

MENDOTA TRAIL

Recreation Trails Program (RTP)
Federal Highway Administration (FHWA)
Project Number: VRT – 319 – N – 180

REQUEST FOR PROPOSALS TRAILHEAD PROJECT

January 2, 2020



Mendota Trail Project
c/o Mountain Heritage, Inc.
P.O. Box 1259
St. Paul, VA 24283

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ATTACHMENTS

RTP Manual - Virginia Recreational Trails Program 2018
Federal Highway Administration 1273
RTP 2018 - PE Project Checklist
Mendota Trail – Maps and photos for trailhead and ADA compliant section of trail

I. Background Information

The Mendota Trail is seeking proposals for providing design and engineering services related to the development of its 2.4 acre trailhead property in Bristol, VA and the adjacent ADA compliant 0.5 mile trail segment in Washington County, VA. Services will include surveying and engineering, development of a storm water management plan, cost estimating, soliciting/reviewing bid submissions, application and permit processing and construction administration. Proposals must be received no later than February 7, 2020 at 2:00 PM Eastern Standard Time.

The Mendota Trail (MT) will be a 12.5 mile long natural surface recreational trail running between Bristol and Mendota, Virginia. Four miles of the trail are currently open to the public. The trail is privately owned by Mountain Heritage, Inc. (MHI), a 501(c) (3) non-profit organization based in St. Paul, VA. MHI has a noteworthy history of recreational trail development in southwest Virginia.

The former railroad ceased operations in the early 1980s. The property was subsequently acquired by the City of Bristol, VA and ownership was later transferred to MHI in the spring of 2016. This trail is designed for hiking, running and biking. No equestrian traffic will be permitted. Most of the trail is 8 to 10 feet in width.

MHI has partnered with the City of Bristol, VA on this Recreational Trails Program (RTP) project. City engineers have provided preliminary surveying and a site design plan for the trailhead and a potential path for a sewer connection and an ADA compliant ramp for accessing the trail from the trailhead. MHI shall select a "Consultant" to complete the work and manage all necessary sub consultants. There will be one contract between the Owner and the Consultant, who will be the team leader and shall be responsible for coordinating all aspects of the design and engineering within the project scope of services.

A large portion of the funding for this project is being provided by a grant from the RTP of the Federal Highway Administration (FHWA) administered in Virginia by the Department of Conservation and Recreation and must be undertaken in accordance with the RTP as codified at 23 U.S.C.206, the provisions and conditions of the FHWA Interim Guidance dated April 1, 1999, as amended, and with the regulations and requirements governing federal grants as stipulated in 2 CFR Parts 175, 200, 215, 225 and FHWA regulations as outlined in 49 CFR Parts 18, 20, 29 and 32.

The provisions contained in Form FHWA-1273 specifically, and other federal provisions included with the prime Contract are generally applicable to all Federal-aid construction projects and must be made a part of, and physically incorporated into all contracts, as well as, appropriate subcontracts for work so as to be binding in those agreements.

Financial records, supporting documents, statistical records, and all other records pertinent to this grant shall be retained in accordance with 49 CFR for a period of three years; except the records shall be retained beyond the three-year period if audit findings

have not been resolved. The retention period starts from the date of the final expenditure report for the project.

II. Project Description

MHI was awarded a significant grant from the Virginia Department of Conservation and Recreation (DCR) to develop its 2.4 acre trailhead property, including a restroom facility with a covered picnic patio, parking area for vehicles and an ADA compliant ramp for accessing the trail. In addition, a 0.5 mile segment of the trail will be created that will be ADA compliant. See attached maps and photos.

The environmental and historic preservation reviews have been completed by the City of Bristol, VA. A required NEPA - Categorical Exclusion has been approved for the project by DCR.

The consultant agrees to be bound by the requirements of the attached Virginia Recreational Trails Program 2018, FHWA 1273 Provisions, DEQ guidelines related to storm water management and applicable ordinances pursuant to City of Bristol, VA and Washington County, VA.

III. Scope of Services

A – TRAILHEAD

Design and Permitting

1. Provide civil construction drawings for the restroom facility and trailhead including the following items:
 - a. Cover Sheet
 - b. Existing Conditions/Demolition Plan
 - c. Layout Plan
 - d. Grading and Stormwater Drainage Plan
 - e. Erosion and Sediment Control Plan

(The City of Bristol will provide a site plan of the parking area, a grading plan and profile of the proposed ramp and water and sewer connections to BVU utilities.)

This task to include 1 iteration of comments from regulatory agencies and necessary construction drawings.

