



ANNOUNCEMENT

REQUEST FOR PROPOSALS (RFP)

Ohio River Trail Pittsburgh to Coraopolis Feasibility Study

The Manager of the Township of Stowe, Allegheny County, Pennsylvania and Friends of the Riverfront, is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the Township of Stowe involving an Ohio River Trail – Pittsburgh to Coraopolis Feasibility Study. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement. The total amount available to complete the consulting work according to the following criteria is **\$48,000.00**

Sealed proposals (fifteen bound, one unbound, and one electronic), must be received by Sam Thomas, Friends of the Riverfront, 33 Terminal Way, Pittsburgh, PA 15219, no later than **December, 5, 2011, at 4:00 p.m., est.** If mailed, the proposals to Friends of the Riverfront should be addressed to: Sam Thomas, ATTN: Ohio River Trail.

Any contact for additional information should be made to Thomas Baxter, Friends of the Riverfront, at 412.488.0212 x2 or trail@friendsoftheriverfront.org

If you are interested in submitting a proposal for this work, you may obtain an RFP by contacting:

Sam Thomas, Program Manager
Friends of the Riverfront
33 Terminal Way
Pittsburgh, PA 15219
412.488.0212 x2 or trail@friendsoftheriverfront.org

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NOTE: In this document the term "proposer" shall mean the person or firm making a proposal based on this RFP. The term "proposer" and the term "firm" are used interchangeably. Also, the term "you" or "your" shall refer to the proposer.

SECTION 1. BACKGROUND

Pennsylvania Environmental Council, Allegheny County and Friends of the Riverfront continue to partner on riverfront trail and greenways issues throughout Allegheny County. The partnership has yielded multi-municipal planning, construction of new trails and additional public access points along our rivers. Much of these developments have centered largely on the banks of the Monongahela and Allegheny Rivers. We are now exploring potential options along the Ohio River to extend the Three Rivers Heritage Trail as a way of connecting communities through trails and greenways.

Currently the Three Rivers Heritage Trail ends on the banks of the Ohio River adjacent to Station Square. There is a strong opportunity to expand this trail along the Ohio Riverfront downstream to connect into the Montour Trail via the County's Sports Legacy Project. The Montour Trail provides a dedicated non-motorized connection through the South Hills and access to the Pittsburgh International Airport. Development of a trail along the Ohio River will also create numerous community connections and offer opportunities for education, recreation and alternative transportation to and from work, school, and other places of business currently not easily accessible. This multi-municipal effort encompasses the City of Pittsburgh, McKees Rocks, Stowe, Kennedy, Neville, Robinson and Coraopolis including several local community groups.

SECTION 2. REQUIREMENTS

A. General

The Township of Stowe reserves the right to reject any or all proposals and to select the proposal that it judges to be in the best interest of the Township of Stowe.

The contract is subject to the approval of Township of Stowe Secretary and is effective only upon their approval.

All proposers are bound by the deadline and location requirements of this RFP as previously stated in the Announcement.

All proposals shall remain effective subject to Township of Stowe review and approval for a period of sixty (60) days from the deadline for submitting proposals.

If only one proposal is received by the Township of Stowe, the Township of Stowe may initiate negotiations with the firm submitting the proposal or may seek additional proposals on an informal or formal basis during the sixty (60) day period that proposals must remain effective.

The proposer is encouraged to add to, modify, or clarify any of the scope of work items it deems appropriate to obtain a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed, at minimum, must accomplish the goals and work outlined below.

B. Work Requirements (Scope of Work)

This project will complete a trail plan encompassing the City of Pittsburgh, McKees Rocks, Stowe, Kennedy, Neville, Robinson along the Ohio Riverfront in an effort to develop a recreational/commuting corridor between the Three Rivers Heritage Trail and the Montour Trail. This connection is an important part of a larger trail plan encompassing the Ohio Riverfront. The trail alignment may not feasibly be located along the riverfront. In such cases there will be a need to identify potential roadway to accommodate separated bike/pedestrian facilities.

