

Doe Mountain Recreation Area Authority

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

ARCHITECTURAL & ENGINEERING SERVICES AND TRAIL ASSESSMENT OF THE TRAIL SYSTEM, TRAILHEAD, TRAILSIDE FACILITIES AND AMENITIES

May 2021

I. PROJECT OVERVIEW

The Doe Mountain Recreation Area Authority (DMRA), located in Johnson County near Mountain City, TN in partnership with the Tennessee Department of Environment and Conservation, Recreation Services Division (RES) through the federal Recreational Trails Program (RTP) has received grant funding for Phase 2 for trail head and trail side facilities, trail maintenance and other improvements.

The DMRA seeks to obtain Statements Of Qualifications (SOQ) from Architectural Firms, Landscape Architect Firms and Business Development Professional Firms for the purpose of providing Architectural, Engineering (A&ES) Services and a Trail Assessment Services. Firms submitting SOQ need to document previous parks and recreation along with greenway and trail projects and provide information about previous trail assessments. *The A&ES and Trail Assessment cannot be broken apart and the SOQ must have both components in any submittal.*

Once SOQ's are submitted, a Design Firm will be selected and placed under contract as quickly as possible so the project can move forward. Time is of the essence with securing a firm and work will start quickly after a contract is in place with the Trail Assessment being top priority.

Note on Licensure: All respondents to this RFQ shall be licensed, or eligible for licensure in the state of Tennessee. Eligible firms not currently licensed must comply with any required regulations of the state of Tennessee during or after selection. It is entirely the responsibility of the responding Architect and Engineering firms to research these requirements and to explain how they will comply. We urge firms to research the requirements as soon as possible to ensure compliance.

We encourage potential submitters to visit the Doe Mountain Recreation Area, trailhead located at 1203 Harbin Hill Road, Mountain City, Tennessee 37683.

II. DOE MONTAIN RECREATION AREA BACKGROUND

OHV users have been riding on the trails found in this area of the Appalachian Mountains since the 1960's using the informal system of trails which include original roads through the area, logging roads developed as the timber was cut and mining roads created during surface mining of minerals and other materials.

The pattern of landownership has changed over the past 20 years with larger tracts of land being

sold and subdivided into smaller properties. The DMRA lands, approximately 8,600 acres was acquired by the Tennessee Chapter of the Nature Conservancy (TNC) in 2012 and subsequently purchased by the state of Tennessee in May 2012. The DMRA is managed by a 15-person Board of Directors which was created in early 2013 . There is an Executive Director and several area staff who perform the operations, maintenance and improvement projects of the DMRA. These staff members will also be working on the RTP – Phase 2 grant projects.

The 8,600 acres of property extends along the crest of Doe Mountain for approximately 8 miles and state routes 67 and 167 encircle the DMRA and provide the primary access to the property. The DMRA received a RTP Phase 1 grant which was completed in 2018. These grant funds were used for trail and facility improvements and updates.

The Phase 2 projects include Trail Assessment of approximately 40 miles of trails (2017) along with parking area expansion/improvements, observation platforms creating overlook areas, small storm shelters (16' x 16') and trail maintenance (12 miles) and new trail construction (4 miles). DMRA staff will be working on these projects as well and some projects will be accomplished through contracting. RTP grant funding can only be spent on DMRA land and must follow the grant contract project scope and contract budget line items.

For more information about the DMRA, go to <https://doetn.com> .

III. SERVICES REQUIRED FOR THIS PROJECT

1. Trail Assessment of the approximately 40 +/- miles of existing trails using GPS/GIS technology to complete an updated trail inventory, document the sustainability of existing trails and whether trails should remain open or be closed. Most important is the documenting and marking of needed trail rehab/maintenance work. This data will be used so trail projects can be identified, an annual work plan created for the DMRA staff and RFP's created to bid trail project work.
2. Topographic survey of the immediate trailhead entrance/parking area (approximately 4-6 acres). Johnson County owns 3 acres which includes the Adventure Center building and some parking spaces, this area is specifically EXCLUDED from this project and RTP funds CANNOT be spent on this property. The exact dimensions of the Johnson County property need to be clearly defined and marked.
3. As needed, determination and development of any required TDEC Storm Water Pollution Prevention Plans (SWPPP), Aquatic Resource Alternation Permit (ARAP) or any other needed permits with submittal(s) to and obtain any required TDEC-DWR permits for project facilities.
4. Attempts should be made to include DBE vendors and more information about DBE in the state of Tennessee can be found at: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html> .
5. Re-design/expansion of the existing trailhead parking area to include additional parking spaces added to the approximately 20-30 parking spaces to accommodate automotive vehicles with tow trailers along with recreation

vehicles.

6. Design of standard overlook platforms (20 feet by 32 feet with 8 feet cantilevered) for trail users to view the adjacent/distant scenery in a safe and effective way.
7. Design of storm safety shelters (16 feet by 16 feet) with a 20 feet by 20 feet roof to provide shelter during summer thunderstorms.
8. Signage for the trailhead, trailside kiosks, trail system and other DMRA signage as needed for the project.

