

Attachment A - Environmental Advisory Services Task Order

Environmental Advisory Services

1.1.1 Purpose

The United States Territory of Guam (Government of Guam or Territory) is seeking proposals from qualified firms to provide Environmental Advisory (EA) Services to the Territory. The EA Services are critical and necessary in order for the Territory, including the general population, to fully understand the environmental, social, and economic impacts caused by the Department of Defense's (DOD) proposed actions.

The Department of the Navy is currently preparing an Environmental Impact Statement/Overseas Environmental Impact Statement (EIS/OEIS) for the Guam and the Commonwealth of the Northern Mariana Islands (CNMI) Military Relocation. The EIS/OEIS is a two year program, culminating with a Navy Record of Decision (ROD), sometime in early part of calendar year 2010. The EIS/OEIS is highly complex and dynamic, running concurrently with the development of the DOD Guam Joint Military Master Plan (GJMMP).

The magnitude of the DOD proposed action and its dynamic nature underscores the necessity for an Environmental Advisory Consultant (EA Consultant) to the Government of Guam, to ensure the Office of the Governor thoroughly understands the EIS/OEIS and is then able to effectively inform the citizens of Guam. The EA Consultant is not being retained to develop challenges to the Navy's EIS/OEIS nor being retained to conduct a technical review of the EIS/OEIS for its technical adequacy. The technical adequacy responsibility rests with the EIS/OEIS Cooperating Agencies and Territory's Regulatory Agencies, such as Guam Environmental Protection Agency.

The Department of the Navy's Draft Project Description surfaces the topic of "cumulative impacts." Cumulative impacts are defined as: "The impact on the environment which results from the incremental impact of the action when added to past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes such other actions." Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time. A cumulative impact results from the additive effect of all projects in the same geographical area. Generally, an impact can be considered cumulative if: a) effects of several actions occur in the same locale; b) effects on a particular resource are the same in nature; and c) effects are long term in nature.

The Navy's Draft Project Description identifies thirty-two (32) projects, which need to be considered as part of the Navy's cumulative impact efforts. The Navy will be the lead on the cumulative impact analysis, however the EA Consultant should ensure the Office of the Governor has a thorough understanding and is well versed on the foreseeable cumulative impacts. The EA Consultant should ensure the Office of the Governor and the Territory are able to make informed decisions, which take into account the findings and foreseeable mitigation measures of the EIS/OEIS including cumulative impacts.

Attachment A - Environmental Advisory Services Task Order

Because of the dynamic nature of the DOD Program and because of the speculative development projects being initiated in anticipation of the DOD Program, the EA Consultant should monitor and analyze new and proposed projects as they come on-line.

The EA Consultant shall serve as the relevant Advisor to the Territory concerning the cumulative impacts as a result of the DOD Program on Guam. The efforts of the EA Consultant will be directed by the Office of the Governor, with the Governor's Chief of Staff as the primary point of contact.

1.1.2 Project Goal

The primary goal of the EA Services is to ensure the Office of the Governor is well versed on the relevance of the EIS/OEIS and has a comprehensive understanding and appreciation of how the DOD proposed action impacts the Territory, including the direct impacts and indirect impacts (especially those that are less obvious).

The EA Services shall equip and/or enable the Office of the Governor and the Government of Guam to make informed decisions, on behalf of the Territory. The EA Services shall provide a reasonable analysis of matters of significance contained in the Navy's EIS/OEIS, including cumulative impacts, and then provide counsel and/or recommendations to the Office of the Governor on how the Territory integrates and/or addresses the matters of significance in the Territory's overall planning for the military build-up.

After consultation with and direction from the Office of the Governor, the EA Consultant shall work closely with relevant stakeholders (Government of Guam Departments and Agencies), possibly including the Department of the Navy, the Navy's EIS/OEIS Consultant, in order to provide sound counsel and recommendations to the Governor. Currently the formal interaction between the Territory and the Navy on the EIS/OEIS is through the Navy's EIS/OEIS Partnering Sessions. This venue is specifically for the Cooperating and Regulatory Agencies.

1.1.3 Project Scope of Work

The EA Consultant may be required to perform all services necessary to assess the environmental, social, and fiscal impacts of the DOD proposed actions, for the island of Guam, which include the following tasks:

1.1.3.1 Review of Environmental Documents

a) Conduct a general review of the relevant 32 projects identified in the Navy's Draft Project Description. Prepare an Executive Summary, which captures the relevance and key findings from this review. The review and Executive Summary should not replicate those of the proponent of action. Instead, the Executive Summary should be developed

Attachment A - Environmental Advisory Services Task Order

and written from a different perspective, specifically for the Territory, as the host to the action. The review should categorize the major findings by topic of interest (surface transportation, utilities, health care, social services, municipal services, etc.) and by proponent of action (DOD, Government of Guam, Public, etc).

