of marine mammals if the taking will (1) have a negligible impact on the species or stock(s); or (2) not have an unmitigable adverse impact on the availability of the species or stock(s) for subsistence uses.

Under the MMPA, a permit is required to "take" marine mammals; this is referred to as a take authorization (either in the form of an Incidental Harassment Authorization (IHA) or Letter of Authorization (LOA)). The permit is issued by National Oceanographic and

Atmospheric Administration (NOAA) Fisheries for or the U.S. Fish and Wildlife Service (USFWS). Collectively, these agencies are referred to as “the Service”. NOAA Fisheries has a website (http://www.nmfs.noaa.gov/prot_res/overview/permits.html) that provides the necessary information and application instructions needed to obtain a permit or authorization to take marine mammals. The Contractor shall conduct the analysis as to whether a permit is necessary, using the best scientific data available. Then, they shall prepare the permit application and forward to the Navy for review and submission to the Service.

In addition to the MMPA, the ESA also regulates any marine mammal species that is threatened or endangered, including some, but not all, marine mammals. If a species that is threatened or endangered may be affected by the Navy activity, then the Contractor shall advise the Navy that a Section 7 consultation must be conducted as well as receiving a permit under the MMPA. ESA procedures for marine mammals are addressed in the Appendix D, Biological Assessment of the subject EIS/OEIS.

E-2.0 SERVICES REQUIRED

The following strategy is recommended in determining necessary permitting and consultations under the MMPA and ESA.

- The Contractor shall review the Marine Resources Assessments for the OPAREA. Analysis of these documents shall include potential impacts of the Proposed Action on marine mammals and a determination of whether an LOA or an IHA will be required. For estimation purposes, assume that an LOA is required.
- If deemed necessary, the Contractor shall prepare application for LOA or IHA and provide the Navy with a draft.
- The Contractor shall prepare a Draft IHA/LOA to be scheduled for delivery with the DEIS/OEIS, and a Final IHA/LOA to be delivered with the FEIS/OEIS.
- Once the draft application is approved by the Navy, the Contractor shall submit application package to the Service and follow through until proper documentation is acquired.

E-2.1 DATA COMPILATION

The Contractor shall review the MRA for all necessary species lists and distributions for their analysis. If the final reports are not available, the Contractor shall work with the MRA contractor to acquire the necessary draft information to do their analysis. If there is not an MRA for the zone of influence than the Contractor shall perform a literature search to obtain the best and most current scientific and commercial data available.

E-2.2 ANALYSIS OF POTENTIAL IMPACTS

The analysis shall be done in compliance with the Chief of Naval Operations Memorandum on Mid-Frequency Active Sonar Effects Analysis Interim Policy dated 6 March 2006 and Acoustic Modeling Business Rules effective January 2008. Acoustic modeling will need to be performed as part of the analysis.

The zone of influence is defined as the physical area that might be affected by the action (e.g. ship movement, target area, range of acoustical transmission). The Contractor shall utilize the available data to determine the zone of influence for the action and if marine mammals in that zone will be affected.

The following **cetacean** thresholds will be used for the acoustic analysis (Mid and High Frequency Sonar).

- Level A = 215 dB re $1\mu\text{Pa}^2 \cdot \text{s}$ at 1m
- Level B = 195 dB re $1\mu\text{Pa}^2 \cdot \text{s}$ at 1m
- Level A (Beaked Whales) = 190 dB re $1\mu\text{Pa}^2$ at 1m. Although NMFS currently considers all Level A and Level B effects as Level A for beaked whales, exposure estimate tables shall report separate harassment results for Level A and Level B. Text write-up shall summarize Level A and Level B results for beaked whales as a single Level A harassment.
 - Sub-TTS threshold shall be determined in accordance with the dose-response methodology, using the risk function curve values for **cetaceans and pinnipeds** as provided by CNO N45 in January of 2008. Navy and NMFS developed the risk function curves referenced to sound pressure level (SPL) for a more accurate reflection of behavioral “exposures” of marine mammals incident to Navy operations using active sonar. The risk function approach prescribes a probability of harassment for each SPL value. The primary purpose of the risk function curves approach is to present a more realistic estimate of behavioral harassment that is science-based and approved by NMFS.
 - The mathematical function to be used is adapted from the solution in Feller (1968). The parameters for the toothed whale and pinniped curve are $B = 120$ dB, $K=45$, $A=10$, 99% point = 195 dB, and the 50% point = 165dB. The parameters for the baleen whales curve are $B = 120$ dB, $K=45$, $A=8$, 99% point = 195 dB, and the 50% point = 165dB.
- The spreadsheets shall be modified by the contractor after modeling to implement the density dilution procedure, land mass procedure, and the multi ship procedure as outlined in the CNO N45 Business Rules for Acoustic Modeling.

