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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This process explains how EEP's Full Delivery staff manages executed Full Delivery contracts through all phases of the contract delivery.
- 1.2 Scope. Full Delivery contracts.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Full Delivery Supervisor (FDS)
 - EEP Full Delivery Environmental Specialist
 - Full Delivery Vendor
 - EEP Project Manager (PM)
 - EEP Federal Highway Administration Liaison
 - State Property Office
 - EEP Design and Construction Supervisor (DCS)
 - EEP Monitoring Supervisor
 - EEP Document / Contract Specialist

2.0 PROCEDURE STEPS

- 2.1 Receive copy of executed contract. The FDS receives a copy of an executed Full Delivery contract.
- 2.2 Prepare file. The FDS prepares a paper file for the contract, with an appropriate label.
- 2.3 Enter information into database. The FDS enters the contract milestone dates, site name and location into the Project Tracking System / Information Management System (PTS/IMS).

Parallel Process for Vendor

- 2.4 Begin to implement contract. The Full Delivery Vendor implements the contract, periodically submitting deliverables and invoices as required in the contract.
- 2.5 Complete form. The Vendor completes the Categorical Exclusion Action Classification Form, including public notice in the newspaper and potential citizens' information workshop.
- 2.6 Secure easement. The Vendor secures a conservation easement for the site, with EEP as the easement holder. The Vendor provides an electronic copy of the site's boundaries to EEP.

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- 2.7 Develop plan, provide bond. The Vendor develops the site restoration plan and provides EEP with a performance bond.
- 2.8 Secure permits, implement earthwork. The Vendor secures the necessary permits and completes the portion of the site work that involves earthwork.
- 2.9 Plant vegetation and install monitoring. The Vendor plants the required vegetation and installs monitoring devices or stakes out monitoring plots.
- 2.10 Prepare mitigation plan and drawings. The Vendor prepares the mitigation plan and as-built drawings.
- 2.11 Annual monitoring. The Vendor submits annual reports for five years detailing the status of the site. These reports include revised estimates of expected mitigation assets.

Parallel Process for EEP Staff

- 2.12 Oversee contract implementation. The FDS, with assistance from PMs, oversees fulfillment of contract terms, and reviews and approves Vendor invoices.
- 2.13 Review form and newspaper notice. The FDS reviews the deliverables from the Vendor, including seeking review and approval from the EEP Federal Highway Administration Liaison of the Categorical Exclusion Action Classification Form.
- 2.14 Review easement. The FDS reviews and approves the draft easement documents and coordinates with the State Property Office to secure legal review.
- 2.15 Verify recording has occurred. The State Property Office sends the FDS a memo verifying that the easement has been recorded. FDS approves the related payment to Vendor.
- 2.16 Review site restoration plan. The FDS reviews the site restoration plan with help from the assigned PM. The FDS provides a copy to the DCS and the Monitoring Supervisor. The FDS provides the Vendor a letter acknowledging that EEP has reviewed the restoration plan. This letter signals the Vendor to pursue the 401 and 404 permits.
- 2.17 Review earthwork. The Vendor notifies the FDS that earthwork has begun. EEP staff travels to the site to verify the work.
- 2.18 Review vegetation and monitoring installations. The FDS reviews the vegetation plants by the Vendor, as well as their installation of monitoring devices / plots. The FDS sends the Vendor a letter acknowledging the review and provides spot verification.

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- 2.19 Review mitigation plan and drawings. The FDS reviews and approves via letter the mitigation plan and as-built drawings. If there are any decreases in the assets, the FDS amends the payments as appropriate under the contract and records the asset change in PTS/ IMS.
- 2.20 Review monitoring reports. The FDS reviews the annual monitoring reports from the Vendor. The FDS provides a copy for the Document / Contract Specialist, who posts it on EEP's Web site.
- 2.21 Site inspections. As work load allows, EEP Monitoring staff accompany the Vendor on annual site inspections.
- 2.22 Repeat steps 19 and 20 until five years of successful monitoring have been achieved.
- 2.23 Complete. Go to Project Closeout for Full Delivery (TBD).

