

STATEMENT OF WORK CONSULTANT DELIVERABLES

EMBEDDED ENVIRONMENTAL PROFESSIONAL FOR NEPA and ECOP ENVIRONMENTAL PROGRAM WORK

RFP: 24RFP9735 FOR SOUTH DAKOTA ARMY NATIONAL GUARD

General Description of Work:

The Contractor will assist the South Dakota Army National Guard (SDARNG) Environmental Programs Branch (CFMO-EV) in an Embedded Consultant role to meet the SDARNG's obligation to execute federally funded projects. The Contractor will have a designated individual that will complete weekly tasks as assigned by the SDARNG Environmental Program Manager. The role of the Embedded Consultant would be to conduct Army National Guard (ARNG) Environmental Condition of Property (ECOP) investigations, prepare the consequent ARNG ECOP documents, assist with natural resource management in accordance with the National Environmental Protection Act (NEPA) and Army Regulation 200-1 (AR 200-1), and to complete other tasks as assigned.

Detailed Description of Work:

The Contractor will provide contract support for various environmental tasks in accordance with applicable Federal State and Local Laws, Rules, and Regulations, and AR 200-1, to include National Environmental Protection Act (NEPA) and Environmental Condition of Property (ECOP) investigations as directed by SDARNG, including, but not limited to:

Task 1. NEPA and ECOP Tasks to include but not limited to:

- Obtaining data record packages (event records, historical topographical and aerial maps, city directory files, historic fire maps, and chain of title reports) for SDARNG properties
- Determination of the ECOP requirements for proposed SDARNG Federal real property transactions and military construction
- Site visits and photographic documentation documents
- Contacting outside agencies, departments, or offices for environmental information related to project areas
- Preparation and support for ARNG compliant ECOP Investigations and documents for assigned properties, including:
 - Environmental Site Assessments
 - Environmental Baseline Surveys
 - Report of Availability, Section C
 - Pre-Construction and Pre-Demolition Assessments
 - Transaction Screen Analyses
 - Classification Support of Real Estate parcels into ECOP types per the ASTM 5746-98
 - Classification Support MILCON properties, Categories I through III AR 200-1 (Chapter 15-6)
 - Provide guidance and support that protects the interests and limits the liability of the SDARNG in the divesting and acquisition of Real Property
 - Special contamination concerns (such as lead based paint (LBP), some pesticides, asbestos-containing materials (ACM), pesticides, polychlorinated biphenyl (PCB), radon and munitions and explosives of concern (MEC) and per- and polyfluoroalkyl substances (PFAS)
 - findings of suitability to transfer (FOSTs), findings of suitability to lease (FOSLs)
 - identifies presence or likely presence of any hazardous substances
 - Recognized Environmental Condition (REC),
 - Support to document "Innocent Landowner Defense," "Innocent Purchaser Defense," "Appropriate Due Diligence," and "All Appropriate Inquiries."
 - Invasive and noxious plant species surveys
 - Natural resources field surveys
 - Evaluation for development of Integrated Training Area Management (ITAM) Program
 - Support for Sustainable Range Program (AR 350-19)
 - Coordination with US Army Corps of Engineers (USACE) regarding SDARNG activities
 - Environmental research and guidance for Section 404 and 401 permits for boat access
 - Implementation measures noted in the INRMP
 - 4(d) consultation with US Fish and Wildlife Service

- Agreements with USFWS and SD Game Fish and Parks (GFP)
- Acquisition of Land Use Permits to include Special Use Permit support and coordination for aviation and other training areas
- Pesticide application/ controlled burn research and recommendations for noxious weed control
- Assisting with environmental regulation compliance as needed (refer to Task 4)

ECOP Tasks to be completed in accordance with:

- The limitations of the American Society for Testing and Materials (ASTM), including:
 - o ASTM D 5746-98 (2010), Standard Classification of ECOP Area Types
 - o ASTM D 6008-96 (2005); EBSs.
 - o ASTM E 1527-21; Phase I ESAs.
 - o ASTM E 1903-97 (2002); Phase II ESAs.
 - o ASTM E 1528-06; TSAs.
 - o ASTM E 2247-08; Phase I ESAs for Forestland or Rural Property
- The ARNG ECOP Handbook (2011) and associated ECOP templates
- Army Regulation (AR) 200-1, Environmental Protection and Enhancement, Chapters 15-5 and 15-6 (28 August 2007)
- National Guard Regulation (NGR) 415-5
- National Guard Pamphlet (NG PAM) 415-5
- The US Environmental Protection Agency (EPA) All Appropriate Inquiries Final Rule (40 CFR 312)
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Section 120(h), amended by the Community Environmental Response Facilitation Act (CERFA) of 1992
- Section 331 of the National Defense Authorization Act for Fiscal Year 1997
- Generally recognized industry practices

Contractor personnel assigned to tasks in this category will be determined based on individual tasks and will provide the appropriate skillset to identify the current condition of the subject property. This effort will be led, conducted, and coordinated by a project manager who qualifies as an "Environmental Professional" in accordance with 40 CFR Part 312 and is experienced in managing and conducting an ECOP investigation in support of SDARNG's "Environmental Professional".

