Narrative Indirect and Cumulative Effects (ICE) Report

Scope of Work

STIP X-XXXX

Prepared Month Day, Year

Prepared by Consulting Firm

# Project Initiation and Set-up

The consultant will perform project initiation and set-up tasks according to the current ICE Narrative Template and ICE Guidance. These tasks include, but are not limited to, the following:

## Coordination with NCDOT

⮚ The consultant will obtain the current ICE Narrative Template and ICE Guidance, the ICE Screening Tools, and other pertinent forms and tools from the Connect NCDOT website or from the Community Studies (CS) staff before starting the data-gathering process.

## Future Land Use Study Area

Based on the current guidance, the consultant will delineate an area to be assessed for indirect and cumulative effects, called the Future Land Use Study Area (FLUSA). ⮚ The draft FLUSA will be mapped and forwarded to CS for review and approval, before further analysis is conducted.

## Local Officials Input

## The consultant will contact local officials using the local input forms provided by NCDOT CS and available on the Connect website as guidance.

## Field Visit to Inspect Project Area

1. Following current guidance, prior to the field visit the consultant will prepare and send an e-mail to the NCDOT Division and NCDOT District staff. **⮚** Copy CS on the email.
2. The consultant will conduct a field visit to the proposed project location. The consultant will use the field visit input form obtained from CS as a starting point for observational notes. The consultant will take photos of the project area and any notable community characteristics. O Notify CS and Public Involvement if the field visit or additional research suggests that expanded community coordination may be appropriate.

# Conduct Base Screening

The consultant will gather data and provide documentation according to the current ICE Narrative Template and ICE Guidance.

# Conduct Analytical Screening

The consultant will conduct analyses according to the current ICE Narrative Template and ICE Guidance.

# Analyze and Evaluate Data

The consultant will analyze and evaluate data according to the current ICE Narrative Template and ICE Guidance.

# Indirect and cumulative Effects Report Deliverables

## Draft Indirect and Cumulative Effects Report

The draft ICE will be submitted to CS in Word format. The consultant will coordinate the schedule for an initial two week duration review of the draft report with CS and the NCDOT Project Planning Engineer to adhere to the overall project delivery schedule.

The consultant will revise the reviewed draft report according to NCDOT CS comments and schedule a second one week duration review for CS to confirm that comments have been adequately addressed. The consultant will submit a “clean” revised report and a “track changes” version that shows: (1) text added, deleted, or moved in response to CS comments in comment boxes; and (2) how the consultant addressed each comment in a comment box. It is not necessary to show text insertions, deletions, or edits made by CS in the “track changes” version; the consultant may simply accept those changes.

## Final Indirect and Cumulative Effects Report

When CS accepts the report as final, the consultant will provide CS with a digital copy of the complete final report in both Word and Adobe Portable Document Format.

# Indirect and Cumulative Effects Report Project Administration

## Scope of Services

The consultant will review this Scope of Work and prepare a task list and fee. A broad assessment of complexity and potential community controversy based on preliminary information provided by CS and NCDOT Project Planning Engineer, along with variables including the length of the project, number of jurisdictions, proximity of alternatives/study area size, and development density shall be used to estimate fees for Task Orders.

## Project Management

The consultant will provide adequate staff with proper expertise to complete the project. The primary author of the report must be pre-qualified by CS.