Shell Eastgate Crude-by-Rail Facility Environmental Impact Statement

Scope of Services

Phase 1
August 7, 2015

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EXHIBIT A

SCOPE OF SERVICES

Background

The HDR Team (Third Party Team) has been selected to provide services in support of the Shell Eastgate Crude-by-Rail Facility (ECBR) Environmental Impact Statement (EIS). The ECBR EIS will evaluate potential environmental impacts associated with elements facility construction, site development, and rail services for the ECBR project. The scope of work provided by the Third Party Team will address required steps for State Environmental Policy Act (SEPA) process requirements.

Throughout the scope of work, the HDR Team will be referred to as the Third Party Team. Skagit County Planning and Development Services and the Washington Department of Ecology will be referred to as the Co-Lead Agencies. Shell will be referred to as the Applicant.

This scope of work will address Phase 1 of the SEPA process as outlined below. Phase 1 includes project management, the public participation plan, project description development, and preparation and documentation of the scoping meetings and process.

The duration of the Phase 1 scope of services will begin at the time of contract execution (anticipated by August 10, 2015) and will extend through January 29, 2016.

Scope of Services – Phase 1

Task 100 Project Management

Objective

The purpose of this task is to monitor, control and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing. This task will be continuous throughout the duration of the project, and includes project management oversight overall project coordination.

Third Party Team Services

1. Prepare a Project Management Plan (Project Guide) outlining the project scope, team organization, and communications information.
2. Prepare an initial critical path schedule for completion of the EIS. The initial critical path schedule will be based on the following important deliverables:
   A. Issuance of Determination of Significance and Scoping Notice
   B. Posting of Public Notices
   C. Public scoping period and meetings
   D. Development of draft and final Scoping Report
3. Coordinate and manage the project team.
4. Subcontract with and manage project subconsultants.
5. Prepare monthly progress reports describing the following:

A. Services completed during the month
B. Services planned for the next month and cost projection
C. Needs for additional information from Applicant or direction from Co-Lead Agencies
D. Scope/schedule/budget issues
E. Schedule update and financial status summary

6. Prepare monthly invoices.
7. Collaborate with Co-Lead Agencies to prepare scope of work for future phases.
8. Project Manager will attend monthly project management meetings with the Co-Lead Agencies to review the progress report and invoice, and any identified scope, schedule, and budget issues. The applicant will be included for a portion of monthly project management meetings to provide them with updates on scope, schedule, and budget.

Client Responsibilities

1. Provide input on project schedule (Co-Lead Agencies).
2. Attend project management meetings (Co-Lead Agencies).
3. Timely processing and payment of invoices.
4. Review and process contract change requests and amendments, if needed.

Assumptions

1. The Phase 1 task order duration will be six months (August 2015 – January 2016).
2. The project schedule will be updated monthly with input from the Co-Lead Agencies.
3. One project management meeting will be held per month with 6 hours of project manager time required for each meeting preparation, attendance, follow-up, and notes.
4. This task will continue throughout the duration of the project. Project management meetings will be 1 hour duration and held via conference call unless in-person meeting is requested. For budgeting purposes, 2 in-person project management meetings in Mount Vernon are assumed during Phase 1.
5. Invoices will be HDR standard invoice format.
6. Expense backup will not be provided with invoices but will be available for review at HDR.

Deliverables

1. Scope of services and budget.
2. Project Management Plan (Project Guide).
3. Initial project schedule and monthly updates (can be provided in Microsoft Project format or PDF file).
4. Monthly progress reports and invoices (one copy with invoice can be mailed or e-mailed PDF file).
5. Monthly budget updates and cost projections.
6. Project management meeting agenda and notes.

Task 200 Team Meetings

Objective

This task provides for technical meetings of the Third Party Team, Co-Lead Agencies, and Applicant during Phase 1. This task includes the project kickoff meeting and site visit and technical team meetings.

Task 201 – Kickoff Meeting and Site Visit

Third Party Team Services

1. Prepare for and conduct a project kickoff meeting. This task includes preparing an agenda and establishing meeting objectives, in coordination with Co-Lead Agencies and Applicant. The Applicant will present information and description of the proposed project. The following topics will be addressed at the kick-off meeting: goals and common project understanding; review of Project Guide; project description overview; project schedule; communications protocols; objectives for site visit; and other topics as needed.
2. Prepare for and attend a site visit at the Shell Refinery with the Co-Lead Agencies and the Applicant. The objectives for the site visit will be established in collaboration with the Co-Lead Agencies and the Applicant, and discussed at the kickoff meeting.
3. Develop a document library using existing background information and project data provided to the Third Party Team by the Applicant for use in developing scoping materials and EIS documents.

