

## Sample Scope of Work

### SPECIALTY SERVICES AGREEMENT Active Schoolyards/Active Minds

#### SCOPE OF WORK

**AAAA = your agency**

**XXXXX= Active Schoolyards contractor**

Pursuant to the terms of the QQQQ Funds Contract, the AAAA and XXXXX agree to the following Scope of Work:

#### **I. Statement of Purpose**

The purpose of the Scope of Work is the implementation of the approved Project by XXXXX that is to be funded by AAAA through the QQQQ Initiative. XXXXX agrees to administer and complete the proposed Project pursuant to the terms of this Scope of Work and in the Proposal submitted by XXXXX.

#### **II. Deliverables for this Contract**

XXXXX will provide site design services to specific school district locations, as determined by AAAA and the school districts, within AAAA's jurisdiction. The services provided will include:

- 1) Site Design development documents
  - site analysis/existing conditions
  - On-site circulation
  - Existing features
  - Existing infrastructure (sprinkler systems, driveways, drop-offs, utilities)
  - Neighborhood context and access
  
- 2) Scaled site design drawings
  - Architectural document format 24" by 36"
  - Identification and description of specific features and architectural elements
  - Description and quantity of proposed hardscape and plant materials
  - Provide pdf's of all documents
  - Provide an executive style summary of each project with 11"by 17" attachments (to include but not limited to – project narrative, site photos, and all document deliverables in 11' by 17" format)
  
- 3) Additional design development documentation
  - Construction drawings illustrating prominent site features
  - Project phasing schedule
  - Cost estimates based on project phasing

4) Community and school staff, student and parent involvement: XXXXX will meet with the school community and the community surrounding the school at least twice.

- a. The initial meeting for introduction and pre design input.
- b. A seconded for post design feedback.

5) Provide a list of funding sources for school districts identifying sources and types of funding. Assist AAAA and school districts in identifying grant opportunities leveraging design and planning documents that have been completed.

### **III. Use of CPPW Funds**

XXXXX shall only expend the Contract Funds as allowed in accordance with this Scope of Work, the Agreement, and the Budget. XXXXX shall not subcontract with any entity or person without the prior written authorization of AAAA. XXXXX shall not expend Contract funds in any other manner except with the prior written permission of AAAA.

### **IV. Payment**

Payment will be made from an invoice submitted by the XXXXX to AAAA at the completion of planning, phasing and other appropriate documents for each specific site.

### **V. Project Expenses**

Contractor shall use Contract Funds to cover all expenses associated with the Project, except as outlined in the Agreement as not allowable.

### **VI. Reporting Requirements**

Contractor shall complete and submit the Progress Report, Final Report and Financial Report, in the form attached to the Agreement, on the following dates.

1. Progress Report – January 21, 2012
2. Final Report – March 18, 2012
3. Financial Report – May 18, 2012

Contractor acknowledges that all Reports must meet the requirements of the Agreement and any additional requirements required by AAAA.