

SCOPE OF SERVICES
Greensboro Streams Remediation and Oversight
Guilford County, North Carolina

PROJECT UNDERSTANDING:

The North Carolina Department of Transportation - Office of Natural Environment (NCDOT-ONE) has requested that Consultant develop remediation drawings (sketch plans) and provide remediation oversight for several identified problem areas on the Starmount Forest Country Club (SFCC) and Starmount Park (SP) Mitigation Sites in Greensboro, North Carolina.

Consultant will coordinate and execute this work assignment from our office in Raleigh, North Carolina and will be responsible for providing all specified administrative and technical services. This assignment will be executed under our current XXXX Open-end Environmental Services Agreement.

SCOPE OF WORK:

1.0 REMEDIATION DRAWINGS (SKETCH PLANS)

Consultant will develop a three to four page plan set of remediation sketches. The base mapping for these drawings will be referenced from the grading plan sheets of the original construction drawings for the SFCC and SP Mitigation Projects. The extents covered by these sketches will be limited to the repair areas identified on the GBO Streams Remedial Assessment Memorandum (July, 2004).

The plan set will include typical details for any proposed treatments along with annotated remediation plans that will outline the extents (with coordinates) of the measures. Typical sections and profiles as necessary to stabilize the problem areas will also be included. Reach extents will reference the "as-built" geometric layout (stationing).

2.0 PRESENTATION OF PROPOSED MEASURES / SKETCH PLAN REVISIONS

Consultant will attend one meeting with representatives from the SFCC in order to discuss the proposed remedial measures and how they will be implemented. If changes are requested and are deemed necessary, Consultant will revise one comprehensive list of comments following the meeting. Consultant will re-submit any revised sketch plans to NCDOT-ONE and SFCC for final approval.

3.0 REMEDIATION OVERSIGHT

Consultant will provide onsite oversight services in order to facilitate the implementation of remedial measures on the SFCC and SP Mitigation Sites. Consultant understands that the intent of this remediation oversight is to convey and clarify the intent of the remediation sketches, make recommendations based on current field conditions as they may arise, and oversee the installation of specialized treatments (structures).

Based upon direction received from NCDOT-ONE, Consultant anticipates that ten (10) site visits will be required. NCDOT-ONE will provide Consultant 48 hours notice prior to an onsite visit.

If an NCDOT representative is not present onsite, Consultant will prepare and submit, via e-mail, a Site Visit Summary Report to the NCDOT-ONE within three working days. These reports will be in memorandum format and will provide a synopsis of the oversight visit.

Project Administration:

Consultant will conduct project administration quality assurance/quality control (QA/QC) procedures prior to any submittals. Consultant will submit progress reports in conjunction with monthly invoices and will be responsive in addressing administrative requirements that may occur during the execution of this scope of work.

Assumptions:

Consultant will use the original construction drawings (grading plans) to represent existing topographic conditions on the site. No construction surveying/layout will be performed under this scope of services.

For the purpose of this scope, ten (10) day trips are assumed (170 miles roundtrip). Each day trip will be 10 working hours, typically with seven (7) hours onsite.

Summary of Meetings:

1. Presentation of Remedial Measures, SFCC, Greensboro.
2. Ten onsite visits to provide oversight services or for Contractor/NCDOT-ONE coordination, Greensboro.

Summary of Deliverables:

1. Three – four page plan set (remediation sketches) – Three (3) full-size (22 X 34”) and eight (8) half-size (11” X 17”) copies.
2. Site Visit Summary Reports (memorandum format; by email) as necessary (up to 10 visits).