

Fayetteville Area
Comprehensive Wayfinding Program
Cumberland County, NC

Request for Qualifications

August 20, 2008

Introduction

The City of Fayetteville on behalf of the Fayetteville/Cumberland County Wayfinding Task Force is seeking Statements of Qualifications to develop and implement a comprehensive wayfinding and signage program for the City of Fayetteville, NC and surrounding area within Cumberland County. Based on the submitted Statements of Qualifications, a select number of firms will be invited to Fayetteville to interview and to present a wayfinding proposal to the task force. Following the interview process, a firm will be selected and asked to submit a detailed proposal as the basis for a contract for plan development and project implementation.

The consultant or consultant team must demonstrate experience managing and implementing successful wayfinding programs with a scope and focus similar to that desired for the Fayetteville area. Consultants should demonstrate expertise in all aspects of wayfinding and district identification, as well as an understanding of destination branding and management, marketing, tourism economies, and standards for transportation signage.

The consultant hired for this project may specialize in environmental design, civil engineering, wayfinding systems, historic preservation and heritage tourism. The Fayetteville/Cumberland County Wayfinding Task Force will choose the consultant based on the history and background of the firm, approach to the project, project personnel, time schedule, budget, and description and references on similar projects. The consultant will be responsible for identifying the appropriate signage system for our market based on the initial project planning phase, including a cost effective approach, the types of signs and their functions and the necessary location, placement, number, design and content of such signs. The consultant will meet with members of the task force and the community, submit a plan draft, provide at least 2 design and graphic alternatives, install a mock-up system, and will submit a final plan which shall include recommended phasing and a step-by-step methodology for the community to follow in order to implement the plan, including an installation and maintenance manual. The consultant will spend up to 10 months on this project.

Background

North Carolina is one of the top ten states visited by cultural heritage tourists, and the Fayetteville area, America's Hometown, is quickly becoming more of a "must see" destination. Fayetteville is located adjacent to Fort Bragg, which is one of the largest military installations in the world. Currently, with changes generated from the Base Realignment and Closure (BRAC) round, Fort Bragg expects to add more than 20,000 people by the end of 2011. This increase in population will expand the local market and create new business opportunities in the next few years. It is imperative that this area has an effective wayfinding sign system in place to capture and direct all tourists and residents as well as connect the civilian and military communities.

This project will be an integral part of Fayetteville/Cumberland County's Cultural Heritage Tourism initiative, which began in January 2003. It will further the implementation of the Fayetteville Area Convention & Visitors Bureau's Cultural Heritage Tourism Strategic Plan as well as the Army-Community Heritage Partnership Program's Strategic Plan for Fayetteville/Fort Bragg. The main objective and long-term benefit/result of this project is to put a comprehensive, branded wayfinding system in place, which will successfully direct a diverse group of local residents (civilian and military) and visitors driving, biking or walking to countywide places of interest. This project will also foster cultural and historical education among Fayetteville/Cumberland County residents and stimulate a renewed sense of belief in the community; increase awareness of the area's cultural and historical resources to the surrounding communities and incoming visitors; elevate the importance of preserving our cultural, historical and environmental sites and resources, as well as encourage more public and private interest in and funding for revitalization and renewal of Fayetteville/Cumberland County.

For more information on the Fayetteville area visit: www.VisitFayettevilleNC.com

Project Description and Goals

The purpose of this project is to plan, design and implement a complete wayfinding signage system throughout Fayetteville/Cumberland County, with an emphasis on historic and cultural resources. This system should address the needs of visitors and residents using all modes of transportation. Street level vitality, legibility, safety, maintenance and replacement costs are all major concerns in creating an information signage and wayfinding system. A portion of the project will be funded with monies from the National Park Service and therefore the consultant team must comply with all special requirements and standards as detailed in Attachment A, NPS Grant Agreement, considered an integral part of this RFQ package.

Once hired, the consultant shall submit and maintain a schedule/timeline with specified milestone dates for the project. The schedule must allow for necessary review periods for all parties involved with the project. On a regular basis and consistent with requirements of the Wayfinding grant agreement, the consultant shall submit invoices and a written status report on each project to the City of Fayetteville on behalf of the Wayfinding Task Force, who reserves the right to request supplemental information to ensure appropriate project progress.

The consultant shall maintain a file containing all correspondence pertaining to the project and shall document the minutes for all meetings held pertaining to the project. All documents and plans, in either paper or electronic format, shall be the property of the City of Fayetteville on behalf of the Fayetteville/Cumberland County Wayfinding Task Force upon completion of the project or termination of the contract.

