

Town of Tusayan
PO Box 709
845 Mustang Drive
Tusayan, Arizona 86023
Phone: 928-638-9909



REQUEST FOR QUALIFICATIONS FOR TRAIL BUILDING SERVICES

All quotes are due by July 31, 2024, at 5:00 p.m., Local Time, Tusayan, Arizona.

I. Purpose

The Town of Tusayan (the “Town”) is requesting qualifications submittals from qualified trail builders to assist the Town with construction and development of hiking trails within “Tusayan Community Trails Master Plan” (the “Services”).

II. Background of Tusayan

Located just one mile from the Grand Canyon National Park South Rim Entrance and surrounded by the Kaibab National Forest, Tusayan, Arizona, has become a favored destination for outdoor and hiking enthusiasts alike. Hiking in Tusayan offers unparalleled views of the Grand Canyon’s stunning landscapes. Moreover, Tusayan provides a wide array of outdoor activities beyond hiking, appealing to a diverse range of interests. Visitors can enjoy numerous amenities, including various lodging options and dining establishments.

III. Project Information

Following extensive community input, the Town formulated a Tusayan Community Trails Master Plan (“Master Plan”) aimed at enhancing its vibrant hiking culture. In 2017, the Master Plan received unanimous approval, having been shaped by feedback from stakeholders including the Sierra Club, the Grand Canyon National Park, the Grand Canyon Trust, the Grand Canyon Wildlands Council, and private landowners, among others. Subsequently, the Town engaged a contractor to design the trails, followed by comprehensive archaeological surveys. Presently, the Town is actively pursuing the development of these trails.

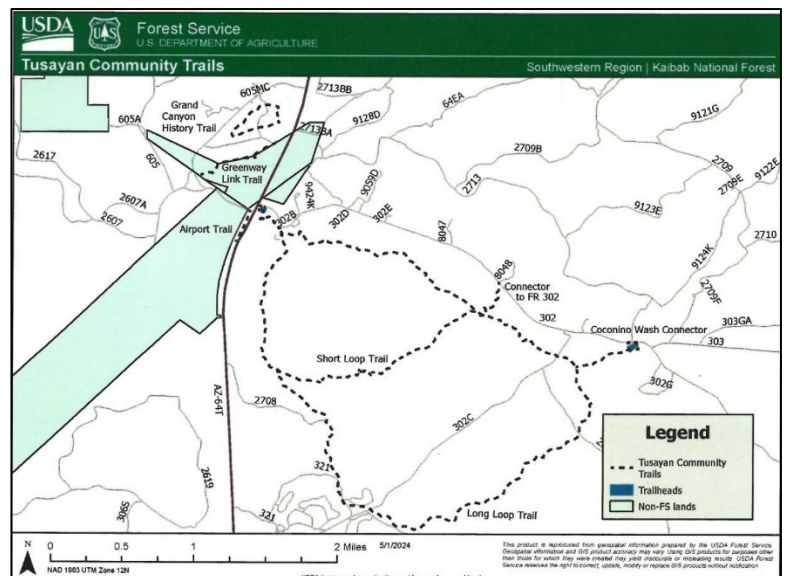


Figure 1.

In accordance with the Trails Master Plan, the Town intends to establish three trail systems constituting more than 12 miles of trails. Most of the trail system is on Kaibab National Forest land and must meet Forest Service trail classification standards. These designations will be noted

in the Scope of Work attached as Exhibit A. The development of the trails must comply with all terms set forth in the “Forest Road Special Use Permit” to be issued by the Forest Service, U.S. Department of Agriculture. There will be a Forest Service representative regularly available on-site to monitor construction and ensure compliance with these standards. Potential Trail Builders must also be careful to avoid impacts to archaeological sites during construction, as Tusayan has a rich Native American history it seeks to preserve. Additional services will be more particularly described in the Scope of Work attached as Exhibit A.

The term of the initial contract term will be one year. After the expiration of the initial term, the Town may renew the contract for up to four successive one-year terms. Renewal terms will be granted at the sole discretion of the Town, subject to appropriation and availability of funds. Any contract resulting from this RFQ will be for an indefinite quantity of services subject to the needs of the Town. The Town does not guarantee that any minimum or maximum number of services will be requested. Services will only be requested when the Town chooses to move forward with a pending project and proper authorization and documentation have been approved. However, the maximum amount of the contract shall not exceed \$425,000.

