**SCOPE OF SERVICES**

Environmental Impact Statement (EIS)

The University of Wisconsin System

Month YYYY

**Project Title**

Project Name

UW – Xxxxxxx

DFD Project #00X00

**Project Background:**

*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.*

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.* New major construction with potentially significant environmental effects is classified as a Type I action, requiring an EIS. Accordingly, the following information provides a description of the project proposal and outlines the necessary steps in preparing an EIS for the proposed Project Name.

**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 Attachment “A.”

**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 immediately upon receipt of a contract and implement the EIS process in a timely manner. At a minimum, the FEIS public information meeting must be held prior to project approval by the Board of Regents (BOR) and State Building Commission (SBC).

**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 |

**EIS Services Required**: The Environmental Impact Statement (EIS) is a full disclosure document that provides an assessment of the potential environmental effects of this proposal as it relates to the quality of the human environment. Evaluation considers both adverse and positive impacts including physical, biological, cultural, historical, archeological, social and economic impacts. As importantly, opportunities for public input are provided at various stages of the EIS process. Services expected of the EIS consultant include, but are not limited to, the following:

▪ Communication. Throughout the EIS process, the EIS consultant is expected to openly communicate with the EIS Team, with the UW System Contact, the institution’s WEPA Coordinator, and the Division of Facilities Development (DFD) Project Manager as primary contacts. It is also vital to stay current with the lead design consultant and analyze the proposed action as the design progresses from planning through the design phase.

▪ Kickoff meeting. The EIS consultant coordinates the kickoff meeting that involves the EIS Team and A/E design consultant to initiate the WEPA process. The EIS consultant develops an agenda, including a proposed EIS schedule, to guide discussion and accomplish meeting goals.

▪ Distribution List. With assistance from the Institution WEPA Coordinator, the EIS consultant develops a distribution list, for review by the EIS Team, to guide dissemination of the scoping letters, Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), and Record of Decision (ROD). The Distribution List includes city officials, state and federal agencies, appropriate student/faculty/staff representatives, as well as nearby residents, alderpersons, neighborhood associations, and others as applicable, advising of the proposal and seeking input. Contacts also include the Department of Administration’s Division of Facilities Development Project Manager, design consultant, UW System Administration (UWSA), campus administrators, and appropriate academic and administrative departments. Attachment “B” is the recommended Distribution List format which identifies typical recipients of the EIS information and the means of communication used.

▪ Public Meetings/Hearings. The EIS consultant coordinates and leads a minimum of three public meetings, including one hearing, that are attended by the EIS team members (or their designee) and A/E design consultant. Most public meetings occur on campus and/or near the proposed project site during evening hours to encourage and facilitate public and student/faculty/staff involvement. The following three public meetings are required:

(1) Scoping Public Meeting

(2) DEIS Public Meeting

(3) FEIS Public Hearing

▪ Process. A more detailed description of the three major segments of the EIS process and other pertinent elements follows:

(1) Scoping

The initial step in the development of an EIS is the scoping process, which identifies issues and potential areas of concern specific to the proposed action. A scoping letter is prepared by the EIS consultant for review by the EIS team and sent to those individuals and groups identified in the Distribution List. During the scoping process, the environmental consultant undertakes a relevant database search and completes a HIST-A UWSA Historical Evaluation form that is 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.

A legal notice of the public scoping meeting is prepared for review by the EIS Team and is published a minimum of 15 days prior to the meeting. The EIS consultant prepares a draft PowerPoint presentation for the scoping meeting that is provided to the EIS Team members and A/E Design consultant for review and comment one week prior to the scheduled meeting. The EIS consultant also prepares a sign-in form, written public comments form, and obtains design concept/site elevation materials from the design consultant. An agenda and a handout which describes the project scope and schedule of the project are recommended. The EIS consultant leads the scoping meeting, presents the concept of the proposed facility (with or without the assistance of the lead design consultant), identifies known impacts, and solicits comments from the participants. This provides guidance on the development of data needed to address the potential environmental effects and impacts (both positive and negative) of the proposed action. Issues identified throughout the scoping process are communicated to the EIS team for inclusion in the EIS and to determine whether or not further action is necessary.

(2) DEIS

From information garnered through the scoping process and collection of site-specific data, the EIS consultant prepares the DEIS. Existing or readily available information is analyzed by the EIS consultant to provide supplemental information on site soils, flora/fauna, social and economic effects and other information necessary to describe the proposed action and impacts as reflected in the EIS outline. Note that probable effects of alternatives to the proposed action must also be addressed including justification as to why the selected alternative was chosen. Impacts of sustainability features that are being considered are also included.

