

## **Example -- SCOPE OF WORK – Example**

### **NOISE LAND INVENTORY AND REUSE PLAN [XXXX Airport]**

This proposed Scope of Work (Scope) describes the tasks to be performed by (Name of Consultant) (the Consultant) in assisting the [XXXX] Airport in preparing a Noise Land Inventory and Reuse Plan (Plan) to fulfill the requirements of Grant Assurance 31, Written Assurances on Acquiring Land, which is based on the statute found at 49 USC 47107 (c)(2)(A). The Scope is based on the Federal Aviation Administration's (FAA) guidance document, "Management of Acquired Noise Land: Inventory-Reuse-Disposal", dated February 1, 2008. The intent of the Scope is to prepare a Plan that will meet with FAA acceptance.

#### **BASIC SCOPE OF SERVICES**

##### **Task 1: Scope of Work**

Draft a Scope of Work for developing the Plan. The Plan for both the Land Inventory and Reuse Plan will follow guidelines established by the FAA February 8, 2008 guidance document and will use the Southwest Region, Airports Division checklist to insure that all FAA requirements are fulfilled. After review by [Airport], submit the draft Scope to the FAA Southwest Region, Airports Division for review and comment. After receipt of any FAA comments, revise the Scope and prepare a final version for acceptance by [Airport].

##### **Task 2: Inventory of Noise Land**

Develop an inventory of "noise land" in accordance with (IAW) the FAA Guidance Document. "Noise Land" includes all land acquired with grants funded through the noise set-aside portion of the Airport Improvement Program (AIP). The inventory will be developed using GIS and will include the following:

- Identification of land by parcel
- Identification of the AIP noise grant used to purchase each parcel
- Purchase price and the share funded through the noise grant for each parcel
- Acreage of each parcel
- Current zoning of each parcel
- Any easements or restrictions associated with each parcel and
- Existing land use

Property boundaries and parcel identification numbers will be displayed on a current aerial photograph of the area in question. The scale of the photograph will be reasonable and readable. In addition, photographs will be taken of each parcel.

Much of this information is currently available on the Airport Property Map included in the current airport layout plan. Thus it is anticipated that much of this task will involve the refinement of the Airport Property Map.

### **Task 3: Review of Noise Exposure Maps**

The map of noise land developed in Task 2 will be merged with the Airport's current official Noise Exposure Maps (NEMs). Parcel locations will be reviewed for an initial assessment of their need for retention for noise compatibility purposes.

### **Task 4: Review of Airport Master Plan**

The map of noise land developed in Task 2 will be reviewed in light of the current airport layout plan and Airport Master Plan. Noise lands that have been identified for potential future aeronautical or other airport-related purposes will be identified.

In addition, noise lands adjacent to areas designated in the airport layout plan for future airport-related development will be identified. The potential utility of this noise land to support adjacent airport-related development will be considered and discussed with the [airport] management.

This review will specifically consider the potential need for noise lands to be retained for airport-vicinity airspace protection, including protection of approach surfaces and lands beneath the FAR Part 77 horizontal surface.

### **Task 5: Preliminary Classification of Noise Lands**

Based on the analyses in Tasks 3 and 4, prepare a preliminary classification of all noise lands, as follows:

- 1) Needed for aeronautical purposes;
  - a) Needed for AIP eligible airport use
  - b) Needed for non-AIP eligible airport use
- 2) Needed for noise compatibility; and
- 3) Potentially releasable.

Prepare Working Paper 1 describing the analyses in Tasks 2 through 5, including a preliminary classification of noise lands.

### **Task 6: Review of Comprehensive Plan, Zoning Ordinance, Availability of Municipal Services**

As part of the analysis of feasible compatible use of potentially releasable noise land, any current Comprehensive Plan and zoning ordinances will be reviewed. The analysis will consider any future Comprehensive Plan land use designations and any current zoning in the vicinity of each noise parcel. The analysis will also review any Regional

Transportation Plan and Street Improvement Programs to develop an understanding of City, County or Parish government long-range views of the development potential of the area. In addition, the analysis will consider the availability of municipal water and sanitary sewer service to the potentially releasable noise lands.

### **Task 7: Preliminary Market Analysis**

Interview a selection of local real estate and development professionals with expertise in the commercial sector to gain a general understanding of the land market in the vicinity of the Airport. The objective will be to determine the market's view of the potential highest and best use of land in the area. The findings of Task 6, above, will also be considered in this preliminary analysis. This task will not include property value appraisals or detailed investigations of development trends in the area.

Prepare Working Paper 2 describing the findings of the preliminary market analysis.

### **Task 8: Conversion of Noise Lands for Aeronautical or Development Purposes**

Using the results of Tasks 4 and 5, assist [the airport] in determining which parcels, if any, are "no longer needed" within the meaning of the statute and the grant assurance, should be converted from "noise lands" to aeronautical or airport development lands. After review by [the airport] management, prepare Working Paper 3, Conversion of Noise Lands for Aeronautical or Airport Development Purposes. Coordinate with [the airport] in transmitting Working Paper 3 to the FAA Southwest Region, Airports Division for review, comment and support.

FAA comments will be incorporated into the draft Noise Land Inventory and Reuse Plan (See Task 10).

### **Task 9: Disposition of Noise Lands**

Using the results of Tasks 5 through 8, assist [the airport] in determining which parcels, if any, are "no longer needed" within the meaning of the statute and the grant assurance, and need not be retained for aeronautical protection or airport development. Assist [the airport] in developing a Disposition Program by determining the desired disposition of such parcels, considering the following options:

1. Sell the property and pay funds to the FAA or recycle for future AIP eligible projects at the Airport;
2. Dispose of the land through a long-term lease, subject to arranging, at the time of the lease, to repay the federal share of the current fair market value of the property at the time it enters into the lease;
3. Recycle the FAA AIP funding (in effect, reimburse the FAA) for the AIP funds used for the land acquisition through [the airport] funds;

4. Retain the land as a noise buffer, if the City, County or Parish government indicates a desire to officially establish such a noise buffer and initiates an effort to do so.

Draft model deed restrictions and land use easements which would be included as conditions for the lease, sale, or other reuse of any noise lands. The deed restrictions and easements will be drafted to ensure that the lessee, purchaser, or user and all subsequent land leases, owners, or users would be barred from using the land for any noise-sensitive purpose deemed to be noncompatible with aircraft noise (per Table 1 of 14 CFR Part 150, Airport Noise Compatibility Planning).

Prepare Working Paper 4, Disposition Program, including the model deed restrictions and easements. Transmit to [the airport] attorney and the City, County or Parish attorney for review and comment. Their comments will be incorporated into the draft Noise Land Inventory and Reuse Plan. (See Task 10)

### **Task 10: Planning Documents**

Prepare a Noise Land Inventory and Reuse Plan, which will document the analysis undertaken in the previous tasks and will describe the recommended disposition of all noise lands. Three editions of the Plan will be prepared:

- A Preliminary Review Draft, which will be distributed to [the airport] management for review and comment.
- An official Draft Plan, incorporating [the airport] staff comments and revisions, for distribution to the FAA, the Airport Commission (if applicable) and City, County or Parish officials.
- A Final Plan, prepared after the FAA, the Airport Commission (if applicable) and City, County or Parish officials have had the opportunity to review and comment on the Draft Plan.

Products: Preliminary Review Draft Plan – Up to five (5) hard copies; official Draft Plan – Up to fifty (50) hard copies; Final Plan – Up to fifty (50) hard copies and one CD or DVD with an electronic copy.

### **Task 11: Coordination and Consultation**

The Consultant will coordinate with [the airport] management, FAA Southwest Region Airports Division staff, and with the City, County or Parish Planning Department throughout the project. In addition, the Consultant will attend up to four (4) meetings of local commissions or the City, County or Parish Council/Commission, as directed by [the airport] management.