



REQUEST FOR QUALIFICATIONS (RFQ) FOR ASSET MANAGEMENT AND WORK ORDER PLATFORM

SUBMITTAL DUE DATE: Friday, July 24, 2026 by 12:00pm CST

SUBMITTAL LOCATION:

<https://greatriversgreenway.org/vendors/>

Submit qualifications via .PDF Format Only

QUESTIONS RELATED TO THIS RFQ:

Questions related to this request should be directed at the GRG website (link provided from RFQ access) no later than 3:00pm CST on Thursday, July 9, 2026. Answers will be posted to the GRG website and emailed to all known recipients of the RFQ by Wednesday, July 15, 2026 by 3:00 pm CST.

PART A: BACKGROUND

The Metropolitan Park and Recreation District, d/b/a Great Rivers Greenway ("GRG") is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. GRG connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Great Rivers Greenway is governed by a 12-member Board of Directors and operated by a 46-member staff within five groups referred to as Build, Promote, Sustain, Administration/Finance, and the Great Rivers Greenway Foundation.

Typical GRG projects include, but are not limited to, greenway planning with substantial stakeholder and public involvement, engineering and construction of on-road bicycle facilities, off-road multi-use bike and pedestrian trails, parks, trailheads and trail amenities including landscape and hardscape, parks and greenways.

The Metropolitan Park and Recreation District, d/b/a Great Rivers Greenway ("GRG") is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. GRG connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Great Rivers Greenway is governed by a 12-member Board of Directors and operated by a 40-member staff within five groups referred to as Build, Promote, Sustain, Administration/Finance, and the Great Rivers Greenway Foundation.

GRG is undergoing a transition from a capital development-oriented operating model, Build, to a long-term operations and maintenance model, Sustain. This shift requires a stronger operational technology foundation to support field teams, supervisors, managers, and future planning functions. To support this shift, GRG is seeking a software platform to support asset management, work order management, field operations, and operational reporting for its operations and maintenance focused Sustain team.

GRG currently has a geo-database and custom ESRI platform to support some of its asset and work order management workflows. However, the current technology ecosystem does not adequately support day-to-day Sustain workflows. Asset records, work tracking, field execution, and reporting are fragmented across systems and manual processes. This creates friction for field staff, limits visibility into maintenance history and costs, and makes it difficult to support proactive maintenance planning, contractor coordination, and leadership reporting.



This document sets out the functional and technical requirements for a new integrated Asset Management and Work Orders platform for GRG's Sustain team. It is intended to support the vendor evaluation and procurement process by clearly defining what GRG needs the platform to do, who will use it, and the technical environment it must operate within.

Vendors should use this document to respond to the following questions:

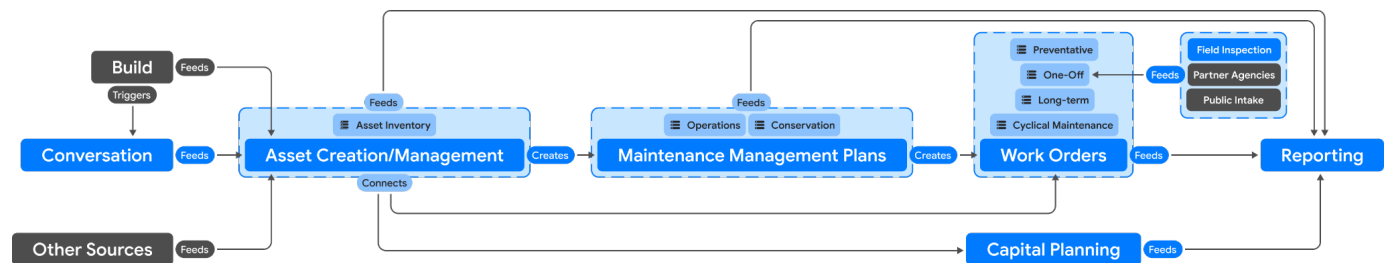
- Does your platform support GRG's required workflows and user roles?
- Which capabilities are native, configurable, custom, or not supported?
- What implementation dependencies, tradeoffs, or risks should GRG consider?
- How would your platform integrate with GRG's existing GIS and asset data environment?
- What would you recommend for system architecture, especially with respect to data ownership and data residency?

Product Goals

GRG seeks an integrated, geospatially enabled operations platform that serves as a single operational environment for assets, work, and maintenance planning.

The target platform should enable GRG to:

- maintain and update a reliable asset inventory,
- create, assign, and track reactive and recurring work,
- support field-first workflows across mobile and desktop,
- connect work history to individual assets and geographies,
- coordinate work across staff, contractors, public input, and seasonal users,
- generate reliable operational reporting and resource insights,
- support long-term capital planning through maintenance history and lifecycle data.



Evaluation Approach

GRG is not looking only for a feature checklist. Vendors should assess the platform's fit against the workflows, technical constraints, and operational needs described in this document.

For each requirement, vendors should indicate whether the capability is:

- **Native**, available out of the box
- **Configurable**, available through standard configuration
- **Custom**, requires custom development or significant services
- **Integration-based**, available through third-party or middleware integration
- **Not supported**



Vendors should also identify:

- implementation dependencies,
- recommended phasing,
- known limitations,
- and any workflow changes GRG should consider.

Business Goals

Near-term goals

- **Reduce average work order completion time**
- **Improve field efficiency**
- **Generate reliable, reporting-ready operational data**
- **Deliver better value from the tool across the team**

Long-term goals

- **Enable efficient coordination** with partners, contractors, and seasonal workers through shared workflows.
- **Create long-term capital plans and forecasts** that leverage historical maintenance data to accurately predict asset replacement cycles and justify future infrastructure investments
- **Establish defensible metrics** that help GRG demonstrate operational value and stewardship

In-Scope Functional Areas

The platform should be evaluated across the following areas:

- **A. Asset Inventory Management**
- **B. Work Order Management**
- **C. Reporting and Analytics**
- **D. Usability and Access**
- **E. Interoperability and Technical Architecture**

Priority Framework

GRG will use the following priority framework when evaluating capabilities:

- **Tier 1, Required:** Core capabilities necessary for the platform to be viable for GRG's initial implementation.
- **Tier 2, Strongly preferred:** Capabilities that materially improve fit and should be supported during implementation or early follow-on phases.
- **Tier 3, Future or optional:** Capabilities that are useful but not necessary for initial platform selection.

Selection and Procurement Approach

GRG will assemble a review committee to evaluate all responses to this Request for Qualifications. The review committee will review the submittals and select multiple firms, based on qualifications submitted, to provide a demonstration of their software to GRG staff. These software demonstrations are anticipated be scheduled for **[Early August]** for a ninety (90) minute session, with sixty (60) minutes for the software demonstration and thirty



(30) minutes for questions and answers. Demonstrations will be held at the GRG offices and can be held virtually via Zoom, in person, or hybrid if desired.

GRG will select 2–3 finalist vendors following proposal review and invite each to participate in a structured implementation pilot. The pilot is designed to test essential Sustain workflows in a real operating context and to generate enough evidence for GRG leadership to make a confident vendor selection decision before committing to full procurement.

Procurement Timeline

GRG expects to complete vendor selection and contract authorization based on the schedule outlined below:

- **RFQ Procurement Window (July)**
Vendor questions are due within one week of release, and GRG will issue written responses to all questions shortly thereafter. Completed proposals are due approximately three weeks after RFQ release.
- **Pilot Period (July – mid-August)**
Following proposal review, GRG will select and notify 2-3 finalist vendors in late-July. Each vendor will participate in a 3-week structured pilot consisting of a setup phase, an active pilot period, and a debrief (see Section 3 for details). The pilots are designed to run sequentially so that GRG can evaluate each platform under consistent conditions before making a selection.
- **Scope and Fee Discussions (September – October)** Following the conclusion of both pilots, GRG will select one vendor to enter detailed scope and fee discussions in mid-September.
- **Board Authorization (October)** GRG's Board of Directors will consider contract authorization at its October meeting. Vendors should be prepared to have scope and fee terms finalized prior to that date.

