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Ohio River Trail Council

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

Request for Proposal – "RFP"

TO ALL PROPOSERS:

You are invited to submit a Proposal to the Ohio River Trail Council (ORTC). All Proposals shall be submitted in sealed envelopes or packages showing the name and address of the proposer and addressed to:

Ohio River Trail Council (ORTC)
1100 Pennsylvania Av
Monaca, Pa 15061
Attention: Dr. Vincent Troia

SCHEDULE

1. Request for Proposals released on September 10, 2012.
2. Should you have any questions concerning the preparation of your Proposal, please do not hesitate to contact us. Questions from proposers are due by September 27, 2012.
3. Responses to Questions will be provided by October 5, 2010. All responses will be publicly available.
4. Final Vendor Proposals must be received at the ORTC address no later than 12:00 p.m. (Eastern Time) on October 11, 2012. This is not a postmark deadline.
5. Contract starts on November 1, 2012.
6. All deliverables to the ORTC are received by May 1, 2013. Product is back from the printer.

Contact: Dr. Vincent Troia
Phone: (724) 774-8765
Fax: (724) 775-9876
Email: drvtroia@ohiorivertrail.org

Please note that this Request for Proposal letter does not constitute a guarantee on the part of the Ohio River Trail Council that a contract will be awarded. No payment will be made for costs incurred in the preparation and submission of a Proposal in response to this Request for Proposal.

