

## **Request for Proposals: Professional Trail Construction Services**

### **Purpose**

The Columbia Land Conservancy (CLC) seeks the services of a professional trail constructor with experience building and improving trails within and nearby Columbia County, to improve wet and poorly drained sections of trail at CLC's Hand Hollow Conservation Area in New Lebanon, NY.

### **Background**

CLC manages the Hand Hollow Conservation Area (HHCA) for year-round passive recreational activities, and permits a variety of non-motorized passive recreational modalities on the trail system. This includes walking, running, snowshoeing, cross country skiing, mountain and gravel bikes, and horseback riding. Many of the trail segments in the project area are former woods roads that were not designed for regular year-round multimodal recreational use. These trail segments are poorly drained, and users have widened these trail segments to avoid mud and muck.

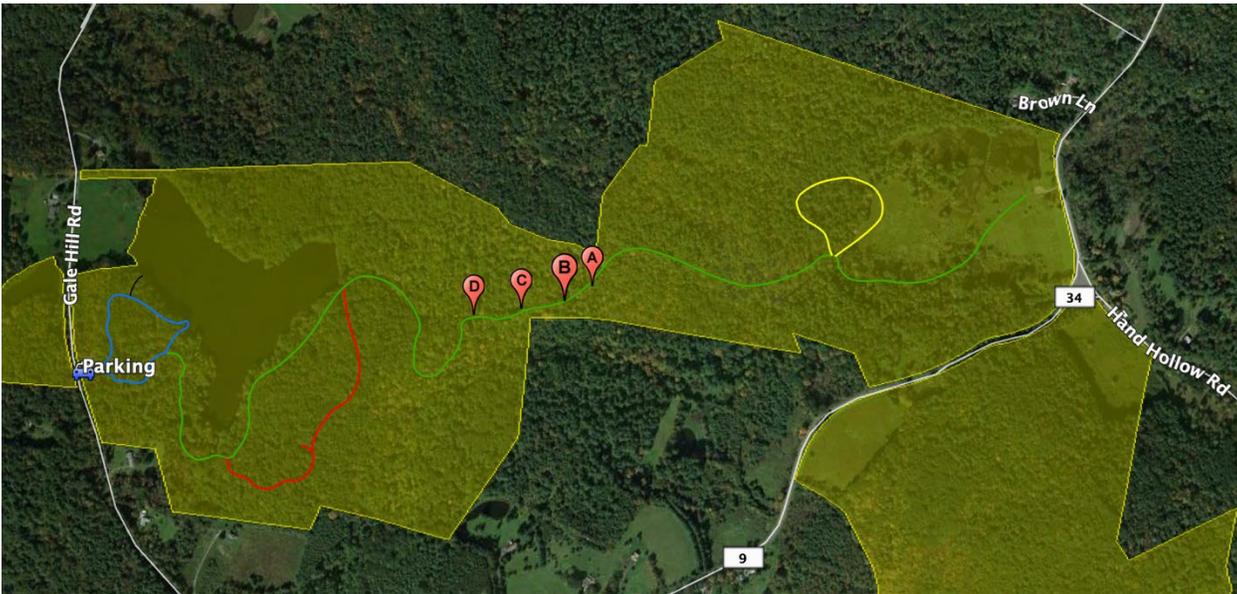
This work is supported in part by a Federal Recreational Trail Program grant, administered by the Federal Highway Department and the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP).

The project will be supervised by CLC staff and will involve a team of professionals providing administrative support, community outreach, communications, and work plan review.

The maximum contract award based on the funding that has been secured for this project is \$17,000, with project work needing to be complete by October 15, 2021.

### **Scope of Work**

CLC has identified four trail segments along our Green Trail (soon to be rebranded the Beaver Byway) which require improvements to trail grade and drainage. These locations are identified as, "A", "B", "C" and "D", as shown on the map insert and further described below. At each of these four locations CLC desires the creation and installation of causeways. All causeway structures will be constructed to a width of three (3) to four (4) feet in width, and filled with crushed stone to a depth of four (4) to six (6) inches. Culverts installed will be no greater than six (6) inches in diameter.



### Site A

Distance from Parking/Staging area: approximately one-mile

Length of Causeway: 160 feet

Estimated number of culverts: 4

### Site B

Distance from Parking/Staging area: approximately one-mile

Length of Causeway: 100 feet

Estimated number of culverts: 2

### Site C

Distance from Parking/Staging area: approximately 4,800 feet

Length of Causeway: 75 feet

Estimated number of culverts: 2

### Site D

Distance from Parking/Staging area: approximately 4,500 feet

Length of Causeway: 50 feet

Estimated number of culverts: 0

## **Submittal**

Cover letter including expression of interest, name, location, and contact information.

Proposal should include:

- I. Process overview. Describe the trail improvement process, including construction diagrams and site improvement details for how the construction will be implemented.
- II. Compliance with grant funder requirements. Bidders should include information about how they will adhere to all RTP Federal Construction Contract Requirements:

<https://parks.ny.gov/documents/grants/NYSRTPGuideAppendixD.pdf>

As well as the requirements of the Recreational Trails Program:

<https://parks.ny.gov/grants/recreational-trails/default.aspx>

- III. Project timeline. Based on process and identifying completion dates for trail segments.
- IV. Description of relevant trail projects in the region, including client names and at least two references.
- V. Detailed cost estimate broken out by trail segment, materials, and other expenses.

Submit via e-mail as a single PDF to [doug.brown@clctrust.orh](mailto:doug.brown@clctrust.orh) with the subject line “Hand Hollow Trail Improvements”. Proposals must be received by 5:00 pm on June 11, 2021 to be considered.

## **Questions?**

Questions regarding this RFP may be submitted by email to [doug.brown@clctrust.org](mailto:doug.brown@clctrust.org) on or before May 28<sup>th</sup>, 2021. No phone calls.

## **Evaluation**

The Professional Trail contractor must be available to execute and complete the project no later than October 15, 2021. CLC will base its selection on the cost estimate of the project work, the contractor’s experience, and relevant trail projects in the region. CLC encourages applications from certified Minority and/or Women-Owned Businesses, and/or for contracts to consider sub-contracts with businesses certified as such.

## **Statement of Rights**

The Columbia Land Conservancy reserves the right, and may at its sole discretion, exercise the following rights and options with respect to this Request for Proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this Request for proposals;
3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct reference checks and other reviews with respect to the qualifications of each proposer;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
8. to select the proposal that best satisfies the interests of CLC and not necessarily on the basis of price or any other single factor.

## **Cost of Proposal Preparation**

No reimbursement will be made for any costs incurred for preparation of proposals and/or interviews.

## **Contract**

If CLC selects a proposal, a formal written contract shall be entered into between CLC and the successful proposer. The proposal or any part thereof submitted by the successful proposer may be attached or become a part of the contract. The contract shall not become binding until signed by both parties. Contractors are required to obtain a certificate of insurance for at least \$1 million general liability listing CLC and as additionally-insured parties and provide proof of worker's compensation insurance coverage.