b) Work with the relevant permitting authorities to identify, review and analyze all relevant proposed or new Guam projects, which may or will significantly contribute to the cumulative impacts identified in Task 2.1.3.1 a). Provide an initial Executive Summary. As additional projects surface conduct a general review and either update the Executive Summary or supplement, whichever is more appropriate?

c) Review and analyze the Department of the Navy's EIS/OEIS documents as they are made available to the Territory. This task will be ongoing, requiring follow-on reviews and analysis as the Navy's EIS/OEIS progresses through the National Environmental Policy Act (NEPA) process. The EA Consultant should prepare Executive Summaries for each significant Navy EIS/OEIS document (Draft Project Description, Draft EIS/OEIS, Final EIS/OEIS, ROD, etc.).

1.1.3.2 Community Outreach

Public involvement and public relation activities (increasing the public's awareness, understanding, and sensitivity) will be an integral part of the EA Services. The Community Outreach effort should begin early and be integrated with other efforts being undertaken as part of the IDIQ Advisory Services. The EA Consultant shall work closely with the Office of the Governor on this component. The EA Consultant is expected to facilitate, organize, and staff all public meetings, including taking meeting minutes, preparation of relevant facts sheets and/or presentation materials, and providing necessary supplies. The Community Outreach shall include but not be limited to the following subtasks:

a) Develop a comprehensive and effective environmental Community Outreach Program that facilitates constructive public dialogue, increases public awareness and understanding, seeks public input, which leads to informed consensus on the outcomes of the EIS/OEIS.

b) Coordinate Community Outreach Meetings to inform the Local and Federal Government, and the local Community, seek public input and distribute information related to the Department of the Navy's EIS/OEIS. The EA Consultant shall work with the Governor's Office, and its authorized agencies, to facilitate, organize and staff all Community Outreach Meetings. Timing and frequency of Outreach Meetings shall be at the discretion of the EA Consultant; however there should be a minimum of four (4) Community Outreach Meetings/Workshops held regarding the EIS/OEIS and two (2) Community Outreach Meetings/Workshops held regarding the Socioeconomic Impact Assessment Study (SIAS). The EA Consultant should prepare an Executive Summary for each Workshop/Meeting which identifies key findings and makes follow-on

Attachment A - Environmental Advisory Services Task Order

recommendations. The EA Consultant should also prepare an Administrative Record for this entire phase to include meeting and workshop minutes.

1. Environmental Orientation Workshop

Introduction of the Governor's Environmental Awareness Initiative; which will increase the public's awareness, understanding, and relevance about the Navy's upcoming release of the Draft EIS/OEIS.

While the Joint Program Office is the lead agency, for the EIS/OEIS, and has held Public Scoping meetings for this effort, these forums were structured from the proponent of the action perspective and not necessarily geared to the Territory's, as the host for DOD's action.

The EA Consultant shall explain in lay persons terminology the relevance of the Navy's EIS/OEIS and shall also explain the relationship of future documents such as the Navy's Socioeconomic Impact Assessment Study (SIAS), the Navy's Draft EIS/OEIS, the Navy's Final EIS/OEIS, the Navy's EIS/OEIS Record of Decision (ROD), the Territory's Fiscal Impact Assessment, and any future environmental documents. In the Orientation Workshop the EA Consultant shall lay the foundation for the two future SIAS Workshops.

The EA Consultant shall prepare concise and clear a Fact Sheet (handout – or take away) and professional graphics that assist the attendees understanding.

2. Draft EIS/OEIS Workshop

The Navy as the proponent of the action will conduct an independent public hearing, but it will be conducted, in accordance with NEPA policy and Navy regulations. This public hearing will be from the perspective as the proponent of the action.

Shortly after the release of the Navy's Draft EIS/OEIS and maybe after the Navy's Public Hearing, the EA Consultant shall conduct a Draft EIS/OEIS Workshop, which will explain to the general public in lay terminology the relevance of the Navy's document. The Workshop's purpose is to encourage a dialogue, allow the public to ask questions, and to increase the public's awareness and understanding – to educate the public. The Workshop's purpose is NOT to foment opposition to the Navy's EIS/OEIS.

The EA Consultant shall prepare a concise and clear Fact Sheet (handout – or take away) and professional graphics that will be utilized in the Workshop to assist the attendees' understanding.

Attachment A - Environmental Advisory Services Task Order

The EA Consultant shall prepare an Executive Summary for the Office of the Governor that captures observations, insights, and key findings from the Draft EIS/OEIS Workshop.

3. Final EIS/OEIS Workshop

The EA Consultant shall undertake and accomplish the same objectives for the Final EIS/OEIS Workshop as identified under 2.1.3.2.b) 2 Draft EIS/OEIS Workshop (above).

