## WSDOT Generic Scope of Work for Consultant ATTACHMENT XScope of Services

WSDOT PROJECT: **Wetland Delineation for SR XXX Project**

TOD No.: **XX.X**

Agreement: **Y-XXXX**

WSDOT Task Manager: **\_\_\_\_\_\_\_\_\_\_\_\_, XXX-XXX-XXXX (Contact Phone)**

Consultant Contract Manager: **\_\_\_\_\_\_\_\_\_\_\_\_, XXX-XXX-XXXX (Contact Phone)**

Consultant Task Leader: **\_\_\_\_\_\_\_\_\_\_\_\_, XXX-XXX-XXXX (Contact Phone)**

Task Start Date: **Month Day, 200\_**

Task End Date: **Month Day, 200\_**

### Introduction

On **Month Day, 200\_**, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*contact name*) of the Washington State Department of Transportation (WSDOT), \_\_\_\_\_\_\_\_ Region/Mode requested that \_\_\_\_\_\_\_\_\_\_ (*Wetland* *Consultant Name*) (CONSULTANT) prepare a scope of services to conduct wetland delineation(s) under the On-Call Environmental Services Agreement (Y-XXXX).

This work is in support of…(include short description of project).

### Qualifications of Consultant

The individual(s) conducting this work shall meet WSDOT’s minimum qualifications. The individual(s) shall have experience and training in wetlands issues and experience performing delineations, analyzing wetland functions and values, and analyzing wetland impacts.

WSDOT reserves the right to select and/or approve the individuals that will conduct the field work and report writing. The same individual(s) conducting the field work will prepare, edit, and finalize the report. No staff substitution will be allowed without prior approval from WSDOT.

*[Note: WSDOT can request resumes before the TOD is prepared, and who will do the work can be specified in the TOD.]*

#### Minimum Qualifications for Wetland Consultant Shall Include:

1. Bachelor of Science or Bachelor of Arts or equivalent degree in biology, botany, environmental studies, fisheries, soil science, wildlife, agriculture, or related field, and at least two years of experience delineating wetlands in the Pacific Northwest using the *Arid West Regional Supplement*; *Western Mountains, Valleys, and Coast Interim Regional Supplement*; 1987 U.S. Army Corps of Engineers (Corps) *Wetland Delineation Manual;* or the 1997 *Washington State Wetlands Identification and Delineation Manual*, and preparing wetland reports; or
2. Four years of related work experience and training, with at least two years experience delineating wetlands in the Pacific Northwest using the Corps Manual, Regional Supplements, or Washington State Manual and preparing wetland reports.

The individual(s) shall be familiar with the following methods:

* *Arid West Regional Supplement* (U.S. Army Corps of Engineers 2008a). Required on all delineations for WSDOT projects in the arid west region of Washington.
* *Western Mountains, Valleys, and Coast Interim Regional Supplement*. (U.S. Army Corps of Engineers, 2008b).  Required on all delineations for WSDOT projects in the western mountains, valleys, and coasts region of Washington.
* *Corps of Engineers Wetland Delineation Manual* (Environmental Laboratory 1987 On-line edition). As modified by the appropriate regional supplement.
* *Washington State Wetlands Identification and Delineation Manual* (Ecology 1997). Only if a local Critical Area Ordinance requires its use. WSDOT staff and consultants are required to submit two sets of data forms: one set of regional supplement forms and one set of Washington State Wetland Delineation Data Forms.
* *2004 Washington State Wetlands Rating System,* Eastern and Western Washington (Hruby, 2004).
* County/City rating system (where appropriate).
* *Wetland Functions Characterization Tool for Linear Projects* (WSDOT, 2000).

Additionally, the individual(s) shall be familiar with the WSDOT Wetland Guidelines, particularly the WSDOT Delineation Guidance, WSDOT Delineation Standard Operating Procedures, and WSDOT Wetland and Stream Assessment Report Template and Example, all available at www.wsdot.wa.gov/Environment/Biology/Wetlands/Delineation.htm

## Task 1 – Delineate Wetlands and Streams for SR XXX Project

#### Description of the Study Area

The CONSULTANT will delineate wetlands within the study area defined as… (include description and a figure, if available from Project Engineer Office).

For the purpose of this scope of work, the wetland and stream assessment area (Study Area) is defined as 200 feet on either side of the toe-of-slope of the proposed road/roadway improvements and other proposed areas of disturbance, including all wetland and riparian areas. This Study Area will account for construction limits, temporary construction easements, potential construction staging areas, and impacts to upland buffers of nearby wetlands.

