

Request for Qualifications

Laramie Bicycle Network (hereafter “BikeNet” or “LBN”) will accept written submittals for:

The Schoolyard Multi-use Trail System Project

Laramie Bicycle Network (hereafter “BikeNet” or “LBN”) invites firms to submit qualifications in the disciplines of single track and rural trail design and construction as such services will apply to the Schoolyard Singletrack Trail Project.

Generally, singletrack trails will be established in natural and rural areas providing a more remote experience ideal for walking, running or bicycling. The trails will be designed to minimize soil disturbance and erosion.

BikeNet seeks to integrate energy efficiency practices into all aspects of day-to-day operations, from capital construction to staff behaviors, to ensure economic and environmental sustainability. BikeNet encourages submissions that 1) enhance efficiency of BikeNet projects and ongoing operations, and/or 2) consider all energy types, including traditional and renewable sources.

Written, sealed submittals must be submitted to evantotoole@gmail.com no later than 4:00 p.m. local time on Wednesday, May 31, 2017. An optional pre-submittal meeting will be held on Wednesday, May 17, 2017 at 4:00PM at the eastern end of Willet Drive, Laramie, WY 82070. Copies of the Request for Qualifications may be obtained by contacting Evan O’Toole at 307-399-5986 or at www.LaramieBikeNet.org/schoolyard. BikeNet reserves the right to award this project to the firm that best fits the requirements outlined in the Request for Qualifications. BikeNet reserves the right to waive any informality in any submittal and/or reject all submittals, and to accept the submittal that is in the best interest of LBN.

LARAMIE BICYCLE NETWORK

Publication Dates: May 1, 2017

LARAMIE BICYCLE NETWORK
REQUEST FOR QUALIFICATIONS - SCHOOLYARD MULTI-USE TRAIL SYSTEM

Laramie BikeNet is seeking qualified firms to construct a singletrack trail system on the section of state trust land adjacent to the eastern boundary of the City of Laramie (T16N, R73W, Section 36; See attached "Exhibit A" - Location of trail system.) The selected firm for this project will provide the design, final layout, and construction of a singletrack trail system based on the following:

Generally, singletrack trails will be established in natural and rural areas providing a more remote experience ideal for walking, running, or bicycling. The trails will be designed to minimize soil disturbance and erosion.

A minimum of two public input sessions will be required prior to any construction. Public input sessions will occur after a draft/preliminary plan has been developed by the selected firm.

Specifically, the Special Use Permit is for 6 to 8 miles of trails distributed over the section. BikeNet values quality of trails over quantity, so the final total mileage will depend on the outcome of public input, trail designer's expert opinion, and BikeNet's approval. The trails will be classified as singletrack trail. Trails will be designed with the current trail standards regarding slope, turning radius, sustainability, and system planning.

1.00 INFORMATION

1.01 CONTACT INFORMATION

Prospective firms may make inquiries concerning this Request for Qualifications (RFQ) to the contacts below. All communication related to this RFQ shall be directed to the contacts listed below. The consultant should understand that verbal comments may be subject to misinterpretation and are in no way binding on the individual or BikeNet. If questions arise concerning any aspect of this proposal, the consultant should request clarification in writing. A copy of this request, as well as the written response shall be provided to all firms receiving requests for proposals on the project.

Project Manager

Evan O'Toole
Laramie BikeNet
2207 Spring Creek Dr.
Laramie, WY 82070

Telephone: (307) 399-5986; Email: evantotoole@gmail.com

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1.02 SUBMITTAL INFORMATION

- A. One digital PDF should be submitted to the Project Manager at the email address shown in Section 1.01.
- B. One price proposal utilizing “Exhibit B” – Compensation Schedule shall be submitted in a separate sealed envelope outlining the scope of services as specified in the RFQ. Hourly billing rates, reimbursable expenses and price schedule for each firm/sub-consultant involved shall be additionally included. A maximum price quote for work must be stated.
- C. The following information should be in the subject line of the email, due 4:00pm, May 31, 2017:
RFQ: Schoolyard Trail Project - Name of Firm
- D. BikeNet is not liable for any cost incurred by firms in preparing or submitting a response to this RFQ.
- E. All materials submitted regarding this RFQ becomes the property of BikeNet and will only be returned to the Participants at BikeNet’s option. Disqualification of a Proposer does not eliminate this right.
- F. BikeNet reserves the right to modify or delete the project. Firms responding to this proposal do so at their own risk and option.
- G. BikeNet reserves the right to reject any or all proposals, waive informalities and minor irregularities in the proposals received if deemed in the best interest of LBN.
- H. To be considered for selection, the submittal must bear the signature of the consultant or their authorized representative.
- I. After the successful consultant is selected, BikeNet will negotiate a final contract, scope of services, and contract price base on but not limited to the contents of the consultant’s proposal.

