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## Scope of Services

To Prepare

**Environmental Information Document for the sewer service expansion to six *Colonias*, located along US HWY 83 in the westernmost area of the City's Sanitary Sewer and the Wastewater Treatment Plant Rehabilitation/Expansion**

At the City of

**RIO GRANDE CITY, TEXAS**

April 2021

**Scope of Services**  
**Environmental Information Document for the sewer service expansion to six *Colonias*, located along US HWY 83 in the westernmost area of the City’s Sanitary Sewer and the Wastewater Treatment Plant Rehabilitation/Expansion**  
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# 1 INTRODUCTION

## 1.1 GENERAL NADB BACKGROUND

The North American Development Bank (NADB) identifies, develops, evaluates, and certifies environmental infrastructure projects by means of a binational team through an open public process in order to access financing through this organization and other sources.

To meet its objectives, NADB manages several technical assistance programs, such as the Project Development and Assistance Program (PDAP), financed by the United States Environmental Protection Agency (EPA), and NADB's own technical assistance funds that provide assistance to project sponsors.

The project development process includes the planning phase through final design of the project in preparation of certification. During this stage, NADB's Project Engineers in coordination with the sponsor and other relevant stakeholders will determine the technical capabilities and costs of the projects, as well as their financial feasibility and NADB's potential financing. Usually, this includes the development of master plans, environmental impact assessments, financial analysis, preliminary projects, and final design, among others.

# 2 PROJECT DEFINITION

## 2.1 BACKGROUND AND PURPOSE

The City of RIO GRANDE CITY is the project sponsor and provider responsible for the planning, construction and operation of the city's water and wastewater systems and has established service rules and regulations concerning the utility service, rates, and service fees.

## 2.2 PROJECT INFORMATION

### **Location**

The City of Rio Grande City is in the southeastern part of the State of Texas, United States. It borders San Roman, Texas to the north, Camargo, Mexico to the south, Los Villareales, Texas to the west, and Las Lomas, Texas to the East. The City is contiguous to the U.S. / Mexico Border. Figure 1 shows the Rio Grande City Location.



Figure 1: Rio Grande City Location

### ***Existing Wastewater Collection System***

The City provides wastewater collection services to approximately 400 houses and 400 businesses, having a coverage of 80%. There are several Colonias located at the western area of the city which lack of wastewater collection system and rely on substandard on-site septic systems, creating a human health and environmental risk condition.

In 2018, Rio Grande City made a preliminary evaluation on the wastewater collection infrastructure necessities for the following subdivisions: El Ranchito, Midway, Barrera, Alvarez Rd, Alvarez, Palo Blanco, and El Quiote, as well as the Sanitary Sewer Line along the US HWY83.

### ***Existing Wastewater Treatment Plant***

The Rio Grande City (RGC) wastewater treatment plant (WWTP) is located along the bank of the Rio Grande River at the southeast corner of the Fort Ringgold school grounds in Rio Grande City.

The RGC WWTP is now in need of an expansion. While rated at 1.5 MGD, records show that discharge flows have exceeded 90% of capacity several times in the past two years. Currently, the 2009 expansion is operating well. The clarifiers are in a state of disrepair and need to be rehabilitated or replaced. The chlorine contact chamber and chlorination system need to be rehabilitated or replaced. The sludge drying beds are not able to keep pace with the increased discharge flows and the oxidation ditches have been pressed into service as sludge holding ponds, in violation of the plant's permit. The City is being held under violation and enforcement by the Texas Commission on Environmental Quality (TCEQ) and has been notified to begin planning and constructing an expansion of the plant.

## ***2.3 PROJECT DESCRIPTION***

The primary purpose for the project is the expansion to the wastewater collection system to the above referenced subdivisions at the western areas of the Rio Grande City and the expansion/rehabilitation of the Wastewater Treatment Plant.

The City of RIO GRANDE CITY would like to request financial assistance from the Texas Water Development Board's (TWDB) Economically Distressed Areas Program (EDAP,) Clean Water State

Revolving Fund and the NADB to provide the necessary wastewater facilities to supply adequate services to the occupant dwellings of the mentioned subdivisions.

The NADB would provide technical assistance to complete the planning and environmental review phase of the project. The development of the environmental information document (EID) will enable the issuance of a Finding of No Significant Impact (FONSI) in order to request assistance under the EPA Border Environmental Infrastructure Fund (BEIF) and the TWDB EDAP and CWSRF for final design and construction funding. The NADB will provide funding through the Project Development Assistance Program (PDAP) for this project.

### **3 MAJOR WORK TASKS AND SERVICES REQUIRED**

#### **3.1 PROJECT ADMINISTRATION**

##### ***Resources and Schedule***

This task includes administrative functions for the activities of the project. The ENGINEER's project manager will allocate the ENGINEER's resources and establish all internal staff responsibilities. Within one week of the NTP, the ENGINEER shall provide a proposed timeline schedule of progress with planned dates of deliverables for completion of the Scope of Work. The ENGINEER's project manager must keep involved parties up to date on project status.

