Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAAST PIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Scope of Work** |

All applications must include a scope of work that provides a detailed description of the project for which funding is requested. The scope of work must include a description of the work to be performed under each task and deliverable. The scope of work must include sufficient detail that justifies the project. Please provide the requested discussion, as described below, as Attachment 7 – Narrative.

The headings below should be the main headings in the scope of work. This will help to ease review and scoring of the scope of work and also allow the reviewers a quick reference to the information needed to properly score the application. Work Tasks described in the scope of work must correlate with those tasks shown on the schedule (Attachment 9) and budget (Attachment 10). The scope of work submittal should not exceed 20 pages, excluding figures and maps.

1. Description of the technology and practices that the project will employ to achieve its goals**:** Provide a detailed description of the technology, practices, and infrastructure that will be used to achieve the project goals. The applicant should provide a technical discussion supporting the selection of the chosen technology or method being employed to address the contamination. If existing infrastructure (e.g., drinking water treatment/distribution system) is going to be employed, the applicant should discuss how the use of that infrastructure is optimal for achieving the project goals and compliments other water resource management goals. If any non-standard (e.g. new or innovative) technology will be employed, the applicant should reference relevant documents on the performance of the technology to prevent or provide cleanup of groundwater contamination.
2. Engineering Calculations: Provide supporting engineering calculations to demonstrate that the cleanup or prevention project will achieve its purpose. Provide engineering calculations for the remediation system (each component), operation of the system, and long-term operation and maintenance. Some factors to consider in these calculations may include remediation goals, types of contaminants, aquifer characteristics, volume of water treated, operating efficiency of the proposed system, and discharge limits. For the remediation system(s), provide calculations for each treatment technology (e.g., injection wells, air sparging wells, pump and treat wells, soil vapor extraction, in-situ treatment, permeable reactive barrier, etc.), and justify that the selected remedy or remedial approach will achieve the desired metrics of success. For prevention projects, provide calculations to show impact to the aquifer would be prevented at a downgradient location (e.g., groundwater gradient, injection wells, volume of water injected, radius of influence, etc.) and justify that the preventive measure will achieve the desired metrics of success.
3. Work Tasks and Deliverables: Include a general description of all tasks necessary to complete the project (e.g., preliminary design, final design, modeling, geologic/hydrogeologic investigations, bid documents, awarded construction contract, CEQA documentation, etc.). Provide as many subtasks as are required for the project.

Work Tasks:

* + Project Administration – include a description of all tasks necessary for the applicant to administer the project (e.g., invoicing, reporting, coordination, etc.). Provide as many subtasks as are required.
  + Planning/Design/Engineering/Environmental *–* include a description of all tasks necessary to complete the project (e.g., preliminary design, final design, geotechnical investigations, pilot study, bid documents, awarded construction contract, CEQA documentation). Provide as many subtasks as required (e.g., groundwater and contaminant transport modeling including a description of the modeling objectives, type of model, data requirements, and limitations).
  + Construction/Implementation – include a description of all construction activities required to complete the project (e.g., notice to proceed, construction administration, construction management, construction tasks/subtasks, etc.).
* Monitoring/Performance – describe the project effectiveness monitoring proposed for the project (e.g., monitoring plan, quality assurance/control plan, monitoring activities).
* Outreach – describe the tasks proposed in the project (e.g., public meetings, stakeholder advisory committee, technical advisory committee, website, social media pages, flyers, posters, temporary project signage, educational permanent signage, etc.)

Deliverables:

• Invoices and Receipts for project administration

• Progress Reports

• Draft and Final Project Reports

• Construction Summary reports

• Monitoring and Reporting report

1. Technical Justification that the tasks are appropriate: Provide information which justifies that tasks for the selected remedy are appropriate, and that the selected remedy will achieve the metrics of success (e.g., remove contaminant mass, provide cleanup of plume and restore use of drinking water supply well, will prevent impact of drinking water supply well, provide containment of chemicals of concern, restore groundwater to drinking water use, etc.). Provide justification that each phase of the work is necessary (e.g., reference investigation data, feasibility study data, pilot study data, monitoring data, etc.) and that the work completed will achieve or lead up to achieving project goals (i.e., metrics of success).
2. Stakeholder Outreach/Regulatory Concurrence: Describe the tasks proposed in the project to provide stakeholder outreach (e.g., public meetings, stakeholder advisory committee, technical/regulatory advisory committee, website, social media pages, flyers, posters, temporary project signage, educational permanent signage, etc.).
3. Consistency with next phase of the project: Provide a discussion on whether the project is part of a phased project, or part of a larger project effort. If the outcome of the proposed project is dependent on another project(s), provide all necessary documentation describing the anticipated timing/phasing of these other project(s).
4. Permitting and Environmental Review/Site Access**:** Describe any regulatory guidance, orders, or permits associated with the project. If applicable, describe how the proposed project relates to any regulatory directive. Provide a list of all required permits, environmental documentation, and landowner/access agreements required, and the status of each document. Provide any supporting documentation as Attachment 8. Please provide all information as a single .pdf file.

To document Site Access, provide the following information:

* Document if the applicant is the Owner of the project location. Provide attachments or documentation, as necessary.
* If applicant does not own the project location, provide a Site Access Agreement or a plan to obtain site access.

1. Plans and Specifications**:** Provide the status of plans and specifications and a copy of the current design plans or engineer’s concept drawings. Provide the requested information as Attachment 7 – Plans and Specifications. Please provide all information as a single .pdf file.