

TEMPLATE
Draft Master Plan/
Draft Environmental Impact Statement

For

(Name of Facility)
(Date of Draft)



Eliot Spitzer
Governor

Carol Ash
Commissioner

Office of Parks, Recreation and Historic Preservation

Notice of Completion of Draft Master Plan /Draft Environmental Impact Statement

(OPRHP will prepare this document and it will be inserted and bound as part of the document)

TEMPLATE

*(As required by SEQR the title/cover page must include the name of the park, its location, who prepared the document, the date it was completed, and contact information.)
(Italicized text within parentheses should be removed and replaced with appropriate information)*

Draft Master Plan/
Draft Environmental Impact Statement

for

(Name of Facility)
(Date of Draft)

(Town And County Locations Of Facility)

Prepared by
The New York State Office of Parks, Recreation
and Historic Preservation

Completed: *(Date: Month Day, Year)*

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(OPRHP Region)
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End of Comment Period: *(Date: Month Day, Year)*

TEMPLATE

(Italicized text within parentheses should be removed and replaced with appropriate information.)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

Executive Summary

(The Executive Summary is a short and concise document about what the plan is and what is contained in the document. The Executive Summary will also serve as a stand alone document.)

Introduction

The Commissioner of the Office of Parks, Recreation and Historic Preservation (OPRHP) is proposing the action of adoption and implementation of a Master Plan for *(Name of Facility)*. The Draft Master Plan/Environmental Impact Statement (EIS) was written to provide the opportunity for individuals, organizations and other government agencies to participate in the development of a State Park.

(Number) public scoping/information meetings were held to gather information, concerns and issues surrounding the development and management of (Name of Facility). (Describe any additional public meetings held during the process and the dates for the formal public hearing.)

The report can be read from cover to cover or one may concentrate on particular areas of interest.

The Commissioner has decided that a Master Plan/EIS is necessary to guide the management and development of the resources at *(Name of Facility)*. At this time the Commissioner has also decided that the draft plan is to be made available for public review and comment. There has not been any decision regarding the adoption of the Draft Master Plan.

Environmental Setting

(Provide one summary paragraph of each of the resources. Describe what the park/facility contains, the current conditions and the opportunities for development/preservation. Not to exceed one page of text.)

Vision and Goals

1. Agency Mission Statement

The mission of Parks, Recreation and Historic Preservation is to provide safe and enjoyable recreational and interpretive opportunities for all New York State residents and visitors and to be responsible stewards of our valuable natural, historic and cultural resources.

2. (State the Park Vision, Overall Goal and Resource Goals as necessary)

Alternatives

(Provide one brief paragraph for each. Briefly describe the alternatives, the Status Quo and preferred alternative.)

The Master Plan

(In one page or less, describe the main highlights of the Master Plan.)

Implementation

(Italicized text within parentheses should be removed and replaced with appropriate information.)

(Describe the major steps to implementing the plan. Briefly cover any cost estimates, both operational and capital, and the timeline for implementation.)

Environmental Impacts

(Summarize the Environmental Impacts of implementing the Master Plan. Not to exceed one page of text.)

(Italicized text within parentheses should be removed and replaced with appropriate information. Add other executive and regional staff as appropriate.)

Acknowledgements *(Option of Location: May be in the front or back of the document*

(Generally identifies the contributions of Staff, Study Group participants and other Agencies involved.)

The *(Name of Park Facility)* Draft Master Plan/Draft Environmental Impact statement is a result of a cooperative effort by many persons. The Office of Parks, Recreation and Historic Preservation (OPRHP) acknowledges the time and effort of each individual, public agency and interest group who participated in the development of the park and this Draft Master Plan Document.

In a cooperative effort, the Agency worked with and coordinated input from the following agencies: *(List agencies that participated or contributed to the plan.)*

OPRHP Core Plan Team Members

(OPRHP Region Name) Region Staff

(Name, Title for each staff person)

Albany Office Staff

Thomas Lyons, Director of Resource Management

(Name), Director of Environmental Management

Robert Reinhardt, Director of Planning

(Name), Assoc. Environmental Analyst

Diana Carter, Assoc. Natural Resource Planner

(Name), Park Planner

(Italicized text within parentheses should be removed and replaced with appropriate information. Add other executive and regional staff as appropriate.)