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1.03 PROPOSED SCHEDULE

RFQ Available: May 1, 2017

Optional Pre-proposal Meeting: 4:00pm, May 17, 2017

RFQ Submission Deadline: 4:00pm, May 31, 2017

Interviews (possible): Week of June 12, 2017

Selection of Top Firm: At Conclusion of Interviews

Award of Contract: June 26, 2017

First meeting with selected firm: June 30, 2017

Begin design work: July 1, 2017

Two public-input meetings: Mid and End July, 2017

Anticipated Construction Start Date: Weather Permitting, August

Project Final Completion TBD

1.04 GENERAL INFORMATION

- A. The successful consultant shall be fully insured as to hold Laramie BikeNet and Albany County harmless from any claims involving the employees or equipment used by the successful consultant and sub-consultants while executing this service. The consultant shall also possess and provide proof of professional liability insurance or errors and omissions liability insurance to protect Laramie BikeNet and Albany County from any and all claims arising from consultant's alleged or real professional errors, omissions, or mistakes, including, but not limited to claims for damages due to inadequate or negligent design, in the performance of professional duties by consultant in an amount not less than one million dollars (\$1,000,000.00) aggregate on a claims made basis for the term of the design and construction plus three years subsequent to construction. The consultant shall provide proof of coverage.
- B. The successful consultant shall furnish all materials, equipment, testing, and labor necessary to complete the required work.
- C. The successful consultant will be required to sign a professional services agreement with BikeNet. The agreement will include this request for proposals and the consultant's proposal.
- D. Final selection of a consultant and issuance of a work contract for any phase of work will require authorization by the Laramie BikeNet Officers Board.

2.00 PROJECT INFORMATION

2.01 PROJECT BACKGROUND

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Over the last couple of years this section has experienced a dramatic increase in unorganized use by both nonmotorized users and illegal motorized users, resulting in a sprawling network of braided and eroding two-track routes, as well as disconnected and unambitious user-created singletrack segments. Much of the illegal use extends onto adjacent private property, exacerbating contentions between the land-owner and the recreating community.

Members of Laramie BikeNet proposed the idea of a planned singletrack trail network on the state section to address issues of access, illegal use, and untapped recreational opportunities. Our goal is to provide a fun, safe, and legal trail system that will optimize routes that are currently working for users and replace poorly conceived and unsustainable routes with modern sustainable singletrack.

The trail system will offer the community options for walking, running, cycling, and other non-motorized activities and utilize feature of the natural terrain to embellish all user experiences. The trails should include routes that incorporate the best views in all directions while also navigating the full range of topography and vegetation communities. The long-term plan is to reclaim any user-created roads that are not needed for access and which do not contribute to a well-planned system. We also want to restore and maintain cordial relations with adjacent private landowners and ensure that negative control points will be employed to prevent feeding users onto privately owned lands.

The main access to the trail system will be from two spurs off the Jacoby Ridge Rural trail on University of Wyoming (UW) land adjacent to the north part of the state section (Exhibit A).

2.02 PROJECT OBJECTIVES

Provide final layout, design and construction of 6 to 8 miles of trails, or as appropriate to provide a reasonable amount of quality trails given the size and terrain of the leased land.

2.03 SCOPE OF WORK

- A. Layout & Flagging: Final layout and marking of the trail system with appropriate materials will be completed by representatives of the selected firm.
- B. Trail Construction: Construct appropriate length of trail. Visual damage to vegetation should be avoided outside of the corridor. Trails are to be constructed using hand labor and low impact mechanized equipment such as trail dozers. Contractor shall clear and grub the trail corridor and shape the trail tread. All disturbed areas will be required to be re-vegetated with native seed. General

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clean-up will be carried out by the proposer over the limits of the entire project to the satisfaction of BikeNet.

