



## **SCOPE OF SERVICE**

### **ODOT Engineering Contract CI-2261D**

#### **Bridge & Approaches**

**US-69 NB over W. Arkansas St., K.R.R. & Main St., 3.77 & 3.88 mi North of JCT US-69 Bus  
JP No. 33871(04)**

**US-69 SB over W. Arkansas St., K.R.R. & Main St., 3.77 & 3.88 mi North of JCT US-69 Bus  
JP No. 33872(04)**

**Bryan County  
September 28, 2020**

### **Section 1: GENERAL SCOPE**

#### **1.1 DESCRIPTION**

The scope of services includes preparing complete detailed final construction drawings for the replacement of four bridges on US-69 in Durant, OK. JP No. 33871(04) includes two bridges: NBI No. 17535 northbound US-69 over W. Arkansas Street and the Kiamichi Railroad, 3.77 miles north of the junction with US-69 Business and NBI No. 17507 northbound US-69 over Main Street, 3.88 miles north of the junction with US-69 Business. JP No. 33872(04) includes two bridges: NBI No. 17534 southbound US-69 over W. Arkansas Street and the Kiamichi Railroad 3.77 miles north of the junction with US-69 Business, and NBI No. 17506 southbound US-69 over Main Street, 3.88 miles north of the junction with US-69 Business.

The disturbance to the approach pavement will be minimized as much as possible and every effort will be made to minimize the grade change to US-69. The existing pavement on the northbound exit ramp and southbound entrance ramp at Main Street will also be replaced. No alterations will be done to Arkansas Street or Main Street. The project will also extend the existing deceleration and acceleration lanes on US-69 as required to meet current design criteria. Every effort will be made to stay within existing right-of-way and avoid relocation of existing utilities. One lane of US-69 traffic in each direction will be maintained at all times with the use of median crossovers. Median crossovers will also be used to keep the ramps open when the pavement is not being replaced. Arkansas Street and Main Street will remain open during construction.

##### **1.1.1 ROADWAY**

MKEC will prepare complete detailed roadway construction drawings including, but not limited to grading, drainage and surfacing. The roadway is an open section divided highway and will have two 12' driving lanes with 4' inside shoulders and outside shoulders will range from 8' to 10'. Acceleration and Deceleration lanes will be added to US-69 northbound off ramp and southbound on ramp. The acceleration and deceleration lengths will meet current AASHTO criteria. Outside shoulders will vary from 8' to 4' on the acceleration and deceleration lanes. Roadway design will follow 4R design criteria. The existing pavement on the northbound exit ramp and southbound

entrance ramp at Main Street will also be replaced. Different options will be considered during design to attempt to minimize the time these ramps are closed. Vertical curves with sight distance issues will be corrected. The proposed roadway profile grade will be tied back into the existing profile grade meeting 4R design criteria.

Hydrology calculations will be required to determine the flows at each roadway drainage structure based on the ODOT drainage manual. The hydraulics will be performed at each roadway structure utilizing culvert design methods to determine the adequacy of the existing structure capacities. The existing structures may be extended or replaced depending upon hydraulic data and physical condition of each structure. The headwater depths and velocities will be calculated for each structure and included in the drainage structure design record in the plans.

Right of way and utility impacts will be kept to a minimum throughout.

Anticipated roadway sheets are expected to include the following:

- Title Sheet
- Typical Sections
- Summary of Pay Quantities (Roadway)
- Summary Sheets and Summary of Drainage Structures
- Drainage Map
- Stormwater Management Plan
- Geometric Data Sheets
- Plan and Profile Sheets
- Joint Layout Sheets
- Erosion Control Plans
- Construction Sequencing
- Cross Sections

KMZ files of the project linework will be provided for every plan review meeting.

### **1.1.2 TRAFFIC ENGINEERING**

Traffic Design will be performed by the Consultant. One lane in each direction of US-69 shall remain open at all times. Provisions will be made for the NB US-69 exit ramp to Main Street and the entrance ramp from Main Street to SB US-69 to remain open. At some point during construction, these ramps will have to be closed to replace the pavement. Main Street will remain open during construction, while Arkansas Street will need to be temporarily closed for bridge demolition. Detailed construction traffic control plans will be developed and included in the design plans. A smart work zone system will be included in the traffic control plans. The traffic control plans will include detour plans for ramp and street closures. The cable barrier system on US-69 will need to be temporarily removed for construction of crossovers and reset after the crossovers have been removed.

Traffic signing and striping construction plans will be developed for the length of the project. All plans for the installation of signing and striping are to be prepared in accordance with the latest ODOT standards and specifications.

The existing street lighting system on the ramps will be removed and reset as necessary. Existing signing will be replaced if it is old and was not replaced in the last 2 years. If the signs are new they will be removed and reset as necessary.

Anticipated traffic sheets are expected to include the following:

- Summary of Notes and Pay Quantities (Traffic)
- Signing and Pavement Marking Plan Sheets
- Traffic Control Plan Sheets

### **1.1.3 BRIDGE**

There are four span bridges, Bridge "A", Bridge "B", Bridge "C" and Bridge "D" within the project limits. All four bridges will be replaced. If necessary, the use of vertical wall abutments will be considered in order to stay within existing right-of-way and avoid disturbances to the existing ramps.

