

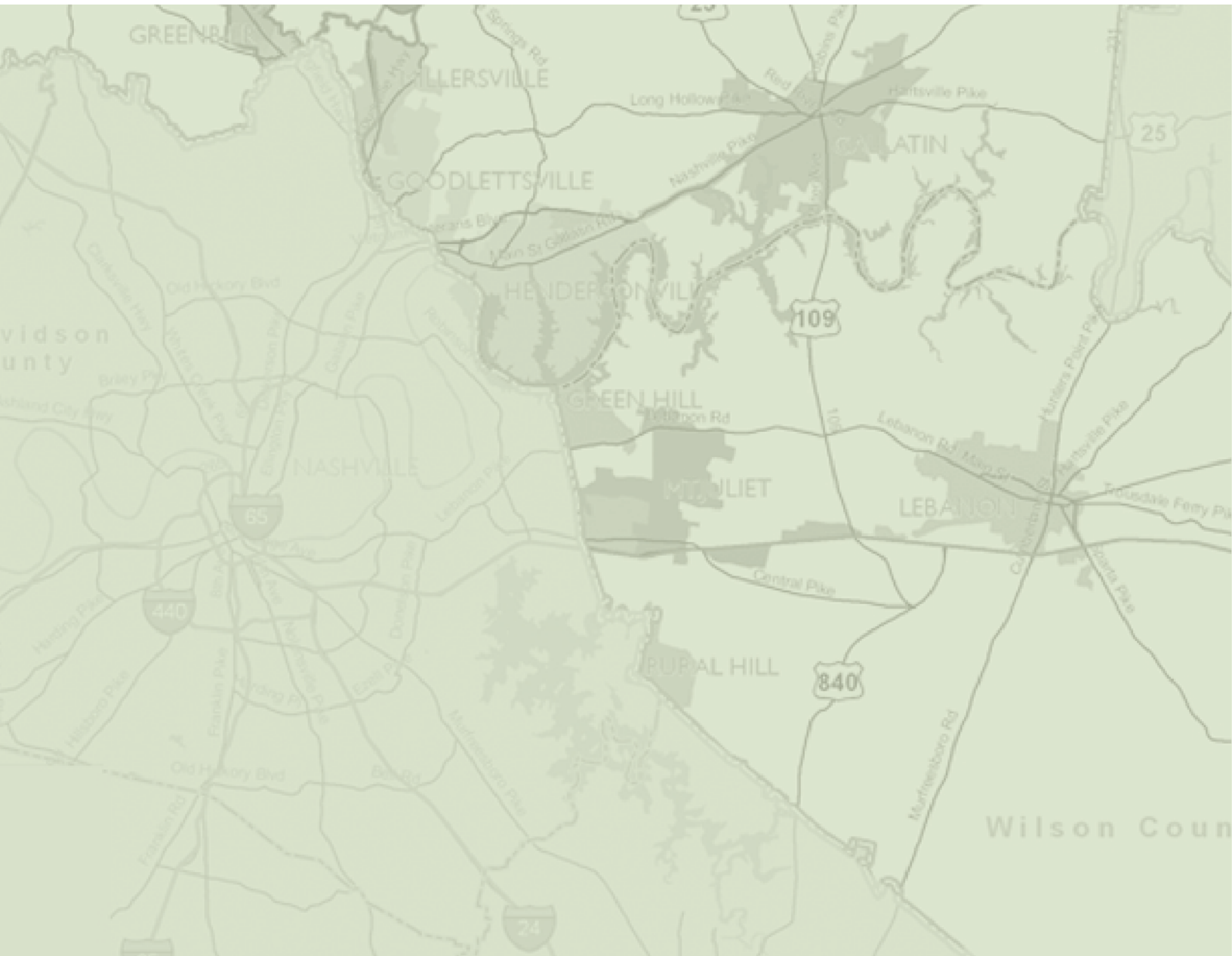


TRI-COUNTY TRANSPORTATION & LAND USE STUDY

Consultant Coordination Plan

DRAFT

June 2008



urban design planning civil engineering branding landscape architecture

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1.0

CHAPTER 1: TEAM

1.1 PROJECT MANAGEMENT & RESPONSIBILITY MATRIX

1.2 COMMUNICATION PLAN & CONTACT LIST

1.3 COORDINATION / COLLABORATION WITH OTHER TEAMS

I.1 | project management & responsibility matrix

Meg Nealon will lead the planning effort and manage the work of other LandDesign staff by guiding the specific plan development activities. She is coming to this project as a problem solver, as well as in her role as an administrator. Nealon’s years of experience working for public and private sector clients has equipped her with knowledge of various implementation tools, ensuring that the strategies identified will be the most effective. Among the tools she has developed for other communities are methods for intergovernmental coordination aimed at enhancing communication and organizing activities to achieve common goals.

Stephen Stansbery will serve as the Deputy Project Manager with responsibilities throughout the project. He has contributed to a number of Long Range Transportation Plans (L RTPs) for Metropolitan Planning Organizations throughout the southeast and has led numerous system level plans for communities, whereas each considers the relationship of land use, urban form and transportation.