Study Group Members *(if applicable)*

(Name, Title (if appropriate), association/organization)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

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(The Table of Contents lists all the chapters and sections of the document including a list of tables, figures and any appendices.)

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(The "List of Figures" lists maps, charts and graphics pertinent to the plan. Add and/or remove maps as needed and if they are applicable to the park/site and the decisions made in the Draft Master Plan/EIS.)

1. Location Map
2. Park Boundary Map
3. Adjacent Land Uses Map
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6. Topography Map
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8. Soils Map
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18. Suitability Map
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20. Alternative Map
21. Master Plan Map
22. Development Area Map
23. Designation Map

(Italicized text within parentheses should be removed and replaced with appropriate information.)

List of Tables

(The "List of Tables" lists alpha and numeric tables pertinent to the plan. Add tables as necessary.)

(Italicized text within parentheses should be removed and replaced with appropriate information)

Chapter 1: Introduction

1. Planning and Environmental Review

- A. The OPRHP planning process adheres to three basic principles:**
 - i. Planning is a continuing process:** Assumptions for the classification and management of park resources must be constantly reevaluated in light of new information, changing needs and priorities, and resource character.
 - ii. Planning must be comprehensive:** The information base, and pertinent additional research, should support the planning process and should encompass relevant social, economic and physical factors relating to the management and operation of the park and its resources.
 - iii. Planning must be coordinated and provide for public participation:** Cooperation among appropriate governmental organizations, the public at large, special interest groups and the private sector is not only desirable but necessary.
- B. The environmental review of proposed master plans for state park facilities is conducted in accordance with the State Environmental Quality Review Act (SEQR). OPRHP fully integrates the planning and environmental review processes. This document serves as both the Master Plan and the Environmental Impact Statement for *(Name of Facility)*.**

2. Q&A About This Plan

- A. What is the action?**
 - i. The action is the adoption and implementation of a Master Plan for *(Name of Facility)*.**
- B. Who is proposing to do this?**
 - i. The Commissioner of the NYS Office of Parks, Recreation and Historic Preservation is proposing this action.**
- C. Why was the report written?**
 - i. The Draft Master Plan/Draft Environmental Impact Statement (DEIS) was written to provide the opportunity for individuals, organizations and other government agencies to participate in the development of a state Park.**
- D. How much opportunity has there been for public participation?**
 - i. *(Number)* public scoping/information meeting(s) were held to gather information, concerns and issues surrounding the development and management of *(Name of Facility)*. *(Identify any additional meetings or interactions with the public or any study/advisory groups created for the development of this plan.)***
 - ii. A public hearing is scheduled to be held *(date, location and time)* to allow the public, interest groups, and state and local government agencies the opportunity to provide comments on the plan. *(This is wording for the Draft Plan/DEIS it is updated for the Final to indicate that the meeting was held.)***
- E. How to review the report?**
 - i. The report can be read from cover to cover or one may concentrate on a particular area of interest. A "Table of Contents" has been included with the report for easy location of chapters and sections.**

(Italicized text within parentheses should be removed and replaced with appropriate information)

- F. What kinds of comments should be made?
 - i. All manner of comments are welcomed. Reviewers may comment on their support or opposition of the proposed action, certain parts of the plan or the course of development. In addition, comments or requests regarding the level of information provided in a particular section can be made. OPRHP is most interested in comments that provide new and pertinent information and/or clearly describe the kinds of information that should be included in the document.
- G. What has been decided?
 - i. The Commissioner has decided that a Master Plan/EIS is necessary to guide the management and development of the resources at *(Name of Facility)*. At this time, the Commissioner has also decided that the plan be made available for public review and comment. There has not been any decision regarding the adoption of the Master Plan/EIS.
- H. How to comment on the Plan.
 - i. People who wish to comment on this plan may write, email, fax or call the contacts listed on the title page of the report.
- 3. Introduction to the Park
 - A. Establishment of the park
 - i. *(A brief paragraph describing when and how the park was established (donation, acquisition, etc.) and why (protection, park use, etc.). Include a short history of previous planning as appropriate.)*
 - B. Planning that has been done in the past
 - i. *(For existing parks, identify what planning has been done for the park and when. Briefly identify what the status of those plans is. This section should be no more than one or two paragraphs.)*
 - C. What has prompted the preparation of this report?
 - i. *(Briefly describe why this plan is being prepared for this report (need for management direction, specific resource issue, expansion, etc.))*