Assumptions include:

- SPL is the threshold metric (in dB re 1 μ Pa)
- The SSC tests on dolphins and beluga whales (see references for SSC) are the key data for odontocetes.
- Frequency bands use the SSC measurement frequencies (3, 10, 20, 75 kHz) and apply them to bands of size about one octave, but without overlap. Sonar frequency bands are usually less than one octave.
- Mysticete values use precedent for (uncontrolled) observations -- as found in the LWAD EA series, including ESA Section 7 Consultations – with observations discussed in Richardson et al. (1995)) for mysticete reactions to machinery and other noise in the polar seas.
- The Kastak et al. pinniped TTS experiments (see references for Kastak, Schusterman, Southall, et al.) are taken account of. These do not have behavioral analyses, so TTS is the starting point.
- Statistical estimates from observations of opportunity (especially SHOUP, 2004) are taken into account.

The following **pinniped** thresholds will be used for the acoustic analysis (Mid and High Frequency Sonar).

- Level A
 - Five species of pinnipeds will be included in the acoustic model, therefore assume four Level A thresholds will be modeled
 - Steller Sea Lion: 226 dB
 - Northern Fur Seal: 226 dB
 - California Sea Lion: 226 dB
 - Northern Elephant Seal: 224 dB
 - Harbor Seal: 203 dB
- Level B
 - Five species of pinnipeds will be included in the acoustic model, therefore assume four Level B thresholds will be modeled
 - Steller Sea Lion: 206 dB
 - Northern Fur Seal: 206 dB
 - California Sea Lion: 206 dB
 - Northern Elephant Seal: 204 dB
 - Harbor Seal: 183 dB
- Sub-TTS threshold as stated previously shall be determined in accordance with the dose-response methodology, using the risk function curve values for **cetaceans and pinnipeds** as provided by CNO N45 in January of 2008.

The current modeling effort being done for explosives (underwater detonations) are using the thresholds described below for Level A (PTS) and Level B (TTS) for Cetaceans and Pinnipeds.

- Level A – 30.5 psi-msec at the surface
- Level A – 13.0 psi-msec at the surface
- Level A – 205 dB re $1\mu\text{Pa}^2 \cdot \text{sec}$ at 1m
- Level B - 182 dB re $1\mu\text{Pa}^2 \cdot \text{sec}$ at 1m 1/3 maximum octave band >100 Hz for odontocetes and >10 Hz for mysticetes
- Level B - Peak pressure of 23 psi at the surface
- Level B (multiple shots) - 177 dB re $1\mu\text{Pa}^2 \cdot \text{sec}$ at 1m 1/3 maximum octave band >100 Hz for odontocetes and >10 Hz for mysticetes

In addition the modeling will now need to look at sub-TTS impacts associated with Multiple Successive Explosions (MSE) for both cetaceans and pinnipeds. For MSE, the acoustic criterion for sub-TTS behavioral disturbance is used to account for behavioral effects significant enough to be judged as harassment, but occurring at lower sound energy levels than those that may cause TTS. The sub-TTS threshold is derived following the approach of the Churchill FEIS for the energy-based TTS threshold.

The research on pure-tone exposures reported in Schlundt et al. (2000) and Finneran and Schlundt (2004) provided a threshold of 192 dB re $1\mu\text{Pa}^2\text{-s}$ as the lowest TTS value. This value for pure-tone exposures is modified for explosives by (a) interpreting it as an energy metric, (b) reducing it by 10 dB to account for the time constant of the mammal ear, and (c) measuring the energy in 1/3 octave bands, the natural filter band of the ear. The resulting TTS threshold for explosives is 182 dB re $1\mu\text{Pa}^2\text{-s}$ in any 1/3 octave band. As reported by Schlundt et al. (2000) and Finneran and Schlundt (2004), instances of altered behavior in the pure-tone research generally began five dB lower than those causing TTS. The sub-TTS threshold is therefore derived by subtracting five dB from the 182 dB re $1\mu\text{Pa}^2\text{-s}$ in any 1/3 octave band threshold, resulting in a 177 dB re $1\mu\text{Pa}^2\text{-s}$ (EL) sub-TTS behavioral disturbance threshold for MSE.

E-2.3 PREPARE DRAFT LETTER OF AUTHORIZATION OR INCIDENTAL HARASSMENT AUTHORIZATION APPLICATION.

All applications for marine mammal small take authorizations, whether an LOA or an IHA, must include specific information in sufficient detail for the Service to meet the requirements mandated by Section 7 of the Endangered Species Act and the National Environmental Policy Act. The Contractor shall prepare the application so that all required information is included. Once application is prepared, the Contractor shall

provide draft application to the Navy for review and concurrence before submitting to the Service.

The Service’s decisions on LOA applications (includes two comment periods, possible public hearings and consultations) may take from 6-12 months. IHA decisions normally involve one comment period and, depending on the issues and species involved, can take anywhere from 2-6 months.