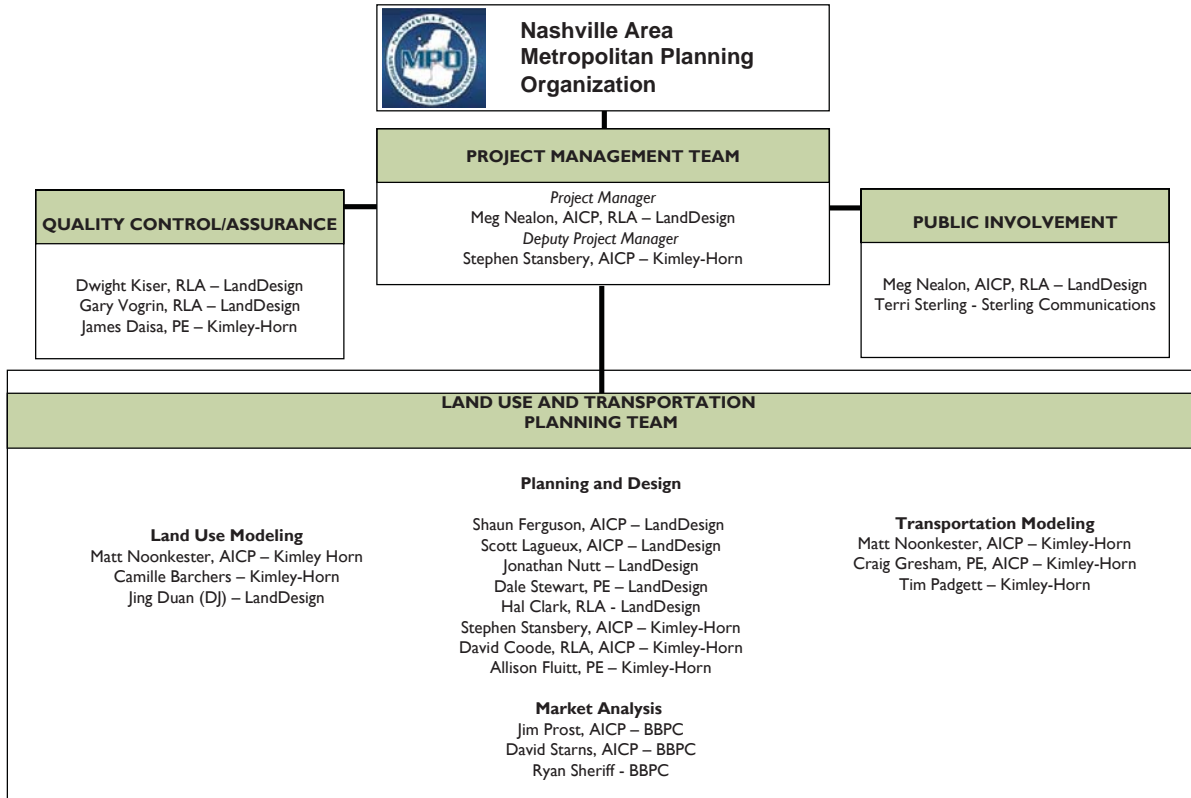
Project Management and Responsibility

Team Member - Lead Role	Project Management	Task 1.0 - Consultant Coordination Plan	Task 2.0 - Public Participation & Stakeholder Involvement Plan	Task 3.0 - Economic & Market Information	Task 4.0 - Trend Growth Scenario	Task 5.0 - Alternative Growth Scenarios	Task 6.0 - Land Use and Transportation Plan	Task 7.0 - Plan Implementation Strategies	Task 8.0 - Final Report & Executive Summary
Meg Nealon	X	X			X	X	X	X	X
Scott Lagueux		X							
Shaun Ferguson		X						X	X
Stephen Stansbery	X				X	X	X	X	X
Matt Noonkester					X				
Allison Fluit					X				
Terri Sterling			X						
David Starnes				X					

I.1 | project management & responsibility matrix

NASHVILLE AREA MPO – TRI COUNTY TRANSPORTATION AND LAND USE STUDY (NORTHEAST AREA)

Team Organizational Chart



I.2 | communication plan & contact list

Correspondence among members of the project team, including communications with the client and steering committee, will occur based on the communication plan. Regular communication will occur between the client, Project Manger (PM) and Deputy Project Manager (DPM) and other key team members assisting with day-to-day activities and tasks (identified by an asterisk below).

The submission of deliverables and other official correspondence to the client will be handled by the PM or DPM. Sub-consultants and other project team members may not contact the steering committee members directly. Unless specifically requested by the client, it is not necessary for project team members to copy the client on routine, day-to-day correspondence necessary to complete tasks. If there is a question about whether certain correspondence should be directed to the client, inquiries should be directed to the PM or DPM.

Project Team Communication Plan

Name	Organization	Address	Phone (Office/Mobile)	Fax	E-mail
Michael Skipper	Nashville Area MPO	800 Second Avenue South Nashville, TN 37201	615-862-7204 / 863-398-8573	615-880-2450	michael.skipper@nashville.gov
Meg Nealon (PM)	LandDesign	223 N Graham Street Charlotte, NC 28202	704-333-0325 / 704-904-0219	704-376-8235	mnealon@landdesign.com
Scott Lagueux	LandDesign	223 N Graham Street Charlotte, NC 28202	704-333-0325 / 704-962-1450	704-376-8235	slagueux@landdesign.com
Shaun Ferguson *	LandDesign	223 N Graham Street Charlotte, NC 28202	704-333-0325 / 704-999-7920	704-376-8235	sferguson@landdesign.com
Stephen Stansbery (DPM)	Kimley-Horn and Associates, Inc.	4651 Charlotte Park Drive, Suite 300 Charlotte, NC 28217	704-333-5131 / 336-803-1776	704-333-0845	stephen.stansbery@kimley-horn.com
Matt Noonkester	Kimley-Horn and Associates, Inc.	4651 Charlotte Park Drive, Suite 300 Charlotte, NC 28217	704-333-5131 / 919-606-1620	704-333-0845	matt.noonkester@kimley-horn.com
David Coode	Kimley-Horn and Associates, Inc.	5250 Virginia Way, Suite 150 Brentwood, TN 37027	704-333-5131 / 615-564-2701	615-564-2702	david.coode@kimley-horn.com
Camille Barchers	Kimley-Horn and Associates, Inc.	4651 Charlotte Park Drive, Suite 300 Charlotte, NC 28217	704-333-5131	704-333-0845	camille.barchers@kimley-horn.com
Allison Fluitt *	Kimley-Horn and Associates, Inc.	P.O. Box 33068 Raleigh, NC 27636	919-677-2000 / 865-898-9410	919-677-2050	allison.fluitt@kimley-horn.com
David Starnes	Basile Baumann Prost Cole	177 Defense Highway, Suite 10 Annapolis, MD 21401	410-266-7800	410-266-7866	dstarnes@bbpa.com
Terri Sterling	Sterling Communications	1427 Margaret Close Murfreesboro, TN 37130	615-848-6582	615-848-6853	terri@terristerling.com

I.3 | coordination/collaboration with other teams

The project team will coordinate its efforts with the following identified efforts (shown below). Efforts currently underway within the project study area will inform the project. The project team will review documents provided by the MPO project manager and/or project stakeholders.

In order to integrate major efforts already underway with the Tri-County Transportation and Land Use Study, the project team will review project goals of efforts influencing the project study area. The project team will monitor the project scope, schedule, and attend three meetings with consultant teams for the MPO's Northeast Corridor Mobility Study and the City of Gallatin Comprehensive Plan Update during the planning process. These consultant teams are also considered project stakeholders and are included in the Public Participation and Stakeholder Involvement Plan.

