

NCDOT - Scope of Services for a Natural Resources Technical Report

Project	WBS	County	DOT Environmental Contact
Description:			
Mapping Location:			
Additional Project Info/ Remarks:			

Tasks

The firm will create an NRTR for the subject project(s) for the NCDOT. Unless otherwise specified below, the firm will follow the template, guidance and protocols as found on the ECAP website at:

<https://connect.ncdot.gov/resources/Environmental/EAU/ECAP>

Required	Task	Description	Date Due
1. Pre-Fieldwork			
Yes	Description:	Field and Data Preparation	
	Reference:	Preparing Natural Resource Technical Reports; ECAP website.	
2. Survey Notification Letter			
	Description:	Creation and Distribution of Survey Notification Letter to Landowners.	
	Reference:	Survey Notification Letter Guidance; ECAP website.	
	Contact Info:	Project Manager: 	
	Deliverable:	Attach Survey Notification Quality Checklist as last page of the Survey Notification	
	Location:	Place at SharePoint: Natural Environment Key NE: None Topic: Correspondence	
3. NRTR Field Work			
Yes	Description:	Fieldwork, including data collection for streams, wetlands and natural communities. Delineators will place 20d, 4-inch nails into the ground for each wetland point to be located by NCDOT Locations and Surveys Unit.	
	Reference:	Preparing Natural Resource Technical Reports; ECAP website.	
4. Protected Species Surveys			
Yes	Description:	Protected Species Surveys	
	Reference:	Preparing Natural Resource Technical Reports; ECAP website.	
	Conduct Habitat Assessment if out of season.		
	Revisit during flowering season		
	Description:	Bat Habitat Assessment (Divisions 1-8)	
	Reference:	Bat Habitat Assessment Standard Operating Procedure; BSG Website: (https://connect.ncdot.gov/resources/Environmental/EAU/BSG/) The forms for this Assessment are located in the Appendices of the SOP. Completion of the forms via Survey123 is preferred and instructions are provided in the SOP. The Bat Assessment is separate from the NRTR Deliverable and should be placed at the SharePoint indicated below.	
	Deliverable:	Place at SharePoint: Natural Environment Key NE: None Topic: Consultant	
	Deliverable:	Notify BSG via BSG@ncdot.gov that the Bat Assessment has been completed and uploaded.	
	Additional Remarks:		

5. Travel				
Yes	Travel time to perform field work, agency site visits, and meetings (if required).			
6. Creation of Jurisdictional .DGN File				
Yes	Description:	Integration of delineated stream and wetland data into a design file. Revisions resulting from agency visits (if required) will be incorporated into the jurisdictional resources file.		
	Reference:	ECAP GPS and CADD Standards ; ECAP website .		
	Deliverable 1:	Draft Jurisdictional Resources File Place at SharePoint: Natural Environment Key NE: None Topic: Consultant Submittals (ECAP Only) ETRACS: include in Draft NRTR Review Request unless otherwise specified.		
	Deliverable 2:	Final Jurisdictional Resources File Place at SharePoint: Natural Environment Key NE: None Topic: Consultant Submittals		
7. Preparation of Preliminary Jurisdictional Resources Package				
Yes	Description:	Creation of DRAFT and FINAL PJD packages.		
	Reference:	Jurisdictional Determination Package Guidance & Quality Checklist , ECAP Website .		
	Deliverable 1:	Draft Preliminary Jurisdictional Resources Package Attach JD Package Quality Checklist as FIRST page of Draft JD Package Place at SharePoint: Natural Environment Key NE: None Topic: Consultant Submittals (ECAP Only) ETRACS: include in Draft NRTR Review Request unless otherwise specified.		
	Deliverable 2:	Final Preliminary Jurisdictional Resources Package Place at SharePoint: Natural Environment Key NE: None Topic: Consultant Submittals		
8. Agency Site Visit				
	Site visit to verify Jurisdictional Resources with Environmental Agencies.			
9. Draft NRTR				
Yes	Description:	Preparation of Draft NRTR.		
	Reference:	NRTR Guidance and Template ; ECAP website .		
	Reference:	Preparing Natural Resource Technical Reports ; ECAP website .		
	Reference:	NRTR Quality Checklist ; ECAP website .		
	Deliverable:	Attach NRTR Quality Checklist as first page of Draft NRTR		
	Deliverable:	Place at SharePoint: Natural Environment Key NE: None Topic: Consultant Submittals (ECAP Only) ETRACS Request for "Draft NRTR/NRTR Addendum Review" Include Draft DGN & PJD Package with request unless otherwise specified.		
10. Final NRTR				
Yes	Description:	Incorporation of NCDOT comments into the Final NRTR.		2 weeks after ECAP review.
	Deliverable:	Place at SharePoint: Natural Environment Key NE: None Topic: Consultant Submittals		
	Deliverable:	Notify NCDOT Environmental Contact via email once uploaded.		
11. Project Management				
Yes	Description:	Coordination, safety compliance, invoicing, and meetings (if required).		
Supporting Documentation				
Yes	Final NRTR in Word Format	Deliverable:	Email to NCDOT Environmental Contact	Due with final NRTR
	All field forms, electronic as PDF			
	Field Notes in PDF Format			
	Shape files used to create figures			

Completed Example

NCDOT - Scope of Services for a Natural Resources Technical Report			
Project	WBS	County	DOT Environmental Contact
Example-1234	12345.1.1	Gates	DeBill Crowtherhill
Description:	Replacement of Bridge 0 on NC 0 over Wet River.		
Mapping Location:	Link to Sharepoint		
Additional Project Info/ Remarks:			

Tasks

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	Reference:	Survey Notification Letter Guidance; ECAP website.	
	Contact Info:	Project Manager: Sheldon Cooper	
	Deliverable:	Attach Survey Notification Quality Checklist as last page of the Survey Notification	
Location:	Place at SharePoint: Natural Environment Key NE: None Topic: Correspondence		
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6. Creation of Jurisdictional .DGN File			
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