- C. Other Items: Access will come from the Jacoby Ridge Rural Trail. Two trail stubs will be constructed as part of that project and will be the access to this trail system.
- D. Project Budget: The total project budget includes layout, flagging, trail design/construction, and reclamation. Alternates will be considered if the project budget allows. Payment for additional services will be negotiated with the chosen firm.
- E. General Conditions: The following items are considered to be included as part of the basic compensation to be paid to the successful proposer for this project: normal business expenses - phone, postage, etc., cost of insurance, in-house computer time and service, word processing, accounting, and man-hour records, permits and license fees, mileage, travel fees, room and board, per diem, printing costs for all standard review, bidding, and as-constructed plans and other correspondence and contract documents, film and processing, overtime engineering and inspection, survey materials - stakes, etc.

3.00 EVALUATION FOR THE PROPOSALS

Discussions may be held with each firm, which, in the sole opinion of the selection committee, most closely meet the requirements of this RFQ. These discussions will be for the purpose of clarifying the proposal, and obtaining any additional information BikeNet determines would be useful in evaluating the firm. The selection committee shall evaluate each proposal and information collected from references listed in the proposal following the criteria listed in Section 3.0. Each criterion will be scored up to the maximum points listed. The highest scores will indicate the most qualified firms for this Project.

3.01 QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL (25 POINTS)

Provide client references and resumes of key personnel including the Project Manager, Project Engineer (if applicable), and Construction Oversight Personnel assigned to the project; list the qualifications and experience of the specific individuals who will be assigned to this project. The following areas are of specific importance to BikeNet

- List the project tasks and role of the persons involved; list individuals' experience with the different aspects of the project scope and objectives together with their qualifications and experience which demonstrate project management ability.
- Design and construction management experience of single track and systems.
- Experience of key personnel to complete the project as described.
- Experience with single track trail construction projects.

In outlining qualifications of the individuals assigned to the project, describe the percent and type of work that will be performed by those assigned to each task and include work

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that is to be subcontracted. Provide relevant information on subcontractors that are proposed for the Project.

3.02 REFERENCES FOR FIRM AND PROJECT TEAM (20 POINTS)

List projects that demonstrate the firm's knowledge, experience and capabilities in single track trail design and construction management that are similar in scope to this project that the firm has served as the Design Firm, and Construction Administrator. For each project, provide:

- Experience with similar projects in Wyoming and the Rocky Mountain region, with references names and phone numbers.
- Management experienced in maintaining the project schedule and maintaining project costs.
- Listing of similar projects including the following information: location, original project cost and final project cost and reasons for changes in project cost, original project schedule and final project schedule and reasons for change in schedule.
- Listing of current clients whose interest may compete or conflict with the project described herein and an explanation of the potential conflict.

3.03 PROJECT SCOPE AND SCOPE ALTERATIONS (25 POINTS)

This task will be evaluated by the items listed below.

- Ability of the firm to communicate their project approach.
- Communicate a familiarity with the natural conditions of the trail-building area