<u>Robertson County</u>	<u>Sumner County</u>	<u>Wilson County</u>
Robertson County - Cumberland Region Tomorrow Pilot Comprehensive Growth and Development Plan	MPO's Northeast Corridor Mobility Study	Wilson County - Land Use Plan Update, Major Thoroughfare Plan Update
City of Springfield - Land Use Survey, Major Thoroughfare Plan Update	City of Gallatin Comprehensive Plan Update	City of Lebanon - Transit Oriented Development Visioning Effort, Land Use Plan and Major Thoroughfare Plan Update, Zoning Ordinance Update, Historic Lebanon Tomorrow Effort, Commuter Rail, 109 Improvements
	Sumner County - Retail Development Study, Bike and Greenway Plan	City of Watertown - Upcoming Request for Proposal for Planning Study
	City of Hendersonville - Comprehensive Plan Update Hendersonville Tomorrow, Cooperative Urban Growth Boundary Planning Effort with Sumner County	City of Mt. Juliet - Land Use Plan Update
	City of White House - Urban Growth Boundary Extension	
	City of Portland - Land Use Plan, 52 Corridor Plan	

2.0

CHAPTER 2: PROJECT

2.1 PROJECT GOALS & OBJECTIVES

2.2 PROJECT STUDY AREA

2.3 TIMELINE, WORKFLOW & PUBLIC OUTREACH SCHEDULE

2.4 GANTT CHART

2.5 WORK PLAN

2.1 | project goals & objectives

Project Oriented Goal

The Tri-County Transportation & Land Use Study will provide as an end product a guidance document usable by all, including local governments to update local land use and major thoroughfare plans. Results of this study will be incorporated into the MPO's 2035 Long Range Transportation Plan, scheduled for adoption in October 2009.

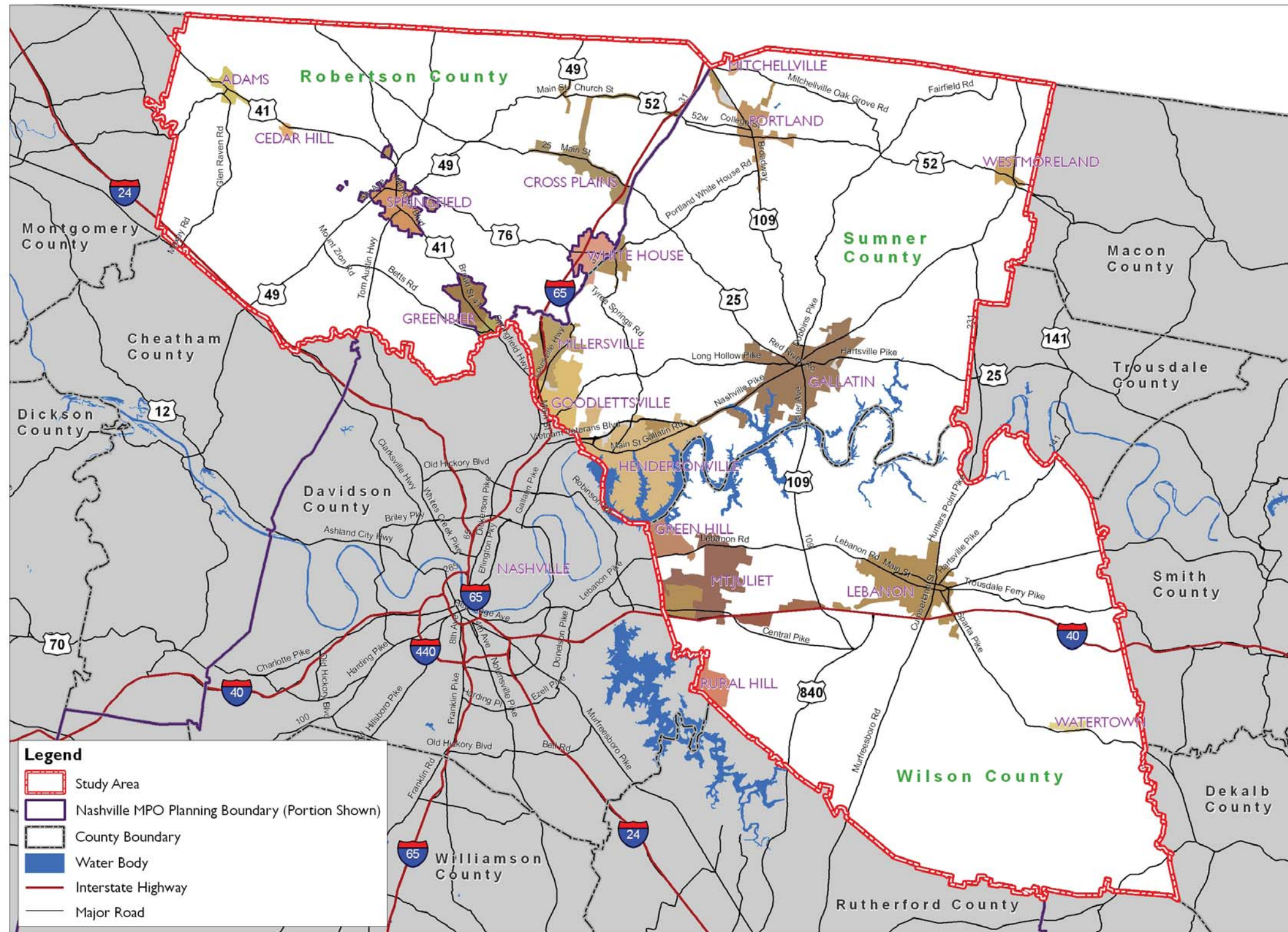
Process Oriented Goals

The project team will establish a process to:

- Get regional cooperation and buy-in
- Examine the consequences of choices
- Ensure coordination with major efforts underway

These are initial goals that will be reviewed and evaluated early in the process so that a refined set of goals are used to guide each step and decisions made along the way.

2.2 | project study area



LandDesign
 101 North Graham St
 Clarksville, TN 37041
 Phone: 731.223.1100
 Fax: 731.223.1101
 Website: www.landdesign.com

Kellogg
 and Associates, Inc.
 1000 North Main St
 Nashville, TN 37203
 Phone: 615.259.7777
 Fax: 615.259.7778
 Website: www.kelloggandassociates.com

CONTEXT MAP
 Tri-County Transportation and Land Use Study
 Tennessee

1 inch equals 9,000 feet
 0 1 2 4
 Miles

April, 2008 | LD# 1007293



Disclaimer: This map is a general representation of the study area and is not intended to be used for legal purposes. The map is based on the best available information and is subject to change without notice. The map is not a warranty, representation, or endorsement of any products or services mentioned on the map. The map is provided for informational purposes only.