- JP No. 33871(04), Bridge "A" (NBI No. 17535) NB US-69 over W. Arkansas St. & Kiamichi Railroad – It is anticipated the new bridge will be a four-span bridge with a steel superstructure and skewed right forward. This bridge is anticipated to have a two 12'-0" lanes with a 4'-0" inside and a 10'-0" outside shoulder.
- JP No. 33871(04), Bridge "B" (NBI No. 17507) NB US-69 over Main St. – It is anticipated the new bridge will be a two-span bridge with a steel superstructure and skewed right forward. This bridge is anticipated to have three 12'-0" lanes with a 4'-0" inside and a 10'-0" outside shoulder.
- JP No. 33872(04), Bridge "C" (NBI No. 17534) SB US-69 over W. Arkansas St. & Kiamichi Railroad – It is anticipated the new bridge will be a four-span bridge with a steel superstructure and skewed right forward. This bridge is anticipated to have a three 12'-0" lanes with a 4'-0" inside and a 10'-0" outside shoulder.
- JP No. 33872(04), Bridge "D" (NBI No. 17506) SB US-69 over Main St. – It is anticipated the new bridge will be a two-span bridge with a steel superstructure and skewed right forward. This bridge is anticipated to have a three 12'-0" lanes with a 4'-0" inside and a 10'-0" outside shoulder.

All structural design of new bridges will be prepared in accordance with AASHTO LRFD Bridge Design Specifications, 9<sup>th</sup> Edition 2020 and ODOT Bridge Division design policies. Additional design requirements include:

Clearances:

1. Minimum vertical clearance of 23'-10" over railroads
2. Minimum vertical clearance of 16'-9" over roadways
3. Minimum horizontal clearance of 25'-0" from centerline of railroad track for substructure elements, or
4. If horizontal clearance is less than 25'-0", provide heavy pier construction in accordance with UPRR-BNSF Guidelines for Railroad Grade Separation Projects.

Vehicular Collision Loads:

1. All piers within the Clear Zone will be designed for the vehicular collision load in accordance with AASHTO LRFD Bridge Design Specifications Section 3.6.5.
2. Traffic protection will be provided for piers within the Clear Zone.

Anticipated bridge sheets are expected to include the following:

- Summary of Bridge Pay Quantities and General Notes
- General Plan and Elevation
- Abutment Details
- Pier Details
- Superstructure Details
- Approach Slab Details
- Slope Drain Details

#### **1.1.4 RETAINING WALLS**

If necessary, the use of retaining walls will be used to stay within existing right right-of-way and avoid disturbances to the existing ramps. It is anticipated the retaining walls will be Mechanically Stabilized Earth (MSE) retaining walls. Retaining wall design will be done through task order as necessary. All structural design of retaining walls will be prepared in accordance with AASHTO LRFD Bridge Design Specifications, 9<sup>th</sup> Edition 2020 and ODOT Bridge Division design policies.

Anticipated retaining walls sheets are expected to include the following:

- Summary of Retaining Wall Pay Quantities and General Notes
- Retaining Wall Plan and Elevation Sheets
- Retaining Wall Details

#### **1.1.5 PERMITS**

The Consultant shall work with the Department to avoid and minimize impacts to any jurisdictional waters and wetlands. The Consultant shall provide calculations of impacts to any jurisdictional waters which require a United States Army Corps of Engineers (USACOE) Section 404 permit at the time of Right-of-Way submittal. The Consultant will complete an Oklahoma Water Resource Board Permit Application if necessary. If a letter of map revision (LOMR) or a conditional letter of map revision (CLOMR) is required, the additional work required to complete them will be supplemented or task ordered if it is not already included in the original scope. The Consultant shall complete the Department of Environmental Quality (DEQ) Notice of Intent (NOI) form at the time of submittal of final plans and cost estimate. If substantial onsite mitigation is required for the 404 permit, the additional work will be task ordered or supplemented.

#### **1.1.6 SURVEY**

An aerial topographical survey for this project has been completed by ODOT Survey Division. The scope and coverage of the field survey shall be made in accordance with ODOT Survey Division's "**Survey Specifications for Primary and Secondary Highways**" (**Revised January 2018**), as well as the **Survey Special Provisions** for this project. The survey limits shall be 250' left and right beginning on US-69 2000' south of the K R.R. Bridge, extending north to a point 2000' north of Main St. Bridge. 1000' east and west of US-69 along Arkansas Street, 150' right and left. 1200' east and 1000' west of US-69 along Main Street 250' right and left.

### 1.1.7 GEOTECHNICAL INVESTIGATION

Geotechnical work will be performed in accordance with “State of Oklahoma Department of Transportation Geotechnical Specifications for Roadway Design (2015)”, and “State of Oklahoma Department of Transportation Specifications for Geotechnical Investigation of Bridges and Related Structures (2017 redline version)”, except as specifically indicated otherwise by this scope of work. Work will be performed under the supervision of a licensed Professional Engineer in the State of Oklahoma.