2. Product Scope & Core Features

Summary Table

Modules	Sub-Module	Description	Priority
A. Asset Inventory Management	A1. Asset Data Integration	Support integration with GRG's existing asset database	Tier 1, Required
	A2. Asset Data Update	Support asset updates resulting from routine maintenance, field observations, repairs, replacements, and retirements.	Tier 1, Required
	A3. Asset Performance Tracking	Enable GRG to understand asset condition, maintenance burden, and long-term performance.	Tier 1, Required
	A4. Equipment and Tool Tracking	Track the availability, assignment, and condition of tools and equipment used in field operations.	Tier 3, Future or optional



Modules	Sub-Module	Description	Priority
B. Work Order Management	B1. Short-Term Reactive Work Order Support	Support the intake, assignment, execution, and closure of reactive work orders.	Tier 1, Required
	B2. Maintenance Planning and Recurring Work Order Generation	Support recurring work through structured maintenance planning.	Tier 1, Required
	B3. Inspections	Support standardized field inspections across asset classes.	Tier 2, Strongly preferred
	B4. Task Tracking and Notifications	Provide all users with real-time visibility into assigned work.	Tier 1, Required
	B5. Scheduling & Resource Planning	Support supervisors in planning and coordinating work dynamically.	Tier 1, Required
	B6. Contractor & Partner Coordination	Centralize communication and cost-tracking for external entities.	Tier 3, Future or optional
C. Reporting & Analytics	C1. Live Operational Reporting	Provide reliable operational dashboards and drill-down reporting.	Tier 1, Required
	C2. Resource and Labor Usage Tracking	Track labor and resource use in order to support staffing decisions, budgeting, and operational planning.	Tier 2, Strongly preferred
	C3. Cost and Subsidy Tracking	Quantify the "true cost of maintenance" for both GRG and partner-related maintenance activity.	Tier 2, Strongly preferred
	C4. Capital Planning	Enable long-term repair and replacement planning using maintenance history and asset performance data.	Tier 2, Strongly preferred
D. Usability & Access	D1. Single-Sign-On & Unified Interface	Ensure data consistency across the ecosystem.	Tier 1, Required
	D2. Field Device Optimization	Ensure interface optimization for portable field devices used on-site.	Tier 1, Required
	D3. Role-Based Permissions and Profile Customization	Support role-based access and workflows aligned with each user's operational responsibilities.	Tier 1, Required
E. Interoperability	E1. Relational Database Connectivity (Rest API)	Function as a linked structured database that communicates seamlessly.	Tier 1, Required



A) Asset Inventory Management

A1. Asset Data Integration

- **Priority: Tier 1, Required**
- **Objective:**
Support integration with GRG's existing asset database
- **Current-State Constraint:**
GRG's asset inventory already exists in an ESRI-based environment. Any new platform must work with this environment rather than requiring a full parallel rebuild of asset data.
- **Required Capabilities:**
 - i. Read and display GRG asset inventory through integration with GRG's ESRI environment, including REST API-based access.
 - ii. Support bidirectional data exchange for approved asset updates, subject to final architecture decisions.
 - iii. Display assets in both map and tabular views.
 - iv. Display core asset attributes, status, and linked maintenance history where applicable.
 - v. Ability to attach warranty documentation for assets.
 - vi. Ability to display assets from external data sources and partner organizations along the greenways, such as St Louis City & County Parcel Data.

2. Asset Data Update

- **Priority: Tier 1, Required**
- **Objective:**
Support asset updates resulting from routine maintenance, field observations, repairs, replacements, and retirements.
- **Current-State Constraint:**
GRG does not have a reliable way to update asset records while preserving historical information for maintenance activities, repairs, replacements, or retirements (e.g., weed removal, swing replacements, new barbecue grill additions). Workers also need a clear and easy way to add missing assets identified during field work to the asset inventory.
- **Required Capabilities:**
 - i. Authorized users can create, edit, retire, replace, or deactivate assets from desktop and mobile interfaces.
 - ii. The platform supports standardized intake forms and required fields by asset class.
 - iii. Field users can add missing assets or asset data directly from the field.



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- iv. Historical asset context is preserved when assets are replaced or retired, including maintenance and work history where applicable.
- v. The platform supports validation, review, and approval workflows before asset changes become active. (eg: Manager gets notified when an asset is updated/added by another team member).

3. Asset Performance Tracking

- **Priority: Tier 1, Required**
- **Objective:**
Enable GRG to understand asset condition, maintenance burden, and long-term performance.
- **Current-State Constraint:**
Assets are not linked to the work orders in the current database. GRG does not currently have a clear way to track asset condition, maintenance burden, or long-term performance.
- **Required Capabilities:**
 - i. View and filter assets by condition, geography, age, asset class, and maintenance burden.
 - ii. View maintenance and work order history at the asset level.
 - iii. Identify high-maintenance, high-cost, or high-failure assets and locations.
 - iv. Report on maintenance burden by corridor, district, management zone, or asset type.

4. Equipment and Tool Tracking (Optional)

- **Priority: Tier 3, Future or optional**
- **Objective:**
Track the availability, assignment, and condition of tools and equipment used in field operations. (for eg- fleet tracking)
- **Current-State Constraint:**
Equipment and tools are not consistently tracked in relation to field tasks, making it difficult to understand availability, usage patterns, and replacement needs. For example, GRG does not currently have a reliable way to monitor fleet usage, understand maintenance needs for vehicles, or evaluate how much staff time is spent traveling versus working on-site.
- **Required Capabilities:**
The platform should be support fleet tracking by providing:
 - i. Record equipment by type, location, team, or assignment status.
 - ii. Associate tools or equipment with staff, crews, or work orders.
 - iii. Track maintenance status and replacement history for equipment.
 - iv. Costs associated with equipment usage and replacement.
- **Optional Capabilities:**
 - v. GPS-based vehicle location tracking.
 - vi. Route history and travel time analysis.



B) Work Order Management

1. Short-Term Reactive Work Order Support:

- **Priority: Tier 1, Required**
- **Objective:**
Support the intake, assignment, execution, and closure of reactive work orders.
- **Required Capabilities:**
 - i. Structured intake forms with required fields such as location, asset reference, issue type, scope, and priority.
 - ii. Support public issue intake by linking to GRG's 311 public intake form on their website.
 - iii. Mobile-friendly work order creation and updates.
 - iv. Map-based location selection, including address search, landmark search, or nearby asset selection.
 - v. Support for photo and document attachments during intake and completion.
 - vi. Standard work order statuses and workflow stages.
 - vii. Ability to assign work to individuals, crews, or contractors.
 - viii. Ability to track labor, equipment and material expenditure per task.

2. Maintenance Planning and Recurring Work Order Generation

- **Priority: Tier 1, Required**
- **Objective:**
Support recurring maintenance and preventive work through structured maintenance planning.
- **Current-State Constraint:**
The current system is designed mainly for one-time corrective tasks and does not adequately support actionable maintenance planning as an upstream function. GRG lacks a reliable way to translate recurring maintenance needs into scheduled work for preventative maintenance, cyclical tasks, and long-term conservation activities.
- **Required Capabilities:**
The platform should support maintenance planning and cyclical work by providing:
 - i. Create and manage Maintenance Management Plans (MMPs) by asset class — each defining the standard of care including labor type, equipment, materials, and expected frequency of service. MMPs serve as the planning foundation from which recurring tasks and work orders are generated.
 - ii. Allow supervisors to select a group of assets spatially (by drawing a map boundary) or by attribute filters (e.g., asset class, corridor, condition) to batch-schedule future tasks and inspections for those assets.
 - iii. When scheduling batch tasks, automatically surface cost estimates based on the MMP associated with each selected asset class (labor, equipment, and materials).
 - iv. Generate recurring work orders automatically based on MMP-defined maintenance schedules.



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v.Support inspection-based or condition-based triggers that initiate work orders outside of scheduled cycles.

3. Inspections:

- **Priority: Tier 2, Strongly preferred**
- **Objective:**
Support standardized field inspections across asset classes.
- **Current-State Constraint:**
The current system does not support a robust inspection process.
- **Required Capabilities:**
 - i.Assign inspections to assets or locations.
 - ii.Create configurable inspection templates by asset class.
 - iii.Schedule future inspections.
 - iv.View condition history and prior work history when performing inspections.

Optional Capabilities:

v.Automated reminders when inspections are due.

4. Task Tracking and Notifications

- **Priority: Tier 1, Required**
- **Objective:**
Provide all users with real-time visibility into assigned work.
- **Current-State Constraint:**
The current system does not generate reliable personalized views of assigned tasks for staff. GRG currently relies on manual exports and static lists to communicate task assignments and status.
- **Required Capabilities:**
 - i.Automated alerts for new assignments and status changes.
 - ii.Personalized live views of pending, in-progress, overdue, and completed work.
 - iii.Supervisor dashboards showing team assignments, progress, and overdue work.
 - iv.Mobile-friendly task queue views.