E-2.4 OBTAIN FINAL LETTER OF AUTHORIZATION OR INCIDENTAL HARASSMENT APPLICATION

Once the draft application has been reviewed by the Navy, the Contractor shall submit the application to the Service and follow through until the final IHA or LOA is obtained. The LOA or IHA shall be included in a stand-alone appendix in the EIS/OEIS.

E-3.0 MEETINGS, DELIVERABLES, SCHEDULE

E-3.1 MEETINGS

No additional meetings are anticipated for MMPRA kickoff, process or review. All actions and reviews will be coordinated with EIS/OEIS meeting efforts.

E-3.2 DELIVERABLES

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
E-2.1	MRA review	✓	N/A	N/A	30 days after draft MRA submitted
E-2.2	Draft Analysis of Potential Impacts	✓	N/A	N/A	60 days after final MRA submitted
E-2.3	Draft Analysis and Draft LOA or Permit Application	✓	N/A	N/A	45 days after receiving Governments’ comments on the draft
E-2.4	Final LOA or permit obtained from NOAA/FWS	✓	N/A	N/A	90 days after receipt of Gov’t comments

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APPENDIX F

ESSENTIAL FISH HABITAT ANALYSIS

Contract Specialist: Stephanie Peterson
NTR: Kimberly Kler

F-1.0 GENERAL INFORMATION

The National Oceanic and Atmospheric Administration (NOAA) Fisheries, and the Regional Fisheries Management Councils are charged with the identification of essential fish habitat for all finfish and shellfish managed under federal fishery management programs. The habitat areas of special importance/concern are further classified as Habitat Areas of Particular Concern (HAPC). To be classified as HAPC, one or more of the following criteria must be met: 1) the ecological function provided by the habitat is important, 2) the habitat is sensitive to human-induced environmental degradation, 3) development activities are, or will be stressing the habitat type, or 4) the habitat type is rare. If an area meets only one of these criteria, it will not necessarily be designated as HAPC.

The Essential Fish Habitat Analysis (EFHA) shall be prepared in compliance with the Magnuson-Stevens Fishery Conservation and Management Act (P.L. 94-265), which governs the conservation and management of ocean fishing. The Act was amended extensively in 1996 by the Sustainable Fisheries Act. One of the purposes of the Act is to promote the protection of essential fish habitat (EFH), defined as “those waters and substrate necessary to fish for spawning, breeding, feeding and growth to maturity.” That is, the requirements for a species to complete its lifecycle.

The EFHA shall be done in concurrence with the BA.

F-2.0 SERVICES REQUIRED

The following strategy is recommended in assessing EFH:

- 1) Review all final and draft Fishery Management Plans that address the geographic area being evaluated.
- 2) Discuss with members of the Fishery Management Council and NOAA Fisheries, to further refine and identify areas of concern.

- 3) Review all relevant, available NOAA Benthic Habitat Maps. These maps will help identify ocean floor substrate and relief, which are key factors in determining how significant an area is to the species in question.
- 4) Collect data from NOAA's on-going program to survey U.S. waters using high-resolution bathymetry overlain with acoustic backscatter and correlated with underwater video surveys. The data is available in GIS layers with the following characteristics:
 - a. Vertical relief +/- 5 cm
 - b. Hardness and roughness of the seafloor
 - c. Lateral accuracy +/- approximately 3 m
 - d. A three dimensional (3D) picture of the seafloor.

The greatest emphasis shall be placed upon HAPCs and the high-resolution bathymetry overlain with acoustic backscatter correlated with underwater video (HRBathy/video). When HRBathy/video is not available, the Contractor shall hold discussions with NOAA and the Naval Oceanographic Office (NAVO) to determine the feasibility of expediting the analysis of already collected data, and to find out if comparable data is available from NAVO. If the data has not been obtained, or analyzed, the Contractor shall determine the feasibility of contracting NOAA and/or NAVO to obtain such data on an expedited schedule.

When analysis of all the above sources of data indicate that an area may be vulnerable to a proposed activity, underwater video tows and/or diving shall be conducted to determine the extent and significance of a potential concern/conflict. Any and all diving operations shall be done in compliance with OSHA requirements.

The EFHA will be included as an appendix of the EIS/OEIS.

F-2.1 MEETINGS

The Contractor will attend the following meetings and be responsible for preparing the agenda and minutes for each meeting.

1. Meet with Navy to discuss scoping of EFHA.
2. Meet with Navy to discuss review comments on the Draft EFHA and Proof Final EFHA.
3. EFHA delivery meetings with NOAA Fisheries/USFWS/Navy.

The Contractor shall prepare and disseminate meeting agendas electronically at least three days prior to the meeting. The Contractor shall prepare and disseminate meeting minutes electronically within five days after the meeting.

F-2.2 DRAFT EFHA

The Contractor will prepare a draft EFHA.