*Considerations for Scoping:*

* *The Scope should clearly describe the project areas in which wetlands and streams will be delineated (i.e., the potential project footprint) and project areas in which streams and wetlands will be identified (not delineated) for purposes of mapping buffers that extend into the potential project footprint from wetlands or other critical areas outside the disturbance footprint.*
* *The Study Area may include both a potential project footprint and an area outside that where wetlands and streams must be identified (not delineated) and rated so that buffers can be identified).*
* *Other aquatic habitats that occur within the Study Area should be included in the scope. Examples of these include streams/rivers, lakes, marine, and jurisdictional ditches. Methods for delineation will vary depending on which aquatic habitats are present.*
* *For projects requiring an Environmental Impact Statement (EIS), usually a Wetland Discipline Report can be used in place of a Wetland and Stream Assessment Report. However, there are some cases when both a Wetland and Stream Assessment Report and a Wetland Discipline Report may be needed.*
* *It is efficient if the author of the Wetlands Discipline Report works together with authors of other discipline reports (such as Water Resources, Vegetation, Wildlife, and Fish) to ensure consistency between reports and their contents.*

### Subtask 1.1. Delineate Wetlands and Streams and Prepare Wetland and Stream Assessment Report

The CONSULTANT will delineate wetlands and streams within the Study Area following the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region* (U.S. Army Corps of Engineers, 2008a), when working in Eastern Washington; or the *Interim* *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region* (U.S. Army Corps of Engineers, 2008b), when working in Western Washington; and all WSDOT Wetland Guidelines available at www.wsdot.wa.gov/Environment/Biology/Wetlands/Delineation.htm.

If a local Critical Area Ordinance also requires delineations using the Washington State Wetlands Identification and Delineation Manual (Ecology 1997), CONSULTANT is required to submit two sets of data forms: one set of regional supplement forms and one set of Washington State Wetland Delineation Data Forms.

Information to be collected will include plant community composition and cover, presence or absence of wetland hydrology and indicators, and hydric soil characteristics (redoximorphic features).

The CONSULTANT will label and refer to wetlands and streams consistently according to WSDOT naming convention, as described in the WSDOT Delineation Standard Operating Procedures, available at www.wsdot.wa.gov/Environment/Biology/Wetlands/Delineation.htm CONSULTANT will prepare a map with wetlands and streams, along with data plots, on a sketch map or aerial photo basemap for WSDOT surveyors to use.

Unless WSDOT directs otherwise, the CONSULTANT will rate each wetland using the 2006 updates to the 2004 Washington State Wetland Rating System for Eastern or Western Washington and the applicable City of \_\_\_\_\_\_\_\_\_ and/or \_\_\_\_\_\_\_\_ County Code. Buffers associated with each wetland and streams will also be indicated per applicable City of \_\_\_\_\_\_\_\_\_ and/or \_\_\_\_\_\_\_\_ County Code. The CONSULTANT will assess wetland functions using the Wetland Functions Characterization Tool for Linear Projects (WSDOT, 2000), unless WSDOT directs otherwise.

When the local jurisdiction requires buffers or mitigation for buffer impacts, the CONSULTANT will identify (not delineate) wetlands\_X\_ feet beyond the Study Area to rate the wetland and identify the buffer width according to local code. Unless WSDOT directs otherwise, the CONSULTANT will evaluate these wetlands remotely using existing information such as aerial photos, topography, and soils.

The CONSULTANT will submit delineation, wetland rating, and wetland functional assessment forms, along with sketches of delineation flag locations for WSDOT review, comment, and acceptance. WSDOT is responsible for surveying the wetland boundaries and providing a digital basemap of the delineated wetland boundaries. CONSULTANT understands that WSDOT may check any or all of the delineation, rating, and functional assessment work at any time before WSDOT accepts the preliminary draft Wetland and Stream Assessment Report. The CONSULTANT will include an allowance in the budget for purposes of meeting with WSDOT in the field to review and accept the delineation, rating, and functional assessment.

Wetlands and associated buffers in the study area will be mapped at a minimum scale of 1”=300’, based on survey data provided by WSDOT. Wetlands will be identified on maps by their alpha-numeric designation, Cowardin classifications, and applicable rating systems. All vegetation/soil data plots will also be identified on the same maps showing number designation.

Wetland analysis shall address the importance of the wetlands, the number of acres of wetlands involved, wetland rating, Cowardin class, regulated buffer area(s), and a summary of principal functions.