(Italicized text within parentheses should be removed and replaced with appropriate information)

Chapter 2: Park Background

1. The Region

A. Location and Access

- i.** *Map (Use an 8.5 x 11 inch map to show the park's general location in the state and region.)*
- ii.** *(Paragraph Description - Identify the park region and how the park is accessed (by foot, bike, train, bus and car) and how many entrances the park has.)*

B. Economic Contribution (Impact of the Park)

- i.** *(Limited to 2 pages and using tables and charts show the parks economic contribution to the region. Identify its revenue, attendance and job generating abilities for the area.)*

C. Recreational Needs Assessment

- i.** *(Using SCORP, identify the "service area" of the park and the recreational needs of park/region.)*
- ii.** *(Identify the recreational facilities desired by the public using information from the public information/scoping meetings, surveys and SCORP.)*
- iii.** *(Provide a brief comparison of SCORP Needs and Local Needs.)*

2. The Park

A. Park Boundaries

- i.** *Map*

B. Adjacent Land Uses

- i.** *Map (commercial, residential, open space, public, recreation, etc.)*

C. Legal Constraints, Designations and Other Programs

i. Deed Restrictions

- a)** *(Identify and list any deed restrictions and briefly describe these restrictions and their implications on development and management of the park. (Limit to one or two paragraphs).)*

ii. Designations

- a)** *(Identify any designations made by OPRHP or other agencies and describe the implications on development and management of the park. (Limit to one or two paragraphs).)*

iii. Partnerships

- a)** *(Identify major partnerships and programs (local or statewide) that affect or influence the management or operation of the park. (Limit to one or two paragraphs).)*

(Italicized text within parentheses should be removed and replaced with appropriate information)

(Italicized text within parentheses should be removed and replaced with appropriate information)

Chapter 3: Environmental Setting

(This section should be as brief and concise as possible making the best use of maps, figures, and tables. This includes baseline information derived from surveys and inventories.)

1. Physical Resources *(Include the following when appropriate.)*

A. Geology

i. Bedrock

a) Map

b) (In one paragraph, describe and identify limitations or significant aspects of bedrock (i.e. depth, fault lines, etc..))

ii. Surficial *(Optional)*

B. Topography

i. Map

ii. *(In one paragraph describe and identify any limitations or significant aspects.)*

iii. Slope Analysis Map *(if applicable)*

C. Soils

i. Map

ii. *(In one or two paragraphs briefly describe soil information. Reference white papers based on soil survey reports from the NRCS. Because of the potential for large numbers of soil families/types specific soil information should not be included in the document. Briefly describe the range of limitations and reference the white paper for limitations on specific soils for various criteria. (A soils limitations map is not practical because of the large number of criteria.)*

D. Water

i. Map *(Shows watershed and stream flow directions as well as locations of lakes, ponds and streams)*

ii. *(For each water body, describe the features and provide any ratings or water quality data in one paragraph and if they are used for drinking water supplies)*

iii. Wetlands

*(1) Map *(NWI and DEC mapped wetlands and vernal pools, if available.)**

*(2) *(In one or two brief paragraphs describe any significant wetlands and identify any Vernal Pools if known. Reference any studies/white papers. Identify the current conditions of these wetlands if available.)**

E. Air

i. *(In one paragraph identify any air quality issues and if the facility is within a non-attainment area.)*

2. Natural Resources

(Provide an introductory paragraph identifying reports and sources of information)

A. Flora

i. *(Provide one or two paragraphs that generally describe the plants species found in the park. Refer to any studies or inventories conducted and reference*

(Italicized text within parentheses should be removed and replaced with appropriate information)

them. Lists of species should be referenced in white papers/studies. Briefly describe the current conditions of habitat and populations.)