The contract will be structured as a phased contract, meaning that the selected vendor (“Trail Builder” or “Vendor”) will need to receive a notice to proceed for each subsequent phase of the project. The Town reserves the right to decide whether to engage the services of the Trail Builder after the completion of each phase. These phases will correspond to the delineated trail systems described in Exhibit A.

IV. Instructions and Conditions

1. Please complete the Proposal for Qualifications (Proposal) pursuant to all conditions set forth within Sections I-III and Exhibit A, attached hereto. Please also attach any other relevant documentation necessary for the Town to make an informed decision.
2. All Proposals must contain the quoting firm’s name and be signed by an authorized agent, officer, or employee. Proposals must also include a short statement explaining why the firm is especially qualified to provide the Services to the Town. This statement should include an explanation of any relevant experience the firm feels would be beneficial to providing the Services, in addition to a description of any special skills or abilities that set you apart from others in the field.
3. All Proposals must include a price estimate for all Services sought in the Scope of Work as described in Exhibit A, or an indication that the Vendor does not provide a certain service.
4. The Town may reject any Proposal not prepared and submitted in accordance with this RFQ, or any proposal lacking sufficient information to enable the Town to make a reasonable determination of compliance to the minimum qualifications.
5. Interested Vendors must submit one original and four copies (five total submittals) of the proposal in a sealed envelope. In addition, interested parties must submit one original copy of the Proposal on a CD-ROM (or electronic media approved by the Town) in printable Adobe or Microsoft Word format (or another format approved by the Town).
6. At any time prior to the specified Proposal Due Date and Time, a Vendor (or designated representative) may amend or withdraw its Proposal.

7. The Town does not reimburse the cost of developing, presenting, or providing any response to this solicitation.
8. All Proposals shall become the property of the Town and shall become a matter of public record available for review, subsequent to the award notification, unless qualified as confidential under the Town Procurement Policy or State law.
9. Prior to the award of the contract, the successful Vendor must be registered with the Arizona Corporation Commission and authorized to do business in Arizona. Corporations and partnerships must be able to provide a Certificate of Good Standing from the Arizona Corporation Commission. A Town of Tusayan business license is also required upon award of the agreement.
10. A Proposal is an offer to contract with the Town based upon the terms, conditions and specifications contained in this RFQ and the Vendor's responsive Proposal, unless modified by a written addendum. Provided, however, that no contractual relationship shall be established until the Vendor has signed, and the Town has approved, a professional services agreement between the Town and the Vendor.

V. Awards

1. The contract will be awarded by the Town Council to the most responsible Vendor based on an assessment of qualifications, price, and other criteria as set forth in the Town's Procurement Policy.
2. Unless the proposal states otherwise, or unless otherwise provided within this RFQ, the Town reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the Town.
3. The Town, at its sole discretion, may elect to enter into contracts with multiple Vendors who are qualified to provide the Services. The final terms and conditions of the proposed contract will be negotiated by the Town with the selected vendors.

VI. Additional Submission Guidelines

Interested Vendors must submit any RFQ in compliance with the terms set forth in Sections I through V above. Interested Vendors must also provide the following in any response:

1. Detailed schedule of activities:
 - a. Estimated Start
 - b. Detail activities
 - c. Estimated Completion
 - d. Detail Description of Deliverables
2. Budget (CAPEX):
 - a. Material costs
 - b. Labor costs
 - c. Overhead/burden costs
3. Detailed explanation of deliverables.
4. General information:
 - a. Where are you headquartered?
 - b. How close do you have a presence (manpower and materials) to Tusayan?

- c. What is the number of clients you require to obtain a return on investment?
- d. Have you performed a similar project?

Due Dates / Time:

A Question-and-Answer conference call is scheduled for **July 8, 2024**, at **1:00 p.m.** (Arizona time). Please call Tusayan Town Hall at 928-638-9909 to confirm your participation. Additional details for joining the call will then be provided.

RFQ responses are due to the Tusayan Town Manager on **July 31, 2024**, by **5:00 p.m.**

If you need additional information or have questions, please contact:

Town Manager, Charlie Hendrix: 928-637-4297, email: tusayantownmanager@tusayan-az.gov.

