**SCOPE OF SERVICES**

Environmental Impact Assessment (EIA)

The University of Wisconsin System

Month YYYY

**Project Title:**

Project Name

UW - Xxxxxxx

DFD Project #00X00

**Project Background:**

In November 1999, the Board of Regents adopted revisions to the UW System WEPA Guidelines, *Implementation of the Wisconsin Environmental Policy Act within the UW System. C*onstruction of new buildings that may be interior to the campus and do not produce a significant environment impact are typically classified as Type II actions, requiring EIAs. Accordingly, the following information provides a description of the project proposal and outlines the necessary steps in preparing an EIA for the proposed construction of a Project name.

*Summarize the relevant history of the campus/building. Indicate past construction phases and dates or various additions. Indicate other renovation projects that have taken place in the most recent past. As applicable, provide a brief recap of the history of the project and the purpose/ intended result of implementing this project. Include references to any previous studies, master plans, pre-designs, etc. that inform the design of this project, with the DFD project number. This section can be completed with information copied from the A/E request, but should be updated if a pre-design has since been completed, in which case that document would be mentioned as additional background information. Also include the following paragraph at the end.*

**Project Description:**

*The description is a concise statement of the boundaries of the project and of what functions are to be provided by the project. It should be comprehensive while not including too many specific details.* ***One description is required for each project.*** *Typical examples of information include:*

*Existing building name*

*Existing building construction date*

*Summary ASF, GSF (coordinate with space tabulation)*

*Number of stories*

*GSF of area to be remodeled*

*Project location*

*Functions and occupants to be accommodated*

*Bed count*

*Residential suite type*

A campus map indicating project location is included as an attachment.

**Project Cost:**

*Edit the following table as necessary, deleting fund sources that are not applicable.*

|  |  |
| --- | --- |
| $00,000,000 | General Fund Supported Borrowing |
| $00,000,000 | Program Revenue Supported Borrowing |
| $0,000,000 | Program Revenue Cash |
|  $000,000 | Building Trust Funds |
| $00,000,000 | Project Total |

**Timing**: The environmental consultant must be available to start work upon receipt of a contract and implement the EIA process in a timely manner so that the public comment period and meeting occurs prior to approval of the Design Report and construction authorization by the Board of Regents and State Building Commission, which are targeted for Month YYYY.

**Project Schedule:**

*Edit the following table as necessary.*

|  |  |
| --- | --- |
| A/E Selection: | Month YYYY |
| Design Concept Report Submittal: | Month YYYY |
| Design Report Submittal: | Month YYYY |
| BOR/SBC Authority to Construct: | Month YYYY |
| Bid Date: | Month YYYY |
| Start Construction: | Month YYYY |
| Substantial Completion: | Month YYYY |
| Occupancy: | Month YYYY |

**EIA Services Required**: The consultant will lead the EIA process and provide the following:

(1) Complete a thorough environmental analysis and data collection;

(2) Develop a distribution list of legislators, state agencies, municipalities, neighborhood associations, nearby residents, interest groups, student groups, faculty and staff representatives, and individuals who should receive scoping and other WEPA documentation (Attachment B);

(3) Do a relevant database search and complete the HIST-A form that should be submitted to the UW System Historic Preservation Officer or designee to review and determine whether a SHPO 44 40 form and Wisconsin Historical Society review will be necessary.;

(4) Draft the Type II Environmental Impact Assessment (attachment D);

(5) Evaluate impacts—adverse and positive;

(6) Distribute the draft EIA in electronic format to the EIA Team (noted below) for input;

(7) Provide input to the EIA Team to determine whether the EIA is adequate or if impacts are significant enough to warrant an Environmental Impact Statement (EIS); if EIS is not required, then:

(8) Distribute draft EIA with a copy available at the local public library and university library and an electronic version on a website;

(9) Publish availability of draft EIA for public comment in local media, including state and local newspapers, student/faculty/staff newspaper(s), and electronic newsletters/messages, noting the required 15-day public review period;

 (10) Publish a 15-day legal notice and hold a public meeting; (This can be done in conjunction with notice on availability of EIA.);

 (11) Provide EIA Team a draft of the PowerPoint presentation for review and comment one week prior to the public meeting.

(12) Collect, evaluate, distribute, and respond to public comments with prior input from the EIA Team;

(10) With input from the EIA Team, determine if the public meeting/comment period produced significant impacts or controversial issues to warrant an EIS and, if not;

(11) Finalize EIA to include an Executive Summary, recommendation, comments, responses, affidavits/copies of published legal notice(s), required signatures, etc.; and

(12) Distribute 3 hard copies of the final EIA to UW System contact, DSF Project Manager, and Campus WEPA Coordinator) and distribute copies to other interested/involved parties.

