

Scope of Work – Task List and Schedule (Sample 2)

Gateway Name: Big Winding River Water Trail - MD

Applicant Name: Big Winding River Watershed Consortium (BWRWC)

Project Summary: This project will accomplish site master planning and location specific development planning for new public water access facilities on the Big Winding River Water Trail - MD. Based on a known market demand for enhanced land-to-water and water-to-land access at Vista Grande, MD, we intend to plan, design and engineer, and permit a project that will be “shovel ready” for future construction. Specifically, the project will (a) assess the overall site to establish various options for ingress and egress to the waterfront and various waterfront locations where public water access facilities might be sited; (b) develop preliminary design concepts for the preferred public water access site and necessary ingress and egress infrastructure; (c) conduct preliminary consultations with affected agencies, including the State Historic Preservation Office (SHPO), U.S. Army Corps of Engineers (USACOE), state and federal agencies in charge of endangered species, and local planning and zoning officials to verify the viability of the preferred project locations and determine the permitting requirements that will apply to the proposed project; (d) design and engineer the overall site access infrastructure and the specific water access facilities, including the incorporation of universal accessibility requirements and low impact development approaches as deemed possible; (e) compile the compliance and permitting file, including resolution of project consultations (both outgoing and incoming correspondence resolving any issue negotiations and clearing the project to proceed), permit applications and permits issued; and (f) develop construction cost estimates including material and labor costs and construction project management costs. In conjunction with these efforts, we will create a comprehensive online map and guide to enhance the visitor experience by providing access, and safety information as well as provide natural and cultural resource interpretation.

| | Project Tasks | Product/Result | Primary Responsibility | Completion Date |
|---|--|--|---|---|
| | This column should specify all significant project tasks from start to finish, including review steps, evaluation, etc. | Identify the product that will result from each task. | List the individual(s) (by name, discipline or role) planned to have primary responsibility for the task. Especially note contractors or cooperators. | Using September 2013 as projected start date, list anticipated completion date for each task. |
| Site Assessment/Preliminary Development Alternatives | | | | |
| 1 | Assess potential facility development site; factors to consider include soil borings, slope to and within water, tidal range, near shore water depth at low tide, wind exposures, water currents, existing vegetation, presence of wetlands, ingress/egress, etc. | Report of appropriate research data; discussion of data acquired through site assessment; final approval of site feasibility | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | March 2014 |
| 2 | Assess the presence of significant archeological resources and significant cultural and historical features in the project area; consult with SHPO on level of site investigation that may be necessary to avoid or mitigate potential project impacts | Gather data needed to inform the site plan of significant archeological, cultural and historical resources potentially impacted by project | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | March 2014 |
| 3 | Assess the presence of significant vegetation and wildlife potentially impacted by project, especially known or potential occurrence of rare, threatened or endangered species; consult with state and federal natural resource agencies on level of site investigation that may be necessary to avoid or mitigate potential project impacts | Gather data needed to inform the site plan of significant vegetation and wildlife potentially impacted by project | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | April 2014 |
| 4 | Develop conceptual site plan showing needed/desired facilities and interrelationship among key features of the project area including public water access facilities at the shoreline, access roads, parking, pedestrian pathways, restrooms, and other support facilities (e.g., safety, storage, maintenance). Develop cost estimates to assist in the analysis and selection of development alternatives for selected site. | Site Plan; conceptual cost estimates | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | May 2014 |