Printed Name: _____ Title: _____

Company Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Email Address: _____ Telephone No. _____

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Tusayan Use Only)
The Vendor's Offer is hereby accepted. The Vendor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

Town of Tusayan, an Arizona municipal corporation

_____ Date: _____

Charlie Hendrix, Town Manager

EXHIBIT A
TO
REQUEST FOR QUALIFICATIONS
FOR
TRAIL BUILDING SERVICES

[Scope of Work]

Background and Regional Context

The Town of Tusayan, incorporated in 2010, spans 144 acres and is situated on land owned by private landowners and the Kaibab National Forest. As the Gateway Community to the Grand Canyon and the Arizona National Scenic Trail, Tusayan borders Grand Canyon National Park to the north. The area features old growth stands of Ponderosa Pine and a Pinyon-Juniper Forest, as well as meadows and striking outcroppings of Kaibab Limestone. Located along Highway 64, Tusayan is just two miles from the South Entrance of Grand Canyon National Park.

Tusayan has a population of approximately 700 people, many of whom are seasonal workers. Visitors to Grand Canyon National Park's South Rim often pass through Tusayan via Highway 64, staying in local hotels. Grand Canyon National Park receives up to six million visitors a year.

The Town prioritizes outdoor activities, attracting numerous visitors. To meet this demand, Town staff and Council initiated the development of additional hiking trails. Through extensive community input, the Tusayan Community Trails Master Plan was formulated to enhance the area's hiking culture. Unanimously approved in 2017, the Master Plan was shaped by input from stakeholders such as the Sierra Club, Grand Canyon National Park, Grand Canyon Trust, Grand Canyon Wildlands Council, and private landowners.

Project Description:

The development of the Trails will be separated into three discrete (or distinct) phases: (1) the Greenway Link; (2) the Short Loop; and (3) the Long Loop. The Greenway Link Trail will consist of a gravel path, while the remaining trail systems will feature single-track natural surface trails. The "Short Loop" and "Long Loop" phases each include a short trail connector to future trailheads. **Although developing trailheads is not a requirement for Trail Builders in this project, the Town will award maximum points to any bidder who offers to develop them.** The Trail Builder shall be compensated on a lump sum basis following the completion of each phase, each separately. The Town is under no obligation, legally or otherwise, to utilize the services of the Trail following the completion of each phase nor does the Town guarantee any maximum or minimum services to be purchased with any contract award.

Phase I: Greenway Link

Distance: 0.57 Miles

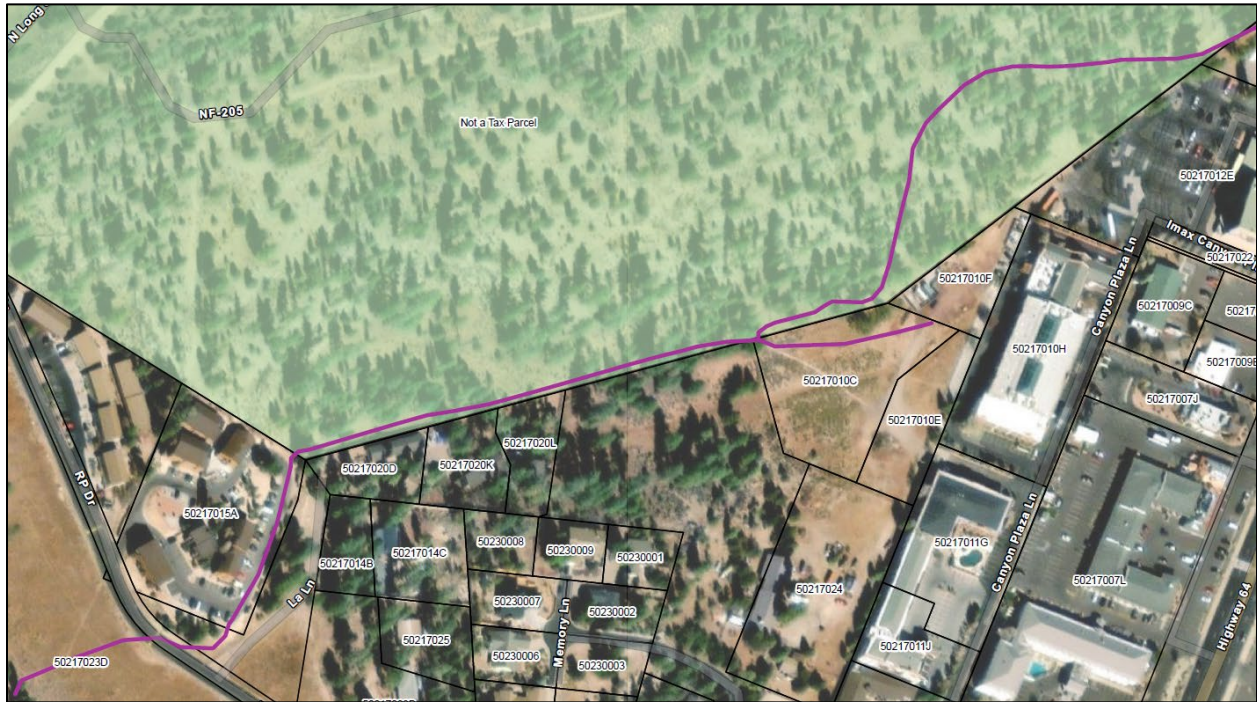
Uses: Hiking, running, mountain bicycling, bird watching, walking to work, snowshoeing.

