

# PROJECT ANCHOR

# STATEMENT OF WORK

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## Component 1 – Planning (Port of Mobile Master Plan)

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### **Task 1.1 – Project Initiation and Stakeholder Engagement (Component 1: Planning)**

This task includes formal project kickoff and establishment of stakeholder engagement strategies. The team will define project goals, confirm scope, develop a communication plan, and identify key stakeholders including port authorities, regulatory agencies, and community representatives. Early coordination will ensure alignment of project objectives and expectations.

**Deliverables:**

- Kickoff meeting materials and minutes
- Stakeholder engagement plan

### **Task 1.2 – Public Involvement (Component 1: Planning)**

The project team will conduct public outreach activities to inform and engage stakeholders and the community. Meetings, workshops, and presentations will be held to gather input on needs, priorities, and potential impacts. Feedback will be documented and incorporated into planning decisions.

**Deliverables:**

- Public meeting/workshop summaries
- Stakeholder feedback documentation

### **Task 1.3 – Data Collection and Existing Conditions Analysis (Component 1: Planning)**

This task includes the collection and analysis of baseline data regarding existing port operations, infrastructure, land use, and environmental conditions. The team will evaluate current capacity, constraints, and operational performance to inform future planning decisions.



**Deliverables:**

- Existing conditions report
- Data inventory and technical memoranda

**Task 1.4 – Technical Analysis and Scenario Development (Component 1: Planning)**

The project team will perform technical analyses to forecast future demand and evaluate alternative development scenarios. This includes modeling operational needs, assessing infrastructure requirements, and conducting economic and feasibility analyses. Scenarios will be compared to identify optimal strategies for port expansion and operations. This task will also evaluate and consider innovative technology implementation feasibility and strategies.

**Deliverables:**

- Scenario analysis report
- Demand forecasts and modeling outputs

**Task 1.5 – Draft Master Plan Preparation (Component 1: Planning)**

The draft master plan will be developed based on technical findings and stakeholder input. The plan will include recommended improvements, conceptual layouts, phasing strategies, and capital investment priorities.

**Deliverables:**

- Draft master plan document
- Conceptual layouts and phasing diagrams

**Task 1.6 – Agency and Stakeholder Review (Component 1: Planning)**

The draft master plan will be circulated to agencies and stakeholders for review as appropriate. Comments will be collected, analyzed, and incorporated into revisions. Coordination with regulatory agencies will ensure alignment with applicable requirements.

**Deliverables:**

- Comment/response matrix
- Revised draft master plan





### **Task 1.7 – Final Plan and Adoption (Component 1: Planning)**

The final master plan will be prepared and presented for approval. A formal public comment period will be conducted, followed by incorporation of final revisions and adoption by the appropriate governing body.

#### **Deliverables:**

- Final master plan
- Public comment summary
- Adoption documentation

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## **Component 2 – Engineering/Design (Container Storage Area)**

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*NEPA Clause – The Port shall be responsible for executing all NEPA-related tasks and documentation in support of the grant-funded project. Refer to the Concurrent Out-of-Scope Activities section of this document for additional details.*

### **Task 2.1 – Preliminary and Final Design (Component 2: Design)**

The project team will advance the design of the container storage area through multiple stages, including conceptual, preliminary (30%), intermediate (60%), and final design (90–100%). Engineering analyses will address grading, drainage, pavement design, utilities, and operational requirements. Constructability reviews will be conducted to optimize design efficiency.

#### **Deliverables:**

- Design drawings at key milestones (30%, 60%, 90%, final)
- Engineering design reports
- Cost estimates at each phase

### **Task 2.2 – Plans, Specifications, and Estimates (PS&E) (Component 2: Design)**

Final construction documents will be prepared, including detailed plans, technical specifications, and engineer's cost estimates. These documents will form the basis of the construction procurement package.



**Deliverables:**

- Final PS&E package
  - Bid-ready construction documents
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## Component 3 – Construction (Container Storage Area)

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**Task 3.1 – Procurement (Bid and Award) (Component 3: Construction)**

The project team will manage the procurement process for construction, including advertisement, bidder communications, evaluation of bids, and contract award. The process will ensure compliance with public procurement regulations and selection of a qualified contractor.

**Deliverables:**

- Bid advertisement and addenda
- Bid evaluation report
- Executed construction contract

**Task 3.2 – Construction Execution (Component 3: Construction)**

This task includes all construction activities required to deliver the container storage area. Work includes mobilization, site preparation, earthwork, paving, utility installation, and operational improvements. Construction management activities will include quality assurance, inspection, safety oversight, and schedule/cost control through project completion.

**Deliverables:**

- Completed container storage facility
- Inspection and QA/QC reports
- As-built drawings
- Final project closeout documentation

**Assumptions:**

- Construction duration is approximately 12 months
  - No major unforeseen site or geotechnical issues
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## Concurrent Out-of-Scope Activities

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### **Environmental Review and NEPA Clearance**

Environmental documentation will be prepared in accordance with NEPA requirements and will be performed by Port separate from but in support of the Project. The team will conduct necessary studies, coordinate with regulatory agencies, and obtain environmental approvals required to proceed to construction. (See the project schedule for estimated NEPA milestones)

**Deliverables:**

- NEPA documentation
- Agency coordination records
- Environmental clearance approvals

**Assumptions:**

- NEPA clearance achieved within 12 months
  - No significant environmental impacts requiring major mitigation
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## Program-Wide Assumptions

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- No right-of-way acquisition is required
- Funding is obligated as scheduled across all phases
- Regulatory approvals are obtained within anticipated durations