









Fort Ward Park and Museum Area Management Plan

Appendix IV

2011 MOU

GROUND DISTURBING ACTIVITIES

NOTIFICATION PROTOCOLS

The City of Alexandria, Virginia

October 2014

FINAL DRAFT

This page intentionally left blank.

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.

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.

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				

	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			

	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	

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

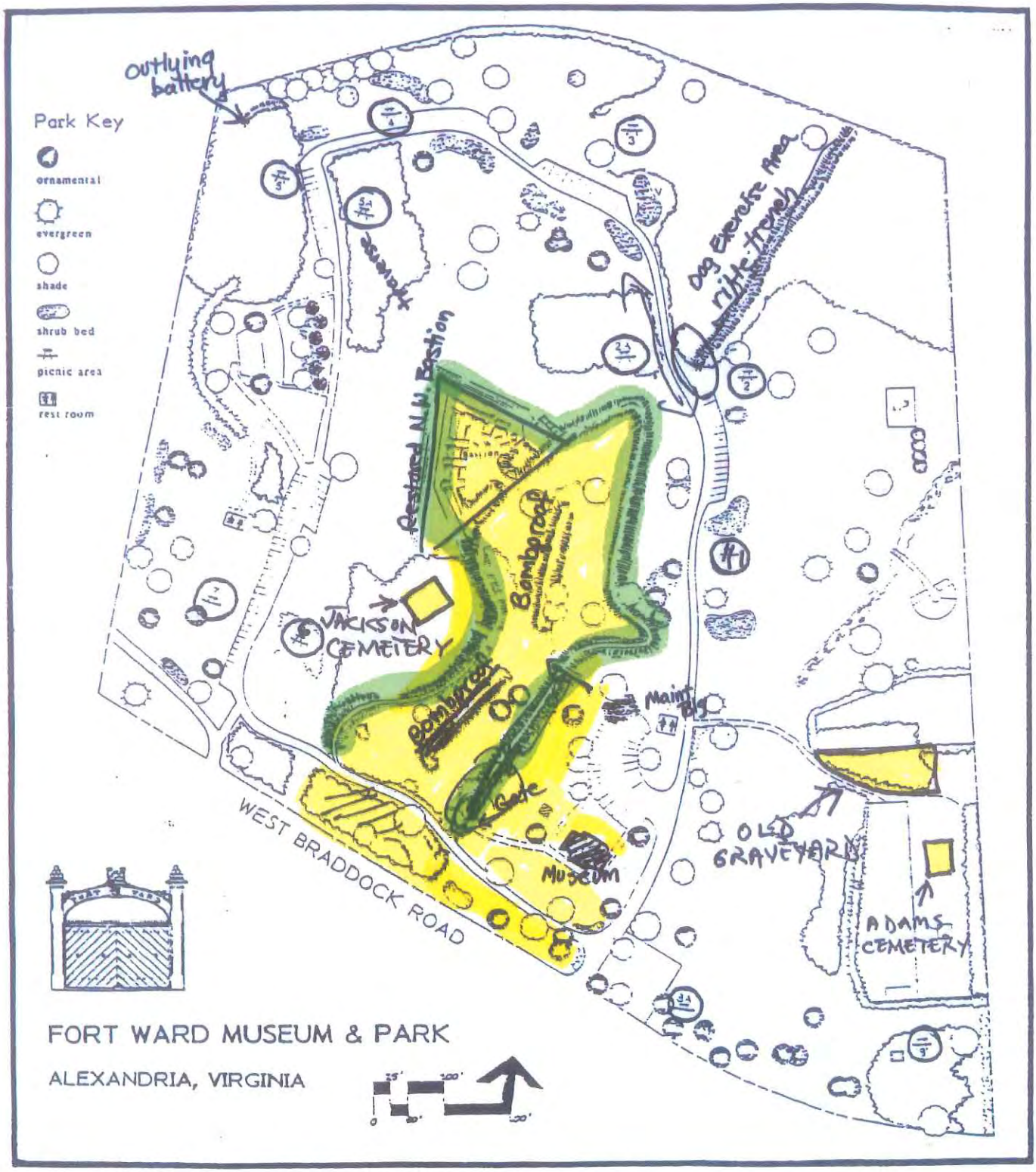
Date: 9/08/2011

Rich Baier
Director of Transportation and Environmental Services

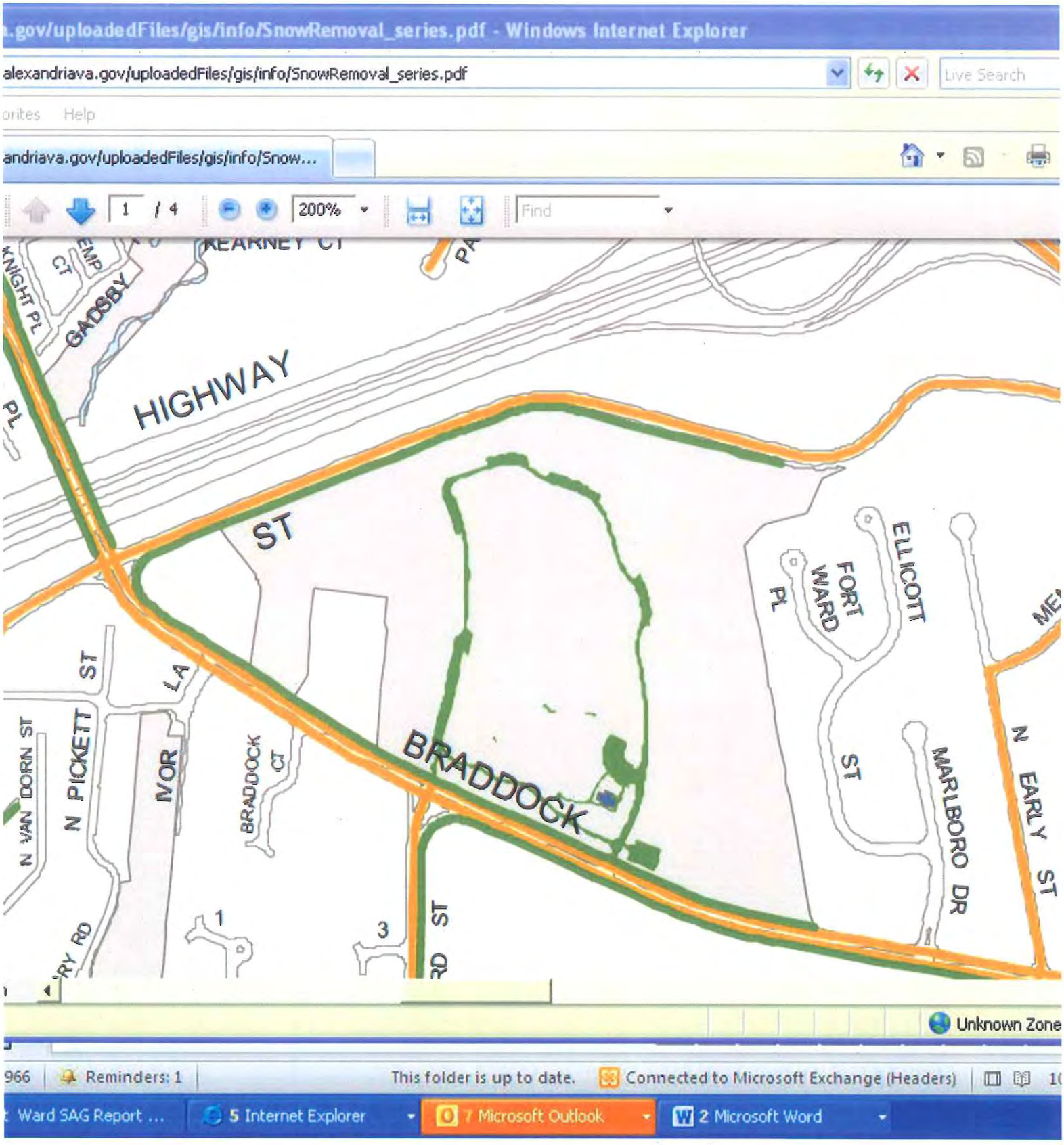