The consultant is expected to keep all parties informed, take and distribute meeting minutes, and record public information meetings or hire a court reporter to record proceedings of public hearings (if any is held).

**Meetings & Schedule**: At the discretion of the consultant, a kickoff meeting can be arranged at or near the project site or via teleconference. A scoping letter which indicates a response deadline may be used to solicit input from potentially interested agencies, municipalities, neighborhood associations, nearby residents, students, faculty, staff and other individuals.

The EIA process should be accomplished in concert with the development of design documents for the project. The public meeting on the draft EIA should occur to enable completion of the EIA process prior to construction authorization by the Board of Regents and State Building Commission and the release of bid documents. The academic calendar should serve as a guide to encourage student participation.

As part of the EIA consultant’s proposal, a schedule should be provided which incorporates (at a minimum) the following major timeframes:

|  |  |
| --- | --- |
| Scoping/Data Analysis/Evaluation Process | Month DD, YYYY |
| Release Draft EIA | Month DD, YYYY |
| Public Meeting on EAI, if needed | Month DD, YYYY |
| Closing Date for Public Comment Period | Month DD, YYYY |
| Recommendation/Distribute Final EIA | Month DD, YYYY |
| Record of Decision | Month DD, YYYY |

**EIS Team Contact Info**

|  |  |
| --- | --- |
| Alex Roe | Name |
| Associate Vice President for Capital Planning and Budget | Project Manager  |
| Wisconsin Department of Administration, Division of Facilities Development |
| UW System Administration |
| 780 Regent Street, Suite 239 | P.O. Box 7866 |
| Madison, WI 53715-2635 | Madison, WI 53707 |
| 608-265-0551 | 608-000-0000 |
| aroe@uwsa.edu | email |
|  |  |
| Name | Name |
| Senior Architect | Campus Planner |
| UW System Administration | University of Wisconsin - Xxxxxx |
| 780 Regent Street, Suite 239 | Address |
| Madison, WI 53715-2635 | City, WI 00000 |
| 608-000-0000 | 000-000-0000 |
| email | email |
|  |  |
| Name |  |
| Institution WEPA Coordinator |  |
| University of Wisconsin - Xxxxxxx |  |
| Address |  |
| City, WI 00000 |  |
| 000-000-0000 |  |
| email |  |

**ATTACHMENTS**

A - Campus Map

B - Type II EIA Distribution List Format

C - Type II EIA Form

D - UW Historic Preservation Assessment Form

**ATTACHMENT A**

*Insert Campus Map*

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| **ATTACHMENT B** |
| **WEPA Compliance Document Distribution List****Project Name****University of Wisconsin – Xxxxxx****DFD Project # 00X00** |  |  |  |  | **M** = Mailed a hard copy**E** = emailed an electronic copy of website notice**ND** = not distributed |
|  |
| **Contact Name** | **Organization** | **Address Line 1** | **Address Line 2** | **City** | **State** | **Zip** | **Email Address** | **Document Distribution** |
| **Scoping** | **DEIS** | **FEIS** | **ROD** |
| **University of Wisconsin System** |
| Alex Roe | UW System Administration  | 780 Regent Street, Suite 239 |  | Madison | WI | 53715 | aroe@uwsa.edu | M/E | M/E | M/E | M/E |
| Name | UW System Administration  | 780 Regent Street, Suite 239 |  | Madison | WI | 53715 |  | E | E | E | E |
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| **University of Wisconsin - Xxxxx** |
| Name | UW- Xxxxxxx WEPA Coordinator | Address |  | City | WI | 00000 | email | M/E | M/E | M/E | M/E |
| Name | UW-Xxxxxxxx Campus Planner | Address |  | City | WI | 00000 | email | E | E | E | E |
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| **Local Colleges** |
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| **Federal Government Agencies** |
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| **State Government Agency Contacts** |
| Name | Dept. of Administration, Div. of Facilities Development – Project Manager | 101 E. Wilson Street | PO Box 7866 | Madison | WI | 00000 | email | M/E | M/E | M/E | M/E |
|  | Wisconsin State Historical Society |  |  |  |  |  |  |  |  |  |  |
|  | Department of Natural Resources |  |  |  |  |  |  |  |  |  |  |
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| **Xxxxx County** |
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| **City of Xxxxxx** |
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| **ATTACHMENT B** |
| **WEPA Compliance Document Distribution List****Project Name****University of Wisconsin – Xxxxxx****DFD Project # 00X00** |  |  |  |  | **M** = Mailed a hard copy**E** = emailed an electronic copy of website notice**ND** = not distributed |
|  |
| **Contact Name** | **Organization** | **Address Line 1** | **Address Line 2** | **City** | **State** | **Zip** | **Email Address** | **Document Distribution** |
| **Scoping** | **DEIS** | **FEIS** | **ROD** |
| **University of Wisconsin – Xxxx Student Representatives** |
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| **State Elected Officials** |
| Governor | State of Wisconsin | Address | 115 East Capitol | Madison | WI | 53702 | email | M | E | E | E |
| Representative |  | Address |  | Madison | WI | 00000 | email | E | E | E | E |
| Senator |  | Address |  | Madison | WI | 00000 | email | E | E | E | E |
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| **Local/Regional Agency Contacts** |
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| **Design Architect/Engineer** |
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| **Neighborhood Associations** |
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| **Utilities** |
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| **Local Libraries** |
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**ATTACHMENT C**

