

2017/18 Proposal Submittal Requirements

Instructions for the Scope of Work, Table of Deliverables, and Schedule

The Scope of Work (SOW) and other documents should be prepared following the format and guidelines below. **The tasks in the SOW and Task Budget Table must align.**

Title: The Scope of Work should be entitled “Scope of Work”. Include the Project Title on each page.

Formatting: The formatting requirements are: **PDF format**, Letter (8.5” x 11”) size paper; Single-spaced or wider; standard font - Size 11 or larger; and one inch (1-inch) margins, except for the maps. Use page numbers and number all tables.

Organization: The information should be organized in a manner outlined in the instructions below and labeled as “Scope of Work”. Use section titles as follows:

Scope of Work

Table of Deliverables

Schedule

Submission: Complete the SOW, Table of Deliverables, and Schedule as a separate document and upload it into OLGA.

SOW and Table of Deliverables. Provide a detailed, concise, and specific scope of work, suitable for use in preparing the Grant Agreement:

1. Briefly state the purpose for which the funding is being requested.
2. Write the SOW as a series of tasks. Describe the specific purpose of each task, including details of how, when, and/or where the task will be accomplished.

For implementation/construction projects, include all California Environmental Quality Act (CEQA) related tasks, and identify permits needed. In addition, complete Environmental Clearance Checklist in OLGA. A project, under CEQA, is an activity undertaken by a public agency or a private activity which must receive some discretionary approval (meaning that the agency has the authority to deny the requested permit or approval) from a government agency which may cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment.

3. Identify how the progress on each task will be tracked (i.e., documentation of work item milestones - for example, progress and final reports).
4. Include a task for preparing the Project’s draft and final reports.
5. Provide a table of deliverables with the due dates relative to the start date (e.g., 30 days after start date, etc.).

Schedule. Provide a table with a schedule for the Project.

1. Show the sequence and timing (relative dates) for the implementation of each task in the proposed Project. The project start and end dates will be identified in the commencement letter, once the grant agreement and supporting documents have been received and processed by DBW.
2. For implementation/construction projects, include CEQA (level of analysis, need, and expected timeline).

2017/18 Proposal Submittal Requirements

Instructions for the Scope of Work, Table of Deliverables, and Schedule

Scope of Work(Sample)

Purpose

This section includes a brief purpose of the Project. The Scope of Work (SOW) should be laid-out in logical, sequential steps with tasks and subtasks. The objective of this format (sequential tasks and subtasks) is to develop the SOW consistent with the format required in the Grant Agreement. This would expedite the grant agreement process.

The purpose of this project is to improve upon the existing prevention program in the reservoir. The Project includes the development and adoption of a mitigated negative declaration, the installation of a decontamination unit, mechanical arms, reciprocal banding program; staff inspection process at Paradise Marina, and an assessment of the existing Prevention Program. NEPA is not required. No permits are anticipated.

Task 1.0 Preparation of CEQA Documents

- 1.1 Prepare an initial study
- 1.2 Prepare and file for the proposed mitigate negative declaration
- 1.3 Adopt the mitigated negative declaration

Deliverable: Mitigated Negative Declaration

Task 2.0 Installation of a decontamination station and mechanical arms at North Marina

- 2.1 Collect bids from manufactures for a self-contained, free standing mobile decontamination and wastewater recycling system unit.
- 2.2 Purchase the most appropriate unit according to the 2.1 task specifics.
- 2.3 Prepare the site for installation of decontamination unit including grading and paving the decontamination station area.
- 2.4 Install the decontamination unit, and connect all electrical and water supplies to the unit.
- 2.5 Install two mechanical arms at ramps.

Deliverables: Photos of the installed unit and decontamination area, any best management practices/mitigation strategies, evidence of insurance and maintenance on the units and arms and summary of the operation of the decontaminating watercraft.

Task 3.0 Implement watercraft inspection training at the inspection station at the Paradise Marina

- 3.1 Employ two full-time and four part-time staff to conduct inspections.
- 3.2 Provide Inspection II training to the new staff.
- 3.3 Provide hand held devices to the staff to access and record watercraft information into QID.
- 3.4 Provide the inspection equipment and material (handheld device, tag and stickers for banding etc.).
- 3.5. Install a mechanical arm at the ramp.

Deliverables: Training on inspection protocols, copies of the staff training certification, photos and purchase information for the control arm.

