

PRELIMINARY SCOPE OF THE WORK

(The development of a scope of work for each project should include the following information in general terms, and should be limited to one page.)

Owner

Project Name

Project Location

Contact Person

Identification and involvement of groups (Example: Boards, committees, citizen's groups, etc.):

Description of studies, surveys, and preliminary feasibility work relevant to project, and useful and available to firms that will be shortlisted.

Requirements for further feasibility planning before development of plans or design work.

Project outline and general anticipated requirements. *(Example: demolition, renovation, new construction, land use, environmental, waste management, etc.)*

Anticipated time frame:

Projected Start: _____ Planned Finish: _____

Approval process/involvement of groups.

Other requirements:

Referendums, public hearings, etc.