##### ***Kickoff Meeting***

A one-day kick-off meeting will be held with NADB, and the City of RIO GRANDE CITY to jointly review and reach consensus on project approach and direction and possible issues to help ensure a successful project. The ENGINEER's project manager shall prepare the minutes from the meeting for distribution to the attendees within five (5) working days of the meeting.

##### ***Progress Meetings, Progress Reports, and Invoicing***

Progress Meetings will be held monthly. These meetings will provide a forum for delivery of project deliverables as well as progress reports, which will identify efforts and achievements for the preceding month and expectations for the next period. Formal meetings will be required to discuss the development of the EID.

The ENGINEER's project manager shall prepare the agenda and minutes of these meetings. Draft meeting minutes shall be prepared within five (5) working days of the meeting and shared for input.

Monthly Invoices shall be submitted to the NADB with an appropriate progress report. The invoice will be paid within thirty (30) days upon receipt, if complete and acceptable.

In addition to the more formal meetings described above, by-weekly conference call meetings will be held throughout the course of the project. These conference call meetings will be important to insure a well-coordinated project and that important input from involved parties is incorporated into the planning effort. The ENGINEER's project manager shall provide a presentation to the City of RIO GRANDE CITY personnel on the final EID if necessary. All meetings will be conducted at the City of RIO GRANDE CITY offices or designated meeting place.

##### ***Deliverables***

The Project Sponsor, NADB and TWDB, EPA along with other agency stakeholders, as determined, will review draft and final EID deliverables. The ENGINEER shall satisfy all comments and incorporate any necessary changes required to receive approval of the deliverables.

- Presentation materials (NADB, City of RIO GRANDE CITY)
- Project Meeting Materials (NADB, City of RIO GRANDE CITY) Meeting minutes (NADB, TWDB, City of RIO GRANDE CITY, any other participants)
- Monthly Status Report (NADB, City of RIO GRANDE CITY)
- Monthly invoices (NADB)

### **3.2 ENVIRONMENTAL INFORMATION DOCUMENT**

The consultant shall prepare an Environmental Information Document (EID), in accordance with the alternative analysis included in both the facilities plans for the wastewater collection expansion and wastewater treatment plant improvements (Appendix A) and, with applicable state and federal requirements. The document must present all information required and address all applicable regulatory requirements. These regulatory requirements include, but are not limited to, information needed for an Environmental Protection Agency Environmental Assessment, which will be needed in order to establish a Finding of No Significant Impact (FONSI).

The Consultant shall provide information to comply with the Environmental Protection Agency's Environmental Assessment Guidelines.

The information shall include, but not be limited to, the following:

#### **1. Purpose and Need for Action**

This section shall include a brief description of the proposed action. Proposal area setting, purpose and need of project, decision to be made, minimum selection criteria, project area setting, scope of the environmental assessment, relevant environmental issues, and regulatory drivers' guidance.

#### **2. Summary of Alternatives**

This includes a description of the proposed action, history and process used to formulate the alternatives, alternative selection criteria, alternatives considered but eliminated from detailed study, alternatives carried forward for detailed study, comparison of alternatives, and identification of proposed alternative. This analysis should include the "No Action" alternative.

#### **3. Affected Environment**

This section includes a description of the existing environment (land use), air resources, water resources, biological resources (including threatened/endangered species and critical/sensitive habitats), cultural resources, socioeconomics, municipal services, and public health.

#### **4. Environmental Consequences**

This includes an analysis of the effects of alternatives (starting with proposed action, followed by preferred alternatives, then others; same arrangement as part 2-summary of alternatives). The analysis shall include effects on land use, air resources, water resources, biological resources, cultural resources, socioeconomics, municipal services, public health, and cumulative impacts. Additionally, this section shall include unavoidable adverse effects, relationship of short-term uses and long-term productivity, and irreversible and irretrievable commitments of resources.

**5. Bibliography**

**6. Acronyms**

**7. List of Preparers**

**8. List of Agencies and Persons Consulted**

The EID will be reviewed by state and federal agencies. It is therefore essential that the EID serve as a stand-alone document without referencing other documents submitted as part of this project.

**3.3 PERIOD OF SERVICE**

**A. Period of Service**

The ENGINEER shall complete the work delineated under this SOW within 120 calendar days, not including Owner/Agency review days, from Notice to Proceed (NTP). The completion of all tasks with reviews and the environmental clearance process is expected to be complete within approximately 6 months.

**3.4 DELIVERABLES**

**Draft Environmental Information Document**

The Project Sponsor, NADB, EPA and other applicable agencies will review the draft EID. The consultant shall satisfy all comments and incorporate any necessary changes required to receive approval of the Final EID.

**Final Environmental Information Document**

# **Appendix A**

## **Planning Documents**