

Memorandum to File

Date: September 14, 2017

Subject: NDRC Ohio Creek – Environmental Services

Re: Addition of ERP to VHB Contract

From: Scott A. Smith, PE, LS

The City of Norfolk, has authorized, VHB to add the Elizabeth River Partnership, ERP, as a subconsultant to assist in Living Shoreline design to determine impacts for environmental permitting in compliance with the NEPA process. This authorization was provided May 4, 2017 with a request to our contract administrator to add the attached letter to the procurement file.

Page 4 of the RFP for the NDRC – Ohio Creek -Environmental Services Contract located in Appendix A of the VHB contract dated April 7th, 2017 identified Living Shorelines as an element of the NDRC Ohio Creek Project.

Page 5 of the RFP under Scope of Services identified the following;

- 1.2 Identify elements, studies and analysis required to complete, submit and receive approval of EA.
- 1.3 Prepare, submit and receive approval of EA
- 2.2 Identify elements, studies and analysis required to complete, submit and receive approval of EIS.
- 2.3 Prepare, submit and receive approval of EIS

Identifying elements, studies and analysis required implied the consultant would conduct said studies and analysis. This was supported in the proposals received from all four of the shortlisted firms in the bidding process, all contained sub-consultants capable of conducting the studies and analysis required to comply with the requirements of either an EA or EIS process.

Page 12 of VHB proposal located in Appendix B of the NDRC – Ohio Creek -Environmental Services Contract, dated April 7th, 2017, in the section Subconsultants VHB states, “We specifically selected our teaming partners to ensure that we have the experience working in Norfolk, have a deep understanding of coastal processes and the design of Shoreline stabilization measures, including living shorelines, as well as have a proven record in both NEPA and regulatory permitting services.”

During the March 27-28, 2017 Design Kickoff Workshop, ERP was originally going to provide Design, Bidding and Construction Administration through a sub-recipient agreement with the City for the Living shoreline portion of the project. Based on discussion held at the March 27-28, meetings between ERP, DCHD, The City and VHB, it was decided that ERP would be subcontracted through VHB for the design services to allow the environmental permitting process to proceed on schedule.

VHB submitted a request to add ERP as a subconsultant under their contract with the City on May 3, 2017. ERP has been working with the Environmental and Design Teams to develop a living shoreline design to understand the environmental impacts. This information will assist in the alternative analysis and environmental permitting applications.

May 3, 2017

Scott A. Smith, PE, LS
Coastal Resiliency Manager

City's Manager Office of Resilience
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Norfolk, Virginia 23510
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757-441-2602 x 228 (direct)

Dear Mr. ^{Scott}Smith,

This will follow our recent discussions concerning the Elizabeth River Project's (ERP) role in the National Disaster Resilience Competition (NDRC)-Ohio Creek Watershed Transformation Project. Specifically, VHB understands that the City has allocated funds to cover elements of the project related to Living Shoreline-Chesterfield Heights, Engineering Design. Based on the mutual agreement between the City of Norfolk, ERP and VHB, VHB requests permission to add ERP as a sub consultant to its Ohio Creek Environmental contract.

Under this arrangement, VHB would assume the role of design engineer for the 2,200-linear foot living shoreline component and would be responsible for production of construction plans and specifications, environmental permitting and related coordination. ERP, in its role as sub consultant, would assist VHB with the design, permitting, coordination and participate in planning and design workshops as well as community outreach. Independently and under a separate agreement with the City of Norfolk, ERP would retain its role in bidding and administration of the Living Shoreline construction contract as well as other tasks so desired by the City.

Upon your concurrence with this request, VHB will add ERP staff to our team roster and forward our collective staff member's names and hourly rates to CBI for inclusion in the project data base. Please let me know if you need additional information or would like to discuss further.

Sincerely,



R. Neville Reynolds, PWS
Principal
Managing Director