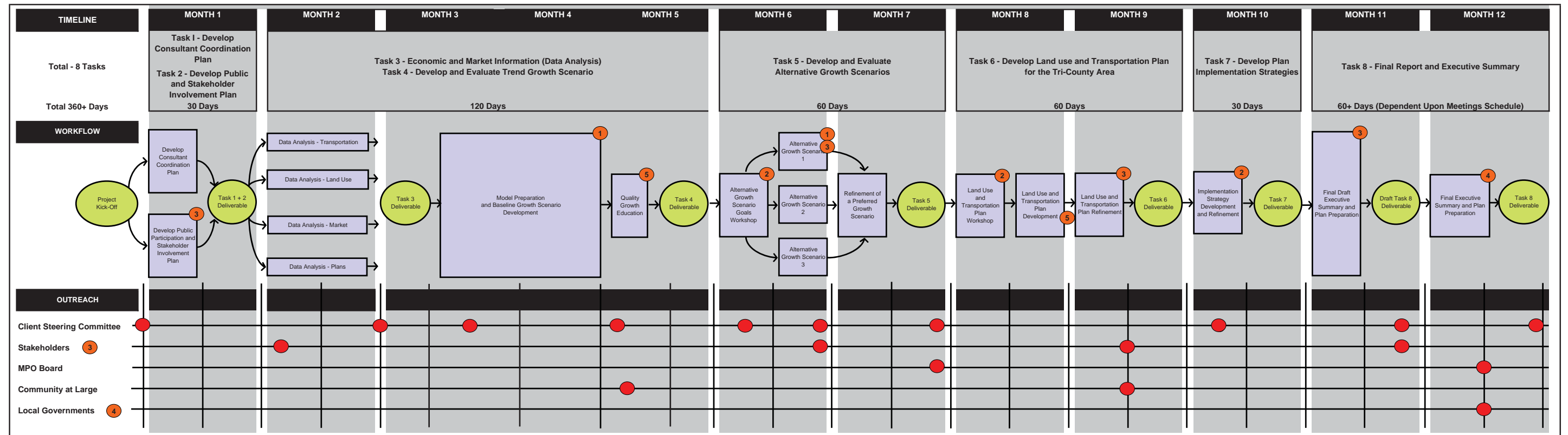
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2.3 | timeline, workflow & public outreach schedule

The timeline, detailed GANTT chart and work plan schedules found in subsequent sections will be updated periodically but used primarily for guidance as the process moves forward.

NASHVILLE AREA MPO - TRI COUNTY TRANSPORTATION AND LAND USE STUDY
 Timeline, Workflow and Public Outreach Schedule
 April 10, 2008

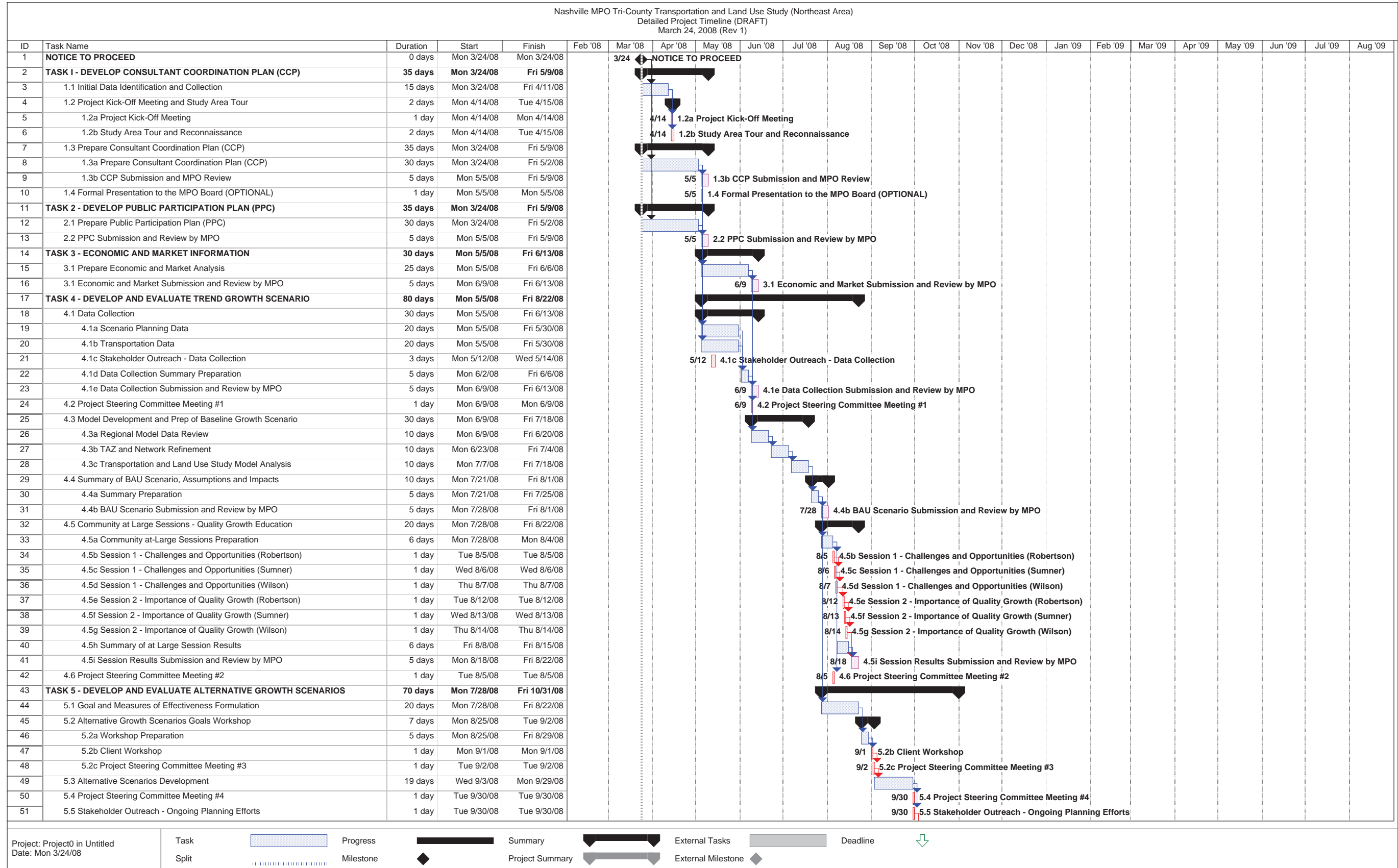
This diagram presents the planned project duration by task and the timing of public and stakeholder outreach meetings along the overall work flow established for the of the project.



