

Attachment A

Scope of Work – Task and Schedule List

Gateway Name: Occoquan Water Trail Access Enhancement

Applicant Name: Prince William County Park Authority

Project Summary: The “Occoquan Water Trail Access Enhancement” project features the development of a universally accessible floating kayak/canoe launching facility at Lake Ridge Park Marina. The Occoquan Water Trail League will also install mile marker signs and other signage along the Occoquan Water Trail from Bull Run Regional Park to Pohick Bay Regional Park to facilitate trail usage. In addition to the universal launch and water trail signage, bank stabilization will be installed on either side of the marina to control erosion by using a tiered system of bio-socks with planted vegetative materials. Incorporated with the bio-socks on the one side by the boat launch will be a “soft/beach” kayak/canoe launch area protected by rip rap stone break water below water line with bio-socks on top planted with vegetative material. The launching facility will be accessed by a series of ADA compliant paths, ramps and gangways which will enhance the usability of the floating dock, soft launch beach and shoreline viewing and fishing areas for persons with disabilities.

	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 an August 1, 2012 projected start date, list projected completion date for each task.
Lake Ridge Park Marina Public Access Enhancements				
1	Finalized engineer plans showing floating dock with gangway approaches and relevant elevations. Plan to also show bank stabilization on each side with bio-socks.	Final stamped drawings with all relevant information to be able to submit for permitting	Project Manager / Project Engineer	December 2012
2	Bid drawings submitted to open market (RFP) to obtain competitive sealed bidding for universal launch.	Contract awarded to lowest apparent bidder (contingent on Board approval)	Project Manager	March 2013
3	Prince William County Board of Supervisors approval	Sign contract – Phase 2 plans completed, begin order process of materials- 3-4 weeks anticipated	Project Manager / Contractor	April 2013
4	Submit required information to pertinent agencies to fulfill their compliance requirements; file permit applications with USACOE and appropriate local and state agencies; address reviewer comments and modify development plans as necessary; follow through to permit acquisition.	File permit applications with all pertinent documentation as required by local, state and federal permitting agencies	Project Manager / PWCPA Project Staff	March 2013
5	Complete the Environmental Screening Form (ESF); complete record of compliance and permitting consultation	Submit complete Environmental Screening Form (ESF) and complete	Manager / NPS Staff	April 2013 (Note Issuance of permits and

	(both outgoing and incoming correspondence) resolving any issue negotiations and clearing the project to proceed; compile copies of applications and permits issued	compliance file to NPS; NPS makes compliance determination		<i>compliance determination must proceed any construction)</i>
6	Bio-sock installation	Stabilization of both embankments – creation of soft kayak launch	Contactor	October 2013
7	Install floating universal launch and associated access paths, ramps and gangways	Installed launch and access route	Contactor	October 2013
8	Final inspections and approvals	Approved construction and evidence of project deliverables	Project Manager	November 2013
Water Trail Signage				
9	Submit design for competitive bids for mile marker signs, sign fabrication, ID signage locations and determine means of posting signs	Mile marker sign materials	Occoquan Watertrail League / Jane England	September 2012
10	Install approx. 1/3 of signs along water trail from Bull Run Regional Park to Pohick Bay Regional Park	Mile markers and other signage	Occoquan Watertrail League / Jane England	October 2012
11	Planning for remaining installation of mile marker signs along water trail from Bull Run Regional Park to Pohick Bay Regional Park	Train additional volunteers, obtain additional supplies for signs postings	Occoquan Watertrail League / Jane England	April 2013
12	Complete Installation of mile marker signs	Mile marker sign installation complete	Occoquan Watertrail League / Jane England	July 2013
Project Management				
13	Project Start-Up – Preview Project Management and Compliance Processes & Responsibilities	Project Start-Up conference calls, meetings and/or webinars	Cooperator's Project Management Staff / NPS Staff	August 2012
14	Complete Interim Project Progress Reports	Submit interim financial and narrative reports	Cooperator's Project Management Staff	As specified in the Cooperative Agreement
15	Coordinate press release for ribbon cutting ceremony	Press release, media contacts	Jane England / Dianne Cabot	March 2014
16	Complete final report	Submit final financial and narrative reports, final invoice, and evidence of project deliverables to NPS	Cooperator's Project Management Staff	June 2014