Client Responsibilities

1. Provide input on kickoff meeting agenda and attend kickoff meeting and site visit.
2. Provide project description and appropriate drawings, graphics, etc. for discussion at kickoff meeting (Applicant).
3. Provide input on site visit objectives and any relevant information needed by the Third Party Team to prepare for the site visit (e.g., site access, safety protocols, etc.) (Applicant).
4. Provide background information materials to Third Party Team electronically.

Assumptions

1. Kickoff meeting will be held in Mount Vernon at Skagit County PDS Office for up to 6 hour duration. Up to 7 Third Party Team staff will attend the kickoff.
2. Site visit will be held in Anacortes at Shell Refinery for up to 6 hour duration. Up to 7 Third Party Team staff will attend the site visit.

Deliverables

1. Kickoff meeting agenda and draft and final meeting notes.
2. Attendance at kickoff meeting for up to 6 hours plus travel time.
3. Attendance at site visit for up to 6 hours plus travel time.
4. Document library of background information for use by Third Party Team.

Task 202 – Technical Team Meetings

Third Party Team Services

1. Prepare for and conduct weekly technical team meetings to be attended by the Third Party Team and the Co-Lead Agencies. A portion of weekly technical team meetings will be attended by the Applicant. This task includes preparing meeting agendas in collaboration with the Co-Lead Agencies, and preparing draft and final meeting notes. One meeting per month will be in-person; other meetings will be held via conference call.
2. Prepare and maintain key decision & action item log to capture decisions made and track action items assigned during weekly technical team meetings.

Client Responsibilities

1. Provide input on technical team meeting agendas and attend technical team meetings. (Co-Lead Agencies)
2. Review draft meeting notes and key decision & action item log updates and provide comments in a timeframe consistent with the project schedule. (Co-Lead Agencies)

Assumptions

1. Monthly in-person technical team meetings will be held in Mount Vernon at Skagit County PDS Office for up to 4 hour duration. Up to 4 staff will attend.
2. Weekly technical team meetings will be held via conference call for up to 2 hour duration. Up to 4 staff will attend.

Deliverables

1. Weekly technical team meeting agenda and draft and final meeting notes.
2. Key decision & action item log to be updated weekly (based on discussion at technical team meetings).
3. Attendance at monthly in-person technical team meetings for up to 4 hours plus travel time.
4. Attendance at weekly technical team meeting conference calls for up to 2 hours duration.

Task 300 Public Involvement Process

Objective

The purpose of this task is to coordinate with the Co-Lead Agencies to conduct a public scoping process that meets SEPA Requirements. This task includes development of public and agency participation strategy, conducting the public and agency scoping process and meetings, and managing public and agency comments.

Task 301 – Public and Agency Involvement Strategy

Third Party Team Services

1. Prepare a draft and final public participation plan. The plan will provide information about the proposal and the process tailored to the public as well as key stakeholders and their concerns about the project and project effects. The plan will outline efforts specific to

support SEPA requirements, including providing the public and agencies with updates and information about how comments will be incorporated into the EIS development process. Elements of the plan will be incorporated into the scoping process, the scoping comment periods, and the Draft EIS public comment period and meeting(s).

2. Prepare an agency participation plan to provide information to and solicit comments from Federal, State, and local agencies, and Tribes.
3. Prepare for and conduct 2 meetings with Co-Lead Agencies to discuss public and agency involvement strategy and incorporate feedback into final public and agency participation plans

Client Responsibilities

1. Provide input on Public Participation Plan and Agency Participation Plan (Co-Lead Agencies).
2. Provide comments on draft participation plans in a timeframe consistent with the project schedule (Co-Lead Agencies).
3. Participate in meetings to discuss public and agency involvement strategy (Co-Lead Agencies).

Assumptions

1. One meeting will be held in Mount Vernon and will be up to 3 hours in duration plus travel time. The second meeting will be held via conference call and will be up to 3 hours in duration. Up to 4 staff will attend each meeting.

Deliverables

1. Draft and final Public Participation Plan.
2. Draft and final Agency Participation Plan.
3. Attendance at 2 public involvement strategy meetings of up to 3 hours in duration.
4. Public involvement strategy meeting agendas, consolidated comments for discussion, and draft and final meeting notes.

Task 302 – Media Scan and Comment Summaries

Third Party Team Services

1. Compile, review and summarize key media articles that could inform project issues or help the team to understand what questions or issues will be raised and generally inform the SEPA process.
2. Scan and summarize/categorize public comments on a twice monthly basis for the duration of this scope.
3. Track outreach activities, if any.
4. Develop a set of media talking points for use by the Co-Lead Agencies during the scoping process.