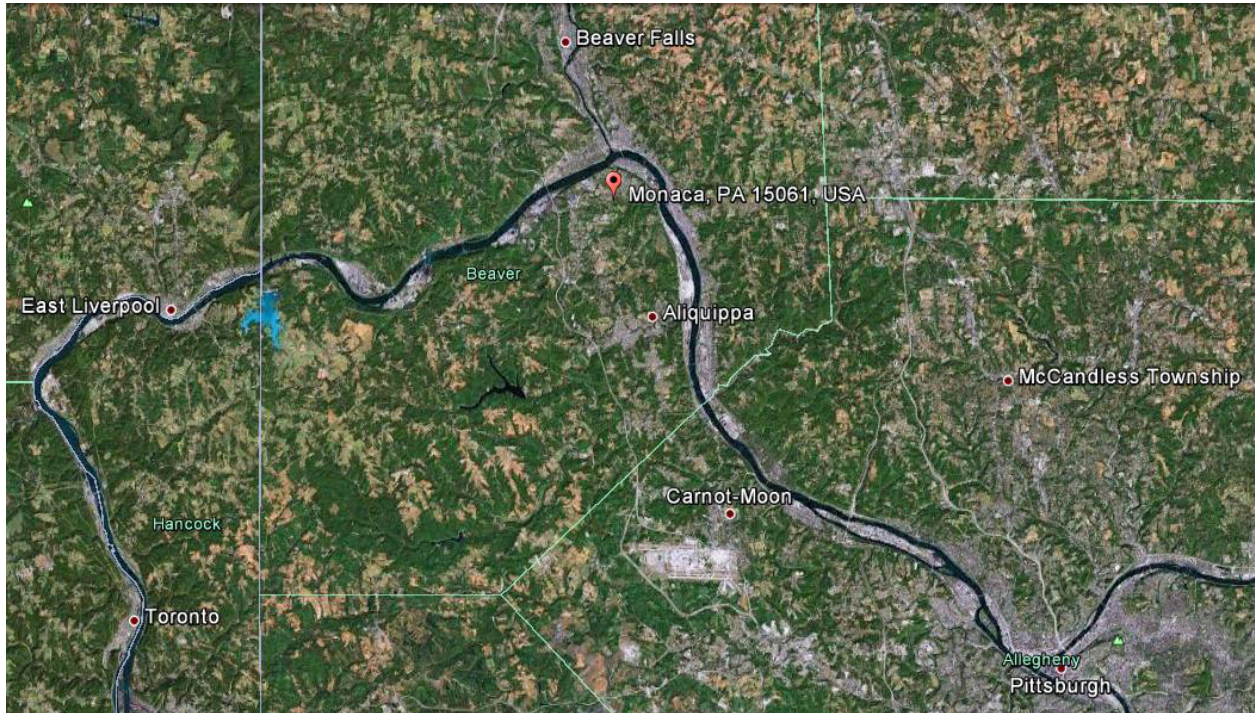
THIS IS NOT AN ORDER OR A CONTRACT

Respectfully submitted,

Dr. Vincent Troia

Dr. Vincent Troia, CEO

REQUEST FOR PROPOSALS (RFP)
WATER TRAIL MAP & GUIDE PREPARATION
OHIO RIVER WATER TRAIL (ORWT)



Proposals due 12:00 noon, on Thursday, October 11, 2012

Submit to:

Dr. Vincent Troia

Chief Executive Officer, Ohio River Trail Council

1100 Pennsylvania Av | Monaca PA 15061

Phone: 724.728.2625 | Cell: 724.462.3183 | drvtroia@ohiorivertrail.org

www.ohiorivertrail.org

REQUEST FOR PROPOSALS
WATER TRAIL MAP & GUIDE PREPARATION
OHIO RIVER WATER TRAIL (ORWT)
September 10, 2012

1. OVERVIEW

The Ohio River Trail Council (ORTC) is composed of a dedicated and visionary leadership to develop strategies and implement our initiatives to realize our mission. The ORTC is a multi-municipal organization that is committed to excellence and has passion for delivering outstanding results.

The ORTC, in partnership with the Pennsylvania Environmental Council (PEC), and with partial funding from the Port of Pittsburgh Commission (PPC), National Park Service (NPS) and local matches, is developing a water trail system in the Pennsylvania counties of Allegheny and Beaver. The blueway will connect the Three Rivers Water Trail in Allegheny County, Pa to Columbiana County, Ohio and Hancock County, West Virginia.

The boundary of the proposed 63-mile Ohio River Water Trail (ORWT) is from the beginning of the Ohio River at milepost 0.0 at the confluence of the Monongahela and Allegheny Rivers at Point State Park in Pittsburgh PA, downstream to Newell WV at milepost 46.0. The ORWT will also include the following tributaries: 1) twelve-miles of the Little Beaver Creek to Beaver Creek State Park, 2) three-miles of the Beaver River to the Townsend (Fallston) Dam, and 3) two-miles of the Raccoon Creek including the Rocky Bottom Raccoon Creek Road launch.

The ORTC Ohio River Water Trail (ORWT) Committee, established May 11 2012, includes representatives from the Pennsylvania Fish & Boat Commission, US Fish & Wildlife Service's Ohio River Islands National Wildlife Refuge, US Army Corps of Engineers and local communities and interested nonprofit organizations (See ATTACHMENT A for complete list of partners and affiliations).

The goal of the ORWT Project is to furnish and promote safe access to our regions waterways while also providing connections to our history, ecology, geology, heritage, wildlife and economic stimulus. The endeavor specifically provides for the expansion and promotion of canoe, kayak and rowing access along the Ohio River and its tributaries with the objective to add sections of the Beaver River, Little Beaver Creek, Ohio River and Raccoon Creek to the Pennsylvania Water Trails System, and ultimately to the National Water Trail System. Once the ORWT gains the recognition of a state water trail, this accomplishment will assist our partner communities to meet our shared goal of increased ecotourism and economic stimulus as well as improved utilization and stewardship of our natural and recreational resources by our residents.

The ORTC is asking you to join us in the development and production of the Ohio River Water Trail Map & Guide to be used by paddlesports enthusiasts, motor boaters and anglers.

2. SCOPE OF SERVICES

The scope of services for the preparation of the water trail map and guide will include review of existing information and base maps, preparation of base maps, and preparation of the map/guide in a suitable format for printing. Optional service will include publication of map/guide.

