

STATEMENT OF WORK **TEMPLATE**
for
**PREPARATION OF AN ENVIRONMENTAL
IMPACT STATEMENT FOR PROPOSED
HYVELOCITY HUB PROJECT**

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Appendix A. Disclosure Statement

SECTION A. STATEMENT OF WORK

A.1. BACKGROUND

The Office of Clean Energy Demonstrations (OCED) is a technology-neutral office that serves as a project management center of excellence, implementing key multi-billion dollar demonstration projects, such as projects funded under the Bipartisan Infrastructure Law, Inflation Reduction Act, or other authorizing legislation, as well as supporting the applied programs and other offices to ensure a consistent approach to implementing capital intensive late-stage technology demonstrations across the Department of Energy (DOE). Funding decisions are made to support scalable outcomes that lead to commercialization and deployment, while focusing on greenhouse gas emission reductions, job creation, environmental justice and Justice40 Initiative priorities, and energy transition communities. A funding action by DOE constitutes a major federal action subject to the National Environmental Policy Act of 1969 (NEPA; 42 U.S.C. §4321 et seq.).

DOE is required to comply with NEPA to fulfill its mission objectives. NEPA, the Nation’s basic charter for environmental protection, requires federal agencies to consider the potential environmental impacts of their proposed actions. NEPA promotes better agency decision making by ensuring that high-quality environmental information is available to agency officials and the public before the agency decides whether and how to undertake a major Federal action. In keeping with OCED's mission and the purpose and function of NEPA, OCED’s NEPA documents must demonstrate DOE's commitment to considering all relevant environmental information and informing the public about the decision-making process.

A.2. SCOPE/OBJECTIVES

GTI Energy is soliciting proposals for a third-party contractor to support DOE with preparation of an environmental impact statement (EIS) and related documents and services for the proposed HyVelocity Hub project as detailed in Section A.5. DOE will serve as the lead agency responsible for preparing the EIS and ensuring the proposed project complies with NEPA in accordance with 40 CFR §1506.5. The third-party contractor will work at the direction of DOE staff. Support of a third-party contractor will aid DOE staff responsible conducting multiple NEPA reviews concurrently within required timeframes.

A.3. HYVELOCITY HUB PROJECT OVERVIEW

DOE’s proposed action is to authorize the expenditure of federal funds for GTI Energy to design, construct, operate, maintain, and eventually decommission the proposed HyVelocity Hub project and connected infrastructure. The HyVelocity Hub (HyV) is a collaborative group of non-profit research organizations, academia, and leading energy companies working to advance the clean

hydrogen ecosystem in Texas and along the U.S. Gulf Coast. The Gulf Coast is already the nation's largest hydrogen producer with more than 1,000 miles of dedicated hydrogen pipelines and 48 hydrogen production plants. It is home to diverse energy resources, including hydrogen production facilities and pipelines, a large base of industrial energy consumers, and a skilled workforce. HyV will support and build on Houston's Clean Hydrogen Roadmap.

HyV is an industry-led hub with seven core project sponsors: AES Corporation, Air Liquide, Chevron, ExxonMobil, Mitsubishi, Orsted, and Semptra Infrastructure. It is administered by GTI Energy and includes a wide array of organizations, including organizing participants, the University of Texas at Austin, the Center for Houston's Future, and the Houston Advanced Research Center.

HyV is expecting to begin Phase 1 of the Hub program in October 2024 with a duration of 18 months for Hub-level Phase 1 – Project Planning - activities. Each project will move through Phase 1 independently with expected durations of approximately 12 to 18 months.

A.4. STANDARDS AND EXPECTATIONS

The contractor will perform work in accordance with the following expectations and measures.

A.4.1. Timeliness

The contractor provides each deliverable when due. If the contractor has raised a schedule risk sufficiently early and seeks to apply corrective actions to avoid delay, DOE, at its discretion, may authorize a change to the scheduled due date for that deliverable.

A.4.2. Completeness

Each deliverable is complete (e.g., free of placeholders) unless agreed to in advance by DOE (e.g., for an early draft) and meets document quality standards.

A.4.3. Quality

Each deliverable must meet the following quality standards:

- meets the requirements of the CEQ and DOE NEPA regulations
- reflects applicable guidance
- covers content in level of detail commensurate with its importance to the analysis
- appropriately addresses all comments provided on the prior iteration and does not repeat previously identified errors
- appropriately addresses all public comments received
- free from technical errors, consistent with the technical data and analyses, and internally consistent
- provides attribution and appropriately cites all sources relied upon to prepare the analysis

- free of typographical, editorial, and grammatical errors (e.g., sentence fragments, incorrect punctuation, misspelled words, incorrect spacing, and inconsistent capitalization)

A.4.4. Readability

Each document that will ultimately be released to the public, including earlier deliverables, must be written in a manner that they can be understood by the general public and present as though it was prepared by a single author.

A.4.5. Format

The contractor will prepare meeting agendas and summaries in Microsoft Word format. Unless otherwise directed, other deliverables submitted for review by GTI Energy or DOE must be provided in the following formats:

- PDF files with line numbers but no track changes displayed, accompanied by a comment matrix (Microsoft Word or Excel) in which reviewers can cross-reference the line numbers
- Microsoft Word files with no track changes that match the PDF files listed above
- PDF files with track changes displayed for ease of reviewing changes since the last submitted version of the deliverable

All deliverables that will be made available to the public must be fully compliant with Section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. §749d) and its implementing regulations and associated standards.

A.4.6. Acceptance

DOE maintains ultimate authority to review and modify the content of deliverables prepared by the contractor and submitted to DOE. All deliverables will be considered accepted unless otherwise communicated by DOE within 15 business days after the scheduled due date for comments or concurrence.

