

Seven County Infrastructure Coalition

Request for Qualifications

**for the
Daggett and Uintah Counties Trails Master Plan**

December 2017

Table of Contents

Introduction	3
Scope of Work	3
Period of Performance	4
Proposal Format / Selection Team / Evaluation Criteria	4
Proposal Deadline	5
Point of Delivery – Email Submittal	5
Pages / Numbering	5
Page Definition	6
Management Responsibility/Selection Process	6
Disclosure and Disposition	6
Fee Negotiations	6
Agreement	6
Insurance Requirements	6
Notification	7

Daggett and Uintah Counties Trails Master Plan

Introduction

The Seven County Infrastructure Coalition (Coalition) has issued this Request for Qualifications (RFQ) to request Statements of Qualifications (SOQ) from professional consulting firms to assist the Coalition in preparing a Trails Master Plan to identify existing and future trails for expansion of the tourism economy in Daggett and Uintah Counties. The Coalition will contract with a technically proficient consultant to prepare the Trails Master Plan in cooperation with the project partners and interested individuals. The plan would include a comprehensive trails database for both counties. The plan and database would assist Daggett and Uintah Counties in expanding their trail systems, leading to increased recreational visitation and associated revenues.

The Coalition will engage and retain the selected firm to prepare an acceptable Trails Master Plan. The Coalition will also be responsible for contract administration and payment for consultant services.

Scope of Work

The consultant is to prepare the Trails Master Plan.

1. Development of Trails Database (GIS format)
 - a. Existing trails (including but not limited to):
 - Motorized (OHV, snowmobile)
 - Non-motorized (Bicycling, equestrian, hiking, cross country ski)
 - Connections to adjacent counties
 - i. Condition and uses of trail
 - ii. History of trail
 - iii. Known/potential maintenance issues
- b. Potential trails
 - Historic
 - New
 - Improved from existing infrastructure
- c. Existing rights-of-way (ROW)
 - i. Type
 - ii. ROW width
 - iii. Opportunity for trail within ROW?
- d. Environmental data pertinent to each trail
 - Landownership (USFS, SITLA, private, etc.)
 - Threatened and endangered species habitat, critical habitat
 - Wetlands and waters
 - Designated areas (ACECs, IRAs, WSA, etc.)

Data would be collected from sources such as:

- Daggett and Uintah Counties (GIS department, Roads department)

- State of Utah AGRC, SITLA, DWR
 - Land management agencies (Ashley National Forest, BLM)
 - Seven County Infrastructure Coalition
2. Partner development (including, but not limited to):
 - a. Public land management agencies, SITLA, UDWR, State Recreation
 - b. Local governments (counties, cities)
 - c. Private enterprises
 3. Public involvement
 - a. Public meetings to identify needs and interest
 - b. Allow input on priority projects
 4. Trails Master Planning (analysis of collected data)
 - a. Identify recreation routes within the counties and standards/guidelines for trail use
 - b. Identify other travel routes within the counties
 - c. Identify interconnectivity opportunities
 - d. Suggested improvements to existing infrastructure (trails, trailheads)
 - e. Analysis of existing plans in place (County general plans, RMPs, etc.)
 - f. Priority projects
 - i. Short-term plan (0-5 years)
 - ii. Medium-term plan (5-10 years)
 - iii. Long-term plan (10+ years)
 - g. Economic benefits for proposed projects
 - h. Marketing plan
 5. Final reporting includes:
 - a. Priority project list
 - b. GIS database of trails
 - c. Final Trails Master Plan
 - d. Executive Summary of Trails Master Plan
 - e. Presentation to Coalition Board

Period of Performance

The Period of Performance is not to exceed 12 months from Notice of Award. The Coalition will grant an extension of time for performance only for the most extraordinary circumstances. The Period of Performance establishes the expected limit for completion of the deliverables. Proposers should provide an estimated project schedule as part of their submittal package. This will be reviewed and evaluated based on the parameters established below.