- ii. (Provide one or two paragraphs that identify any rare plant species. List any habitat requirements and the conditions if available. Reference any white papers/studies. Take into consideration the confidentiality of species locations when necessary.)*

B. Fauna

- i. (Provide one or two paragraphs that generally describe the wildlife and rare species found in the park. Include game species, and bird species. Refer to any studies or inventories conducted and reference them. Lists of species should be referenced in white papers/studies. Briefly describe the current conditions of habitat and populations. Identify any current designations (e.g. Significant Coastal Fish and Wildlife Habitat Areas).)*
- ii. (Provide one or two paragraphs that identify any rare, threatened, endangered and special concern species. List any habitat requirements and the conditions if available. Reference any white papers/studies. Take into consideration the confidentiality of species locations when necessary.)*

C. Ecological Communities

- i. Map*
- ii. (Provide one or two paragraphs that briefly describe the variety of communities identified within the park. Reference any papers, reports or studies that inventory communities. Identify and describe significant communities)*
- iii. Map – Significant Communities (if appropriate)*

3. Cultural Resources

A. Historic

- i. (Provide a brief descriptive paragraph with references to supporting documents such as phase 1A literature studies. Identify opportunities, limitations, and constraints on use and or preservation.)*

B. Pre-historic

- i. (Provide a brief descriptive paragraph with references to supporting documents such as phase 1A literature studies. Identify opportunities, limitations, and constraints on use and or preservation.)*

C. Archeological

- i. (Provide a brief descriptive paragraph with references to supporting documents such as phase 1A literature studies. Identify opportunities, limitations, and constraints on use and or preservation.)*

D. Map (Show spheres of archeological significance and historic features/structures.)

4. Scenic Resources

A. Vistas

- i. Map (Vista and SASS Map (see below) may be combined)*

(Italicized text within parentheses should be removed and replaced with appropriate information)

- a) *(One paragraph that identifies the role of the State Park Police in service to the park.)*
- ii. State and Local Police
 - a) *(One paragraph that identifies the State and Local Police offices serving the park.)*
 - b) *(One paragraph that identifies the State and Local Police roles in responding to emergencies.)*
- C. Ambulance/Rescue
 - i. *(One paragraph that identifies the ambulance and rescue units that are available for the Park to use)*
- D. Emergency Response
 - i. *(Identify evacuation plans or public safety plans (hazardous spill plans) for the park. Provide one paragraph of description and reference these plans.)*
- 8. Infrastructure *(As appropriate to the Park/Site)*
 - A. Water Supplies
 - B. Waste Water and Sewerage
 - C. Utilities
 - D. Roads and Bridges
 - E. Accessibility
- 9. Operations

(Italicized text within parentheses should be removed and replaced with appropriate information)

Chapter 4: Park Vision and Goals

(This Chapter should be 10 pages or less)

1. Agency Mission Statement

A. Mission Statement

The mission of Parks, Recreation and Historic Preservation is to provide safe and enjoyable recreational and interpretive opportunities for all New York State residents and visitors and to be responsible stewards of our valuable natural, historic and cultural resources.

2. Park Vision

(The Park Vision is developed by the Core Team using issues and comments received during the public information/scoping process and from Park Staff, user groups and friends groups. The Park Vision is a brief and concise statement of the overall purpose of the park, what the park will look like and how the park will serve it's patrons. For Example a Vision Statement may be: "Name State Park will be a place for the residents and non-residents of New York State to visit, enjoy and appreciate the natural cultural and physical resources and the recreational opportunities that the park offers.")

3. Overall Park Goal

(The Overall Park Goal is a statement that identifies how the vision will be achieved. An Example is: "To achieve a balance between the recreational use, protection and interpretation of the biological, physical and cultural resources of the park.")

4. Natural Resource Goal (This goal and those that follow as appropriate)

(The resource goals in this section and those that follow will be developed where applicable. They will be developed by the Core Plan Team, reviewed, and presented to the Study Group. These are specific goals that apply to the development of this plan and will continue to guide the park through plan implementation.)

A. Overall Goal (This is a concise and carefully worded sentence that identifies an achievable state for the resources.)

B. Goals (This is a bulleted list that identifies specific goals to achieve the overall resource goal. Each goal is one sentence.)