A.5. TASK DESCRIPTIONS

The contractor is responsible for providing all services (tasks and deliverables) included in this statement of work unless specifically stated as the responsibility of another party. The contractor shall provide all labor, equipment, and materials to manage, coordinate, and complete the work in accordance with the standards and expectations listed in Section A.4 and the consolidated delivery schedule in Section B.6. Unless otherwise stated, days refer to business days excluding federal holidays.

A.5.1. Project Initiation and Ongoing Project Management

The objective of this task is to establish regular coordination, management protocols, and alignment on the scope of work and responsibilities between the contractor and DOE.

A.5.1.1 *Post-Award Meeting*

The contractor will coordinate with DOE and GTI Energy to schedule a virtual post-award meeting to occur within 20 days of contract execution. The primary objectives of the post-award meeting are to make introductions and review the roles and responsibilities of the project management team from each party, receive an overview of the project from GTI Energy, discuss procedures for transfer of project-related information from GTI Energy to DOE and the contractor, discuss any initial comments on the project management plans and templates listed in Section A.5.1.2, confirm applicable guidance and templates for contract deliverables, and review the draft baseline schedule for completing the EIS that includes, at minimum, the deliverables and milestones listed in Section B.6.

The contractor will prepare and distribute the draft post-award meeting agenda at least 3 days prior to the meeting for review by DOE and GTI Energy. DOE and GTI Energy will request any revisions to the draft agenda at least 1 business day prior to the post-award meeting. The contractor will finalize and distribute the agenda prior to the meeting. No more than 3 days after the meeting, the contractor will distribute a draft post-award meeting summary to DOE and GTI Energy, concisely capturing key discussion points and action items. DOE and GTI Energy will request any revisions within 2 days of receipt, and the contractor will distribute the final meeting summary within 1 business day.

Task Deliverables:

- Post-Award Meeting Agenda (Draft)
- Post-Award Meeting Agenda (Final)
- Post-Award Meeting Summary (Draft)
- Post-Award Meeting Summary (Final)

A.5.1.2 *Project Management Protocols and Templates*

The contractor will prepare and submit drafts of the following project management protocols and templates for DOE review within 20 days of contract execution.

- *Quality Assurance/Quality Control Protocol.* Describes the process by which the contractor will ensure all contract deliverables meet technical requirements and quality standards.
- *Project Team Roster and Communications Protocol.* Presents roles, responsibilities, and contact information for contractor, GTI Energy, and DOE staff. Establishes what, when, and the mediums through which information will be shared among the project team. DOE and GTI Energy will supply relevant information regarding staffing and communication preferences.
- *Baseline Project Schedule.* Detailed baseline schedule that includes, at minimum, the deliverables and milestones listed in Section A.6 for completing the EIS and all required consultations.

- *Monthly Project Status Report template.* Annotated template showing proposed structure and content for monthly project status reports. See Section A.5.1.3 for additional details.
- *Project Record Protocol.* See Section A.5.2 for additional details.

DOE will review and provide comments on the draft project management protocols and templates within 15 days of receipt. The contractor will address DOE’s comments and submit the final project management protocols and templates within 15 days of receiving comments.

Task Deliverables:

- Project Management Protocols and Templates, as listed above (Draft)
- Project Management Protocols and Templates, as listed above (Final)

A.5.1.3 Ongoing Project Management Tasks

The contractor will be responsible for performing the following project management tasks for the duration of the period of performance:

- *Recurring Project Status Meeting.* The contractor will schedule a recurring project management meeting with DOE to be held, in general, on a biweekly basis for the duration of the period of performance. The contractor will prepare a brief summary within 2 days of each meeting and maintain a list of active and completed action items. With limited exceptions communicated in advance, the meetings must be attended at a minimum by the contractor’s project manager. Occasional participation of other staff, such as subject matter experts and public outreach staff, may be required.
- *Monthly Status Reports.* The contractor will prepare and submit monthly status reports and invoices to GTI Energy by the 10th day of each month. Status reports must conform to the template established in Section A.5.1.2 and contain a concise summary of work performed during the billing period. The contractor will submit a separate status report without financial information to DOE by the 10th day of each month.
- *Project Schedule.* The contractor will be responsible for updating the project schedule to reflect any significant changes made in coordination DOE throughout the period of performance.
- *File Sharing Site.* The contractor will set up and maintain a secure, web-based file share site (e.g., Microsoft SharePoint) accessible to DOE staff to enable collaborative review and access to shared file libraries.
- If needed, based on project-specific coordination with DOE, the contractor will help prepare for and facilitate virtual meetings with cooperating agencies on an approximately quarterly basis. Contractor responsibilities include assisting DOE with scheduling meetings, preparing meeting agendas and presentations, providing a qualified meeting facilitator, and preparing a summary of each meeting. The contractor will provide a suitable software platform (e.g., Zoom Webinar) and logistical support for each cooperating agency meeting.

Task Deliverables:

- Recurring Project Status Meeting Agendas and Summaries
- Monthly Status Reports and Invoices
- Project Schedule (updated as needed to reflect significant changes)
- File Sharing Site (maintained for the duration of the period of performance)
- Cooperating Agency Meetings and Coordination (if applicable)

A.5.2. Project Record

The objective of this task is to maintain an electronic project record with copies of all documents related to the decision-making process and demonstrating that DOE has adhered to the procedural requirements of NEPA. If the agency’s decision is subjected to judicial review, the project record will serve as the primary basis for compilation of the administrative record to be submitted to a court. An administrative record may be a subset of, or broader than, the project record.