Proposal Format / Selection Team / Evaluation Criteria

The contents of the SOQ shall be complete in description and concise in volume. The SOQ should

describe your firm’s capabilities and experience in the environmental service areas identified above. Supplementary visual aids and other extraneous materials will not be accepted.

SOQs shall be in electronic format and shall not exceed 12 pages in length, excluding index sheets/section dividers, cover letter, table of contents, and any required attachments. Submittals should be formatted to 8.5” x 11” pages, single-spaced or space and a half in a font size no smaller than 11. Attachments may be formatted up to 11” x 17”.

The material presented in the SOQ is expected to clearly reflect qualifications that demonstrate the firm’s knowledge and experience in recreation master planning. Neither proposals nor scopes of work are expected or desired as part of this submission. However, a clearly defined and easy to follow project approach to preparing the Trails Master Plan is expected.

A selection committee will review and score each SOQ using the following scoring criteria.

Project Team / Qualifications	30 Points
Project Experience	30 Points
Project Understanding & Approach	40 Points

The Coalition **may** develop a short list of firms for interviews, which (if necessary) will be conducted by the Coalition Selection Committee. Firms selected for interviews will be notified in advance of the time, format, and location of the interviews. **The Coalition reserves the right to reject all proposals.**

If, for any reason, the Coalition and highest ranking firm are unable to agree upon final cost, the Coalition will then move to the next highest ranking firm following the same process until a firm is selected.

Proposal Deadline

Statement of Qualifications shall be **delivered** and/or **received** before 5:00 pm on January 4, 2018. It is anticipated that a decision will be made by the Coalition Selection Committee by January 12, 2018

Point of Delivery – Email Submittal

Deliver all electronic SOQs to: Mike McKee, Coalition Executive Director at mmckee@7county.utah.gov and eric@bcjlaw.net. Please enter the following in the subject line: “Daggett and Uintah Counties Trails Master Plan.” Only electronic SOQs will be accepted.

Pages / Numbering

Number pages sequentially at the **bottom right corner** of each page. There is a twelve (12)-page **limit** (excluding index sheets/section dividers, cover letter, table of contents, and any required attachments) for the SOQ. SOQs exceeding the 12-page limit will be considered non-responsive.

Page Definition

SOQ pages shall be **8.5" X 11" only**.

Management Responsibility/Selection Process

The Coalition is the primary contact for the selected consultant. All project questions and contract documentation requirements shall be submitted to the Coalition or its designee.

The selection board may consist of selected Seven County Infrastructure Coalition Board and the Executive Director. SOQs will be evaluated and scored by each selection board member. Interviews **may** be scheduled immediately following the evaluation and scoring process. All firms will be notified in writing after a firm has been selected.

Disclosure and Disposition

Once submitted, the SOQ becomes the property of the Coalition, is treated as a privileged document, and will be disposed of according to Coalition policies, including the right to reject SOQs.

SOQs of all consultants shall be open to public inspection according to Coalition policies. The consultant may request in writing the non-disclosure of trade secrets and other proprietary data so identified. Upon request from the consultant, the Coalition will examine the proposal to determine the request's validity prior to award of the contract. If the Coalition disagrees with the consultant's request, the Coalition will inform the consultant in writing what portion of the SOQ will need to be disclosed. At that time, the consultant will have opportunity to withdraw their SOQ. Otherwise, the data will be disclosed.

Fee Negotiations

The fees for services will be negotiated following selection of the success firm. It is anticipated that the work would be completed on a unit basis due to the variability in the scope of the planning process.

Agreement

A professional services agreement will be executed with the successful firm.

Insurance Requirements

For all contracts with the Coalition, the Consultant will be required to provide (as a minimum):

General Liability & Automobile: \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$3,000,000 umbrella policy.

Valuable Papers & Electronic Media: \$250,000 or value adequate to reproduce media.

Professional Liability: \$2,000,000

Notification

Any questions or requests for information must be submitted in writing to Mike McKee, Coalition Executive Director at mmckee@7county.utah.gov so that addendums and clarifications can be distributed to all submitting parties to ensure consistency. Any addendums and clarifications should be acknowledged in the SOQ.