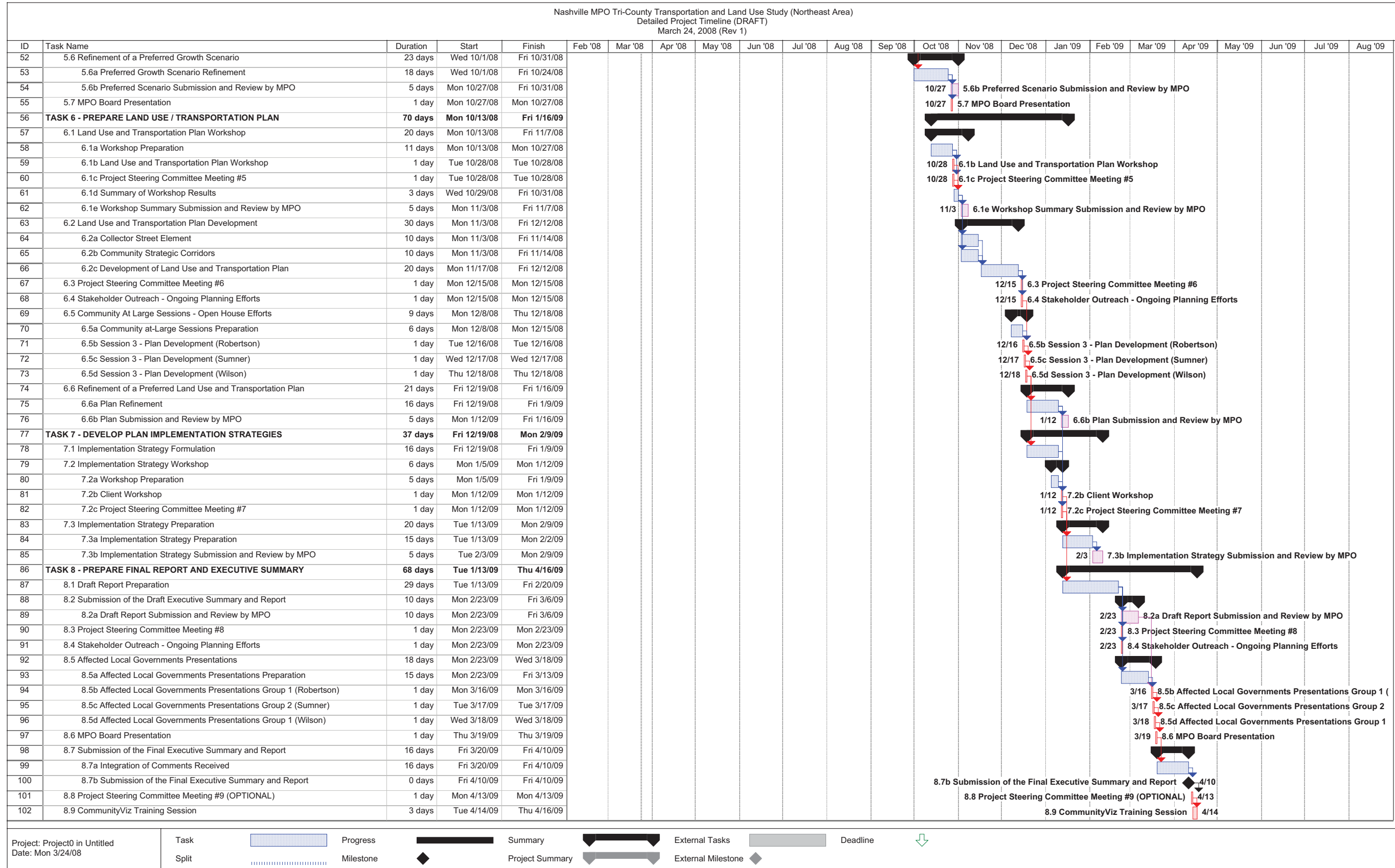
Key Highlights

- 1 CommunityViz modeling and analysis, among other innovative planning tools utilized.
- 2 Integral workshop sessions with project steering and advisory committees.
- 3 Collaborative meetings with stakeholders, inclusive of meetings with teams working on the MPO's Northeast Corridor Major Investment Study the City of Gallatin's update to its comprehensive plan.
- 4 Consulted with as part of the stakeholder audience as well as a special series of meetings to be established at the final plan preparation stage during Task 8.0.
- 5 Opportunities for the community at large to participate in the plan development process, with sessions of meetings held in each of the study area counties.

2.4 | gantt chart



2.4 | gantt chart



2.5 | work plan

Sub-Task 1.1
Initial Data Identification and Collection

	Meg Nealon	Scott Lagueux	Shaun Ferguson	Jing Duan	Jonathan Nutt	Stephen Stansbery	Matt Noonkester	David Coode	Allison Fluitt	Camille Barchers	David Starnes	Terri Sterling	Admin Assistant
Prepare draft inventory of GIS data and list of relevant studies				4/4/2008	4/4/2008								
Review		4/7 – 4/9/2008	4/7 – 4/9/2008										
Review draft with sub-consultants	4/9/2008		4/9/2008										
Finalize draft inventory for Client				4/9 – 4/10/2008									4/10/2008

Sub-Task 1.2
Project Kick-Off Meeting and Study Area Tour

	Meg Nealon	Scott Lagueux	Shaun Ferguson	Jing Duan	Jonathan Nutt	Stephen Stansbery	Matt Noonkester	David Coode	Allison Fluitt	Camille Barchers	David Starnes	Terri Sterling	Admin Assistant
Prepare agenda and preliminary items for meeting with sub-consultants (inc. general map of project study area, draft agenda for Kick-Off, CCP outline)			4/4 – 4/8/2008	4/4 – 4/8/2008									4/4 – 4/8/2008
Review	4/8/2008												
Finalize agenda and send to sub-consultants prior to meeting			4/8/2008										4/8/2008
Meeting with Sub-Consultants	4/9/2008		4/9/2008										
Prepare agenda for Kick-Off			4/9 – 4/10/2008	4/9 – 4/10/2008									4/9 – 4/10/2008
Review	4/9 – 4/10/2008	4/9 – 4/10/2008			4/9 – 4/10/2008								
Transmit agenda for Kick-Off to Client (with any other requests)			4/10/2008										4/10/2008
Gather preliminary materials and prepare for Kick-Off per scope		4/8 – 4/10/2008	4/8 – 4/10/2008		4/8 – 4/10/2008								4/8 – 4/10/2008
Review	4/10/2008												
Finalize prep	4/10 – 4/11/2008		4/10 – 4/11/2008		4/10 – 4/11/2008								
Kick-Off Meeting and Tour	4/15/2008		4/15/2008										