The Contractor will prepare and submit a Draft EFHA for Navy review. The Draft EFHA shall be submitted in both electronic and hard copy formats (10 copies). The Draft EFHA will be submitted at the same time as the PDEIS/OEIS Version 1. The same style format, using MSWORD, as the EIS/OEIS document is required. The EFHA shall include the following:

1. A short (2-3 pages) Executive Summary that briefly and clearly summarizes for the reviewing NOAA Fisheries and USFWS personnel the entire EFH and which includes specific conclusions/recommendations. This enables a quick overview and understanding of the project and can, in and of itself, substantially shorten review time.
2. A clear and concise body text that does not incorporate too much detailed technical data but gives a good description of the activity, the project, existing conditions, changes in conditions as a result of the project, net impacts of those changes, and rationale for recommendations.
3. A short and concise conclusion and recommendation section.
4. Appendices with detailed technical data necessary to make the EFHA legally defensible but would not otherwise clutter the body of the report and/or otherwise make the EFH much more difficult to review.

F-2.3 PROOF FINAL EFHA

The Contractor will prepare a Proof Final EFHA.

The Contractor will incorporate Navy comments into a Proof Final EFHA and submit for Navy review. The Proof Final EFHA will be submitted in a red-line format so the changes are visible to the reviewers. The submittal will be in both electronic and hard copy formats (10 copies). The Proof Final EFHA will be submitted within 21-days after the review meeting for the Draft EFHA.

F-2.4 FINAL EFHA

The Contractor will prepare a Final EFHA.

The Contractor will incorporate Navy comments into Final EFHA. The Final EFHA shall be complete and edited for submittal to the regulatory agencies for review. The Contractor will participate in a consultation meeting with regulators to resolve any concerns about the action and EFHA. The submittal will be in both electronic and hard copy formats (10 copies) and is due within 21-days after receipt of Navy comments on the Proof Final EFHA.

F-2.5 REVISE EFHA

The Contractor will prepare a revised Final EFHA.

The Contractor will revise the EFHA to reflect any comments made by the regulatory agencies. The Revised EFHA should be complete and edited for inclusion in the FEIS/OEIS and resubmitted to the regulatory agencies for concurrence. The submittal will be in both electronic and hard copy formats (10 copies). The revised EFHA will be submitted within 21-days of receipt of Agency comments.

F-3.0 MEETINGS, DELIVERABLES, SCHEDULE

F-3.1 MEETINGS

No additional meetings are anticipated for EFHA effort. All actions and reviews will be coordinated with the BA meeting efforts.

F-3.2 DELIVERABLES

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
F-2.1	Meeting Agendas	✓	N/A	N/A	5 days prior to Meetings
F-2.1	Meeting Minutes	✓	N/A	N/A	5 days after Meetings
F-2.2	Draft EFHA	✓	10	N/A	W/ PDEIS/OEIS v. 1
F-2.3	Proof Final EFHA	✓	10	N/A	30 days after

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
					Draft EFHA/BA Review Meeting
F-2.4	Final EFHA	✓	10	N/A	21 days after receipt of Navy Comments on Proof Final EFHA
F-2.5	Revised Final EFHA	✓	N/A	N/A	21 days after receipt of Agency comments on Final EFHA

APPENDIX G COASTAL ZONE MANAGEMENT ACT CONSISTENCY DETERMINATION

Contract Specialist: Stephanie Peterson
NTR: Kimberly Kler

G-1.0 GENERAL INFORMATION

The Coastal Zone Management Act (CZMA) establishes National policy to protect resources in the coastal zone. The act's stated purpose is to "preserve, protect, develop, and where possible, restore and enhance the resources of the Nation's coastal zone for this and succeeding generations." To this end, the CZMA imparts an obligation upon Federal agencies whose activities affect any land or water use or natural resource of the coastal zone to be consistent to the maximum extent practicable with the enforceable policies of Federally approved State Coastal Management Programs (CMPs).

A Federal agency may, per the CZMA regulations (15 C.F.R. §930.37), use its NEPA documents as a vehicle for its Consistency Determination (CD) or Negative Determination (ND). However, any determination shall be prepared as a stand-alone document and may be incorporated, as an appendix, into documentation prepared pursuant to NEPA.

The Determination shall be made in accordance with OPNAVINST 5090.1B Chapter 28, which contains policy and guidance to ensure that Navy activities with the potential to affect coastal uses or resources are in full compliance with the Federal consistency provisions of CZMA.

G-2.0 SERVICES REQUIRED

The following strategy is recommended in determining consistency with the CZMA:

1. Complete a consistency review for the proposed Navy action.
2. Determine the effects on the coastal zone, if any.
3. Prepare the appropriate level of documentation.
4. Integrate analysis with NEPA document preparation.

G-2.1 DATA COLLECTION/ CONSISTENCY REVIEW

The Contractor shall complete a consistency review using available information to determine the appropriate level of documentation.