5. Recreation Goals

A. Overall Goal

B. Goals

6. Cultural Resource Goals

A. Overall Goal

B. Goals

7. Scenic Resource Goals

A. Overall Goal

B. Goals

8. Access Goals

A. Overall Goal

B. Goals

(Italicized text within parentheses should be removed and replaced with appropriate information)

9. Education and Interpretation Goals
 - A. Overall Goal
 - B. Goals
10. Operation and Maintenance Goals
 - A. Overall Goal
 - B. Goals
11. Facility Development and Capital Investment Goals
 - A. Overall Goal
 - B. Goals
12. Communication and Partnership Goals
 - A. Overall Goals
 - B. Goals
13. Inventory, Monitoring and Research Goals
 - A. Overall Goals
 - B. Goals

(Italicized text within parentheses should be removed and replaced with appropriate information.)

Chapter 5: Analysis

(Much of this Chapter is the result of all the information gathering processes described in earlier chapters.)

1. Park Classification

(The Classification System has been modified over the years and is published in the current SCORP. This section identifies the park's current classification (new parks may not have one) and identifies potential classifications that may be suitable. Using the inventories, studies and issues, a brief paragraph describing how the park fits or doesn't fit the criteria of a classification should be provided for each classification being considered. Lastly, this section provides a recommended classification. This section should not be longer than 2 pages of text.)

2. Resource Assessment

(This section consists of primarily maps and tables. A facility's suitability for development and protection of its natural and cultural resources will be assessed. Maps that depict the results of this analysis will be prepared. A brief description of how these maps were developed, using information from the Environmental Setting section, should also be provided. A comparison of suitability ratings and definition of suitability ratings should be provided. Management Areas may also be identified as a result of this analysis. This section may be no longer than 3 pages of text, including tables.)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

Chapter 6: Alternatives

(This chapter takes into consideration all the analysis performed and summarized in previous chapters.)

1. Alternative Development

(In this section, the factors that were identified during public information/scoping meetings, surveys, the Study Group and the Core Team are analyzed. These are used to further refine the suitability analysis and identify appropriate levels of development/protection, including designations, and provide guidelines for levels of recreational use and activities, interpretation, research and monitoring. Also provide a brief description of activities and resource protection actions that would be considered appropriate and the potential locations for such activities/actions. If Management Areas are identified, then the vision, character, appropriate activities and levels of use and resource protection strategies for each Management Area are defined. This analysis leads to the development of alternatives. The length of this section may vary depending upon the complexity and variety of issues and park resources. If a separate report is required, only a summary may be provided. The write-up for this section should consist of an analysis of each activity/facility, the positive and negative considerations and a recommended direction.)

2. Alternatives

A. Status Quo

(In no more than one page of text, describe the how the park would look and operate if no changes were made. Also describe the rationale for not selecting this alternative.)

B. Alternative (as appropriate but no more than 3)

(In no more than one page of text, describe the alternative and how and why the decision was made to reject this alternative.)

3. Selection of the Draft Master Plan

(Describe the process and rationale for the selection of the draft master plan. The Draft Master Plan is the preferred alternative as specified under SEQOR.)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

Chapter 7: The Master Plan

(This is to be a clear description of what is going to be done in the park, when and how. There will be a master plan map and other maps as appropriate.)

1. Classification
(Provide a brief statement of the classification decision.)
2. Recreation Facility Development and Programs
(Provide one paragraph for each activity/program that describes what will be provided and where, how it will operate and for which seasons, the designed level of use, and any anticipated impacts and how they will be mitigated.)
3. Natural Resource Protection
(Describe how the natural resources will be protected, which management actions and strategies will be used to protect them. Describe monitoring and any research programs that are to be implemented. Also describe any designations that will be made as a result of the adoption of the master plan. For example, the entire park or portions of the park may be designated as a Bird Conservation Area, Natural Heritage Area and/or Park Preservation Area.)
4. Cultural Resource Protection
(Describe how the cultural resources will be protected and which management actions and strategies will be used to protect them. Describe monitoring and any research programs that are to be implemented. Recommendations that cultural and archeological resources be listed on the National or State Registers of Historic Places may also be made.)
5. Operations
(This section describes actions, and facilities that support the park, such as access and entrances, traffic flow within the park, utilities, bridges and other infrastructure issues that impact operations of the park.)
6. Implementation
 - A. Timeline
(Using a table, list the phases of implementing the plan and within each phase list the actions/developments that will be implemented/initiated.)
 - B. Capital and Operational Cost Estimates
(As appropriate, estimate how much each action/development will cost and provide a summary cost for each phase. If possible, provide this information within the same table that outlines the phases of implementation.)
7. Relationship to Other Programs
(Describe in one paragraph describe how the Park will interact, affect or be affected by partnerships as a result of implementing the Draft Master Plan. This section may be used to identify new programs or partnerships as a result of the master plan.)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

(Italicized text within parentheses should be removed and replaced with appropriate information.)