Optional Capabilities:

v.Daily or weekly email summaries of team progress and upcoming deadlines

5. Scheduling & Resource Planning:

- **Priority: Tier 1, Required**
- **Objective:**
Support supervisors and teams in planning and coordinating work dynamically.



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- **Current-State Constraint:**
Scheduling currently depends on spreadsheet exports and whiteboard coordination, which limits visibility and responsiveness.
- **Required Capabilities:**
 - i. View work in dashboard, list, map, and calendar formats.
 - ii. Coordinate assignments across staff and crews.
 - iii. Track labor hours and assign work based on shift, geography, and capacity.
- **Optional Capabilities:**
 - iv. Support route-aware planning based on task location, priority, live traffic, and weather conditions.

6. Contractor & Partner Coordination:

- **Priority: Tier 3, Future or optional**
- **Objective:**
Centralize communication and cost-tracking for external entities within the platform.
- **Current-State Constraints:**
Contractor coordination currently happens through Slack and manual follow-up, while partner coordination often occurs through meetings and scattered documentation. Relevant maintenance agreements with partners are not easy to access, obscuring a clear understanding of shared maintenance responsibility.
- **Required Capabilities:**
 - i. Role-based external access for contractors and, where relevant, partner agencies.
 - ii. Ability for contractors to receive assignments, upload status updates, costs, notes, and photos.
 - iii. Clear designation of responsibility by asset, task, or geography.
 - iv. Ability to export tasks to share with external partners on assets they own or co-manage as an email digest.

C) Reporting, Cost Tracking & Capital Planning

1. Live Operational Reporting:

- **Priority: Tier 1, Required**
- **Objective:**
Support day-to-day operational management through live dashboards that show what work is open, in progress, or completed across the system — giving supervisors and staff a real-time picture of field activity.
- **Current-State Constraints:**
Current reporting depends on spreadsheet exports, manual cleaning, and incomplete categorization. Dashboards do not consistently reflect completed work, labor hours, or current



asset conditions.

- **Required Capabilities:**

- i. Real-time dashboards showing work order status, labor activity, and asset condition across the system for both planned, in-progress, and completed work.
- ii. The ability to filter and sort data by asset, geography, staff, contractor, work type, and status.
- iii. Drill-down views that allow users to investigate specific records behind dashboard metrics.
- iv. Export options for operational reporting, including PDF, Excel, and image formats.

- **Optional Capabilities:**

- v. Integrated LLM capabilities to enable natural language querying of the database.
- vi. Instant generation of charts and graphs to streamline daily operational decisions and simplify leadership reporting (e.g., “Show me all pending work orders for playground equipment in District 4”)

- **Typical reporting question:**

- i. How many work orders are currently open per region or greenway segment?
- ii. How many work orders were completed in the past month?
- iii. What is each assignee's current open and completed work order count?
- iv. What planned maintenance tasks are scheduled for a given corridor or asset set this season?

2. Resource and Labor Usage Tracking

- **Priority: Tier 2, Strongly preferred**

- **Objective:**

Track how staff time, contractor hours, and equipment are being allocated across assets, corridors, and task types — supporting capacity planning, workload balancing, and future staffing decisions.

- **Current-State Constraint:**

GRG does not currently have a consistent way to measure how staff time, contractor effort, and equipment use are distributed across assets, corridors, or maintenance activities.

- **Required Capabilities:**

- i. Labor hour tracking by work order, asset, corridor, or activity type.
- ii. Visibility into staff allocation across zones, teams, and task categories.
- iii. Associate materials, equipment, and contractor usage with work orders where applicable.
- iv. Reporting that supports analysis of workload, staffing capacity, and resource demand over time.

- **Typical reporting question:**

- i. How many hours of work are planned per supervisor for the coming week?
- ii. How is crew time distributed across corridors or greenway segments this month?
- iii. Which asset types or task categories are consuming the most staff hours?
- iv. How does labor demand shift across seasons, and where are we under- or over-resourced?



3. **Cost and Subsidy Tracking:**

- **Priority: Tier 2, Strongly preferred**
- **Objective:**
Quantify the true financial cost of maintenance at the work order and asset level, distinguishing between GRG-managed and partner-owned work, enabling GRG to report on spending by location, responsible party, and asset type in support of inter-agency agreements.
- **Current-State Constraints:**
Relevant maintenance responsibilities and agreements with partners are not clearly and consistently reflected in the system, making it difficult to quantify the cost of shared or partner-related work. GRG cannot currently show where labor and materials are being spent at the level needed for budgeting or external storytelling.
- **Required Capabilities:**
 - i.Track labor and material costs at work order and asset level.
 - ii.Distinguish between GRG-managed and partner-related work.
 - iii.Report spending by location, corridor, asset type, and responsible party.
 - iv.Link financial spend directly to asset condition and maintenance history.
- **Typical reporting question:**
 - i.How much has been spent on pavement repairs on the Brickline in the last month?
 - ii.What is the total cost of maintenance per corridor or greenway segment year-to-date?
 - iii.How much of our maintenance spend is attributable to partner-owned assets?
 - iv.What does historical investment in a given asset class look like over time — in labor, materials, and total cost?

4. **Capital Planning:**

- **Priority: Tier 2, Strongly preferred**
- **Objective:**
Enable long-term repair and replacement planning using maintenance history and asset performance data.
- **Current-State Constraint:**
Capital planning is currently managed through a separate process using filtered exports and spreadsheet-based analysis. This limits GRG's ability to use maintenance history, asset performance, and cost data to identify where recurring repairs may indicate a capital need.
- **Required Capabilities:**
 - i.Aggregate data by asset, asset type, corridor, or geography.
 - ii.Identify recurring repairs and high-burden assets over time.
 - iii.Support visibility into expected service life versus actual maintenance burden.
 - iv.Support export or analysis of lifecycle and replacement planning inputs.
 - v.Access to historical work order costs and lifecycle data that can inform repair and replacement decisions and future budgetary needs.



D) Usability & Access

The platform must support both office and field users through a unified, mobile-friendly experience with clear access controls. Ease of use and a clear UI that enable more efficient work, clear ability to view work summaries, and access relevant data on the go will be key factors in how platforms are evaluated.

1. Single-Sign-On (SSO) & Unified Interface

- **Priority: Tier 1, Required**
- **Objective:**
Eliminate login fatigue and ensuring data consistency across the ecosystem. Field workers must access maps and work orders through a single authenticated session, eliminating the need to toggle between disconnected apps.
- **Required Capabilities:**
 - i.Support enterprise identity provider integration, such as Azure AD or Okta.
 - ii.Support both desktop and mobile access within a unified user environment.
 - iii.Keep office and field users aligned to the same current operational data.

2. Field Device Optimization

- **Priority: Tier 1, Required**
- **Objective:**
Ensure the interface is optimized for portable field devices used on-site to collect, view, or update information. (GRG's field staff uses iPads and mobile devices)
- **Current-State Constraint:**
Field device typing hides inputs, slows completion, and increases missing data.
- **Required Capabilities:**
 - i.Mobile-first forms with dropdowns, toggles, required fields, and reduced free typing.
 - ii.Offline field functionality.
 - iii.Photo capture and attachment support.
 - iv.Map-first workflows with nearby asset suggestions and location search.

D3. Role-Based Permissions and Profile Customization:

- **Priority: Tier 1, Required**
- **Objective:**
The platform should support role-based access and workflows aligned with each user's operational responsibilities. By aligning platform permissions with individual responsibilities, the platform should ensure that every user has the exact tools they need to succeed.
- **Current-State Constraint:**
Seasonal workers do not have full permissions when using the current platform, resulting in intervention by area supervisors and operations managers. Contractors are managed through



monthly meetings and require additional coordination via Slack.