The Contractor will initiate the consistency review upon approval of the Description of Proposed Actions and Alternatives (DOPAA), which will delineate the Proposed Action and Alternatives, all of which must be evaluated. Data to assess impacts on coastal uses and resources is essential to determine consistency. Some examples of data collected for this purpose include:

- All coastal data described for other permits and consultations including Corps of Engineers permits, state water quality certification, essential fish habitat analysis, coral reef impact analysis, Marine Mammal Protection Act permits, Section 106 consultations and Section 7 consultations.
- Public access – Restrictions due to military security concerns.
- Recreation – Particularly boating and fishing uses.
- Marine environment – coastal wetlands, aquatic habitats and species,
- Land resources – Environmentally sensitive habitat areas and species, and cultural resources.
- Development – Description of exterior architecture of proposed buildings (Conformance to BEAP), geologic and flood hazard areas.
- Beach impacts

During consistency review, the Contractor may conduct a thorough consistency assessment in the context of preparing an Environmental Assessment (EA) or Environmental Impact Statement (EIS), as required to comply with the National Environmental Policy Act (NEPA). The Contractor shall review the State Coastal Management Program to identify enforceable policies. The Contractor shall document the conclusions of a consistency review and submit for Navy concurrence electronically within 30 days of the DOPAA approval.

G-2.2 DETERMINE EFFECTS (IF ANY) ON THE COASTAL ZONE

The Contractor shall conduct an effects test.

The Contractor shall conduct an effects test as described in section 28-4.2, and in accordance with 28-3.11, of OPNAVINST 5090.1B. The Contractor shall document the conclusions of the effects test and submit for Navy concurrence electronically within 60 days of the DOPAA approval.

G-2.3 PREPARE DRAFT CONSISTENCY DETERMINATION (CD) OR NEGATIVE DETERMINATION (ND)

The Contractor shall prepare a draft Consistency Determination or draft Negative Determination.

The Contractor shall prepare an electronic version of the draft Consistency Determination or draft Negative Determination for Navy review and submit within 45 days after receipt of public comments on the DEIS/OEIS.

G-2.4 PREPARE FINAL CONSISTENCY DETERMINATION (CD) OR NEGATIVE DETERMINATION (ND)

The Contractor shall prepare a Final Consistency Determination or Final Negative Determination.

The Contractor shall submit electronic and hard copies of the Final CD or ND to the Government within 30 days of receipt of Government comments on the draft version. The Contractor shall incorporate Government comments from the draft CD or ND in preparing the Final CD or ND that will be included as a stand-alone appendix in the FEIS/OEIS.

G-3.0 MEETINGS, DELIVERABLES, SCHEDULE

G-3.1 MEETINGS

No additional meetings are anticipated for Consistency Analysis/Determination kickoff, process or review. All actions and reviews will be coordinated with EIS/OEIS meeting efforts.

G-3.2 DELIVERABLES

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
G-2.1	Consistency Review	✓	N/A	N/A	30 days after DOPAA Approval
G-2.2	Effects test conclusions	✓	N/A	N/A	60 days after DOPAA Approval
G-2.3	Draft Final CD or ND	✓	N/A	N/A	45 days after receiving public

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
					comments on the DEIS/OEIS
G-2.4	Final CD or ND (Also included as an Appendix in the FEIS/OEIS)	✓	N/A	N/A	30 days after receipt of Gov't comments

APPENDIX H

CULTURAL RESOURCE SURVEY/PROGRAMMATIC AGREEMENT

Contract Specialist: Stephanie Peterson
NTR: Kimberly Kler

H-1.0 GENERAL INFORMATION

To update and consolidate all existing historic and cultural surveys and reports addressing NWSTF Boardman into one cohesive report. In addition update the mapping showing sensitive areas for use in evaluating future operations on the range. To ensure that cultural and historic resources within the applicable study area are identified and adequately protected.

H-2.0 SERVICES REQUIRED

The following strategy is recommended in completing the appropriate Cultural Resource Surveys.

- The Contractor shall review the existing Cultural Resource documents for the appropriate OPAREA and Range Complexes. Analysis of these documents shall include potential impacts of the proposed action and a gap analysis of missing or incomplete information.
- Consolidate all information relating to NWSTF Boardman into one cohesive cultural and historic report. The report shall include mapping to be used to assess potential impacts of future operations not analyzed in this EIS/OEIS.
- The Contractor shall conduct a site visit at NWSTF Boardman to evaluate the sites listed in various reports. The site visit will be 2 days with two days of travel time.

H-2.1 CULTURAL RESOURCES REVIEW REPORT

The Contractor shall review all existing Cultural Resource documents, studies, reports and MOUs and prepare a gap analysis of what additional information may be necessary in support of the proposed action. If the final reports are not available, the contractor shall work with the appropriate agencies or consultants to acquire the necessary draft information to do their analysis. Based on best available information, the Contractor shall present conclusions and recommendations in a draft and final report to the Navy. The draft Cultural Resource Review Report will be submitted 90 days after the kickoff

meeting. The draft report will be in electronic format. The Contractor will incorporate Navy comments and produce a final Report within 30 days after receipt of comments. The final report submittal will require five printed copies and five electronic versions on CD. The report will include an executive summary that can be included as an Appendix to the NEPA documentation. The CDs will include an electronic version (PDF format) of all resource documents.

