



Scope of Work Guidelines

Note: all electronic Scopes of Work submitted to the Regional Working Group for funding consideration shall be in either MSWord or RTF format. PDFs are not acceptable.

Project Title

- Include the Fiscal Year work will be conducted

Site Manager Contact information

- Name
- Address
- (Do not use a P.O. Box Address), Use physical address to accommodate overnight mail
 - Phone
 - Cell Phone
 - Fax
 - Email

Project Goals

This section should state overall project goals and list the main target plants, which must be EPPC Class I or II.

Project Location

This section should be written so that anyone can find the site using text and an attached map showing clear directions.

Project Description

Information in this section should answer the question: "Where in particular on the managed area will control take place?"

- Consider using detailed geo-referenced maps, where treatment zones are well defined, acres are provided, and density and location of target plants are provided. Although difficult at times, the more accurate the maps and acres, the more efficient the bid, and control. This is critical information!
- In general, project areas should be broken down into prioritized zones to accommodate efficient bidding. If the entire project area cannot be funded, then priority zones can be addressed individually.
- Describe any unusual access conditions and/or vehicle / equipment limitations.

Work Specifications

Information in this section outlines the "How To" of the project.

- When developing this section, consider Current Control Technologies (CCT's) for particular plant types. For more information about CCT's consult with other land managers or BIPM program staff.
- When developing this section, include method of control, time of year for control, logistics, etc. Also consider cost difference between methods, and whether some operations can be conducted in-house.

For example:

- Trees: Should control be via herbicide or mechanical? What are reasons behind mechanical control?
 - Mechanical considerations:
 - Cut and mulched
 - If mulched, use on site? Haul to dump?
 - Cut, stacked, and burned
 - Cut and hauled away
 - Herbicide considerations
 - Basal
 - Cut stump
 - Frill and girdle
 - Foliar

- Vines:
 - Herbicide considerations
 - Use of "poodle cut"
 - Fall and spring treatments

- Grasses:
 - Herbicide considerations
 - Fall and spring treatments
 - Biomass removal before herbicide work via mowing, burning?
 - Use herbicides, burn dead grass, then treat regrowth

- Equipment Considerations / logistics:
 - Identify a water source on or near site where contractors can fill their water tanks for herbicide mixing. If none available, state in scope.
 - Is there a specific site where herbicides should be mixed? If so, identify the location on the site map.
 - Are there equipment limitations the contractors need to be aware of? For example, are ATV's, swamp buggies, trucks and track vehicles prohibited? Do you require low ground pressure tires?
 - If possible, is there secure equipment/herbicide storage location on site or nearby?

Herbicide and Site Considerations

- Think about habitat types (i.e. wetlands), soil type, and other environmental conditions (i.e. drought) before selecting herbicide formulations.
 - Is the herbicide labeled for the site? (i.e. need for aquatic herbicides?, avoid Garlon 4 in wetlands, etc.)
 - Are there sensitive non-target plants in the vicinity of treatment area? (i.e. Arsenal / Oaks)
 - Are other options available?
- Will you require dye to be used?
- List your preferred herbicides for different target plants.
 - If you don't have, or are not sure about herbicides, consult with other land managers or BIPM program staff.

Other Requirements and Provisions

List in this section any site specific issues, safety considerations, hunting seasons, off-limit areas, herbicide buffer zones, endangered species and associated restrictions, etc.

- Is there a specific time and place to routinely meet contractor to sign DPR's or discuss work?
- Will public use of site interfere with treatment progress?

Project Time Frame

Include in this section any restrictions regarding when work can be conducted.

- Can work be conducted on weekends?
- Are there certain months of the year where management is not possible or inefficient due to environmental constraints such as weather, hunting seasons? Which months are best times to work on your site; refer to previous section for other possible time constraints.