

## Example Scope of Work for Wetland Mitigation

### SCOPE OF WORK – CAMPBELL CREEK MITIGATION DESIGN

#### PROJECT SUMMARY

This scope of work applies to the Campbell Creek Wetland Mitigation Project located in Beaufort County, NC. The Mitigation Plan was prepared by *Consultant* in *Month Year* and the project is estimated to provide 4.1 acres of Tidal Freshwater Marsh Creation, 7.8 acres of Tidal Freshwater Marsh Preservation and 19.0 acres of Brackish Marsh Preservation. The project involves Campbell Creek and its tributary Pot Gut. This scope of work carries the mitigation plan into the design phase with the development of formal plan sheets and construction documents.

#### 1. DESIGN PLANS AND PROJECT SPECIAL PROVISIONS

##### 1.1. DESIGN PLANS

###### 1.1.1. Verify and Modify Conceptual Plan

The conceptual plan provided in the Mitigation Plan document will be used as a template for the formulation of a formal site design. The site design will be modified or adjusted in response to comments provided by NCDOT.

###### 1.1.2. Complete Base Plan Sheets

*Consultant* will use Microstation and Geopak to complete plans, specifications, and estimates to meet NCDOT standards. NCDOT shall provide standard details if available.

###### 1.1.3. Calculate Earthwork and Quantities

Cut/fill quantities will be generated from the existing versus design cross sections and shown on the plans.

###### 1.1.4. Prepare Construction Access Plan and Construction Sequence

Temporary road access to the construction site will be identified on plan sheets. A sequence of construction will also be provided.

###### 1.1.5. Prepare Vegetation Plans

Vegetation plans will provide a species planting list and distribution plan specifying density and extent. The plan will include NC DOT standard details and specifications for planting techniques.

#### 1.1.6. Plan Sheet Revisions (60%, 90%, 95% and Final)

Plan sheets will be submitted to NCDOT for review and approval. We anticipate submissions and review at 60%, 90%, 95% and Final plan sheets. Following each submittal, NCDOT will provide a written compilation of comments. We will then address and modify the plans and provisions as requested.

#### 1.1.7. Standard and Special Provisions

We anticipate using DOT standard provision to prepare the bid documents. We do not anticipate the need for special provisions. Provisions and specifications will be prepared in accordance with NCDOT standard specifications/bid document. The provisions will provide specifications on how to construct the design as presented in the design plan sheets.

## **2. PERMIT SUPPORT**

### **2.1. PERMITTING PACKAGE INCLUDING DRAWINGS**

A permitting package will be completed and provided to NCDOT to aid in the regulatory agency review process. The package will include a brief narrative of the project, previously prepared existing site assessment information, plan view of mitigation design, and vegetation treatments. Payment of permitting fees is not included in this task.

## **3. PROJECT MANAGEMENT**

### **3.1. QUALITY CONTROL**

Quality control will include detailed review of the project plans, specifications, and construction estimate from senior level and principal employees.

### **3.2. COORDINATION AND MEETINGS**

#### 3.2.1. Correspondence and Coordination

The Consultant Project Manager will be available to answer questions and provide information through written correspondence and telephone calls for coordination and continued communication regarding the project.

### 3.2.2. Meetings

The Consultant project manager will be available for the following meetings and at the specified location

1. Scoping - on-site, scheduled for June 28
2. NCDOT 60% review – in-house
3. Agency 60%, review – on-site
4. DOT 90%, review – in-house
5. DOT 95%, review – on-site
6. DOT 100% review – on-site

## 3.3. CONTRACT ADMINISTRATION AND INVOICING

### 3.3.1. Progress reports

The Consultant project manager will provide the NCDOT project manager with monthly progress reports and invoices.

## 4. CONSTRUCTION DOCUMENTS

### 4.1. CONSTRUCTION BID DOCUMENTS

Construction bid documents will be prepared with the assumption that the local DOT division will be constructing the project. Bid documents will include NCDOT Standard Specifications as related to the project as prepared in **Task 1.1.7**. The final design sheets as prepared in **Task 1.1.6**. will constitute construction drawings and will be prepared as such. Temporary construction access to the site will be shown on the plans. A construction sequence and action plan will also be provided. Bid Sheets with estimated materials quantities will be included. Earthwork (cut/fill) quantities will be generated from the existing versus design cross sections. Earthwork quantities will be shown on the plans.

### 4.2. CONSTRUCTION COST ESTIMATE

A construction cost estimate will be provided and will be based on the final design and will be submitted with it.

## 5. CONSTRUCTION OVERSIGHT

### 5.1. PRE-BID MEETING

The Consultant project manager will be available for one day for an on-site pre-bid meeting. The project manager will introduce the project design to interested bidders and answer questions related to the design and execution.

## 5.2. PRE-CONSTRUCTION MEETING

The Consultant project manager will be available for one day for an on-site pre-construction meeting. The project manager will assist the contractor in determining site mobilization and preparation. The project manager will be available to answer questions related to the design and project execution.

## 5.3. ON-SITE DURING INITIAL STAGES

The Consultant project manager will be available for construction observation during the initial stages of project installation. Ten (10) days are allocated to this task. The project manager will be available to assist in determining design elevations, coordinating with the contractor, answering questions as related to construction, and other questions relating to project design, sequencing and scheduling. The project manager will **not** direct the contractors work.

## 5.4. FINAL FIELD INSPECTION

The Consultant project manager will be available for one day for a final field inspection meeting. The project manager will provide his/her opinion as to whether the project has been executed according to design and specification standards. The project manager will provide the NCDOT project manager with a written report discussing any issues or items of concern.

## 6. DELIVERABLES

- Permitting Package Including Drawings 10 Copies
- Design
  - 60%Plans (NCDOT) 5 half size, 3 full size
  - 60%Plans (Agency) 6 half size
  - 90%Plans /Special Provisions 5 half size, 3 full size,  
8 Special Provisions
  - 95%Plans / Special Provisions 5 full size, 5 Special Provisions
  - 100%Plans / Special Provisions 10 full size, 15 Special Provisions
  - Construction cost estimate