

Attachment 1
Authorized Scope of Work

Recipient: City of Springfield

Award Number: 05-79-06149

The scope for this grant is to complete a Vision and Master Plan, including studies needed for future development of the Lake Springfield area. Lake Springfield is a man-made lake created by damming the James River in 1957 to serve the Power Plant cooling needs. This area represents tremendous opportunity to become a key asset to the Springfield regional community and as a recreational focal point for the region. The decommissioned coal power plant also presents a unique opportunity for adaptive reuse of the facility and repurposing the larger surrounding site with a focus on innovative economic opportunity and resilient job creation. A specific master plan is needed to fully assess limitations, environmental constraints (hydrology), feasible improvements (sustainable investments), and economic and recreational expansion opportunities.

The Recipient will perform the following activities:

1. *Hydrological and Sustainability Studies:*
 - a. A qualified hydrological engineering consultant will be procured to perform an in-depth study to evaluate conditions of the lake, impact of the dam, river and groundwater including upstream public drinking water. The Hydrological Study will be the first task performed to evaluate the conditions of Lake Springfield, impact of the dam, the James River which runs through it and upstream and downstream watersheds which include public drinking water sources. This study will focus on finding opportunities for economic development, recreation, public access, and improved water quality and to guide the master plan priorities for future investments. The scope will include:
 - i. Characterization of the study area (hydrology, hydrography, land use, geological, ecological, and cultural resources and water quality, environmental activities including sediment characterization).
 - ii. An analysis of the dam alternatives, and description of preferred recommendations that will be a focus of the master planning process.
 - iii. Details for relevant environmental compliance and regulations, engineering considerations, and recommendations for existing and new structures ie: bridges, culverts, water crossings, pools, etc. (To be detailed in the design and action plan).
 - b. A consultant will be procured to complete a Sustainable Return on Investment study to complement the hydrological study. This additional component to the hydrological study will:
 - i. Identify and value the environmental, social, and economic costs and benefits of improved river access in the James River and Lake Springfield area.
 - ii. Prioritize the most significant and cost-effective solutions to any identified environmental problems.

Outcomes/Outputs:

- The watershed of project area will be evaluated in a safe manner, resulting in the production of a hydrological and geotechnical report detailing existing conditions and including alternatives and recommendations for the future of the dam and other infrastructure, water quality, and plans for new improvements.
- The hydrological and sustainable return on investment studies will inform redevelopment priorities for the waterways and surrounding land to be included in the master plan. Study findings will ensure the plan includes appropriate sustainable environmental improvements focused on water quality, balanced with community needs for recreation and economic development.
- Results of the hydrological study will be included in a concept design and action plan to advance the hydrologic project through construction phases.

2. *Master Planning and Community Engagement:*

- a. A consultant will be procured to develop a project-specific communications plan that may include:
 - i. Media contacts and social media accounts generated with scheduled postings and keyword hashtags.
 - ii. Regional and directly impacted stakeholders and residents will be engaged through public meetings and encouraged to participate in both the hydrologic study and master planning processes. Southwest Missouri Council of Governments will serve as a resource to support outreach within the 10-county Economic Development District.
 - iii. Press releases will be prepared by the City and distributed in advance of public engagement opportunities and as major deliverables are completed and available for review.
 - iv. A project-specific website will make information accessible to all for upcoming engagement opportunities, community surveys, maps, aerial photography, diagrams, and an interactive map of the project area with a direct method for soliciting comments. Summary reports of each study and plan element will be posted.
 - v. General outreach will be carried out in cooperation with the City's project team and Public Information Office. Ongoing engagement will take place through meetings and tours with boards and committees, media outlets, and community groups. Presentations and fact sheets will be made available at public events.
 - vi. All information and materials for outreach and communication will be electronic, as possible, for web and email distribution, to minimize printing and mailing, though the cost of supplies such as printing materials, visual display materials, meeting supplies, mailings, and informational signage, etc. are included in the budget for this task.
- b. A consultant will be procured to provide final comprehensive analysis, as needed, of studies conducted and to develop of a master plan and vision for the project area. The planning effort will rely heavily on the Hydrological Study and build on its recommendations. The plan will include:

- i. Planning activities focused on key elements of recreation, multimodal transportation and connection to the region, community facilities, environmental and cultural, surrounding land uses and economic development and workforce benefits for the region.
- ii. An existing conditions analysis with issues and opportunities defined.
- iii. A vision statement, goals, recommendations, objectives, and a detailed action plan with financing plan.
- iv. Master plan renderings to include an overall site rendering and maps and graphics to accompany all major elements.
- v. Digital maps pertaining to individual plan elements that will be accessible for both the public and investors

Outcomes/Outputs:

- Meaningful inclusive citizen participation will be conducted which fosters innovation and creativity in the project, increased public awareness of issues and opportunities for the Lake Springfield area, and development of a locally-driven master plan with the consensus of citizens regarding its benefit to the region.
- A communications plan will be developed that clearly explains and promotes goals and concepts defined during the planning process to help communities achieve long-term sustainable economic development strategies and instill investor confidence in businesses and workers, providing guidance for how they can fit into achieving the goals of the Master Plan.
- Citizens will be better informed of water quality issues, the study and master planning process, and EDA and the City's contributions to the community and environment in the Springfield region.
- The Environmental Advisory Board, Park Board, Department of Conservation, Southwest Missouri Indian Center, Watershed Committee of the Ozarks, Ozarks Greenways, James River Basin Partnership, and others will receive reports and updates provided at regular public meetings staffed by the City's liaisons.
- Specific public meetings will be held including periodic updates at City Council and Planning and Zoning televised meetings. Information will be disseminated to reach a broad citizen audience. Project fact sheets and success stories will be shared as applicable for each component of the master plan as success is achieved following assistance under this grant.
- A vision for Lake Springfield will be created that is embraced by the citizens, culminating in an actionable master plan will become the guiding resource for the City, all partners in the Lake Springfield project, and any future contractors facilitating implementation of the plan. The Plan will also guide future policy and local budgeting, and help secure State, Federal, local, and private funding for implementation.
- The Plan will be a catalyst to spur investor confidence for innovative economic and recreational opportunities, new infrastructure, new public financing, sustainable water quality and green infrastructure, compatible development which will increase the tax base, to create jobs, and to improve the quality of life of the workforce and hundreds of thousands of citizens within an hour's drive time of the destination.

3. Project Management:

- a. Project management will be carried out by City staff and will consist of performing direct programmatic requirements including:
 - i. Grant reporting and oversight,
 - ii. Competitive procurement of professional consultants,
 - iii. Consultant oversight and contract management,
 - iv. Site visits and data gathering,
 - v. Attending meetings and directing community engagement efforts,
 - vi. Ensuring compliance with all federal regulations and conditions of the grant agreement with EDA,
 - vii. Reviewing data and reports,
 - viii. Contributing in-house staff expertise to the studies, master planning effort, and communications,
 - ix. Reviewing and approving consultant invoices,
 - x. Completing reports for EDA, documenting all aspects of the grant activities,
 - xi. Completing grant closeout and all other project management tasks as required.
- b. Additional staff time above the budget, as necessary to accomplish the scope of work defined for the EDA-supported project, will be provided in-kind by the City to ensure the project is completed as described in this scope of work.

Outcomes/Outputs:

- Highly successful grant performance completed on time and managed by well trained staff and qualified contracted professionals will ensure the completion of quality studies (hydrological and sustainable return on investment) and a citizen-supported Vision and Master Plan (including a comprehensive communications plan for use in the planning process and for plan promotion and dissemination).
- The grant will be carried out on schedule and in accordance with grant agreement conditions and federal, state, and local regulations and in a cost-effective manner.
- Staff will attend relevant trainings and required and requested reporting to EDA will be completed accurately and on-time.
- Copies of the key tangible project deliverables—the hydrological study, the sustainable return on investment study, and the vision and master plan and its associated communications plan—will be provided to EDA upon their respective completions.

Timeline:

The expected project period of performance is two years (8 quarters) from the award start date.

- Quarter 1:
 - o Competitive procurement of a qualified environmental professional consultant or consultants to perform the studies and master planning effort will begin concurrently.

- Quarter 2:
 - o Consultant(s) will be selected and under contract before the end of Quarter 2. A contract or contracts for all project components may be awarded to one or more qualified consultants via competitive procurement process(es).
- Quarters 3 & 4:
 - o The Hydrological Study will be targeted for completion in Quarter 3 and expected to be completed no later than mid-Quarter 4, as it will be required to inform the Master Plan development.
 - o The master planning effort will begin as early as mid-Quarter 3, and no later than the end of Quarter 4.
- Quarters 5 – 8:
 - o The master planning effort will continue in Quarters 5-7, with the Master Plan completed by late Quarter 7 or early Quarter 8.
- All Quarters:
 - o Community Engagement will take place each quarter, beginning in Quarter 1 with development of the City's Community Engagement Plan and the grant announcement, followed by more focused efforts with the kick-off of the Master Plan efforts in Quarters 3 and/or 4 and continuing.
- Quarter 8 / Closeout:
 - o Grant Closeout reporting should be complete on or before the end of Quarter 8.

The following Administration/Reporting will be undertaken by City Staff:

1. The City of Springfield will prepare, manage, and solicit the RFP process for the competitive selection of a qualified consultant firm or firms to complete the scope of work.
2. Establish and convene a selection committee and project oversight committee comprised of the Economic Development Director, Environmental Services Director, City Utilities General Manager appointee, Senior Planner, Water Quality Engineer, and Director and Parks to review and rank proposals.
3. Submit a copy of the top two proposals to EDA prior to selection.
4. Coordinate with the consultants and the Lake Springfield Project Committee to ensure that the work completed is documented appropriately and the reports and planning documents address the scope of work.
5. Provide coordination between the consultant(s) and the City of Springfield and City Utilities.
6. Conduct bimonthly meetings or conference calls with the Lake Springfield Project Committee.
7. Coordinate and facilitate a presentation by the consultant(s) and the Lake Springfield Project Committee to be provided to City Council and the Park Board update provided to EDA.
8. Track all financials aspects of the project (expenses, match, etc.) and submit reports per the grant award agreement, including Financial Status Reports (SF-425) and Requests for Advance or Reimbursements (SF-270).

9. Provide a Mid-Point Progress Report to EDA addressing accomplishments on each element in the scope of work. The report will provide a narrative update on progress and next steps as well as a budget table showing expenses and remaining balances per task.
10. Provide a Draft Final Report to EDA which follows the Final Report guidelines.
11. Provide a Final Report to the City of Springfield and EDA which follows the Final Report guidelines.
12. Place a copy of the deliverables, including documents, presentations, graphics, and Final Master Plan on the City of Springfield website, produce hard copies and summaries for distribution, and submit electronic copies of key deliverables to EDA as completed.