The contractor must gather and enter documents into the project record contemporaneously with the NEPA process to ensure completeness and recall of the context and purpose of each document. The project record must have an index (e.g., Microsoft Excel spreadsheet) with a brief description and hyperlink to each document entered. Most documents should be entered into the record as searchable PDFs, although certain exceptions apply conversion of the file would result in loss of information or functionality. The project record index and documents must be hosted in a secure location and available for DOE’s review upon request (e.g., stored on a Microsoft SharePoint site). DOE may direct the contractor to transfer the project record to DOE at any time during the NEPA process. The types of documents filed in the project record must include, at minimum:

- public releases of the EIS and internal drafts with substantive comments
- copies of literature cited in the EIS and supporting documents
- raw data, model runs, and calculations
- public notices and records of correspondence with members of the public, Tribes, and cooperating agencies related to the project
- comments received from the public, Tribes, and cooperating agencies
- the record of decision

Certain documents that DOE identifies as deliberative or privileged will not be included in the project record.

The contractor will prepare and submit a draft project record protocol for review by DOE within 20 days of contract execution. The project record protocol should describe the intended format and organization of the project record; the specific types or general categorize of documents proposed for inclusion; roles and responsibilities for gathering, entering, and reviewing documents; and procedures for search and retrieval of documents. DOE will review and provide comments on the draft project record protocol within 15 days of receipt. The contractor will

address comments and submit the final project record protocol within 15 days of receiving comments.

The contractor will submit an interim project record no more than 15 days after the NOA for the draft EIS has been issued, containing all relevant files through publication of the draft EIS. The contractor will submit the final project record no more than 15 days after the record of decision has been signed. Within 30 days of receipt, DOE will inform the contractor whether the project record has been accepted as submitted or requires revision.

Task Deliverables:

- Project Record Protocol (Draft)
- Project Record Protocol (Final)
- Project Record (Interim)
- Project Record (Final)

A.5.3. Environmental Impact Statement Analysis Plan

The purpose of the Analysis Plan is to serve as a bridge between GTI Energy’s environmental information volume (EIV) and the EIS. The Analysis Plan must clearly communicate and provide rationale for the issues the contractor anticipates will require detailed analysis in the EIS and, for each issue, present the proposed analysis parameters (e.g., study area, key assumptions), data sources, and methodology (e.g., modeling, qualitative assessment) the contractor intends to utilize. The Analysis Plan is intended for internal discussion and deliberation and will not be released for public review or comment. During preparation of the Analysis Plan, the contractor should evaluate the need for and generate requests for any additional, updated, or corrected information needed from GTI Energy that is not available or may have changed since the EIV was completed.

The contractor will submit a draft Analysis Plan no more than 30 days after the post-award meeting. DOE will review and provide comments on the draft Analysis Plan within 15 days of receipt. The contractor will coordinate with DOE to schedule meetings to discuss and resolve comments on the Analysis Plan. The contractor’s subject matter experts should be available to participate in discussions related to their area of expertise. The contractor will address and respond to DOE’s comments and prepare the final Analysis Plan within 15 days of receiving DOE’s comments.

Task Deliverables:

- Analysis Plan (Draft)
- Analysis Plan (Final)

A.5.4. Early Draft of Chapters 1 and 2 of the Environmental Impact Statement

The objective of this task is to begin early compilation of all available information for chapters 1 and 2 of the EIS, with particular emphasis on developing a robust description of the proposed action and any alternatives considered by GTI Energy.

Using GTI Energy's EIV, the Analysis Plan, and any supplemental information provided after contract execution, the contractor will prepare early drafts of chapters 1 and 2 following instructions provided within DOE's 2024 *Environmental Impact Statement Template for U.S. Department of Energy Office of Clean Energy Demonstrations* unless otherwise directed by DOE.

DOE will provide the contractor with content for the following sections:

- Section 1.1, Background
- Section 1.2, Purpose and Need
- Section 1.3, DOE's Proposed Action
- Section 1.4, Cooperating Agencies

Information needed to complete the following sections will be unavailable at the time the early draft is prepared and can be completed at a later date:

- Section 1.5, Scoping, Public Involvement, and Issues (pending information from Task A.5.5)
- Section 1.6, Public Agency Coordination and Consultations (pending information from Task A.5.5)
- Section 1.7, Changes from Draft EIS to Final EIS (to be added for final EIS only)
- Section 2.8, Summary of Environmental Effects (to be completed in Task A.5.6)

The contractor must prepare all other sections of chapters 1 and 2. The contractor will sequentially submit one version of early draft chapters 1 and 2 for review by GTI Energy and one version for review by DOE. The contractor will submit the first version of early draft chapters 1 and 2 within 30 days of submitting the final Analysis Plan. GTI Energy will have up to 15 days to review and provide comment. The contractor will address comments and submit the revised version to DOE within 15 days of receiving comments from GTI Energy. DOE will have up to 15 days to review and provide comment. DOE's comments must be addressed in the first version of the complete preliminary draft EIS, as described in Section A.5.6.

Task Deliverables:

- Early Draft Chapters 1 and 2 (GTI Energy review)
- Early Draft Chapters 1 and 2 (DOE review)

A.5.5. Public Scoping

The purpose of the scoping process is to gather public input to confirm significant environmental issues deserving of study in the EIS. The contractor will support DOE with various aspects the public scoping process and scoping comment analysis. Prior to initiating work on this task, the

contractor should coordinate with DOE regarding any information, materials, and lessons learned from previously completed community engagement efforts led by DOE that could be leveraged for public scoping.