2.5 | work plan

Sub-Task 1.3
Prepare Consultant Coordination Plan

	Meg Nealon	Scott Lagueux	Shaun Ferguson	Jing Duan	Jonathan Nutt	Stephen Stansbery	Matt Noonkester	David Coode	Allison Fluitt	Camille Barchers	David Starnes	Terri Sterling	Admin Assistant
Draft task-by-task work plan for scope (for review by sub-consultants)			4/4 - 4/8/2008										
Review	4/8/2008	4/8/2008											
Finalize and send to sub-consultants			4/8/2008										4/8/2008
Meeting with Sub-Consultants	4/9/2008		4/9/2008										
Revise task-by-task work plan for Kick-Off			4/9 - 4/11/2008										
Assemble task-by-task work plan (include input from Client and team at Kick-Off)		4/16 - 4/21/2008	4/16 - 4/21/2008										4/16 - 4/21/2008
Review	4/22/2008												
Finalize task-by-task work plan			4/22 - 5/1/2008										4/22 - 5/1/2008
Include as element to submit with CCP			5/2/2008										5/2/2008
Prepare preliminary Gantt Chart	4/4 - 4/8/2008	4/4 - 4/8/2008	4/4 - 4/8/2008										4/9 - 4/11/2008
Review	4/9 - 4/10/2008	4/9 - 4/10/2008											
Prepare and assemble other preliminary remaining CCP items for review at Kick-off			4/10 - 4/11/2008		4/10 - 4/11/2008		4/10 - 4/11/2008						
Finalize CCP (include input from Client and team at Kick-Off)		4/16 - 4/21/2008	4/16 - 4/21/2008										4/16 - 4/22/2008
Review	4/22/2008	4/22/2008											
Finalize CCP			4/22 - 5/1/2008										
Transmit CCP to Client			5/2/2008										5/2/2008

2.5 | work plan

Task 2
Public Participation & Stakeholder Involvement Plan

	Meg Nealon	Scott Lagueux	Shaun Ferguson	Jing Duan	Jonathan Nutt	Stephen Stansbery	Matt Noonkester	David Coode	Allison Fluitt	Camille Barchers	David Starnes	Terri Sterling	Admin Assistant
Prepare list of types of stakeholders and other groups and contacts			4/7 - 4/9/2008										
Review	4/9/2008												
Assemble initial inventory with other materials for Kick-Off			4/9 - 4/10/2008										4/9 - 4/10/2008
Finalize inventory (include input from Client and team at Kick-Off)												4/17 - 4/21/2008	
Review	4/22/2008	4/22/2008											
Finalize inventory to include as part of detailed PPSP												4/22 - 4/25/2008	
Prepare detailed outline for PPSP addressing scope items												4/7 - 4/9/2008	
Review	4/9/2008												
Assemble detailed outline with other materials for Kick-Off			4/9 - 4/10/2008										4/9 - 4/10/2008
Finalize detailed outline (include input from Client and team at Kick-Off)												4/17 - 4/21/2008	
Review	4/22/2008	4/22/2008											
Use detailed outline to prepare PPSP												4/23 - 5/4/2008	
Submit PPSP to Client (review by Client 5/5-5/8/2008)												5/5/2008	
Finalize PPSP based on input from Client and Transmit to Client												5/8-5/9/2008	

2.5 | work plan

Task 3
Economic and Market Information

	Meg Nealon	Scott Lagueux	Shaun Ferguson	Jing Duan	Jonathan Nutt	Stephen Stansbery	Matt Noonkester	David Coode	Allison Fluitt	Camille Barchers	David Starnes	Terri Sterling	Admin Assistant
Deadline to collect data from MPO											4/30/2008		
Collect data on economic and market demand and supply conditions (other sources)											4/30 - 5/8/2008		
Examine existing and emerging market, demographic and economic trends addressing scope items											5/9 - 5/21/2008		
Compile analysis into economic and market report											5/21 - 5/28/2008		
Review	5/28/2008	5/28/2008											
Finalize analysis and report											5/29 - 6/5/2008		
Submit report to Client (review by Client 6/9-6/13/2008)											6/6/2008		
Finalize report based on input from Client and Transmit to Client											6/13 - 6/20/2008		

3.0

CHAPTER 3: DATA / PROCEDURES

3.1 SUMMARY MEMO

3.2 ADDITIONAL DATA COLLECTED / NEEDED

3.3 DATA FORMAT, MAINTENANCE & FILE MANAGEMENT PLAN

3.4 CLIENT / CONSULTANT DOCUMENT CONTROL PROCEDURES

3.5 TEAM'S QUALITY ASSURANCE & QUALITY CONTROL PLAN

3.1 | summary memo

April 14, 2008

Mr. Michael Skipper
Nashville Area Metropolitan Planning Organization
800 Second Avenue South
Nashville, TN 37201

Cc: Project Team

RE: DATA / PROCEDURES –
Tri-County Transportation & Land Use Study

Dear Mr. Skipper:

This technical summary and attachments include 1) a list of data collected and needed from the client and 2) an outline of specific procedures for acquiring, managing and sharing data and/or other information throughout the project. Also, information is provided regarding methods used to ensure the integrity and continuity of data gathered and work prepared.

These procedures are primarily intended for common use by the project team and client. However, certain attachments may be modified or updated during the project.

Below is an outline of attachments that follow:

Attachment A. Listing of Additional Data Collected/Needed
Attachment B. Data Format, Maintenance and File Management Plan
Attachment C. Client / Consultant Document Control Procedures
Attachment D. Team's Quality Assurance and Quality Control Plan

If you have any questions or require any additional information, please do not hesitate to contact me at (704) 333-0325 or mnealon@landdesign.com.

Kindest Regards,

Meg Nealon, RLA, AICP
Partner

3.2 | additional data collected / needed

additional data collected / needed

Tri-County Transportation & Land Use Study Data Needs Request

May 5, 2008

Requested by LandDesign, Inc.

The following information is requested to support our efforts in developing the Tri-County Transportation and Land Use Study. Some information requested below may not be available for the study area. If this is the case, please indicate that data which is unavailable with your response. Whenever possible, we request information in both paper and electronic formats. Information is requested for the following jurisdictions: Summit, and Wilkes Counties; the Cities of Lebanon, Mount Juliet, Watertown, Gallatin, Goodlettsville, Hendersonville, Millersville, Michaleville, Portland, White House, Gains, Cedar Hill, Springfield, Greenbush and Cross Plains; and the Town of Westmoreland. All data requested in the table below should be submitted to LandDesign, Inc. no later than **April 30, 2008**.