2. Provide architectural design of the bathroom and associated items
3. Provide design report of relevant engineering calculations per local municipality requirements
4. Design a stormwater detention basin in accordance with local municipality and VDEQ requirements, if needed

5. Assist the owner in obtaining a General VPDES Construction Stormwater Permit which will include the preparation of a site specific Stormwater Pollution Prevention Plan (SWPPP), a Stormwater Management Plan and preparation of a Registration Statement. (The plan will address future trail provisions as required by VDEQ).
6. Provide bid documents and technical specifications for use in bidding and construction administration, including responding to requests for information from contractors

B – ADA ACCESSIBLE TRAIL (0.5 MILES±)

Data Collection

Provide a topographic survey (if needed) for the trail from the trail head to Wagner Road

Design and Permitting

1. Provide civil construction drawings for the trail including the following items:
 - a. Cover Sheet
 - b. Layout Plan
 - c. Grading and Stormwater Drainage Plan
 - d. Trail Profile
 - e. Erosion and Sediment Control Plan

This task to include 1 iteration of comments from regulatory agencies and necessary construction drawings

2. Provide design report of relevant engineering calculations per local municipality requirements
3. Assist the owner in obtaining a General VPDES Construction Stormwater Permit for this portion of the project, which will include the preparation of a site specific Stormwater Pollution Prevention Plan (SWPPP), a Stormwater Management Plan and preparation of a Registration Statement
4. Provide bid documents and technical specifications for use in bidding and construction administration, including responding to requests for information from contractors

C – OVERALL PROJECT (A & B ABOVE)

Construction Administration Services

1. Review drawings and submittals from potential contractors
2. Verify materials and complete periodic inspections on site

IV. Procurement Procedures

Written proposals should be sent to the attention of Bob Mueller, c/o Mendota Trail Project for MHI at 206 Donegal Way, Bristol, TN 37620. They must be received no later than February 7, 2020 at 2:00 p.m. Eastern Standard Time.

MHI seeks to engage a qualified design firm, joint venture or other single entity, capable of providing the full range of disciplines and professional consulting services which will be needed to carry out this project. The scope of services will include, without limitation, design of restroom facility with adjacent parking and covered picnic areas at the trailhead, design plans for the construction of a 0.5 mile ADA compliant section of trail and requisite permitting (including a stormwater management plan) with the city and county jurisdictions. Construction management services will be an instrumental component in the completion of the project.

Offerors should demonstrate their qualifications and experience in design and implementation of similar projects and should identify the principal who will direct the work as well as the individual who will direct the project day-to-day. Proposals shall identify the range of services available through the Offeror and a listing of proposed sub consultants. A listing of client references from similar projects, including a project description and the name and telephone number of a contact person, is required for both the Offeror and the sub consultants.

Offerors should provide one complete copy of their proposal with photographs, drawings or other exhibits deemed appropriate. MHI will retain all material received in connection with this solicitation.

This Request does not obligate or commit MHI to provide any payment for costs associated with the preparation of proposals submitted by offerors in response to this Request for Proposals.

The ranking and selection of the preferred Offerors and the awarding of any professional services contract shall be in accordance with the provisions of the Virginia Public Procurement Act. Selection will be based on qualifications, experience, competency, demonstrated ability to perform the work in a timely and effective manner and approach to the project. Consideration also may be given to the Offerors' non-binding fee estimates given at the interview stage.

Proposals will be reviewed and evaluated by a selection committee appointed by MHI, which will "short-list" two or more qualified Offerors who will be invited for interviews. The interviews may be conducted formally or informally, depending on the nature and number of responses to this solicitation. Offerors have the option of completing the interview via conference call in lieu of traveling to Bristol, VA and visiting the project site. At the interview stage, Offerors will be asked to elaborate on their experience and qualifications and on their approach to the project, and to demonstrate their knowledge of and familiarity with issues, problems and circumstances, which might be encountered in carrying out the consulting project. Also, the Offerors will be asked to provide non-binding fee estimates for the professional services contemplated to be rendered.

Offerors are not required to include fee estimates in the initial proposal submission. The fee estimate shall be subdivided into at least five categories: Conceptual Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase and Construction Phase.

Upon completion of the interviews, the selection committee will rank those Offerors who are interviewed in order of preference. MHI will enter into negotiations with the first Offeror in an effort to arrive at a mutually acceptable fee arrangement and professional services contract. In the event the negotiations are successful, a professional services consulting contract will be offered. In the event such negotiations are not successful, MHI will discontinue negotiations with the first Offeror and will enter into similar negotiations with the second, and so on, until an acceptable contract is obtained.

MHI reserves the right to reject all proposals if, in its sole judgment, the responses to this solicitation are unsatisfactory or inadequate; it elects to substantially modify the magnitude or scope of the project; or it elects to abandon or defer the project.

Questions regarding this RFP shall be in writing and should be sent to the attention of Bob Mueller, bob0804@aol.com.