



CITY OF RIVERTON, WYOMING
COMMUNITY DEVELOPMENT DEPT.

816 North Federal Blvd.
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**REQUEST FOR PROPOSAL NO. 18-1
CITY OF RIVERTON COMPREHENSIVE MASTER PLAN**

SEALED NON-PRICED PROPOSALS, INCLUDING 5 PAPER COPIES AND 1 DIGITAL COPY IN PDF FORMAT ON A CD OR USB DRIVE, WILL BE RECEIVED by the CITY OF RIVERTON CLERK, Kristin Watson, 816 North Federal Blvd., Riverton, Wyoming 82501 until 1:00 p.m., September 25, 2018, at which time they will be publicly opened for PROFESSIONAL SERVICES required to conduct the City of Riverton Comprehensive Master Plan.

SEALED PRICE PROPOSALS, INCLUDING 1 PAPER COPY AND 1 DIGITAL COPY IN WORD FORMAT ON A CD OR USB DRIVE, shall also be submitted in a single separate sealed envelope containing itemized prices accompanying the copies of the non-priced proposals. These envelopes shall be opened after the firms to be interviewed have been selected and prior to the interviews. Neither proposal contents nor prices will be released at the proposal openings.

Your proposal shall be based on attachments "A", "B", and "C" which can be obtained from the Community Development Department at the City of Riverton.

Any inquiries regarding this request for proposal should be directed to Eric Carr, City of Riverton, 816 North Federal Blvd., Riverton, Wyoming 82501; Telephone (307) 856-2227.

DATED THIS 26 DAY OF AUGUST, 2018.

Eric P. Carr, P.E., Director
Community Development Department
City of Riverton, Wyoming

REQUEST FOR PROPOSAL NO. 18-1 (Cont'd.):

ATTACHMENT "A"

A. INFORMATION FOR PROPOSERS:

1. In order to be considered for an award, each proposal must bear the signature of the proposer or his authorized representative, the work must be supervised by a Wyoming licensed engineer/architect, or certified planner, as appropriate, and the firm must be registered with the State of Wyoming.
2. Proposals received after the date and time specified will not be accepted or considered. **This requirement is strictly enforced.**
3. After the successful proposer is selected, the City of Riverton will negotiate a final contract, scope of services, and contract price based on, but not limited to, the work items in Attachment "B". The City of Riverton, at its sole discretion and through duly authorized contract amendments, may request the selected consultant to complete additional work or phases beyond the scope of services included in the initial contract.
4. After the final contract is negotiated and work begun, payment to the successful proposer shall be based on an itemized billing of work completed as derived from the approved hourly rate and reimbursable expenses price schedule approved by the City and contained in the contract for services. A total contract amount and an amount for each task will be specified in the contract. The total contract amount is controlling and shall not be exceeded without prior written consent of the City of Riverton. Requests for payment must be made on forms provided by the City of Riverton, or an approved equal, and must be properly executed. Payment will be made no more often than monthly.
5. The successful proposer shall furnish all materials, equipment and labor necessary to complete the comprehensive master plan.
6. The City of Riverton reserves the right to reject any or all proposals submitted.
7. The successful proposer shall be fully insured as to save the City of Riverton harmless from any claims involving the employees or equipment used by the successful proposer and subconsultants while executing this service. A minimum of \$1,000,000 general liability shall be carried.
8. The successful proposer shall be familiar with all applicable state laws. The attention of prospective proposers is called to the requirements as to the conditions of employment to be observed and to all applicable laws affecting the work,

particularly to the procurement procedures required by Section 9-2-1016 and Section 9-2-1027 through 9-2-1033, Wyoming Statutes.

9. No prospective proposer shall withdraw their proposal for a period of thirty (30) days after the actual date of proposal opening.

10. The City of Riverton shall provide all possible assistance and cooperation to firms preparing proposals for this project. The proposer should understand that verbal comments may be subject to misinterpretation and are in no way binding on the individual, or the City of Riverton. If questions arise concerning any aspect of this request for proposals, the proposer should request clarification in writing. A copy of this request, as well as the written response, shall be provided to all firms receiving a request for proposals on the project.

11. The City of Riverton hereby notifies all prospective proposers that it will affirmatively ensure that in any contract entered into pursuant to the advertisement, small or minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, religion, color, sex, national origin, or ancestry in consideration for an award.

12. The proposer hereby agrees that should they be awarded this contract, proposer shall not discriminate against any person who performs work thereunder because of age, race, religion, color, sex, national origin or ancestry.

