

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 NOTE: Due diligence task outside of Scope of Work to prep project.	Concurrence/approval from funding agencies	ABC Project Manager / NPS Staff	Prior to project start date NOTE: Task is intentionally in advance of project period
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 NOTE: Task is

	plans as necessary; follow through to permit acquisition. <i>NOTE: Due diligence task outside of Scope of Work to prep project.</i>			<i>intentionally in advance of project period</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

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