No later than 30 days before the planned notice of intent (NOI) issuance date, the contractor will prepare and submit for DOE's review a draft public involvement and coordination plan. The plan must present:

- the proposed format, logistics, staffing, and equipment for up to [three] in-person public meetings held in [locations] and up to [two] virtual public meetings
- a list of prospective in-person public meeting venues and breakdown of amenities
- draft electronic copies of printed meeting materials, including poster boards ([up to 10]), handouts ([up to 800 total pages]), meeting signage ([up to 30 signs]), and comment forms ([up to 300 total pages])
- a draft scoping meeting presentation (e.g., Microsoft PowerPoint)
- a draft legal notice announcing the public meetings and public scoping period and list of up to [three] publications in which the contractor will schedule the legal notices to run prior to the public meetings
- draft posts for DOE to publish on its social media channels announcing the public meetings and scoping period
- a key stakeholder distribution list (to be developed in coordination with DOE)
- a public EIS website that provides information about the project and NEPA process, makes 508-compliant NEPA and supporting documents available to view and download, and provides functionality to accept public comments (if requested by DOE)

DOE will review and comment on the draft public involvement and coordination plan within 15 days of receipt. The contractor will finalize the plan within 10 days of receiving comments. After confirmation of the final plan with DOE's approval, the contractor will reserve the selected meeting venues and arrange for placement of legal notices, printing of meeting materials, and execute other agreed upon logistics (e.g., notification of the local police and/or hiring security). Up to [five] contractor staff should plan to attend the public meetings, including a qualified meeting facilitator. The contractor will provide a suitable software platform (e.g., Zoom Webinar) and logistical support for the virtual public meetings. The contractor will also arrange for a professional court reporter to prepare transcriptions of all public meetings and closed captioning services for recordings of the virtual public meetings. [Optionally, DOE may consider requiring the contractor to arrange Americans with Disabilities Act (ADA) reasonable accommodation services (e.g., sign-language interpreters, Braille flyers) and language translation services (e.g., language interpreters and flyers for non-English speaking attendees) for virtual and in-person meetings, as applicable.] The final transcriptions and recordings should be provided to DOE within 10 business after each meeting.

No later than 10 days before the planned NOI date, the contractor will submit an outline of the public scoping summary report and plan for categorization of comments to DOE for review. DOE will provide comments on the outline within 5 days of receipt. The contractor will proceed with

analysis of public comments and preparation of the draft public scoping summary report [if requested by DOE] in accordance with the outline as comments are received. For bidding purposes, assume DOE will receive up to [1,000] comment submissions with unique text via all submittal methods combined (e.g., regulations.gov, email, mail, public meetings). The contractor must demonstrate the capability to quickly identify form-letter based comments and screen them for unique text.

The contractor will prepare and submit a draft public scoping summary report for DOE's review within 30 days of the end date of the public scoping period. The contractor is encouraged to review comment categorization with DOE during preparation of the draft report to ensure alignment. DOE will review and provide comment on the draft report within 15 days of receipt. The contractor will submit the final, 508-compliant public scoping summary report within 15 days of receiving comments.

The contractor and GTI Energy will participate in up to [two] meetings with DOE to discuss outcomes from public scoping and any necessary updates to the early draft Chapters 1 and 2 of the EIS.

Task Deliverables:

- Public Involvement and Coordination Plan (Draft)
- Public Involvement and Coordination Plan (Final)
- Placement of Legal Notices (Final)
- Printed and 508-compliant Virtual Meeting Materials (Final)
- Court Reporter Transcriptions of Public Meetings and Comments (Final)
- Virtual Public Meeting Recordings with Closed Captioning (Final)
- Public Scoping Report (Outline) [as needed]
- Public Scoping Report (Draft) [as needed]
- 508-compliant Public Scoping Report (Final) [as needed]
- Establish and maintain a public EIS website with functionality to accept comments (if requested by DOE)

A.5.6. Alternatives Development [OPTIONAL]

If new, reasonable alternatives are raised for consideration during the scoping process, DOE may request GTI Energy's evaluation of and input on the technical and economic feasibility of implementing the alternatives. If, after evaluation, DOE determines one or more new alternatives must be analyzed in detail, the extent of additional coordination and effort needed to fully formulate and incorporate each new alternative into the preliminary draft EIS would be determined at that time. These new alternatives are distinct from and additional to any

alternatives to the Proposed Action previously identified by GTI Energy in the EIV. As a baseline for consideration, assume that the contractor would be responsible for assisting DOE in developing narrative information and supporting figures and tables, as applicable, for up to [4] new alternatives for detailed analysis in the EIS and developing supporting rationale for dismissal of up to [10] new alternatives considered but not analyzed in detail. The contractor would also be responsible for planning for and facilitating up to [10] alternatives development meetings or workshops with interested relevant agencies or interested parties.

Task Deliverables:

- Preliminary Alternatives Considered and Dismissed (GTI Energy review)
- Preliminary Alternatives Considered and Dismissed (DOE review)
- Preliminary Alternatives Considered and Dismissed (Cooperating Agency Review) [if applicable]
- Preliminary Alternatives Considered and Dismissed (DOE)
- Alternatives Development Meetings [if applicable]

A.5.7. Draft Environmental Impact Statement

The contractor should begin preparing the remaining chapters and appendices of the EIS, particularly the description of the affected environment and environmental impacts in chapter 3, as soon as practicable to ensure adequate preparation time and achievement of a 2-year EIS schedule. As with chapters 1 and 2, the contractor will prepare the remaining chapters and appendices of the EIS following instructions provided within DOE's 2024 *Environmental Impact Statement Template for U.S. Department of Energy Office of Clean Energy Demonstrations* (unless otherwise directed by DOE. The award GTI Energy's EIV will provide the basis for assessing environmental impacts of the proposed action and alternatives, with consideration of any changes agreed upon with DOE or new information acquired during preparation of the Analysis Plan or as a result of the scoping process. For bidding purposes, assume that up to [four] alternatives (not including the Proposed Action) will require detailed analysis in the EIS.

