Project Planning Statement of Work Template

[Insert Short Project Description Statement]

Task 1: Grant & Project Management

Subtask 1.1: Project Administration

The Grantee will perform all tasks required for the Project through a coordinated process, which will involve affected railroad owners, operators, and funding partners, including:

- [Partner 1]
- [Partner 1]
- [Partner 1]

The Grantee will facilitate the coordination of all activities necessary for implementation of the Project. The Grantee will:

- Participate in a Project kickoff meeting with [Grantee] following award;
- Complete necessary steps to hire a qualified consultant/contractor to perform required Project work, as necessary;
- Hold regularly scheduled Project meetings with [Agency];
- Inspect and approve work as it is completed; and
- Participate in other coordination, as needed.

Subtask 1.2: Project Management Plan

The Grantee will prepare a Project Management Plan (PMP), that describes how the Project will be implemented and monitored to ensure effective, efficient, and safe delivery of the Project on time and within budget. The PMP will describe, in detail, the activities and steps necessary to complete the tasks outlined in this Statement of Work.

The PMP will include a Project Schedule and Project Budget for the work to be performed under this Agreement. Similarly, the Project Budget should be consistent with the Approved Project Budget, but provide a greater level of detail.

The Grantee will submit the PMP to [Agency] for review and approval. The Grantee will implement the Project as described in the approved PMP. The Grantee will not begin work on subsequent tasks until [Agency] has provided written approval of the PMP, unless [Agency] has provided pre-award authority for such work. [Agency] will not reimburse the Grantee for costs incurred in contravention of this requirement.

[Agency] may require the Grantee to update the PMP. The Grantee will submit any such updates to [Agency] for review and approval, and [Agency] will determine if updates to the PMP require an amendment to this Agreement.

Subtask 1.3: Project Closeout

The Grantee will submit a Final Performance Report as required, which should describe the cumulative activities of the Project, including a complete description of the Grantee achievements with respect to the Project objectives and milestones.

Task 1 Deliverables (Examples)	
1.1	Project Management Plan
1.2	Final Performance Report

Task 2: Purpose & Need Statement and Stakeholder Coordination Plan

The Grantee acknowledges that work on Tasks 3 will not commence until the Task 2 Deliverables have been completed, submitted to [Agency], and the Grantee has received approval in writing from [Agency] to commence work on subsequent tasks. [Agency] will not reimburse the Grantee for costs incurred in contravention of this requirement.

Subtask 2.1: Preliminary Purpose and Need Statement

The Grantee will develop, and submit to [Agency] for approval, a preliminary Purpose and Need statement to serve as the foundation for the Project. The preliminary Purpose and Need is for project planning and will be subject to agency and public review and comment as part of a potential future NEPA process.

Subtask 2.2: Stakeholder Coordination Plan

A Stakeholder Coordination Plan will need to identify key contacts [*Example - within agencies, civic and business groups, public officials, relevant interest groups, present and potential riders/users, private service providers/shippers, other key stakeholder groups, and the public*]. The Stakeholder Coordination Plan will also identify potential state, local, and Federal agencies that should be consulted with. The plan will identify involvement activities linked to key milestones in the planning/conceptual engineering and alternatives analysis process and align with the Detailed Project Schedule from Task 1. The Grantee will prepare, and submit to [Agency] for approval, a Stakeholder Coordination Plan.

Task 2 Deliverables (Examples)	
2.1	Preliminary Purpose & Need Statement
2.2	Stakeholder Coordination Plan

Task 3: Alternatives Analysis

The Grantee will submit to [Agency], for approval, an Alternatives Analysis report, which will determine the preliminary range of reasonable alternatives to carry forward into future project development phases. The Grantee must consider at least two alternatives which can include the no-build alternative along with one proposed alternative. The Alternatives Analysis report will build upon completed and approved deliverables identified in Tasks 1 through 3. Prior to initiating work under Task 3 the Grantee will submit to [Agency], for approval, a memo documenting the methodologies to be employed in carrying out Alternative Analysis.

Subtask 3.1: Existing Conditions

The Grantee will assess the condition of the [structures/other conditions] within the project area. This should include information on the [project characteristics such as operations activities, existing facilities, or infrastructure]. Identify any planned or programmed improvements contained in state and local planning documents and check if [local operators/owners] have planned enhancements.