4. EIS/OEIS Record of Decision Workshop

The EA Consultant shall undertake and accomplish the same objectives for the EIS/OEIS Record of Decision Workshop as identified under 2.1.3.2.b) 2 Draft EIS/OEIS Workshop (above).

5. Draft Socioeconomic Impact Assessment Study (SIAS) Workshop

The EA Consultant shall undertake and accomplish the same objectives for the Draft SIAS Workshop as identified under 2.1.3.2.b) 2 Draft EIS/OEIS Workshop (above).

6. Final SIAS Workshop

The EA Consultant shall undertake and accomplish the same objectives for the Final SIAS Workshop as identified under 2.1.3.2.b) 2 Draft EIS/OEIS Workshop (above).

Note: if the EA Consultant believes the four EIS/OEIS Workshops and two SIAS Workshops are insufficient, then the EA Services Proposal should include a section, separate from the main work plan, describing any recommended additional meetings and/or workshops. A separate cost for each meeting and/or workshop shall be included, but do not include these costs with the total.

- c) Participate in select meetings. The EA Consultant upon the request of the Office of the Governor may be asked to participate in key meetings between the Territory and the Federal Government (Federal Agencies/Departments, and DOD). Because the timing, number, and location is variable, the EA Consultant shall include a costing concept and/or proposal as part of their submission.
- d) The EA Consultant working with the Office of the Governor and the other Advisory Service Team shall set up and maintain an integrated web site, which will include an Environmental area of interest.
- e) The EA Consultant shall conduct a Media Outreach as necessary to support the Community Outreach Plan. Media Outreach must be coordinated with the Office of the Governor.

Attachment A - Environmental Advisory Services Task Order

- f) Monitor and track progress of all ongoing & future military and civilian Projects Coordinate and provide technical guidance to the Government of Guam agencies that may be impacted, as needed and directed by the Governor's Office.

1.1.3.3 Environmental Technical Assistance

- a) Participate in meetings with authorities and agencies as directed by the Governor's Office and report any relevant findings.
- b) Develop tools to solicit, monitor and report public comments, and provide recommendations for responses to the Governor's Office.
- c) Recommend effective methodologies that enhance consensus building and/or collaboration between the Territory and the DOD, with the objective to ensure DOD's initiative is successful in the near term but more importantly successful well into the future.
- d) Provide Environmental Counsel/Advice to the Office of the Governor to ensure the Territory makes informed decisions with regard to the Territory's initiatives that respond to the DOD Program. The EA Consultant should provide periodic Environmental Executive Summaries (at least quarterly), which will enable the Governor to develop and adjust Executive Policies - Guidance.
- e) The EA Consultant at the direction of the Office of the Governor shall prepare Policy Guidance Executive Summaries, which the Governor may distribute to his Cabinet. The Policy - Guidance Executive Summaries will frame the topic of interest and serve as foundation for encouraging dialogue between the appropriate stakeholders (Cabinet, Legislature, etc) with the goal of reaching consensus on an effective Policy – Guidance.

1.1.3.4 Three-Tiered Document Technical Assistance

The Joint Guam Program Office (JGPO), the Naval Facilities Engineering Command Pacific (NAVFAC PAC), the U.S. Territory of Guam, and the Office of Economic Adjustment (OEA) have embarked on a Three-Tiered Document Strategy, which includes: 1) the Navy's Environmental Impact Statement/Overseas Environmental Impact Statement (EIS/OEIS); 2) the Navy's Socioeconomic Impact Assessment Study (SIAS); and 3) the Territory's Fiscal Impact Assessment (FIA).

The strategy integrates and utilizes data from each document to be more efficient and more importantly to ensure consistency across the documents. The strategy also encourages collaboration between the organizations to minimize disagreements on the key findings for each document.

Attachment A - Environmental Advisory Services Task Order

EIS/OEIS

The EIS/OEIS will serve as the foundation document, since it will document the key assumptions and data about the proposed action. The EIS/OEIS data bases; such as number of personnel, make up of personnel, foreign workforce, etc. will serve as the source data bases. It is imperative that the SIAS and any follow-on fiscal analyses be based on the mission and force structure proposed by the Military Department. Additionally, follow-on actions will need to avoid replication or duplication of the Federal analyses.

Lead Agency: NAVFAC PAC

Milestones:

Preliminary Draft EIS/OEIS - January, 5, 2009

Draft EIS/OEIS (Federal Register) - April 2009

Final EIS/OEIS - December 2009

Record of Decision - January 2010

SIAS

The JGPO and NAVFAC PAC have agreed to undertake a stand alone document referred to as the SIAS, which will supplement the more general socioeconomic sections of the EIS/OEIS. The SIAS will seek to more fully document and quantify the impacts to the social and economic infrastructure, caused by the Department of Defense proposed action, including direct and indirect impacts.