The program would consider a variety of signage needs including, but not limited to:

- Gateways, general directional and trailblazer signage, including pedestrian and vehicular for all municipalities within Cumberland County including their individual sites of interest
- Directional signage to unique themed shopping areas, attractions, cultural and entertainment venues, significant public buildings and institutions
- Cultural/Historic districts identification including interpretive signage
- Public Parking signage
- 10 themed driving trails signage
- Kiosks/Information centers
- Decorative and/or celebratory (banners)

Some specific goals for the Fayetteville Area Comprehensive Wayfinding Program include:

- To provide regional information at key decision points to guide travelers to districts, destinations, and attractions from interstate and intrastate highways.
- To enhance visitors' and locals' ability to easily navigate Cumberland County and to find desired destinations (including parking).
- To direct visitors throughout the region and from one district and municipality to another.
- To support and promote a distinct identity for each municipality within Cumberland County while conforming to the community brand standards.
- To raise community and visitor awareness of Cumberland County and its location with a program that pays special attention to cultural identity, history, the destination brand, and plans for economic development and redevelopment.
- To enhance the success and market potential for arts, entertainment, retail, dining, and economic growth and development.
- To decrease traffic congestion by reducing visitors' search time for destinations and parking.
- To coordinate and consolidate existing signage throughout the area, including recommendations for removal of unnecessary or redundant signage.
- To create a connection between Fort Bragg and areas of Fayetteville.
- To establish clear, effective roles and responsibilities for various agencies responsible for implementation and maintenance.
- To establish a plan for ongoing maintenance and sign replacement including estimates of an annual maintenance budget, and strategies for graffiti removal.

In this project, the Fayetteville/Cumberland County Wayfinding Task Force expects the consultant to develop a process to gather thorough information from community members and work cooperatively with all involved stakeholders to develop the wayfinding program. Some of these stakeholders include, but are not limited to: The City of Fayetteville, Fayetteville Area Convention & Visitors Bureau, Fort Bragg, Cumberland County government (including each of the 10 municipalities), North Carolina Department of Transportation; and representatives of cultural districts and area destinations.

Submittal Format and Procedures

Interested consultants or consultant teams are requested to prepare a statement of qualifications for submittal to the City of Fayetteville. In order to be considered responsive to this RFQ, each proposal must conform to the following requirements. The consultant shall submit eight (8) copies of its qualifications package. All parts of the package must be clearly labeled as follows: **Statement of Qualifications-Wayfinding Project**

Submittal Requirements

The Statement of Qualifications should include the following (**8 copies of each**):

1. Cover Letter introducing the Consultant Firm(s).
2. Qualifications of the Consultant Firm(s) -- Describe experience in all areas likely to be required under this contract. Provide a statement regarding compliance with all special requirements detailed in Attachment A, NPS Grant Agreement, which is considered an integral part of this RFQ.
3. A list of relevant projects -- Projects listed should have been completed within the last 10 years and should be for the persons that will be assigned to this project. Provide dates, brief description, cost, and client contact information for any project cited.
4. Restatement of the project objectives as understood by the firm and how consultant would approach the project to achieve those objectives. Include a projected timeline with general milestones for the completion of this type of project.
5. Project Organization (should discuss project management structure)
6. Resumes of principals in the firm(s) and those expected to work on the study, including subcontractors.
7. Current unit cost of principals, technical and other staff identified above and all associated costs on a unit price basis
8. Statement regarding anticipated availability of principals and staff, including any subcontracted firm, to begin work by December 1, 2008.
9. Minority status, if any, of the firm and any consultants and/or subcontractors that will be part of the team.
10. Any other information the firm feels important in the qualification and selection reviews

In addition to the above requirements, the consultant teams may wish to represent the following information: descriptions, sketches, photos or plans of projects of a similar nature which have been completed by each firm. Firms may also wish to provide samples of materials that have been developed for public informational meetings.

Evaluation Criteria

Evaluation of statements will be performed by the Fayetteville/Cumberland County Wayfinding Task Force. Submittals will be evaluated on the firm's ability to meet the requirements of this RFQ. Some specific evaluation criteria, among other factors, will include:

1. Clarity and completeness of submitted materials
2. Creativity and relevance of past work in tourism destinations and in specific stakeholder issues, such as quantifying economic impact and return on investment;
3. Ability to execute various certifications required by the National Park Service federal program. The consultant will be responsible for complying with each and every special requirement associated with the Grant Agreement.

