

**Request for Proposals  
For  
Recreational Trail Work Services for the Town of St. Albans**

**I. OVERVIEW**

The Town of St. Albans is issuing this Request for Proposals (“RFP”) for recreational trail work services for the St. Albans Town Forest. Those services are to include cutting and clearing of trees and brush on existing and new trails.

**II. BACKGROUND**

The Town Forest property is a public recreation area used for walking, hiking, biking, and for educational programs by area schools. Please wear safety orange at all times and recognize volunteers and members of the public use the property without notice for many different uses, including hunting.

There will be ongoing volunteer work taking place this fall that includes:

- Intro Bike Loop – short blue dashed lines inside Intro Loop on map. Installing of culverts or bog bridges near beaver pond portion of VYCC West Trail.
- Intro Ridge Trail – red dashed line on map. Tree clearing and hand cutting.

**III. REQUIREMENTS**

**Terms of Agreement**

The selected entity will be expected to enter into a written agreement with The Town of St. Albans for recreational trail work services. Bidders are required to attend a site visit prior to commencing work which must be scheduled with our Director of Public Works, Alan Mashtare.

**Required Services to be provided - Phase 1 (Fall 2018):**

- Saddle Trail - new trail from A to B, dashed line on map, highlighted in green. New trail requires extensive clearing of debris, trees cut and cleared, and adding 2,030’ of new trail. Need one bridge and one bog bridge to be constructed.

**Required Services to be provided - Phase 2 (Fall 2018):**

- Bird Patch Loop, red line, solid and dashed. Adding about 800’ of new trail which connects sections of existing trail in a number of spots. Needs tree clearing, cutting and tree removal. At least one bog bridge must be constructed.

**Required Services to be provided - Phase 3 (2019):**

- Top Loops, fuchsia dashed line - advance trails. Adds 3,625’ of new single track trail.

Successful bidder should bid on all three phases. The Town wishes to proceed with Phase 1 & 2 this fall 2018. Please refer to the Town Forest map with phase work highlighted.

**Optional Services**

Please provide a list of optional services and their fees:

Costs: \_\_\_\_\_

Costs: \_\_\_\_\_

#### IV. INSTRUCTIONS TO PROPOSERS

All inquiries concerning this Request for Proposals and submissions in response to this RFP must be mailed or emailed to:

Town of St. Albans  
Attn: Jennifer Gray  
P.O. Box 37  
St. Albans Bay, VT 05481  
802.524.7589 ext. 107  
[j.gray@stalbanstonwn.com](mailto:j.gray@stalbanstonwn.com)

The Town reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded.

Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the Town may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; (3) establish a competitive range that shall include all respondents that have a reasonable chance of being selected for award based on the proposals, select those proposals that are in the competitive range, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the Town.

Should the Town be unable to negotiate a satisfactory form of contract with the selected finalist(s), then the next highest ranked finalists may be selected and the negotiation process may be repeated.

#### **Time and Place for Submission of Proposals**

All proposals must be received by mail or hand delivery no later than **2pm, Thursday, November 8<sup>th</sup>, 2018**, at the town offices, PO Box 37, St. Albans Bay, VT 05481, Attention: Jennifer Gray. The proposal submitted must be clearly marked: **“PROPOSAL FOR RECREATIONAL TRAIL WORK SERVICES”**

Submittals should be organized in response to submission requirements and formatted as 8.5 x 11 inch pages. Larger pages folded to 8.5 x 11 inches and pocket inserts are acceptable. Five (5) copies and one reproducible copy must be provided.

#### **Key Dates**

RFP Issued:	<b>Friday, October 26<sup>th</sup>, 2018</b>
Proposals Due:	<b>Thursday, November 8<sup>th</sup>, 2018 – 2pm</b>
Contract Negotiations:	<b>Following receipt of proposals</b>
Contract term to begin:	<b>Upon execution of contract</b>

These dates are subject to change in the sole discretion of the Town with reasonable notice given to respondents.