

1100 Pennsylvania Av
Monaca, Pa 15061
724.728.2625
www.ohiorivertrail.org

Ohio River Trail Council

Joining communities through fitness, recreation, heritage and transportation networks.

REQUEST FOR QUALIFICATIONS

August 4, 2010

Professional services for grant writing, planning and design of trails

The Ohio River Trail Council (ORTC) is requesting qualifications packages from invited firms to provide professional services for grant writing, planning and design of trails. A firm (or team) will be selected by ORTC on the basis of its qualifications in these areas of expertise. Services to ORTC by the selected firm will be negotiated on a by-task basis. The initial service term will be two (2) years.

A. General Service Area

The general area of ORTC trail / greenway development activities will be in the greater Pittsburgh area of southwestern Pennsylvania.

B. Consultant Qualifications

1. Trail Development Experience – demonstrate the firm’s experience in trail planning and design.
 - 1A Firm Experience – identify overall firm experience in trail / greenway projects,
 - 1B Staff Experience – identify experience of principal in charge, project manager, select staff available for these services.
2. Grant Writing Experience – demonstrate the firm’s experience in helping clients to secure trail project funding.
3. Agency Experience – demonstrate the firm’s experience working with public agencies involved with trails.
4. Public Involvement Experience – demonstrate the firm’s experience in successfully conducting public involvement programs for trails and greenways.
5. Knowledge of the Area – demonstrate the firm’s knowledge of the general area.
6. References – provide a list and contact information of five (5) persons who have had primary client responsibility for managing trail planning and development projects conducted by your firm. Provide: contact name, agency, address, telephone, email, project name, services provided, project costs (design/construction), project date for each project.
7. Fee Schedule – provide 2010-11 schedule of fees – maximum 1 page.

REQUEST FOR QUALIFICATIONS

August 4, 2010

Professional services for grant writing, planning and design of trails

The Ohio River Trail Council (ORTC) is requesting qualifications packages from invited firms to provide professional services for grant writing, planning and design of trails. A firm (or team) will be selected by ORTC on the basis of its qualifications in these areas of expertise. Services to ORTC by the selected firm will be negotiated on a by-task basis. The initial service term will be two (2) years.

A. General Service Area

The general area of ORTC trail / greenway development activities will be in the greater Pittsburgh area of southwestern Pennsylvania.

B. Consultant Qualifications

1. Trail Development Experience – demonstrate the firm’s experience in trail planning and design.
 - 1A Firm Experience – identify overall firm experience in trail / greenway projects,
 - 1B Staff Experience – identify experience of principal in charge, project manager, select staff available for these services.
2. Grant Writing Experience – demonstrate the firm’s experience in helping clients to secure trail project funding.
3. Agency Experience – demonstrate the firm’s experience working with public agencies involved with trails.
4. Public Involvement Experience – demonstrate the firm’s experience in successfully conducting public involvement programs for trails and greenways.
5. Knowledge of the Area – demonstrate the firm’s knowledge of the general area.
6. References – provide a list and contact information of five (5) persons who have had primary client responsibility for managing trail planning and development projects conducted by your firm.

Provide: contact name, agency, address, telephone, email, project name, services provided, project costs (design/construction), project date for each project.
7. Fee Schedule – provide 2010-11 schedule of fees – maximum 1 page

C. Contents of Qualifications Submission / Selection Criteria (weighted)

General All text is minimum 12 point font on 8 ½ x 11 paper. Total page limits include any inserted graphics.

Cover letter (1 page maximum) Introduce the firm / team and identify the primary contact person. Stipulate that the firm/team and its principals have no fiduciary relationships with the ORTC.

		<u>Weighted values</u>
1. Trail Development Experience	(2 pages maximum)	30%
2. Grant Writing Experience	(2 pages maximum)	25%
3. Agency Experience	(1 page maximum)	10%
4. Public Involvement Experience	(1 page maximum)	20%
5. Knowledge of the Area	(1 page maximum)	5%
6. References	(1 page maximum)	10%
Total	8 pages maximum*	100%

* no covers accepted on the RFQ submission. Single staple (4) double-sided pages.

Support Documents

Firm Brochure – a brochure of the firm / team is acceptable to be submitted in addition to the Qualifications submission document. The brochure will not exceed 20 double-sided pages plus cover. The brochure must include single page resumes of primary staff identified in the Qualifications submission and may include any other supporting documents including project sheets of relevant projects the firm has completed.

D. Administrative Requirements

1. Selection Process / Project Management

ORTC will convene a selection committee to review consultant Qualifications packages and select a firm for service.

This project will be managed by ORTC in cooperation with its various partners. Tasks will be negotiated between ORTC and the selected firm and performed on a per task basis.

The ORTC contact person is: Vincent Troia, Chief Executive Officer
Email: troiaeye@verizon.net

2. Pre-submission contacts

All pre-submission communications with ORTC will be via the email address above. No telephone calls will be accepted.

3. Submission / Selection Schedule:

August 4, 2010	RFQ delivered to invited firms via email
August 11, 2010	3pm Deadline for email questions on RFQ
August 13, 2010	Email responses to <u>all</u> questions collectively by ORTC to all invited firms by end of business day.
August 18, 2010	Qualifications submission due to ORTC at the above address by 3 pm.
August 25, 2010	ORTC selection committee to meet, select, and notify all firm of selection.

4. Submission Requirements

Provide three (3) printed copies and one digital copy of the Qualifications submission and one printed copy of the firm Brochure. Submit via US mail or delivery by no later than the date and to the ORTC address above.

Proposals received after the due date and time will not be considered. Incomplete submissions or submissions that do not meet submission requirements will not be considered. Faxed or emailed proposals will not be accepted.

ORTC reserves the right to conduct interviews with any or all submitting firms at its discretion.

ORTC reserves the right to select a firm and negotiate a professional agreement for services or reject all bids at its discretion, regardless of the number of Qualifications submissions received.

Respectfully submitted,

Vincent Troia

Dr. Vincent Troia
Chief Executive Officer

