

(Project Title)
Project Development Scope of Work – (Date)

Project Description

This (member) project was selected to participate in the COMPASS FY20XX Project Development Program. The consultant will produce a pre-concept report for (project description and location). The intent of the project is to (insert).

Task 1: Project Team Coordination

- 1.1 Identify additional agency stakeholders to add to the Project Team as the project progresses
- 1.2 Coordinate with COMPASS to conduct Project Team meetings (this task assumes up to three project coordination meetings)
 - 1.2.1 Kickoff meeting (COMPASS to arrange)
 - 1.2.2 Review the alternatives identified in Task 3.4 with the Project Team
 - 1.2.3 Review the Initial and Revised Draft Pre-Concept Reports with the Project Team

Task 2: Project Supervision

- 2.1 Provide detailed monthly progress reports (this task assumes up to seven monthly progress reports)
 - 2.1.1 Summary of period's activities
 - 2.1.2 Tasks completed
 - 2.1.3 Status of tasks not yet completed
 - 2.1.4 Any issues with Task Order budget or schedule
- 2.2 Submit invoices to COMPASS (supported by 2.1)
 - 2.2.1 Itemized staff time by task

Task 3: Project Concept Development & Draft Report Information

Tasks 3 through 6 must be included in the Pre-Concept Report specified in Task 8. The Pre-Concept Report must follow the format specified below, and the items in the report must appear in the report in the order listed. This task includes the work necessary to develop each element of the Pre-Concept Report.

- 3.1 Prepare Project Summary
 - 3.1.1 One-page description that includes purpose and need, goals, cost, and schedule; this summary will be at the beginning of the Pre-Concept Report
 - 3.1.2 Brief one-paragraph summary to be used in the Transportation Improvement Program
- 3.2 Complete a Project Description
 - 3.2.1 Statement of why Project Development was needed for this project

- 3.2.2 Statement of the Scope of Work completed by the consultant
- 3.2.3 Assumptions
- 3.2.4 Existing conditions in the project area
 - Land Use
 - Safety/Crash History
 - Traffic
 - Bike/Ped
 - Transit
 - Utilities and Irrigation
- 3.2.5 Regional/network connections
- 3.2.6 Comprehensive purpose and need description for grant narrative
 - Benefits expected
 - Evidence problem exists
 - Applicable strategic goals and performance measures re:
Communities in Motion 2040
 - Consistency with existing plans and documents
- 3.3 Identify and Evaluate Project Constraints
 - 3.3.1 (Specific to Project)
- 3.4 Define and Recommend Alternatives
 - 3.4.1 Description/configuration of alternatives considered
 - 3.4.2 Analysis and preferred alternative selection
 - Description of selection process
 - Justification for preferred alternative(s)
 - 3.4.3 Description and details of preferred alternative(s)
 - Configuration details
 - Safety improvements
 - Bicycle/pedestrian features
- 3.5 Assess Right-of-Way/Easements Needed
 - 3.5.1 Detailed description for each location
 - 3.5.2 Right-of-Way/Easement Needs Summary Table
 - Location
 - Area (length & width)
 - Parcels involved
 - Estimated costs
 - Land value
 - Relocations

Pre-Concept Report must also include:

- 3.6 Environmental scan summary
- 3.7 Project stakeholders
- 3.8 Summary of public involvement plan to be used in the design phase
- 3.9 Project schedule and milestones, including future phases

- 3.10 Summary cost estimate(s) in federal dollars
- 3.11 Potential funding sources
- 3.12 Maps, sketches, and other images as appropriate throughout report

Task 4: Environmental Scan

- 4.1 Summary for Pre-Concept Report, as stated in 3.6
- 4.2 Append complete Environmental Scan to Pre-Concept Report

Task 5: Public Involvement Plan

- 5.1 Summary for Pre-Concept Report, as stated in 3.8
- 5.2 Append complete Public Involvement Plan to Pre-Concept Report

Task 6: Cost Estimates

- 6.1 Include project costs and ongoing operations and maintenance
- 6.2 Insert summary into Pre-Concept Report, as stated in 3.10
- 6.3 Append detailed Cost Estimates to Pre-Concept Report
- 6.4 Create cost estimates for each phase, if applicable
- 6.5 Complete Idaho Transportation Department forms (1150 and 2435)

Task 7: Team Meetings

- 7.1 Develop agendas
- 7.2 Provide graphic display of alternatives under consideration
- 7.3 Generate other visual demonstrations as needed
- 7.4 Lead Project Team discussions
- 7.5 Summarize meetings
 - 7.5.1 Discussions/Decisions
 - 7.5.2 Assignments
 - 7.5.3 Next steps

Task 8: Pre-Concept Report

- 8.1 Provide initial draft (version 1) to COMPASS in both .pdf and Word format for initial review by the team.
- 8.2 Provide revised draft (version 2) to COMPASS in both .pdf and Word format for team review.
- 8.2 Submit completed Final (version 3) Pre-Concept Report to COMPASS in both .pdf and Word format for approval/acceptance no later than August 15, 2018.

COMPASS RESPONSIBILITIES

Serve as Project Manager

Assemble Project Team

Coordinate Project Team meetings and information flow

Distribute meeting agendas and summaries

Provide facility for meetings as needed

Provide aerial mapping and GIS data as needed

Review invoices and draft/final reports for content and compliance with Task Order

Distribute draft/final reports to Project Team for comments and input

Publish Final Report

(Member) RESPONSIBILITIES

Identify and provide stakeholder contact information for Project Team

Other