Task 2. Historic Preservation Tasks to include, but not limited to:

- Providing National Environmental Policy Act (NEPA) and historic preservation technical support as related to NEPA and ECOP documentation.
- Conducting archeological, historic build environment, and cultural resource surveys for NEPA and ECOP documentation of SDARNG properties across the state.
- Assist with revisions to the Integrated Cultural Resources Management Plan (ICRMP) in accordance with the National Guard Bureau template
- Coordination with an archaeologist to assist where needed on document preparation, installation inventories, and SHPO coordination

Task 3. Environmental Compliance relating to ECOP or NEPA requirements include, but are not limited to:

- Environmental Cleanup Site Assessments
- Assistance with the preparation of plans and the conduction of studies, surveys, inspections, and evaluations under the Clean Water Act for stormwater compliance activities
- Assistance with inventory of aboveground storage tanks (AST) and obtaining, modifying, and renewing permits, registrations, and licenses for ASTs
- Assistance with the inventory of underground storage tanks (UST) and obtaining, modifying, and renewing permits, registrations, and licenses for USTs
- History of Materials Management as related to NEPA or ECOP requirements
 - o Hazardous materials
 - o Toxic Substances
- History of Waste Management as related to NEPA or ECOP requirements
 - o Hazardous waste
 - o Solid waste
- Storage Tank Systems/Oil and Hazardous Substances Spills as related to NEPA or ECOP requirements
- Close In Training Area (CITA) forms and applications as related to NEPA or ECOP requirements
- Assistance with Base Realignment and Closure (BRAC) property transfers as related to NEPA or ECOP requirements
- Interface between the ARNG ECOP and National Environmental Policy Act (NEPA) processes

Action Items:

Item 1. After notice to proceed, the Contractor will conduct a kickoff meeting with SDARNG Environmental Program staff to identify priority needs to include on-site support as required for program compliance related items as directed by the Environmental Program, CFMO-ENV. Embedded consultant personnel will be discussed, including which consultants would be utilized.

Item 2. If not working in the SDARNG Headquarter building, the Contractor will conduct, at a minimum, weekly coordination calls with the SDARNG Environmental Program, CFMO-ENV, to determine both long-term and short-term needs and timelines for deliverables.

Item 3: The Contractor will attend, at least, quarterly in-person meetings with SDARNG Environmental Programs, CFMO-ENV. These meetings will be used to set priorities, discuss environmental issues and concerns, and schedule support for the SDARNG Environmental Program as directed. A quarterly progress report will be provided as part of the meetings.

SDARNG Responsibilities:

- Supply data or documents (existing studies, reports, maps, and other data)
- Right of entry
- Establish task priorities and develop work plans
- Coordinate with the Contractor quarterly to create work plans, allowing Contractor to resource appropriate training
- Provide quarterly progress reports
- Retain all reports and records under this scope of services for three years and provide them if requested
- Meet weekly with SDARNG designated staff and maintain task list to provide to the Contractor

Contractor Responsibilities:

- Training of embedded professional by senior Environmental Professionals.
- Resourcing designated team members to assist Environmental Professional to execute the task.

As part of the contract, Contractor will provide:

- All requested documentation or research pertaining to SDARNG facilities
- Weekly progress reports and breakdown of hours
- Monthly progress report and spreadsheet (Refer to Attachment A for an example)
- Reporting Templates (ECOP, EBS, Environmental Memo)

Additionally, it is SDARNG's expectation, the following will not be charged as billable hours:

- Career Development of the entry to mid-level Environmental Professional
- Training of the entry to mid-level Environmental Professional on federal and state laws, and regulation
- Senior level review of memos, documents, reports, etc. prior to information being sent to SDARNG.
- Quality Assurance/Quality Control reviews to materials
- Ongoing coordination between Contractor Environmental Department Head and SDARNG Environmental Program Manager

Contractor Deliverables:

The Contractor will conduct a kickoff meeting after receiving the Notice to Proceed. Notice to Proceed will be wholly dependent of availability of funding. The Contractor will deliver a consolidated list of required items and meeting notes from the kickoff and progress meetings electronically. The quarterly meetings will start 3 months after kickoff meeting.

The Contractor will aid with environmental tasks as assigned for a total Not to Exceed amount. Monthly invoices will be sent electronically including the Contract Number and summary of tasks completed. The Contractor will provide an invoice of the hours for each assigned task. Invoices will be annotated by hours of work by embedded contractor. Contractor is authorized 40 hours per week. Some additional hours per week can occur, but coordination and approval by CFMO-EV Environmental Program Manager must occur prior to work of more than 40 hours per week.

The Contractor will provide a detailed After-Action Report detailing the accomplishments quarterly.

Payment Schedule:

The contractor will submit an itemized invoice for services based on service support work completed (billed by the hour) to SDARNG for review. A final invoice for services will be submitted upon satisfactory completion and submission to SDARNG all deliverables stated herein.