



**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
**Project Management Division**  
**200 N.E. 21<sup>st</sup> Street**  
**Oklahoma City, OK 73105-3204**

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**DATE: August 11, 2004**

**TO: Pre-Qualified Consulting Engineering Companies**

**FROM: Tim Gatz, Project Management Division**

**SUBJECT: EC #937, Request for Proposal for Environmental Manual Production Services**

At this time, the Department is requesting proposals from selected consulting engineering companies determined to be pre-qualified to provide Environmental Manual production services under the direction of the Planning and Research Division. The successful consultant engineering firm will provide technically competent and appropriately qualified personnel to specifically prepare a detailed procedures manual for coordination and documentation to comply with the National Environmental Policy Act (NEPA) for Federal-Aid projects. Key consultant personnel shall have prior manual production experience in their assigned areas of responsibility.

If your firm is interested in being considered for these services, please submit of one (1) unbound original and five (5) copies of a proposal packet containing the following:

1. A Letter of Interest referencing the Engineering Contract Number (EC No.).
2. A Table of Organization depicting the proposed project team.
3. CAP 254/255 Form.
4. **A written proposal exemplifying your knowledge of the subject matter, your experience in the production of such manuals and how your firm would endeavor to fulfill the requirements of this contract as stated with due consideration for the total available budget of #200,000.**

The deadline for the submittal of your responses will be 4:30 p.m. Monday, August 23<sup>rd</sup>, 2004. The Department may choose to conduct a formal interview to finalize the selection process and anticipates the contracting to be complete as soon as possible and not later than September 15<sup>th</sup>, of 2004.

As always, your assistance, cooperation and patience is greatly appreciated. Please do not hesitate to make us aware of any questions, comments or concerns that you may have or to offer suggestions for process improvement.

You may contact Ms. Dawn Sullivan or Mr. John Hartley of the Planning and Research Division at (405) 521-2927 with specific questions.

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|------------------------------|--------------------------------|--|
| <b>Contract No.</b>          | 937                            | <b>Services Description: Production of an Environmental Process and Procedures Manual. Contract value will not exceed \$200,000.</b>   |
| <b>ODOT Division</b>         | Planning and Research Division | The ODOT Environmental Process and Procedures manual will be electronically based with step by step procedures that a person with minimal knowledge of the environmental process, could pick up and follow to understand the expectations and necessary requirements to meet the ODOT processes and procedures for a highway project along with state and federal environmental laws and regulations.  |
| <b>County</b>                | Statewide                      | <p>The manual will use as a base a decision making process that starts broad, identifies who is involved, type of document needed and the environmental issues to be addressed for any given project.</p> <p>The manual will provide guidance on who should be involved and why, examples include Resource agencies, local government, ODOT Divisions - Operations, Planning and Research, Design, ROW, Project Management, etc., Project Sponsor - whether local government or state.</p>   |
| <b>State Job Piece No.</b>   | TBD                            | <p>Expectations from consultant developed product:</p> <ol style="list-style-type: none"> <li>1. Electronic format - e.g. linkable to laws, regs, etc. (web based?)</li> </ol>   |
| <b>Federal Aid Proj. No.</b> | TBD                            | <ol style="list-style-type: none"> <li>2. Step by Step process which includes established forms for CE's, EA's, and EIS's. The process should include what decision is to be made, by whom and the timeframe of the decision, i.e. the amount of time either to make a decision or respond for further information.</li> </ol>   |
|                              |                                | <ol style="list-style-type: none"> <li>3. Use of FHWA Technical Advisory T 6640.8A Oct. 30, 1987 &amp; Environmental Flowcharts (electronic link) to provide access to all applicable regulations.</li> </ol>  |
|                              |                                | <ol style="list-style-type: none"> <li>4. Demonstrate linkages between other applicable environmental laws and NEPA, and their involvement within the project development process.</li> </ol>  |
|                              |                                | <ol style="list-style-type: none"> <li>5. Identify partnerships - (ODOT, FHWA, COE, EPA, FWS, DEQ, etc) their relationship to the process and actions needed as part of the process.</li> <li>6. Identify where the Public Involvement Process provides input into the NEPA process for CE's, EA's, and EIS's.</li> <li>7. Identify opportunities to reduce processing time while meeting all Federal and State Environmental laws.</li> <li>8. Utilize all previous developed and documented early project development activities such as planning activities, corridor studies, coordination with others, surveys, studies, and public involvement as input to and for development of Purpose and Need for project, level of documentation, and to substantiate the development of corridors and alignments for projects.</li> <li>9. Reference current ODOT environmental procedural documents including updated ODOT/FHWA MOA for ODOT CE Documentation and Processing.</li> </ol> |