



## Paradise Recreation & Park District

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### **Request for Proposals (RFP) Yellowstone Kelly Heritage Trail – Plan for Recreational Trail Amenities and Bike Skills Features**

#### **Project Description**

The Yellowstone Kelly Heritage Trail (YSKHT) is a “rails to trails” 3-mile path that provides an in-town opportunity for residents and visitors to hike and bike through the heart of Paradise, California. The Town of Paradise owns and operates the trail on the defunct Butte County Railway that ran from Sterling City to Chico.

The Paradise Recreation and Park District (PRPD) has partnered with the Town and Butte County to explore additional features and amenities along the existing paved bike path.

PRPD requests proposals for a plan and conceptual design of a mountain bike linear skills park that parallels the YKHT. The vision for this project is to maximize the recreational and visitor experience building on existing infrastructure, available space, topography, and community needs. This may include integrating natural surface linear mountain bike skills trail (or park), features in the trail corridor that will increase usage of the resource and provide an unmet need for off-road mountain biking, skill building, and potentially other user groups (equestrians, hikers, etc.) as well.

PRPDs objective is to engage the services of a qualified professional or firm to develop a design plan for these features along the trail; calculate costs of implementation and maintenance, indicate potential trail connections, list potential funding opportunities, and incorporate additional elements that will lead to a shovel and grant ready project.

The successful applicant will enter into an agreement with the District (Attachment A).

#### **Project Deliverables**

The successful offer will provide:

- Inventory map, photos, and written summary of existing conditions of YSKHT, Describe and map desired features for YSKHT bike park trail and other recreational amenities (such as drinking fountains, trash receptacles, bench or picnic sites, repair or air fill up stations, play or exercise equipment, or potential linkages with other partners),

- Create an architectural rendering (drawings and photos) of trail features
- Develop an estimated construction budget and (labor and materials) and recommended phases of construction,
- identify potential resource concerns and environmental compliance issues,
- List potential funding opportunities and recommendations for funding opportunities or mechanisms to create a financially sustainable model
- Develop a long-term maintenance plan, schedule, recommendations, and cost estimates,
- Summarize data gaps and information needed for construction (i.e. soil and drainage analysis), and
- Presentation of findings to District Board and/or Trails Advisory Group.

### **Bidder Qualifications**

Bidders on this project shall have professional experience designing and building bike parks, trails, and public amenities. Bidders are required to provide references and work product samples for three bike parks they have successfully designed and/or developed.

### **Proposal Submittal Instructions**

To provide each qualified professional or firm an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of your proposal must contain the following elements organized into separate chapters and sections, as deemed appropriate.

- Understanding the RFP
- Approach and Work Plan with Timeline
- Project Team Qualifications and Experience
- Firm Experience and Capabilities
- References
- Cost Proposal

### **Limits of Insurance**

Coverage shall be at least as broad as:

- 1) Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos

(Code 9), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.

- 3) Workers' Compensation Insurance:** As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury and disease. *(Not required if Contractor provides written verification, he or she has no employees.)*

### **Deadlines**

Responses to this RFP will be accepted until **February 10, 2023, at 5 pm.** Responses should be sent electronically to [shoffman@paradisepspd.com](mailto:shoffman@paradisepspd.com)

Subject line: YSKHT Linear Skills Park Trail

Proposals will be reviewed, and a selection will be made by February 15, 2023.

Scope of work shall be complete by **June 30, 2023**

**Attachment A – Generic Consultant Agreement.**

## Attachment A- Generic Consultant Agreement

### CLICK TO ENTER YEAR. CONSULTING AGREEMENT BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND THE CLICK TO ENTER TEXT.

This agreement is executed by and between Paradise Recreation and Park District, a California recreation and park district (the “District”), and Click or tap here to enter text. (the “Consultant”), and is based upon the following facts:

A. District desires to engage Consultant as an independent contractor to perform services on the terms and conditions set forth below.

B. Consultant desires to accept such engagement as an independent contractor for District on the terms and conditions set forth below.

In consideration of the foregoing facts, the recital of which is incorporated below by this reference as though fully set forth, and of the mutual conditions, covenants and promises set forth below, the parties agree as follows:

1. **Scope of Services.** District hereby engages Consultant to provide services as described in the attached scope of work (the “Services”), a copy of which is attached hereto as Exhibit “A.” Upon mutual agreement, the Services may be amended to allow for changes under this agreement with all other terms remaining in force.

2. **Standard of Care.** Consultant’s services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of Consultant’s profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of Consultant are based on information supplied by District and others, such findings and recommendations are correct to the best of Consultant’s knowledge and belief. No person or entity other than District and Consultant shall be construed as a beneficiary to this Agreement.