The geotechnical scope of the project is expected to consist of following:

- In Place Soil Survey
- Pedological and Geological Survey
- Median Soil Survey
- Pavement Design
- Bridge Subsurface Investigation
- Retaining Wall Study

The geotechnical work will be completed after the Environmental Studies are complete for the project. The Geotechnical Consultant will submit the proposed sampling and drilling plan which will show any clearing outside the maintained right-of-way and pads or haul roads constructed in waters to ODOT’s Environmental Programs Division. The proposed sampling and drilling plan will be on an aerial map showing the proposed access path locations, boring points, and any areas proposed for bulldozer work clearly shown at an appropriate scale (1 in = 400 ft or larger is preferred). In addition, the Geotechnical Consultant will provide shapefiles georeferenced in State Plane North or South in feet or KMZ files of the proposed plan. The review of the proposed plan will be completed within 30 days of submittal of complete information. If the project is located in a US Army Corps of Engineers (USACE) property, an additional 60 days will be required for coordination with the USACE office. If there are no impacts to species or jurisdictional waters or wetlands, work can start immediately after the review.

If impacts to waters and wetlands are identified, the Geotechnical Consultant will work with the Designer and ODOT’s Environmental Programs Division to minimize the impact and include the impacts due to geotechnical work. The appropriate 404 permit from the US Army Corps of Engineers (USACE) required for the geotechnical investigation will be obtained by ODOT’s Environmental Programs Division, and the Geotechnical Consultant will comply with the permit conditions and adhere to the proposed sampling and drilling plan.

If impacts to any threatened and endangered species are identified, the Designer will work with the Geotechnical Consultant and the Department’s Environmental Programs Division to minimize the impact and include the impacts due to geotechnical work in the information provided for the US Fish and Wildlife Services (USFWS) Consultation for the project. Additional information from the Geotechnical Consultant regarding the type of work and equipment used may be required. The USFWS consultation and any survey will be completed by ODOT’s Environmental Programs Division, and the Geotechnical Consultant will comply with the conditions of the consultation and adhere to the proposed sampling and drilling plan. If the project is located in a Critical Habitat for any threatened and endangered species, formal consultation with the USFWS will be required and this process could take 6 months or more.

The Geotechnical Consultant will notify the Field Division prior to performing any field work. The Geotechnical Consultant will obtain permission from property owners prior to doing any field work in properties outside of ODOT Right-of-Way. The permission needs to be in the form of a signed form (available on the ODOT website) and included in the geotechnical report(s). The consultant may choose to send the letter with the written permission or obtain permission in-person by a visit with the property owner prior to entering the property to complete the work. The Geotechnical Consultant will be responsible for restoring the property to the original conditions prior to field work. These include but are not restricted to repairing fences, filling up holes, etc.

### **In Place Soil Survey**

An In-Place Soil Survey is required for new construction when the design calls for separation of the grading and paving contracts. It may also be used to evaluate the existing pavement thicknesses and the subgrade of the existing pavement sections which are to be reconstructed with no change in grade or alignment. A total of 12 In Place Soil Survey borings, as summarized in Table 1, will be performed.

<b>Table 1. Summary of the In Place Soil Survey</b>	
<b>Location</b>	<b>No. of Proposed Borings</b>
S. End of Project Limit	2 (1 for NB and 1 for SB)
N. End of Project Limit	2 (1 for NB and 1 for SB)
Loop ramps	2 (1 for each)
Ramps	2 (1 for each)
Mainline between Bridges	2 (1 for NB and 1 for SB)
Mainline Elsewhere	2 (1 for NB and 1 for SB)

The existing pavement will be cored with a 5-inch, or larger, diameter diamond core barrel, and the borings will be drilled and sampled to a depth of approximately 36 inches below the bottom of pavement, or aggregate, if present. In general, two samples will be collected in each boring, consisting of the top 6 inches and the bottom 30 inches provided that there is reasonable consistency and similarity of material. If different material is encountered in the bottom 30 inches, it will be subdivided into layers and sampled accordingly. Two composite bulk samples of the full sampling depth will be obtained.

Groundwater levels, if encountered, will be measured, and recorded at the completion of drilling. Laboratory testing of the soils will include moisture content, Atterberg limits, and sieve analysis on representative soil samples taken from the borings. Standard moisture-density relationship, and resilient modulus tests will also be performed on the composite bulk sample. The geotechnical data report will include the site plan of the boring locations, laboratory test results, and discussions of the existing pavement and subsurface soil conditions.

### **Pedological and Geological Survey**

A Pedological and Geological Survey is required for new highway alignment, new construction parallel to existing highway alignment, and new construction requiring a raising of the grade on and above the existing highway alignments. Based on Web Soil Survey of the Natural Resources Conservation Service (NRCS), the project alignment crosses a total of three soil series and/or complex.

In general accordance with Option B of the Pedological and Geological Survey of the ODOT Geotechnical Specifications for Roadway Design (2015), one soil series (Dennis) will be required to be sampled and tested.

Soils series breakdown and the anticipated laboratory testing are:

Dennis            Subhorizon:    A, AB, BA, Bt1, Bt2, Bt3, Bt4, Bt5, and C  
                      Horizon:        B and C

Task 1.f consists of Plastic Limit, Liquid Limit, Gradation, pH, and Electrical Resistivity tests, will be performed on every subhorizon. Task 1.g, consists of Plastic Limit, Liquid Limit, Gradation, Moisture-Density, and Resilient Modulus tests, will be performed on the B and C horizons of each soil series.

The Pedological and Geological Soil Survey report will consist of the following:

- Aerial photograph with delineated map units
- Traversed distance of each mapping unit to be summed and reported in feet
- Official soil series description sheets
- Classification of each soil series
- Laboratory test results
- Unique engineering issues associated with the mapping units tested

### **Median Soil Survey**

construction. Two soil test borings will be performed at the medians, one at each crossover location, to 36 inches below existing grade. In general, two samples will be collected in each boring, consisting of the top 6 inches and the bottom 30 inches provided that there is reasonable consistency and similarity of material. If different material is encountered in the bottom 30 inches, it will be subdivided into layers and sampled accordingly. One composite bulk sample of the full sampling depth will be obtained.

