

Scope of Work – Task List and Schedule

Site or Water Trail Name: Riverside Park / Big Winding River Water Trail

Applicant Name: ABC Town

Project: Big Winding River Water Trail Access Site Development

Project Summary: This is Phase II of a regional project providing for an enhanced public access facility at a community along the Big Winding River Water Trail, a water trail passing through Hunt Club County, VA. Design, construction drawings, and permitting have been completed for a new canoe and kayak access, overnight river camping facility, and accessible fishing pier at Riverside Park in Hunt Club County, VA. This project will enhance access at the Riverside Park site by adding a canoe and kayak launch facility and an accessible fishing pier and enhance the water trail by providing a well-equipped trailhead at a key location along the Big Winding River. Development will result in facilities for overnight camping, allowing for multi-day experiences on this Chesapeake Bay tributary. Its location on the long-distance Wilderness Saunter hiking trail will bring through hikers into contact with the Big Winding River and information on the Captain John Smith Chesapeake National Historic Trail. When constructed, riverside trails will allow people looking for low-impact recreation and contact with nature to experience viewing access and connect with the watershed. Interpretive panels will help people understand the Chesapeake National Historic Trail and Chesapeake Bay watershed while wayfinding signing will increase the awareness of and ease of locating the access sites.

Specific Deliverables - Construction of the following:

- Canoe/kayak access site with pervious surface access road and parking area
- River's edge overnight primitive camping area with seven tent pads
- Kayak Rack
- Four Storage lockers
- Eight Fire Rings
- Eight Picnic Tables
- Adirondack Shelter
- Comfort Station
- Accessible fishing pier
- Approximately ¼ mile walking trail along the river's edge
- Interpretive and wayfinding signing (two kiosks designed, fabricated, and installed)
- Nine parking spaces (with 1 ADA compliant)

| Task # | PROJECT TASKS | PRODUCT/RESULTS | 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 September 1, 2017 as a projected start date, list projected completion date for each task. |
| Final Design and Engineering | | | | |
| A | Request NPS review of design and construction documents <i>NOTE: Due diligence task outside of Scope of Work to prep project.</i> | Concurrence/approval from funding agencies | ABC Project Manager / NPS Staff | Prior to project start date <i>NOTE: Task is intentionally in advance of project period</i> |
| B | Follow-up on submitted appropriate permit applications with supporting documentation; address reviewer comments and modify development | Secure General Permit for Small Docks and Boat Launching Ramps | A&E Consultants / ABC Project Manager | Prior to project start date <i>NOTE: Task is</i> |

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| | <i>plans as necessary; follow through to permit acquisition.</i> | | | <i>intentionally in advance of project period</i> |
| | <i>NOTE: Due diligence task outside of Scope of Work to prep project.</i> | | | |
| Cultural and Environmental Consultation, Compliance and Permitting | | | | |
| 1 | Phase I Archaeological Survey <i>NOTE: Additional archaeological investigation and/or design modifications pending outcome of Phase I Survey</i> | Archaeological Survey | ABC Project Manager & Archaeologist | December 2017 |
| 2 | Submit complete Environmental Screening Form (ESF) and complete compliance file to NPS; NPS makes compliance determination <i>NOTE: Must be completed prior to commencing construction.</i> | Completed ESF; record of compliance and permitting consultations resolving any issues and clearing the project to proceed, including resolution of archeological survey results with PHMC; compile copies of applications and permits issued | A&E Consultants / ABC Project Manager / NPS Staff | January 2018 |
| Project Construction | | | | |
| 3 | Establish local working group with relevant experience to evaluate bids and select A&E firm (see task 4) and construction contractor (see task 5) | Working group established to evaluate bids and select firm/contractor | ABC Project Manager / Borough officials | October 2017 |
| 4 | Develop Request for Proposals (RFP) for A&E firm to serve as construction oversight agent for ABC Town; advertise for bids; evaluate applicants; execute contract | RFP, evaluation of bids, selection of A&E firm to serve as construction oversight agent; contract documents | ABC Project Manager / Borough officials / Working Group | December 2017 |
| 5 | Prepare bid packages for project construction; advertise for bids; evaluate applicants; execute contract for project construction | Bid package; bid advertisement; evaluation of bids, selection of construction contractor; contract documents | ABC Project Manager / Borough officials / Working Group / A&E firm (Agent) | February 2018 |
| 6 | 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 | March 2018 |
| 7 | Coordinate press coverage for project groundbreaking | Press Release, media contacts | ABC Project Manager / NPS Staff | April 2018 |
| 8 | Project Construction | Agent A&E firm to provide construction oversight of construction contract and contractor; inspect product | Lead- and sub-contractors / ABC Project Manager | April – December 2018 |
| 9 | Document progress of construction with relevant dated photographs | Record of project activity and site changes | ABC Project Manager | April – December 2018 |

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| 10 | Review submitted project invoices for payment | Verify project activity and invoice accuracy | ABC Project Manager | April – December 2018 |
| 11 | Coordinate press coverage for project ribbon-cutting | Press Release, media contacts | ABC Project Manager / NPS Staff | March – June 2019 |
| Signage Development | | | | |
| 12 | Work with local historical societies to establish content for panels | Provision of content for graphic designer | ABC Project Manager & Community volunteers | October 2017 – February 2018 |
| 13 | Develop Request for Proposals (RFP) for signage contractor; advertise for bids; evaluate applicants; execute contract | RFP, evaluation of bids, selection of signage contractor; contract documents | ABC Project Manager / Town officials / Working Group | March 2018 |
| 14 | Develop draft wayside exhibit designs | Draft design | Design Consultant / ABC Project Manager | April 2018 |
| 15 | Review draft wayside exhibit designs, including CBGN and public | Modifications to draft design | ABC Project Manager, NPS staff, community partners | May 2018 |
| 16 | Develop final wayside exhibit designs | Final design | Design Consultant / ABC Project Manager | June 2018 |
| 17 | Order fabrication of sign panels and appropriate frames | Production orders placed | Design Consultant / ABC Project Manager | June 2018 |
| 18 | Signage Installation as part of Project Construction | Installed Signage | Lead- and sub-contractors / ABC Project Manager | September – December 2018 |
| Financial Assistance Award Management | | | | |
| 19 | 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) | ABC Project Manager / NPS Staff | ASAP after Project Start Date (approximately October 2017) |
| 20 | Complete Quarterly Project Progress Reports | Submit financial and narrative reports; invoices as appropriate to NPS | ABC Project Manager / NPS Staff | As specified in the cooperative agreement |
| 21 | Complete final report | Submit final financial and narrative reports, final invoice, and evidence of project deliverables to NPS | ABC Project Manager / NPS Staff | As specified in the cooperative agreement |