Chapter 8: Environmental Impacts

1. Introduction

(This chapter is a summary of potential impacts associated with the preferred alternative.)

2. Environmental Impacts of Alternatives

A. Status Quo *(Provide one or two brief paragraphs describing the impacts of this alternative.)*

B. Alternative *(The number of these alternatives will be consistent with those identified in the "Alternatives" chapter. Provide one or two brief paragraphs describing the impacts of this alternative.)*

C. Environmental Impacts of the Draft Master Plan and Proposed Mitigation

i. Overview

ii. Potential Environmental Impacts and Proposed Mitigation associated with Implementation of the Draft Master Plan

(The seven sections below are examples of the topic headings for this section. The topic and the order in which they are addressed are dependent upon the resources and impacts identified in the Draft Master Plan. This section should be no more than 5 pages of text. Each section is a brief discussion of the impacts, both adverse and beneficial, of the Draft Master Plan and any mitigation measures identified.)

a) Transportation, Access and Traffic

b) Recreation Open Space

c) Water Resources

(1) Surface/Subsurface

(2) Wetlands

d) Biological Resources/Ecology

e) Cultural/Archeological Resources

f) Scenic Resources

g) Public Health and Safety

iii. Unavoidable Adverse Effects

a) *(Describe, in one paragraph, the unavoidable adverse effects that are in most cases permanent (i.e. loss of vegetation and permeable surfaces due to development and paving of areas.))*

iv. Irreversible and Irretrievable Commitments of Resources

a) *(A sample paragraph is as follows.)*

b) The planning, development and implementation of a Master Plan including additional infrastructure and expanded facilities has and will involve the irreversible and irretrievable commitment of public resources in the form of time, labor and materials. It will also require a commitment to the long term operation and maintenance costs of the Park.

v. Growth Inducement

a) *(Describe, in one paragraph, how the implementation of the master plan will induce growth of the park and the surrounding community. Describe*

(Italicized text within parentheses should be removed and replaced with appropriate information.)

how the park will contribute to the local economy and affect tourism to the area.)

3. Supplemental Environmental Review

(This section identifies areas of the plan that are general or conceptual in nature and will require further study and environmental review beyond what is provided within this master plan.)

Portions of this Draft Master Plan/EIS are somewhat general or conceptual. Decisions regarding the type and extent of certain actions will be dependent on the findings from more specific studies or analysis still to be completed. For example, _____ *(provide an example such as proposed development of a camping area)* may require additional analysis or study such as ____ *(provide an example, e.g. site specific traffic analysis)*. The findings from these site specific evaluations may identify impacts that were not adequately addressed in this plan/EIS. Under such a circumstance, an additional or supplemental environmental review will be required. As part of our responsibility under the State Environmental Quality Review Act, OPRHP will review proposed implementation projects with respect to consistency with this plan and EIS. Projects found by OPRHP to be consistent with the plan can go forward without any additional review. Other types of proposals may require additional review ranging from completion of an environmental assessment form to perhaps a site specific environmental impact statement.

To assist in this consistency evaluation, the following types of actions have been identified as likely to require additional review under SEQR:

- Any new actions not addressed within the Master Plan that do not meet the Type II categories with Part 617, the rules and regulations implementing SEQR;
- Any change from the preferred alternative for recreational and facility elements of the plan which would result in significant environmental impacts;
- Any leases, easement, memoranda of understanding, or other agreements between OPRHP and private entities or other agencies that affect resources in a manner that is not sufficiently addressed in this plan;
- *(Any other actions or proposals not in the master plan that should be specifically added to this list, e.g. Preparation of a Trail Plan, or development of a new camping area.)*

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(Italicized text within parentheses should be removed and replaced with appropriate information.)

References

(List all white papers, studies, reports, websites, articles, maps, and data sources that were cited in the document. Pay close attention to sources cited especially within the park background and existing conditions sections.)