Difficulty: Non-technical. Grade < 1%.

Description: This trail connects the main residential area to the Tusayan Greenway Trail in the parking lot behind the IMAX Theater. The current path is a 4-ft. wide tread covered in wood chips and accesses the back of the Canyon Plaza Hotel parking lot. It is used by workers of the

businesses in Tusayan for getting to and from their residences and goes past residences of the Canyon Plaza landowners. The vegetation is Ponderosa Pine Forest.

Construction and Maintenance: This trail is proposed as a gravel path with a constructed tread 4 feet in width. This will be a Forest Service Trail Class 3 trail. Active tread will most likely be the full width. The trail will have no significant construction challenges. Easements along private property have already been secured by the Town.



Depiction of Greenway Link

Phase 2: Short Loop

Distance: 4.53 Miles (includes 2.96 miles of the Long Loop Trail), plus development of a 0.32-mile trail connector.

Uses: Hiking, running, mountain bicycling, bird watching, equestrian, X-C skiing, snowshoeing

Difficulty: This trail has a sustained gentle climb of approximately 0.7 miles, with several level sections interspersed to provide a measure of relief. The average grade for the trail is 4%. The trail is generally non-technical with a few short rocky sections.

Description: This trail offers multi-modal recreation, allowing both visitors and locals to enjoy the Ponderosa Pine Forest, meadows, wildflowers, and wildlife. During the survey, elk were heard bugling, providing a memorable experience for all. The trail intersects the Long Loop Trail, offering a shorter version with similar characteristics. Phase 2 includes development a 0.32-mile connector trail, shown as “Connector to FR 302” in *Figure 1*. This connector passes through dense vegetation, including manzanita brush, juniper, and pinon pine, on both sides of

the summit. Although not required, Trail Builders who offer to develop trailheads will construct a 200x200 foot natural surface trailhead located south of the junction of FR 302 and Highway 64 within this Phase.

Construction and Maintenance: Construction and maintenance specs for this trail are the same as for the Long Loop Trail.