A. Legal Feasibility

Determine if it is feasible to obtain free and clear title to the ROW. Ownership patterns of rights-of-ways can be complicated and hinder development of trail projects.

1. Review and assess existing plans and studies relating to riverfront planning/design/acquisition within the study area that may contribute to the project including but not limited to The Ohio River Corridor Study, June 1986 and Chartiers/Ohio Riverfront Park Master Plan July 2004.
2. Determine the ownership status of the ROW.
 - a. Identify current property owners and contact, if appropriate, to describe the project and determine level of interest in supporting the project.
 - b. Provide detailed level of title search activity required for the ROW for which clear title is not evident.
3. Identify current property owners adjacent to the ROW and/or located on potential trail alternative routes and contact these owners if appropriate.
4. Based on results from above, evaluate acquisition and/or easement agreement options such as type of agreements required, preferred arrangement from property owners, etc.
5. In the event property for trail alignment is not available or feasible, in the case of a gap between two longer stretched, identify roadways (and jurisdiction) for potential share the road improvements (bike/ped. facilities) that will allow for trail to continue along alignment. In such cases indicate what improvements are needed based on the latest Manual for Uniform Traffic Control) MUTCD standard.
6. Identify parcels with potential for public riverfront access.

B. Physical Inventory and Assessment of the ROW (Field visits must be performed for the entire length of the project area)

1. Prepare detailed mapping (GIS) of proposed trail alignment at an appropriate scale. (Access existing mapping which is available from various local planning agencies, USGS, railroad company, etc.)

2. Compatibility of trail development with adjacent land uses.

Identify and address potential impacts on adjacent land uses (agricultural lands, industrial properties, school facilities, businesses, residences, etc.

3. Physiographic analysis -- Identify and map:

- a. the length, dimensions and ROW boundaries;
- b. steep slopes;
- c. topography (Use of topographic information on USGS maps is acceptable);
- d. the composition of the railroad bed (materials and integrity);
- e. surrounding land use; and,
- f. erosion and drainage problems along the trail.

4. Natural Features Inventory -- Identify and map:

- a. the adjacent or intersecting streams;
- b. significant natural features (lakes, ponds, rock outcroppings, wetlands, floodplains, etc.); and,
- c. existing vegetation and wildlife analysis (identify any species of concern or sensitive habitat areas in the project area and/or the existence of aggressive, weedy species/major invasive plants).

5. Wildlife Analysis within the Corridor.

- a. Identify and map existing livestock crossings.
- b. Detail any wildlife that may be harmful to trail users
- c. Detail any wildlife habitat that may be impacted by the trail or potential uses.

6. Structures within the Corridor.

- a. Provide a general assessment of existing bridges, canals, culverts, and/or tunnels.
 - b. Provide a general assessment of existing trail buildings (train stations, etc.).
 - c. Identify potential and/or obvious trail encroachments.
7. Infrastructure and Utilities.
- a. Identify and map the location of utilities in relationship to trail and alternative trail locations (water, sanitary sewers, electrical and gas lines, telephone, etc.).
 - b. Assess the capacity of these utilities to serve trail development.
 - c. Determine instances where the physical location of utilities may be an impediment to trail development.
8. Intersections and Access Points.
- a. Identify and map existing road crossings, active rail lines, driveways, etc. if active crossings are noted identify who owns the crossing and what if any improvements are needed.
 - b. Inventory access points located within the corridor for possible vehicular and pedestrian access to and through the corridor.
9. Environmental Hazards.

Based on preliminary assessments, determine the need for environmental assessment studies relative to toxic waste disposal or other environmental hazards

-or-

conduct a Phase I environmental assessment (for decision-making purposes, more detailed assessments may be necessary).

NOTE: If at any point in the course of this study it becomes apparent that insurmountable natural or manmade obstacles preclude the development of a trail all work by the consultant should end immediately and completely, the contract become null and void and no payment will be issued for any work beyond that point. In this unlikely event consultant shall immediately notify project coordinator.