Deliverables:

- 1) GIS files (i.e. shape files) of base mapping, for future map updates.
- 2) Graphic design files (i.e. EPS files) of the map/guide ready to take to the printer.
- 3) Website files of the map/guide (i.e. PDF format), segmented into 8½" x 11" pages for printing by the general public.
- 4) Logo design (i.e. JPG format with EPS file available).
- 5) Optional: Printed Map/Guide from professional print shop, using agreed on specifications.

Tasks to be performed will include the following, working in close collaboration with the Ohio River Water Trail Committee of the Ohio River Trail Council:

2.1 Compile and Review Existing Information and Base Maps:

- 2.1.1 Review and compile existing Geographic Information System (GIS) base maps that are available from the PA Fish & Boat Commission (PFBC), Pennsylvania Spatial Data Access (PASDA) and other regional plans. These maps will include: topography [digital elevation], bridges, roads, railroads, hydrology, public lands [local, state, and federal parks, forests, and game lands], locks and dams, river miles, land trails, public access points, and state, county and municipal boundaries;
- 2.1.2 Assess corridor by boat identifying and verifying existing and potential access points, hazards along the river, and opportunities along the river. Acquire additional GPS points as needed. ORTC has compiled 529 PowerPoint slides with much of this information (see Attachment C);
- 2.1.3 Review relevant planning documents related to trails and greenways for this region including county greenway and trail plans to be provided by the ORTC.

2.2 Prepare Base Maps for the Map/Guide

- 2.2.1 The refinement of mapping will include compiling the various sources of mapping information into one large base map with possible segment insets and adding additional (non GIS) information.
- 2.2.2 Mapping should be completed in GIS, or in another format that is agreeable to the ORTC, and it should be in a format that allows information to be updated over time;
- 2.2.3 GIS layers will include the following information: major and minor roads, hydrology (major rivers and streams), state, county and municipal boundaries, public lands (forests, game lands, parks, county and municipal parks), existing and proposed trails (including the Ohio River Land Trail), digital elevation, public and key private access points (provided by client) and river miles (refer to ATTACHMENT B for a complete list of map layers);
- 2.2.4 Revise maps to incorporate additional points of interest, labeling, and text to include interpretive, visitor use, and safety information (ORTC will provide lat/long of most all points of interest and brochure text);

- 2.2.5 Prepare inset maps, if needed, that show more detail of the tributaries, and including directions to access points, dam portages, campgrounds (ORTC will provide lat/long of most all points of interest and brochure text);
- 2.2.6 Prepare two index maps: 1) showing the location of the Ohio River Water Trail to PA, WV, and OH; and 2) showing the location of the various inset maps, as needed.

2.3 Preparation of Water Trail Map & Guide

- 2.3.1 Export maps for graphic design, in a mutually agreed upon format such as an EPS file, for the design and layout of trail map/guide;
- 2.3.2 Design and layout the text side and map side of a visually aesthetic and easy-to-understand and use water trail map/guide. The design should adhere to other water trail map and guides that are available on the PA Fish and Boat Commission web site (<http://fishandboat.com/watertrails/>);
- 2.3.3 Assist the ORTC with creation of a water trail logo. Provide logo in vector format, JPG format and incorporate into the PFBC Water Trail logo standard.
- 2.3.4 Segment the map/guide into easy-to-use and easy-to-read pages for website publication. Provide maps in 8½ x 11" printable format, preferably in an Adobe PDF format or similar universal format.
- 2.3.5 Work with ORTC to ensure that the map/guide is correctly printed with the correct specifications for a high quality product.