Task 4.0 Reciprocal banding program

2017/18 Proposal Submittal Requirements Instructions for the Scope of Work, Table of Deliverables, and Schedule

4.1 Implement the reciprocal banding program at Paradise Marina.

4.1.1 Inspect, decontaminate, and quarantine vessels for dreissenid mussels. Once cleared, place a wire security band between the trailer and watercraft.

4.2 Implement the reciprocal banding program at South Marina using the same process as the North Marina.

Deliverables: Record the number of recipients using the reciprocal band program and submit a photo of the security band.

Task 5.0 Complete the Final Project Report

Details of the final report should include, but are not limited to: mussel prevention measures (installation of equipment, construction, inspection, monitoring, outreach and education, etc.); description of the project, performance, success, and shortcomings; lessons learned; project cost and actual cost of the project; and identify next steps.

2017/18 Proposal Submittal Requirements
Instructions for the Scope of Work, Table of Deliverables, and Schedule

A table of deliverables and a task schedule is required.

TABLE OF DELIVERABLES

ITEM	DESCRIPTION	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT – SCOPE OF WORK – WORK TO BE PERFORMED BY THE GRANTEE			
A.	PLANS AND GENERAL COMPLIANCE REQUIREMENTS		
1.	Resolution or a Letter of Approval to receive the funding	Upon Execution of Grant	
2.	Name and GIS location of the reservoir (decimal)	Day 30	
3.	GIS location of the project site (decimal)	Day 30	
4.	Location/site address	Day 30	
5.	Monitoring Reports		Quarterly First Report May 20, 2017
6.	Proof of monitoring data submission to DBW, DFW Region Representative, DFW Headquarter Invasive Species Program	Before final invoice May 20, 2019	
7.	Copy of final CEQA/NEPA Documentation		
8.	Public Agency Approvals, Entitlement or Permits		As needed
9.	Right of Way Documentation		As needed
B.	PROJECT – SPECIFIC REQUIREMENTS		
	Outreach and Education Events		
1.			Month, Day, Year
2.			Month, Day, Year
3.			Month, Day, Year
	PROJECT DELIVERABLES		
1.	Task 1:		Month/Year
2.	Task 2:		Month/Year
3.	Task 3:		Month/Year

2017/18 Proposal Submittal Requirements
 Instructions for the Scope of Work, Table of Deliverables, and Schedule

EXHIBIT B – INVOICING, BUDGET DETAIL, AND REPORTING PROVISIONS			
A.	INVOICING		Quarterly
B. REPORTS			
1.	Progress Reports by the twentieth (20 th) of the month		Quarterly
2.	Annual Progress Summaries		Annually by March 1 st
3.	Draft Project Report	Month, Day, Year	
4.	Final Project Report	March 1, 2019	
5.	Final Project Summary	March 1, 2019	
6.	Final Project Inspection and Certifications	Before Final Invoice	
EXHIBIT D – SPECIAL CONDITIONS			
1.	Lobbying Certification (See Exhibit D, Provision 1.)		With Final Report

2017/18 Proposal Submittal Requirements
Instructions for the Scope of Work, Table of Deliverables, and Schedule

SCHEDULE

Task	Sub task	Item	After Execution of Grant – (Days)
1.0		CEQA: Mitigated Negative Declaration (ND)	
	1.1	Preparation of the Initial Study	Completed
	1.2	Preparation and file the proposed Mitigated ND	Completed
	1.3	Adopt the Mitigated ND	Completed
		Deliverable	30
2.0		Installation of the decontamination unit and mechanical arm	
	2.1	Collect bids from manufacture for the decontamination unit	60
	2.2	Purchase decontamination unit	90
	2.3	Prepare site for installation	150
	2.4	Install unit	180
	2.5	Install mechanical arms	180
		Deliverable	195
3.0		Implement inspection station at South Marina	
	3.1	Employ inspection staff	60
	3.2	Inspection Training	90
	3.3	Purchase Microsoft tablet and software	60
	3.4	Stock inspection with supplies and equipment	60
	3.5	Install mechanical arm	180
		Deliverable	195
4.0		Reciprocal banding program	
	4.1	Implementation of North Marina Banding Program	90
	4.2	Implementation of South Marina Banding program	90
		Deliverable	105
5.0		Reports	
	5.1	Draft Report	May 1, 2018
	5.2	Final Report	June 1, 2018