**ENVIRONMENTAL IMPACT ASSESSMENT**

**TYPE II ACTION WORKSHEET**



UNIVERSITY OF WISCONSIN SYSTEM

WISCONSIN ENVIRONMENTAL POLICY ACT

I. DESCRIPTION OF PROPOSED ACTION

*(For UW WEPA Type II actions except Research/Demonstration projects. Please attach additional sheets if necessary)*

 A. Title of Proposal:

 B. Location (include campus name):

 County:

 Political Town:

 C. Project: Define Proposed Action

 1. Description (type of facility or action):

 2. Purpose and Need (brief statement of project objective, history & background):

 D. Estimated Cost and Funding Source:

 E. Time Schedule (include date of Design Report approval, bidding, start of construction, project completion):

**Universities**: Eau Claire, Green Bay, LaCrosse, Madison, Milwaukee, Oshkosh, Parkside, Platteville, River Falls, Stevens Point, Stout, Superior, Whitewater; **University** **Centers**: Baraboo/Sauk County, Barron County, Fond du Lac, Fox Valley, Manitowoc County, Marathon County, Marinette County, Marshfield/Wood County, Richland, Rock County, Sheboygan County, Washington County, Waukesha County, Extension Statewide II.

 A. Physical (Topography - soils - air wetland types):

II. EXISTING ENVIRONMENT

 B. Biological:

 1. Flora

 2. Fauna

 C. Social:

 D. Economic:

 E. Other (include archaeological, historical, etc.):

 A. Manipulation of Terrestrial Resources (include quantities --sq. ft., cu. yds., etc.):

III. PROPOSED ENVIRONMENTAL CHANGE

 B. Manipulation of Aquatic Resources (include quantities --cfs, acre feet, MGD, etc.):

 C. Structures:

 D. Other:

 E. Attach maps, plans, photographs and other descriptive material (8 1/2 x 11" maximum).

 A. Physical Impacts:

IV. PROBABLE ADVERSE AND BENEFICIAL IMPACTS (Include indirect and secondary impacts)

 B. Biological Impacts:

1. Socioeconomic Impacts:

 1. Social

 2. Economic

 E. Other (Include archaeological, historical, etc.) (If none, so indicate):

V. PROBABLE ADVERSE IMPACTS THAT CANNOT BE AVOIDED

VI. RELATIONSHIP BETWEEN SHORT - TERM USES OF THE ENVIRONMENT AND THE MAINTENANCE AND ENHANCEMENT OF LONG-TERM PRODUCTIVITY

VII. IRREVERSIBLE OR IRRETRIEVABLE COMMITMENTS OF RESOURCES IF ACTION IS IMPLEMENTED

 A. Energy:

 B. Archaeological and historic features or sites:

 C. Other:

VIII. ALTERNATIVES: (No Action-Enlarge-Reduce-Modify-Other Locations and/or Methods. Discuss and describe fully with particular attention to alternatives which might avoid some or all adverse environmental effects.)

 A. As a result of this action, is it likely that other events or actions will happen which may significantly affect the environment? If so, list and discuss. (Secondary effects)

IX. EVALUATION (Discuss each category. Attach additional sheets and other pertinent information if necessary)

 B. Does the action alter the environment so a new physical, biological, or socioeconomic environment would exist? (New environmental effect)

 C. Are the existing environmental features which would be affected by the proposed action scarce, either locally or statewide? If so, list and describe. (Geographically scarce)

 D. Does the action and its effects require a decision which would result in influencing future decision? Describe. Is the decision precedent setting?