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Appendices *(as appropriate)*

Draft

**GUIDELINES FOR
REQUEST FOR QUALIFICATIONS (RFQ)
FOR PREPARATION OF A
MASTER PLAN AND ENVIRONMENTAL IMPACT STATEMENT (MP/EIS)**

Purpose

This RFQ has been issued to solicit qualifications of firms interested in assisting State Parks in the preparation of MP/EIS's for its facilities. This RFQ and attached MP/EIS template provides an overview of the roles and responsibilities of the consultant to be selected as well as the content and format of a MP/EIS prepared by State Parks.

This RFQ is for the preparation MP/EIS for the use and protection of resources with certain state parks in the Long Island State Park Region. Integral to the MP/EIS development process shall be consideration of environmental factors and an analysis of the impact of proposed decisions and actions on the natural, cultural and recreational resources. The MP/EIS shall be conducted in accordance with provisions of the State Environmental Quality Review Act. State Parks combines the plan and environmental review into a single document within the MP/EIS.

The process and format of the plan must be consistent with OPRHP's master plan/EIS template (attached).

Roles and Responsibilities

Core Team – The Core Team is comprised of staff from the Albany Planning Bureau and Environmental Management Bureau, the region and the park. They have the overall responsibility for the development of the MP/EIS and providing direction, supervision, and point of contact for the consultant. The Planning Bureau will have the overall function for coordinating the Core Team and the progress of the MP/EIS. A regional person will be the primary contact for administration of day-to-day matters, such as contract administration, with the consultant. Tasks of the Core Team include:

- Providing overall direction
- Coordinating with the consultant
- Scheduling meetings
- Providing information
- Review and comment on material
- Participating in the establishment of vision and goals, analysis and formulation of the draft and final MP/EIS

Consultant – The consultant may be involved with the entire planning process for the development of the plan or for specific tasks. The level of involvement and scope of services will be identified by the Core Team. A list of possible tasks are included in Table I.

The consultant will be expected to attend meetings as specified by the Core Team.

Master Plan/EIS Format

The basic components are identified in the attached MP/EIS Template.

The MP/EIS should be concise and function as a management tool for park management and operations on a daily basis. Supporting information and analysis should be provided in technical documents. Information from these documents will be summarized in the MP/EIS.

Scope of Services

For the term contract, the consultant will provide a listing of personnel (position, qualifications and salary rate) who would be available to work on MP/EIS. The Core Team will define a scope of services for each specific MP/EIS and the consultant will then provide a listing of personnel (position, qualifications and salary rate) specific to the scope of services.

Table 1 provides a listing of possible tasks within a scope of services for a complete MP/EIS process. The actual scope of work will be determined by the Core Team.

Table 1. Listing of Possible Master Plan/EIS Tasks. RFQ.

- Task 1. Assist in Implementation of Public Information/ Scoping process.
(Info packet, mailing list, notifications, meeting location and preparation, meeting summary and distribution)
- Task 2. Assist in Study Group input process
- Task 3. Inventory and summarize all existing information on park and resources
- Task 4. Identify information needs and gaps
- Task 5. Conduct Studies and prepare reports to fill information gaps
- Task 6. Conduct Analysis and synthesize Data and Findings.
(Use in developing of alternatives, impact identification and mitigation, GIS mapping and analysis such as 3D or spatial analysis and site suitability analysis, and other subtasks leading to development of Draft MP/EIS)
- Task 7. Preparation/revision of Draft MP/EIS

[Preliminary Draft MP/EIS circulated for review and comments by Agency]

- Task 8. Revise and Publish Draft MP/EIS for public review and comment

Task 9. Assist in Public Hearing preparations

Task 10. Compile and summarize comments from public.

Task 11. Develop Draft Responses to comments received.

Task 12. Prepare Preliminary Final MP/EIS

[Preliminary Final MP/EIS circulated for review and comment by Agency]

Task 13. Finalize and publish Final MP/EIS

Task 14. Prepare Draft Findings Statement under SEQR

Reports, Studies, Plan

- All material produced will be the property of OPRHP and provided in a specified format and/or data base as specified by OPRHP. This includes word documents, tables, figures, and geographic information e.g. maps/data).
- Studies and technical reports shall be provided in both digital and hard copy formats.

Contract Period

The contract period shall be for 2 years.

- Historic Landscape
- Building Assessment

Legal Statement

TBD