Date: 11

Jeremy McPike
Director of General Services

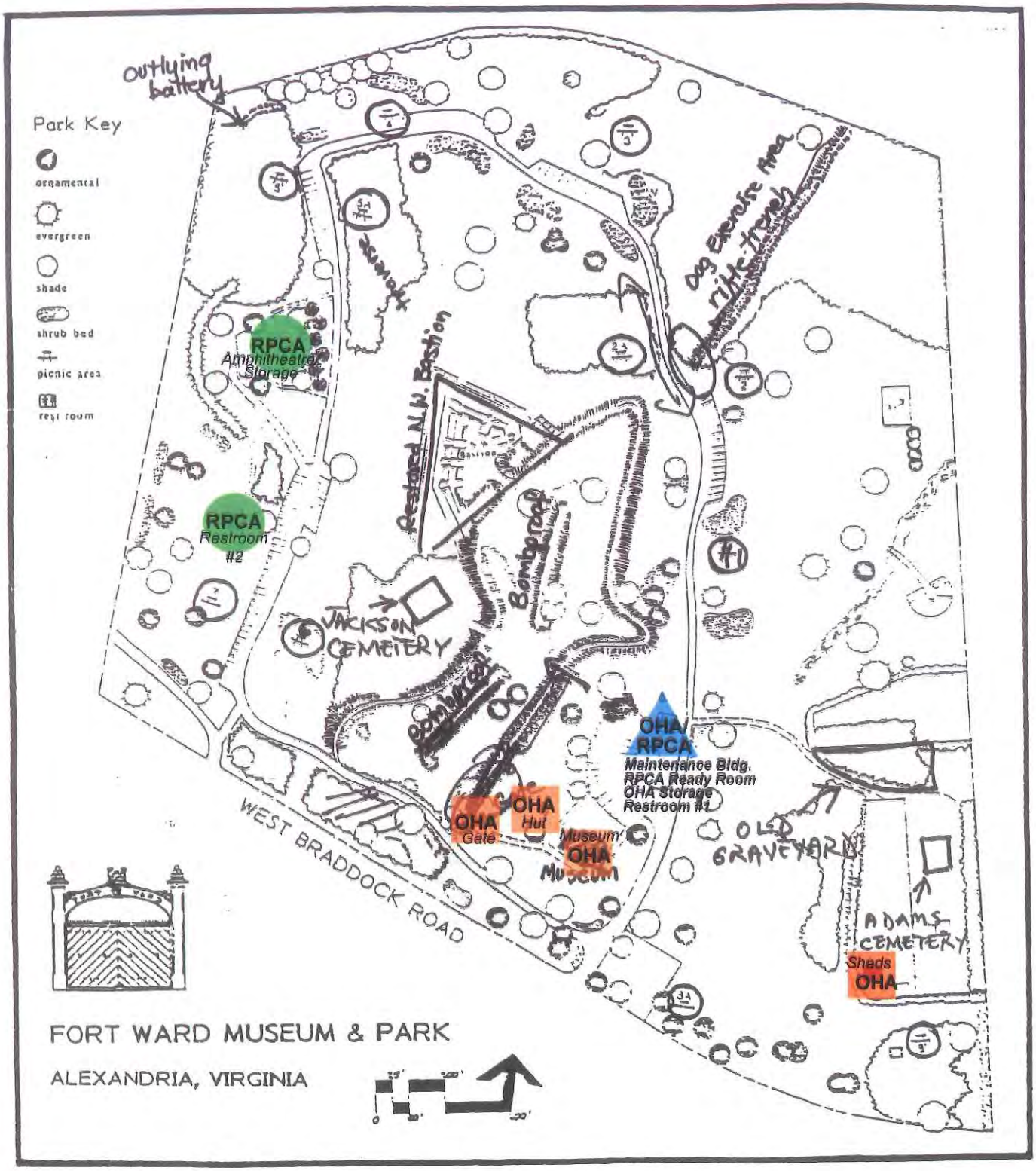
Date: 9-9-11


Park Key
ornamental
evergreen
shade
shrub bed
picnic area
rest room
outlying battery
dog exercise area
night trench
Restored Civil War Bastion
Bombproof
JACKSON CEMETERY
Bombproof
Main Bldg
Gate
WEST BRADDOCK ROAD
Museum
OLD GRAVEYARD
ADAMS CEMETERY
FORT WARD MUSEUM & PARK
ALEXANDRIA, VIRGINIA

Map A


.gov/uploadedFiles/gis/info/SnowRemoval_series.pdf - Windows Internet Explorer
alexandriava.gov/uploadedFiles/gis/info/SnowRemoval_series.pdf
Live Search
orites Help
andriava.gov/uploadedFiles/gis/info/Snow...
1 / 4
200%
Find
KEARNEY CT
KNIGHT PL
GADSBY
HIGHWAY
ST
BRADDOCK
N PICKETT ST
N VAN DORN ST
MOR LA
BRADDOCK CT
FORT WARD PL
ELLICOTT
MARLBORO DR
N EARLY ST
RD ST
1
3
Unknown Zone
966
Reminders: 1
This folder is up to date.
Connected to Microsoft Exchange (Headers)
Ward SAG Report ...
5 Internet Explorer
7 Microsoft Outlook
2 Microsoft Word

Map B



KEY

RPCA

OHA — *Building Maintenance in conjunction with General Services*

OHA/ RPCA

Map C

Fort Ward Park and Museum Area Interdepartmental Memorandum of Understanding Guidelines for Ground Disturbance, including Process and Procedures to Protect Cultural Resources

DRAFT Addendum to Annual M.O.U. (August, 2014)

The following definitions, process and procedures relate to any ground disturbing activities at Fort Ward Park. They apply to City employees, City contractors, and any volunteers.

