

STREAM HABITAT RESTORATION AND CHANNEL DESIGN GUIDELINE

SCOPE OF WORK

The scope of work consists of four chronological tasks. Each task consists of partial completion of the writing tasks, the drawings tasks, and the workshops tasks. Tasks consist of 20% completion, 50% completion, 90% completion, and 100% completion. Meetings, teleconferences, and project management are included in each task. A detailed outline of the guideline, including the anticipated numbers of pages and level of work for each component of the document, is presented in Attachment A.

Guidelines Document

Written components of the document will follow the outline and chapter/subchapter headings set forth in the outline in Attachment A. Those chapters to be written by WDFW and those to be written by the contractor are identified in the outline. For all written components of these tasks there will be a cycle of revisions at 20%, 50%, and 90% completion. There will not be a revision cycle for the final draft. It is assumed that WDFW editors will make final revisions as necessary to the final draft. Each cycle will consist of a complete set of chapters submitted in Microsoft Word format. Each chapter version will be named according to the date it is submitted, with the date included in the text footer. A cycle will consist of:

- a. Write by contractor;
- b. Review by WDFW in track changes mode;
- c. Revise by contractor, tracking changes; and
- d. Approve by WDFW.

Any requested revisions in the final approval version will be incorporated in the following cycle.

All deliverables will be electronic, delivered either via Internet or on CDs by priority mail.

All guidelines documents will be the property of WDFW. Sketches, diagrams, and photos provided by the contractor may be used by WDFW for workshops and publication. Documents, sketches, diagrams, and photos may be modified as needed by WDFW. The contractor will be credited for all sketches, diagrams, and photos provided by them.

Drawings and Photos

Drawings include schematics of each technique (drawings) and graphics placed within the guideline chapters (figures). The contractor will provide approximately 50% of total number of initial conceptual drawings and figures. WDFW will provide the remainder. The total number of initial conceptual drawings and figures to be provided by the contractor is 50. WDFW and the contractor will establish which drawings and figures are to be provided by the contractor following the 20% draft submittal. The contractor will use the initial conceptual drawings and figures provided by them and WDFW to produce 100% of the final drawings and figures. There will not be cycles of review and revision

for drawings and figures beyond the single submittal at 50%, 90% and final. Rather, comments from 50% will be incorporated in 90%, etc.

The contractor will provide photos as appropriate from their existing photo library. WDFW will select photos from those provided by the contractor, and the contractor will provide duplicate slides of all those selected by WDFW. WDFW will provide the remainder of the photos needed for the guidelines.

Workshops

Workshops will be prepared and conducted in Washington. Four workshops are anticipated:

- a. 1 scoping workshop
- b. 1 draft peer review workshop
- c. 2 training workshops (which will not occur simultaneously)

Scoping Workshop

The scoping workshop will be conducted to solicit input and direction from involved parties. The workshop will be conducted following the 20% draft deliverable, such that feedback can be incorporated in the revision of the 20% deliverable.

Draft Peer Review Workshop

The draft peer review workshop will be conducted to solicit feedback from involved parties following the 50% draft deliverable, such that feedback can be incorporated in the revision of the 50% deliverable.

Training Workshops

Two identical training workshops will be conducted, one in eastern and one in western Washington to present the final guidelines and provide guidance in their use. These training workshops will be conducted following revision of the 90% or following the final guideline submittal, at the discretion of WDFW.

Meetings and Phone Conferences

Telephone conferences and meetings will be conducted to monitor progress, to discuss content and resolve questions, and to facilitate coordination of drafts, revisions, and other activities. Scheduling of telephone conferences and meetings will be on an as-needed basis. It is anticipated, however, that they will be limited to the following:

- a. 2 meetings at WDFW headquarters in Olympia and 2 at the contractor's location, on roughly two-month intervals; and
- b. Telephone conference calls, approximately 3 per month, to be initiated by WDFW. It is estimated that the majority of these calls will be 30-60 minutes in length, and will serve to clarify technical issues in the writing and organizing the guideline and to share status and identify and resolve impediments to addressing the scope and meeting the schedule.

WDFW Responsibilities

WDFW will provide the following:

- a. Text for Chapters and Subchapters as detailed in the outline.
- b. Identify text boxes for entire document.

- c. Provide reference documents as listed in the outline.
- d. Coordinate workshops.
- e. Make copies of workshop handouts.

