

# Scope of Work: “Design Build for an Illuminated Billboard

**Location:** 148 Mackey Ln, Tazewell VA 24651

**Client:** Tazewell County

**Date:** July 24, 2025

## 1. Project Overview

This Scope of Work (SOW) outlines the comprehensive design, fabrication, and installation services required for a custom internally illuminated billboard, as shown in the provided Drawing. The project aims to deliver a billboard ensuring full compliance with all local regulations and optimal visibility. Pricing will need to be provided for each option.

## 2. Scope of Services

The Contractor shall provide all labor, materials, equipment, and supervision necessary to complete the following services:

### 2.1. Design Phase (Including Permitting Requirements)

- **Site Survey & Analysis:**
  - Conduct a detailed site survey at 148 Mackey Ln, Tazewell VA 24651, to verify existing conditions, topography, utility locations (underground and overhead), and potential obstructions.
  - Assess existing vegetation, particularly trees, that may obstruct sign visibility from key approach directions.
  - Perform a preliminary geotechnical investigation to inform foundation design.
- **Code Review & Compliance:**
  - Thorough review of all applicable local Tazewell County, state (Virginia), and federal codes and ordinances pertaining to sign design, construction, electrical work, and environmental impact. This includes building codes, electrical codes (NEC), and any specific sign regulations.
- **Permitting & Approvals (All Necessary Work):**
  - **Application Preparation:** Prepare and submit all required permit applications, including but not limited to this will include any drawings and details necessary for receiving permits
    - Building Permit (for all necessary parts of the project)

- Environmental permits if applicable (e.g., for tree removal, Erosion and Sediment, stormwater management).
  - **Agency Coordination:** Submit request for all necessary permits. (Tazewell County will waive all local permit fees)
  - **Response to Comments:** Promptly address any comments, questions, or requests for revisions from permitting agencies, making necessary adjustments to drawings or documentation.
  - **Pre-Construction Meetings:** Attend any required pre-construction meetings with local officials.
- **Tree Visibility Assessment & Recommendations:**
  - Based on the site survey, identify specific trees or vegetation that significantly impede the visibility of the proposed sign from main thoroughfares or key vantage points.
- **Work Area Layout Plan:**
  - Develop a site-specific work area layout plan, indicating:
    - Location of the proposed sign.
    - Designated areas for material staging, equipment parking, and temporary office/storage.
    - Access routes for construction vehicles.
    - Pedestrian and vehicular traffic control measures during construction.
    - Location of temporary fencing or barriers for site security and public safety.
    - Location of any temporary utilities required during construction.
- **Billboard Design**
  - The contractor shall design and provide the panels for the billboard design that is approved by Tazewell County.

## 2.2. Construction Phase

- Establish and secure the work area as per the approved work area layout plan prior to construction, Implement all necessary safety measures, including signage, barricades, and fall protection.
- All Construction must be performed per the approved plans and permits.

## 2.3. Project Closeout & Cleanup

- **Final Inspections:**
  - Schedule and facilitate all required final inspections by local building officials and Counties Engineering Office
  - Address any punch list items identified during inspections.
- **Site Cleanup:**
  - Thorough removal of all construction debris, waste materials, and unused equipment from the site.

- Restoration of any disturbed areas (e.g., regrading, seeding if necessary) to their original or improved condition.
- Ensuring the work area is left clean, safe, and presentable.
- **Documentation:**
  - Provision of "as-built" drawings, operation manuals for the sign's electrical components, and warranty information to the Client.

### **3. Client Responsibilities.**

- Review and approve design drawings, material samples, tree work recommendations, and progress at key milestones in a timely manner.
- Make timely payments as per the agreed-upon payment schedule.
- Obtain any necessary property easements or rights-of-way if the sign or work area extends beyond the Client's property boundaries.
- Waive all local permit fee's

### **5. Project Schedule (Estimated)**

A detailed project schedule with specific milestones and dates will need to be provided upon contract signing. General phases include:

- **Design & Permitting:** [X] weeks (includes permit application, review, and approval time)
- **Construction:** [Y] weeks
- **Final Close out:** [Z] days