- **Required Capabilities:**
 - i. Configurable access templates by user role and the ability to add new users per role.
 - ii. Control over view, edit, assign, approve, and close permissions.
 - iii. Limited scoped access for contractors and external users.
 - iv. Configurable dashboards by user type.
 - v. Administrative tools for user and permission management.
- Overview of the **key user roles** and their intended platform usage:
**please note that the number of users is 2026 budgeted and flexibility is required as the team is expected to grow over the coming years, including external public input, contractors and seasonal staff*

Role	Primary Device	Core Needs	Number of users
Operations Manager	Desktop	Oversees the full operating system for Sustain. Oversees maintenance and stewardship of all assets in the network. Needs a cross-system view of assets, work, workforce capacity, and contractor activity. Owns intake triage, prioritization, assignment, maintenance planning, and overall workflow oversight. Needs to connect day-to-day operations with reporting, budgeting, staffing, and long-range maintenance planning, while also administering users and permissions.	1
Conservation Manager	Desktop	Oversees maintenance and stewardship of planting and landscape areas across multiple zones. Needs to define and monitor recurring conservation work, confirm maintenance plans, and evaluate performance over time. Requires visibility into ecological outcomes, treatment history, and external contributions from partners or contractors.	1
Capital Planner	Desktop	Uses operational and maintenance data to inform future capital decisions. Needs to interpret condition, repair history, lifecycle performance, and recurring maintenance burden across asset classes and geographies. Focuses on identifying where ongoing maintenance signals the need for larger repair, rehabilitation, or replacement investments.	1
Supervisor	Mobile + desktop	Manages field execution at the ground level. Needs to capture issues in the field, direct and coordinate daily work, and keep visibility across active, scheduled, and completed tasks for crews and supporting workers. Requires tools that	5



		support fast issue logging, field assignment, routing, follow-up, and closeout.	
Coordinator	Mobile	This role bridges field coordination and hands-on execution, combining oversight responsibilities with active participation in fieldwork. Responsible for managing and executing daily operations at the ground level. They carry out assigned work in the field, requiring a clear, mobile-first interface that provides task details, locations, and expectations. Success in this role depends on the ability to both coordinate crews and personally complete work, using tools that support real-time issue logging, task assignment, routing, status updates, and efficient documentation through notes and photos.	2
Field Crew / Seasonal	Mobile	Executes assigned work in the field. Needs a simple, mobile-first interface that shows what to do, where to go, and how to update status once work is complete. Requires quick access to task details, asset location, and lightweight documentation tools such as notes and photos.	5
Contractor	Mobile	Completes GRG-assigned work within a defined scope. Needs controlled access to only the tasks, assets, and locations relevant to their contract. Must be able to review assignments, document progress, submit updates and completion information, and in some cases provide cost-related inputs.	Multiple external contractors that help with land management and maintenance
Partner agency	Desktop	Participates in coordination rather than internal execution. Needs visibility into issues, assets, and work orders tied to its jurisdiction or shared responsibilities. GRG needs to be able to share an export of the work order or service request with live location links and pictures via email.	

E) Interoperability & Architecture

The backbone of the GRG asset management strategy relies on a shift from siloed records to a cohesive, relational data architecture. Current operations are hampered by a "manual bridge" between the asset database and work order systems, creating a visibility gap that prevents long-term strategic planning.

1. Relational Database Connectivity:

- **Priority: Tier 1, Required**
- **Objective:**
The platform must function as a "living", structured database where spatial geometry, metadata,



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and maintenance history are fundamentally linked and can communicate seamlessly.

- **Required Capabilities:**

- i.Ability to work and link with GRG's ESRI Database through REST API integration with bidirectional read/write capability
- ii.Maintain persistent IDs across related records and updates.
- iii.Support reliable linkage between asset records, work orders, inspections, attachments, and history.
- iv.Real time integration across all platforms view the same live data without offline reconciliation between systems.

- **Optional Capabilities:**

- v.Support for parent-child relationships (e.g., a "Playground" asset containing "Swing Set" and "Slide" sub-assets).
- v.Ability to group assets by specific districts, maintenance segments, or management zones.

- **Technical Environment & Integration Constraints:**

- i.**Hosting:** GRG's GIS spatial database is hosted by CDI, GRG's engineering and GIS consultant. GRG's GIS Spatial Database Enterprise (SDE) is hosted on Microsoft SQL Server on CDI's Amazon Web Services (AWS) cloud environment (EC2 servers), accessible through an ESRI REST API.
- ii.**GIS Platform:** ESRI ArcGIS Enterprise, licensed and hosted by CDI. GRG accesses data through its own ArcGIS Online (AGO) organizational account
- iii.**Core Asset Data:** Approximately 90% of GRG's assets are stored in three base layers (points, lines, polygons). Bridges and vegetation are stored in separate layers

- **Open architecture question**

A key implementation question is where operational work order data should reside over time, in the selected platform, in the existing GIS environment, or in a hybrid architecture. Vendors should describe:

- recommended data ownership model,
- implications for implementation complexity,
- reporting implications,
- integration dependencies,
- and long-term maintenance tradeoffs.

3. Pilot Overview

Purpose

The pilot is designed to **test essential workflows** for Sustain operations—not the full long-term future state. It should generate enough evidence across pre-defined business outcomes and associated metrics for GRG leadership to make a confident vendor selection decision and justify long-term technology investment.

- It is not an enterprise deployment. It covers a limited geography, limited asset types, and a small user group.



- It does not require all GRG data to be migrated. Only a sample asset dataset needed to test selected workflows should be loaded.
- It is not a commitment to a vendor. The pilot generates evidence for a decision; it does not constitute procurement.

Pilot Scope

3.1 Duration

Each vendor should plan for a 4-6 week pilot duration, structured as follows:

Phase	Duration	Activities	People	Notes
Setup & Data Prep	1-2 weeks (Pre-Pilot)	Pilot environment setup and provisioning	Vendor	Vendor prepares a sandbox or trial environment configured for GRG's pilot scope
		Data preparation and cleanup	GRG GIS Lead, Consultant	GRG GIS Lead to extract sample asset data; Consultant to verify structure
		Data migration into pilot environment	Vendor, Consultant	Vendor loads prepared data; Consultant verifies mapping and completeness
		Baseline Metrics Capture	Consultant, GRG Managers & Staff	GRG and the Consultant collect baseline data on how the current system performs against the evaluation criteria
Active Pilot	2-3 weeks	Platform demo session	GRG Staff, Consultant, Vendor	Vendor demonstrates workflows across entire platform, including those not being actively tested during pilot- typical demo- not configured to GRG
		User training and onboarding	GRG Staff, Consultant, Vendor	Vendor supports lightweight onboarding for the pilot sandbox and provides basic training for workflows being actively tested in the pilot to GRG user group
		Day-to-day user testing	GRG Staff	Staff use the system to test select pre-specified workflows in the office and in the field



		Weekly feedback collection	Vendor, GRG Lead, Consultant	Vendor meets with GRG Lead and Consultant to address ongoing issues during the pilot
		Weekly feedback collection and metrics monitoring	GRG Staff, Consultant,	GRG Lead and Consultant conduct brief weekly check-ins with pilot users; Consultant documents and tracks metrics.
Debrief & Evaluation	1 week (Post-Pilot)	Final recommendation to leadership	GRG, Consultant,	Compile metrics, conduct user debrief sessions, score against success criteria, draft recommendations

**The Consultant is an urban planning and technology consulting firm, helping GRG with the procurement of the platform.*

3.2 Users and Roles

The vendor must provide 8-10 logins for GRG use during the pilot. The following table lists the various users and their pilot testing goals:

Role	User Count	Pilot Testing Goals
GRG Pilot Lead (Sustain Ops Manager)	1	Owns the pilot internally. Monitors metrics, develops templates for work orders and inspections, gathers weekly feedback, and drafts recommendations to leadership.
Manager (Sustain Team Lead)	1	Tests asset display, work order scheduling, dashboard views, and manager-level reporting
Conservation Manager	1	Tests asset display, area-based work order scheduling specifically for cyclical tasks, dashboard views, and manager-level reporting
Capital Planner	1	Needs an understanding of cost tracking and capital reporting features
Supervisor	3	Tests task assignment, scheduling, dashboard views, and supervisor-level reporting.
Field Crew	1-2	Tests mobile interface, work order completion, photo capture, asset lookup, and offline mode in field conditions.

3.3 Asset Types and Data

The pilot should include a small sample of GRG's asset data with a representative set of asset classes sufficient to test the system's ability to meet their asset management needs.



The data import:

- **Must include** 3–5 asset classes spanning at least one point asset, one linear asset, and one polygon or area asset (e.g., benches, trail segments, and park zones).
- **Will be limited** to one corridor, district, park, or a limited Brickline Greenway geography.