Additional Information

All proposals become the property of the City of Fayetteville for the Fayetteville/Cumberland County Wayfinding Task Force upon submission. The cost of preparing, submitting and presenting statements of qualifications and proposals is the sole expense of the consultant. The City of Fayetteville reserves the right to reject any and all submissions received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety. The solicitation of proposals in no way obligates the City of Fayetteville to award a contract.

Based on the submittals, the Wayfinding Task Force will prepare a list of finalists, conduct interviews and forward its recommendations to the City for negotiation and contracting. The City and the Fayetteville/Cumberland County Wayfinding Task Force will work with the selected firm or firms to finalize the scope of work, the project budget, and the final contract. In the event that the parties are unable to reach agreement regarding scope of work and/or cost, one of the other submitters may be chosen.

The final selection and contract, although made by the City, entail approvals of the Fayetteville/Cumberland County Wayfinding Task Force and the National Park Service. All submittals become the property of the City and the City reserves the right to request additional information it feels necessary to make a qualified judgment on a firm's ability to perform the work. The City also reserves the right to award this contract in part or whole, in the best interest of the City and its partners in this project, and to reject any or all submissions.

Selection Schedule:

Consultant Proposals due at the City by 5:00pm	September 22, 2008
Interviews, Negotiation and Contract	October/November 2008
Notice to Proceed estimated not later than	December 1, 2008

Reminder: Submit eight (8) copies of the qualifications package, with all parts clearly labeled: **Statement of Qualifications-Wayfinding Project**

Submittal Deadline: Received by 5:00 p.m., September 22, 2008

Submittal Address: Karen Hilton, Assistant Planning Director
City of Fayetteville
433 Hay Street
Fayetteville, NC 28301

Inquiries: All inquiries and questions about this proposal must be submitted in writing by email to Karen Hilton at the following address: KHilton@ci.fay.nc.us (910-433-1437). **NOTE:** Separate contact with other City or Convention & Visitors' Bureau staff or members of the Wayfinding Task Force to ask questions or seek information about this RFQ and selection process is prohibited and may result in disqualification for this project.

Attachment
A
Grant Agreement



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, D.C. 20240

IN REPLY REFER TO:

Preserve America Grant Agreement No. 37-08-AP-4030

Upon signature of both parties below, the National Park Service (NPS) will have obligated with this Grant Agreement the amount of **\$150,000** appropriated from the Historic Preservation Fund for the Preserve America Grant Program by Public Law 110-161, which provides Fiscal Year 2008 appropriations to the Department of the Interior. The term of this grant agreement is:

Beginning Date: May 1, 2008

Ending Date: May 31, 2010

In accepting this grant for the project entitled "Culturally Connecting America's Hometown, Fayetteville/Cumberland County," evidenced by signature below, the City of Fayetteville, agrees to comply with Department of the Interior regulations and requirements governing Federal grants stipulated in Office of Management and Budget (OMB) Circular A-102 (Administrative Requirements for Grants to State and Local Governments; see 43 CFR 12.42-12.92); Circular A-87 (Cost Principles for Grants to State and Local Governments); and Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations). These requirements are hereby incorporated by reference into this grant agreement. In accordance with 18 U.S.C. 1913, none of these funds may be used for lobbying purposes as defined in the special conditions contained on the following pages. These special conditions are also hereby incorporated into this grant award. The terms and conditions of this grant award shall be extended to subrecipients and subcontractors.

In witness thereof, the parties have executed this grant agreement as of the date entered below:

CITY OF FAYETTEVILLE

NATIONAL PARK SERVICE



Mayor, City of Fayetteville



Chief, Historic Preservation Grants Division

6-2-08

Date signed

5/17/08


Date signed

cc: North Carolina State Historic Preservation Office

Attachments:

- SF 424 Application for Federal Assistance
- Budget Changes/Special Grant Conditions

ATTEST:



CITY CLERK

APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
37-08- ^{AP} PA-4030	May 1, 2008	May 31, 2010

The terms of the grant award include the following special conditions necessary to obtain the objectives of the grant, facilitate administration of the grant, and to protect the interests of the Federal Government. Grantee noncompliance with these terms and conditions and the requirements of Office of Management and Budget (OMB) Circulars A-102 and A-87 will cause disallowance of costs incurred under the grant. In addition to other lawful remedies, in the event of noncompliance with any grant conditions, the grant may be suspended, terminated or annulled pursuant to OMB Circular A-102 (see 43 CFR 12.83-12.84).