Using the WSDOT Wetland and Stream Assessment Report Template, the CONSULTANT will prepare a preliminary draft Wetland and Stream Assessment Report for WSDOT review, comments, and acceptance. CONSULTANT will address WSDOT comments and prepare a revised draft Wetland and Stream Assessment Report for WSDOT review, final comments, and acceptance. Upon final approval from WSDOT, CONSULTANT will prepare and submit bound hardcopies and electronic files (Microsoft Word and a master PDF) of the final Wetland and Stream Assessment Report to WSDOT.

OPTIONAL ITEM: CONSULTANT will attend a site visit (up to X hours) with agency representatives (e.g., Corps of Engineers, Department of Ecology, local city or county jurisdiction) to verify wetland boundaries.

The CONSULTANT will also delineate or mark other aquatic habitats (Specify which ones: streams, lakes, marine shorelines) occurring within the Study Area. CONSULTANT will provide a summary information for each stream/resources as required by the WSDOT Wetland and Stream Assessment Report Template.

#### Assumptions

* Wetland hydrology is present and/or clear field indicators exist in the Study Area or within the soil profile that will allow determination of the presence or absence of this wetland indicator during a single sampling event. It is assumed that the project schedule will allow the delineation to be conducted in the early spring or mid-fall time period.
[*If schedule does not allow, WSDOT should be aware that the lack of hydrology at the time of delineation could lead to potential substantive changes following future review by WSDOT staff, regulatory agency staff, and possibly private landowners with property within the Study Area.*]
* Determination of wetland hydrology will not require installation of monitoring wells or piezometers for repeated measurement purposes. No hydrologic monitoring is included in this scope of work.
* The CONSULTANT will flag wetlands and data plots in the field. WSDOT will survey these wetlands and data plots and provide the CONSULTANT with the survey data in electronic format.
* WSDOT may check any or all of the delineation, rating, and functional assessment work at any time before WSDOT accepts the preliminary draft Wetland and Stream Assessment Report.
* WSDOT will gain right of entry to the properties within the Study Area and inform CONSULTANT when access to the property is available.
* CONSULTANT will ensure that qualified staff conducts an editorial review of the Wetland and Stream Assessment Report for both grammar and technical content prior to submittal to WSDOT.
* No wetland impact assessment or mitigation is included in this scope of services. WSDOT will develop all compensatory wetland mitigation elements at a later project phase.
* If WSDOT finds that substantial changes are necessary to the delineation work, such as wetland boundaries, ratings, functional assessment, and/or report, WSDOT and the CONSULTANT will meet to discuss causes, responsibility, and course of action to resolve the situation.

#### Deliverables:

* Sketch map of all delineated wetlands and vegetation/soil data plots identified for surveyors.
* One electronic (text in Microsoft Word format, figures in PDF format) preliminary draft Wetland and Stream Assessment Report, including delineation forms, rating forms, and functional assessment forms (hardcopy or electronic format).
* One electronic (text in Microsoft Word format, figures in PDF format) draft Wetland and Stream Assessment Report, including delineation forms, rating forms, and functional assessment forms (hardcopy or electronic format).
* One unbound, \_X\_ bound hardcopies, and one master electronic copy (Microsoft Word and PDF format) final Wetland and Stream Assessment Report, including delineation forms, rating forms, and functional assessment forms (hardcopy or electronic format).

#### WSDOT-Furnished Materials

WSDOT will supply the following materials needed to complete this Task:

* Project description.
* Map depicting the Study Area boundary.
* Recent aerial photos of the Study Area, if available.
* Topographic map of Study Area, if available.
* Right of entry for lands on which delineation will occur.
* Appropriate Cultural Resources clearance or information for the study area.
* WSDOT Wetland and Stream Assessment Report Template.
* Survey of wetland boundaries and vegetation/soil data plots, after delineation sketch map is submitted by CONSULTANT and surveyed by WSDOT.
* Project area map (electronic format).

### Subtask 1.2. Prepare Wetland Discipline Report, if applicable

For purposes of supporting a project EIS, the CONSULTANT will prepare a Wetland Discipline Report to describe the wetlands within the Study Area. The CONSULTANT will rely on information from the wetland delineation to prepare the Wetland Discipline Report.

The CONSULTANT will prepare a preliminary evaluation of impacts of the proposed project on wetlands within the project disturbance footprint. The project design will be superimposed upon wetlands and areal impacts evaluated on the basis of intersections between wetlands and project footprints. The impact analysis shall further address the importance of the affected wetlands and the severity of the impacts, including the number of acres of wetland types involved.

The CONSULTANT will prepare a preliminary draft Wetlands Discipline Report for WSDOT review, comments, and acceptance. CONSULTANT will address WSDOT comments and prepare a revised draft Wetlands Discipline Report for WSDOT review, final comments, and acceptance. Upon final approval from WSDOT, CONSULTANT will prepare and submit bound hardcopies and electronic files (Microsoft Word and a master PDF) of the final Wetlands Discipline Report to WSDOT.