The DEIS describes the proposed action and alternatives in sufficient detail that reviewing agencies and the public can assess the environmental effects of the proposed action as it relates to their area of expertise and/or interest. The format and content of the draft EIS should follow the UW System model, as shown in Attachment “D” which is extracted from the guidelines for *Implementation of the Wisconsin Environmental Policy Act within the UW System.*

Once the DEIS is developed, review copies of the document are provided to the EIS Team for input prior to public release. The EIS consultant incorporates appropriate review comments into the DEIS, prints and distributes copies.

A 45-day public comment period is required for the DEIS and, during that timeframe, a public meeting is held. Publication of a legal notice of availability of the DEIS is coordinated by the EIS consultant typically in combination with the legal notice of the DEIS public meeting, or a separate DEIS legal notice may be published at least 15 days prior to the public meeting. At a minimum, the legal notice is published in the local daily/weekly newspaper and campus newspaper(s) including on-campus electronic faculty/staff and student news media where available. Notices for projects of a larger magnitude, especially those with potential statewide impact, are also published in the state newspaper—currently the Wisconsin State Journal. Notices should include a brief description of the project, cost/funding, anticipated project implementation schedule, date/time/location of the public meeting, and a website link and physical locations where copies of the DEIS can be reviewed (typically a local library and the main campus library). The notice should specify the deadline for receipt of public comments and provide contact information for the EIS consultant, who is responsible for dissemination, discussion with the EIS team, and follow-up.

The EIS consultant conducts the public meeting on the DEIS. The EIS consultant prepares a draft PowerPoint presentation for the DEIS meeting and provides it to the EIS Team members for review and comment one week prior to the scheduled meeting. The EIS consultant also develops a sign-in sheet for meeting attendees and a form for those who prefer to submit written public comments. A handout which describes the project scope and schedule of the project is recommended. At the meeting, the EIS consultant advises attendees that the meeting is being recorded and summarizes the EIS process to be followed and the initial determination of need for an EIS on the proposed action. The lead design team should have a representative at the meeting to present and clarify any design issues. Typically, representatives from the EIS Team (DFD, UWSA, the campus) are present. Current graphic materials describing the project are provided to the extent available from the lead design consultant. The EIS consultant fields questions and makes verbal clarifications for the public as appropriate at the meeting and draws upon other members of the EIS Team for input when needed. The EIS consultant collects all meeting comments (both verbal and written) and produces meeting minutes for inclusion in the final EIS (FEIS). During the 45-day DEIS review period, the EIS consultant consults with the EIS Team to review all comments and determine how, and to what extent, those comments will be addressed in the FEIS.

(3) FEIS.

Following the public meeting and close of the public comment period on the DEIS, the final EIS is prepared. A review copy of the FEIS is sent to the EIS team as well as a draft of the legal notice prior to public release. The format of the FEIS follows that of the DEIS and addresses, by incorporation, the responses to comments raised in the DEIS. As with the DEIS, the EIS consultant prints and distributes the FEIS, which must be available a minimum of 30 days for public review.

The EIS consultant publishes a Class I Notice of Hearing in the local media a minimum of 15 days prior to the hearing and follows procedures as outlined above for DEIS publication for the FEIS. The EIS consultant leads the recorded final EIS public hearing that is typically scheduled near the end of the FEIS review period. The EIS consultant summarizes the EIS process, describes the project proposal, identifies the substantial changes between the DEIS and FEIS, summarizes the final findings detailed in the EIS, and describes how major comments raised during the DEIS process were addressed. Current design graphics should be provided and presented by the EIS consultant if the lead design consultant is unable to attend. The EIS consultant is responsible for collecting signatures of all public hearing attendees and all comments, verbal and written, for the record.

Scoping, DEIS & FEIS

The EIS consultant produces and publishes legal notices; meeting/hearing attendance sheets, written comments forms, necessary media releases, and provides minutes for all meetings, including transcripts/recordings of public meetings and the hearing. Legal notices are published in the local daily newspaper and, if potential statewide significance, the state newspaper. Notices should also appear in faculty and student newspapers and in the on-campus electronic daily messages where possible. In addition to the required public notices, announcements of public meetings and hearings and availability of the DEIS and the FEIS should be placed on the websites of the EIS consultant and, if possible, the campus, with those websites notated in the legal notices. A legible copy of all notices and affidavits of publications is obtained by the EIS consultant and incorporated into the appendices of the EIS. Copies associated with the FEIS can be appended to the ROD. In addition, the EIS consultant coordinates receipt of and responses to all comments on the draft and final EIS documents and distributes copies to the EIS Team.