PLANS, PROGRAMS, & POLICIES:	DATA REQUEST	PREFERRED DATA FORMAT	STATUS	COMMENTS
Local Government Documents				
Comprehensive Plan	Digital (PDF), Hard Copy Acceptable		Outstanding	
Zoning Ordinance	Digital (PDF), Hard Copy Acceptable		Received/Some Outstanding	Received for Hendersonville, Portland, Watertown and Wilson County
Official Zoning Map	Digital (PDF), Hard Copy Acceptable		Received/Some Outstanding	Received for Watertown and Wilson County
Subdivision Ordinance	Digital (PDF), Hard Copy Acceptable		Outstanding	Received for Hendersonville, Portland, Watertown and Wilson County
Adequate Public Facilities Ordinance (if applicable)	Digital (PDF), Hard Copy Acceptable		Outstanding	
Small Area Plans (if applicable)	Digital (PDF), Hard Copy Acceptable		Outstanding	
Capital Improvements Plan	Digital (PDF), Hard Copy Acceptable		Outstanding	
Greenway Master Plan (if applicable)	Digital (PDF), Hard Copy Acceptable		Outstanding	
Bicycle and Pedestrian Plan (if applicable)	Digital (PDF), Hard Copy Acceptable		Outstanding	
Park and Recreation Plan (if applicable)	Digital (PDF), Hard Copy Acceptable		Outstanding	
Wilson County Bike and Pedestrian Plan	Digital (PDF), Hard Copy Acceptable		Received	
Wilson County Gateway Land Use Master Plan	Digital (PDF), Hard Copy Acceptable		Outstanding	
Prior economic development studies/plans	Digital (PDF), Hard Copy Acceptable		Outstanding	
Prior market studies/analyses	Digital (PDF), Hard Copy Acceptable		Outstanding	
List & descriptions of business/economic development programs/tools/incentives	Digital (PDF), Hard Copy Acceptable		Outstanding	
County and Municipal annual reports/financials	Digital (PDF), Hard Copy Acceptable		Outstanding	
List of major real estate brokers and developers in area (including contact info)	Digital (PDF), Hard Copy Acceptable		Outstanding	
Inventory of existing office, retail, residential and industrial development	Digital (PDF), Hard Copy Acceptable		Outstanding	
Jobs and housing forecast (with methodology for collecting, timeframe) - if applicable	Digital (PDF), Hard Copy Acceptable		Outstanding	
Regional Planning Agency Documents				
NA MPO 2008-2011 Transportation Improvement Program (TIP)	Digital (PDF), Hard Copy Acceptable		Received	
NA MPO 2030 Long Range Transportation Plan	Digital (PDF), Hard Copy Acceptable		Received	
NA MPO Northeast Corridor Major Investment Study	Digital (PDF), Hard Copy Acceptable		Outstanding	
NA MPO example for Thoroughfare Master Plan Report	Digital (PDF), Hard Copy Acceptable		Outstanding	
NA MPO Northeast Corridor Mobility Study	Digital (PDF), Hard Copy Acceptable		Received	
NAMPO ULAM model documentation	Digital (PDF), Hard Copy Acceptable		Outstanding	
USDA Soil Conservation Office, Soil Suitability Report for Dwelling and Small Commercial Buildings	Digital (PDF), Hard Copy Acceptable		Outstanding	
Cumberland Tomorrow Region Report	Digital (PDF), Hard Copy Acceptable		Outstanding	
Prior economic development studies/plans	Digital (PDF), Hard Copy Acceptable		Outstanding	
Prior market studies/analyses	Digital (PDF), Hard Copy Acceptable		Outstanding	
State Agency Documents				
TDOT Traffic Counts	Digital (PDF), Hard Copy Acceptable		Received	
TDOT Bicycle and Pedestrian Plan	Digital (PDF), Hard Copy Acceptable		Received	
GIS DATA:				
Political Boundaries				
County Boundaries	ArcGIS v. 9.2, shapefile, file geodatabase (polygon format)		Received	
Municipal Boundaries	ArcGIS v. 9.2, shapefile, file geodatabase (polygon format)		Received	
Municipal Extra Territorial Jurisdictions (ETJs)	ArcGIS v. 9.2, shapefile, file geodatabase (polygon format)		Outstanding	
Environmental Features				
Wetlands Inventory (including NMI, State, and local databases)	ArcGIS v. 9.2, shapefile, file geodatabase (polygon format)		Received	
Topography (contours, digital elevation model, LIDAR data)	ArcGIS v. 9.2, shapefile, file geodatabase (point/polyline format)		Received/Some Outstanding	Received for Hendersonville
FEMA Floodplain (100-year flood event)	ArcGIS v. 9.2, shapefile, file geodatabase (polygon format)		Received/Some Outstanding	Received for Hendersonville and Portland
Hydrography (rivers, streams, estuaries, lakes, ponds, impoundments, reservoirs)	ArcGIS v. 9.2, shapefile, file geodatabase (polyline/polyline format)		Received	
303d Streams & 401 Certification Sites	ArcGIS v. 9.2, shapefile, file geodatabase (polyline/point format)		Outstanding	
Watersheds & Drainage Basins (major rivers and streams)	ArcGIS v. 9.2, shapefile, file geodatabase (polygon format)		Outstanding	

