

SCOPE OF WORK

Name of Company:

Project Name: Vee's Road Drainage Project

Project Manager:

Prepared by:

Date:

The Scope of Work is the official description of the work that is to be completed during the contract. The Scope of Work must be consistent with the project timeline.

PROJECT BACKGROUND AND DESCRIPTION STATEMENT

Vee's Road is an unpaved road maintained by the City of Northwest. Over the past few years the road has suffered extensive flooding from storm runoff, mainly from the adjacent field, resulting in residential flooding.

This project proposes installing ditching on both sides and surface of the road improvements to allow proper runoff to the main ditching system along Blue Bank Loop Road.

This will encompass road surface elevation modifications, one (1) 36" drain tile replacement and two (2) 18" drain tile installation, and the surface crowning in the proposed service area.

TASK LIST

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

Task No.	Task	Equipment & Services Needed	Equipment Delivery Date	Reporting Head
1	Shoot grade measurement to determine ditch requirement and road elevation modifications	Contractor will be responsible for obtaining all required equipment to complete this scope of work.	TBD	Councilman Ballard
2	Tree and debris removal and disposal	Contractor will be responsible for carrying out this function of the Scope of Work.	TBD	Councilman Ballard
3	MATERIAL PURCHASE	The City of Northwest will be responsible for purchasing and delivering the required GRAVEL AND REINFORCED CORRIGATE DITCH TILES for this project. This task will be coordinated with the assigned contractor and/or designated representatives.	TBD	Councilman Ballard

KEY CONTRACTORS AND SUBCONTRACTORS

Task No.	Name of Key Contractor	Role / Title	Responsibilities
ALL LISTED	TBD	CONTRACTOR	Responsibilities are as described in this scope of work.

PROBLEM STATEMENT

- (1) The project service area has two trees that are required to be completely removed.
- (2) Heavy vegetation will need to be cut back approximately 10' beyond the easement.
- (3) FOCUS Fiber optic lines have been installed in the easement area that will need to be negotiated.

PROJECT GOALS

GOAL
Restructure Main Entrance
HOW GOAL WILL BE ACHIEVED
Evacuate 30ft of ditching on each side of the 50ft wide main entrance to allow uninhibited flow. Replace the current 24inch ditch drain tile with a new 36" reinforced corrugate tile/drain pipe.

GOAL
VEE'S ROAD RENOVATION
HOW GOAL WILL BE ACHIEVED
DITCH #1- Excavate 1000 feet long ditch on the non-residential side of Vee's Road starting at the entrance off Blue Bank Loop Road. Proper grade measurement will be done for storm weather runoff to drain into the main ditch.
DITCH #2 (SWELL) - Excavate a graded Swell on the residential side of Vee's Road starting approximately 300 feet from Blue Banks Loop Road, proceeding to the edge of Parcel ID 0090002202.
ROAD SURFACE MODIFICATION- The elevated section of Vee's Road will be graded down to meet sloop grade requirement. The declined section of Vee's Road will be built up (elevated) to meet sloop requirement.
The road driving surface will be expanded on the residential side of Vee's road to allow required ditch width on the opposite side of the road. This surface will be compacted and graveled accordingly.

GOAL
INSTALLATION OF CORRIGATED TILE
HOW GOAL WILL BE ACHIEVED
#1- INSTALL a 36" width x 50' length reinforced corrugated drainpipe in the entrance driveway of Vee's Road. (Replacement for the current 24 inch pipe)
#2- INSTALL a 18"width x 20' length reinforced corrugated drain pipe expanding under the roadway to allow runoff from the residential side to drain into the ditch on the opposite side of Vee's Road. This drain pipe will be located approximately 300" from the main entrance drain pipe.

GOAL
TREE REMOVAL
HOW GOAL WILL BE ACHIEVED
Completely remove the large tree located in the residential side easement of Vee's Road.
Remove/cutback vegetation 10 feet from the edge of the easement on the residential side of Vee's Road, the length of the Project service area.

PROJECT OBJECTIVE

Upon project award, contactor may request a pre-determine advance to start the project. This advance amount will be discussed and agreed in the written contract with the City of Northwest.

ADMINISTRATION

The contractor will submit an invoice for approval to the City Clerk of Northwest, 3-5 business days prior to payment date.

Orders for material (gravel, rock, dirt) will be coordinated by the Project Manager or designated representative.

PROJECT APPROACH PLAN

(1) The twenty-four inch (24") main entrance drain tile is to be replaced with a 36" corrugated tile. 30 feet of ditch area on both sides of this entrance tile will be cleared of all debris and cleaned to allow uninterrupted drain flow.

By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

Project Approval & Signatures			
Project Name:	Vee's Road Drainage Project		
BID AMOUNT:	\$		
<i>The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement among the Project Manager, Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.</i>			
<i>I have reviewed the information contained in this Project Scope Statement and agree:</i>			
Name	Title/Role	Signature	Date

CONTRACTOR _____

Project Manager _____

Witness _____

