

Request for Qualifications (RFQ) for:

Trails Coordinator

DESCRIPTION

Carbon County, Utah has an opportunity to create and improve recreation access for local residents and better accommodate visitors seeking outdoor adventures of all types. We are seeking a person or firm who will assist the county with stakeholder outreach, trail inventory and opportunities, trail designation, trail planning, grant writing, as well as implementing a vibrant and collaborative Trails Committee.

OBJECTIVES

Carbon County, Utah is looking for a Trails Coordinator that will assist the county in developing our trails footprint within the county. We are looking for a creative and motivated person or firm ready to serve all types of recreational trail interests, especially those in rural communities like Carbon County, for both non-motorized and motorized trail users. This person or firm would be responsible for seeking partnerships including building a strong and collaborative trails committee, to develop, maintain, restore, and activate trails in Carbon County through education, data collection, and public input.

SPECIFICATIONS

Experience with developing, building, planning, and trail maintenance

Background in working with federal and state land managers

Knowledge of Carbon County's recreation opportunities

Collaborative and ready to work closely with Economic Development, Tourism, County Officials, Cities, and Public/Private landowners

Must have data collection and analysis experience, including geospatial data for mapping trails, reporting trail conditions, etc.

Self-starter with the ability to predict the needs of the trail community to form and lead a coalition to meet those needs.

Basic understanding of GIS applications.

SCOPE OF WORK

Education and outreach

- Identify and act on opportunities to encourage communities to use trails and promote use
- Curate volunteer opportunities for partner trail work projects.
- Form a vibrant and collaborative trails committee(s) to maintain and activate trails or volunteer trail maintenance groups to do the regular maintenance on local trails.
- Help develop educational workshops, materials, and programs to promote responsible trail use
- Work with public and private landowners to designate new trails
- Seek grant funding and planning resources that may help with trail work.
- Attend trail conferences and speaking engagements as needed

Data Collection

- Work with our GIS Department to create a trail database such as miles of trails, types of trails, difficulty, and universal-use trail opportunities for the adaptive community.
- Assist in creating a Master Trails Plan
- Create an inventory of all designated trails and needs for additional trail development, repair & maintenance, signage, etc.
- Help coordinate studies which may entail applying for grants
- Assistance in deploying trail counters to track trail usage trends.

Coordination and event planning

- Work with communities to identify potential locations for new trail designation and coordinate trail workshops/webinars for communities and user groups.
- Assist in the creation of trails maps.

Response Requirements

Responses to this RFP shall include the following information:

1. Include the full name and address of the individual, company, organization etc.
2. Include a description of the individual, firm or organization, including qualifications, experience and ability to fulfill the scope of work described in this RFP.
3. A brief written description of the Consultant's approach to the project.
4. Include references

Bid Evaluation Criteria

- *Evaluation* - An evaluation of the proposals will be conducted by a committee assigned by the Carbon County Office of Economic Development & Tourism

- *Criteria* - Criteria to be evaluated will include, **experience, references, samples**, and the **ability of the respondent to meet the requirements**. Cost, although always a factor, shall not be the deciding factor. The decision of the committee will be considered final.

| % OF SCORING WEIGHT | EVALUATION CRITERIA |
|----------------------------|---|
| 25% | <u>Experience of the person or agency</u> : Considering relevant experience, preferably with state or federal clients, demonstrable expertise in specific RFP selected. |
| 25% | <u>Samples of work</u> : Detailed examples of work provided that outlines the scope of work listed in the RFP |
| 25% | <u>Responsiveness of the proposal</u> : Clearly meeting the needs of the services to be performed: 1.) Proposal meets needs of the client 2.) Proposal meets deliverables desired |
| 25% | Cost of the Person or Agency's proposal |

Contract Award:

Carbon County is not responsible for bids that are late due to delays in delivery by any source. Fixed and emailed bids are not acceptable. Bids will be opened during the regularly scheduled Carbon County Commission meeting at **4:30 p.m. on Wednesday, March 6, 2024** at **Location: 751 East 100 North, Price, Utah** in the Commission Chambers.

Carbon County reserves the right to reject any or all bids, to waive any informality of any bid, and to select the bid which in the opinion of the County provides the best product, warranty and/or service to the County.

Closing date and time:

The closing date and time for this sourcing event is **March 4, 2024 at 5:00 p.m. MT**

Proposal Submittal:

SEALED BID to the Carbon County Clerk's Office at 751 E. 100 N. Price, Utah 84501

Length of Contract:

The contract(s) resulting from this RFP will be for (1) year with the option to renew each year.

Anticipated Schedule:

The following is the anticipated schedule for this procurement. The County reserves the right to alter these dates. All deadlines are prevailing (Daylight or Standard) Mountain Time.

Dates:

RFQ issued: **February 14, 2024**

RFQ Submittal DUE DATE: **March 4, 2024**

Potential Award Date: **March 13, 2024**

Failure to submit cost or pricing data will result in your proposal being judged as non-responsive and ineligible for contract award. Offeror must guarantee its pricing for one year.

Contact information:

Shanny Wilson
Director of Economic Development & Tourism
Carbon County
751 E. 100 N., Suite 2600
Price, Utah 84501
shanny.wilson@carbon.utah.gov
(435)636-3295

Carbon County Clerk's Office
751 E. 100 N.
Price, Utah 84501
clerks@carbon.utah.gov
(435)636-3200