The CONSULTANT will prepare a list of proposed conservation measures and BMPs, and shall obtain approval of the measures from the project engineer and environmental manager prior to including them in the draft discipline report.

#### Assumptions

* WSDOT will gain right of entry to the properties within the Study Area and inform CONSULTANT when access to the property is available.
* CONSULTANT will ensure that qualified staff conducts an editorial review of the Wetlands Discipline Report for both grammar and technical content prior to submittal to WSDOT.
* CONSULTANT will ensure consistency of technical content and BMPs/conservation measures among the various discipline reports.
* If WSDOT finds that substantial changes are necessary to the wetlands work, such as wetlands mapping, impact assessment, and/or the report, WSDOT and the CONSULTANT will meet to discuss causes, responsibility, and course of action to resolve the situation.

#### Deliverables:

* Sketch map of all delineated wetlands and vegetation/soil data plots identified for surveyors, delineation forms, rating forms, and functional assessment forms (hardcopy or electronic format) (unless already submitted with Wetland and Stream Assessment Report).
* One electronic (text in Microsoft Word format, figures in PDF format) preliminary draft Wetland Discipline Report, including vegetation map(s).
* One electronic (text in Microsoft Word format, figures in PDF format) draft Wetland Discipline Report, including vegetation map(s).
* One unbound, \_X\_ bound hardcopies, and one master electronic copy (Microsoft Word and PDF format) final Wetland Discipline Report, including vegetation map(s).

#### WSDOT-Furnished Materials

WSDOT will supply the following materials needed to complete this Task:

* Project description.
* Map depicting the Study Area boundary.
* Recent aerial photos or aerial photo basemap of the Study Area, if available.
* Topographic map of Study Area, if available.
* Right of entry for lands on which study will occur.
* Appropriate Cultural Resources clearance or information for the study area.
* Project design footprint (electronic format) to be overlaid on wetlands map for impact analysis.
* Wetland and Stream Assessment Report
* Wetland Discipline Reports (from others).

### Subtask 1.3. Project Management

CONSULTANT will monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion. CONSULTANT will manage activities within total project budget. CONSULTANT will also prepare a monthly invoice and status report and submit to WSDOT.

CONSULTANT will monitor project activities for potential changes, anticipate changes whenever possible, and with WSDOT approval, modify project tasks, task budgets, and approach. CONSULTANT will inform WSDOT if any changes will impact the cost of services, scope of services, or the schedule. CONSULTANT will manage the quality control review of all work activities and project deliverables. For budget purposes, this task assumes not more than a X-month project schedule (Month through Month 200X).

###### Subtask Deliverables:

* Budget and schedule updates, monthly status reports, and monthly invoices.

### Proposed Schedule and Project Duration

Duration: Month Date to Month Date, 200X

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| --- | --- |
| Subtask and Deliverables | Estimated Completion Dates\* |
| **Subtask 1.1—Delineate Wetlands**–Sketch Map of Wetlands and Data Plots–Preliminary Draft Wetland and Stream Assessment Report–Draft Wetland and Stream Assessment Report–Final Wetland and Stream Assessment Report | Month Date, 200XMonth Date, 200XMonth Date, 200XMonth Date, 200X |
| **Subtask 1.2—Wetlands Discipline Report**–Preliminary Draft Wetlands Discipline Report–Draft Wetlands Discipline Report–Final Wetlands Discipline Report | Month Date, 200XMonth Date, 200XMonth Date, 200X |
| **Subtask 1.3—Project Management**– Monthly invoices, status reports | By middle of each following month |

\* The Estimated Completion Dates are based on the assumption that notice to proceed, critical project activities and information, comments on documents, and meetings will occur in a timely manner to meet the project schedule. These dates may need to be revised should unanticipated or unreasonable delays occur.

### Budget

Attachment XX lists the cost to complete the tasks described in this Scope of Services. The spreadsheet identifies the professional classification and personnel assigned to complete each of the tasks, lists the hours of work by task and personnel, and presents the labor costs and expenses for this project. All costs have been calculated based on the WSDOT-approved hourly rates for this agreement.

The CONSULTANT will be responsible for completing this Task Order (TOD XX.X) and will function as contract and project manager. The following table identifies CONSULTANT staff expected to perform on this project.

WSDOT reserves the right to make partial payment for unacceptable completion of work.

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| --- | --- |
| CONSULTANT Staff | Professional Classification |
| Names |  |
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