



October 20, 2016

Ms. Vonda Martin  
Park Planner  
City of Greensboro Parks and Recreation  
1001 Fourth St.  
Greensboro, NC 27405

RE: *Keeley Park – Phase II  
Proposal for LWCF and Environmental Assessment Services*

Dear Vonda,

As per your phone call and emails on October 11 & 13, 2016, we understand that the city of Greensboro Parks & Recreation Department (Client) desires to have Stewart, Inc. (Stewart) provide professional grant application assistance services for a Land and Water Conservation Fund (LWCF) matching grant towards the phase II implementation of park facilities at Keeley Park. As a part of this grant application an environmental assessment will also be required. Joining Stewart on this assignment will be Carolina Wetland Services, Inc. (CWS) to provide the support required for an environmental assessment. All other scope items will be provided through Stewart's in-house suite of services.

**PROJECT UNDERSTANDING**

Stewart understands that the project's limits are as delineated by the PARTF site plan, dated 4/1/16, shown below. The green and magenta colors represent the construction elements to be implemented in phase II. The current project budget is \$2,000,000.00. The matching grant would be in the amount of \$250,000.00.





**SCOPE OF SERVICES**

**Task One - LWCF Grant Application/Proposal Preparation**

Using the support documentation used for the PARTF application, Stewart shall prepare an LWCF grant application using the LWCF Proposal Description and Environmental Screening Form (PD/ESF), provided by the National Park Service. Completion of the PD/ESF includes coordination on an Environmental Assessment for the park project as well. The completed LWCF Grant application/proposal is to be submitted to NDCNCR by December 15, 2016.

**Task Two – Environmental Assessment Process (EA)**

As a part of the LWCF application process, the Stewart team shall engage in a process to determine the appropriate level of an Environmental Assessment (EA) for the park project. The process will include the following sub tasks:

- Subtask 1: Redelineation of Jurisdictional waters and wetlands work from previous 2006 effort as the delineation expired in 2011. The are new forms and regulations required to obtain a JD from the USACE.
- Subtask 2: Protected species survey (such as Northern Long-Eared Bat, etc. ) and USFWS concurrence.
- Subtask 3: Nationwide Permit Application, as necessary.
- Subtask 4: Scoping of the EA effort including the review of the guidance document to determine a final scope of work for the EA and whether the EA will end up being a NEPA or SEPA. \*

**COMPENSATION**

Stewart will complete the above tasks based on a lump sum basis, for the following fees:

Task One: LWCF Grant Application/Proposal Preparation	\$ 6,000.00
Task Two: Environmental Assessment Process	
Subtask 1:	\$ 5,000.00
Subtask 2:	\$ 2,500.00
Subtask 3:	\$ 5,000.00
Subtask 4:	<u>\$ 1,500.00*</u>
Total Service Fee:	\$ 20,000.00

\* Upon completion of all four subtasks under Task Two, a final scope and fee can then be projected for the actual Environmental Assessment

**Reimbursable Expenses**

Reimbursable / out-of-pocket expenses will be billed at cost plus 10%, not to exceed the allowances listed below without written authorization from the Client. Such expenses shall include: mileage, photography, printing, photo copies, postage, long distance telephone calls, projected related reference materials (maps, reports, etc. for which a fee is charged) and other project related expenses. Any permit fees to be paid for by the client and are not included in this proposal.

Reimbursable Expenses Allowance	\$ 750.00
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Additional services, when authorized by the Client, will be negotiated at that time. If this proposal meets with your approval, please sign and return one copy for our files, as our authorization to proceed. Please do not hesitate to call if you have any questions.

Respectfully submitted,

Jonathan D. Wood, PLA ASLA  
Associate Vice President

**Stewart**

**APPROVED:** City of  
Greensboro Parks &  
Recreation

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