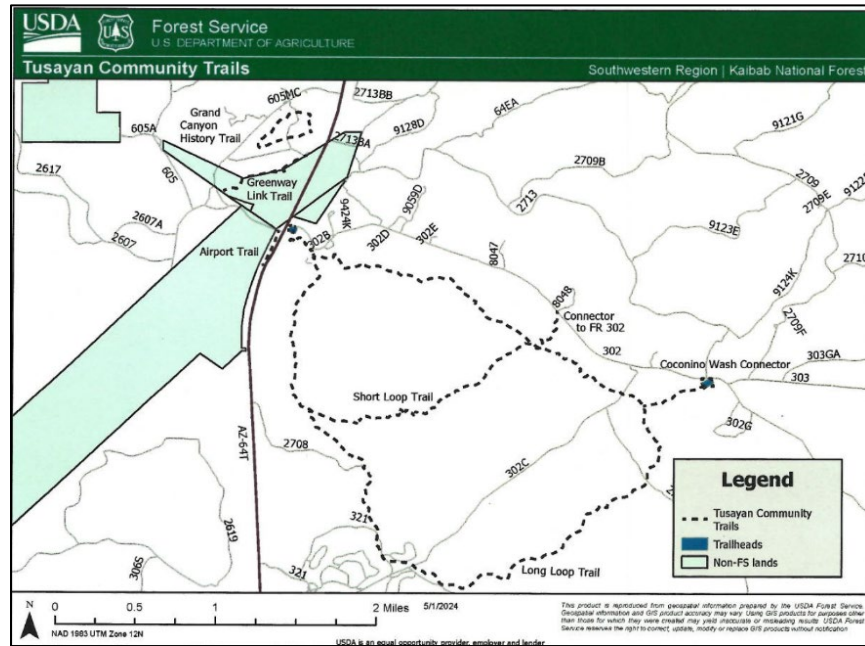


Figure 1: Depiction of Short Loop, Long Loop, Connectors and Trailheads

Phase 3: Long Loop

Distance: 7.21 Miles (approx. 2.96 miles of which will be already developed in Phase 2), plus applicable trail connectors and trailheads.

Uses: Hiking, running, mountain bicycling, bird watching, equestrian, X-C skiing, snowshoeing.

Difficulty: Gentle grades, average grade less than 5%. Maximum grade 11% (30'). Generally non-technical with a few short rocky sections.

Description: This trail provides an opportunity for multi-modal recreation where both visitors and locals can enjoy old growth Ponderosa Pine Forest, meadows, rock formations, wildflowers, and wildlife. The trail winds through Ponderosa pine and pinyon-juniper forest and at the easternmost end arcs through a large alpine meadow, which affords views of Red Butte to the southeast. The western portion passes through some dense vegetation, including manzanita brush, juniper, and pinon pine, about a half-mile north of a campground. Phase 3 includes the development of a 0.47-mile connector trail, identified in Figure 1 as "Coconino Wash Connector." Although not required, Trail Builders who offer to develop trailheads will construct a 340x160 foot natural surface trailhead at the beginning of the Coconino Wash Connector.

Construction and Maintenance: This trail is proposed as a natural surface path with a constructed tread 18” in width. This will be a Forest Service Trail Class 2 trail. The trail will have no significant construction challenges, and bench cutting will be minimal. Native rock for drainage management structures/crib walls is plentiful.

Specific Trail Construction Requirements:

The Trail Builder is responsible for executing construction activities in accordance with approved designs and specifications, which include grading, drainage, and surfacing. Construction techniques may include motorized equipment such as a SWECO or a motorized wheelbarrow. There are timing restrictions for use of motorized equipment to avoid unnecessary disturbance of specific wildlife species. Additionally, the Trail Builder must implement erosion control measures to mitigate soil erosion. Furthermore, they must accommodate known archaeological sites, whether mapped or discovered, during the construction process. The Trail Builder must comply with all terms set forth in the “Forest Road Special Use Permit” that will be issued by the Forest Service, U.S. Department of Agriculture.

Permitting and Approval:

The Forest Service has completed National Environmental Policy Act (NEPA) review of the effects of the trail construction, use, and maintenance. The Trail Builder is tasked with obtaining all other necessary permits and approvals from regulatory agencies, encompassing federal, state, and local authorities. Furthermore, they are responsible for ensuring full compliance with relevant laws, regulations, and environmental standards throughout the entirety of the project, including the awarded permit by the “Forest Road Special Use Permit” that will be issued by the Forest Service, U.S. Department of Agriculture. The trail system is currently designed to avoid all archaeological sites in the area. The Trail Builder will be provided with archaeological site locations after project award to avoid any inadvertent impacts to these locations during construction.

Post-Construction:

The Trail Builder must conduct inspections to ensure that the trails adhere to quality standards and specifications. Additionally, they are responsible for developing comprehensive long-term maintenance plans for the trails, encompassing routine maintenance tasks, trail repairs, and vegetation management.

Reporting and Documentation:

Trail Builder must provide regular progress reports to the Town, including updates on construction activities, milestones achieved, and any issues encountered. Trail Builder must also maintain detailed records of all project activities, including design plans, permits, approvals, inspection reports, and as-built drawings.

Final Inspection:

Trail Builder must conduct a thorough final inspection to verify adherence to project requirements and specifications.

Scope of Work Disclaimer:

This scope of work is intended to provide a general outline of the tasks and responsibilities involved in hiking trail building. Specific project requirements may vary depending on the location, terrain, and environmental conditions. Adjustments to the scope of work may be necessary to accommodate project-specific needs and objectives.