Client Responsibilities

1. Review media / comment reports (Co-Lead Agencies).
2. Provide input on draft talking points (Co-Lead Agencies).

Assumptions

1. 5 months of media scan updates are anticipated in Phase 1.
2. Comments will be tracked during and after the scoping comment period, through the duration of this scope.

Deliverables

1. Twice monthly media, outreach, and comment updates (10 total).
2. One set of media talking points with up to 2 revisions.

Task 303 – Public Informational Materials, Mailing List, and Website

Third Party Team Services

1. Prepare public information materials to help inform the public about the project. Materials to be prepared include the following:
   A. One project fact sheet and two updates if needed.
   B. Two page FAQ with up to 20 questions and two updates if needed.
   C. Project website (five pages) including:
      1) Home, with project schedule and description
      2) How to get involved
      3) Document Library
      4) Comment page (list of comments for others to view)
      5) Contact us: including comment form and other details

      ii. Monthly updates with progress and scoping process information
      iii. Site hosted by the Third Party Team and will be updated on a monthly basis.
2. Prepare for and import project mailing list into EnviroLytical and add/manage list for both print and email notices for the duration of the project

Client Responsibilities

1. Provide comments on draft fact sheet, FAQ, and website content in a timeframe consistent with the project schedule (Co-Lead Agencies).
2. Provide current version of project mailing list.

Assumptions

1. Full color fact sheet, 8.5x11, double-sided (print up to 1,000 copies).
2. Full color FAQs, 8.5x11, double-sided (print up to 1,000 copies).
3. Website to include up to five pages. Expenses for hosting website will be reimbursed.
4. Mailing list to be provided by Skagit County and include approximately 800 addresses.

Deliverables

1. Fact sheet.
2. Set of FAQ.
3. Updated stakeholder mailing list of people or organizations, as needed for project notifications.
4. Project website with up to five pages.

Task 304 – Public and Agency Scoping Process

Third Party Team Services

1. Review the following studies and regulatory findings in preparation for the scoping meetings:
   A. JARPA, shoreline permit application and related materials
   B. Skagit County Planning & Development Services SEPA documentation, Hearing Examiner's Decision and related materials, and comments received to date
2. Prepare project description and informational materials in collaboration with Co-Lead Agencies and Applicant to convey information to the public and agencies about the ECBR project.
3. Develop up to 3 GIS maps of the project area for use in public involvement activities.
4. Prepare a video to provide an overview of the project, proposed actions and EIS process
5. Prepare for and conduct online public scoping meeting. This task includes the following elements:
   A. Online open house website using existing template.
   B. Up to 10 pages of content, including a combination of text, graphics, images and methods for commenting (independent but similar to the project website).
   C. Electronic advertising within the study area using available social media (if desired).
6. Prepare for and conduct up to 3 in-person public scoping meetings, currently planned to be held the week of September 14, 2015, in Anacortes, Mount Vernon, and Lynnwood, Washington. The meetings will be organized to provide information and gain input from the public, agencies, and affected tribes on project components, project objectives, and possible on-site alternatives. This task includes the following elements:
   A. Develop a scoping meeting plan establishing the agenda, format, information to be shared and staffing and facilitation of the series of scoping meetings.
   B. Arrange facilities and coordinate logistics for the meetings. Primary support will include preparation and publication of the scoping notices; scheduling meeting dates, times, and locations; developing handout materials; preparing public presentations; and presenting materials as requested by and in coordination with the Co-Lead Agencies. Arrange for transcription to make written record of all verbal comments (if needed).
   C. Produce one set of materials to notify the public of the meetings including:
      i. One display ad (up to three newspapers)
      ii. One postcard (up to 1,000 copies, full color)
      iii. One email notice (up to 1,000 emails)
      iv. One media advisory (distributed by agencies)

v. Website content

D. Produce one set of meeting materials including;

i. One PowerPoint presentation
ii. Up to 12 display boards
iii. One comment form
iv. One sign-in sheet
v. Fact sheets and FAQs (included above)

E. Host a dry-run rehearsal of the scoping meeting with Co-Lead Agencies to rehearse in advance of public meetings.

7. Prepare for and conduct one agency scoping meeting at Ecology's Bellevue office with videoconference connections to Ecology's Lacey office and Bellingham office. The meeting will be organized to provide information and gain input from State and Federal agencies on the project.

