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## Seven Steps: Hiring a Consultant for Environmental Review

1. Identify potential candidates
2. Make initial contact
3. Solicit Proposals
4. Conduct interviews (optional)
5. Review submitted proposals
6. Check references
7. Sign a contract

## Strategies for Using Consultants Effectively

- Have your consultant talk with local government engineers/planners early in the process.
- Solidify project designs before writing the environmental review document.
- Be aware of how your changes will affect project deadlines.
- Be prepared - environmental review takes time.

<b>EAW PROCESS STEPS</b>	<b>AMOUNT OF TIME REQUIRED*</b>
1. The consultant will need to collect background information, conduct the site assessments, coordinate correspondence with state agencies and write the EAW	At least 2 weeks
2. The consultant will send the EAW data portions back to you for review and then make any necessary changes	2-3 weeks
3. The consultant will send the EAW data portions to the RGU. The RGU may suggest changes to the EAW	It could take several weeks, depending on the RGU
4. The RGU will prepare the EAW for publication, make copies, and send the copies to all organizations on the distribution list.	Up to 30 days
5. The 30-day public comment period begins	4 weeks
6. The consultant and/or the RGU will prepare responses to all comments, make any necessary changes, and submit the responses and the updated EAW to the RGU. The RGU may ask you for clarifications when responding to comments	At least 1-2 weeks; controversial projects will take longer
7. The RGU will make a decision on the document	At least 1-2 weeks, depending on the type of project and the RGU

\* These time lines are provided as examples and reflect typical projects. For some projects, the time to complete these steps may vary substantially from the information that is listed above.