B. PROPOSAL FORMAT:

The proposal shall be prepared and contain the following information:

1. Cover letter submitted with proposal;
2. Title page;
3. Table of Contents;
4. Introduction, and;
5. Scope of Services.

A detailed Preliminary Scope of Services is included in Attachment "B". State how you intend to conduct the activities presented in the Preliminary Scope of Services, and list all assumptions made in preparing the proposal. The proposed work/approach should be presented in the same format as in Attachment "B" and should address all the requirements contained therein.

6. Proposed Scope Alterations:

If you feel that the Preliminary Scope of Services (Attachment "B") may be improved by additions, deletions, or changes, please elaborate in this section. State your alterations as specific task changes for the activities presented in the Preliminary Scope.

7. Qualifications:

- a. Briefly show your firm's capability for performing this project.
- b. List project team members and identify the project manager. As applicable, include a certification that the work conducted will be supervised by a professional engineer/architect licensed in Wyoming as required by the provisions of WS 33-29-114 through WS 33-29-139 and a professional geologist licensed in Wyoming as required by the provisions of WS 33-41-101 through 33-41-121. Provide the Wyoming Board of Professional Engineer's license number of your firm.
- c. State which of your offices will perform the project work.
- d. Provide a resume for each key project member.
- e. Identify all proposed subconsultants, list the work to be performed by the proposed subconsultants, and provide statements of project specific qualifications for each subconsultant.

8. Listing of current clients whose interests may compete or conflict with the project described herein.

9. Work Schedule. Assume a Notice to Proceed will be issued mid-October. Provide a bar graph schedule depicting the duration on each work item and the proposed phasing of the work.

10. Previous Work for the City of Riverton. List any projects for which your firm has been under contract to the City of Riverton during the period of 2014 to 2018. This list should include individual project names, dates and contract amounts.

C. PRICE PROPOSAL:

Submitted with the non-priced proposal, but in a separate single sealed envelope, shall be one copy of the price proposal(s) in paper copy and one digital copy in Word format on a CD or USB drive. The envelope shall be labeled with the project name and shall indicate that it contains the price proposal(s).

Two price proposals may be submitted. One proposal, prepared in the format of Attachment "C", must give costs to perform the Preliminary Scope of Services as specified in Attachment "B". A second price proposal may also be submitted, in a

format similar to Attachment "C", specifying costs for the Preliminary Scope of Services with Alterations as per Item B.6 (Proposed Scope Alterations). The proposed hourly rate and reimbursable expenses price schedules for each firm involved shall be included in each price proposal, and shall be in Word format.

D. CONSULTANT SELECTION PROCEDURES:

The City of Riverton will evaluate responsive proposals submitted and, based upon these proposals, select those firms that will be interviewed. The qualifications, experience, and expertise of the project team and contents of the work proposal will be considered in selecting firms to be interviewed. Price will not be considered in determining consultants invited to the interview process.

The City of Riverton will interview not less than three (3) firms, if possible, selected from those that have submitted proposals to do the work. Those selected for interviews will be notified on or before October 2, 2018. Interviews will be conducted on October 16, 2018 in 50 minute increments. Each selected firm will be provided 30 minutes to deliver their presentation with 20 minutes for questions and discussion with the selection committee. The interview will include discussion of each firm's approaches to the project, projections of project costs, qualifications, ability to furnish required professional services, use of alternative methods for furnishing required professional services, and an estimated fee based on the City of Riverton's description of the work. The estimated fee and other information provided throughout this process may be used as a basis for selection by the City of Riverton of the most appropriate firm for contract negotiations.

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REQUEST FOR PROPOSAL NO. 18-1 (Cont'd.):

ATTACHMENT "B"

A. AUTHORIZATION:

The City of Riverton has secured funding for a Comprehensive Master Plan and has authorized the study described herein. The Consultant will complete the tasks and requirements outlined in D. Scope of Services. The City of Riverton has budgeted **\$95,000** for completion of this project.