3.4 Workflows

The pilot environment **must be configured to test and demonstrate** the following workflows:

1. Login and Dashboard View

- a. Show login experience from both desktop and mobile devices
- b. Overview of dashboard and configuration options

2. Asset Display, Creation, and Update

- a. Clearly display sample GIS Asset layers on desktop and field devices
- b. Test creation of a new asset on desktop and field devices
- c. Update some attributes of an existing asset on desktop and field devices
- d. Show how retired assets may show up on the platform

3. Short-Term Work Order Workflow

- a. Creation of work order through triage or field observation
- b. Assignment and Notification of work order- this work order should be assigned to a pilot user to test the notification system. Clearly state how notifications are delivered to users (push notification / email / text). Show dashboard view of pending tasks
- c. Update of work orders by manager / supervisor / field crew
- d. Closing out work orders by manager / supervisor / field crew
- e. Show the entire workflow from creation to completion on both desktop and mobile devices
- f. There should be a clear ability to create work orders on assets.
- g. Work Order should include input attributes for (required attributes noted with *):
 - i. Greenway name*
 - ii. Asset Type*
 - iii. Sustain Team Department*
 - iv. Status*
 - v. Priority*
 - vi. Open Date*
 - vii. Assigned To*
 - viii. Description*
 - ix. Partner
 - x. Photo
 - xi. Labor, Material, and Resource expenditure tracking

4. Cyclical Task Workflow

- a. Creation of future one-time & recurring maintenance tasks (e.g. painting a bench every 6 months, mowing grass)
- b. Creation of an inspection order (eg. of a swing) and the ability to create inspection templates per asset type.
- c. When demonstrating the above workflows, show if these tasks can be assigned by:



- d. Entire asset classes (e.g. all benches across all greenways)
- e. Asset classes in a certain greenways (eg. all bench in one greenway only)
- f. Per asset (e.g. only one bench on one greenway)
- g. Show workflow on both desktop and mobile devices

5. Cost Tracking and Labor Resource Scheduling

- a. Show how either / both short-term and cyclical task orders can be tracked in terms of cost for labor, materials and equipment
- b. Assigning and scheduling of labor resource via calendar or task view
- c. Daily / weekly work reporting

6. Basic Reporting and Dashboard Outputs

- a. Show configured reports as templates
- b. Demonstrate dynamic reporting and capital planning features

7. Contractor and Partner Coordination (this workflow can be demonstrated and does not need to be implemented for the pilot)

- a. Demonstrate how a work order could be assigned to a partner and exported via email

Any additional features of the platform may be shown, as deemed appropriate by the vendor.

3.5 Training

Each vendor **must deliver lightweight training** before the active pilot begins. Training should be oriented toward the specific workflows being tested.

At a minimum, training should make the following aspects clear to each of the GRG user roles:

- **Admin Level User:** System configuration basics, user management, creating and assigning work orders, dashboard navigation, reviewing completed work, basic reporting, data export
- **Field User:** Mobile login, dashboard navigation, finding and selecting assets, adding and completing a work order, capturing photos, offline sync

ANTICIPATED PROCUREMENT SCHEDULE

Please make note of following milestone dates for consultant selection:

June 23, 2026:	GRG Issues RFQ
July 9, 2026:	Questions on this RFQ due to GRG by 3:00pm CST Submit questions via GRG website (link will be provided)
July 15, 2026:	GRG Issues Response to Questions All questions and responses will be shared among all firms who have registered for the RFQ
July 24, 2026:	Qualifications Submittals Due by 12:00pm CST



July 31, 2026:	GRG notifies firms to schedule demonstrations (if needed). GRG will provide template data in an Excel Spreadsheet to be used for the demonstrations.
August 10, 2026:	Short-listed firms provide a Sandbox Environment for GRG staff to test out software using the Template Data provided and/or other data provided by consultant. GRG staff may reach out to short-listed firms during this period on questions related to the Sandbox Environment.
August 28, 2026:	GRG Selects Firm to begin scope and fee discussions.
October 13, 2026:	GRG Board of Directors Meeting to authorize 2026 contract with selected firm.

PART E: GENERAL PROVISIONS

Any contracts awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

GRG is interested in supporting opportunities for local businesses and residents. Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County (Great River's Greenway's district), and secondarily within the State of Missouri.

The selection committee reserves the right, at their sole discretion, to 1) reject any or all submittals when, in their opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) allow annual additions to the Prequalification List, and 5) request additional information which may be deemed necessary.

This Request for Qualifications does not obligate Great Rivers Greenway to pay any costs incurred by any respondent with their submission.

Any contract entered into pursuant of this RFQ shall specifically include the required clauses found in Exhibit A. GRG also intends to utilize the contract form attached hereto and incorporated as Exhibit B. Any contract(s) awarded under this RFQ will require consultant(s) to meet the terms contained in Exhibits A & B. Invoicing submitted as part of any contract(s) awarded under this RFQ must be submitted under GRG's standard professional services invoice cover form, attached hereto as Exhibit C.

Consultants should address any material variances from the terms contained in Exhibits A or B in their submittal letter to GRG noted in Part B of this RFQ.



Exhibit A: Critical Procurement & Contracting Terms

CONSULTANT shall execute and deliver to the Metropolitan Park and Recreation District d/b/a Great Rivers Greenway District ("DISTRICT") an affidavit confirming the CONSULTANT's enrollment in the E-Verify federal work authorization program pursuant to Sections 285.525 and 285.530 RSMo and a copy of the CONSULTANT's E-Verify MOU. CONSULTANT shall not be required to execute the affidavit and supply an E-Verify MOU copy if either (i) the compensation to be paid under the contract is \$5,000 or less, or (ii) the CONSULTANT does not have any employees (though an affidavit attesting that the CONSULTANT has no employees will still be required).

The company (CONSULTANT) shall execute and deliver to the DISTRICT an affidavit certifying that the company (CONSULTANT) and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of the contract. This paragraph shall not apply if the compensation to be awarded under the contract is less than \$100,000 or if the company (CONSULTANT) has less than 10 employees (an affidavit attesting that the company (CONSULTANT) has less than 10 employees will still be required). In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Section 34.600 of the Missouri Revised Statutes.

Indemnity/ Hold Harmless. CONSULTANT shall indemnify, defend and hold harmless DISTRICT, its elected and appointed officials, officers, representatives, agents, and all employees from and against any and all claims, damages, demands, actions, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the SCOPE OF WORK (hereinafter, "Claims") including, but not limited to (a) Claims due to bodily injury, including death, and property damage (b) and other economic damage, which are caused or occasioned, in whole or in part, by any negligent or intentional act or omission, breach of contract, or violation of law, of the Contractor, or of any Subcontractor or Sub-subcontractor, their employees or agents or any of them.

CONSULTANT shall defend DISTRICT, its elected and appointed officials, officers, representatives, agents and all employees, from and against any and all Claims (excluding only Claims arising out of CONSULTANT'S professional negligence, errors and omissions) arising in whole or in part out of, in connection with, resulting from, or incidental to CONSULTANT'S operation under this AGREEMENT.

In addition to the foregoing, CONSULTANT shall require that any representative, agent, consultant, or subcontractor with which it enters into any agreements or contracts to perform any work related to this AGREEMENT agree to hold harmless CONSULTANT and DISTRICT for all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from the performance of the SCOPE OF WORK.

Insurance. The CONSULTANT shall maintain throughout the term of this AGREEMENT insurance coverage for the risks specified below and shall maintain policy limits at a minimum in the amounts specified below. All commercial general liability and automobile liability insurance shall be written on an occurrence basis. With the exception of professional liability insurance and workers' compensation/employer's liability insurance, the **METROPOLITAN PARK AND RECREATION DISTRICT** shall be named as an additional insured on all insurance policies (including umbrella coverage if used to attain required limits), the CONSULTANT's insurance will be primary to any insurance the DISTRICT may have and the DISTRICT's insurance shall be non-contributory. A valid Certificate of Insurance naming the Metropolitan Park and Recreation District as additionally insured is required prior to contract execution.

Professional Liability: The CONSULTANT shall maintain Professional Liability Errors and Omissions insurance coverage for five (5) years beyond the termination date of this AGREEMENT for the Professional Services performed pursuant to this AGREEMENT in a policy limit not less than \$2,000,000.00 for each claim and aggregate, and shall provide the DISTRICT with a copy of the insurance endorsements and a certificate of insurance as well as a copy of the policy, when requested. The CONSULTANT's duty and obligation to



maintain Professional Liability insurance and provide the insurance policy to the DISTRICT shall survive termination of this AGREEMENT.

Comprehensive General Liability: CONSULTANT shall maintain Comprehensive General Liability insurance in the following amounts:

Each Occurrence	\$2,000,000
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An umbrella or excess liability policy may be used to attain the shown Comprehensive General Liability limits.