The contractor will sequentially submit one version of the preliminary draft EIS for review for factual accuracy by GTI Energy, one version for full review by DOE, and one version for full review by cooperating agencies [if applicable]. After resolution of all comments on the preliminary draft EIS, the contractor will prepare the draft EIS. DOE will complete a final page-turn review before and the contractor will incorporate any final changes requested by DOE before preparing two versions of the camera-ready draft EIS: one version optimized for printing and one 508-compliant version optimized for posting online. Preparation of the draft EIS should proceed according to the dates established in the baseline project schedule, or as subsequently modified, endeavoring to have publication of the Notice of Availability (NOA) for the draft EIS within approximately 1 year of the NOI.

The contractor must also provide DOE with clearly labeled electronic copies of all reference documents cited in the draft EIS as well as an organized database of any geographic information

system (GIS) data used for analyses, figures, and calculations presented in the EIS. Any GIS data created by GTI Energy or contractor (e.g., project component feature data) must have metadata compliant with standards endorsed by the Federal Geographic Data Committee.

[Optionally, DOE may request that the contractor host virtual or in-person comment resolution meetings with DOE staff for up to 4 days to support a focused, rapid review and resolution of agency comments on the preliminary draft EIS. The contractor’s management team would arrange for participation of appropriate subject matter experts as necessary.]

Task Deliverables:

- Preliminary Draft EIS (Chapters 1 and 2 only) (GTI Energy review)
- Preliminary Draft EIS (DOE review)
- Preliminary Draft EIS (Cooperating Agency Review) [if applicable]
- Draft EIS (DOE review)
- 508-compliant, Camera-Ready Draft EIS that meets EPA’s requirements: [e-NEPA Filing Guidance](#) (Online Version)
- Camera-Ready Draft EIS (Print Version, [XX] total copies)
- Comment Resolution Meetings [if applicable]

A.5.8. Public Review of Draft Environmental Impact Statement

The contractor will support DOE in conducting public hearings and analyzing public comments.

No later than 30 days before the planned notice of availability (NOA) issuance date, the contractor will prepare and submit for DOE’s review a draft public involvement and coordination plan. Using the final public involvement and coordination plan prepared for the scoping period as a template, the draft EIS plan must present:

- the proposed format, logistics, staffing, and equipment for up to [three] in-person public hearings held in [locations] and up to [two] virtual public hearings
- a list of prospective in-person public hearing venues and breakdown of amenities
- draft electronic copies of printed meeting materials, including poster boards ([up to 20]), handouts ([up to 1,000 total pages]), meeting signage ([up to 30 signs]), and comment forms ([up to 300 total pages])
- a draft presentation to be presented at the public hearings (e.g., Microsoft PowerPoint)
- a draft NOA prepared using an DOE-provided template
- a draft legal notice announcing the public hearings and public comment period and list of up to [three] publications in which the contractor will schedule the legal notices to run prior to the public hearings
- draft posts for DOE to publish on its social media channels announcing the public hearings and comment period
- a key stakeholder distribution list (to be developed in coordination with DOE)

DOE will review and comment on the draft public involvement and coordination plan within 15 days of receipt. The contractor will finalize the plan within 10 days of receiving comment. After confirmation of the final plan with DOE's approval, the contractor will reserve the selected meeting venues and arrange for placement of legal notices and printing of meeting materials. Up to [five] contractor staff should plan to attend the public hearings, including a qualified meeting facilitator. The contractor will provide a suitable software platform (e.g., Zoom Webinar) and logistical support for the virtual public hearings. The contractor will also arrange for a professional court reporter to prepare transcriptions of all public hearings and closed captioning services for recordings of the virtual public hearings. [Optionally, DOE may consider requiring the contractor to arrange Americans with Disabilities Act (ADA) reasonable accommodation services (e.g., sign-language interpreters, Braille flyers) and language translation services (e.g., language interpreters and flyers for non-English speaking attendees) for virtual and in-person meetings, as applicable.] The final transcriptions and recordings should be provided to DOE within 10 business days after each hearing.

As public comments are received, the contractor will proceed with comment analysis using the same categorization process used for scoping comments. For bidding purposes, assume DOE will receive up to [1,500] comment submissions with unique text via all submittal methods combined (e.g., regulations.gov, email, mail, public meetings). The contractor must demonstrate the capability to quickly identify form-letter based comments and screen them for unique text.

Within 20 days of the end date of the public comment period, the contractor will provide DOE with an initial list of comments that require input from DOE or GTI Energy to inform the response. General classes of comments that may require input from the GTI Energy include, but are not limited to, questions or clarification about the proposed project, questions about the technical or economic feasibility of implementing specific alternatives or mitigation measures, and questions regarding technical analyses or reports furnished by the GTI Energy or its contractors. The contractor will prepare draft responses to all other substantive, in-scope comments within 35 days of the end date of the public comment period. DOE will review, request that the contractor make changes, or finalize the comment responses within 20 days of receipt. The final comment responses will be included in an appendix to the final EIS.

Task Deliverables:

- Public Involvement and Coordination Plan (Draft)
- Public Involvement and Coordination Plan (Final)
- Placement of Legal Notices (Final)
- Printed and 508-compliant Virtual Public Hearing Materials (Final)
- Court Reporter Transcriptions of Public Hearings and Comments (Final)
- Virtual Public Meeting Recordings with Closed Captioning (Final)

- List of Comments Requiring DOE or GTI Energy Input
- Comment Responses (Draft)

A.5.9. Final Environmental Impact Statement

The contractor will transition the draft EIS to the final EIS and make changes necessary to address public comments.