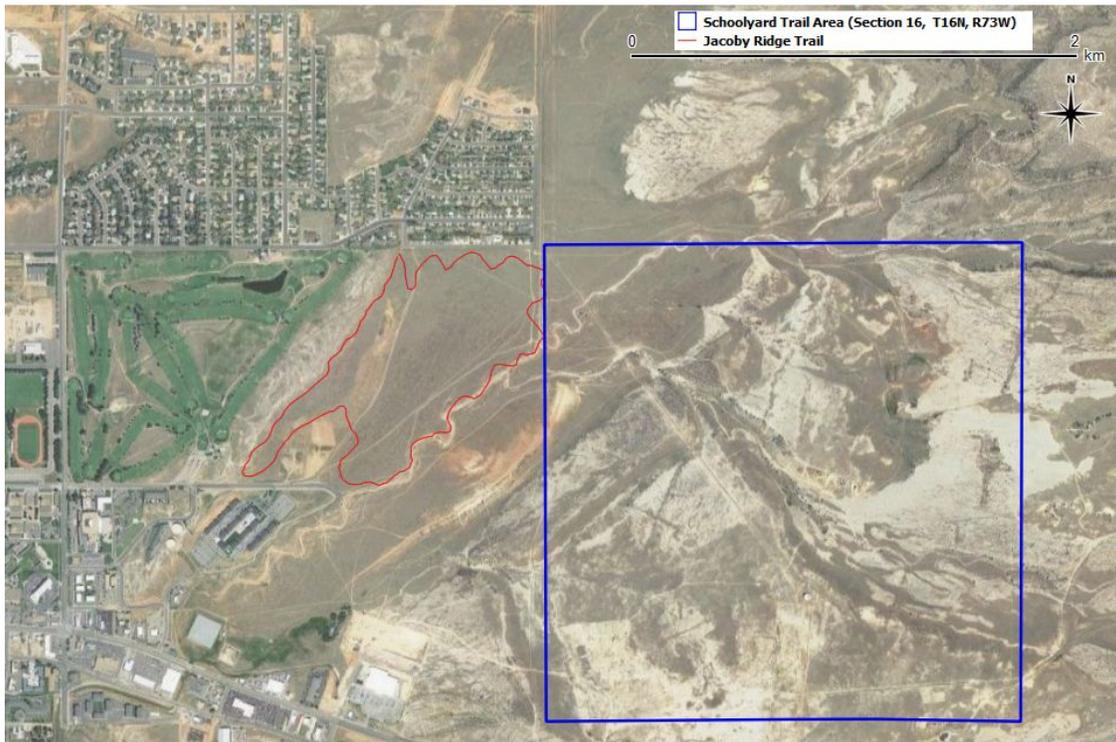
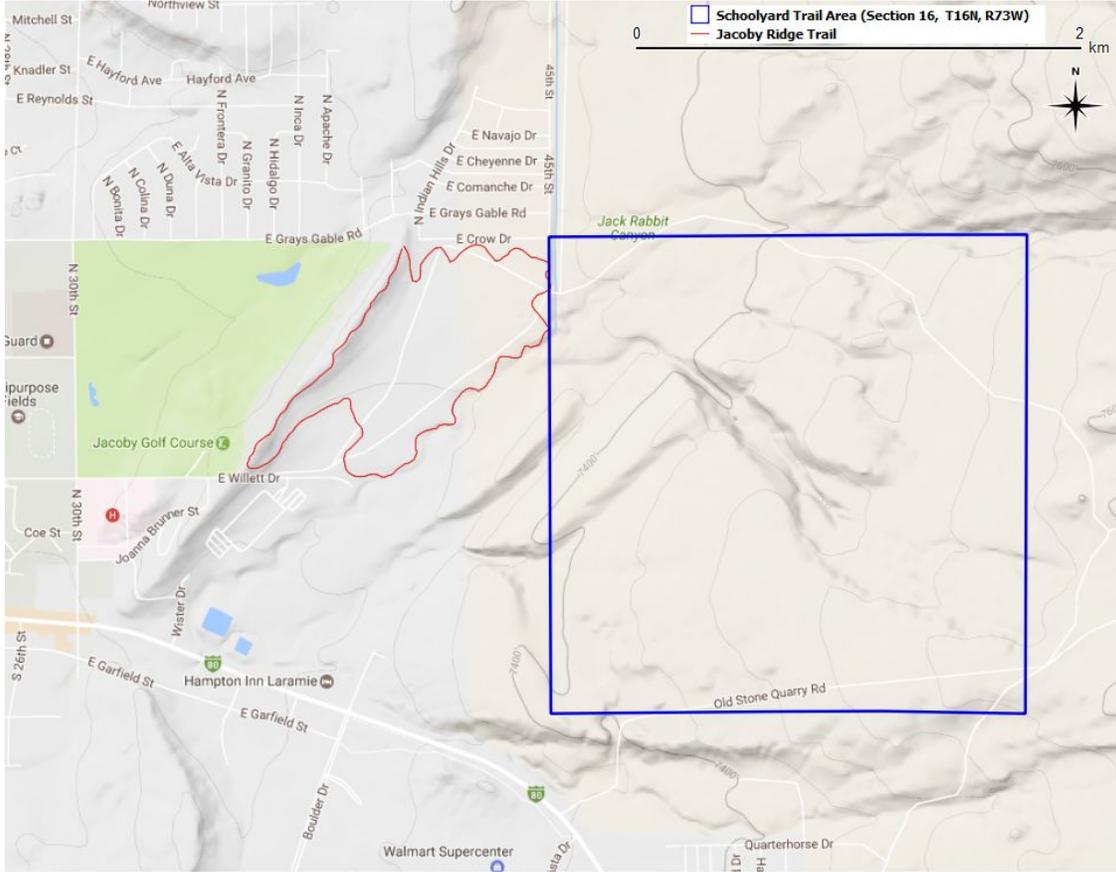
3.04 SCHEDULE (30 POINTS)