B. PROJECT DESCRIPTION:

1. Location. The City of Riverton resides in Fremont County within the Wind River Basin in central Wyoming.
2. Purpose. To perform a comprehensive master plan.
3. History. The City of Riverton, known as the "Rendezvous City," is home to approximately 11,000 people and is located at the confluence of the Big and Little Wind Rivers in the Wind River Basin. The location on which the city is founded has long been used as a meeting place; from the Native American tribes indigenous to the area, to the fur traders and mountain men in the late 1800's, to the eventual formation of the City. This tradition continues, as Riverton hosts many travelers on their way to Grand Teton National Park and Yellowstone National Park.
Riverton is directly adjacent to the Wind River Indian Reservation which is home to approximately 26,000 Eastern Shoshone and Northern Arapaho Native Americans.
Major economic drivers in the community and surrounding county have been oil and gas exploration and natural resource extraction. Agriculture also plays a major role in the community's economic scene, as well as tourism and outdoor recreation. The City has a charming downtown business district, however, as with many American downtown's, it has become increasingly difficult to fill each store front on a permanent basis. The City has been operating under a previous master plan developed in 2008 and adopted April 7, 2009. Copies of the existing master plan can be obtained through the City's Community Development Department or downloaded at the following link:
http://www.rivertonwy.gov/departments/community_development/Master_Plan.php
Given the elapsed time since the adopted master plan's development, many aspects of the community have changed. The City desires to reevaluate its comprehensive master plan in preparation for the future.

C. PROJECT REQUIREMENTS:

1. Monthly Progress Reports and Billing Statements

The Consultant shall submit a brief monthly progress report outlining the project's status and results to date, regardless of whether or not a billing statement is submitted, on or before the last working day of the month.

Each billing statement must include a task-by-task report justifying the cost items contained in the billing statement. The monthly progress report may be used as the justification for the billing statement as long as all cost items covered in the billing statement are addressed in the progress report.

2. Computer Models, Geographic Information System (GIS), Statement of Assumptions, Project Work File

a. If the Consultant writes or uses a computer program or spreadsheet as a part of this project, the Consultant shall submit to the City of Riverton for approval all proposed program names and data formats prior to beginning work on that task. All data shall be submitted to the City of Riverton in written and digital forms with the final report. Digital media shall be labeled by the Consultant to provide sufficient detail to access the information on the media. User manuals shall be submitted by the Consultant to the City of Riverton providing complete documentation of computer programs developed under this project. The user manuals shall also contain the source code language and the type of computer equipment necessary to operate the program(s). The computer programs and spreadsheets (written and digital forms) are due on the same date as the final report, which contains the information generated by the programs.

b. If the Consultant develops, collects, and/or uses GIS data as a part of this project, the Consultant shall do so in accordance with the Wyoming Water Development Commission (WWDC) GIS Framework Plan and Technical Memorandum. Links to these documents are available at <http://wwdc.state.wy.us/index.html>. A webinar on GIS project standards, hosted by WWDC and WRDS, will be available following consultant selection and is strongly recommended.

The Consultant shall adhere to the following GIS standards:

(i) **FEATURE MAPPING.** The Consultant shall request a data template for feature mapping from the City of Riverton prior to any GIS work. These templates define the organization and naming of "core" GIS data. Auxiliary GIS data layers, as needed for the project and described in the final contract, can be linked to the templates or managed separately as needed for project completion. Mapped

features will be attributed according to the GIS data schema described in the Technical Memorandum of the WWDC GIS Framework Plan. All features modified or created shall include field attributes that indicate contract number, consultant, date modified, and accuracy.

(ii) FORMATS and STANDARDS. Simplified metadata shall be completed in accordance with standards described in the Technical Memorandum of the WWDC GIS Framework Plan. Attribute codes not included as part of the “core” data templates shall be defined in the metadata. GIS data shall be saved in a Decimal Degree Coordinate system with a NAD83 datum, specifically “GCS_North_American_1983,” as indicated in the Technical Memorandum. Project GIS deliverables may also include linked nonspatial data/databases (.accdb, .xlsx), rasters (various formats), photographs (.jpg), maps (.pdf), and file integrated metadata references (.xml, .txt). Data shall be delivered within the geodatabase template provided by the City of Riverton. Auxiliary GIS data layers can be provided as .shp files.

(iii) MAPS. Project GIS deliverables shall be organized in such a way as to allow easy replication of the maps found in the final project report. The GIS project files should be provided as ESRI ArcGIS .mxd files saved with relative path names to data sources.

c. To facilitate the City of Riverton’s accurate evaluation of the Consultant’s work product, computations, conclusions and recommendations, the Consultant shall:

(i) Include in the final report a section describing the assumptions and methodology used by the Consultant in generating the data and conclusions contained in that chapter.

(ii) Maintain a project work file containing the materials used in project analysis. This file will be available for review by the City of Riverton and should be organized in such a way as to allow replication of the steps and procedures used by the Consultant to reach the conclusions described in the master plan.

(iii) Prepare a project notebook containing a description of the assumptions and methodologies used in the project analysis. The notebook shall be organized in such a way as to allow replication of the steps, calculations, and procedures used by the Consultant to reach conclusions, described in the draft final report. The project notebook shall be submitted with the draft final report.

3. Cost Estimates (if applicable)

The Consultant shall use the following guidelines in calculating Capital Expenditure cost estimates.

Preparation of Final Designs and Specifications	\$ _____	
Permitting and Mitigation	\$ _____	
Legal Fees (Title of Opinion Only)	\$ _____	
Acquisition of Access and Rights of Way	\$ _____	
Pre-Construction Costs (Subtotal # 1)		\$ _____
Cost of Project Components		\$ _____
	\$ _____	
	\$ _____	
Total Component Cost (Subtotal #2)	\$ _____	
Construction Engineering Cost (Subtotal #2 x 10%)	\$ _____	
Components and Engineering Costs (Subtotal #3)	\$ _____	
Contingency (Subtotal #3 x 15%)	\$ _____	
Construction Cost Total (Subtotal #4)		\$ _____
Total Project Cost (Subtotal #1 + Subtotal #4)		\$ _____

Note: Any inflation costs, as determined by the consultant and city staff, will be applied to the Total Project Cost.

4. Final Report

The Consultant shall use the Contract Scope of Services as the outline for draft and final reports so that Consultant compliance with Contract provisions can be verified.

5. Final Report - Digital Format

In addition to the paper submittal described in Section C.4 above, the Consultant shall also provide the final documents and related materials in a digital format. This digital report shall be contained on CD/DVD(s), USB drive(s), or other media as approved by the City of Riverton, and shall be in Searchable Image Adobe Acrobat format.

6. Anticipated Project Funding Assistance

The Consultant shall clearly identify project components eligible for grant/loan funding, both in cost estimates and in project mapping. The Consultant shall identify and verify external sources of potentially available project funding including anticipated interest rates and terms.

If required in the Contract Scope of Services, the Consultant shall provide the information necessary to complete applications to RUS, the Office of State Lands and Investments, and any other identified funding sources.

7. Project Access

The Consultant shall be responsible for obtaining access as required for project tasks.

8. Stand-By Time

The City of Riverton will not reimburse the Consultant for stand-by time charges for the Consultant's supervisory personnel.

D. SCOPE OF SERVICES:

Task 1. Scoping and Public Meetings

A scoping meeting shall be held early in the project schedule in the project area to familiarize the public with the scope of the project as well as obtain and provide input and information to and from all affected parties. The Consultant shall prepare all presentation material, including maps and other visual aids as necessary, to explain the project. The scoping meeting location and time shall be coordinated with the City and should be held after the Consultant has reviewed all background information as described in Task 2.

Additional public project meetings shall be conducted to facilitate project activity coordination and to keep the public and all affected parties informed of progress. The Consultant should assume a minimum of three (3) public project meetings in the study area. The Consultant shall be responsible for setting and conducting these meetings in coordination with the City. The Consultant shall prepare all notices, needed materials, and the meeting record. In addition to the public project meetings, several informal meetings with city staff may be necessary during the course of the study.

Task 2. Information Review

The Consultant will gather and review all existing information related to the City's current state. Coordinate with city staff to obtain all past relevant studies that need to be reviewed. Recommendations from any of these reports should be documented. In addition, the status of those recommendations should be identified (i.e.: disregarded, completed, in progress, pending, etc.). The Consultant shall also review and summarize all local area development plans, zoning ordinances, annexation policies and other regulations that may affect this project. The Consultant shall provide a summary of existing information in the final report.

Task 3. Inventory, Evaluation, and GIS

The Consultant shall confer with the City to identify specific areas and concerns that should be focused on during this task and then propose the extent of inventory and evaluation to be performed in this task. Inventory and evaluations shall primarily focus on facilitating the objectives of this project that in part include addressing the City's areas of concern, identifying strengths and deficiencies, and formulating improved GIS mapping. The Consultant shall coordinate with the City's staff regarding the expectations and limitations of this effort.

Task 4. Land Use Strategic Plan

The Consultant shall evaluate the existing corporate boundary of the City of Riverton and establish an appropriate influence area(s) adjacent to the City's boundary. Current land use and zoning shall be evaluated with emphasis provided on expansion capacity, infill development opportunities, and expansion of existing utility service within and outside the current boundary and its impact on capital expenditure versus potential tax revenue generation. The Land Use Plan should be accompanied by detailed mapping indicating recommended categorical uses.

The Consultant will evaluate the current zoning throughout the City and propose zoning recommendations for those areas within the existing corporate boundary and established influence area(s). Recommendations should include categorical delineation for needed low, medium, and high density residential districts; commercial districts, light and heavy industrial, and agriculturally based uses.

Task 5. Economic Development Strategic Plan

The Consultant shall meet with City staff, the local economic development group (IDEA, Inc.), and additional stakeholders vested in the City of Riverton's economic development to gain an understanding of the unique opportunities Riverton provides in terms of economic development for the City, county, and State. Special emphasis should be given to the objectives and guidelines from the Economically Needed Diversity Options for Wyoming (ENDOW) program and its potential benefits. Recommendations for Riverton's economic sustainability and diversity will be provided in terms of retention and creation. Riverton's Strategic Plan for Economic Development will be updated during this process.

Task 6. Transportation Strategic Plan

The Consultant shall evaluate the transportation system throughout the existing boundaries of the City and incorporate future transportation requirements for the City's influence area established during this study. Emphasis should be placed on accommodation of multimodal forms of transportation, connectivity, and networking of high use areas (established or planned), as well as, wayfinding best practices, by-pass opportunities and/or needs, and arterial growth. Recommendations should also be consistent with those detailed in Task 4.

The role of the Riverton Regional Airport shall be examined in terms of general aviation and commercial air service and its relation to those recommendations from Tasks 5, 8, and 9. Emphasis should be placed on the sustainability and long term success of the airport. Consultant shall meet with City Staff to coordinate effort associated with this task in conjunction with the existing Airport Master Plan.

Task 7. Parks and Recreation Strategic Plan

The Consultant shall evaluate the City's parks, trails, and recreation opportunities and provide recommendations for sustainability, improvement, and growth. Recreation opportunities within the developed influence area will be the main focus with emphasis placed on connectivity to regional opportunities.

Task 8. Community Development & Design Standards

The Consultant shall develop recommended approaches for enhanced community aesthetics and feel. Emphasis should be placed on value added beautification techniques, development of the Wind River and adjoining spaces, existing/future residential neighborhoods, and existing/future commercial and industrial development. Recommendations for appropriate design standards should be included based on public input received during Task 1.

Task 9. Tribal Partnering Opportunities

The Consultant shall identify at least three (3) collective partnering opportunities with both the Eastern Shoshone and Northern Arapaho Tribes on the Wind River Indian Reservation which would be mutually beneficial. Partnering opportunities are not limited to capital construction investment and could include formation of joint programs or exploratory committees. Emphasis should be placed on long term planning and relationship development beneficial to those living within the community and those utilizing amenities provided by the community in conjunction with those items identified in Task 5.

Task 10. Population Projections

The Consultant shall develop population growth projections for the City's influence area. Planning boundaries of the influence area will be based on discussions with city staff as to where future growth may occur. For example, the growth may occur within the corporate limits, the influence area, or both. This may result in the consideration of an expanded service area that could reasonably be served by the City considering the investments in infrastructure.

Historic population data obtained from the Economic Analysis Division of the Wyoming Department of Administration and Information (EAD/DA&I) will be used as the basis of the projections. (Refer to <http://eadiv.state.wy.us/>.) Alternate population projections will be developed considering recent growth trends, projections developed by the EAD/DA&I,

and projections from other sources including, but not limited to those that may be available from the city and county planning agencies. Other information sources may be population projections available in environmental impact statements generated for mineral resource development in the area; as well as the Bureau of Indian Affairs regarding population served from the Wind River Indian Reservation. The Consultant shall provide graphic representations of each alternate population projection.

Task 11. Recommendations and Cost Estimates

The Consultant shall develop a listing and descriptions of recommendations for improvements identified during the planning process. The recommendations shall address needed infrastructure capital improvement projects along with suggestions for the funding, operation, maintenance, and replacement of specific items. The Consultant will prioritize the recommendations in coordination with the City. A schedule shall be developed that identifies a phased approach for the implementation of the recommendations in accordance with their priority. The Consultant shall prepare construction cost estimates in tabular form for each of the recommended improvements and shall be of sufficient detail to accommodate application to appropriate funding sources. Cost estimates shall be in the form outlined in Attachment C.3.