Automobile Liability Insurance: CONSULTANT shall maintain Automobile Liability Insurance protecting against claims for bodily injury or property damage arising out of the ownership or use of any owned, hired or non-owned vehicle and including protection for either all owned, hired, or non-owned motor vehicles of any type, in the following limits: \$2,000,000 Each Accident, Combined Single Limits, Bodily Injury and Property Damage. An umbrella or excess liability policy may be used to attain the shown Automobile Liability limits. Such policy shall insure the contractual liability assumed by the CONSULTANT pursuant to this AGREEMENT.

Workers' Compensation and Employers' Liability: CONSULTANT shall maintain Worker's Compensation Insurance protecting the CONSULTANT against all claims under applicable state Workers' Compensation laws in the following limit: Statutory Limit.

CONSULTANT'S Worker's Compensation insurance policy shall also protect CONSULTANT against claims for injury, disease or death of employees for which, for any reason, may not fall within the provisions of a Workers' Compensation law under an Employers Liability policy with the following limits:

Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 each employee

An umbrella or excess liability policy may be used to attain the shown Workers' Compensation and Employers' Liability limits.

Industry Ratings: The DISTRICT will only accept coverage from an insurance carrier that offers proof that the carrier:

- a. is licensed to do business in the State of Missouri; and
- b. carries a Best's Policyholder rating of A-VII, or better or is otherwise approved by the DISTRICT.

Additional Insured: METROPOLITAN PARK AND RECREATION DISTRICT shall be named as an additional insured on CONSULTANT'S comprehensive general liability insurance and automobile liability insurance policies and umbrella policy if used. Such insurance shall not be cancelled without prior notification to the DISTRICT.

Certification of insurance coverage in the sections above shall be on the ISO Standard Certificate of Insurance Form. Certification of professional liability insurance shall be provided on a separate ACORD form



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provided by the CONSULTANT'S insurance carrier or its authorized representative. Copies of additional insured endorsements shall accompany the insurance certificates.

Subconsultant's Insurance: If a part of this AGREEMENT is to be subcontracted, then the CONSULTANT shall either:

- a. cover all subconsultants under its insurance policies; or
- b. require each subconsultant not so covered to secure insurance which will protect against applicable hazards or risks of loss and in the minimum amounts designated herein.

Waiver of Subrogation: All policies described above shall contain a Waiver of Subrogation in favor of the DISTRICT for those policies lawfully allowable in Missouri. The CONSULTANT or its insurance company shall provide to the DISTRICT at least thirty (30) days advanced written notice prior to any renewal or expiration date of any insurance policy.

Attorney Fees and Costs. In the event that the DISTRICT shall institute litigation or be named as a party to any litigation to enforce or interpret the provisions of this AGREEMENT, and the DISTRICT shall be successful in whole or part in the prosecution or defense of such litigation, the CONSULTANT shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the DISTRICT in connection with such litigation.



Exhibit B: Template Contract

**PROFESSIONAL SERVICE AGREEMENT
(Asset Management and Work Order Software)**

THIS AGREEMENT (“AGREEMENT”) is made and entered into as of

_____ by and between the **METROPOLITAN PARK AND RECREATION**

DISTRICT d/b/a THE GREAT RIVERS GREENWAY DISTRICT (hereinafter the “**DISTRICT**”) and

_____ (hereinafter the “**CONSULTANT**”).

1. **Scope of Work.** The **CONSULTANT** agrees to perform the professional services related to _____, as set forth in Exhibit A attached hereto and incorporated herein by reference (“**SCOPE OF WORK**”). In accordance with the other conditions included in this **AGREEMENT**, such **SCOPE OF WORK** is sometimes collectively referred to herein as the **PROJECT**.
2. **Compensation.** The **DISTRICT** shall pay to the **CONSULTANT** a total sum not to exceed _____ Dollars (\$_____), subject to annual appropriation by the **DISTRICT’S** Board of Directors, for the **SCOPE OF WORK**. The payment of this sum shall be made (i) in accordance with a written invoice submitted by the **CONSULTANT**, under an accompanying standard GRG Consultant Services Invoice Coversheet, detailing the work to be performed, the person or persons performing the work, the detailed fees and costs therefor and the percentage of the **SCOPE OF WORK** that has been completed at the time of invoicing, and (ii) otherwise consistent with the payment terms set forth in Exhibit B. If the payment terms set forth in Exhibit B for the **SCOPE OF WORK** is to be



based on a calculation using an hourly rate, said hourly rate shall not be increased during the term of this **AGREEMENT** unless expressly set forth in Exhibit B.

Notwithstanding anything to the contrary herein, **CONSULTANT** shall submit an invoice to **DISTRICT** once per month in order to ensure timely and accurate bookkeeping and accounting by **DISTRICT**. In no event shall **CONSULTANT'S** total compensation for the **SCOPE OF WORK** exceed \$_____.

3. **Consultant's Period of Service.** The **CONSULTANT'S** services shall be performed expeditiously and consistent with the **CONSULTANT'S** professional skill and judgment, and in conformance with the time for performance set forth in the **SCOPE OF WORK**.

For the sake of clarity and to avoid confusion, it is anticipated the **CONSULTANT'S** services shall begin on the date of this **AGREEMENT** and shall be completed by _____. Notwithstanding the foregoing, the **DISTRICT** shall have the right to delay the start of or suspend the **CONSULTANT'S** performance under this **AGREEMENT** on a temporary basis and for any period of time upon providing notice to the **CONSULTANT** of such delay or suspension and the reason therefor.
4. **Deliverables.** The **DELIVERABLES** (as hereinafter defined) to be produced by **CONSULTANT** are set forth and described in Section 5 of this **AGREEMENT** and the **SCOPE OF WORK**.
5. **Ownership of Deliverables.** All plans, drawings, schedules, reports, summaries and other documents, including those prepared in electronic form, prepared in accordance



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with the **SCOPE OF WORK** and related to the **PROJECT** (the “**DELIVERABLES**”) shall be and become the property of **DISTRICT**, and may thereafter be utilized by **CONSULTANT** only upon written permission of **DISTRICT**. Such written permission shall not be unreasonably withheld. Any reuse, changes, or modifications of the **DELIVERABLES** beyond that intended for this **PROJECT** without the express written consent of **CONSULTANT** will be at **DISTRICT'S** risk and without liability of **CONSULTANT**. None of the **DELIVERABLES**, handouts, or other documents or materials produced in whole or in part under this **AGREEMENT** shall be the subject of an application for copyright on behalf of **CONSULTANT** or any representatives, consultants, subcontractors, employees, or agents of **CONSULTANT**.

6. **District's Representative.** **DISTRICT** hereby designates _Susan Jankowski_ as **DISTRICT'S** representative to act on **DISTRICT'S** behalf with respect to the **PROJECT** (“**DISTRICT’S REPRESENTATIVE**”). **DISTRICT** or **DISTRICT'S REPRESENTATIVE** shall render decisions promptly to avoid unreasonable delay in the progress of **CONSULTANT'S** performance of the **SCOPE OF WORK**.
7. **Consultant's Representative.** **CONSULTANT** hereby designates _____ as **CONSULTANT'S** representative to act on **CONSULTANT'S** behalf with respect to the **PROJECT** (“**CONSULTANT’S REPRESENTATIVE**”). **CONSULTANT’S REPRESENTATIVE** shall not be changed without **DISTRICT'S** written consent, except in the event that **CONSULTANT’S REPRESENTATIVE** is no longer employed by **CONSULTANT**.



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8. **Standard of Care/Relationship of Parties.** No agency or employment agreement is created by this **AGREEMENT**. **CONSULTANT** shall be deemed an independent contractor for purposes of this **AGREEMENT**. Except as specifically authorized in writing, **CONSULTANT** is not authorized to bind **DISTRICT** to any contractual obligations. In addition to its obligations to perform the duties specified in this **AGREEMENT**, **CONSULTANT** shall perform its services hereunder with such professional skill and care ordinarily provided by such consultants practicing the same profession or trade in the St. Louis Metropolitan Area.
9. **Confidentiality.** During the course of performing under this **AGREEMENT**, **CONSULTANT** may become privy to information identified by **DISTRICT** as confidential, or which is otherwise considered by its nature to be confidential. **CONSULTANT** represents and warrants that it will take all steps necessary to protect such confidential information consistent with its duties hereunder.
10. **Publicity.** Unless directed otherwise by the **DISTRICT**, **CONSULTANT** shall include in all publicity generated by it concerning the **PROJECT**, and which is the subject of this **AGREEMENT**, that the **PROJECT** is "funded, in part, by the Great Rivers Greenway District."
11. **Compliance with ADA and Other Applicable Law.** **CONSULTANT** shall perform all tasks in compliance with all applicable laws, rules, regulations, ordinances, and standards, including, but not limited to, the Americans with Disabilities Act, as Amended, 42 U.S.C.



