

**BULL RUN OCCOQUAN TRAIL
Recreation Trails Program (RTP)
Federal Highway Administration (FHWA)
State Project Number: VRT-315-D-170**

**REQUEST FOR PROPOSALS
August 7, 2019**



NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

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Virginia Recreational Trails Program 2018
Federal Highway Administration 1273
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RTP – Environmental Review and Public Comment Requirements
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Bull Run Occoquan Trail – Trail Renovations Phase I Map

I. Background Information

NOVA Parks (a public body) is seeking proposals for providing design and engineering services for site improvements to the Bull Run Occoquan Trail. Services will include surveying and engineering, cost estimating, application and permit processing and construction administration. Proposals must be received no later than September 4, 2019 at 2:00 p.m. Eastern Daylight Time.

The Bull Run Occoquan Trail (BROT) is an 18 mile long natural surface trail running along the Bull Run and Occoquan Rivers on 5,000 acres owned and managed by NOVA Parks. The terminuses are located at Bull Run Regional Park and Fountainhead Regional Park and the Trail has seven separate parking areas and trail heads.

The trail was constructed informally throughout the 1970s and 80s and is a 3 to 6 foot wide natural surface trail. It primarily consists of single track (3' wide) trail connecting many sections of old road bed (6' wide sections). In addition to hikers, there is equestrian access on the majority of the trail and bike access on roughly half. The trail is used by thousands of visitors per year.

NOVA Parks shall select a "Consultant" to complete the work and manage all necessary subconsultants. There will be one contract between the Owner and the Consultant, who will be the team leader and shall be responsible for coordinating all aspects of the design and engineering within the project scope of services.

A large portion of the funding for this project is being provided by a grant from the Recreational Trails Program of the Federal Highway Administration administered in Virginia by the Department of Conservation and Recreation and must be undertaken in accordance with the Recreational Trails Program as codified at 23 U.S.C.206, the provisions and conditions of the FHWA Interim Guidance dated April 1, 1999, as amended, and with the regulations and requirements governing federal grants as stipulated in 2 CFR Parts 175, 200, 215, 225 and Federal Highway Administration regulations as outlined in 49 CFR Parts 18, 20, 29 and 32.

The provisions contained in Form FHWA-1273 specifically, and other federal provisions included with the prime Contract are generally applicable to all Federal-aid construction projects and must be made a part of, and physically incorporated into all contracts, as well as, appropriate subcontracts for work so as to be binding in those agreements.

Financial records, supporting documents, statistical records, and all other records pertinent to this grant shall be retained in accordance with 49 CFR for a period of three years; except the records shall be retained beyond the three-year period if audit findings have not been resolved. The retention period starts from the date of the final expenditure report for the project.

II. Project Description

NOVA Parks commissioned a trail assessment from trail design experts at Applied Trail Research which located and prioritized areas where the trail is failing, eroded, crosses wet areas unnecessarily or is otherwise not sustainably designed. This assessment is included as part of this RFP.

NOVA Parks won a significant grant from the Virginia Department of Conservation and Recreation to redevelop about 2.5 miles of trail located immediately north and immediately south of the Old Yates Ford Road crossing of the Occoquan Reservoir. The redevelopment calls for 2 miles of trail to be relocated, construction of 4 pedestrian fiberglass bridges and construction of approximately 800 linear feet of boardwalk. Some new trail will be cut into the hillside by means of either a small walk behind earth mover or hand tools. See attached Bull Run Occoquan Trail – Trail Renovation Phase I map and Trail Assessment Report.

The boardwalk along with sections of trail will likely be located within the 100 year floodplain and most all other work within the RPA.

The consultant will be required to coordinate with the various agencies for compliance with Section 106 of the National Historic Preservation Act and the National Environmental Preservation Act.

The consultant agrees to be bound by the requirements of the attached Virginia Recreational Trails Program 2018, FHWA 1273 Provisions and NOVA Parks Mandatory Clauses.

III. Procurement Procedures

Written proposals should be sent to the attention of Tim Geisler, Project Manager, at the NOVA Parks' Headquarters Office, 5400 Ox Road, Fairfax Station, Virginia 22039, and must be received no later than September 4, 2019 at 2:00 p.m. Eastern Daylight Time.

NOVA Parks seeks to engage a qualified design firm, joint venture or other single entity, capable of providing the full range of disciplines and professional consulting services which will be needed to carry out this project. The scope of services will include, without limitation, boardwalk, bridge and natural trail design along with any special expertise required for designing and overseeing construction of the facility improvements.

Offerors should demonstrate their qualifications and experience in design and implementation of similar projects and should identify the principal who will direct the work as well as the individual who will direct the project day-to-day. Proposals shall identify the range of services available through the Offeror and a listing of proposed subconsultants. A listing of client references from similar projects, including a project description and the name and telephone number of a contact person, is required for both the Offeror and the subconsultants.

Offerors should provide three complete copies of their proposals, except if the material includes photographs, drawings or other exhibits. Offerors may provide three copies of the narrative material and only one copy of such supporting material. NOVA Parks will retain all material received in connection with this solicitation.

The ranking and selection of the preferred Offerors and the awarding of any professional services contract shall be in accordance with the provisions of the Virginia Public Procurement Act. Selection will be based on qualifications, experience, competency, demonstrated ability to perform the work in a timely and effective manner and approach to the project. Consideration also may be given to the Offerors' non-binding fee estimates given at the interview stage.

Proposals will be reviewed and evaluated by a selection committee appointed by NOVA Parks, which will "short-list" two or more qualified Offerors who will be invited for interviews. The interviews may be conducted formally or informally, depending on the nature and number of responses to this solicitation. Offerors have the option of completing the interview via conference call in lieu of traveling to NOVA Parks headquarters. At the interview stage, Offerors will be asked to elaborate on their experience and qualifications and on their approach to the project, and to demonstrate their knowledge of and familiarity with issues, problems and circumstances, which might be encountered in carrying out the consulting project. Also, the Offerors will be asked to provide non-binding fee estimates for the professional services contemplated to be rendered.

Offerors are not required to include fee estimates in the initial proposal submission.

The fee estimate shall be subdivided into at least five categories: Conceptual Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase and Construction Phase. The work required in the Bidding Phase will be minimal and involve only answering contractor questions, preparing addendums and consulting on the bids received. NOVA Parks will advertise the project, distribute project documents, receive bids and prepare and award the construction contracts.

Upon completion of the interviews, the selection committee will rank those Offerors who are interviewed in order of preference. The Director of Planning and Development will enter into negotiations with the first Offeror in an effort to arrive at a mutually acceptable fee arrangement and professional services contract. In the event the negotiations are successful, a professional services consulting contract will be offered in accordance with the NOVA Parks' contracting procedures, including presentation of the proposed contract for Board approval, if required. In the event such negotiations are not successful, the Director of Planning and Development will discontinue negotiations with the first Offeror and will enter into similar negotiations with the second, and so on, until an acceptable contract is obtained.

NOVA Parks reserves the right to reject all proposals if, in its sole judgment, the responses to this solicitation are unsatisfactory or inadequate; it elects to substantially modify the magnitude or scope of the project; or it elects to abandon or defer the project.

Questions regarding this RFP shall be in writing and should be sent to the attention of Tim Geisler, tgeisler@nvrpa.org or faxed 703-273-0905.