2.4 Optional: Publication of Map/Guide.

- 2.4.1 ORTC will retain the option to finance the printing of the Map/Guide under separate contract. Please provide your bid with and without the inclusion of printing costs.
- 2.4.2 Printing specifications are:
 - 2.4.2.1 Trim Size of Paper: 16.50" x 21.75"
 - 2.4.2.2 Paper Stock: House Gloss 100#T – White (.0055)
 - 2.4.2.3 Ink: 4/4: -4/C Process over 4/C Process
 - 2.4.2.4 Proof: One set of digital proofs included
 - 2.4.2.5 Bindery: Cut, fold, shrink-wrap, carton pack
 - 2.4.2.6 Quantity: 10,000 / 20,000
 - 2.4.2.7 Press-ready digital file supplied

3. PROPOSAL FORMAT AND CONTENTS

3.1 Format:

Six paper copies of the proposals and one digital copy (in PDF format) shall be submitted by the deadline on the cover page and should include:

- 3.1.1 Title Page
- 3.1.2 Cover Letter
- 3.1.3 Cost breakdown by each of the four tasks, direct expense, and overhead factor, including billing rates for each person and projected time of involvement.
- 3.1.4 Statement of consultant qualifications, including resumes of persons to be involved in the project.
- 3.1.5 List of subcontractors, if applicable.

4. CONSULTANT SELECTION

4.1 Selection Criteria:

Proposals shall be evaluated according to the following criteria:

- 4.1.1 Completeness of the proposal and the extent to which the objectives and schedule of the project have been met or exceeded.
- 4.1.2 Experience of consultant with similar projects.
- 4.1.3 Experience of the project manager and of individuals assigned to this project.
- 4.1.4 Total project cost, and appropriateness of cost allocation among tasks.
- 4.1.5 Assurance to complete project in a timely fashion.

4.2 Selection Procedure:

- 4.2.1 The ORTC and other project partners as appropriate shall review the proposals.
- 4.2.2 After initial review and discussion of the proposals, the ORTC may interview those consultants that it selects as finalists. Costs incurred for the interview are not reimbursable.
- 4.2.3 The ORTC may at its discretion choose to select an awardee without interviews.
- 4.2.4 The ORTC reserves the right to dismiss all proposals if deemed unacceptable with regard to this Request for Proposals.

5. SCHEDULE

September 10, 2012	Request for Proposals released.
September 27, 2012	Questions from proposers.
October 5, 2012	Responses to Questions. All responses will be publicly available.
October 11, 2012	Proposals due at the ORTC address. This is not a postmark deadline.
November 1, 2012	Contract Starts.
May 1, 2013	Product is back from the printer. All deliverables are in.

ATTACHMENT A - LIST OF PARTNERS AND AFFILIATIONS

Ohio River Water Trail Committee (alphabetical order), August 2012

Brenda Applegate, Executive Director Beaver County Historical Research & Landmarks Foundation
The William Vicary Mansion | 1235 3rd Ave. | Freedom, PA 15042
Phone: 724-775-1848 | Fax: 724-775-1523 | bchrlf@verizon.net | www.bchrlf.org

Gregory Bellich, U.S. Army Corps of Engineers, Pittsburgh District
2200 William S. Moorhead Federal Building | 1000 Liberty Avenue | Pittsburgh, PA 15222-4186
Phone: 412-395-7171 | Cell: 814-282-8319 | Fax: 412-644-2811 | gregory.a.bellich@usace.army.mil | <http://www.lrp.usace.army.mil/>

Donna Campbell, Secretary ORTC Board of Directors
1100 Pennsylvania Av | Monaca Pa 15061
Phone: 724-846-4528; 724-630-4823 | D_campbell1@verizon.net | www.ohiorivertrail.org

Hannah E. Hardy, Director of Recreational Infrastructure
PA Environmental Council | 22 Terminal Way | Pittsburgh, PA 15219
Phone: 412-481-9400 | hhardy@pecpa.org | PEC www.pecpa.org | PA Water Trails www.pawatertrails.org

Tom King, Director Beaver County Recreation & Tourism Dept.; Bradys Run Park Recreation Facility
121 Bradys Run Road, Beaver Falls, PA 15010
Phone: 724/770-2060 - Recreation Dept. | Phone: 724-770-2062 - Tourism Dept. | tking@beavercountypa.gov; | www.VisitBeaverCounty.com