I. Notification

Notify the Office of Historic Alexandria (OHA) 7 days in advance of the commencement of any ground disturbing activities to take place in areas on the map shaded Yellow or Red (attached). Notice of ground disturbing activities must also be posted within the park and at the Fort Ward Museum 7 days in advance of such work.

II. Definitions - Levels of Ground Disturbance

The Management Plan documents and maps the levels of ground disturbance permitted in all areas of the park based on archaeological findings and potential (See attached map).

Green Shading: Minimal Ground Disturbing Activities (aeration, stump grinding, tree planting and soft path construction) allowed. Ground disturbance is acceptable.

Green shading delineates areas where archaeological excavations have indicated that there is previous disturbance and/or low potential for significant archaeological resources to be present.

Yellow Shading: No Ground Disturbing Activities without review by the Office of Historic Alexandria (OHA). Ground disturbance shall be minimized. All proposed ground disturbing activities are to be reviewed by OHA prior to start of work. OHA will assess the impact of the proposed ground disturbance on potential archaeological resources based on the location and scope of the project and determine what is required to preserve cultural resources. OHA will require and implement preservation actions, if needed.

Yellow shading delineates areas where concentrations of artifacts (relating to Native American, Civil War and African American periods of use and occupation) were discovered and where African American structures and households were present.

Red Shading: No Ground Disturbing Activities allowed without archaeological review and investigation by OHA. Ground disturbance shall be avoided, if possible. All proposed ground disturbing activities are to be reviewed by OHA prior to start of work. Acceptable types of ground-disturbing activities in red shaded areas include interpretive

DRAFT

elements (signs, etc.) and those necessary for protection of environmental or cultural resources, including stormwater management. OHA will assess the impact of the proposed ground disturbance on potential archaeological resources based on the location and scope of the project and determine what is required to preserve cultural resources. OHA will implement preservation actions, if needed. For any ground disturbance greater than six inches (6”), implementation of preservation measures will be required. For ground disturbance less than six inches (6”), OHA must be on site prior to the commencement of activity to conduct a preliminary assessment of any potential impact to resources and to determine if preservation measures need to be implemented.

Red shading delineates areas where cemeteries or graves of the African American community are present or possibly present, and where earthworks relating to the Civil War fortifications exist.

III. Processes and Procedures for the Protection of Cultural Resources - Levels of Ground Disturbance

- Notify OHA a minimum of seven (7) days before work is to begin in Yellow Shaded and Red Shaded areas.
- Courtesy notification preferred for work to take place in Green Shaded areas.
- OHA will review the proposed work site and, when necessary, clearly work with RPCA and T&ES to mark off areas where ground disturbance may occur in accordance with the Management Plan.
- All capital projects (i.e., planned site improvements) shall include funding and related resources for archaeology in the project timeline and budget. Regardless of location, all ground disturbers must be made aware of the **Call If Finds** requirement in Section IV—Responsibilities of Ground Disturbers, no matter how small the ground-disturbing activity.
- There will be no disturbance to identified burial locations; all burials will be protected in place. If evidence of burials is discovered during any ground disturbing activities, OHA will immediately update the map showing levels of ground disturbance to ensure that the area of the burials is shaded red. The newly discovered burials will also be protected in place.

IV Responsibilities for Ground Disturbers

- If an archaeologist is not present, call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.), bones, or concentrations of artifacts (including wood framents) are discovered during ground disturbing activities. Work must cease in the area of the discovery until a City archaeologist comes to the site and determines the appropriate preservation action.

DRAFT

- For any emergency situation requiring immediate attention to ensure the safety of park visitors and staff, OHA must be contacted and alerted to the situation and necessary response.

V. **Responsibilities for OHA**

- Upon notification, review ground-disturbing activities to determine the need for preservation actions and the type of action that is required.
- Implement the required preservation action, which may include:
  - Monitoring ground-disturbing activities.
  - Conducting an archaeological excavation in concert with the ground disturbance.
  - Conducting an archaeological excavation prior to the ground-disturbing activities.

DRAFT