ROD

At the conclusion of the final review period, the EIS consultant drafts a Record of Decision (ROD) on behalf of the institution’s WEPA Coordinator. The ROD briefly summarizes the project scope and goals, outlines specifics of the WEPA process undertaken, provides milestone dates, identifies significant issues raised, and indicates how those issues are being addressed. The ROD also summarizes potential negative and positive impacts and documents the final determination on the EIS process. The EIS consultant distributes the ROD after it is reviewed by appropriate parties and is signed by the institution’s WEPA Coordinator.

**Deliverables**

All documentation should be provided in MS WORD (preferred) or reviewable pdf format. The EIS consultant provides electronic review copies of the DEIS, FEIS, and ROD to all members of the EIS team for input prior to public release. A link to the electronic version should be provided in the transmittal to those on the distribution list with a notation that requests for a hard copy will be honored. A “red-line” version that tracks all changes made between the DEIS and FEIS versions should be submitted electronically to the institution’s WEPA Coordinator. Unless otherwise instructed, hard copies of the DEIS, EIS, and ROD are provided to members of the EIS Team. The DEIS and FEIS should be black & white copy (or a combination of black/white and color where the color portions can be legibly reproduced in black and white), bound, and include an appropriate cover.

**Approvals/Permits**

During the WEPA process, the environmental consultant shall track the status of needed approvals and permits including, but not limited to: city/county planning commission, zoning boards, storm water, Wisconsin State Historic Preservation Office, Wisconsin Department of Natural Resources, City Design Commission, etc.

**Schedule**

It is anticipated that the EIS process be accomplished in concert with the development of design documents for the project. The FEIS public meeting must be held prior to consideration of the project by the Board of Regents and Building Commission for Design Report approval and construction authority. The academic calendar also should serve as a guide in scheduling public meetings when students have an opportunity to participate. To the extent possible, public meetings should not be scheduled during exam weeks or academic breaks. The entire EIS process must be completed prior to project construction.

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

|  |  |
| --- | --- |
| Scoping Meeting | Month DD, YYYY |
| Release Draft EIS for Internal Review | Month DD, YYYY |
| Release Draft EIS for Public Review | Month DD, YYYY |
| DEIS Public Meeting | Month DD, YYYY |
| Release Final EIS for Internal Review | Month DD, YYYY |
| Release Final EIS for Public Review | Month DD, YYYY |
| Final EIS Public Hearing | 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 - EIS Distribution List Format

C - EIS model format/Table of Contents

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 |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **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 | State of Wisconsin | Address |  | Madison | WI | 00000 | email | E | E | E | E |
| Senator | State of Wisconsin | 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**

EIS Announcement Sheet & EIS Schedule

1. Table of Contents
2. Executive Summary
	1. Summary of Project Description and Potential Impacts
	2. Alternatives Considered
	3. Scoping Process Summary
	4. Public Hearing Process Summary & Comments Received
	5. List of Agencies Contacted and provided copies of DEIS & FEIS
3. Description of the Proposed Action
	1. General Project Description
	2. Detailed Project information (including scope, budget estimate and schedule)
	3. History, background, purpose and need
4. Description of the Existing Environment
	1. Physical Environment
	2. Biological Environment
	3. Social and Cultural Environment
	4. Archeological/Historical Environment
	5. Economic Environment
5. Probable Adverse and Beneficial Impacts of the Proposed Action on the Environment
	1. Physical Environment
	2. Biological Environment
	3. Social and Cultural Environment
	4. Archeological/Historical Environment
	5. Economic Environment
6. Probable Unavoidable Adverse Environmental Impacts
7. Relationship between Short-Term Uses of the Environment and the Maintenance and Enhancement of the Long-Term Productivity
8. Irreversible or Irretrievable Commitment of Resources
9. Alternatives to the Proposed Action

Appendices

Appendix ‘A’ - Site Plan, Floor Plans, and Exterior Elevations

Appendix ‘B’ - Scoping Letters

Appendix ‘C’ - Minutes of Scoping Meeting

Appendix ‘D’ - Transcript of DEIS Public Meeting, copies of correspondence received and response to comments; affidavit/copy of legal notice of DEIS Public Meeting

Appendix ‘E’ - Transcript of FEIS Public Hearing, copies of correspondence received and response to comments, affidavit/copy of legal notice of FEIS Public Hearing

Appendix ‘X’ - Other applicable materials

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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 |  |  |