

State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks and Recreation
Request for Qualifications

PROFESSIONAL TRAIL CREW
Monadnock State Park, Jaffrey New Hampshire

Issue Date:	March 27, 2019
Proposal Due Date:	April 10, 2019
Anticipated Project State Date:	July 22, 2019
Estimated Project End Date:	December 31, 2020

INVITATION

The Division of Parks and Recreation is seeking qualifications for professional trail crew services with expertise and extensive experience in design and construction of hiking trails using modern, sustainable construction techniques and standards.

OBJECTIVES AND SCOPE OF WORK

Monadnock State Park is a premier year round hiking destination with annual visitorship of 100,000 persons. The primary access from the parking lot to the summit is the White Dot trail. The project scope seeks to address approximately 80 linear feet of a steep, ledge section of the trail with a stone staircase and or other solutions to limit environmental impacts and enhance safety. This project is to be funded by the Recreational Trails Program and funding is expected to be awarded in the summer 2019.

QUALIFICATIONS

Proposers should have the following experience and be able to provide the following:

- Able to demonstrate expertise working within an environmentally sensitive area and in the construction of natural-surface trails in similar setting and under similar specifications.
- Ability to work in a highly used public recreational area.
- Have extensive knowledge in the design, construction and maintenance of natural-surface trails including native stone construction and have the ability to diagnose problems and recommend solutions.
- Recreational Trails Program (RTP) invoicing requirements.

PROPOSAL INSTRUCTIONS

The following information **must** be included in each proposal:

1. Qualification Statement signed by the person submitting the proposal outlining your company's/team's experience in constructing a trail of this kind and your past experience building and maintaining hiking trails or other recreational trails, including creating accurate cost estimates.
2. Resumes of key project personnel and their professional experience.

3. List of three client references for projects similar in scope. Include the name and phone number of the contact person.
4. Provide 3 examples of relevant trail projects (Internet links are acceptable).
5. Your availability or potential start date.

EVALUATION PROCEDURE

Proposals will be reviewed by a selection committee of staff from the Divisions of Parks and Recreation. The firms will be ranked in order of preference based on the criteria listed below.

Criteria	Maximum Score
Qualifications of project team	40
Examples of trail projects	40
Client References	20

SUBMITTAL INSTRUCTIONS

Digital copy of qualifications must be submitted by **Wednesday April 10, 2019** by 3:00 p.m.

Johanna Lyons, State Park Planning and Development Specialist

Johanna.Lyons@dnrc.nh.gov

INFORMATION

Johanna Lyons, State Park Planning and Development Specialist

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AWARDING OF CONTRACT

The awarding of a contract will be dependent on the appropriation of Recreational Trails Program grant to the Department and the acceptance of the grant by the Governor and Executive Council. Fee negotiations will commence with the top ranked firm for a “total not to exceed” contract. If agreement cannot be reached, negotiations will be initiated with the next ranked firm and so on, until an agreement is reached to the satisfaction of the division. The selected provider will be recommended to the Commissioner of the Department of Natural and Cultural Resources and forwarded to the Governor and Executive Council for approval, if necessary. The contractor is expected to be able to adhere to the conditions outlined in the [State’s P-37 Service Agreement](#) Contract. Payment will be on a monthly basis in proportion to the work completed. The objectives and scope of work for study is a realistic outline of work to be done, however, the scope may increase or decrease during the term of the final service agreement.

The NH Division of Parks and Recreation reserves the right to reject any and all proposals.