In addition the Contractor shall consolidate all the information pertaining to NWSTF Boardman into one cohesive Cultural and Historic Resources Report. This report shall include mapping for staff to use when evaluating future proposed range operations. The draft and final consolidated report will be submitted with the Cultural Resource Review Report described above.

H-2.2 SUPPLEMENTAL CULTURAL RESOURCE SURVEYS

The NTR will direct the Contractor if supplemental Cultural Resource Surveys will be required based upon review and approval of the recommendations from the Cultural Resource Review Report. The NTR will issue a modification to this SOW if additional surveys are required. The draft survey report will be an electronic submittal and due within 90 days of the Notice to Proceed for any contract modification. The final survey report submittal will include five printed copies and five electronic versions on CD.

H-3.0 MEETINGS, DELIVERABLES, SCHEDULE

H-3.1 MEETINGS

No additional meetings are anticipated for Cultural Resource kickoff, process or review. All actions and reviews will be coordinated with EIS/OEIS meeting efforts.

H-3.2 DELIVERABLES

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
H-2.1	Draft Cultural Resource Review Report	✓	N/A	N/A	90 days after Kickoff Meeting
H-2.1	Final Cultural Resource Review Report	✓	5	5	30 days after receipt of

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
					Government Comments
H-2.2	Draft Supplemental CR Surveys	✓	N/A	N/A	90 days after NTP
H-2.2	Final Supplemental CR Surveys	✓	5	5	60 days after receipt of Gov't comments

APPENDIX I MARINE MAMMAL & SEA TURTLE DENSITY ESTIMATES

Contract Specialist: Diane Palmatier
NTR: Kimberly Kler
Technical POC: John Miller

I-1.0 GENERAL INFORMATION

The purpose of this Contract Task Order is to generate a technical report (TR) that provides marine mammal and sea turtle density estimates for the Pacific Northwest Operating Areas (OPAREAs) and Testing and Training Areas (TTAs), collectively referred to as the PacNW study area, for the purpose of Navy environmental planning and compliance. The final technical report will be consistent with and compliment the Marine Resource Assessment for the Pacific Northwest recently prepared and delivered to NAVFAC Pacific.

Federal activities affecting marine mammals and threatened or endangered sea turtles are governed by the Endangered Species Act (ESA), the Marine Mammal Protection Act (MMPA), and the National Environmental Policy Act (NEPA)/Executive Order 12114 (EO 12114). The data generated for this technical report will serve as the basis for future documentation under these statutes. This information is vital for environmental planning and the development of environmental compliance documentation (e.g. biological and environmental assessments) that must be prepared in accordance with NEPA/EO 12114, MMPA and ESA.

Previous Density Estimate Technical Reports:

Density estimates have not been prepared for any of the PacNW study area. Current estimates of abundance are provided for the region by the NMFS Stock Assessment Reports (SAR) (Angliss and Outlaw 2005). However, these reports do not provide regional or seasonal estimates for each species of concern (or even an abundance estimate for each species), but rather provide year-round abundance estimates for large regions of the U.S., which are not conducive to DON operational planning.

Abundance and distribution data collected from systematic surveys of these areas are needed to allow for finer-scale estimation of the density of select species within the PacNW study area. This effort should build upon the methods employed in developing previous density estimates in the Point Mugu Sea Range EIS/OEIS Marine Mammal

Technical Report, while improving shortcomings of the previously developed estimates to the extent possible.

This approach will be a collaborative effort with scientists from the NMFS Southwest and Northwest Fisheries Science Centers (SWFSC and NWFSC) and the NMFS Alaska Fisheries Science Center (AFSC), including the National Marine Mammal Laboratory (NMML). This will help ensure that NMFS is agreeable with the approach to be taken and has final say in the appropriateness of the density estimates for all species of interest.

Navy Technical Representative: The Technical Point of Contact for this report will be Mr. John A. Miller, Senior Natural Resources Specialist, Naval Facilities Engineering Command Northwest, Silverdale, WA.

Release of Information: All digital files, final hard-copy products, and related materials, including that furnished by the Government, shall become the property of the Navy, and will not be issued, distributed, or published by the Contractor without authorization from the NTR.

Quality of Work: The Contractor will be responsible for the professional and technical accuracy in addition to the coordination of all work or services rendered. The products submitted by the Contractor will represent the best solutions possible and will be reviewed by the Navy for compliance with government requirements and criteria. The contractor, at no additional cost to the government, will correct errors and/or deficiencies in the final product resulting from the Contractor's performance that are designated within three months of final product delivery and that can be corrected by the Contractor within 24 man-hours.