Groundwater levels, if encountered, will be measured, and recorded at the completion of drilling. Laboratory testing of the soils will include moisture content, Atterberg limits, and sieve analysis on representative soil samples taken from the borings. Standard moisture-density relationship, and resilient modulus tests will also be performed on the composite bulk sample. The geotechnical data report will include the site plan of the boring locations, laboratory test results, and discussions of the subsurface soil conditions.

### **Pavement Design**

Pavement design will be performed in general accordance with the 2020 American Association of State Highway and Transportation Officials (AASHTO) Mechanistic-Empirical Pavement Design Guide: A Manual of Practice, 3rd Edition and the ODOT Preliminary Pavement Design Guide dated October 29, 2019. The Geotechnical Consultant will perform the following as part of the Pavement Design task:

- Prepare a preliminary pavement design packet for both concrete and asphalt pavement before the preliminary field review meeting based on the following data:
  - Traffic data summarized in the Project Initiation Reports dated August 9, 2019 or traffic data shown on the cover sheet of the preliminary plans.
  - Soil conditions based on USDA Web Soil Survey.

- Prepare a final pavement design packet for both concrete and asphalt pavement based on the information obtained from the In Place Soil Survey, Pedological and Geological Survey and Median Soil Survey tasks and provided traffic data.

The Geotechnical Consultant will discuss both preliminary and final pavement design results with ODOT Division 2 to gain their concurrence prior to submitting the packets to the ODOT Pavement Design Engineer for review. All design packets will be submitted in electronic (pdf) format and no hard copies will be provided.

### **Bridge Subsurface Investigation**

The Geotechnical Consultant anticipates the geotechnical exploration will likely encounter the Woodbine Unit (Kwb). This unit consists principally of cross-bedded, coarse to fine grained, loosely consolidated, reddish-yellow to brown sandstone. Interbedded with the sand are brownish-red clay lenses and some gravel lenses. The gravel lenses in the unit are often difficult to distinguish from terrace gravels. The Woodbine gravels are generally differentiated from the terrace gravels by the amount of quartz present. Woodbine gravels generally contain little or no quartz, whereas Terrace gravels contain large amounts of quartz.

The Geotechnical Consultant proposes to drill a total of 16 borings for the bridges to 30 feet into the competent bedrock elevations. The bridge borings will be drilled at each abutment and each pier bent location. A constructability boring will be drilled first at a pier location. We anticipate bedrock will be encountered approximately 30 feet below the existing ground surface at the bottom of the existing embankment, or 50 feet below the top of bridge abutment (estimating a 20 feet high bridge abutment).

Within the borings, the overburden soils will be sampled with Standard Penetration Tests (SPT) at 5-foot intervals. Overburden sampling will be performed in both abutment borings and one pier borings. Rock coring will be performed in the constructability boring first. If shale or soft sandstone is encountered in the constructability boring, the other bridge borings will be continued below the top of rock using the Texas cone penetrometer (TCP) at 5-foot intervals. If hard sandstone, limestone, and conglomerate are encountered, the bedrock in the remaining borings will be cored with NQ diamond core bit.

Groundwater levels will be measured and recorded during drilling, at the completion of drilling, and at 24 hours after drilling, if applicable. Laboratory testing of the soils will include moisture content, Atterberg limits, and sieve analysis on all samples collected in the borings. Representative samples of the bedrock core will be tested in unconfined compressive strength. An engineering report with driven pile and drilled shaft foundation recommendations will be provided. In addition, L-Pile design parameters for each stratum and seismic site classifications will be provided in the report.

### **Retaining Wall Study**

Retaining walls will be utilized, if necessary, in order to avoid acquisition of new right of way and utility relocation. No retaining wall location/configuration are available at this time, but the retaining walls are anticipated to be MSE retaining walls. Because of too many unknowns and uncertainties, the retaining wall study will be performed through task order, if necessary.



### **1.1.8 ENVIRONMENTAL SERVICES**

The Consultant will prepare the necessary environmental document in accordance with the scope provided in Appendix A. A Categorical Exclusion Document is anticipated based on the scope of work in the initiation report. The scope will include property owner notifications.

The environmental study footprint will be provided by the Designer as a kmz file (to be used by the specialists for the studies) and on an aerial (for the Environmental Document and letters) with a scale of 1"= 400 ft and to cover limits as discussed in the initiation report and refined in the contract scope within 2 weeks of notice to proceed. The environmental footprint will cover any permanent, channel, or temporary right-of-way as well as any utility easements and crossovers. Aerial shall be to a 1 inch=400 ft scale when printed on a 11"x17" sheet (a scale of 1 inch=200 ft may be used for in-town sections) with Section Line, State Highway and County Section Line Road Numbers, Township and Range, North Arrow, Scale, Bridge NBI numbers and Dimensions of the Study Area. County, Project Number, and State Highway number shall be shown in a box at the bottom right hand corner. The maps need to run either south to north or west to east. If the plans are anticipated to go outside the footprint, the Design Consultant shall immediately provide an updated footprint for additional studies.

