



Friends of the Lower Appomattox River

FINAL 03.07.2016

**- REQUEST FOR PROPOSAL -
CONSULTANT SERVICES FOR
LOWER APPOMATTOX RIVER HERITAGE TRAIL MASTER PLAN**

The Friends of the Lower Appomattox River (FOLAR) is accepting proposals from qualified firms for the planning and design preparation of a Trail Master Plan. **Sealed proposals, including one printed copy and a copy on a flash drive enclosed, will be accepted at the Crater Planning District Commission office, 1964 Wakefield Street, P.O. Box 1808, Petersburg, VA 23805, until 3:00 p.m., April 11, 2016.** Proposals should address all engineering services (e.g., activities required, sequencing/phasing, work products to be produced, etc.) necessary to complete the project.

STATEMENT OF WORK for Lower Appomattox River Heritage Trail Master Plan

PROJECT OVERVIEW The Lower Appomattox River is a major tributary of the James River and an important regional asset that is unique and irreplaceable. The lower portion of the river meanders 23 miles eastward through six Localities: beginning at the Brasfield Dam in Chesterfield County, it flows through Dinwiddie, and Prince George Counties, and the Cities of Colonial Heights and Petersburg, and converges with the James River at historic City Point in the City of Hopewell (Corridor Localities). The entire length of the lower portion is designated a 'Virginia Scenic River.' The six Corridor Localities along with the Friends of the Lower Appomattox River (FOLAR), a registered 501c3 nonprofit corporation, and the Crater Planning District Commission (CPDC) have recognized the potential for the development of a publicly-accessible, multi-use trail along the river corridor and have collaborated on establishing the **Lower Appomattox River Heritage Trail.**

The goal of FOLAR, CPDC, and the Corridor Localities is to establish a contiguous multiple-use trail along the entire length of the Lower Appomattox River (LAR) corridor. This planning effort will identify how to link trail segments already in-place or being planned/constructed. To achieve this goal, a need exists for a comprehensive master plan capable of serving as a formal guide or "blueprint" (e.g., plans, elevation) for the development of the trail providing a level of planning documents necessary to initiate an actual larger-scale engineering project. Such a plan will not provide "bid-quality engineering and construction" documents.

FOLAR with the CPDC have completed two previous Lower Appomattox River corridor plans which provide initial studies of potential trail development: Appomattox River Corridor Plan Summary, <http://www.craterpdc.org/pdf/CorridorPlan.pdf> and the Blueway-Greenway Plan, <http://www.craterpdc.org/pdf/RiverPlanMaps.pdf>

FOLAR is advertising two separate RFP's concurrently, this one for development of the "Trail Master Plan" and the other for development of the "Trail Brand Identity and Signage Master Plan." Each RFP will be awarded separately. It is intended that development of brand identity and signage occur simultaneously with Trail Master Plan development and each will inform the other under the oversight of the project work group. Copies of both RFP documents can be accessed online at www.folar-va.org

TRAIL MASTER PLAN PROJECT OBJECTIVES

The principal objectives of the Lower Appomattox River Heritage Trail Master Plan are to:

1. Align the LAR Heritage Trail Plan with plans completed by FOLAR, CPDC and in the Corridor Localities.
2. Define and map the location of the proposed trail alignment and identify land owners.
3. Identify locations for the development of trailheads, public trail access points, parking, staging areas, and complementary open green space nodes.
4. Identify locations of environmental sensitive areas that need additional infrastructure (bridges, boardwalks)
5. Identify locations for complementary facility opportunities (amphitheaters, comfort stations, recreational/educational buildings, fishing piers, boat landings, shelters, etc.)
6. Provide specific recommendations for the trail at highway crossings, railroad crossings and at other physical barriers.
7. Include environmental protection concerns as a priority consideration.
8. Provide design standards for the development of the trail and associated existing trail enhancements and access improvements.
9. Provide cost ranges; phasing time-line; and maintenance considerations for use in securing funding to implement the plan.

SERVICES TO BE PROVIDED

Services required include, but may not be limited to, the following:

Task 1: Kick-off and Coordination Meetings with the Working Group.

A project initiation or “kick off” meeting shall be conducted with the project’s working advisory group. This group will consist of representatives from the various agencies and Localities involved in the project and other project stakeholders. An overview of the project shall be presented at the meeting. Participants will be given an opportunity to identify issues and concerns to be addressed during the planning process. A minimum of one additional coordination meeting will be conducted with the working group during the course of the project.