TASKS

Task 1 - 20% Completion

The 20% level of completion of written documents will consist of annotated outlines sufficient in detail to indicate all content that will be included in the final document. The 20% draft will include all anticipated headings and subheadings. The expectation is that subsequent drafts (50% and 90%) will not contain significantly more or fewer headings and subheadings than that indicated in the *revised* 20% effort. The 20% completion cycle will include a draft submittal to WDFW, and a second draft incorporating WDFW comments and revisions to the first.

Task 1 includes:

- 20% draft completion of document writing for Chapter 3, Chapter 4, the Techniques (Chapter 5) and Technical Appendices;
- Revised 20% completion with WDFW comments and revisions incorporated;
- Placeholders for recommended figures within text;
- Telephone conferences initiated by WDFW;
- One meeting in Washington with WDFW and associated travel;
- Prepare and conduct Scoping Workshop, present in Olympia, WA; and
- Project management and QA/QC for Task 1.

Task 1 does not include any work on drawings or photos.

Task 2 - 50% Completion

The 50% complete draft will include all intended paragraphs and headings. The 50% completion level of written documents will consist of text sufficient in detail to indicate the total content of each subheading and paragraph within each chapter and technique. All technical detail will be included within this draft version, except where noted as yet to be researched or determined. The expectation is that following drafts (90% and Final) will not contain significantly more or less content than that indicated in the *revised* 50% effort. The 50% completion cycle will include a draft submittal to WDFW, and a second draft incorporating WDFW comments and revisions to the first. The final 50% submittal will be sufficient for peer review as a draft document, which will provide the foundation for the peer review workshop.

Task 2 includes:

- 50% draft completion of document writing for Chapter 3, Chapter 4, the Techniques (Chapter 5) and Technical Appendices;
- Revised 50% completion with WDFW comments and revisions incorporated;
- Rough sketches for 50% of recommended figures within text;

- Rough sketches for 50% of all techniques drawings;
- Submittal of all relevant photos from contractor photo library in digital low-resolution format for WDFW to select from;
- Telephone conferences initiated by WDFW;
- One meeting in Washington with WDFW and associated travel;
- Prepare and conduct Peer Review Workshop in Olympia WA, and associated travel;
- Project management and QA/QC for Task 2.

Task 2 does not include any workshop or presentation.

Task 3 - 90% Completion

The 90% complete draft will include all intended text, figure placeholders, in roughly final format and will include all comments from WDFW from the 50% complete final draft. The 90% completion level of written documents will consist of text sufficient in detail to indicate the total content of each subheading and paragraph within each chapter and technique. The 90% completion cycle will include a draft submittal to WDFW, and a second draft incorporating WDFW comments and revisions to the first.

Task 3 includes:

- 90% draft completion of document writing for Chapter 3, Chapter 4, the Techniques (Chapter 5) and Technical Appendices;
- Revised 90% completion with WDFW comments and revisions incorporated;
- 90% draft of sketches for 100% of recommended figures within text;
- 90% draft of sketches for 100% of all techniques drawings;
- Duplication and delivery of photo slides selected by WDFW from contractor's library;
- Telephone conferences initiated by WDFW;
- One meeting at contractor's location with WDFW and associated travel;
- Project management and QA/QC for Task 3.

Task 4 - Final Submittal

The final submittal will include all text and figures, and will include all comments from WDFW from the 90% complete final draft.

Final deliverables will include:

- Final text for Chapter 3, Chapter 4, the Techniques (Chapter 5) and Technical Appendices with comments and revisions from WDFW 90% review incorporated;
- Final drawings (ACAD) for 100% of figures within text;
- Final ACAD drawings for 100% of all techniques drawings;
- Telephone conferences initiated by WDFW;
- One meeting at contractor's location with WDFW and associated travel;
- Prepare and conduct Training Workshop in Olympia WA, and associated travel;

- Prepare and conduct Training Workshop in Western WA, and associated travel;
- Project management and QA/QC for Task 4.

SCHEDULE

The schedule for completion of Tasks 1 through 4 is as follows:

NTP		Oct 1, 2001
Task 1 – 20%	1 month following notice to proceed (NTP)	Nov 1, 2001
Scoping Workshop	2 months following NTP	Dec 1, 2001
Task 2 – 50%	4 months following NTP	Feb 1, 2002
Peer Review Workshop	5 months following NTP	Mar 1, 2002
Task 3 – 90%	7 months following NTP, or roughly	May 1, 2002
Task 4 – Final	9 months following NTP	Jun 30, 2002
Training Workshops		Summer, 2002