Government Furnished Mapping, Charting and Geodesy Property:

- Definition: Mapping, Charting and Geodesy (MC&G) property means geodetic, geomagnetic, gravimetric, aeronautical, topographic, hydrographic, cultural and toponymic data presented in the form of topographic, planimetric relief, or thematic maps and graphics, nautical and aeronautical charts and publications; and in simulated, photographic, digital or computerized formats.
- The contractor shall not duplicate, copy or otherwise reproduce MC&G property for purposes other than those necessary for the performance of this Task Order or any future U.S. Navy/Marine Corps contracts.

Correspondence: Whenever marine mammal density related electronic or paper correspondence occurs between the Contractor and regulatory agencies, an advanced copy should be provided to the NTR for review and approval.

I-2.0 SERVICES REQUIRED

I-2.1 Meetings

Location for kick-off meeting will likely be at NMFS SWFSC, La Jolla, California. At least 1 progress meeting will be held, location to be determined. Additional progress review meetings shall be held at any time when the NTR feels it is necessary via teleconference or contractor travel. These meetings are not anticipated to be frequent, but may be required between major milestones and when conflicts arise. The Contractor will be responsible for sending meeting minutes within 5 days to the NTR and FFC POCs after all scheduled meetings summarizing what was discussed/decided in said meetings.

I-2.2 Data Collection and Preparation:

The Contractor shall work with Naval Facilities Engineering Command Pacific and US Fleet Forces Command, Fleet Training Environmental Branch (FFC) to request and compile all relevant survey (sighting and effort) data to be used for the generation of density estimates. The Contractor shall acquire distribution and abundance data from sources such that the entire species dataset is acquired, even if the data extends outside the specified OPAREAs.

The Contractor shall provide a member of its support staff to NMFS for a predetermined block of time to assist any and all NMFS employees with data collection preparation for this project if deemed necessary by NMFS senior personnel.

The Contractor shall employ quality assurance/quality control methods to ensure the sighting and survey data is acceptable and sufficiently prepared for analysis. All sighting/survey and effort data as well as necessary geospatial data in the form of species occurrence polygons shall be provided to the statistical technician sub-contractor for subsequent analysis.

Meetings with the NMFS-SWFSC, NMFS-NWFSC, and NMFS-AFSC will be required to ensure all data needed are recognized and a time-line agreed upon to implement the schedules of all participants.

I-2.3 Density Estimation

The Contractor shall work closely with staff from the NMFS-SWFSC, NMFS-NWFSC and NMFS-AFSC to establish appropriate spatial-temporal strata for marine mammals and sea turtles as necessary to produce seasonal density estimates for all marine mammal and sea turtle species regularly found in the study area.

Final products should be consistent with prior density estimate technical reports produced for other Navy OPAREAS along the east coast of the US. Where data are insufficient to produce a density estimate using traditional distance sampling techniques, reasonable and logical methods should be devised (with input from appropriate NMFS staff) to establish density estimates for any species expected to occur in that particular spatial-temporal strata of the study area.

The Contractor shall ensure there is appropriate oversight to the statistical technicians performing the analytic portion of the estimates and maintain ongoing collaboration with appropriate NMFS technical staff to ensure data are being treated appropriately. They shall also ensure estimates are consistent with (do not significantly conflict with) Marine Resource Assessment species occurrence data and NMFS SARs. All products should be provided to NMFS SWFSC, NWFSC and NMML staff for review before being finalized.

Density Estimation Priorities

Complete the density estimates in the following order:

1. Coastal/offshore areas of PacNW OPAREA;
2. Strait of Juan de Fuca, Haro Strait, Straight of Georgia
3. Puget Sound.

Density estimates for all areas should be in the same formats and compatible with each area. The Navy recognizes that survey efforts and data collection may be different for each area, but the intent of this task order is to acquire density estimates that will allow the Navy to plan exercises and training missions cohesively throughout the PacNW OPAREA, hence the estimates should be merged and as seamless as possible.

I-2.4 Task 3. Final Report

The Contractor shall compile all generated data from Task 2. Deliverables should include hard copy reports, as well as a complete electronic set of species density data compatible with ArcView/ArcGIS 8.x and any Distance project files or other final scripts/files produced in the process of generating the spatial models.

I-3.0 DELIVERABLES

Deliverables will be made by express mail and/or by electronic delivery. Check with the NTR prior to shipping for specific delivery instructions.