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

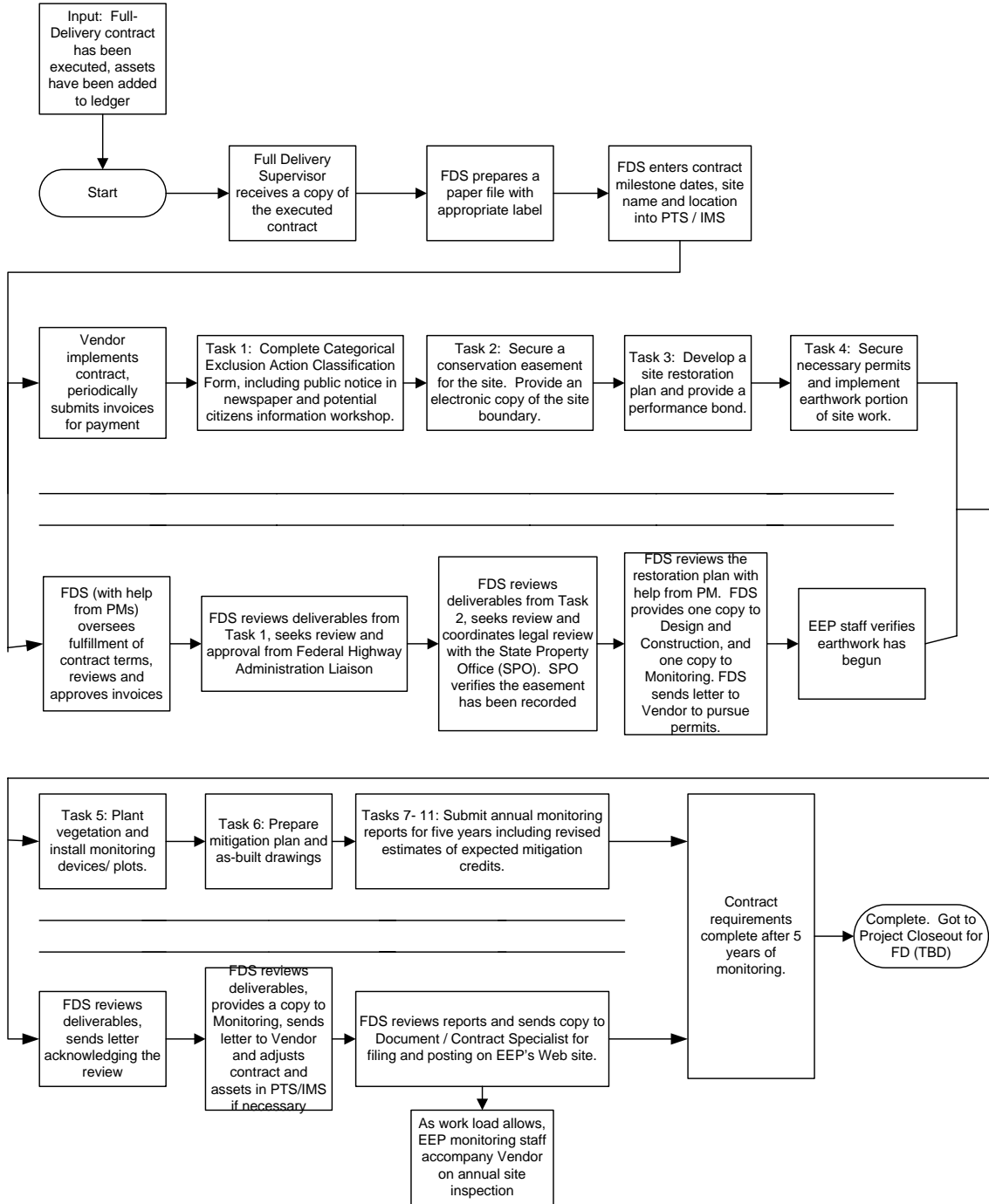
Table 1. Responsibilities and Authorities

Step #	Procedure Step	Full Delivery Supervisor	Full Delivery Vendor	Project Manager	Federal Highway Administration Liaison	State Property Office	Design and Construction Supervisor	Monitoring Supervisor / staff	Document / Contract Specialist	Full Delivery Environmental Specialist
1	Receive copy of executed contract	P								
2	Prepare file	P								
3	Enter information into PTS / IMS	P								
	Parallel process for Vendor									
4	Begin to implement contract		P							
5	Complete form	S	P							
6	Secure easement	S	P							
7	Develop plan, provide bond	S	P							
8	Secure permits, implement earthwork	N	P							
9	Plant vegetation and install monitoring	N	P							
10	Prepare mitigation plan and drawings	N	P							
11	Conduct annual monitoring	N	P							
	Parallel process for EEP Staff									
12	Oversee contract implementation	P		A						A
13	Review form and newspaper notices	P	A		RA					A
14	Review easement	P	A			N				A
15	Verify recording has occurred	N				P				
16	Review site restoration plan, send letter	P	S				S	S		A
17	Review earthwork	P	A	A						A
18	Review vegetation and monitoring installations	P	A	A				A		A
19	Review mitigation plan, drawings, assets	P	A					A		A
20	Review monitoring reports, assets	P	A					A	S	A
21	Conduct site inspections							P		A
22	Repeat Steps 19 and 20	P	A					A		A
23	Complete. Go to Project Closeout for Full Delivery (TBD).									

Legend:

- | | |
|-------------------------------------|---|
| P = Primary responsibility | RA = Review and Approve |
| A = Assist | N = Notify |
| RI = Review to provide Input | S = Submit final output to this person |

4.0 PROCEDURE FLOW DIAGRAM



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5.0 REFERENCES

None.

6.0 FORMS

None.