| Site and Facility Planning | | | | |
|---|---|--|--|----------------------|
| 5 | Evaluate specific opportunities to incorporate low impact development approaches (e.g., storm water management techniques); utilize native, non-invasive plant species; incorporate eco-friendly materials into structural elements of your project; and use green procurement practices (e.g., buying recycled and recyclable materials and/or recycling existing materials for use in the proposed project) | Evaluate and specify environmentally sensitive design approaches | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | May 2014 |
| 6 | Evaluate specific design opportunities and requirements to construct and operate the facilities so they are accessible to, and useable by, persons with disabilities to the greatest extent reasonable | Evaluate and specify universal accessibility accommodations | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | May 2014 |
| 7 | Develop a final Site Plan, incorporating accessibility and low impact development solutions. Apply for USACOE and any other needed permits. | Final Site Plan with graphics and narrative to illustrate key development features | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | June 2014 |
| Final Design, Engineering and Cost Estimating | | | | |
| 8 | Develop final structural design, technical specifications, and construction details for the final site plan and public water access facility | Plans, illustrations and technical specifications | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | July 2014 |
| 9 | Evaluate and finalize material selections | Final material specifications | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | July 2014 |
| 10 | Develop cost estimates for the construction of the project including material and labor costs and construction project management costs | Identify basis of costs estimates (e.g., preliminary quotes, # of hours and hourly pay rates, material quantities and unit costs, etc.) | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | August 2014 |
| 11 | Develop a project budget and implementation plan; include phasing as necessary | Complete budget showing costs of all aspects of the project including all personnel, travel, equipment, supplies, contractual services, etc. Identified sources of funding or in-kind contributions and cost basis | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | August 2014 |
| Cultural and Environmental Consultation, Compliance and Permitting | | | | |
| 12 | Research and identify all local, state and federal agencies that will need to review and approve activities undertaken as part of the project; identify consultation and permit application requirements and schedule | Phone calls, written correspondence, web searches as necessary | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | January 2014 |
| 13 | Conduct preliminary consultations with local, state and federal permitting and resource management agencies; verify viability of scope and location of proposed project | Phone calls, written correspondence, web searches as necessary | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | February 2014 |
| 14 | Submit required information to pertinent agencies to fulfill their consultation and compliance requirements; file appropriate local, state and federal permit applications with supporting documentation; address reviewer comments and modify development plans as necessary; follow through to permit acquisition; file compliance certification forms with permitting agencies if required | File permit applications with project descriptions, location maps, survey reports, and other supporting documentation as required by local, state and federal permitting agencies | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | February – July 2014 |
| 15 | Submit complete Environmental Screening Form (ESF) and complete compliance file to NPS; NPS makes compliance determination | Completed ESF; compile record of compliance and permitting consultations (both outgoing and incoming correspondence) resolving any issue negotiations and clearing the project to proceed, compile copies of applications and permits issued | A&E Consultants / Town of Vista Grande / BWRWC Project Manager | August 2014 |

| Development of Online River Guide | | | | |
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| 16 | Review examples of online water trail map guides | List of key elements to address in comprehensive online river guide to ensure ease of use | BWRWC Project Staff | January – February 2014 |
| 17 | Groundtruthing and field research of existing river access and interpretive sites | Report with detailed information on river access, safety and interpretation of natural and cultural resources, other pertinent information. | BWRWC Project Staff | March – April 2014 |
| 18 | Update GIS data sets with fresh information on river access; generate current base map for the map guide | New water trail base map | BWRWC Project Staff | April 2014 |
| 19 | Preliminary development of online content (text and graphics) | Conceptual Design and preliminary graphic display of information | BWRWC Project Staff | March – April 2014 |
| 20 | Partner Meeting to Review Preliminary Information and Design | Comments on Conceptual Design | BWRWC Project Staff / Graphic Design Consultants | May 2014 |
| 21 | Preliminary design layout for review and comment; convert base map into graphic package suitable for web site and public downloading | Draft Online Guide | Graphic Design Consultants / BWRWC Project Staff | June – July 2014 |
| 22 | Complete Final Online Guide | Website with comprehensive trip planning and interpretive elements | BWRWC Project Staff / Graphic Design Consultants | August 2014 |
| Project Management | | | | |
| 23 | Project Start-Up – Preview Project Management and Compliance Processes & Responsibilities | Key Project Management Staff participate in NPS sponsored project start-up meeting/conference call(s) | BWRWC Project Manager / NPS Staff | ASAP after Project Start Date (approx. September 2013) |
| 24 | Develop RFPs for A&E consultants and Graphic Design consultants; advertise for bids; and evaluate applicants | Select Project Consultants | Town of Vista Grande Contracting Officer / BWRWC Project Manager | September – December 2013 |
| 25 | Project Kick-Off Coordination Meeting & Access Site Visit | All Cooperators & Consultants meet to review scope of work, budget, task list & schedule, roles & responsibilities | All Cooperators & Consultants | January 2014 |
| 26 | Complete Interim Project Progress Reports | Submit financial and narrative reports; invoices as appropriate to NPS | BWRWC Project Manager / NPS Staff | Reporting dates will be specified in the final Cooperative Agreement |
| 27 | Complete final report | Submit final financial and narrative reports, final invoice, and evidence of project deliverables to NPS | BWRWC Project Manager / NPS Staff | September 2014 |