 E. Discuss and describe concerns which indicate a serious controversy? (Highly controversial)

 F. Does the action conflict with official agency plans or with any local, state or national policy? If so, how?

 (Is the action inconsistent with long-range plans or policies?)

 G. While the action by itself may be limited in scope, would repeated actions of this type result in major or significant impacts to the environment? (Cumulative impacts)

 H. Will the action modify or destroy any historical, scientific or archaeological site?

 I. Is the action irreversible? Will it commit a resource for the foreseeable future?

 (Does it foreclose future options?)

 J. Will action result in direct or indirect impacts on ethnic or cultural groups or alter social patterns?

 (Social-cultural impacts)

 K. Other:

X. LIST OF AGENCIES, GROUPS AND INDIVIDUALS CONTACTED REGARDING THIS PROJECT

|  |  |  |
| --- | --- | --- |
| **Date** | **Contact** | **Comments** |
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 RECOMMENDATION (to be completed by institution WEPA Coordinator only)

 [ ]  **EIS Not Required**

 Analysis of the expected impact of this proposal is of sufficient scope and detail to conclude that

 this is not a major action which would significantly affect the quality of the human environment.

 In my opinion therefore, an environmental impact statement is not required before the board

 undertakes this action.

1

 [ ]  Major and Significant Action: **PREPARE EIS**

 Additional factors, if any, affecting the evaluator's recommendation:

|  |
| --- |
| CERTIFIED TO BE IN COMPLIANCE WITH WEPA -Public Notice Completed (include copy of public notice for permanent record) |
| Institution WEPA Officer | Date: |

This decision is not final until approved by the appropriate officer.

Regent Resolution 2508 11/06/8

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| --- |
| **REQUEST FOR UWSA REVIEW AND COMMENT ON A UNIVERSITY UNDERTAKING** |
| Complete this form for each project in a campus building that is on the UWSA inventory. Provide project details and submit one copy for each action for which review is requested and send to the **UWSA Historic Preservation Officer: Maura Donnelly** <mdonnelly@uwsa.edu>. Attach supporting material providing detail of the proposed scope of work such as a work order, Small Project Request, AAPR, etc. Include drawings or photos of existing conditions. Complete only the areas highlighted in yellow. The Agency Historic Preservation Officer will do the rest. |
|  |
| **I.** | **GENERAL INFORMATION** |
| **[ ]**  | **This is a new submittal.** |
| **[ ]**  | **This is supplemental information related to another project:** |  |
|  |  |
|  |  |
| a. | Institution/Campus: |  |
| b. | Institution Contact Person: |  |
| c. | Phone: |  | Fax: |  |  |
| d. | Return Address: |  | Zip Code: |  |
| e. | Email Address: |  | Project Number: |
| f. | Project Name: |  |
| g. | Building Name:Project Street Address |  |
| h. | County: |  | City: |  | Zip Code: |  |
| i. | Project Location: | Township: |  | Range: |  | **[ ]** E | **[ ]** W | Section: |  | Quarter Section: |  |
| j. | Project Narrative Description – Attach information as necessary. |
| k. | Area of Potential Effect (APE). Attach Copy of U.S.G.S. 7.5 Minute Topographic Quadrangle Showing APE. |
| **II.** | **IDENTIFICATION OF HISTORIC PROPERTIES** |
| **[ ]**  | Historic Properties are not located within the project APE. Attach supporting materials. |
| **[ ]**  | Historic Properties are located within the project APE. Attach supporting materials. |
| **III.** | **FINDINGS** |
| **[ ]**  | No historic properties will be affected (i.e., none is present or there are historic properties present but the project will have no effect upon them). Attached necessary documentation. |
| **[ ]**  | The proposed undertaking will have an effect on one or more historic properties located within the project APE.Attach necessary documentation, as described. |
| Authorized Signature: |  | Date: |  |
| Type or Print Name: |  |
| **IV.** | **AGENCY HISTORIC PRESERVATION OFFICER COMMENTS** |
| **[ ]**  | Agree with the finding in Section III above. |
| **[ ]**  | The proposed undertaking will result in an adverse effect to one or more historic properties and will require SHPO review. |
| **[ ]**  | Requires negotiation with the institution to resolve the adverse effects. |
| **[ ]**  | Object to the finding for reasons indicated in attached memo. |
| **[ ]**  | Cannot review until information is sent as follows: |  |
| Authorized Signature: |  | Date: |  |
| UW System HPO | Maura A. Donnelly |  |  |