§ 12101 et seq., 47 U.S.C. §§ 225.611 and including all standards set forth in the regulations promulgated by the United States Department of Justice (2010 ADA Standards and the 2009 Draft Final Accessibility Guidelines for Outdoor Developed Areas) and Missouri's accessibility standards set out in the Missouri Revised Statutes at § 8.610 et seq., as well as any modifications, amendments or update to any of these standards in effect during the term of this **AGREEMENT**. Any deviation from the requirements of this Section 11 must be approved in writing by **DISTRICT**.

12. **Indemnity/Hold Harmless.** **CONSULTANT** agrees to indemnify and hold harmless **DISTRICT**, its elected and appointed officials, officers, representatives, agents and all employees from and against any and all claims, demands, actions, damages, liability and expense, including reasonable attorneys' and other professional fees, and the expenses of such parties ("Claims"), in connection with loss of life and bodily injury and/or damage of property arising from the **SCOPE OF WORK** or **CONSULTANT'S** work and operation under this **AGREEMENT**, but only to the extent caused by the negligent acts or omissions, in whole or part, of **CONSULTANT**, its officers, agents, employees, representatives, members, consultants, and/or subconsultants. In addition to the foregoing, **CONSULTANT** shall require that any representative, agent, consultant, or subconsultant with which it enters into any agreements or contracts to perform any work related to this **AGREEMENT** agree to hold harmless **CONSULTANT** and **DISTRICT**



for any loss or damage caused in whole or in part by the negligent acts or omissions of said representative, agent, consultant, or subconsultant.

CONSULTANT shall defend **DISTRICT**, its elected and appointed officials, officers, representatives, agents and all employees, from and against any and all Claims (excluding only Claims arising out of **CONSULTANT'S** professional negligence, errors and omissions), arising in whole or in part out of, in connection with, resulting from, or incidental to **CONSULTANT'S** operation under this **AGREEMENT**.

13. **Insurance.** **CONSULTANT** shall maintain comprehensive general liability insurance, automobile liability insurance, and property liability insurance with liability limits of not less than \$2,000,000.00 for injury to or death of one or more persons in any one occurrence and \$2,000,000.00 for damage or destruction to property in any one occurrence prior to executing this **AGREEMENT**. **DISTRICT** shall be named as an additional insured on **CONSULTANT'S** comprehensive general liability insurance, automobile liability insurance, and umbrella policy if used to attain required liability limits. Such insurance shall not be cancelled without prior notification to the **DISTRICT**. **CONSULTANT** shall also maintain Professional Liability Errors and Omissions insurance coverage for five (5) years beyond the termination date of this **AGREEMENT** for the Professional Services performed pursuant to this **AGREEMENT** in a policy limit not less than \$2,000,000.00 for each claim and aggregate, and shall provide **DISTRICT** with a copy of the insurance endorsements and a certificate of insurance as well as a copy of the policy, when requested. **CONSULTANT'S** duty and obligation to maintain



Professional Liability insurance and provide the insurance policy to **DISTRICT** shall survive termination of this **AGREEMENT**.

If required by applicable law, **CONSULTANT** shall also maintain Worker's Compensation Insurance protecting **CONSULTANT** against all claims under applicable state Workers' Compensation laws in the following limit: Statutory Limit.

CONSULTANT'S Worker's Compensation insurance policy shall also protect **CONSULTANT** against claims for injury, disease or death of employees for which, for any reason, may not fall within the provisions of a Workers' Compensation law under an Employers Liability policy with the following limits:

Bodily Injury by Accident	\$ Statutory Limit each accident
Bodily Injury by Disease	\$ Statutory Limit policy limit
Bodily Injury by Disease	\$ Statutory Limit each employee

An umbrella or excess liability policy may be used to attain the shown Workers' Compensation and Employers' Liability limits.

CONSULTANT shall ensure that any of its agents, representatives, consultants, or subcontractors procured or used in connection with the **PROJECT** and this **AGREEMENT** also maintains insurance policies consistent with the requirements set forth in this Section 13.

14. **Termination.** This **AGREEMENT** may be terminated as follows:



a. For failure to perform or for other breach of the terms of this **AGREEMENT**, **DISTRICT** may terminate by giving written notice to **CONSULTANT**, seven (7) days prior the date of termination or,

b. Without cause, either party may terminate by giving written notice to the other thirty (30) days prior to the date of termination.

DISTRICT will pay **CONSULTANT** for all services and reasonable costs incurred prior to the date of termination; subject, however, to **CONSULTANT** delivering an invoice and supporting documentation in accordance with the terms set forth in Section 2 of this **AGREEMENT**. In the event this Agreement is terminated due to a breach by **CONSULTANT**, **DISTRICT** shall have all remedies available to it at law or in equity.

15. **Notice.** All notices required or permitted under this **AGREEMENT** shall be deemed served when received by email or personal delivery, by nationally recognized overnight carrier or certified mail, return receipt requested, postage prepaid at the following addresses:

DISTRICT

Great Rivers Greenway District
3745 Foundry Way, Suite 253
St. Louis, MO 63110
Attn: Chief Executive Officer

CONSULTANT



16. **Waiver.** The failure of one party to require performance of any provision of this **AGREEMENT** shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this **AGREEMENT** constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
17. **Controlling Law/Venue.** This **AGREEMENT** shall be interpreted in accordance with the laws of the State of Missouri. Any legal proceedings brought hereunder shall be brought in the Circuit Court of St. Louis City, Missouri or in the event of Federal jurisdiction, in the United States District Court, Eastern District of Missouri.
18. **Attorney Fees and Costs.** In the event that **DISTRICT** shall institute litigation or be named as a party to any litigation to enforce or interpret the provisions of this **AGREEMENT**, and **DISTRICT** shall be successful in whole or part in the prosecution or defense of such litigation, **CONSULTANT** shall pay all costs, expenses and reasonable fees incurred or paid by the **DISTRICT** in connection with such litigation.
19. **E-Verify Affidavit.** Concurrently with execution of this **AGREEMENT**, **CONSULTANT** shall execute and deliver to **DISTRICT** the affidavit attached hereto as Exhibit C confirming **CONSULTANT'S** enrollment in a federal work authorization program with respect to its employees, in compliance with Section 285.530 R.S.Mo, along with documentation that **CONSULTANT** is currently enrolled in a federal work authorization program, such as a current E-Verify memorandum of understanding. **CONSULTANT** shall not be required to execute such affidavit if either (i) the compensation to be paid to **CONSULTANT** under



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this **AGREEMENT** is \$5,000 or less, or (ii) **CONSULTANT** does not have any employees. In the event **CONSULTANT** is not required to execute the affidavit attached hereto as Exhibit C because **CONSULTANT** has no employees, **CONSULTANT** shall instead execute and deliver to **DISTRICT** concurrently with execution of this **AGREEMENT** an affidavit attesting that **CONSULTANT** has no employees.

20. **Anti-Discrimination Against Israel Act.** Concurrently with execution of this

AGREEMENT, **CONSULTANT** shall execute and deliver to **DISTRICT** the affidavit attached hereto as Exhibit D confirming that **CONSULTANT** is not currently engaged in and shall not, during the duration of this **AGREEMENT**, engage in a boycott of goods or services from the State of Israel, in compliance with Section 34.600 R.S.Mo. **CONSULTANT** shall not be required to execute such affidavit if either (i) the compensation to be paid to **CONSULTANT** under this **AGREEMENT** is less than \$100,000, or (ii) **CONSULTANT** has less than ten (10) employees. In the event **CONSULTANT** is not required to execute the affidavit attached hereto as Exhibit D because **CONSULTANT** has less than ten (10) employees, **CONSULTANT** shall instead execute and deliver to **DISTRICT** concurrently with execution of this **AGREEMENT** an affidavit attesting that **CONSULTANT** has less than ten (10) employees.

