



Commonwealth of Virginia
Department of Aviation
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Policy and Procedures Guidance Bulletin 12

Topic: clarification of contents for a project scope review/approval package August 8, 2012

Issue: The submission of an incomplete project scope package delays the approval process and ultimately airport development.

Guidance: A project scope package should include the following:

- a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks
- a description of the deliverables that specifies the format, quantities, and recipients for each deliverable
- a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates
- a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative
- a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping
- a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above

For federally funded projects with a total estimated cost of at least \$100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/4100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents.

Reference: *Airport Program Manual*
5.3 Project Scoping

Distribution: Airport Sponsors and Managers
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