The grantee shall not assign or otherwise transfer final responsibility for this Grant Agreement, the grantor the project to any third party. The execution of subcontracts shall not alter or modify the obligations of the grantee. However, the grantee may subcontract for performance of project-related work summarized in this Grant Agreement. The grantee must administer this grant award free from conflict of interest, bribery, "kickbacks," cost-plus-a-percentage-of-costs contracts, and other procurement practices prohibited by 43 CFR 12.76.

Special Condition #1, Limitations on Grant Expenditures. The term of availability of these grant funds is from **May 1, 2008**, through **May 31, 2010**. All costs incurred must be billed to NPS by **August 31, 2010**. Expenses charged to this grant may not be incurred prior to the beginning date specified above, or subsequent to the grant end date specified above (unless the Grant Agreement's end date is formally extended in writing by NPS). Such expenditures may not exceed the maximum limits shown on this grant award, or amendments subsequently approved in writing by NPS. The grantee assumes fiscal liability, without recourse to NPS, for commitments that exceed the funds provided in the Grant Agreement.

Special Condition #2, Allowable Costs. All costs charged to the grant must be directly related to and necessary for the achievement of the approved objectives and budget of this grant, as specified in Grant Condition #15, below, unless an amendment is approved in writing by NPS. Expenses charged must be incurred only for eligible costs in accordance with OMB Circular A-102 and OMB Circular A-87; and supported by approved contracts, purchase orders, requisitions, bills, or other evidence of liability consistent with generally established purchasing procedures and generally accepted accounting principles.

Special Condition #3, Nonfederal Matching Share. At least **\$150,000** in eligible nonfederal matching contributions that are allowable and properly documented in accordance with 43 CFR 12.64 must be used during the grant period to share the costs for this grant. Failure to use the required non-Federal matching share will result in the disallowance of costs reimbursed, and/or the deobligation of remaining unexpended funds. However, if less than **\$150,586.25** in eligible nonfederal matching share is expended on the project, than a written amendment request to revise the approved grant budget and scope of work must be submitted to the NPS grant awarding official.

Special Condition #4, Fundraising Costs In accordance with OMB Circular A-87, Attachment B, Item 21, costs of fundraising are not eligible costs chargeable to the grant for reimbursement or as eligible nonfederal matching share contributions.

Special Condition #5, Performance Reports. An acceptable Interim Progress Report must be submitted to NPS every six months during the grant period, with the initial Progress Report due not later than **November 30, 2008**, and the next report due not later than **May 31, 2009**. An acceptable Final Progress Report must be submitted by **August 31, 2010**. Failure to submit acceptable progress reports by the dates specified, and in the format prescribed by NPS, may result in suspension of funds or other action. The final progress report must include slides, photographs, copies of publication etc. showing the work accomplished under this grant. Interim Reports and the Final Project Report must include the Standard Form 269A,

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Financial Status Report Short Form, which is used to document financial obligations and outlays during the previous year. The final payment will not be approved until all work is completed and an acceptable Final Progress Report is received by NPS.

The grantee agrees to maintain close liaison with the NPS Grant Awarding Official throughout the grant period. NPS reserves the right to request meetings, upon reasonable notice, with grantee project staff at intervals during the course of project work. The grantee agrees to promptly notify the NPS Grant Awarding Official should any of the following conditions become known to it:

- a) Problems, delays, or adverse conditions that will materially affect the ability of the grantee (or its subcontractors, if any) to attain project objectives, prevent the project from meeting planned timetables, or preclude the completion of approved work;
- b) The need for adjustment (revision) to the project budget; and
- c) The lack of nonfederal matching share to meet the amount required by this Grant Agreement.

Interim and Final Reports should be sent to your grant reviewer's attention at the National Park Service in Washington, DC. Mailing address: 1849 C Street, NW (org code 2256), Washington, DC 20240, physical address: 1201 Eye St. NW (6th Floor), Washington, DC 20005.

Special Condition #6, Prior Approval Requirements. The grantee may not, without written approval by the NPS grant awarding official (that official whose signature/title appears on the grant award document, or his designee), make changes in the approved scope of work or budget that would substantively alter the approved scope of work (43 CFR 12.70).