21. **Warranties and Representations of Consultant.** **CONSULTANT** hereby represents, warrants, and covenants to **DISTRICT** that: (1) it has the lawful power and authority to enter into this **AGREEMENT**; (2) acting through its duly authorized officers or



representative it has duly authorized the execution of this **AGREEMENT**; and (3) neither the execution nor the fulfillment of or compliance with the terms hereof, conflicts with or results in a breach of the terms, conditions or provisions of any restriction, agreement, or instrument to which **CONSULTANT** is now a party or by which it is bound.

22. **Conflict.** In the event of any conflict or inconsistency between the provisions of the body of this **AGREEMENT** and the exhibits attached hereto, the provisions of the body of this **AGREEMENT** shall control and govern.

23. **Integration.** This **AGREEMENT** represents the entire integrated agreement between the **DISTRICT** and the **CONSULTANT**, and supersedes all prior negotiations, representations or agreements, either written or oral.

24. **Amendment.** This **AGREEMENT** may be amended only by written instrument signed by both the **DISTRICT** and the **CONSULTANT**.

WHEREFORE, the parties have set their hands the day and date first above written.

DISTRICT	CONSULTANT
Metropolitan Park and Recreation District d/b/a The Great Rivers Greenway District By: _____ Mark Perkins, CEO	_____ By: _____ Name: _____ Title: _____

Approved as to form:



Template Contract EXHIBIT A
SCOPE OF WORK



Template Contract EXHIBIT B
FEE SCHEDULE



Template Contract EXHIBIT C

**Affidavit of Compliance with Section 285.500 R.S.Mo., Et Seq.
For all Agreements in excess of \$5,000.00.
Effective January 1, 2009**

STATE OF _____)
_____) ss.

COUNTY OF _____)

Before me, the undersigned Notary Public, in and for the County/City of _____, State of _____, personally appeared (*Name*) _____, who is _____ (*Title*) of _____ (*Name of company*), (a corporation), (a partnership), (a sole proprietorship), (a limited liability company), and is authorized to make this affidavit, and being duly sworn upon oath deposes and says as follows:

- (1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- (2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 R.S.Mo., et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Signature _____

Name: _____

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires: _____

Template Contract EXHIBIT D

Affidavit of Compliance with Anti-Discrimination Against Israel Act (Section 34.600)



Great Rivers Greenway

For all Agreements in excess of \$100,000.
Effective August 28, 2020

STATE OF _____)

) ss.

COUNTY OF _____)

Before me, the undersigned Notary Public, in and for the County/City of _____,
State of _____, personally appeared (*Name*)
, who is _____ (*Title*) of _____
(*Name of company*), (a corporation), (a partnership), (a sole proprietorship), (a limited liability
company) (the "Consultant"), and is authorized to make this affidavit, and being duly sworn
upon oath deposes and says as follows:

Pursuant to Section 34.600 of the Missouri Revised Statutes, Consultant certifies it is not
currently engaged in and shall not, for the duration of this agreement, engage in a boycott
of goods or services from the State of Israel; companies doing business in or with Israel
or authorized by, licensed by, or organized under the laws of the State of Israel; or persons
or entities doing business in the State of Israel.

The terms used in this affidavit shall have the meaning set forth in Section 34.600 R.S.Mo., et
seq.

Signature _____

Name: _____

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires: _____

RFQ for Real Estate Acquisition and Relocation Services

Exhibit C: Consultant Invoicing Cover Template



Great Rivers Greenway
3745 Foundry Way
Suite 253
St. Louis, MO 63110
Email: info@grgstl.org

GRG Consultant Services Invoice

Invoice Date:
Received Date:
Invoice Number:
Billing From Date:
Billing Through Date:

INVOICE

From Date
To Date

*Revised
August
2021*

Section 1: Project Information	
Consultant Information	
Consultant Firm Name:	
Consultant Contact Name:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone Number:	
Contact Email:	
Consultant Project No.:	
GRG Project Information	
GRG Project Name:	
Project County:	
Project City:	
GRG Project Number:	
Consulting Services Contract Information	
Contract Execution Date:	
GRG Encumbrance ID:	
Current Contracted Scope Completion Level (i.e. Preliminary, Pre-Final, etc.):	
Current Contracted Scope NTP Date:	
Current Contracted Scope Estimated Completion Date:	
Original Contract Amount:	
Supplemental No. 1 Amount:	
Supplemental No. 2 Amount:	
Supplemental No. 3 Amount:	
Maximum Amount for ESC:	\$0.00
Section 2: Billing Summary	



GRG Consultant Services Invoice

INVOICE	
Invoice Date:	1/0/00
Received Date:	1/0/00
Invoice Number:	0
Billing From Date:	From Date
Billing Through Date:	To Date
Federal Project Number:	0

Total Consultant Personnel (see Section 3)		<i>Note</i>	\$0.00
Total Reimbursable Expenses (see Section 3)		<i>Note</i>	\$0.00
Total Sub-Consultant Costs (see Section 3)		<i>Note</i>	\$0.00
Total for this invoice			\$0.00
Total Prior Invoiced Amount			
Total Invoiced to Date (including this invoice)	\$0.00		
Total Contract Remaining	\$0.00		

Section 3: Project Cost Breakdown (Consultant may attach separate sheet(s) in lieu of this section)

CONSULTANT PERSONNEL

Scope Task	Employee/Employee Role	HOURS	RATE	AMOUNT
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00



REIMBURSABLE EXPENSES

SUB-CONSULTANTS

42



GRG Consultant Services Invoice

INVOICE	
Invoice Date:	1/0/00
Received Date:	1/0/00
Invoice Number:	0
Billing From Date:	From Date
Billing Through Date:	To Date
Federal Project Number:	0

Section 4: Progress Report - % Complete & MBE/WBE

Total Costs (includes Salaries, Sub-consultants, Direct Costs, Overhead & Fixed Fee)				
Scope Task	Total Budgeted	Total Expended to Date	Percent Expended (Budgeted/ Expended)	Estimate % Task Complete (Deliverables)
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
			#DIV/0!	
TOTAL	\$0.00	\$0.00	#DIV/0!	
MBE/WBE Verification – Summary To Date				
MBE/WBE Goal =				
Prime Consultant Contract Total =				
MBE/WBE Target \$ Amount =				
MBE/WBE Sub-Consultant (or MBE/WBE Prime)	Subcontract Amount	Total \$ for THIS invoice	Total \$ Billed to Date	Overall MBE/WBE % Met to Date
Total MBE/WBE Contract \$	\$0.00			
Total \$ for MBE/WBE for THIS Invoice		\$0.00		
		Total \$ Billed to Date	\$0.00	
		MBE/WBE % Met to Date		#DIV/0!



Progress Report – Narrative



Exhibit D: Consultant Procurement Confirmation

As the representative in responsible charge of this submittal for _____ [INSERT CONSULTANT TEAM NAME], I hereby acknowledge this submittal contains and confirms the following:

- ☐ Letter of interest that includes the following:
 - Summary of qualifications of the consultant, firm and/or team
 - Include primary office address with zip code. If a firm's St. Louis, Missouri office is not the primary office, indicate as such with both primary and St Louis office address with zip codes.
 - Contact information of staff member with contracting authority
 - Statement of understanding of the proposed scope of work and consultant's approach in carrying out the scope. If the consultant proposes to significantly deviate from the suggested scope of work, provide description of the proposed approach and justification.
 - Noting any discrepancies on contractual terms found in Exhibits A and B
- ☐ Overview of consultant firm(s) with brief resumes of individuals assigned to this effort, including project manager and organizational chart if needed. Please keep resumes to three (3) pages per staff member. Include an organization chart if necessary.
- ☐ Overview of consultant firm with brief resumes of individuals typically assigned to this effort, including project manager and organization chart if needed. Please keep resumes to no more than three (3) pages per staff member. Include an organization chart if necessary.
- ☐ Profile of three (3) projects demonstrating relevant experience working on similar efforts within the past five (5) years. It is acceptable if the projects were for GRG. Please keep project descriptions to no more than two (2) pages per project. Include references with current contact information.
- ☐ Statement of current (or 2026 if known) hourly rates or any other information related to fees and anticipated reimbursable expenses.
- ☐ Description of the firm's ownership structure, including percentage ownership by women and minorities and the firm's DBE/WBE/MBE certification, if applicable. (*see Part E*).
- ☐ Disclosure of any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof.

By signing below, we hereby acknowledge our review of, and concurrence with, the terms and conditions contained in Exhibits A, B, and C; or inclusion of any proposed material variances from Exhibits A or B (included in letter of submittal).

Person in Responsible Charge of this Submittal:

Signature: _____



Printed Name: _____

Date: _____