Client Responsibilities

1. Provide information about the project and potential alternatives and collaborate with the Third Party Team to develop materials for use in the scoping process.
2. Provide relevant data for use in preparing GIS maps.
3. Provide comments on draft materials in a timeframe consistent with the project schedule (Co-Lead Agencies).
4. Solicit participation by agencies in agency scoping meeting and coordinate receipt of comments from agencies in a timeframe consistent with the project schedule (Co-Lead Agencies)
5. Provide input about logistics and format for in-person scoping meetings and attend scoping meetings.
6. Participate in rehearsal and live public meetings.

Assumptions

1. In-person and online open houses assume up to 10 stations/pages.
2. Up to 5 Third-Party Team staff will attend agency scoping meeting.
3. Up to 12 Third-Party Team staff will attend each in-person scoping meeting.
4. Facility rental up to $1,000 per location (assumes 2 in Skagit County and one in Snohomish or North King; Seattle would likely be more expensive); materials printing up to $1,000 per meeting. Incidental expenses such as beverages, audio/visual, etc. will be reimbursed.
5. The online open house will be publicly available for up to 60 days.

Deliverables

1. Narrated PowerPoint video, up to 3 minutes in length.
2. Draft and final scoping meeting plan.
3. Set of notification materials: one display ad, a postcard, and email notice, a media advisory, and website content.
4. Up to 3 GIS maps.

5. Set of meeting materials: one PowerPoint presentation, up to 12 display boards, a comment form and a sign-in sheet.
6. Online open house, including a PDF record of all pages and electronic comment form.
7. Up to 3 in-person public meetings, including logistics coordination, facility rental and other direct costs, and attendance at each meeting.

Task 305 – Scoping Comment Collection and Reporting

Third Party Team Services

1. Collect comments via print and electronic formats. All comments will be tracked using EnviroLytical and organized by phase (e.g., scoping, alternatives analysis, Draft EIS preparation), date received and name, if provided. EnviroLytical will allow real-time queries such as quantity of comments, contact affiliations and comments by categories.
2. Prepare for and conduct up to two 30-minute EnviroLytical training sessions for Third Party Team and Co-Lead Agencies.
3. Prepare draft and final scoping report. The report will provide an overview of the materials provided via scoping notices and at meetings. The report will organize and summarize comments from the public, agencies, and Tribes.
4. Prepare for and conduct 1 meeting with Co-Lead Agencies to review draft scoping report and incorporate feedback into final report.

Client Responsibilities

1. Participate in EnviroLytical training (Co-Lead Agencies).
2. Review draft scoping report and provide comments in a timeframe consistent with the project schedule (Co-Lead Agencies).

Assumptions

1. Up to 10,000 unique comments and 40,000 form letters / petitions received during the scoping period.
2. Up to two 30-minute training meetings.
3. 1 scoping report review meeting will be held via conference call of up to 3 hour duration. Up to 3 staff will attend.

Deliverables

1. Comment database (EnviroLytical)
2. Draft and final scoping report
3. Attendance at scoping report review conference call of up to 3 hours in duration.

Task 400 Administrative Record and Document Storage

Objective

The purpose of this task is to manage correspondence, meeting minutes, drawings, reports, and other documents received and generated over the course of the project. The document control system will allow for the electronic distribution of and access to materials by authorized Third Party Team staff and Co-Lead Agencies.

HDR Services

1. Develop and maintain up to 3 SharePoint sites for document storage and organization. These sites will be organized as follows:
   A. Working documents to be used for preparing materials for the scoping process or development of the EIS or supporting documentation.
   B. Administrative Record documents.
   C. A third site may be used to store very large files such as design drawings if needed.
2. Develop filing system and protocols for organization of information on the SharePoint sites.
3. Provide user guide and training to Third Party Team and Co-Lead Agencies (if desired) for organization and use of SharePoint sites.

Client Responsibilities

1. Provide relevant data and information for storage on SharePoint sites (Applicant – see task 201, information transfer).
2. Utilize user guide and established filing system when accessing SharePoint sites (Co-Lead Agencies)

Assumptions

1. Each SharePoint site will have a maximum of 1 Gigabyte storage capacity.
2. SharePoint sites will require authorization for access. Each SharePoint site will have a maximum of 25 authorized users.
3. This task will continue throughout the duration of the project. For budgeting purposes, 1 online user training of up to 1 hour duration is included in Phase 1. Additional trainings and/or refresher trainings can be included as needed in future phases.
4. QC checks of expected SharePoint site functionality will be conducted monthly.

Deliverables

1. Development and maintenance of 3 SharePoint sites.
2. SharePoint site user guide for Third Party Team and Co-Lead Agencies (PDF file).
3. Online training for SharePoint site users.