Notes & Reminders
December 6, 2001

1. Consultants are to confer with EPG planners prior to performing additional work outside of the original scope of work and submitting amendments.

2. Once a project has cleared, the consultant is responsible for providing all pertinent environmental project documentation (i.e., technical reports, email messages, other documentation) in electronic format on a CD for the EPG project file.

3. Effective November 19, 2001, all Nationwide Permits, with the exception of Nationwide Permit #13, are valid for use in Pima and Pinal Counties outside of tribal lands.

4. Environmental clearances are to be provided at least two months prior to the bid date. The consultant will communicate with the EPG NEPA planner one month prior to the two months (3 months prior to bid date) if they are unable to meet the bid date.

5. Mitigation measures must be submitted by the EPG NEPA planner to the Districts for their review, including mitigation developed by the technical specialists.

6. Preparer and reviewer should not be the same person. Consultants need to identify staff members that are approved to conduct QC.

7. The contact person for the Grand Canyon Trust is Bob Hoffa.

8. No acronyms are to be used in mitigation measures.

9. **On-call consultant project managers**: please submit all your **task orders / cost estimates and monthly project status reports to Elaine Harrison**; and submit all your **billings to Lori Scott**. Consultants **MUST** submit the monthly project status reports to Elaine Harrison the **first week of every month** when you submit your monthly billings to Lori Scott.

10. Monthly project status reports must be up to date, include all active projects, and contain all information required for each project.