Mindy McKee, Secretary ORTC Board of Directors
1100 Pennsylvania Av | Monaca Pa 15061
Phone: 412-974-2291 | mckee@zoominternet.net | www.ohiorivertrail.org

Victoria E. Michaels, Executive Director Independence Conservancy
P.O. Box 248 | Industry, PA 15052-0248
Phone: 724-495-7316 | vemichaels@gmail.com | www.independenceconservancy.org

Peggy Pings, Outdoor Recreation Planner, National Park Service - RTCA
WV Field Office | 325-F Percival Hall | P.O. Box 6125 | Morgantown, WV 26506-6125
WVU Office: 304-293-7528 | Cell: 304-282-7464 | Home Office: 304-879-5622 | Fax: 304-293-2441 | mpings@wvu.edu | www.nps.gov/rtca

Doniele J. (Andrus) Russell, CFM Shared Greenways and Environmental Planner Beaver County
810 3rd Street | Beaver, PA 15009
Phone: 724-770-4428 | Cell: 724-968-0793 | dandrus@beavercountypa.us | donielerussell@gmail.com | www.beavercountypa.gov/

Sara Siekierski, Acting Refuge Manager, Ohio River Islands NWR
3982 Waverly Rd. | Williamstown, WV 26187
Phone: 304-375-2923 ext. 123 | Cell: 304-966-2028 | Fax: 304-375-2926 | sara_siekierski@fws.gov

John Szatkiewicz, Mayor Ohioville & Vice President ORTC
6429 Tuscarawas Road | Midland PA 15059
Phone: 724-643-8422 | Cell: 724-544-3654 | 57tbird@comcast.net | www.ohiorivertrail.org

Raymond Tabay, Beaver County Rowing Association
306 Shirley Drive | Monaca, Pa 15061
Phone: 724- 728- 8860 | raymond.tabay@yahoo.com | www.beavercountyrrowing.org

Linda Tice, ORTC Board of Directors
6429 Tuscarawas Road | Midland PA 15059
Phone: 724-643-8422; Cell: 724-544-3654 | 57tbird@comcast.net | www.ohiorivertrail.org

Dr. Vincent Troia | Chief Executive Officer Ohio River Trail Council
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Dennis F. Tubbs, Southwest Regional Outreach and Education Coordinator Pennsylvania Fish and Boat Commission
Bureau of Boating and Outreach | 236 Lake Road | Somerset, PA 15501
Phone: 814-279-3078 | Cell: 814-442-0722 | Fax: 814-445-3497 | dtubbs@pa.gov | www.fish.state.pa.us

Sam Wagner, U.S. Army Corps of Engineers, Pittsburgh District
<mailto:samuel.f.wagner@usace.army.mil>
Pittsburgh PA 15222-4186

ATTACHMENT B

List of GIS Map Layers

- Major and minor roads
- Hydrography (major rivers and streams)
- State, county and municipal boundaries
- Public lands (forests, game lands, parks, county and municipal parks)
- Existing and proposed land trails, including the Ohio River Land Trail - North & South Shore primary and secondary trails.
- Digital elevation (topography)
- Public and key private access points
- River miles
- Locks and dams
- Bridges
- Railroads
- Historic and Cultural sites of interest

ATTACHMENT C

ORTC – provided content

The ORTC has prepared 529 PowerPoint slides that provide photos, access sites, key features along the route, and GPS coordinates (lat/long). Consultant will use this information in preparing the proposal, understanding that much of the data collection work has been done. Download the file at <https://docs.google.com/open?id=0B0G4kXc-ye6bSThnQWpXTnFPTVE>

The following Google Earth map files are also available for consultant use, indicating a majority of the access points. <https://docs.google.com/open?id=0B0G4kXc-ye6bTnpuT0xGOV8xSmM>