

CONTRACTOR SCOPE OF WORK

CONTRACTOR	Tetra Tech
CONTRACTING AGENCY	Chicago Department of Public Health (CDPH)
PROJECT NAME	Project Coordination Supports and Analysis Supports for Chicago's Cumulative Impact Assessment (CIA) project
TIMELINE	August 2022 - June 2023
BUDGET	\$497,356

ABOUT TETRATECH



Tetra Tech is a leading, global provider of consulting and engineering services. They are differentiated by Leading with Science® to provide innovative technical solutions to clients. Tetra Tech supports global commercial and government clients focused on water, environment, sustainable infrastructure, renewable energy, and international development. With 21,000 associates worldwide, Tetra Tech provides clear solutions to complex problems. Tetra Tech's sub-contractor APEX Direct, Inc., specializes in engagement in environmental justice communities and will support all associated activities throughout the duration of the project.

OVERVIEW OF WORK

Tetra Tech will be a partner in the project management team and working groups, supporting co-chairs of the Project Management Team, Data & Methods Work Group, and Policy Work Group as required. Tetra Tech will report to CDPH and the CIA project management and Environmental Equity Working Group (EEWG), with CDPH leadership overseeing Tetra Tech's work in regard to deliverables and payment. As such, Tetra Tech's scope and activities will be responsive to the co-designed structure and work plan developed by project partners.

Tetra Tech's support for project coordination and analysis will serve to advance the overall engagement goals for the CIA:

- EEWG co-designs the CIA for Chicago and is involved in all decision-making throughout the process.
- CDPH listens to, reflects on, and learns from community engagements in order to inform actionable plans for the CIA.

**PROJECT
MANAGEMENT TEAM**

OCT. 2022 – DEC. 2023

- Participate in regular coordination meetings.
- Provide logistics support to PM team co-chairs, including: keeping meeting notes, coordinating follow-up, and tracking action items.
- Establish project management processes to foster ongoing coordination across team members.
- Ensure that work plans are developed and implemented to meet project goals.
- Produce final assessment report and related materials in collaboration with CDPH, CIA working group members, CIA PM Team, and other consultants.
- Tetra Tech will use deliverable, meeting notes, and reporting templates agreed to by the project management working group.

**DATA & METHODS
WORKING GROUP**

OCT. 2022 – DEC. 2023

- Participate in biweekly meetings.
- With CDPH, CIA working group members, and other contractors, support development of an environmental justice definition and map of EJ areas.
- Support Data & Methods Working Group to reach consensus on key indicators for baseline CIA and CIA implementation, data sources, and methods.
- Conduct necessary analyses as determined by Data & Methods Working Group.
- Produce final assessment report, public-facing data tools and related materials in collaboration with CDPH, EEWG, CIA working group members, and other consultants.

**COMMUNICATIONS
& ENGAGEMENT
WORKING GROUP**

OCT. 2022 – DEC. 2023

- Tetra Tech and/or APEX, Inc. will participate in biweekly meetings.
- APEX, Inc. will support development of engagement process.
- Implement strategies to meaningfully and authentically engage partners during all phases of assessment process.
- Ensure broad, ongoing public awareness of cumulative impact assessment process and findings.
- Assist with development of public facing materials to educate stakeholders about the cumulative impact assessment.

POLICY WORKING GROUP

OCT. 2022 – DEC. 2023

- Participate in biweekly meetings.
- Provide logistics support to working group co-chairs, including: keeping meeting notes, coordinating follow-up, and tracking action items.
- Provide input on definition of policy goals in collaboration with working group members to inform scope of cumulative impact assessment.
- Co-develop guidance, regulations, and standards to inform City decision-making for zoning, permitting, and enforcement.

BEST PRACTICES AND STATE-OF-THE-SCIENCE IN ASSESSMENT

OCT. 2022 – MAY 2023

- Research available literature produced by CDPH (such as landscape assessments) and other regulatory agencies identified by the Project Management Team.
- Review available tools for direct use or adaptation in development of the program.
- Develop a strategy and conceptual model of the program, with feedback from national experts.

IMPLEMENTATION OF CUMULATIVE IMPACTS PROTOCOL & TOOLS

MAR. 2023 – DEC. 2023

- Based on Assessment findings, develop tools to facilitate implementation of the conceptual approach for a protocol for performing cumulative impact analyses in various decision-making contexts. Propose criteria based on several factors such as community vulnerability, industrial categories, stressor indicators, permit types, or other factors identified in the previous tasks.
- Create GIS-based dashboard and possibly other screening tools that utilize CDPH and other sourced data at refined levels (e.g., census tract, neighborhood block group, or community) as appropriate for the purpose of community engagement.
- Perform a detailed review of software tools for performing cumulative impact analyses to identify procedures that both efficiently and accurately evaluate cumulative impacts.