C. Prepare a Trail Plan

1. Develop a trail plan incorporating all data obtained and conclusions reached in tasks B through C.
2. Plan map should identify the:
 - a. trail location (preferred) and any alternative (practical) routes within

- b. municipalities;
 - b. proposed location of trail-heads and related facilities (restroom, water, emergency telephone, lighting, parking, maintenance, etc.);
 - c. areas with single and/or double tread pathways;
 - d. areas for trail barriers and emergency access;
 - e. areas needing natural buffers and/or screening; and,
 - f. proposed community connections to parks, schools, neighborhoods, etc.
3. Develop conceptual designs for mitigating potential conflicts between pedestrians and other proposed trail users (bicyclists, horseback riders, etc.).
 4. Identify auxiliary facilities necessary to operate the trail and provide conceptual designs for these areas such as rest areas, parking facilities, fencing or buffer systems, drainage systems, emergency vehicle access, facilities to meet the needs of persons with disabilities.
 5. Identify and prepare conceptual designs for facilities required to restrict use of the path (including but not limited to railroads, water authorities, steep embankments, etc.).

D. Financial Feasibility

1. Provide a cost estimate for any required land acquisition or purchase of easements.
2. Prepare cost estimates for developing the trail and for proposed facilities.
3. Develop a phased implementation plan. (Typically, development activities starts with the trail section with the least complications.)
4. Provide typical management and maintenance budgets from similar trails.
5. Develop a sample budget for staffing and maintenance, including all anticipated cost categories with projections of operating expenses and revenues per project phase.
6. Identify potential sources for capital and operating revenues such as, but not limited to, grants, direct municipal contributions, user fees, private sector support, etc. Evaluate which are the most likely funding sources.
7. Provide a cost estimate for completing a trail alignment along roadways, stipulate what signage, roadway improvement, etc are needed based the latest MUTCD standard.

E. Public Participation

In your scope of work, you will need to identify the consultant's role.

1. A study committee is formed. Consultant is responsible for working with study committee.
2. Participate in a in a minimum of 3 study committee meetings and 3 public meetings with representatives from impacted municipalities, local business leaders, neighborhood and community groups, and adjacent property owners. Consultant must prepare all visual aid materials/handouts for public participation meetings.
3. Conduct other public participation techniques such as surveys of adjacent property owners, key person interviews, etc. as needed.
4. Provide a written summary of the public participation process results.

F. Reporting

Consultant shall provide bi-monthly or quarterly progress reports to DCNR, Stowe Township and Friends of the Riverfront. See Appendix D

G. Summary

Provide an executive summary of study findings and recommendations including a phased implementation plan and cost estimate.

H. Final Product

1. Prepare a draft report which describes the study methodology, study findings, and recommendations and provides required mapping. Provide 15 bound copies, 1 unbound copy and 1 electronic of final draft to the Township of Stowe for review. Consultant shall provide the same to Friends of the Riverfront for review. DCNR shall be provided 1 copy of the draft for comment and review and 1 copy in pdf format burned to a disk or submitted electronically to DCNR's ftp site. The Township of Stowe, Friends of the Riverfront and DCNR will review and submit comments for incorporation and consideration prior to production of final report.
2. Once approved 25 bound copies of the final report will be provided to the Township of Stowe including 2 unbound copies along with 25 versions in pdf format burned to a disk. DCNR shall be provided 3 copies bound of the final report and 3 pdf versions burned to a disk.

Stowe Township and Friends of the Riverfront shall each be provided with 25 copies of all GIS data that has been gathered or generated burned to a disk. DCNR shall be provided 3 copies of the same.

END

SECTION 3. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL

A. Letter of Transmittal

This letter should include:

- a statement indicating your understanding of the work to be performed;
- an affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;
- the firm's contact person concerning the proposal and a telephone number where that person can be reached; and,
- a clear statement of the relationship that the firm and/or principal(s) of the firm relationship(s) with, or knowledge of, any officials or employees of the Township of Stowe and the nature of this relationship or knowledge.

FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR THE TOWNSHIP OF STOWE TO REJECT THE FIRM'S PROPOSALS AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN THE TOWNSHIP OF STOWE AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED.