The contractor will sequentially submit one version of the preliminary final EIS for review for factual accuracy by the GTI Energy, one version for review by DOE, and one version for review by cooperating agencies [if applicable]. After resolution of DOE’s comments on the preliminary final EIS, the contractor will prepare the final EIS. DOE will complete a final page-turn review before and the contractor will incorporate any final changes requested by DOE before preparing two versions of the camera-ready final EIS: one version optimized for printing and one 508-compliant version optimized for posting online. Preparation of the final EIS should proceed according to the dates established in the baseline project schedule, or as subsequently modified, with the NOA for the final EIS published within 2 years of the NOI.

The contractor must also provide DOE with clearly labeled electronic copies of all reference documents cited in the draft EIS as well as an organized database of any GIS data used for analyses, figures, and calculations presented in the EIS. Any GIS data created by the GTI Energy or contractor (e.g., project component feature data) must have metadata compliant with standards endorsed by the Federal Geographic Data Committee.

[Optionally, DOE may request that the contractor host virtual comment resolution meetings with DOE staff for up to 4 days to support a focused, rapid review and resolution of agency comments on the preliminary final EIS. The contractor’s management team would arrange for participation of appropriate subject matter experts as necessary.]

Task Deliverables:

- Preliminary Final EIS (Chapters 1 and 2 only) (GTI Energy review)
- Preliminary Final EIS (DOE review)
- Virtual Comment Resolution Meetings [if applicable]
- Preliminary Final EIS (Cooperating Agency Review) [if applicable]
- Final EIS (DOE review)
- Camera-Ready Final EIS that meets EPA’s requirements: [e-NEPA Filing Guidance](#) (Online Version)
- Camera-Ready Final EIS (Print Version, [XX] total copies)

A.5.10. Post Final Environmental Impact Statement Support [OPTIONAL]

If necessary and as directed by DOE, the contractor may be asked to support with review and resolution of any substantive comments received during the required 30-day waiting period after

the NOA for the final EIS and before signing of the record of decision (ROD). This may include comments received from the U.S. Environmental Protection Agency under its responsibilities to review on comment on federal agency EISs under Section 309 of the Clean Air Act. For bidding purposes, assume DOE will receive up to [30] comment submissions with substantive comments and will require key personnel to participate in up to [4] hours of virtual or in-person meetings with DOE.

Task Deliverables:

- Input on Comment Resolution (as requested by DOE)

A.5.11. Consultations and Other Environmental Tasks [OPTIONAL]

[May be broken out into separate tasks for each required consultation. Contractor may assist DOE in other environmental tasks conducted in conjunction with or separately from the NEPA process. These include, but are not limited to:

- under the National Historic Preservation Act, identifying historic and cultural resources, assessing impacts, consulting with a State or Tribal Historic Preservation Officer, and resolving adverse impacts by mitigation
- under the Endangered Species Act, preparing a biological assessment or evaluation, assessing impacts and ecological risk, coordinating with the U.S. Fish and Wildlife Service or National Marine Fisheries Service, and developing a management plan for threatened or endangered species
- under the Magnuson-Stevens Fishery Conservation and Management Act, preparing an essential fish habitat assessment and incorporating conservation recommendations from the National Marine Fisheries Service
- under the Coastal Zone Management Act, preparing a consistency determination demonstrating that proposed action would be consistent to the maximum extent practicable with the enforceable policies of applicable state coastal zone management programs]

A.6. CONSOLIDATED DELIVERY SCHEDULE

Table A.6-1 lists target dates for key project milestones. These dates are provided for initial planning and bidding purposes and are subject to change.

Table A.6-1. Target Milestone Dates

Milestone	Target Date or Date Range
Contract Execution	[10/1/2024]
Final Analysis Plan	[1/31/2025]
Final Early Draft Chapters 1 and 2	[4/30/2025]
NOI to Prepare EIS*	[6/30/2025]
Public Scoping Period*	[7/10/2025] – [9/10/2025]

Milestone	Target Date or Date Range
NOA of Draft EIS*	[9/20/2025]
Public Comment Period for Draft EIS*	[10/1/2025] – [12/31/2025]
NOA of Final EIS*	[2/28/2026]
ROD Signed*	[3/31/2026]
Mitigation Action Plan Completed*	[4/30/2026]

*Milestone is DOE’s responsibility.

Table A.6-2 provides a consolidated list of tasks and deliverables included in the statement of work, as well as other related tasks for reference. Table rows with contractor deliverables are shaded gray. Unless otherwise stated, days refer to business days excluding federal holidays.

Table A.6-2. Consolidated Delivery Schedule

Task Number	Deliverable, Task, or Milestone	Responsible Party	Target Date or Timing Constraint
A.5.1.1	Post-Award Meeting Agenda (Draft)	Contractor	at least 3 days prior to meeting
A.5.1.1	Comments on Post-Award Meeting Agenda (Draft)	DOE, GTI Energy	at least 1 days prior to meeting
A.5.1.1	Post-Award Meeting Agenda (Final)	Contractor	prior to meeting
A.5.1.1	Post-Award Meeting	Contractor, GTI Energy, DOE	within 20 days of contract execution
A.5.1.1	Post-Award Meeting Summary (Draft)	Contractor	no more than 3 days after meeting
A.5.1.1	Comments on Post-Award Meeting Summary (Draft)	DOE, GTI Energy	within 2 days of receipt
A.5.1.1	Post-Award Meeting Summary (Final)	Contractor	within 1 day of receiving comments
A.5.1.2	Project Management Protocols and Templates (Draft)	Contractor	within 20 days of contract execution
A.5.1.2	Comments on Project Management Protocols and Templates (Draft)	DOE	within 15 days of receipt
A.5.1.2	Project Management Protocols and Templates (Final)	Contractor	within 15 days of receiving comments
A.5.1.3	Recurring Project Status Meeting Agendas and Summaries	Contractor	biweekly for the duration of the period of performance
A.5.1.3	Monthly Status Reports and Invoices	Contractor	Submitted by the [10 th day] of each month