Task 12. Discretionary Task

The Consultant may elect to set aside available study funds not in excess of \$5,000 for discretionary purposes as this task may be included to accommodate changes in the scope of work as the project develops or as new issues are discovered. All other tasks should be considered before determining whether or not to include funds for this task. Should the Consultant set aside funds for discretionary purposes, no work will be initiated or funds spent for this task without authorization from the City.

Task 13. Draft Report and Presentations

The Consultant shall submit to the City five (5) hard copies of a draft report describing the results of all work completed in this study no later than April 16, 2019. Four (4) CD, DVD, or USB drive copies containing the draft report in a text-recognized Adobe Acrobat (pdf) format will also be provided along with two (2) CD, DVD, USB drive, or portable hard drive copies of the draft ArcGIS coverages (if applicable). The portable document format (pdf) version will be completely assembled into one stand-alone file and shall be exactly the same version as the hard copy. Each electronic delivery device shall be clearly labeled with a table of contents included with or within each device.

After submittal of the draft report, the Consultant shall present the draft findings of the study at a public meeting near the project area. Information and materials to be presented at the public meeting shall be developed by the Consultant after coordination with City staff. The Consultant is responsible for publishing notice of the meeting not less than once each week for two weeks prior to the meeting and should budget accordingly. The Consultant shall be responsible for developing a record of the meeting which shall

become an appendix in the final report. The record will include the following: any formal and/or informal notices; an affidavit of publication from the legal notice (public hearings only) as obtained from the City; any materials presented or handed out at the meeting; a record of attendance; any written comments, statements, or exhibits received; recorded testimony, or a memorandum summarizing the views and comments presented at the meeting; and other pertinent data. The Consultant will also budget for a possible meeting to present the results to the City of Riverton. These presentations are **independent** of the meetings included under Task 1. The Consultant shall coordinate with the City in planning for the presentations to ensure adherence to the City's established policies and guidelines.

Task 14. Final Report and Deliverables

After incorporation of the City's review comments from both the draft report and presentation, the Consultant shall submit one (1) final report and one (1) executive summary in hard copy along with one (1) CD or DVD or USB drive containing the final report and executive summary in a text-recognized Adobe Acrobat (pdf) format to the City 1 to 2 weeks prior to the final deadline for final comparison purposes. The executive summary shall outline the purpose, findings, recommendations, and configuration of the project, shall include cost estimates, and should not exceed ten (10) pages. Any final reports submitted in three-ring notebook format shall have spine labels clearly identifying the project, Consultant, and date. The pdf version will be completely assembled into one stand-alone file and shall be exactly the same version as the hard copies. Any discrepancies discovered by the City's staff between the hard copy and electronic copy during this final comparison shall be the responsibility of the Consultant to correct.

Upon completion of the final quality assurance process by the City, the Consultant shall submit all final documents and materials to the City on or before May 16, 2019. These final documents and deliverables shall consist of the following:

- Twelve (12) hard copies of the final report and twelve (12) hard copies of the executive summary. This count is inclusive of the copies previously submitted to the City.
- Four (4) CD, DVD, or USB drive copies containing the final report and executive summary in a text-recognized Adobe Acrobat (pdf) format. This count is inclusive of the copy previously submitted to the City. The pdf version will be completely assembled into one stand-alone file and shall be exactly the same version as the hard copy. Each electronic delivery device shall be clearly labeled with a table of contents included with or within each device.
- Two (2) CD, DVD, or USB drive copies containing the final report and executive summary in original formats (Word, Excel, etc.) and in a text-recognized Adobe Acrobat (pdf) format. The pdf version will be completely assembled into one stand-alone file. All electronic files shall be exactly the same version as the hard copies.

Each electronic delivery device shall be clearly labeled with a table of contents included with or within each device.

- Three (3) CD, DVD, USB drive, or portable hard drive copies of the GIS data according to the “WWDO GIS Framework Data Plan” and the accompanying “GIS Standards Technical Memorandum.” (Refer to Section C.2.b. of Attachment B) This is in addition to delivery of hard copy mapping media as described in Task 3. Each electronic delivery device shall be clearly labeled with a table of contents included with or within each device.

- One (1) project notebook containing the working files used in this project will be provided. The project notebook files shall include descriptions of the assumptions and methodologies used in the project analysis. The notebook shall be organized in such a way as to allow replication of the steps, calculations, and procedures used by the Consultant to reach the conclusions described in the final report. The preferred format for the project notebook is digital, delivered on a CD, DVD, or USB drive, clearly labeled with a table of contents included with or within each device. Any project notebooks submitted in three-ring notebook format shall have spine labels that clearly identify the project, Consultant, and date.

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