B. Profile of Firm

This should be a brief statement indicating the firm's experience in conducting work of the nature sought by this RFP. Advertising brochures on the firm may be submitted as a part of this profile as long as the brochures specifically address the experience of the firm related to the work to be performed. Additionally, this profile should include:

- the location of the firm's office that will provide the proposed services;
- resumes of individual consultants or employees proposed to conduct the work and the specific duties of each consultant or employee relative to the proposed work;
- a brief reference list of other municipalities served by the firm should be provided with telephone numbers and names of contact persons; and,
- any other information describing the office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.

Note: DCNR requires that the project consulting team have certain qualification per the DCNR document attached as Appendix B. Please be prepared to confirm that your consulting team meets these qualifications.

C. Explanation of Work to be Performed

The proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by the Township of Stowe. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.

D. Work Schedule

A project work schedule should be provided which includes time frames for each major work element, target dates for public meetings and dates for completion of draft and final documents.

E. Cost

Full cost information should be provided that shows the minimum number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels. The proposed hourly rate for billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated.

The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of the Township of Stowe.

Your method of billing must be indicated. The preferred practice of the Township of Stowe is to pay for this type of consulting service upon completion of the work and receipt of the required report, however, the Township of Stowe will consider paying on a periodic basis as substantial portions of the work are performed, but not more than one time per month. Regardless of the billing method used, ten percent (10%) of the total contract price will be withheld until the final product is approved by DCNR.

F. Other Submittals

Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Nondiscrimination Certification (For proposing firm)

END

SECTION 4. EVALUATION CRITERIA

All proposals will be evaluated based on the technical and professional expertise and the experience of the firm, the proposed method and the procedures for completion of the work, and the cost of the proposal. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

A. Technical Expertise and Experience

The technical expertise and experience of the firm will be determined by the following factors:

- The overall experience of the firm in conducting similar work that is to be provided to the Township of Stowe.
- The expertise and professional level of the individuals proposed to conduct the work for the Township of Stowe.
- The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

B. Procedures and Methods

The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness and objectiveness will be of primary importance in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion.

C. Cost

The cost will be weighed in relation to the other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the Township of Stowe and the overall level of expertise of the specific firm's personnel proposed to do the work for the Township of Stowe.

All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposal.

END

SECTION 5. CONTRACT

A proposed agreement is included (next page) for your review. If you believe that this agreement is adequate, it should be completed in all material respects, including execution, and returned with the proposal. If you feel that an alternative agreement is more suitable, you may submit such as a part of your proposal. However, the Township of Stowe reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.

END

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement made and entered into this _____ day of _____, 2011, by and between the Township of Stowe, Allegheny County, Pennsylvania, a municipal corporation, hereinafter referred to as Township of Stowe, and _____, hereinafter referred to as "Consulting Firm".

WHEREAS, the Township of Stowe desires to have certain one-time professional consulting work done involving Community Trails Initiative ;and,

WHEREAS, the Township of Stowe desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as "RFP", and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to the Township of Stowe based on the formal proposal submitted in response to the Township of Stowe's RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and,

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Addendum to this agreement as follows: "none".

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW, THEREFORE, the parties mutually agree as follows:

TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm's proposal and amended by any addendum listed herein and attached hereto.

Assign the following individuals to do the Township of Stowe's required work as the minimum number of hours as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>MINIMUM HOURS</u>
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Any changes to the staffing proposed above shall be subject to the approval of the Township of Stowe. Staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

THE Township of Stowe WILL:

Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for total amount not to exceed \$48,000.00

Provide reasonable access to all Township of Stowe and Friends of the Riverfront personnel, facilities, and information necessary to properly conduct and complete the work required under this Agreement.

Bear the responsibility for implementing any recommendations made by the Consulting Firm in conjunction with the work performed hereunder unless implementation is required as a part of the requested work in the RFP, the Consulting Firms proposal, or any negotiated addendum that is part of this agreement.

Make payment to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactory completed.

Make final payment to the Consulting Firm within thirty (30) days after final product approval by DCNR.