Task Number	Deliverable, Task, or Milestone	Responsible Party	Target Date or Timing Constraint
A.5.1.3	Project Schedule Updates	Contractor	as necessary to reflect any significant changes made in coordination with DOE
A.5.1.3	File Sharing Site	Contractor	maintained for the duration of the period of performance
A.5.1.3	Cooperating Agency Meetings and Coordination [if applicable]	Contractor	meetings approximately quarterly for the duration of the permitting process
A.5.2	Project Record Protocol (Draft)	Contractor	within 20 days of contract execution
A.5.2	Comments on Project Record Protocol (Draft)	DOE	within 15 days of submittal
A.5.2	Project Record Protocol (Final)	Contractor	within 15 days of receiving comments
A.5.2	Project Record (Interim)	Contractor	no more than 15 days after the NOA for the draft EIS has been issued
A.5.2	Project Record (Final)	Contractor	no more than 15 days after the record of decision has been signed
A.5.2	Project Record Acceptance or Request for Revision	DOE	within 30 days of receipt
A.5.3	Analysis Plan (Draft)	Contractor	within 30 days of post-award meeting
A.5.3	Comments on Analysis Plan (Draft)	DOE	within 15 days of receipt
A.5.3	Analysis Plan (Final)	Contractor	within 15 days of receiving comments
A.5.4	Early Draft Chapters 1 and 2 (GTI Energy review)	Contractor	within 30 days of final Analysis Plan
A.5.4	Comments on Early Draft Chapters 1 and 2 (GTI Energy review)	GTI Energy	within 15 days of receipt
A.5.4	Early Draft Chapters 1 and 2 (DOE review)	Contractor	within 15 days of receiving comments
A.5.4	Comments on Early Draft Chapters 1 and 2 (DOE review)	DOE	within 15 days of receipt
A.5.5	Public Involvement and Coordination Plan (Draft)	Contractor	no later than 30 days prior to the planned NOI date

Task Number	Deliverable, Task, or Milestone	Responsible Party	Target Date or Timing Constraint
A.5.5	Comments on Public Involvement and Coordination Plan (Draft)	DOE	within 15 days of receipt
A.5.5	Public Involvement and Coordination Plan (Final)	Contractor	within 10 days of receiving comments
A.5.5	Placement of Legal Notices (Final)	Contractor	to appear at least 15 calendar days before public meeting
A.5.5	Printed and 508-compliant Virtual Meeting Materials (Final)	Contractor	prior to public meeting
A.5.5	Court Reporter Transcriptions of Public Meetings and Comments (Final)	Contractor	no more than 10 days after public meeting
A.5.5	Virtual Public Meeting Recordings with Closed Captioning (Final)	Contractor	no more than 10 days after public meeting
A.5.5	Public Scoping Report (Outline)	Contractor	no later than 10 days prior to the planned NOI date
A.5.5	Comments on Public Scoping Report (Outline) [if applicable]	DOE	within 5 days of receipt
A.5.5	Public Scoping Report (Draft) [if applicable]	Contractor	within 30 days of the end date of the public scoping period
A.5.5	Comments on Public Scoping Report (Draft) [if applicable]	DOE	within 15 days of receipt
A.5.5	508-compliant Public Scoping Report (Final) [if applicable]	Contractor	within 15 days of receiving comments
A.5.5	Public EIS website	Contractor	staging site no later than 30 days prior to the planned NOI date; maintained and updated for at least 30 days after the record of decision has been signed
A.5.6	Preliminary Alternatives Considered and Dismissed (GTI Energy review)	Contractor	TBD based on project schedule
A.5.6	Comments on Preliminary Alternatives Considered and Dismissed (GTI Energy review)	GTI Energy	TBD based on project schedule
A.5.6	Preliminary Alternatives Considered and Dismissed (DOE review)	Contractor	TBD based on project schedule

Task Number	Deliverable, Task, or Milestone	Responsible Party	Target Date or Timing Constraint
A.5.6	Comments on Preliminary Alternatives Considered and Dismissed (DOE review)	DOE	TBD based on project schedule
A.5.6	Preliminary Alternatives Considered and Dismissed (Cooperating Agency Review) [if applicable]	Contractor	TBD based on project schedule
A.5.6	Comments on Preliminary Alternatives Considered and Dismissed (Cooperating Agency Review) [if applicable]	Cooperating Agencies	TBD based on project schedule
A.5.6	Alternatives Considered and Dismissed (DOE review)	Contractor	TBD based on project schedule
A.5.6	Alternatives Development Meetings [if applicable]	Contractor, DOE, Cooperating Agencies	as needed
A.5.7	Preliminary Draft EIS (GTI Energy review)	Contractor	TBD based on project schedule
A.5.7	Comments on Preliminary Draft EIS (GTI Energy review)	GTI Energy	TBD based on project schedule
A.5.7	Preliminary Draft EIS (DOE review)	Contractor	TBD based on project schedule
A.5.7	Comments on Preliminary Draft EIS (DOE review)	DOE	TBD based on project schedule
A.5.7	Virtual Comment Resolution Meetings [if applicable]	Contractor, DOE	TBD based on project schedule
A.5.7	Preliminary Draft EIS (Cooperating Agency Review) [if applicable]	Contractor	TBD based on project schedule
A.5.7	Comments on Preliminary Draft EIS (Cooperating Agency Review) [if applicable]	Cooperating Agencies	TBD based on project schedule
A.5.7	Draft EIS (DOE Review)	Contractor	TBD based on project schedule
A.5.7	Comments on Draft EIS (DOE Review)	DOE	TBD based on project schedule
A.5.7	508-compliant, Camera-Ready Draft EIS (Online Version)	Contractor	within approximately 1 year of the NOI
A.5.7	Camera-Ready Draft EIS (Print Version, [XX] total copies)	Contractor	within approximately 1 year of the NOI
A.5.8	Public Involvement and Coordination Plan (Draft)	Contractor	no later than 30 days prior to the planned NOA date