3.2 | additional data collected / needed

additional data collected / needed

Watershed Protection Districts (if applicable)	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Suitable Soils for Development	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Natural Heritage Inventory Sites or Endangered Species Locations	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Permanent Conservation Areas	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Hazardous Waste or Superfund Sites	ArcGIS v. 9.2. shapefile, file geodatabase (point/polygon format)	Outstanding
Transportation		
Highways and Major Roads	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Received
Rights-of-Way	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Outstanding
Local Streets	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Received/Some Outstanding
Railroads	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Received/Some Outstanding
Proposed Transportation Improvements (Locally Adopted Thoroughfare Plan / Collector Street Plan)	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Outstanding
Greenways and Trails	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Received/Some Outstanding
Bicycle Facilities (on-street bicycle lanes)	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Outstanding
Sidewalks	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Outstanding
Transit Routes and Stops	ArcGIS v. 9.2. shapefile, file geodatabase (polyline/point format)	Outstanding
Public Utilities		
Water, Sewer, & Electric Transmission/Collection Lines	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Outstanding
Utility Service Areas (water, sewer, electric)	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Utility Rights-of-Way	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format)	Outstanding
Pumps Stations, Water Towers, Treatment Plants	ArcGIS v. 9.2. shapefile, file geodatabase (point format)	Outstanding
Land Use / Development Patterns		
Existing Land Uses (including map category descriptions)	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Received/Some Outstanding
Currently Adopted Future Land Use Maps	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Received/Some Outstanding
Zoning Districts	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Received for Portland
Building Footprints	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Received/Some Outstanding
Building Height Inventory	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Parcel (including tax assessor data / especially year structure built)	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
School Districts & Location of Public and Private Schools	ArcGIS v. 9.2. shapefile, file geodatabase (point/polygon format)	Outstanding
Historic Sites and Districts	ArcGIS v. 9.2. shapefile, file geodatabase (point/polygon format)	Outstanding
Aerial Photography (orthomage)	Mr. Sid format	Outstanding
Planimetric Data (buildings, structures, etc.)	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format) / TIF Image	Outstanding
Civic Buildings (libraries, museums, police stations, fire stations, churches, etc.)	ArcGIS v. 9.2. shapefile, file geodatabase (point format)	Outstanding
Local Landmarks	ArcGIS v. 9.2. shapefile, file geodatabase (point format)	Outstanding
Open Space		
Parkland and Recreation Centers	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Received/Some Outstanding
Preserved Open Space (natural and wilderness areas, preserve areas, state and national forests and parks)	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Active and Closed Landfills	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Permanent Conservation Easements	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Demographic Data (Census Tract Reports)		
Population	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Households and Household Size	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Median Income	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Outstanding
Economic Development		
Employment Summary by Sector	ArcGIS v. 9.2. shapefile, file geodatabase (point format)	Outstanding
InfoUSA Employment Data	ArcGIS v. 9.2. shapefile, file geodatabase (point format)	Outstanding
Building permits	ArcGIS v. 9.2. shapefile, file geodatabase (point format)	Outstanding
NA MPO Regional Travel Demand Model		
Regional Travel Demand Model	ArcGIS v. 9.2. shapefile, file geodatabase (polyline format) / TransCAD	Received
Traffic Analysis Zones	ArcGIS v. 9.2. shapefile, file geodatabase (polygon format)	Received
CURRENT GOVERNMENT SERVICE DELIVERY STANDARDS:		
Police Protection (number of sworn officers per 1,000 people)	Hard Copy, Summary Report	Outstanding
Fire Protection (number of career firefighters per 1,000 people)	Hard Copy, Summary Report	Outstanding
Emergency Medical Services (number of paramedics per 1,000 people)	Hard Copy, Summary Report	Outstanding
Parks and Recreation (number of park acres per 1,000 people)	Hard Copy, Summary Report	Outstanding
School Students (number of students per household)	Hard Copy, Summary Report	Outstanding
Possible Water (gallons per day by general land use category)	Hard Copy, Summary Report	Outstanding
Sanitary Sewer (gallons per day by general land use category)	Hard Copy, Summary Report	Outstanding

3.2 | additional data collected / needed

LEVEL OF SERVICE STANDARDS / SERVICE TARGETS / INFRASTRUCTURE CAPACITY		
Police Protection (number of sworn officers per 1,000 people)	Hard Copy, Summary Report	Outstanding
Fire Protection (number of career firefighters per 1,000 people)	Hard Copy, Summary Report	Outstanding
Emergency Medical Services (number of paramedics per 1,000 people)	Hard Copy, Summary Report	Outstanding
Parks and Recreation (number of park acres per 1,000 people)	Hard Copy, Summary Report	Outstanding
School Students (student stations in the school system)	Hard Copy, Summary Report	Outstanding
Potable Water (mechanical and permit capacities)	Hard Copy, Summary Report	Outstanding
Sanitary Sewer (mechanical and permit capacities)	Hard Copy, Summary Report	Outstanding

3.3 | data format, maintenance & file mgt. plan

Information requested in the data needs inventory will be used to develop GIS resources maps, analyze existing conditions, and create the scenario planning model using CommunityViz software. The Nashville Area MPO (NAMPO) will be responsible for securing data sharing agreements necessary for the consultant team to share, use, and manipulate data as necessary for completion of the work described in this document. Data files are requested in Microsoft Word (2003 Edition), Portable Document Format (Adobe Acrobat v. 6.0), and ArcGIS v. 9.2 file geodatabase formats.

LandDesign will provide the MPO with an external hard drive to receive initial data downloads requested in the data needs inventory. Data will be shared initially with members of the consultant team through exchange of this hard drive. Subsequent to the initial data transfer, data sharing between the NAMPO, member jurisdictions, and the consultant teams will occur through a secure (log in and password protected) FTP site, hosted by LandDesign, Inc. Interim documents and maps will be shared with NAMPO staff using digital (PDF) and hard copy formats.

Communication of data updates between the NAMPO and the consultant team will occur as previously described in this Consultant Coordination Plan. Further detail on data format, maintenance and file management procedures for the project can be found in the document entitled Project Protocol Report for Developing the Community Viz 3.3 Scenario Planning Model (expected to be complete in May 2008).

3.4 | client / consultant document control procedures

Digital documents will be shared in PDF format (via CD, e-mail or FTP site) unless access is needed for modification of said documents as requested by either the project team member or client. In the latter case, documents may be shared in their original file format. Ultimately, the practice of sharing final documents in PDF will be required to avoid data manipulation or loss.

The standard font and size for document text will be Gill Sans (12 point).

In order to ensure the most current versions of documents are saved (and to avoid duplicate files), it is imperative that, should any modifications be made by either the project team member or client, the most current version be sent following the standard file naming convention with filename, version and date created/modified (memo_v.l_05-05-08).

Additional information regarding document control procedures (client and consultant) may be found in the previous section.

3.5 | team's quality assurance & quality control plan

LandDesign maintains a company-wide Quality Assurance/Quality Control (QA/QC) program that stems from our sincere commitment to excellence in the preparation and delivery of work assignments. For this assignment, the following QA/QC measures will be observed:

Management. The LandDesign Project Management Team will be responsible for ensuring the quality of all work prepared during the course of this engagement. The Project Management Team will also review all written and assembled work on a weekly basis and prior to any official submission to the client to ensure quality and accuracy of the products and deliverables prepared. The Project Management Team will also monitor the critical deliverables and provide periodic review of various work products and keep the client informed of design progress, schedule changes, problems, special conditions and resource needs/changes.

Progress Meetings. Bi-weekly progress update meetings will be held between the client and the LandDesign Project Manager to assess and monitor work progress and exchange information. Bi-weekly progress meetings will be via conference call on a day and time to be established as part of the kick-off meeting.

Reporting. All written documents will be prepared using MS Word and Adobe InDesign. Supporting study elements will also be prepared using Microsoft Excel, Microsoft PowerPoint (Presentations), and other programs to be identified. At the completion of the study, a final CD containing all project files will be prepared and submitted to the client. Meeting minutes in brief will be prepared for all stakeholder interviews and project meetings.