FURTHER, IT IS AGREED BY BOTH PARTIES THAT:

The final product produced by the work the Consulting Firm pursuant to this agreement, including the study/plan narrative report, maps, drawings, and other documents prepared by the Consulting Firm and intended to be appended to the study/plan narrative report or be included by reference, shall be owned by the Township of Stowe, DCNR and Friends of the Riverfront.

In witness thereof, the parties hereto have executed this Agreement on the day and date set forth above.

WITNESS:

FOR THE TOWNSHIP OF STOWE

TITLE: _____

WITNESS:

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A

To Request for Proposals
for: Ohio River Trail – Coraopolis to Pittsburgh

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of this GRANT AGREEMENT, the GRANTEE agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the GRANT AGREEMENT or any subcontract, the GRANTEE, subcontractor, or any person acting on behalf of the GRANTEE or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this COMMONWEALTH who is qualified and available to perform the work to which the employment relates.
2. Neither the GRANTEE nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the GRANT AGREEMENT on account of gender, race, creed, or color.
3. The GRANTEE and subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the GRANT AGREEMENT relates.
5. The GRANTEE and each subcontractor shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the DEPARTMENT and the COMMONWEALTH Department of General Services (DGS), for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the GRANTEE or any subcontractor does not possess documents or records reflecting the necessary information requested, the GRANTEE or subcontractor shall furnish such information on reporting forms supplied by the DEPARTMENT or DGS.
6. The DEPARTMENT shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.
7. The DEPARTMENT may cancel or terminate the GRANT AGREEMENT and all money due or to become due under the GRANT AGREEMENT may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE in the Contractor Responsibility File.

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____

APPENDIX B

GENERAL CONSULTANT QUALIFICATIONS

Regardless of the planning project type, your consultant or consulting team **must** meet the following requirements:

1. Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
2. At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. This person should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Have documented experience with the planning, design, general operation, and maintenance of recreation and park areas and facilities.
4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services and/or facilities, as well as the management and operation of these facilities and amenities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

PROJECT SPECIFIC CONSULTANT QUALIFICATIONS TRAIL AND GREENWAYS PLANS

A good trail and greenways planning team involves professionals from various disciplines, such as landscape architecture, architecture, engineering, recreation and parks, and community planning. A consultant or consulting team with documented expertise in greenways and trails planning is required. If the project requires any conceptual trail design work, the final report must be sealed by a landscape architect, architect, or engineer licensed to practice in Pennsylvania. We recommend including a practitioner with greenway and/or recreational trail development and management experience on the project team.

APPENDIX C

Projection for data transfer at a Local level: State Plane

Map Projection Parameters for the Pennsylvania South Zone are:

- Lambert Conformal Conic
 - Standard Parallel: 39° 56' (.93333)
 - Standard Parallel: 40° 58' (.96666)
 - Longitude of Central Meridian: 77° 45'
 - Latitude of Projection Origin: 39° 20'
 - False Easting: 2,000,000 ft
 - False Northing: 0

Recommended Projection for data transfer at a State level: Albers

- Albers Conical Equal Area, NAD 83
 - Standard Parallel: 40
 - Standard Parallel: 42
 - Longitude of Central Meridian: -78
 - Latitude of Projection Origin: 39
 - False Easting: 0
 - False Northing: 0
 - Planar Distance Units: Meters

Data accuracy should be 1:1,200 or better

All shapefiles should include Metadata to include:

Agency
Subagency
Project Award Date
Project Status: Planned, Active, and Completed
Project Status Date
Grant#
Subgrant# (for multiple project locations from the same grant)
Grant Program
Grant Subprogram
Grant Amount
Project Name
Project Description
Application Organization
Contact Name
Contact Address
Contact City
Contact State
Contact Zip code
Project Name
Project Address
Project City
Project State
Project Zip code
Comments
Digital Photo File Name (or directory)

At the very least you should have contact information for the creator of the data, a projection file and a definition description for the attributes.

APPENDIX D

(Planning progress report format to be provided to consultant electronically upon request by contacting Friends of the Riverfront)

APPENDIX E

(Supporting project related documents)