Task Number	Deliverable, Task, or Milestone	Responsible Party	Target Date or Timing Constraint
A.5.8	Comments on Public Involvement and Coordination Plan (Draft)	DOE	within 15 days of receipt
A.5.8	Public Involvement and Coordination Plan (Final)	Contractor	within 10 days of receiving comments
A.5.8	Placement of Legal Notices (Final)	Contractor	to appear at least 15 calendar days before public hearing
A.5.8	Printed and 508-compliant Virtual Public Hearing Materials (Final)	Contractor	prior to public hearing
A.5.8	Court Reporter Transcriptions of Public Hearings and Comments (Final)	Contractor	no more than 10 days after public hearing
A.5.8	Virtual Public Hearing Recordings with Closed Captioning (Final)	Contractor	no more than 10 days after public hearing
A.5.8	List of Comments Requiring DOE or GTI Energy Input	Contractor	no more than 20 days after the end date of the public comment period)
A.5.8	Input on List of Comments	DOE, GTI Energy	no more than 15 days after receipt)
A.5.8	Comment Responses (Draft)	Contractor	no more than 35 days after the end date of the public comment period)
A.5.8	Review of Comment Responses (Draft)	DOE	within 20 days of receipt
A.5.9	Preliminary Final EIS (GTI Energy review)	Contractor	TBD based on project schedule
A.5.9	Comments on Preliminary Final EIS (GTI Energy review)	GTI Energy	TBD based on project schedule
A.5.9	Preliminary Draft EIS (DOE review)	Contractor	TBD based on project schedule
A.5.9	Comments on Preliminary Final EIS (DOE review)	DOE	TBD based on project schedule
A.5.9	Virtual Comment Resolution Meetings [if applicable]	Contractor, DOE	TBD based on project schedule
A.5.9	Preliminary Final EIS (Cooperating Agency Review) [if applicable]	Contractor	TBD based on project schedule

Task Number	Deliverable, Task, or Milestone	Responsible Party	Target Date or Timing Constraint
A.5.9	Comments on Preliminary Final EIS (Cooperating Agency Review) [if applicable]	Cooperating Agencies	TBD based on project schedule
A.5.9	Draft EIS (DOE Review)	Contractor	TBD based on project schedule
A.5.9	Comments on Final EIS (DOE Review)	DOE	TBD based on project schedule
A.5.9	508-compliant, Camera-Ready Final EIS (Online Version)	Contractor	within approximately 1 year of the NOA
A.5.9	Camera-Ready Final EIS (Print Version, [XX] total copies)	Contractor	within approximately 1 year of the NOA
A.5.10	Input on Comment Resolution	Contractor	as requested by DOE
A.5.10	Consultations and Other Environmental Tasks	Contractor	[TBD as applicable]

*Table rows with contractor tasks or deliverables are shaded gray.
Unless otherwise stated, days refer to business days, excluding federal holidays.*

APPENDIX A
DISCLOSURE STATEMENT

U.S. Department of Energy
Office of Clean Energy Demonstrations
NEPA Disclosure Statement

FOR PREPARATION OF THE
[ENVIRONMENTAL IMPACT STATEMENT] FOR THE HYVELOCITY HUB

The Council on Environmental Quality (CEQ) Regulations at Code of Federal Regulations (CFR) HyVelocity Hub 40, Parts 1500-1508 have been adopted by the U.S. Department of Energy (DOE) at 10 CFR 1021. 40 CFR 1506.5(c) provides that agencies may authorize a contractor to prepare an environmental document under the supervision and direction of the agency. 40 CFR 1506.5(c)(4) further directs the agency to prepare a disclosure statement for the contractor’s execution specifying that the contractor has no financial or other interest in the outcome of the action.

DOE does not consider the potential for a contractor to perform future engineering and design work to present a conflict of interest in the outcome of an action.

In accordance with these requirements, [CONTRACTOR] shall complete this disclosure statement.

[CONTRACTOR], on behalf of itself, its subsidiaries, and its employees, hereby certifies as follows, to the best of its knowledge as of the date set forth below:

[CONTRACTOR] has no financial or other interest in the outcome of the project.

If [CONTRACTOR] intends to perform engineering, design, or other work in support of HyVelocity Hub, [CONTRACTOR] will take efforts to prevent or mitigate any potential conflict, as described in Exhibit A hereto.

Certified by:

Name

HyVelocity Hub

Company

Date

**Exhibit A to
U.S. Department of Energy
Office of Clean Energy Demonstrations
NEPA Disclosure Statement**

FOR PREPARATION OF THE
[ENVIRONMENTAL IMPACT STATEMENT] FOR THE HYVELOCITY HUB

Description of financial or other interests in project:

Description of efforts to prevent or mitigate potential conflict: