

Office of Historic Alexandria
Department of Recreation, Parks and Cultural Activities
Department of Transportation and Environmental Services
Department of General Services
Memorandum of Understanding-Fort Ward Park and Museum Area Operations and
Maintenance
August, 2011

- I. **TITLE:** *Agreement for the Performance of Daily Operations and Maintenance for the Fort Ward Park and Museum Area Operated by the Office of Historic Alexandria, the Department of Recreation, Parks & Cultural Activities and Other Involved Departments.*
- II. **PURPOSE:** To establish clearly defined areas of responsibility between the Office of Historic Alexandria (OHA), the Department of Recreation, Parks, & Cultural Activities (RP&CA), the Department of Transportation and Environmental Services (TES), and Department of General Services (GS) for the budgeting and performance of operations and maintenance, within the Fort Ward Park and Museum Area.
- III. **MOU COORDINATION GROUP:** Each department will appoint a representative to participate in quarterly coordination meetings that will serve to address and resolve issues related to the management, maintenance and operations of the Fort Ward Park and Museum Area. Issues of interpretation of the MOU or changes and modifications will be placed on a quarterly meeting agenda of the coordination group.
- IV. **RESOLUTION OF MOU AND NON-MOU RELATED ISSUES:** Operating issues not covered in the MOU, including special requests/work orders and personnel related matters, should be handled via the established chain of command for each involved department.
- V. **DEFINITIONS OF SERVICES:**
- Regularly Scheduled Maintenance Operations
- a. **Mowing:** Responsibility for scheduled mowing, trimming and weed control and related contract management based on designated sensitive historical areas.
- b. **Leaf Collection:** Seasonal responsibility to collect and remove fallen leaves from high traffic and/or areas not heavily wooded.
- c. **Snow Removal:** Seasonal responsibility to remove snow and ice from all paved vehicular and pedestrian thoroughfares.
- d. **Trash Pick-up:** Daily responsibility for litter control, emptying of site trash cans into dumpster, and dumpster pick-up.

Fort Ward
Memorandum of Understanding

- e. **Housekeeping:** Custodial services to include general cleaning, vacuuming, dusting, trash pickup and removal, and replacement of operating supplies (toilet paper, paper towels, hand soap, trashcan liners).

As Needed Maintenance Operations

- a. **Landscaping and Invasive Management:** Responsibility for management of site landscaping, including planting and maintaining landscape beds and control/removal of invasive species.
- b. **Tree Maintenance and Planting:** Responsibility for identification of locations and planting of new, tree limbing, pruning and dead fall removal as needed.
- c. **Site Amenities:** Responsibility for identification of locations for any new site amenities (including furnishings) and maintenance of existing amenities.
- d. **Roadway and Parking Lot Maintenance:** Responsibility to maintain all paved areas throughout the park, including any repairs and repaving required.
- e. **Stormwater Maintenance:** Responsibility to initiate necessary study, intervention and management of streams and stormwater run-off and related impacts on the site and adjacent properties.
- f. **New Buildings or Renovations:** Responsibility to determine locations, design, obtain permits, and manage construction of any new or renovated buildings.
- g. **Park Reservations:** Responsibility to manage the rental of picnic sites and amphitheater, including receiving and processing deposits and payments, informing renters of all rules and regulations, and alerting park management staff of all rentals.
- h. **Special Events:** Responsibility to coordinate and schedule any special events held at the park, including ensuring all required permits are acquired.

Fort Ward
Memorandum of Understanding

VI. RESPONSIBILITIES:

The Department of Recreation, Parks and Cultural Activities, the Office of Historic Alexandria, the Department of Transportation and Environmental Services, and the Department of General Services agree to the areas of operations and maintenance service in accordance with the following:

	RPCA	OHA	TES	GS	Volunteer
Digging/ground disturbance	X	72 hour advance notice	X	X	
Archaeology work	Two weeks advance notice	X	Two weeks advance notice	Two weeks advance notice	
Support for History projects/events (special requests)	Two weeks advance notice	X			
Mowing and hedge trimming within historically sensitive areas as designated on Map A		X			
Mowing of park lawn areas not designated as historically sensitive on Map A	X				
Irrigation Management	X	X			
Tree maintenance	X				X
Determining location of new trees	X	X			
Landscaping and flower beds (planting and maintenance)	X				X
Trash pick-up Monday – Friday	X		X		
Trash pick-up Weekends	X		X		
Custodial and stocking for park restrooms/facilities M,W,TH,SA,SU mornings/afternoons as designated on Map C	X				

Fort Ward
 Memorandum of Understanding

	RPCA	OHA	TES	GS	Volunteer
Custodial and stocking for park restrooms/facilities TU,FR mornings as designated on Map C		X			
Design of park signage	X	X			
Maintenance of park and regulatory signage			X		
Design and maintenance of historical/interpretive signage		X			
Design and determining location of site amenities (grills, park furniture, pavilions, playground, etc.)	X	X			
Maintenance of site amenities (grills, park furniture, pavilions, playground, etc.)	X	Two weeks advance notice			
Maintenance of roads, paved areas and walkways (no ground disturbance)	Two weeks advance notice	Two weeks advance notice	X		
Maintenance of stream/stormwater			X		
Cultural Resource Inventory (ongoing)		X			
Interpretation of Cultural and Historic Resources		X			
Interpretation of Natural Resources	X				
Park Reservations and Special Event Management	X	X			
Enforcement and Monitoring of park reservations	X	X			

Fort Ward
 Memorandum of Understanding

	RPCA	OHA	TES	GS	Volunteer
Management of onsite reservations	X				
Maintenance of museum building, Officer's Hut, and Fort Gate as designated on Map C		X		X	
Museum building, Officer's Hut, Fort Gate CIP projects as designated on Map C		X		X	
Maintenance of grave/burial sites as designated on Map A		X			
Maintenance of restroom and storage facilities as designated on Map C	X	X		X	
Maintenance of two sheds in Adams memorial/grave area as designated on Map C		X			
Maintenance of amphitheater/storage area as designated on Map C	X				
Park buildings CIP projects as designated on Map C	X	X		X	
Design and determining location of new park or museum/fort buildings and structures	X	X		X	
Tree litter and leaf pick-up/removal	X				
Snow removal as indicated on Map B	X				
Bags of ice melt dropped at museum if necessary	X				
Coordination/ Meeting schedule	X	X	X	X	

Fort Ward
Memorandum of Understanding

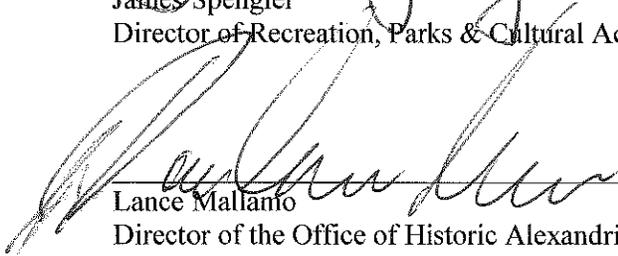
Allocation and use of the park and museum structures is as shown on Map C.

We, the undersigned, agree to the items as outlined and defined in this memorandum of understanding:



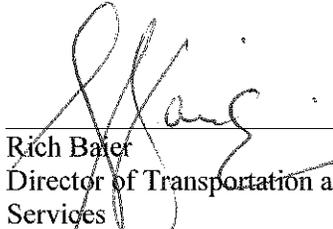
James Spengler
Director of Recreation, Parks & Cultural Activities

Date: 9/12/2011



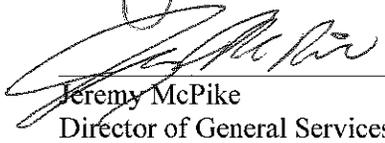
Lance Mallamo
Director of the Office of Historic Alexandria

Date: 9/08/2011



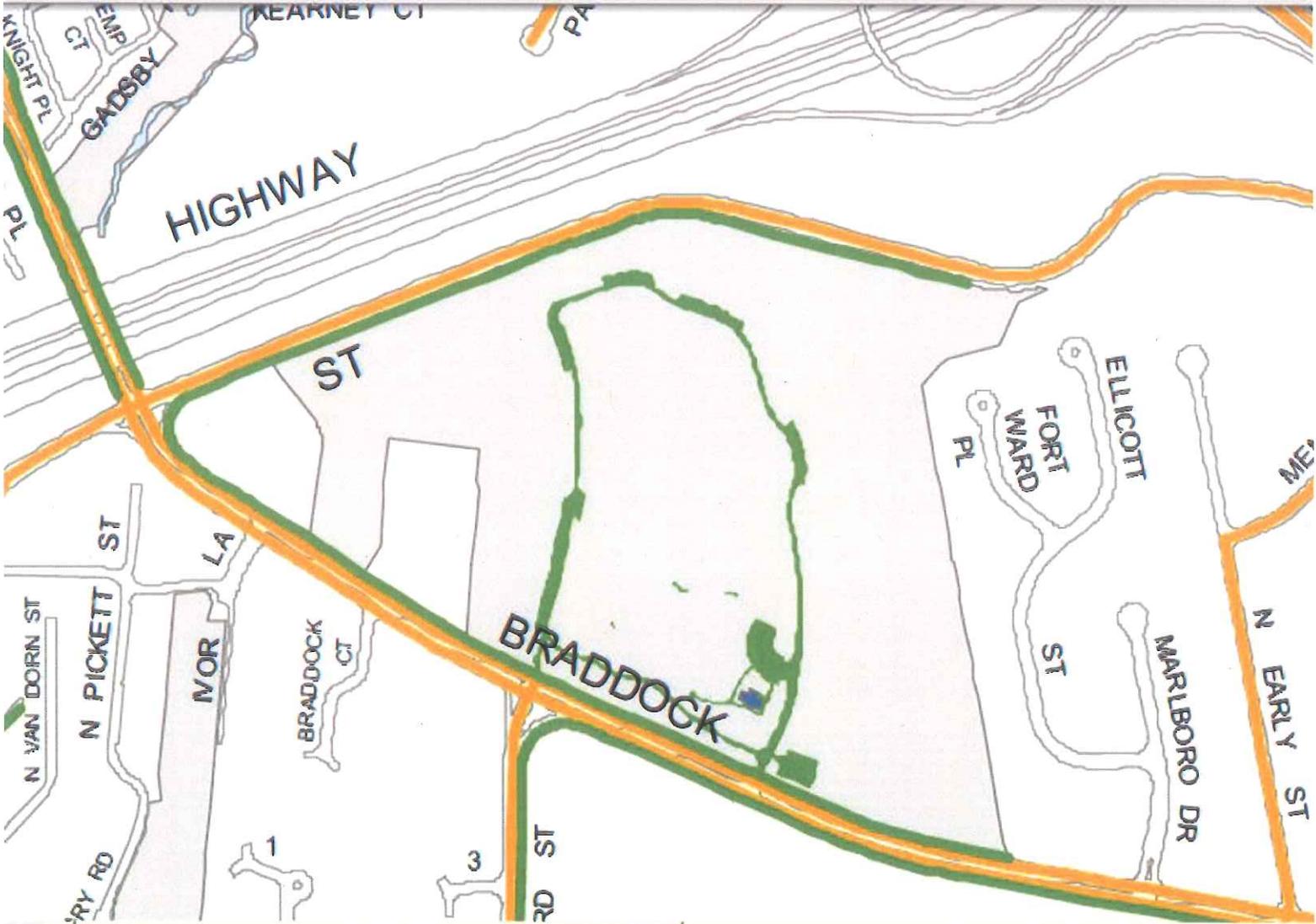
Rich Bate
Director of Transportation and Environmental
Services

Date: "

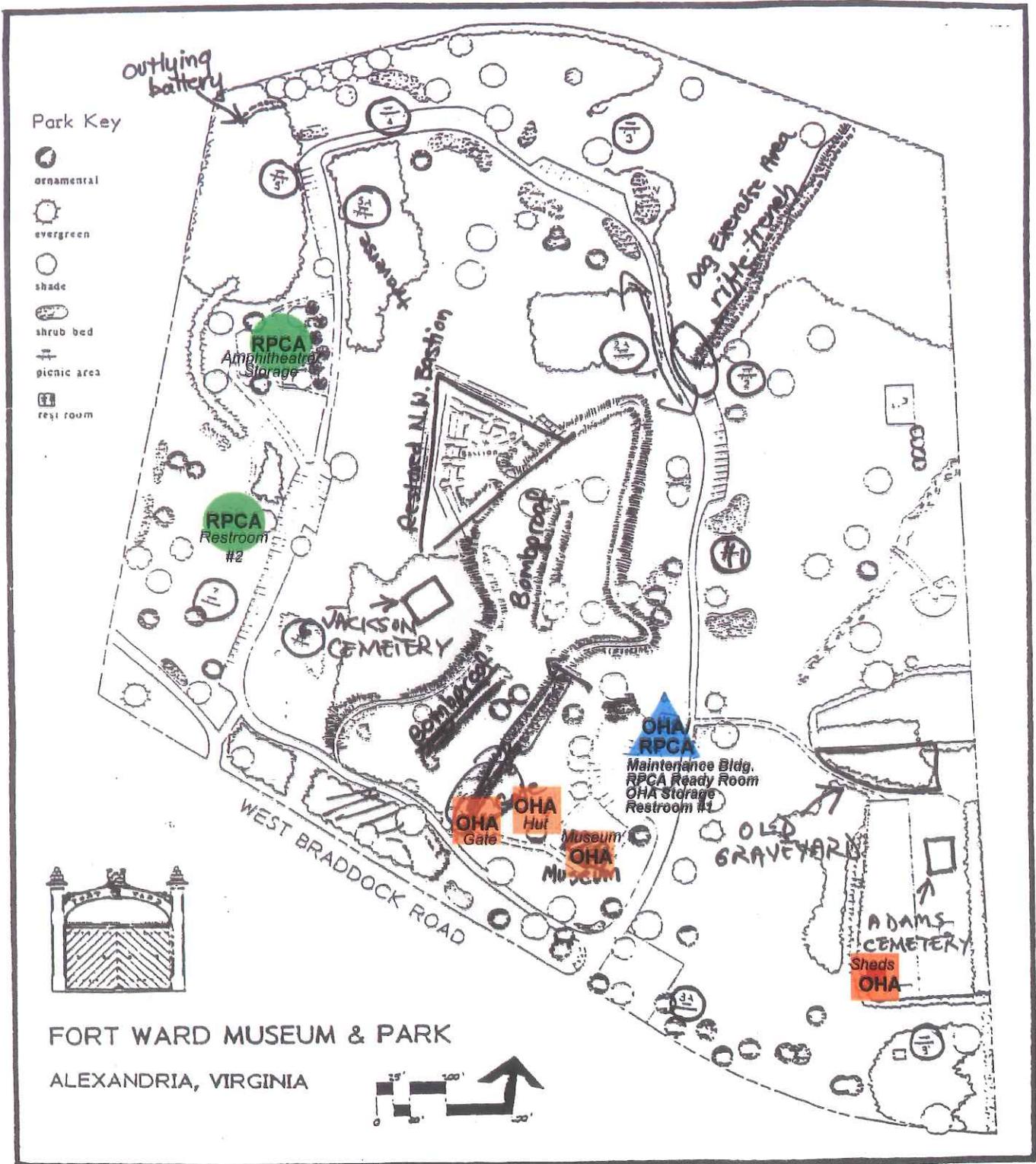


Jeremy McPike
Director of General Services

Date: 9-9-11



Map B



KEY



Map C

OHA Building Maintenance in conjunction with General Services