REQUEST FOR ENGINEERING SERVICES
ENVIRONMENTAL ASSESSMENT (EA)
DECEMBER 2021

AGENCY: Department of Health Services

DHS CONTACT: Mark Zaccagnino (608) 266-2902, mark.zaccagnino@dhs.wisconsin.gov
DFD CONTACT Kathy Kalscheur, (608) 267-7509, Kathy.kalscheur@wisconsin.gov

LOCATION: Mendota Mental Health Institute, City of Madison, Dane County

Project: 20G1O MMHI Water Utility Improvements

Project Description:
This project is currently in predesign. The project will construct a water treatment plant and make water infrastructure improvements at Mendota Mental Health Institute (MMHI). The new treatment building will include filtration, chemical storage, and chemical dosing systems. The treatment plant will be integrated into the existing well and distribution system. A new pumping station will move water from the wells to an existing water tower and reservoir. These storage areas will be improved to enhance reliability and comply with current water standards. A control system will be installed to monitor and control the overall water system. Sections of the distribution system from the late 19th century will be replaced. Water lines through archeologically sensitive areas will be re-routed to avoid any damage to these sites.

Due to the addition of a water treatment plant building and the significant modification to the water distribution system, this project has been classified as a WEPA Type II action that requires an EA as outlined in Wisconsin Administrative Code, Chapter DHS 18.

Project Cost:
The current project cost estimate is $11,200,000

Project Schedule:
The environmental consultant must be available to start work upon receipt of a contract and implement the EA process in a timely manner. At a minimum, the EA public comments must be reviewed prior to approval by the State Building Commission (SBC). The current schedule anticipates advertising for bids in May 2023.

SBC Approval: December 2022
Bid Opening: July 2023
Start Construction: September 2023
Substantial Completion: June 2024
Project Closeout: December 2024

Services Required:
The Environmental Assessment process should be accomplished in concert with the development of preliminary design documents for the project. The design AE will provide specific information for the improvements.

NOTE – This project is located at a secure Department of Health Services facility. All persons must provide information to the facility for a background check at least 48 hours prior to the first visit and 24 hours prior for subsequent visits. The consultant will lead the EA process and prepare the EA in accordance with Wisconsin Administrative Code DHS 18 Environmental Policy Implementation including the following services:

1. Perform environmental data collection and analysis, including information queries to relevant individuals, groups, and agencies such as the Department of Natural Resources, State Historic Preservation Office; U.S. Fish and Wildlife, etc.
2. Develop a distribution list of appropriate groups, legislators, state agencies, and individuals who should receive scoping information and other WEPA documentation.
3. Perform a database search, complete the State Historic Preservation Form 4440, and submit the form to the Department of Health Services Agency Contact with a statement on the finding(s).
4. Draft the Type II Environmental Assessment;
5. Evaluate impacts—adverse and positive;
6. Distribute the draft EA in electronic format to the EA Team for input;
7. Assist the DFD Project Manager and the DHS Agency Contact to determine whether the EA is adequate or if impacts warrant an Environmental Impact Statement (EIS);

Assuming the EA is sufficient, continue with the following:

8. Distribute draft EA (electronically or hard copy) to the distribution list identified in service 2 above, with a copy available at the local public library and an electronic version on a website;
9. Publish availability of draft EA for public comment in local media, including state and local newspapers, and electronic newsletters/messages, noting the required 15-day public review period;
10. Publish a 15-day legal notice and determine if there is a need to hold a public hearing;(This can be done in conjunction with notice on availability of EA.);
11. Provide EA Team a draft of the PowerPoint presentation for review and comment two weeks prior to the public meeting (if a meeting is deemed necessary);
12. Collect, evaluate, distribute, and respond to public comments with prior input from the EA Team;
13. Work with the DFD Project Manager, and the DHS Agency Contact to determine if public comments produced significant impacts or controversial issues that warrant a public meeting on the EA and/or completion of an EIS and, if not;
14. Finalize EA to include an Executive Summary, recommendation, comments, responses, affidavits/copies of published legal notice, required signatures, etc. A “red-line” version that tracks all changes made to the draft EA to produce the Final EA should be electronically submitted to the DHS Agency Contact.
15. Distribute one hard copy and one bookmarked pdf of the final EA to the DHS Agency Contact, and to the DFD Project Manager. Distribute electronic or hard copies to other interested/involved parties.
The consultant is expected to keep all parties informed, take and distribute meeting minutes. All documents should be prepared and submitted in WORD (preliminary draft) or pdf format (final version).