After 30% plans are prepared, the Consultant shall coordinate with ODOT's Noise Specialist to determine the need for a noise study. If determined to be necessary, a noise study will be completed by ODOT staff or by Task Order.

If ODOT determines a public involvement meeting is necessary, it will be completed by Task Order.

### **1.1.9 RIGHT OF WAY AND UTILITIES**

Every effort will be made to avoid right-of-way and utilities. The construction drawings shall indicate the proposed right-of-way limits.

### **1.1.10 INFORMATION PROVIDED BY ODOT**

- Topographical survey data
- Traffic Data

### **1.1.11 ANTICIPATED MILESTONES AND MEETINGS**

Notice to Proceed:	February 2021
Archive Survey	June 2021
Submit Plans for Preliminary Field Review	October 2021
Submit Plans for R/W and Utility Meeting	March 2022
Submit Construction Plans for R/W	June 2022
Draft NEPA Document	July 2022
Submit Plans for Final Field Review	August 2023
Submit Final PS&E	December 2023
Attend Pre-bid Conference	TBD

## APPENDIX A: CONTRACT SCOPE OF SERVICES FOR CATEGORICAL EXCLUSION (CE)

Based on the scope of the projects as a safety improvement (addition of shoulders or turn lanes or intersection improvement or minor curve corrections) or bridge replacement on or near the existing alignment, the anticipated document for this project will be a Programmatic or Individual Categorical Exclusion (CE) as described below. If the project involves addition of through lanes or on a new alignment, it will be a Documented CE.

This scope will be based on the approved hourly rate with a not to exceed amount.

1. Consultant shall **identify a Project Manager and provide contact information to Environmental Programs Division**. Any change of Consultant Project Manager must be approved by Environmental Programs Division in writing prior to the change occurring. Prior to submittal of cost estimate, the Consultant Project Manager shall schedule a meeting with the ODOT Environmental Project Manager to review the scope of work.
2. **The consultant shall follow the attached schedule with a milestone date for each of the major tasks/studies.** These include **Property owner notification, Initiation of Cultural Resources & Tribal Consultation, Completion of each Specialist Study, NRCS Coordination, Preparation of Draft CE document, Preparation of Final CE document, and Preparation of CE distribution memo.**
3. The Consultant Project Manager shall provide **monthly status reports to Environmental Programs Division (Assistant Division Engineer and the ODOT Environmental Project Manager) on the 15<sup>th</sup> of every month.** The Monthly Status Report shall include information on the status of all studies.
4. The Department will provide the Consultant with a marked up NEPA study footprint and a copy of the initiation report for the NEPA studies.
5. The Consultant shall attend Plan-In-Hand Meetings, R/W Meetings, and other Meetings as required for the Project.
6. If a Section 4(f) or Section 6(f) property is involved, the preparation of Section 4(f) document and Section 6(f) Coordination shall be a separate Task Order unless otherwise specified in this Task Order or contract scope.

The following steps shall be followed in the preparation of the NEPA document.

### STEP 1

The Consultant Project Manager shall:

- Have the Designer provide a study footprint on an aerial to meet the following requirements:
  1. 1-Meter GSD Aerial/Satellite Ortho Imagery of study area.
  2. Aerial shall be to a 400'=1" scale with Section Line, State Highway and County Section Line Road Numbers, Township and Range, North Arrow, Scale, Bridge NBI numbers and Dimensions of the Study Area. County, Project Number, and State Highway number shall be shown in a box at the bottom right hand corner with an ODOT Logo.

3. Provide GIS shape files used or generated in USA Contiguous Albers Equal Area Conic (NAD83) or NAD83 UTM Zone.
  4. Adobe PDF Version which can be printed on 11 "x17" paper. The file shall be sized for 11 "x17" prints with a 400:1 scale.
  5. This footprint shall be reviewed and approved by the ODOT Environmental Project Manager prior to start of any specialist studies.
- Create project location map for the project identified to meet the following requirements:
    - a. A location map created using ODOT County / City Maps from the ODOT Website: [www.okladot.state.ok.us/hqdiv/p-r-div/maps](http://www.okladot.state.ok.us/hqdiv/p-r-div/maps).
    - b. The location map shall have a North Arrow and have the Project Location Circled. County, Project Number, and State Highway number shall be shown in a box at the bottom right hand corner with an ODOT Logo. The location maps need not include the entire County, but should include a sufficient amount of the surrounding area to allow the location to be easily identified within the County.
    - c. This location map shall be reviewed and approved by the ODOT Environmental Project Manager prior to being sent out with Property Owner Notification.
  - Identify the Purpose and Need for the Project from the Initiation Report.
  - Identify how the Project fits in with the State's Long Range Plan (if applicable).
  - Establish the Logical Termini for the Environmental Studies in coordination with the ODOT Environmental Project Manager.
  - Identify alternatives considered (if applicable).
  - Identify any Section 4(f) or 6(f) eligible properties. The Consultant shall contact the Department of Tourism to identify the Section 6(f) properties. If Section 4(f) and/or Section 6(f) coordination and documentation is deemed necessary, a separate Task Order will be issued for such coordination and documentation.
  - Contact the ODOT Noise Specialist to make a determination if a noise study is required for the project. If such study is required, a separate task order will be issued.

