

# SCOPE OF SERVICES CONSTRUCTION PROJECT

## LAKE AND RIVER ENHANCEMENT (LARE) PROGRAM INDIANA DEPARTMENT OF NATURAL RESOURCES DIVISION OF FISH AND WILDLIFE

### **I. Project Purposes:**

The purposes of the Lake and River Enhancement program-funded construction project include:

1. Complete project construction as designed (including agreed-upon modifications)
2. Insure project success through necessary communication with/among project sponsor, permitting agency(ies) staff, LARE program staff and affected landowner(s)

### **II. Project Tasks:**

1. Submit monthly progress reports during the duration of the project to the project sponsor and LARE project manager
2. Build the project to the specifications set forth in the design and in accordance with permit conditions
3. Insure successful installation of materials via project management oversight
4. Correct any immediate structural or material failures or shortcomings
5. Complete engineering 'as-built' report which includes completion of a bound construction report illustrating no less than the following:
  - a) Executive summary
  - b) Statement of project purpose
  - c) General overall project description including, but not limited to, project contractor, project timing, project accomplishments, specifications for project materials, Region 5 model estimated amount of nutrients reduced and soil saved by the project, changes from original scope and any necessary future project inspection and maintenance requirements.
  - d) Record the location of the project with the 12 digit HUC (Hydrologic Unit Code); and as Latitude and Longitude Coordinates expressed in decimal degrees, using NAD 1983 Datum and as UTM (Universal Transverse Mercator) Coordinates.

- e) A heading and summary for each project task with accompanying appendices if necessary. The appendices should include (if applicable) but are not limited to:
  - i. All pertinent data, including field sheets.
  - ii. Engineering calculations.
  - iii. Computer model input and output.
  - iv. Region 5 input data sheets
  - v. Geotechnical investigation information.
  - vi. All pertinent and appropriate project correspondence
  - vii. Necessary maps, charts, graphs, computations and computational breakdowns.
  - viii. Pertinent meeting agendas, attendance lists and agreements.
- f) Final plan sheets and “as-built” designs

- 6. Provide guarantee of workmanship and materials

### **III. Data Presentation:**

Raw data sheets need not be bound into each copy of the report. However, at a minimum, one set of all design and field data must be submitted to the LARE project manager to aid in the review of the draft report and plan sheets.

Presentation of data in English units with metric units in parentheses is preferred.  
Example: 5 ft. (1.5 m).

### **IV. Review Process**

Two printed copies and one digital copy (in either MS-Word© or Adobe PDF© format) of the draft report must be provided to the project sponsor and pertinent agencies. One printed copy and one digital copy of the draft report must be provided to the LARE project manager for review by the LARE staff. *Note that the draft document may be posted on the LARE website for public comment.*

Where the project area covers more than one county, one additional copy of the report and plan sheets should be supplied for each additional county.

The title of the draft report and plan sheets must refer to the report as a “Draft” version. Additionally, each page of the draft report and plan sheets must be labeled “Draft - Subject to Revision.”

To facilitate review of the draft report and plan sheets, a meeting between the project sponsor, consultant, LARE staff and other affected parties may be held to discuss the review comments. This meeting will be coordinated by the LARE project manager.

## **V. Final Report**

Upon addressing the review comments, two printed copies of the complete final report should be provided to the LARE project manager. In addition a digital copy of the full report including appendices, figures, maps and photos in either MS-Word<sup>®</sup> or Adobe PDF<sup>®</sup> format should be provided to the LARE project manager. Do not submit multiple files that need to be merged into one file for web posting. Two printed copies and one digital copy of the final report must also be provided to the project sponsor and pertinent agencies.

Where the project area covers more than one county, one (1) additional copy of the report and plan sheets should be supplied for each additional county involved.

1. Reports must be reproduced with two-sided pages for hard copies and as a single digital file in MS-Word<sup>®</sup> or Adobe PDF<sup>®</sup> format, suitable for posting to the LARE website.

Follow these guidelines for digital copies:

- a) Digital file names should follow this protocol: Name\_Water\_Body\_Construction\_Project\_Name\_County\_Month\_Year.pdf or .doc
- b) All electronic copies must contain the complete digital copy of the full report including appendices, figures, maps and photos in either MS-Word<sup>®</sup> or Adobe PDF<sup>®</sup> format as a single digital file. Do not prepare multiple files that need to be merged into one file for web posting.
- c) Keep file sizes as small as possible to facilitate email exchange and downloading by adjusting pixel size on graphics, compressing photos, or exporting GIS files to pdf or jpeg formats.