Task 2: Field Reconnaissance.

Field reconnaissance work shall be performed along the project corridor. Reconnaissance work shall occur in conjunction with representatives of government oversight agencies, as required, and stakeholder groups. The purpose of this task will be to jointly observe field conditions along the corridor impacting trail planning and development. Photographs and field notes shall be prepared to document these conditions.

Task 3: Trail Corridor Mapping.

Maps of the proposed trail shall be prepared and superimposed on aerial photographs of the project corridor or presented in another appropriate format. The maps shall be produced in digital format with file types to be compatible with GIS mapping standards. Copies of all mapping and GIS data created for this project will be provided to the CPDC and FOLAR in electronic format including, but not limited to, shapefiles, geodatabases, and ArcMap MXD documents.

The trail corridor maps shall show or note, at a minimum, the following: • The LAR Heritage Trail right-of-way (minimum of 30 feet) and the limits of associated easements and federal fee property. • Other existing easements for trail development and/or trail access, for example utilities. • Jurisdictional boundaries. • Public roads in the vicinity of the canal right-of-way that could potentially be used for

public access to the trail. • Existing and planned trails that could potentially be connected to the LAR Heritage Trail, including but not limited to the Colonial Heights Appomattox River Trail, the VA Capital Trail, the East Coast Greenway, and other Localities' Trails. • Real estate parcels adjacent to the canal right-of-way that are currently owned by the Corridor Localities that could be developed as trail access facilities or open space nodes. • Locations where the acquisition of additional easements and/or right of way will be required to accommodate the trail. • The results / recommendations of other related planning and design studies.

Task 4: Identification of Sites for Trailheads / Public Access Facilities / Open Green Space Nodes.

Sites where facilities will be developed to facilitate public access to the river and proposed LAR Heritage Trail and/or where supporting open green space nodes could be developed will be identified and shown on the trail corridor maps. A general notation of the facilities proposed for each access point shall be identified and included.

Task 5: Identification and Conceptual Planning for Roadway and River Crossings.

The LAR Heritage Trail Master Plan shall identify constraints to trail development and use. Conceptual solutions shall be proposed including, but not limited to, bridge structures, other grade-separated crossings, and/or trail segment alignments that depart from the alignment of the LAR Heritage Trail.

Task 6: Identification of Recreation / Interpretive / Trail Connection Opportunities.

The LAR Heritage Trail Master Plan shall identify opportunities for connections between the trail and existing/planned recreation areas, regional trails and parks, and/or other sites of interest along the trail corridor. This shall include, but not be limited to: John J. Radcliffe Conservation Area, Appomattox Riverside Park, Battersea, Patton Park, Virginia State University, Pocahontas Island Park, Appamatuck Park, Roslyn Landing Park, Appomattox River Regional Park, Hopewell Marina, City Park and City Point

Task 7 : Identification and Conceptual Planning for Complementary Facility Opportunities.

The LAR Heritage Trail Master Plan shall identify locations for opportunities for developing possible complementary facilities including amphitheatres, comfort stations, recreational/educational buildings, fishing piers, boat landings, shelters, etc.)

Task 8: Trail Development Standards.

Trail and corridor standards shall be developed for each category of trail which are consistent with guidelines outlined in the Virginia Department of Conservation and Recreation Greenways and Trails Toolbox.

Task 9: Signage and Graphics.

A request for proposal to develop a Brand Identity, Logo Design, and Signage Master Plan for the LAR Heritage Trail is being advertised concurrently and will be awarded separately. It is intended that development of brand identity and signage occur simultaneously with Trail Master Plan development and each will inform the other under the oversight of the project work group. The Trail Master Plan should include recommendations on locations of identified signage such as trailhead, interpretive and mile marking signage.

Task 10. Cost Estimate:

Consultant should generate cost ranges for the trail, facilities, and other elements that are presented in the Trail Master Plan to be used with fundraising for the development of our trail system.

Task 11: Funding Recommendations.

Potential funding sources for trail and related facility construction shall be identified.

Task 12: Draft Trail Master Plan.

A draft Trail Master Plan Report summarizing the information and recommendations associated with Tasks 1 through 11 above shall be prepared. One (1) bound copy and an electronic version on flash drive of the Draft LAR Heritage Trail Master Plan shall be provided to FOLAR for review and comment by Localities and Stakeholder team.