## STEP 2

The Consultant shall request the Initial Tribal Coordination and Establishment of Scope for Cultural Studies by completing the form to REQUEST TO INITIATE TRIBAL COORDINATION & ESTABLISH SCOPE FOR CULTURAL RESOURCES STUDY with the necessary attachments and submitting it to the ODOT Cultural Resources Coordinator and copy the ODOT Environmental Project Manager for processing. The Cultural Resources and Tribal Coordination will be in accordance with the latest guidelines provided by the Department. **No Specialist Studies shall commence until the initial Tribal Coordination has been requested and completed by ODOT's Tribal Liaison, the 30 day response period for the Tribes is complete,** and the scope of Cultural Resources study established by the ODOT Cultural Resources Coordinator.

## STEP 3

Property owner contact prior to Specialist Field Studies and a letter to the Bureau of Land Management (BLM) shall be done during the time the Consultant is waiting on the completion of Tribal Coordination. **No Specialist Studies shall start until the property owner notification is complete.**

- The Consultant Project Manager shall be responsible for obtaining property owner addresses and send notification letters to property owners at least 10 days prior to Specialist Studies.
- Word files for Form Letters for Property Owner Notification and BLM are available from the ODOT Environmental Project Manager. The original form letter for property owner notification will be signed by the Environmental Division Engineer on a plain white paper for each project and the Consultant shall make necessary copies on ODOT letterhead. Letters should be sent via regular mail. The BLM letter should be signed on an ODOT Letterhead. **Letters should be mailed from within the State of Oklahoma.**
- The Consultant is responsible for distributing the copies to ODOT Divisions and other parties on the copy list.
- The Consultant Project Manager shall provide their Specialists with a copy of the notification letter and a list of the notified property owners to take to the Field.
- If property owner resistance is encountered, the Consultant shall send a certified mail with a permission form to the property owner. The Consultant shall contact the ODOT Environmental Project Manager to get the sample letter and form.
- The Consultant Project Manager shall provide a list of Property owners along with the Parcel Information to the ODOT Environmental Project Manager. The purpose of this information is for ODOT's R/W Division to identify any potential problem parcels.
- For projects within the City limits of Cities with less than 50,000 (as found on state highway maps), the Consultant shall send an Early Coordination letter for small cities. The latest format is available from the ODOT Environmental Project Manager.
- If there are Tribal Properties within the Study Footprint, the Consultant shall follow the current ODOT Process for obtaining permission to enter these properties for studies.

#### STEP 4

##### Specialist Studies

Prior to start of Specialist Studies, the Consultant Specialists shall contact the ODOT Specialists to clarify any scope questions related to the specialist studies. Once the studies are completed, **the Consultant shall complete the SPECIALIST REVIEW REQUEST FORM with the necessary attachments and specialist report** and submit it to the ODOT Environmental Project Manager and the ODOT Specialists in accordance with the requirements for each study.

If the scope calls for any of the studies to be done by ODOT Specialists, **the Consultant shall complete the SPECIALIST REVIEW REQUEST FORM with the necessary attachments** and submit it to the ODOT Environmental Project Manager and the appropriate ODOT Specialist. Once the studies and applicable coordination are complete, the ODOT Specialist will send the completed studies to the Consultant and copy the ODOT Environmental Project Manager along with copies of any coordination. These will be included as supporting documents in the CE Document.

##### A. Cultural Resources Studies

**The Cultural Resources Studies and submittal will be in accordance with the latest guidelines provided by the Department and the Scope established by the ODOT Cultural Resources Specialist in Step 2. The Consultant shall not contact SHPO or other Agencies directly.** Once the report is finalized and approved and all SHPO

coordination completed, the ODOT Cultural Resources Specialist will send the final package back to the Consultant and copy the ODOT Environmental Project Manager. The package will include: Copies of SHPO Correspondence, Final Cultural Resources Report, Copies of Initial Tribal Coordination and any responses from the Tribes, Copies of Final Tribal Coordination and any responses from the Tribes and a copy of the memo sent to the Local Government or Project Management Division summarizing any mitigation measures. These will be included as supporting documents in the CE Document.

If specified in the scope, the Cultural Resources Studies will include Historic American Engineering Record (HAER) Level II documentation in accordance with the attached scope.

#### B. Threatened & Endangered Species and Wetland Studies

The Threatened & Endangered Species and Wetland Studies will be in accordance with the latest guidelines provide by the Department. **The Consultant shall not contact USFWS or other Agencies directly.** Once the study is completed, the Consultant shall contact the ODOT Biologist prior to preparing the reports in order to get the current report format. **Once the report is complete the SPECIALIST REVIEW REQUEST FORM with the necessary attachments and specialist report and submit it electronically to the Biologist and copy the ODOT Environmental Project Manager for processing.** Once the report is finalized and approved and all the coordination are complete, the ODOT Biologist will send the final memo back to the Consultant through the ODOT Environmental Project Manager along with the letter to and from USFWS (if applicable). These will be included as supporting documents in the CE Document.

#### C. Hazardous Waste Studies

The Specialist Studies for Hazardous Waste Studies shall be in accordance with the guidelines provided by the Department. **Once the study is completed, the Consultant shall complete the SPECIALIST REVIEW REQUEST FORM with the necessary attachments and specialist report and submit it electronically to the ODOT Hazardous Waste Specialist and copy the Environmental Project Manager for processing.** Once the report is finalized and approved, the ODOT Hazardous Waste Specialist will prepare and send the Hazardous Waste & LUST Report Form back to the Consultant and copy the ODOT Environmental Project Manager. If Plan Notes or recommendations for further action are necessary, the ODOT Hazardous Waste Specialist will prepare and send a Memo to the appropriate Divisions and provide a copy to the Consultant Project Manager through ODOT Environmental Project Manager. These will be included as supporting documents in the CE Document.