I-3.1 Text, Spreadsheet, and Database Files:

The Navy and Marine Corps standard desktop computing software is Microsoft Office. Final Reports and other text documents shall be provided in Microsoft Word 2000 format and Portable Document Format (PDF) readable with Adobe Acrobat 5 unless other mutually agreeable formats are determined. Adobe PDF files should include a complete linked table of contents and all mention of tables or figures within the text of the report should be linked directly to the referenced table or figure. Spreadsheet files shall be provided in Microsoft Excel format. Database files shall be provided in Microsoft Access format, unless specified otherwise, as approved by the NTR. All text, spreadsheet, and database files shall be delivered on CD-ROM in Joliet File System format, DVD, or other electronic media as approved by the NTR. All graphics used for report and CD covers shall be delivered in Adobe Photoshop (PSD) format. All hard-copy reports must be submitted bound in a “D” type three ring binder. The binder shall have clear exterior pockets suitable for document labels and interior pockets suitable for storing additional paper sheets. Both spine and front cover will be labeled.

It is the Navy’s understanding that the density estimates will be accessible through software modules under preparation by NMFS. The software modules must be compatible with standard desktop computer systems described in the preceding paragraph.

Text, Spreadsheet, Database, and GIS Files:

- Draft Report (5 CD ROM, 5 bound) 10 copies
- Final Report (bound hard copy) 30 copies
- Final Report GIS data (PDF/ArcGIS – CD ROM) 30 copies

I-3.2 Geospatial Data, Maps, Drawings, and Sketches:

Geographic Data Delivery Format: All GIS files and associated data shall be delivered in electronic format. ArcGIS project files shall be delivered so they are accessible from remote computers.

All vector (point, line, or polygon) spatial (GIS) data must be delivered in ESRI shapefile format (.shp). Raster spatial data, including aerial photography, satellite imagery, and digital raster graphics, shall be submitted in Tagged Image Format (TIF) or in file format approved by the NTR. Grid or cell-based digital raster spatial data shall be submitted in either ArcInfo Grid format or ASCII Grid format. All spatial data shall be unprojected. The vertical reference elevation is Mean Sea Level (MLLW for bathymetry) with the relevant control data provided. Spatial data and metadata shall be submitted together on CD ROM.

In all cases “Best Available Data” should be provided. Digital geographic maps and related data shall be included for review in the draft and final contract submittals. The data will be analyzed for subject content and system compatibility. Review of comments regarding maps and geographic data shall be incorporated by the contractor prior to approval of the final submittal. No data obtained less than two months prior to delivery of the final report will be included unless the contractor and NTR mutually agree (on a case by case basis) that the data in question is essential to achieving the goal of the contract.

Geospatial data for regional, theatre-level mapping shall be provided using precise geographic coordinates in decimal degree format with four decimal precision, when possible. Geographic data shall generally be provided in nautical miles (nm) for expansive marine areas and kilometers (km) for expansive land areas.

Geographic Data Documentation: To the extent practicable, all spatial data must be accompanied by metadata consistent with the “Content Standards for Digital Geospatial Metadata, June 1998” published by the Federal Geographic Data Committee. The documentation shall include, but is not limited to, the following: (1) the name and description of the map layer or coverage, (2) the source of the data and any related data quality information such as accuracy and time period of content, (3) the type of data coverage (point, line, polygon, etc.), (4) the field names of all attribute data and a description of each field name, (5) the definition of all codes used in the data fields, (6) the ranges of numeric fields and the meaning of these numeric ranges, (7) the creation date of the map layer and (8) the name of the person who created it. A point of contact shall be provided to answer technical questions. Metadata generation tools included in the ArcGIS suite of software shall be used in the production of the required metadata in standard XML format. Metadata shall also be provided in HTML format.

All metadata must comply with the Federal Geographic Data Committee (FGDC) format. Copies of the FGDC metadata standard can be obtained by contacting:

FGDC Secretariat
c/o U.S. Geological Survey
590 National Center
Reston, Virginia 22092
(703) 648-5514

FGDC metadata standards can also be found on the Internet at:
<http://www.fgdc.gov/metadata>

All metadata shall include qualitative information on data confidence for files created by the contractor or where available (reliability, precision, and accuracy), known data gaps, as well as pertinent data quality control methodology utilized during shapefile creation.

I-4.0 MEETINGS, DELIVERABLES, SCHEDULE

I-4.1 MEETINGS

SOW Section	Meeting Purpose	Location	# of Days*
I-2.1	Kickoff Meeting	La Jolla, CA	3
I-2.1	Progress Review Meeting	San Diego, CA	3

I-4.2 SCHEDULE & DELIVERABLES

SOW Section	Deliverable	Electronic	# Hard Copies	# CDs	Delivery Deadline
I-2.1	Kickoff Meeting		N/A	N/A	5 days from Notice to Proceed
I-2.1	Meeting Minutes	✓	N/A	N/A	5 days after Meetings
I-2.1	Progress Review Meeting		N/A	N/A	55 days after Kickoff Meeting
I-2.1	Meeting Minutes	✓	N/A	N/A	30 days after Draft BA Review Meeting
I-3.1	Draft Report	✓	5	5	60 days after Progress Review Meeting
I-3.1	Final Report & GIS Data	✓	30 (report)	30 (GIS)	30 days after receipt of Government comments