

# **REQUEST FOR PROPOSAL (RFP)**

## **Conceptual Design and Planning Services for a Hiking and Mountain Biking Trail System at Doe Mountain Recreation Area**

**Issued by:** Doe Mountain Recreation Authority (DMRA)

**Issue Date:** December 13, 2024

**Proposal Submission Deadline:** January 31, 2025

---

### **1. Purpose**

The Doe Mountain Recreation Authority (DMRA) seeks proposals from qualified firms to provide conceptual design and planning services for a 20-25 mile multi-use trail system within the Doe Mountain Recreation Area. This trail system will be optimized for hiking and mountain biking, including approximately 8 miles of gravity mountain bike trails and a destination trail leading to the historic DMRA Fire Tower.

---

### **2. Background**

DMRA encompasses 8,700 acres of rugged mountain terrain in Johnson County, Tennessee, and serves as a premier destination for outdoor recreation. The area currently supports activities such as off-highway vehicle (OHV) riding, hiking, and mountain biking. The proposed trail system will expand recreational offerings, promote sustainable use, and enhance the visitor experience.

---

### **3. Scope of Services**

The selected consultant will provide the following services:

#### **Task 1: Conceptual Trail Design**

- Develop a master plan for the trail system, including alignments and features for hiking, mountain biking, and gravity trails.
- Incorporate sustainable design practices to minimize environmental impact.
- Ensure alignment with International Mountain Bicycling Association (IMBA) guidelines.

#### **Task 2: Destination Trail Design**

- Design a destination trail to the DMRA Fire Tower, featuring scenic viewpoints and interpretive opportunities.

#### **Task 3: Environmental and Site Analysis**

- Conduct assessments of terrain, hydrology, and environmental sensitivity.
- Identify and address potential challenges such as erosion, road crossings, and wildlife impacts.
- Procure GIS data as needed to support the analysis and planning process.

#### **Task 4: Stakeholder Engagement**

- Facilitate at least two public and stakeholder meetings to gather input and document findings.
- Incorporate feedback into the conceptual design and provide a summary of the community engagement findings.

#### **Task 5: Preliminary Cost Estimation**

- Provide a cost estimate for construction and ongoing maintenance of the trail system.

#### **Task 6: Deliverables**

- Conceptual design maps and narrative.
  - Cost estimate breakdown.
  - Recommendations for phased implementation.
- 

### **4. Offeror's Minimum Qualifications**

- Demonstrated experience in trail design and planning for similar projects.
  - Key personnel with expertise in sustainable trail design and public engagement.
  - Proven ability to complete projects on schedule and within budget.
- 

## **5. Proposal Submission Requirements**

Proposals must include:

1. **Cover Letter**
  - Summary of qualifications and understanding of the project.
2. **Firm Information**
  - Names and roles of key personnel.
3. **Relevant Experience**
  - Descriptions of three similar projects completed within the last five years.
4. **Approach and Methodology**
  - Detailed outline of the proposed approach to each task.
5. **Cost Proposal**
  - Include a lump sum fee with a detailed breakdown for each task.

- Provide a maximum not-to-exceed fee, inclusive of reimbursable expenses.
  - 6. **References**
    - Contact information for three recent clients.
  - 7. **GIS Data and Stakeholder Engagement Plan**
    - Confirmation of the contractor's ability to procure necessary GIS data.
    - A plan for conducting and documenting at least two stakeholder meetings.
- 

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Technical expertise and qualifications (30%).
  - Demonstrated experience with similar projects (25%).
  - Approach and methodology (20%).
  - Cost proposal (15%).
  - Stakeholder engagement plan and ability to procure GIS data (10%).
- 

## 7. Submission Instructions

Proposals must be submitted electronically by January 31, 2025, to:

**Charles Ridlehuber**  
Executive Director  
Doe Mountain Recreation Authority  
Email: ed@doetn.com  
Phone: 423-460-1295

---

## 8. Terms and Conditions

- DMRA reserves the right to reject any or all proposals.
- The successful firm will be required to enter into a contract with DMRA.
- Proposals must remain valid for 90 days from the submission deadline