

Scopes of Services – Environmental Reviews

The Office of Sustainability and Innovations is seeking external support to conduct National Environmental Policy Act (NEPA) reviews as part of a series of recently secured federal grants. These include the Charging and Fueling Infrastructure (CFI) program administered through the Federal Highway Administration and a Congressionally Directed Funding award through the U.S. Department of Housing and Urban Development. In total, this work needs to be completed by the dates specified in the schedule section below.

Task One: Charging and Fueling Infrastructure Associated Work

The City of Ann Arbor was awarded a CFI grant to install electric vehicle (EV) chargers at up to 35 sites throughout the City. Part of receiving approval to install chargers from the Federal Highway Administration is the successful completion of NEPA reviews. To keep the project on time and on budget, the City is looking to contract with a firm to conduct these NEPA reviews at all 35 sites before the end of January 2026.

The City has been coordinating with the FHWA representative for the CFI grant program, who has confirmed that the NEPA review will be conducted utilizing the Michigan Department of Transportation (MDOT) 5323 Form. One form will be required for the project, with appropriate attachments for all 35 sites. FHWA has also indicated that the project is exempt from Section 106 review through the State Historic Preservation Office (SHPO) due to the scope of work. An exemption was published in the Federal Register in November 2022 exempting electric vehicle supply equipment (EVSE) from Section 106 requirements. This exemption does not apply to facilities requiring solar panels, photovoltaic canopies, or locations which require significant changes to the facility's materials, features, spaces, etc., including landscapes and streetscapes. However, the City plans to install Level 2 and DC Fast Chargers only, which fall under the exemption.

As such, the City is seeking a firm to complete and submit the NEPA 5323 Form to FHWA by the end of January 2026. The City expects that completion of this assignment will require the following actions:

- Meet with the City to kickoff the project.
- Completion of Project Details, Preparer Information, and Project Mapping section requirements in the 5323 Form. This information will be coordinated with City staff.
- Review of potential environmental impacts, including required mapping and documentation and completion of each section of the 5323 Form. The following environmental focus areas will be reviewed for each site:
 - Natural Rivers
 - Commercially Navigable Rivers and Streams
 - Coastal Zones
 - Wetlands
 - 100-yr Floodplains
 - Inland Lakes and Streams

- Water Quality
- Soil Disturbance
- Threatened and Endangered Species
- Historic Properties and Archeological Resources
- Section 4(f) and Section 6(f) Public Park, Recreation, and Refuges
- Agricultural Properties
- Contamination Sites
- Traffic Impacts
- Noise Impacts
- Air Quality
- Document public involvement in the project in the 5323 Form. This information will be provided by City OSI staff.
- Assist the City with selection of a Project Classification (categorical exclusion, preparation of an EA, preparation of an EIS). Document in the 5323 Form.
- Engineer's certification of the environmental clearance form.
- One (1) revision of the 5323 Form based on FHWA comments.

Deliverables

The City anticipates two main deliverables for this task:

- Completed 5323 Form for submission to FHWA, including all required maps and attachments.
- One (1) revision of the submitted 5323 Form based on FHWA comments.

Task Two: Solar and EV Site Assessments

The City of Ann Arbor previously received a Congressionally Directed Spending Grant to install solar and EVs at various sites throughout the city. This funding is administered through the U.S. Department of Housing and Urban Development's (HUD) Community Project Funding (CPF) program.

While the City has done some environmental assessments and work under this award, additional sites need to be added. In particular, the City now wishes to use this grant for additional solar work, HVAC electrification, battery storage, and EV charging at the City's new election center at 3021 Miller Road. There is also potential to add another 4-5 sites, but the locations are currently unknown.

As such, the City is seeking a contractor to complete all the required environmental assessments to determine if work can move forward at the Election Center and one additional, to be determined site. The City expects that completion of this assignment will require the following actions:

- Michigan State Historical Preservation Office (SHPO) Section 106 Application, Review & Administration
 - Conduct a literature review using site file information obtained from MI SHPO and online cartographic sources regarding previously identified

archaeological sites and surveys and archaeological potential in the Project Areas and a surrounding 1-mile radius.

- Conduct a desktop review of above-ground architectural/historic resources in the Project Areas and a surrounding 1.0-mile study area to account for potential indirect effects on above-ground properties near the Project (typically one parcel deep from the Project Areas).
- Photograph potential historic structures that are within one parcel of the Project Areas for inclusion in the MI SHPO Application for Section 106 Review as needed.
- Prepare a report summarizing the results of the literature review. The report will include an overview map of each Project Area, photographs of the project area, and digitized resource and survey locations, if applicable, within the survey area.
- Prepare a draft of the MI SHPO S106 application and required identification forms/above-ground identification table as needed; the S106 application will be finalized and submitted to SHPO by the City.
- Prepare a template letter for tribal consultation.
- National Environmental Protection Act (NEPA) Clearances
 - Prepare project background information for each site and submit a request for documentation from the appropriate regulatory agencies regarding social and environmental data sets pertaining to each site. Data will be requested from the following agencies: U.S. Fish and Wildlife Service (USFWS), Michigan Natural Features Inventory (MNFI), U.S. Environmental Protection Agency (USEPA), Department of Environment Great Lakes and Energy (EGLE), Michigan Department of Natural Resources (MDNR) and the Federal Emergency Management Agency (FEMA).
 - Review documentation provided by the regulatory agencies and compare to historical and spatial occurrence data and determine if potential impacts may occur as a result of proposed project activities.
 - Based on potential impacts to historical, social, or environmental resources, prepare summary reports where applicable following the data review for potential impacts and prepare Environmental Assessment Reports for each site as required as part of the HEROS NEPA submission.
 - The City will continue to act as the Responsible Entity on behalf of HUD. Contractor will act as a Partner User, assisting the City with reporting through the online system.

Deliverables

The City anticipates four main deliverables for this task:

- Completed SHPO Application with appendices related to parcels impacted by the projects.

- Tribal Consultation letter template for the City-led consultation with federally recognized tribes.
- Technical Memo for all field analysis performed as part of environmental assessment along the project route, with associated figures.
- NEPA related forms for environmental clearances for the project areas will be uploaded via the HEROS online program.

Project Fees

Task One: \$69,500

Task Two: \$19,000

TOTAL: \$88,500

Fee will be charged as outlined in Professional Services Agreement (PSA) dated August 16, 2025, for Civil Engineering and Surveying Services (RFP 25-27).

Schedule

All work under task one must be completed by January 31, 2026. All work under task two must be completed by February 28, 2026.