- [insert based on project specifics, examples provided below]
- <u>Structure</u>:
- <u>Safety</u>: The safety of the [roadways, structures, and railroad (including crash history, near misses, injuries, fatalities, or incidences of rail-related trespassing for each railroad crossing, if such exists)], and deficiencies that hinder achieving a higher level of safety.
- Environmental:

Subtask 3.2: Technical Analysis

The Grantee will conduct a [analysis type]. The [reference document] can be used as a reference to help scope the technical analysis. The analysis should be completed for each alternative. General considerations for the technical analysis should include the following items listed below.

Example -

- [insert based on project specifics, examples provided below]
- [Traffic counts per day that use the roadway now versus the traffic counts expected in the future, including any seasonal variation in traffic counts, including pedestrian and bicycle counts
- Determine the travel delay including the peak demand
- Discuss the direction the travel delays are occurring in (northbound, southbound, westbound, and eastbound)]

Plot site planning

Subtask 3.3: Conceptual Engineering

The Grantee will develop conceptual engineering to a level sufficient to identify necessary infrastructure improvements and determine the cost estimates for each alternative. Conceptual engineering will include developing design criteria, track work concepts, structural concepts, and roadway crossing concepts for grade separation. The Grantee will coordinate with key stakeholders including [Agency] on this task. The conceptual engineering designs will form the basis of the Project design and construction.

Subtask 3.4: Capital Cost Estimates

The Grantee will provide capital cost estimates for each alternative, including quantity and unit cost of each element relating to core track structures, roadway overpass, land acquisition, contingencies, and any new facilities or upgrades required for train operations.

Subtask 3.5: Preliminary Environmental Impact Analysis

The objective of this task to is to identify key environmental considerations in the development of the alternatives to support future lifecycle stages of the project's development. The Grantee will perform a high-level qualitative socioeconomic, cultural, human environment, and natural environmental resource inventory and preliminary effects analysis as part of the development and screening of options concurrently with tasks 3.3 and 3.4.

Subtask 3.6: Evaluation of Alternatives

A method for evaluating the alternatives against the no-build alternative will be developed to adequately capture both qualitative and quantitative differences between alternatives. The evaluation method will be developed in coordination with agency stakeholders. Results of the evaluation will inform selection of a single preferred alternative to advance into project development.

Task 3 Deliverables (Examples)	
3.1	Existing Conditions Report
3.2	Alternative Analysis (with supporting
	Conceptual Engineering, Analysis,
	Preliminary Environmental Impact
	Analysis, and Evaluation Method and
	Results)
3.3	Capital Cost Estimates

Task 4: Implementation Phasing Plan

The Grantee will, for the preferred alternative, develop conceptual-level phasing. Phasing will consider how [insert project specifics] can be maintained during construction. In addition, the Grantee will develop a preliminary funding plan that identifies potential sources of funding for project development, NEPA, design, and construction.

Task 4 Deliverables (Examples)	
4.1	Implementation Report

Task 5: Stakeholder Engagement

The Grantee will conduct stakeholder and public engagement throughout the course of the study. Public meetings will occur at project milestones to obtain feedback from the community. Stakeholder meetings will also occur at project milestones to inform purpose and need, technical analysis, conceptual engineering, and method of alternative evaluation. Stakeholders include municipal, state, and federal staff as well as [others], and [Agency].

Task 5 Deliverables (Examples)	
5.1	[List Public Engagement Deliverables]

Task 6: Design

The Grantee will prepare a Preliminary Design (PD) plan set with a cost estimate, which will include the following items:

- 1. The Grantee design submittals, which will include a title sheet identified with a drawing revision number or date; an index identifying various plan sheets comprising the drawing set; a legend of symbols or abbreviations.
- 2. Basis of Design or Design Criteria, including standards [insert specific requirements].
- 3. Scale maps or scale aerial photography of existing conditions at a scale of one inch =100 to 500 feet depending on complexity of location, which will be provided by the Grantee.
- 4. Design plan drawings, prepared by the Grantee, overlaid on maps/photography showing existing right-of-way limits including removals and installations; vertical profiles and grades of existing and proposed construction; typical cross sections to scale showing the proposed work to existing conditions.
- 5. Geotechnical investigation, report, and recommendations for type of support structures based on borings at proposed bridge support locations.
- 6. Limits of disturbance during construction (must be within the area of potential effect (APE) shown in the approved NEPA document).
- 7. Construction access and temporary laydown (staging) areas during construction that the contractor.
- 8. Scaled plans of the turn-out location showing existing and new turnout with any existing and new signal or signal appurtenances.
- 9. All existing utilities in the area, their type, size, and owners for which conflicts may or may not occur and approved utility relocation plans in case of conflict. Show all existing and proposed utility easements. It will include all aerial and submarine cables, as well as the Grantee railroad utilities and appurtenances.
- 10. Construction phasing plans and maintenance of rail traffic during construction. Plans to include timing of staging and outages (weekend, months, years) for review and acceptance.
- 11. Preliminary Value Engineering results and recommendations and how they were incorporated in the final design.
- 12. Risk Register showing risk, risk owner, mitigation strategies, etc. Contingency in the cost estimate should include these risks.
- 13. A detailed and itemized construction cost estimate prepared by the Grantee that will include all of the proposed construction elements with their respective unit cost, quantity, and total cost, and with appropriate level of contingencies to account for unknown conditions.
- 14. Construction project implementation schedule in a format approved by [Agency] that incorporates an appropriate allowance for schedule risk.

15. Mitigations: The draft and final environmental decision document will indicate mitigation measures or impacts.

Task 6.1: Utility Strategy

The Grantee will be responsible for the Utility Coordination Plan including, but not limited to interaction with local utility companies; managing the work regarding identifying existing utility locations; identifying existing utility conflicts; design of and the negotiation of relocations or adjustments; developing agreements with utility companies; scheduling and facilitating relocations or adjustments prior to construction. The Grantee will draft an overall Utility Coordination Plan, based on design plans and agreements, which identifies the aforementioned responsibilities and provides a schedule for Utility Coordination issues and adjustments.

Task 6.2: Permits

The Grantee will investigate, initiate, and coordinate the submittal of final design documents to the appropriate jurisdictions and/or agencies for building permit review, approval, and issuance. The Grantee will develop a database of primary third-party and public/private agencies agreements and overall strategy for reaching agreements, manage a third-party agreements checklist, and schedule to execute necessary agreements.

Task 6.3: Implementation

The Grantee will assess market conditions and potential bidder pool and assist the Grantee in providing information on likely construction industry participants and technical information on the construction program. The Grantee will assess the technologies required and provide subject matter expertise required to deliver a tunnel project. The Grantee will incorporate the construction schedule including equipment delivery/staging, workforce training, and other key milestones required prior to let.

The Grantee will manage and coordinate all design tasks, including but not limited to creation of the scope of work; development of design schedule; day to day management of the Design Grantee; review of proposed fee; review of potential change orders. The Grantee will develop Independent Cost Estimates.

Task 6 Deliverables (Examples)	
6.1	Design Criteria
6.2	Risk Register
6.3	Final Design Plans and Detailed Cost
	Estimate: 30% Design Package
6.4	Final Design Plans and Detailed Cost
	Estimate: 60% Design Package
6.5	Phasing Strategy
	 Utility Coordination Strategy
	 Permitting Strategy
	 Force Account Plan
	 List of Required Permits
	and Approvals
	 Permits and Approvals [if
	applicable]
6.6	Third-party and Public/Private Agencies
	Agreement Plan

Task 7: Construction

The Grantee will procure a Contractor to support the successful execution of the Project. The Contractor shall perform the Pre-Construction Services, including furnishing all labor, materials, equipment, services, and support, as described in this Scope of Services work. The Tasks identified below are in addition to and complementary of the Pre-Construction Services.

Construction services may include, but will not be limited to, construction of all identified Early Work packages, construction of the new bridge and associated work, retaining walls, interlocking work, relocation of existing utilities, and civil work.

Task 7 Deliverables (Examples)	
7.1	Risk Registers and associated
	documentation
7.2	Environmental permits/coordination
	documentation
7.3	Contract documents and amendments
	(including cost estimates, schedules,
	subcontracting plans, etc.)
7.4	Construction summary report
7.5	Monthly Progress Report