Task 13: Public Meetings/Presentations.

A minimum of one public meeting shall be conducted to present the Draft Trail Master Plan and solicit comments from the public and other interested parties. The meetings shall occur in an open-house format and will be located in areas which are in proximity to the trail selected by FOLAR. A summary of written comments received at the meetings shall be prepared, and comments and suggestions integrated into the plan as appropriate. Additionally a minimum of one presentation shall be conducted for FOLAR and the Stakeholder team.

Task 14: Final Trail Master Plan.

Revisions to the Draft Trail Master Plan report shall incorporate comments received from FOLAR and stakeholder team and other reviewers. Comments received from outside agencies and reviewers shall be discussed with FOLAR and stakeholder team prior to the incorporation into the plan. Eight (8) bound copies of Final Lower Appomattox River Heritage Trail Master Plan shall be provided to FOLAR. The digital files associated with all final maps, report text and illustrations shall be provided to FOLAR. and the CPDC. Digital files shall include report text submitted in Microsoft Word format. Files shall be provided on flash drive. The Final Trail Master Plan shall include an **Action Plan** that lists key actions that need to be taken to implement the proposed plan, and the order in which they should be addressed. This action plan shall include specific activities related to the development of the trail such as securing additional easements, etc. It shall also include activities and actions such as applying for National Recreation Trail Status and more.

The Final Trail Master Plan document shall include, as appendices: • Trailhead and river access concept plans and other appropriate illustrations not included in the body of the Trail Master Plan Report

Information and Services to be Provided by the CPDC and FOLAR

- Prior reports, studies, planning documents and related information deemed potentially helpful to the development of a LAR Heritage Trail Master Plan
- Sharing of relevant map and other data files from the CPDC GIS database as required for the project.
- As-needed coordination with other City-County departments, offices, and officials.
- Written review comments related to interim submittals and draft documents.
- Meeting room(s) required for the working advisory group and public meetings.
- Communication regarding meetings

PROJECT SCHEDULE

Work for the project shall be completed and Final Trail Master Plan delivered no later than eight (8) months after the selected consultant has received notice to proceed.

PROPOSAL EVALUATION

The following represents the principal selection criteria that will be considered during the proposal evaluation process. Up to a total of 100 points will be awarded through the proposal evaluation process:

- Qualification of staff – 20 points
- Experience (i.e. previous trail planning or similar project) – 20 points
- Cost – 30 points
- Method of Approach (concisely describe how tasks 1-14 will be accomplished) – 30 points

All proposals should also provide the following:

- Personnel who will work on the project and their qualifications to be conducting the project work
- Summary of background and experience on similar projects
- Name, phone number and address of three references from similar scope of service engagements.

All applicants must respond in concise detail to each element of this RFP in order to be considered for contract award. FOLAR also reserves the right to reject any and all proposals.

PROPOSAL FORMAT

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on: 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; and 3) completeness and clarity of content. Total proposal should not exceed 20 pages.

SIGNATURE REQUIREMENTS

All proposals must be signed. A proposal may be signed by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

INSURANCE

The successful firm shall maintain the following insurance requirements during the time of performance of these services and contract period.

- General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate
- Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident
- Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance, with a limit of \$500,000 for each occurrence
- Professional Liability Insurance, with a limit of \$1,000,000 annual aggregate

STATEMENT ABOUT PROPOSAL PROCESS AND CONTRACT AWARD

This RFP is not to be construed as a contract or commitment of any kind. This RFP is part of a grant process and the project contract will only be awarded once grant funding has been committed. FOLAR shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. FOLAR also will not be responsible for any expenses which may be incurred in the preparation of this RFP.

SELECTION PROCESS TIME FRAME

March 9, 2016 - RFP's are sent to identified firms

April 11, 2016 - Firms submittals received at CPDC office by 3:00 p.m.

April 12, 2016 - Selection Committee reviews submittals and short lists firms

April 13, 2016 - Selection Committee presents short lists of firms to full board (electronically)

April 18, 2006 - Selection Committee interviews short-listed firms (if necessary)

April 28, 2016 - Selection Committee presents to stakeholders

May 2016 - Determination of contract award

For more information or questions about this project proposal please contact:

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