#### D. Farmland Impact

The Consultant shall perform NRCS Coordination for determination for Farmland Impact in accordance with the following steps.

Complete the Form AD 1006 and send with the cover letter to NRCS. These forms can be sent either by mail or email to NRCS. If NRCS does not respond within 45 days, then Farmland Impact is considered not applicable.

If the NRCS responds, complete the rest of Form AD1006 in accordance with the NRCS instructions found at the website.

- The Form and Instructions for Completing the can be found at [http://www.nrcs.usda.gov/programs/fppa/pdf\\_files/AD1006.PDF](http://www.nrcs.usda.gov/programs/fppa/pdf_files/AD1006.PDF) and the FHWA regulations relating to Farmland Impact can be found at <http://www.environment.fhwa.dot.gov/guidebook/chapters/v1ch5.asp>

- The Consultant shall use the attached Sample Letter for the NRCS Coordination.

#### E. Flood Plain Impact

The Consultant shall obtain current Flood Plain Maps from the FEMA website to identify whether the project falls within the regulated flood plain extents (Zone A-E) and create a firmette. If the project falls within Zone A-E, the NEPA Consultant shall contact the Designer through the Environmental Project Manager to check if a FEMA map revision is anticipated as a result of the proposed project.

#### F. Noise Studies (*Applicable to Capacity Expansion projects or projects on new alignments*)

The Specialist Studies for Noise Studies shall be in accordance with the latest guidelines provided by the Department. The Consultant Project Manager shall consult the ODOT Noise Specialist to determine whether a study is needed. If a study is required, the ODOT Noise Specialist will provide the project specific scope prior to the start of studies. **Once the study is completed, the Consultant shall complete the SPECIALIST REVIEW REQUEST FORM with the necessary attachments and specialist report and submit it to the ODOT Noise Specialist electronically and copy ODOT Environmental Project Manager for processing.** Once the report is finalized and approved, the ODOT Noise Specialist will provide a summary language to be included in the main body of the NEPA document to the Consultant Project Manager through ODOT Environmental Project Manager. The noise studies will be included as supporting documents in the CE Document.

#### G. Identification of Required Permits

The Consultant shall identify the need for any 404 permits based on the biological studies and FAA Permits if the project is within 4 miles of a public airport. If the project is over any known navigable waters such as Arkansas/Verdigris River, the Consultant shall contact the Coast Guard to determine the need for permit. This can be done via letter, email or phone call. Contact name for the Bridge Specialist can be found at <http://www.uscg.mil/d8/WesternRiversBridges/>. Phone calls require memo to file with a summary of the conversation. The actual permit coordination will be done by ODOT during plan development. Coastguard permits are required for Section 10 Waters or Navigable Waters. Section 10 Waters can be identified at <http://www.swt.usace.army.mil/Missions/Regulatory/Section10Waters.aspx>

#### H. Identification of Wild and Scenic Rivers

If the project involves any state Wild and Scenic Rivers, the Consultant shall coordinate with the ODOT Environmental Project Manager to send a solicitation letter to the Scenic River Commission. Response to any comments from the Scenic River Commission shall be coordinated through the ODOT Environmental Project Manager.

#### STEP 5

##### Public Involvement for Road Closure (*if applicable*)

Public notification will be required on all projects if the road will be closed to through traffic during construction. This can be done simultaneously with the Specialist Studies in Step 4.

- The Consultant Project Manager shall submit a Public Involvement Plan to Environmental Division which identifies stakeholders which a minimum include property owners within the project extent, nearest city/town emergency services (police, fire, hospital, etc.), schools within the district, County Commissioners, post office, Oklahoma Department of Wildlife Conservation

(ODWC) (In case the road is being used to get some fishing or hunting area), State Troopers (List available from ODOT), Emergency Medical Services for the County or nearest City (the directory is available at [http://www.ok.gov/health/Protective\\_Health/Emergency\\_Systems/EMS\\_Division/Ambulance\\_Services\\_\(EMS-EMR\)/Ambulances\\_and\\_EMRA\\_Registry/index.html](http://www.ok.gov/health/Protective_Health/Emergency_Systems/EMS_Division/Ambulance_Services_(EMS-EMR)/Ambulances_and_EMRA_Registry/index.html)), and others as applicable to each project.

- Once the Public Involvement Plan is approved, the Consultant Project Manager shall send out public notification letters under ODOT's signature to the stakeholders. In the public notification, specify anticipated time of letting, duration of closure, provide the contact information of the appropriate Field Division for further information during construction and ask for feedback on things to take into consideration during closure. A Sample Letter is attached.
- The Consultant shall submit any comment/concerns received from the Road Closure letter to the ODOT Environmental Project Manager for coordination and response. The ODOT Environmental Project Manager will notify the Field Division Engineer, Project Management Division, and the Designers of these concerns and get the response to the concern from the Field Division Engineer or Project Manager (such as concerns about time of closure, emergency route, objections to closure, etc.). This information shall be summarized in the NEPA document
- Further public involvement may be required depending on the project location. If a public meeting is required, a separate task order will be issued for the public meeting coordination.