3. **Status as Independent Contractor.** District and Consultant agree that Consultant, in performing the above services, is an independent contractor of District and is not an employee of the District and nothing herein at any time shall be construed to create the relationship of employer-employee or of

joint venturers between District and Consultant. Under no circumstances shall Consultant look to District as an employer or as a partner. Consultant shall not be entitled to any benefits accorded to District's employees, including, without limitation, Workers' Compensation, disability insurance, vacation or sick pay. Consultant shall be free to perform similar or other services for other persons during the term hereof so long as such does not interfere with Consultant's timely performance of the services to be performed by it under this Agreement.

4. **Term.** The term of this agreement shall commence upon [Click or tap to enter a date.](#) hereof and conclude by [Click to enter the end date.](#) and/or sooner or when the scope of work is completed. Notwithstanding the foregoing, this Agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven-day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a 30-day notice period. If the District terminates this Agreement in the absence of default by Consultant, Consultant shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from District, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by Consultant including but not limited to cancellation fees or charges. Consultant will use reasonable efforts to minimize such additional charges. This agreement may be extended for \_\_\_\_\_ year upon mutual agreement of both parties.

5. **Payment.** District agrees to pay Consultant the total not to exceed sum of \$[Click to enter text or modify to reflect cost arrangement.](#), payable in installments upon completion of each task and delivery of the Deliverables therefor as identified in Exhibit "A." Exhibit B illustrates the cost schedule and or budget used for this project.

6. **Insurance Coverage.** Consultant is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage and provide the District

with proof of this coverage. During the performance of this Agreement Consultant will maintain professional liability insurance with a limit of \$2 million on claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$2 million on an occurrence basis and provide the District with a certification of insurance naming the District as additional insured and an additional insured endorsement.

7. **Services by District.** District will provide access to the site of work. If necessary, District shall designate to Consultant the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called “buried utilities”) within the boundaries of the jobsite. Consultant will conduct at District’s expense such additional research as in Consultant’s professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but District shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold Consultant harmless from any claims or loss arising from the failure to accurately locate buried utilities.

8. **Compliance with Laws.** District and Consultant shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this Agreement, insofar as such laws are applicable to a party’s performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of District. It is Consultant’s belief that the work is not subject to California Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California Prevailing Wage Law, then Consultant shall bear such additional costs associated with Consultant complying with those laws.

9. **No Authority to Act as Agent.** Consultant acknowledges and agrees that it has no implied, inherent or apparent authority to act as an agent for District or bind District in any manner other than in performing the above services or to in any way obligate or bind the District. Consultant further covenants that it shall not make any implied or actual representations to any other person that it has any such authority.

10. **Indemnification.** Consultant hereby agrees to indemnify and hold District free and harmless of and from any and all claims, demands, causes of action, actions, liability, damages, costs and expenses, including attorney's fees incurred by District in enforcing this provision or in defending itself, arising out of or in any way connected with its performance of the above services, whether resulting from its willful acts or negligence.

11. **General Provisions.**

a. This agreement shall constitute the entire agreement between the parties as to the subject matter hereof.

b. This agreement shall not be assigned by either party without advance written permission from the other party.

c. This agreement shall not be revised without the written consent of either party.

d. If any provision or portion thereof contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

e. This agreement shall be interpreted and construed in accordance with the laws of the State of California.

f. Either party's failure to enforce any provision or provisions of this agreement shall not be in any way construed as a waiver of any such provision or provisions or prevent that party thereafter from enforcing each and every other provision of this agreement.

g. Should litigation or arbitration be brought to enforce the terms of this agreement, the prevailing party will be entitled to costs and reasonable attorney's fees.

Executed by signatures on the dates below.

**DISTRICT:**

Paradise Recreation and Park District, a California recreation and park district

By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Daniel S. Efseaff, District Manager

**CONSULTANT:**

Click here to enter text.,

a California \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name, Title

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Rev. 03/22/2021



**CONSULTANT AGREEMENT**  
**Exhibit A – SCOPE OF WORK**

**DESCRIPTION OF COOPERATION**

Click here to enter text.

**CONSULTANT**

The following describes the role and responsibilities and scope of work and/or services that Cooperator will provide to the District.

Click here to enter text.

**TASKS**

The work will include the following tasks:

- Task 1 - Click here to enter text..
  - Description – Add additional tasks as needed.

Completed by Click to enter a date (optional may be included in Exhibit B).

**DISTRICT (if needed)**

The following describes the role and responsibilities and the scope of work and/or services that District will provide.

Click here to enter text.

The work will include the following tasks:

- Task 1 - Click here to enter text..
  - Description – Add additional tasks as needed.
  - Completed by Click to enter a date (optional may be included in Exhibit B).

**CONSULTANT AGREEMENT**  
**Exhibit B – Cost Schedule or Budget**

The Cooperator will provide services according to the following budget:

<b>Task</b>	<b>Description</b>	<b>Cost</b>	<b>Due Date</b>
<b>Total Cost</b>			

This project will not exceed a total cost of \$[Click or tap here to enter text.](#)

The Cooperator's will bill according to the attached cost schedule. [Attach cost schedule and/or click to enter text.](#)