NAVFAC PAC has requested the Territory collaborate with the NAVFAC PAC's SIAS Consultant on the development of the SIAS. The Territory's Environmental and Fiscal Consultants, under the direction of the Office of the Governor, working with the various Territory Departments, Agencies, and University of Guam will supplement, integrate, and facilitate the Territory's collaborative efforts on the SIAS.

In addition, the OEA with NAVFAC PAC's concurrence has solicited and gained the engagement of the Federal Regional Council (FRC) Region IX on the SIAS, because of their wealth of expertise and years of experience in dealing with the Territory of Guam, the Commonwealth of the Northern Mariana Islands (CNMI), and the Western Pacific Islands. The EA Consultant, under the direction of the Office of the Governor will collaborate with the FRC on the SIAS.

Lead Agency: NAVFAC PAC

Milestones:

Preliminary Draft SIAS (Socioeconomic Baseline Report (SBR)) - December 1, 2008

Draft SIAS - March 1, 2009

Final SIAS - September/October 2009

Attachment A - Environmental Advisory Services Task Order

FIA

The Territory will undertake the FIA, utilizing OEA financial assistance (OEA Grant). The FIA will tier off and analyze the financial implications of the impacts identified in the SIAS to the Territory. A component of the FIA will look at the timing of revenues and expenses, including the implications of Section 30, to analyze the financial implications to the Territory's ability to respond to or address the identified impacts. It is envisioned the NAVFAC PAC's SIAS Consultant will collaborate with the Territory's Environmental and Fiscal Advisory Consultants on the development of the FIA.

Lead Agency: Territory (Environmental and Fiscal Advisory Consultants)

Milestones: To Be Determined (TBD)

Future milestones will be determined by the progress on the SIAS.

Note: Milestone Dates for the EIS/OEIS and the SIAS were obtained from NAVFAC PAC, the executing agent for the JGPO. All Milestone Dates are subject to change if there is a schedule adjustment to the EIS/OEIS schedule.

- a) The EA Consultant working in concert with the Fiscal Advisory Consultant will collaborate with NAVFAC PAC and NAVFAC PAC's SIAS Consultant on the development of the Navy's SIAS.
- b) Review and analyze the Department of the Navy's SIAS documents as they are made available to the Territory. This task will be ongoing, requiring follow-on reviews and analysis as the Navy's SIAS progresses. The EA and Fiscal Advisory Consultant should prepare Executive Summaries for each significant Navy SIAS document (Socioeconomic Background Report, Draft SIAS, and Final SIAS, etc.)
- c) The EA Consultant shall collaborate with the Fiscal Advisory Consultant on the preparation of the Territory's Fiscal Impact Analysis (FIA). The EA Consultant shall ensure the relevant findings and/or impacts identified in the SIAS are addressed in the FIA.

1.1.4 Deliverables

- a) Provide an Executive Summary on the review of the relevant 32 projects identified in the Navy's Draft Project Description, which categorizes the major findings.
- b) Provide Executive Summaries which captures the relevance and key findings of the review of each significant Navy EIS/OEIS document (Draft Project Description, Draft EIS/OEIS, Final EIS, and ROD).
- c) Develop a Community Outreach Program/Plan.
- d) Conduct minimum allowed community workshops identified in 2.1.3.2 and reporting on each workshop, including key findings and recommendations.
- e) Prepare Executive Summaries that captures observations, insights, and key findings of meetings/workshops held.

Attachment A - Environmental Advisory Services Task Order

- f) Prepare and produce clear and concise Fact Sheets and Handout/Flyers that will be utilized in Workshops to assist the attendees understanding.
- g) Provide camera ready reproducible files of all Fact Sheets, handouts/flyers, and presentation materials.
- h) Provide environmental quarterly progress reports to the Office of the Governor.
- i) Set up and maintain an integrated website which will include an Environment area of interest
- j) Monitor, track, and report progress of all ongoing future military and civilian projects. Coordinate and provide technical guidance to the Government of Guam agencies that may be impacted, as needed and directed by the Governor's Office.
- k) Provide Policy Guidance Executive Summaries that will serve as foundation for dialogue between stakeholders

1.1.5 Cost Proposal for the EA Services

The EA Services Task Order is not like the Planning Advisory Services Task Order, where there is a well defined process and well defined outcome/product/deliverable. The EA Services are tied to a dynamic DOD Program, which creates some uncertainty. The EA Consultant shall provide cost breakouts for each major tasks (Review of Environmental Documents, Community Outreach, Environmental Technical Assistance, and Three-Tiered Document Technical Assistance). The task cost breakouts shall be included with the EA Consultant's Total Cost Proposal.

However, the EA Consultant is encouraged to propose innovative or alternative costing methodologies for pricing the EA Services. Any alternatives will not be used in the initial evaluation process (Provision 5.1.7), but will be considered in contract negotiations.