

**REQUEST FOR PROPOSALS**  
**TOWN OF STOWE**  
**March 24, 2009**  
**Mt. Bike Ride Center Master Plan**

**A. Introduction**

The Town of Stowe is requesting proposals to conduct a Master Plan for the Stowe portion of the Vermont Mountain Bike Ride Center (VMBRC). Plans for the VMBRC include Little River State Park, Cotton Brook, some of the trails at Trapp Family Lodge, with particular emphasis on the conserved “Adams Camp” property, and then concluding with the trail system at the Stowe Mountain Resort Touring Center. The primary purpose of this project is to design a trail system for the 513-acre Adams Camp property. The project will also examine possible connections to the entire VMBRC (see enclosed map). The Adams Camp property was conserved primarily for recreational purposes and the conservation easement is co-held by the Town of Stowe, Stowe Land Trust and the Vermont Housing and Conservation Board.

The Town of Stowe, Stowe Mountain Bike Club (a member of the Vermont Mountain Bike Association), and the property owner see great potential for public outdoor recreation and economic development associated with mountain biking in general and a Ride Center in particular. The intention is to create an excellent recreational amenity for local residents and a destination for outdoor recreation enthusiasts outside the Stowe area.

**B. Project Steering Committee**

A project steering committee shall be made up of the following:

- A representative of the Stowe Conservation Commission
- A representative of the Stowe Recreation Commission
- A representative of the Stowe Mountain Bike Club
- A representative of Stowe Land Trust
- A representative of Trapp Family Lodge

**C. Town of Stowe Representative**

The Stowe Planning Director will be responsible for managing the project, including approving invoices and providing direction and assistance to the consultant and to the Steering Committee. The Town Manager, Public Works Director and the Parks & Recreation Director will also make themselves reasonably available to the consultant.

**D. Scope of Work**

The consultant will develop a master plan that includes the following:

1. A site-specific trail plan for the Adams Camp property for 5+- miles of trails. This will include flagging the route of all proposed trails, taking the GPS coordinates of the trails

and providing a detailed trail map for review by the easement co-holders. Trails will be designed and built in accordance with the standards of the International Mountain Bicycle Association (IMBA).

2. A conceptual / preliminary parking and trail access plan for the Adams Camp property.
3. A conceptual / preliminary trail signage plan for the Adams Camp property.
4. A map of existing and proposed trail linkages to the entire VMBRC, and recommendations for directional signage.
5. Identification of any permits / approvals that will be required and any significant issues that may need to be addressed prior to project implementation.
6. Develop preliminary cost estimates for final design and implementation. The work should be broken down into manageable phases with a prioritization system for capital budgeting purposes.

The Town will provide the consultant with copies of the following items:

- Adams Camp Conservation Easement & Recreation Management Plan.
- Aerial photos of the properties and property tax maps.
- A draft maintenance plan and maintenance agreement between VMBA, the property owner and the easement co-holders.
- Other reasonably available items as requested.

A successful proposal shall have the following characteristics:

- Demonstrated background in mountain bike trail planning and design.
- Ability to understand legal issues regarding rights of access and legal instruments to accomplish the same.
- Ability to understand potential natural resource issues associated with trail development.
- Ability to provide preliminary cost estimates for proposed scenarios.

## **E. Response Format**

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the consultant's interest in working with the Town, including identification of the principal individuals that will provide the requested services, including any sub-consultants.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any

insights into the project gained as a result of developing the proposal and previous experience.

3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including brief project descriptions and contact names and addresses for reference.

Please note that Items 1 – 7 should be limited to no more than 10 pages. Resumes, professional qualifications and work samples are not included in this total.

A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

## **F. Funding**

The Town of Stowe has approved an amount up to **\$10,000** to complete this project.

## **G. Contract Time Period**

The Stowe Selectboard will award a contract to the selected consultant in May 2009. The project is expected to be completed by July 31, 2009.

## **H. Consultant Selection**

A selection committee will review technical proposals based on the following criteria:

1. Qualifications of the firm and the personnel to be assigned to this project. (15 Pts.)
2. Experience of the consultant personnel working together as a team to complete similar projects. (15 Pts.)
3. Demonstration of overall project understanding and insights into local conditions and potential issues. (20 Pts.)
4. Demonstrated knowledge of Project Area (15 Points)
5. Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (20 Pts.)
6. Submission of a complete proposal with all elements required by the RFP (15 Pts.)

The selection committee may elect to interview consultants prior to final selection and use cost as a factor in making an award recommendation to the Selectboard.

## **I. Submissions**

Consultants wishing to be considered for this project should submit six (6) copies of their proposal to:

Town Manager's Office  
Town of Stowe  
67 Main Street, P O Box 730  
Stowe, VT 05672

Questions about the project should be directed to Tom Jackman, Stowe Planning Director at the above address or by phone or email.

Telephone: (802) 253-2705  
FAX: (802) 253-2702  
Email: [tjackman@townofstovermont.org](mailto:tjackman@townofstovermont.org)

The Town must receive all proposals not later than **12:00 noon on, April 17, 2009**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

All proposals become the property of the Town upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as is in the best interest of Town. This solicitation in no way obligates the Town to award a contract.