This task will be evaluated by the items listed below.

- Provide a thorough and comprehensive time line, outlining major tasks.
- Assuming a Notice of Award will be issued on Monday, June 26, 2017. Provide a schedule depicting the duration on each work item and proposed phasing of the work.
- Describe the project approach and identify major tasks that will be performed and the key personnel responsible for the tasks. Include any innovative solutions that the Consultant proposes to use and any cost saving measures that have been identified. Detail all assumptions made in development of the project schedule.

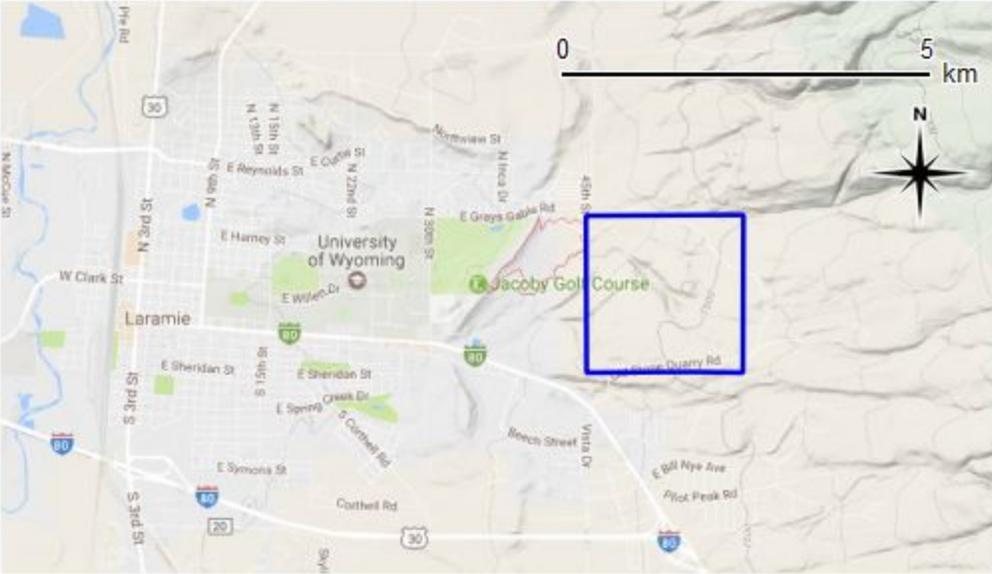
LARAMIE BICYCLE NETWORK REQUEST FOR QUALIFICATIONS - SCHOOLYARD MULTI-USE TRAIL SYSTEM

“Exhibit A” - Location of Trail System



**LARAMIE BICYCLE NETWORK
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State Section in relation to town of Laramie



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“EXHIBIT B” – COMPENSATION SCHEDULE

The chosen firm shall prepare and submit proposed estimated compensation, bearing in mind that it should be a unit-based contract with a negotiated not-to-exceed amount. A payment schedule based upon the following and any other pertinent payment schedule shall be submitted with payment for a specific phase not exceeding the scheduled amount prior to completion of that phase:

Trail Design \$ _____

Trail Flagging and Layout \$ _____

Trail Construction Total (42,240 lf) \$ _____

Trail Construction per lf \$ _____

(This figure will be used to negotiate additional services)

Total Contract Amount \$ _____