## Appendix E: Required Project Tasks and Deliverables

1. Quality Assurance Project Plan: If any environmental data are to be collected, an approved quality assurance project plan (QAPP) will be required before any data collection begins. See details on NEIWPCC’s Quality Management website: <http://neiwpcc.org/our-programs/assessment-and-research/quality-management/> and in the “Quality Assurance & Quality Control Requirements” section below. Deliverable: Approved and signed QAPP delivered to designated project staff and managers.
2. Review Existing Information: Review preliminary plans and existing data, documentation, and reports provided by the partnering municipality as well natural resource information from publicly available sources. Deliverable: Report findings to project partners (1-3 page .pdf) emailed when complete to project partners and incorporated into final products.
3. Coordinate Project Kick-off Meeting: The contractor will coordinate and host a project kick-off meeting at or near the project site attended by municipal representatives, and NYSDEC Hudson River Estuary Program to:
	1. Review existing preliminary designs for the site.
	2. Identify information needs to complete the project.
	3. Review field work and deliverable schedule.
	4. Coordinate any site work and access needs with the municipality.
	5. Identify regulatory issues and process for addressing them.
	6. Site visit (if feasible)
	7. Identify [CaD and Sustainable Shorelines concepts](https://cals.cornell.edu/water-resources-institute/watersheds/hudson-river-estuary/climate-change/climate-adaptive-design-process/advancing-climate-adaptive-designs-phase-ii) that will be incorporated into the final shoreline design.

Deliverable: Meeting summary emailed to attendees and project partners.

1. Perform any additional site assessment or sampling needed to complete the project: May include but not limited to soil testing, topographic survey, plant, and animal surveys. Deliverable: Additional Sampling Report emailed to project partners and incorporated into final products.
2. Develop and Deliver Draft Engineering and Implementation Plan: In consultation with NEIWPCC, HREP and the municipal partner, complete draft engineering plans, specification (spec) sheets, bid documents, a [Joint Application Form](https://extapps.dec.ny.gov/docs/permits_ej_operations_pdf/jointapp.pdf), and any other materials needed for environmental permitting for review by the NEIWPCC, NYSDEC Hudson River Estuary Program, and the municipal partner. Materials should also include an implementation plan describing project timeline, work sequence, staging and any additional construction planning needed. Deliverable: Draft Engineering and Implementation Plan including draft sheet drawings and permit materials emailed to project partners.
3. Coordinate Final Review Meeting: Deliver a presentation and review of draft deliverables to NEIWPCC, NYSDEC Hudson River Estuary Program, and the municipal partner. Deliverable: Meeting summary emailed to attendees and project partners.
4. Prepare Applications for ALL Environmental Permits required by local, state and federal agencies, including all required project and natural resource information for eventual submittal by the municipal partner to the permitting authorities. (*See* [NYS DEC Protection of Water Checklist for all required materials](https://dec.ny.gov/regulatory/permits-licenses/waterways-coastlines-wetlands/protection-of-waters-program%22%20/l%20%22Application_Checklist)). Deliverable: Completed Joint Application and supporting materials delivered in an appropriate manner to project partners.
5. Final Engineering Documents and Implementation Plan: Develop final documents upon approval of draft materials (Tasks E & G) by HREP staff and the partnering municipality. Deliverable: 4 printed sets of all final materials will be delivered to the partnering municipality. Digital copies(.pdf) of all materials will also be sent to the municipality and NEIWPCC project manager (Daniel Miller). Deliverables should include all necessary materials for the partnering municipality to solicit construction bids, acquire regulatory approval and begin construction as described in Task ‘E’ above.
6. Quarterly Reports: Prepare and submit brief quarterly reports 10 days after the end of each calendar quarter (by April 10 for January-March, by July 10 for April-June, by October 10 for July-September, and by January 10 for October-December). Deliverable: Quarterly reports documenting progress on each task for each quarter contracted.
7. **Final Report.** Prepare and **s**ubmit a final report. **Deliverable**: Final report, including an executive summary, fully documenting the project outputs and results.