Special Condition #7, Lobbying Prohibitions. Costs associated with activities or any form of communication designed to influence in any manner a Member of Congress to favor or oppose any legislation or appropriation are unallowable as a charge to this grant. None of the funds awarded may be used to process any grant or contract documents which do not include the text of 18 U.S.C. 1913 prohibiting lobbying with appropriated funds. Recipients shall not use any part of the appropriated funds for any activity or for the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

Special Condition #8, Debarment and Suspension In accordance with Executive Order 12549 "Debarment and Suspension" the grantee and its subgrantees must not make any award or permit any award (by subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

Special Condition #9, Single Audit Report. The grantee shall obtain an audit of grant expenditure records in accordance with OMB Circular A-133, which requires a Single Agency Audit for any grantee who expends at least \$500,000 of Federal grant funds (from all sources) in a fiscal year. The audit reporting package and the Data Collection Form (SF-SAC) must be transmitted to the Federal Audit Clearinghouse, Data Preparation Division, U.S. Bureau of the Census, 1201 E. 10th Street, Jeffersonville, Indiana 47132, within 30 days after receipt of the auditor's report or nine months after the end of the audit period, whichever is earlier. A reasonable proportion of the costs of an acceptable audit performed in accordance with OMB Circular A-133 may be charged to this grant. The SF-SAC information can be completed on line. The web address for the Federal Audit Clearinghouse is: <http://harvester.census.gov/sac/>.

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Simultaneously, the grantee must submit the audit reporting package and a signed copy of the Data Collection Form for Reporting on Audits of States, Local Governments, and NonProfit Organizations, SF-SAC, to the National Park Service.

Special Condition #10, Record Keeping. The grantee must maintain the property, personnel, financial, procurement and other records and accounts pertinent to the funds awarded by this grant in accordance with 43 CFR 12. The grantee and its contractors will permit on-site inspections by NPS representatives, and will effectively require employees and board members to furnish such information as, in the judgment of NPS representatives, may be relevant to a question of compliance with grant conditions and directives on the effectiveness, legality and achievements of project work.

Special Condition #11, Access to Records. The Secretary of the Interior and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access for the purpose of financial or programmatic audit and examination to any books, documents, papers, and records of the grantee that are pertinent to the grant at all reasonable times during the period of retention provided for in 43 CFR 12.

Special Condition #12, Publicity and Press Releases: Press releases about this project must acknowledge the grant assistance provided by NPS and copies of the press releases must be provided to NPS. The grantee must transmit notice of any public ceremonies planned to publicize the project or its results in a timely enough manner so that NPS, Department of the Interior, Congressional or other Federal officials can attend if desired.

Special Condition #13, Publications The grantee must include acknowledgment of NPS grant support and a nondiscrimination statement in all publications and videos assisted with grant monies and/or concerning NPS grant-supported activities. At least three copies of each publication and video concerning NPS grant-assisted activities, or published with NPS grant assistance, must be furnished to the NPS Grant Awarding Official within 30 calendar days of publication. All publications, including video and audio tapes, must contain the following disclaimer and acknowledgement of NPS support: "This material is based upon work assisted by a grant from the Department of the Interior, National Park Service. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior." All consultants hired by the grantee must be informed of this requirement. The National Park Service shall have a royalty-free right to republish any published material generated by this grant.

Special Condition #14, Method of Payment. An SF-270, *Request for Advance or Reimbursement*, must be faxed to the NPS Grant Awarding Official for approval of payment requests. After NPS has notified the grantee by fax or e-mail that the payment request is acceptable, the grantee can transmit the payment request on the SMARTLINK payment system. Payment of grant funds will then be made by SMARTLINK electronic transfer of funds to a specified bank account of the grantee.

NPS approval of payment requests is based on satisfaction of grant conditions and documentation that matching funds have been expended at the same rate as federal funds. The final payment request (or approximately 15%) will be held until all grant conditions are met, including submission of an acceptable Final Project Report.

All approved advance payments must be expended within 30 days of the receipt of funds. An SF272, Cash Transaction Report, must be completed and submitted to NPS at the end of the 30 days documenting that the advanced funds have been liquidated.

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Special Condition #15, Approved Budget and Scope of Work The approved Summary of Objectives and Results to be performed with this grant award is as follows: Culturally Connecting America's Hometown: Fayetteville/Cumberland County Wayfinding Initiative, in accordance with the *Secretary of the Interior's Standards for Archeology & Historic Preservation*.

Program costs include:

- a) Review of existing sign design and conditions; mapping out of future sign locations.
- b) Creation of a plan with sign design, fabrication specifications, sign locations, and cost estimates for a wayfinding system.