## STEP 6

### Public Meeting (*Only for Documented CE*)

Public meetings are required for projects involving capacity expansion or new alignment. Public meetings may also be required for road closure.

- The Consultant shall submit a Public Involvement Plan to Environmental Programs Division which identifies stakeholders which at a minimum include property owners within the project extent, nearest city/town emergency services (police, fire, hospitals, etc.), schools within the district, post office, and local and appropriate Agencies and Officials. **the Consultant Project Manager should obtain the latest NEPA Public Meeting list and sample Public Meeting Notice from the ODOT Environmental Project Manager.** The list will have to be supplemented with project specific invitees by the Consultant.
- Once the Public Involvement Plan is approved, the Consultant Project Manager shall coordinate a Public Meeting date with ODOT and have a Pre-Public Meeting with ODOT. Pre-meeting shall be held at least 4 weeks prior to the Public Meeting and prior to meeting notices being sent out.
- The Consultant shall be responsible for finding an appropriate location for the Public Meeting and making all arrangements for the meeting.
- At the Pre-Public meeting, the Consultants shall provide a copy of the Public Meeting notice, Agenda/Format for the Public Meeting, Displays or Presentation for the Public Meeting and a list of invitees to the Public Meeting which shall include the list from the Public Involvement Plan along with the Agency and Official Contacts provided by ODOT.

- After the Pre-meeting, the Consultant Project Manger shall send out public meeting notice letters to the stakeholders and appropriate Agencies and Officials on ODOT letterhead under ODOT signatures. Any media notice will be done by ODOT.
- The Consultant shall be responsible for presenting the NEPA issues and asking for input at the Public Meeting.
- After the meeting, the Consultant shall coordinate with the ODOT Environmental Project Manager to get responses for any verbal or written issues brought up by the public at the Public Meeting.
- The Consultant Project Manager shall prepare a report summarizing what was presented at the meeting, how many attendees, any verbal or written concerns or feedback received from the public regarding the project, and the response from ODOT to such concerns. The Consultant Project Manager shall also prepare draft response letters from ODOT for written comments.
- The meeting summary report, copies of meeting notice, agenda, written comments and written responses shall be included in the NEPA document.

#### STEP 7

Solicitations (*Only for Documented CE and if specified in the Task Order*)

The Consultant shall send Solicitation Letters to all local, State, Tribal, and Federal officials that may have an interest in the proposed project or are located in the project area. **The most current list and sample NEPA Solicitation letter should be obtained from the ODOT Environmental Project Manager.** This step shall be done simultaneously with Steps 2 and 3. The Consultant Project Manager shall prepare summarize any response received from the solicitations regarding the project to be included in the CE document

#### STEP 8

Preparation of CE Document

The CE Document shall be prepared only after the plans with the proposed right-of-way is available. The Consultant shall verify that the plans are within the original study footprint. If the plans are outside the study footprint, the Consultant shall identify these areas and coordinate with each of the ODOT Specialists to determine whether additional study is required. If additional study is required, the Consultant will be provided with additional budget and time as needed.

If the plans show the need for any relocations, the Consultant shall coordinate with the ODOT Environmental Project Manager to request a relocation study from the ODOT Right-of-Way Division.

Prior to preparation of the CE document, the Consultant shall with the ODOT Environmental Project Manager to obtain the latest CE format. The Consultant shall prepare the CE document for ODOT and FHWA signatures. The CE document at a minimum shall address the following:

- Identify the project with State/County/MPO's Long Range Plan
- Establish logical termini for the NEPA study
- Evaluate existing conditions and identify purpose & need
- Identify alternatives, if applicable
- Describe the proposed action



- Identify any relocations and summarize the relocation study results and commitments
- Identify property acquisition from any federal agencies or Tribes
- Summarize Cultural Resource Issues and commitments
- Identify any Section 4(f) and 6(f) Resources and summarize Section 4(f) and 6(f) Coordination and commitments
- Identify noise impacts and summarize noise commitments if applicable
- Summarize T&E Species Analysis and commitments
- Summarize Wetland and Waters Findings and commitments and any water quality issues
- Identify any Coastguard permit requirements and summarize coordination and commitments
- Identify any Wild & Scenic rivers and summarize coordination and commitments
- Identify and summarize farmland coordination
- Identify floodplains and summarize the need for any map revisions if applicable
- Summarize Hazardous Waste/LUST Issues and commitments
- Identify any changes in access control
- Discuss social and economic impacts of the projects – both temporary (during construction) and permanent if applicable.
- Summarize the public involvement for projects with road closure
- Identify any permit requirements such as FAA, etc.

The NEPA document at a minimum shall include the following and the supporting studies need to be arranged in the same order as the issues being discussed in the NEPA document:

- The CE form/document
- Plan Notes
- The initial study footprint and construction plans with proposed right-of-way
- Any property owner notification letters
- FEMA Maps and NRCS Coordination
- Census Maps (for projects with Environmental Justice)
- The completed Specialist Studies and Agency Coordination and Public Involvement (if applicable)
- Approval Memo from ODOT Specialists for studies reviewed by the ODOT Specialists
- Public Meeting Notice, Meeting Minutes, Summary of Public Comments and Responses (if applicable)

The Consultant shall provide a single pdf of the complete draft document for review by ODOT and FHWA. Once the document is approved, the Consultant shall provide a signed single pdf of the complete revised document.