

Scope of Work – Task List and Schedule (Sample 1)

Gateway Name: Good Old Days Heritage Park

Applicant Name: The Good Old Days Foundation

Project Summary: This project—Planning and Design for Two Public Access Points on Domino Creek—covers the associated planning and design activities that will create a shovel-ready construction project located on the Good Old Days Foundation (GODF) property in Bucksaw County, Virginia. The project is identified in the GODF’s Strategic Plan and plans for public access to and interpretation of a creek and property that is identified as an indigenous cultural landscape, as well as a site John Smith explored in 1609. Public access to a waterway and launching point associated with John Smith directly advances the development of the CAJO trail. The project allows the public to access and travel along a Chesapeake tributary and furthers the following key interpretive themes: Environmental Stewardship and Sustainability of the Bay; The Living Natural Bay; Peoples of the Bay; and Settlement of the Bay.

	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) planned to have primary responsibility for the task. Note any contract responsibilities.	Using <u>September 2013</u> as projected start date, list projected completion date for each task.
Site Reconnaissance/Preliminary Assessment of Public Water Access Facility Development Alternatives				
1	Conduct Archaeological Survey and Report of project area; consult with SHPO on level of site investigation that may be necessary to avoid or mitigate potential project impacts	Data needed to inform the site plan of significant archaeological features	Archaeological Consultants / GODF Project Manager	March – April 2014
2	Conduct Flora and Fauna Surveys and Reports of project area; 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	Data needed to inform the site plan of significant vegetation and wildlife impacted by project	Northside University Thesis Candidate / Southside Chapter of VA Master Naturalists (assisting with field survey)	March – April 2014
3	Conduct a Cultural Landscape Investigation and Report on the specific project area of the shoreline and pathways to the creek; consult with SHPO on level of site investigation that may be necessary to avoid or mitigate potential project impacts	Data needed to inform the Site Plan of significant landscape features and circulation patterns, associated with the indigenous cultural and plantation landscapes.	Landscape Architecture Consultants / GODF Project Manager	March – April 2014
4	Discuss feasibility of identified development site options; select final option(s) for further site planning	Discussion of data acquired through site assessment; final cost/benefit analysis; selection of preferred alternative for site planning	Landscape Architecture Consultants / GODF Project Manager	May 2014
Site and Public Water Access Facility Planning				
5	Preparation of digital base site plan drawing.	Compiles topography, current paths and roads, zoning, easement and wetland preservation parameters, known archaeological areas and relevant existing conditions	Landscape Architecture Consultants	February 2014
6	Evaluate specific environmentally sensitive design opportunities to incorporate low impact development approaches to storm water management; 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	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	May 2014

7	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	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	May 2014
8	Create a study of the proposed site circulation (pedestrian, vehicular and boat) as it relates to traffic types to be incorporated into site plan.	Determines how the public will access the waterfront areas.	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	May 2014
9	Create site plan diagram of the Good Old Days Heritage Park property, incorporating all cultural landscape research on the property, and highlighting key features of the project area and existing and proposed activities areas, including circulation.	Determines exact locations of the two public access points and methods of accessing the points. Integrates the public access points to the entire historic and natural site.	Landscape Architecture Consultants	June 2014
10	Field review to identify optional shoreline locations for public water access facility development as well as ingress/egress to the development site(s); pare list of options for further assessment	Identification of project location options; plus/delta assessment; short list of sites for further consideration	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	June 2014
11	Assess potential facility development sites; factors to consider include soil borings, slope to and within water, tidal range, wind exposures, water currents, existing vegetation, presence of wetlands, ingress/egress, etc.	Report of appropriate research data; more extensive plus/delta assessment	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	June 2014
12	Evaluate opportunities in the project area to interpret key resource stories and orient users to safe use of the access facilities	Evaluate and note preliminary interpretive storylines, media and placement	GODF Interpretive Staff / Landscape Architecture Consultants	May 2014
13	Coordination of preliminary interpretation of Domino Creek access site as it pertains to the larger Good Old Days Heritage Park property.	Provides a consistent visitor experience for the property	GODF Interpretive Staff	June 2014
14	Create interpretive plan for interpretive waysides in the project area	Enhances the visitor experience and helps brand the site as a part of the CAJO and CBGN	GODF Interpretive Staff / GODF Project Manager	July 2014
Final Design, Engineering and Cost Estimating				
15	Initial study and planning for ancillary facilities as it pertains to the waterfront access and use (i.e., orientation, car parking, toilets, storage, maintenance and administration, as required)	Anticipates visitor needs and accommodations once the public access points are constructed.	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	May 2014
16	Develop final structural design, technical specifications, and construction details for the final site plan and public water access facility	Plans, illustrations and technical specifications	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	October 2014
17	Evaluate and finalize material selections	Final material specifications	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	November 2014
18	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.).	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	November 2014
19	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.	Landscape Architecture Consultants / Architectural Consultants / GODF Project Manager	December 2014
Cultural and Environmental Consultation, Compliance and Permitting				
20	Research and report on all agencies that will need to review and approve activities undertaken during this project.	Phone calls, written correspondence, web searches as necessary	GODF Project Manager	October 2013
21	Conduct preliminary consultations with local, state and federal permitting and resource management agencies; verify viability of scope	Phone calls, written correspondence, web searches as necessary	GODF Project Manager	November 2013

	and location of proposed project			
22	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	GODF Project Manager	November 2013 - December 2014
23	Complete the Environmental Screening Form (ESF) and assemble complete compliance file	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	GODF Project Manager and other Project Staff / NPS Staff	December 2014
Project Management				
24	Draft and send out press release on grant award and project to local media; post on GODF web site and social media outlets.	Raises awareness in the community about the project.	GODF Project Manager	September 2013
25	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)	GODF Project Manager and other Project Staff / NPS Staff	ASAP after Project Start Date (approx. September 2013)
26	Develop RFPs for various consultant services; advertise for bids; and evaluate applicants	Select Project Consultants	GODF Project Manager / GODF Development Director	September – December 2013
27	Project Kick-Off Coordination Meeting	Cooperator's Project Implementation Staff meet to review scope of work, budget, task list & schedule, roles & responsibilities	All Cooperators & Consultants / GODF Project Staff	January 2014
28	Complete Interim Project Progress Reports	Submit financial and narrative reports; invoices as appropriate to NPS	Project Manager	Reporting dates TBD
29	Send out periodic updates on project process to local community; hold public forums with the local community to gain their input on the project..	Raises awareness in the community about the project.	GODF Project Manager and other Project Staff	September 2013 – December 2014
30	Submit the final complete Environmental Screening Form (ESF) and complete compliance file to NPS; NPS makes compliance determination	Completed ESF with supporting data and documentation related to consultations and permits	GODF Project Manager / NPS Staff	January 2015
31	Complete final report	Submit final financial and narrative reports, final invoice, and evidence of project deliverables to NPS	GODF Project Manager/ NPS Staff	March 2015