The approved Work/Cost Budget is summarized as follows:

Budget Item	Federal Share	Non-Federal	Total
Personnel & Fringe Benefits	\$ -	\$ 24,009	\$ 24,009
Consultant Fees	\$ 150,000	\$ 15,000	\$ 165,000
Supplies & Materials	\$ -	\$ 3,000	\$ 3,000
Other	\$ -	\$ 108,577	\$ 108,577
TOTAL GRANT (including non-Federal matching share)	\$ 150,000	150,586.25	300,586.25

Special Condition #16, Preagreement Costs Any preagreement costs incurred must be approved in writing by NPS and authorized to be charged to this grant in accordance with OMB Circular A-87. Documentation of these preaward costs must be retained for review by the grantee's financial audit.

Special Condition #17, NPS Concurrence with Selection of Consultants The grantee must submit resumes and responses to its Requests for Proposals, along with its justification for which consultant(s) it selects for grant-assisted work to the NPS Grant Awarding Official for concurrence by NPS. The consultant(s) must have the requisite experience and training in historic preservation to oversee the construction work to be performed and to manage this complex project. Contractors must be competitively selected. **Maximum hourly rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary, which in Fiscal Year 2008 is \$85.67 per hour or \$685 per day.** Current salary tables can be found on the Office of Personnel and Management website: www.opm.gov.

Special Condition #18, Compliance with Section 106 of the National Historic Preservation Act.

Pursuant to Section 106 of the National Historic Preservation Act, NPS and the grantee must complete the consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation in 36 CFR 800 prior to the commencement of any construction work or ground disturbance associated with this project. (Note that the NPS must receive a copy of the State Historic Preservation Officer's written approval of the methodology or plan to be used for any archeological testing or ground-breaking prior to conducting such testing or ground-breaking.) NPS has initiated the Section 106 consultation process with the State Historic Preservation Officer (SHPO), by notifying the SHPO of the grant and sending the SHPO a copy of the grant application. Now, to complete the Section 106 review, the grantee must submit plans and specifications for the project to the SHPO. The grantee then must submit to the NPS Grant Awarding Official copies of the following: 1) any written comments grantee receives from the SHPO in response to submission of plans and specifications for the project, including any suggestions for modifying the project, and 2) the SHPO's written concurrence with the project as proposed or as modified. In the event that the grantee and the SHPO cannot reach agreement, the grantee must notify NPS in writing so that NPS may participate in the conclusion of the consultation.

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Special Condition #19, Compliance with the Secretary of the Interior's Standards All grant-assisted construction or ground disturbance must be reviewed by NPS to ensure that it meets the Secretary of the Interior's *Standards for Archeology and Historic Preservation*, and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Work that does not comply with these Standards in the judgment of NPS will not be reimbursed, and may cause the grant to be terminated and funds deobligated.

Special Condition #20, NPS Review of Architectural Plans and Specifications The grantee must submit plans and specifications for any construction or ground disturbance to the National Park Service for its review and approval for compliance with the Secretary of the Interior's *Standards for Archeology and Historic Preservation*, and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, and with the Conditions listed in this Grant Agreement prior to the beginning of grant-assisted work on the property.

Special Condition #21, NPS Review of Draft Products and Requirement for Final Products. All reports and products produced with grant funds should be submitted to the National Park Service for review and comment no later than at 80% allocation of grant funds. After addressing NPS comments, the grantee must submit 3 copies of any publications, reports, studies, or similar materials which are produced with this grant assistance, including plans and specifications, historic structures reports, and feasibility studies. For items such as interpretive signs or tourism events, photographs of the signs or events must be submitted.

Special Condition #22, Requirement for Copies of Final Products. The grantee must submit 3 copies of any publications, reports, studies, or similar materials which are produced with this grant assistance including plans and specifications, historic structures reports, and feasibility studies. For items such as interpretive signs or tourism events, photographs of the signs or events must be submitted.

Special Condition #23, Requirement for Project Sign. The grantee must erect and maintain a project sign at the project site, if applicable. This sign must: be of reasonable and adequate design and construction to withstand weather exposure; be of a size that can be easily read from the public right-of-way; and be maintained in place throughout the project term as stipulated in this Grant Agreement. At a minimum, the sign must contain the following statement: "[Name of Project] is being supported in part by a Preserve America grant administered by the National Park Service, Department of the Interior." Additional information briefly identifying the historical significance of the property or recognizing other contributors is encouraged and permissible. Photographs of the sign must be included with the Final Report submitted to NPS. The cost of fabricating and erecting this sign is an eligible cost for this grant.