IV. FACTORS IN SELECTION

- Evaluation of the proposer's approach to providing the required services in Section III.
- Relevant Experience – identification of at least two (2) projects similar in scope and complexity within the last five (5) years.
- Overall capability and experience of design team member(s) identified with carrying out the Trail Assessment component.
- Specific experience and position in the firm of key individuals to be involved with the overall RTP project.
- Participation of small, minority or women owned certified DBE firms included on the design team and a description of their respective roles in the project. Please see the TDOT website, [Small Business Development Program \(tn.gov\)](http://www.tdot.gov/SmallBusinessDevelopmentProgram)
- Previous experience with the federal RTP grant requirements and guidelines, please provide a brief description of the project including project scope and budget.
- Adherence to the requirements of this RFQ.
- This is not a comprehensive list. No one factor or set of factors is likely to qualify or disqualify a team.

V. FORMAT/CONTENT OF PROPOSALS

- Format - Submittals should be on 8 ½ x 11 sheets (fold-out sheets 11"X17" permitted) contained in one loose-leaf binder no greater than 2.0" in thickness. Six (6) copies shall be submitted. Electronic copies using Adobe PDF must also be submitted on a flash drive. Proposals will not be returned. Proposals not conforming to the required format will not be considered. If an applicant is selected to advance to the next round of review, additional copies may be requested.
- Content - As a minimum, proposals should contain the following:
 1. Table of Contents outlining the information noted below.
 2. One page cover letter from the firm outlining strengths of the project team.
 3. Organization chart showing the firm's team members/partners. If only one firm is involved, the chart should show the individuals who will be team members.
 4. Information on the member firms, discussing their experience especially with the Trail

Assessment criteria noted above and the role each shall play.

5. A one-page résumé on individual team members.
6. A description of the proposed approach the team will take in providing specific design services requested especially with GPS/GIS capabilities and the proposed staffing of the various phases of the project, in terms of full-time and part-time team members.
7. *Please specifically address the eight (8) items listed in Section III, Services Required for this Project.*
8. Firms submitting a Statement of Qualifications are not expected to include cost information at this time.

Submitting complete application material on time per the process schedule. Exceptions will not be made.

VI. SELECTION PROCESS

The DMRA is seeking a specific response for the RTP project identified in this RFQ. The DMRA Executive Committee (officers and board members) will be reviewing the responses to the RFQ and will be making the selection of the A&E Firm which will also do the Trail Assessment.

The DMRA will not provide any compensation or defray any cost incurred by any firm related to the response to this SOQ request. The DMRA reserves the right to negotiate with any and all firms as well as it also reserves the right to reject any or all RFQ(s), or to accept any RFQ deemed most advantageous, or to waive any irregularities or informalities in the RFQ received, and to revise the process and/or schedule as circumstances require.

VII. SCORING/GRADING CRITERIA

A Selection Team will score SOQ's based on the criteria including, but not limited to:

- What are the qualifications for the team members doing the Trail Assessment.
- Are design team members registered professionals? Are they experienced?
- What is the past experience in successfully working with large acreage public projects, particularly general park development, trail related projects or parks and recreation facilities?
- Specific experience and position within the firm of key individuals to be directly involved in the project.
- Specific experience of overall design team in the design of areas listed in Section III.
- Did the proposal provide the proposed approach the design team will take in providing the specific design services requested and the proposed staffing including full time and part time members?
- Was an organization chart provided showing the team member firms/partners, if more than one firm? Are the individuals who will be team members qualified?
- Was a one-page résumé for each key individual(s) provided who will have a direct role in the design team?

1. SUBMITTAL SCHEDULE

- **May 6, 2021** RFQ will be posted at 12:00 pm (Noon) Eastern Daylight Time.
- **May 24, 2021** Electronic Submittals are due by 3 pm Eastern Daylight Time. No exceptions.
- **EMAIL SUBJECT LINE:**
RFQ - Architectural & Engineering Services/Trail Assessment SOQ
 - **SEND TO** Tate Davis: DMRA@johnsoncountyttn.gov
 - **COPY to** Bob Richards, Trailbob51@outlook.com

Questions can be emailed to Trailbob51@outlook.com

- **June 1, 2021** Review of proposals by the DMRA Executive Committee
- **June 10, 2021** Design Firm/Team selected, and all remaining firms will be notified.
- **June 14, 2021** Start negotiation on budget with selected firm and develop sub-contract to meet TDEC-RES requirements.

VIII. Doe Mountain Recreation Area GUIDING PRINCIPLES

- The Design Firm will follow all applicable federal, state and local rules and regulations in the development of the RTP grant project.
- Best Management Practices (BMP's) for the development of the Trail Assessment and other parks and facilities and consider the functional needs for efficient and effective park operations.
- The planning and design will honor historic & present uses as well as projected future needs.
- The planning and design will establish a framework for future project decisions.

IN CONCLUSION:

The DMRA is striving to become the northeast Tennessee's premier recreational facility serving a three-state region and has had significant growth in user visitation over the past 3 years.

It is imperative for the firm selected to be ready to start work quickly after a sub-contract is developed and acceptance by both the DMRA and the state of Tennessee, Tennessee Department of Environment and Conservation, Recreation Services Division.

This project is funded through the federal Recreational Trails Program (RTP) with funding provided by the Federal Highway Administration and administered by the Tennessee Department of Environment and Conservation, Recreation Education Services Division.

The Doe Mountain Recreation Authority is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, age, sex, religion, color, disability, or national origin.