

Request for Proposal (RFP)

Jordan Hill Road Park
Exploration for Off Highway Vehicle (OHV) Recreation
Opportunities - Feasibility Study

Proposal Release Date 03/15/2024

Pre-Proposal Conference (Virtual) 04/02/2024
2:00 pm PST

Last Date/Time for Questions 04/19/2024
2:00 pm PST

Proposals Due Date: **04/25/2024**
2:00 pm PST

Submit Proposals to: Via Email to
info@ParadisePRPD.com
with the subject line "RFP Jordan Hill
Road Park Feasibility Study RFP
Response - [lead firm or
organization name]"

Prepared for Project:
Exploration for OHV Recreation Opportunities at Jordan Hill Road Park

Funding: State of California, Department of Parks and Recreation, Off-Highway
Motor Vehicle Recreation Division. **Contract Number:** C3234029 **Project
Number:** G22-07-08-P01.



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**PARADISE RECREATION AND PARK DISTRICT
NOTICE REQUESTING PROPOSALS**

Notice is hereby given that the Paradise Recreation and Park District (District) seeks proposals for the **Jordan Hill Road Park - Exploration for OHV Recreation Opportunities Feasibility Study** via email submission (in pdf format) to:

Sarah Hoffman: bodclerk@paradisepspd.com

Submittal Closing: 04/11/2024 2:00 PM PST

Proposals submitted after the closing date and time indicated will not be accepted. Faxed proposals will not be accepted. There will be no public bid opening.

I. INTRODUCTION

The Paradise Recreation and Park District (District) requests professional services proposals from qualified, experienced experts to complete a Feasibility Study and associated environmental review documents for the exploration of Jordan Hill Road Park as a trailhead for Off Highway Vehicle (OHV) and recreation opportunities along Jordan Hill Road and related connector trails between the park and Jordan Hill Road access to the community of Concow.

A. Availability and Clarification of Documents

This RFP and any addendums may be posted on the District website at: www.ParadisePRPD.com. Please check the website for any revisions or additions.

B. District Description

Since 1948, the Paradise Recreation and Park District has provided recreation facilities and programs to the residents of Paradise, the Butte Creek Canyon area, and the unincorporated communities of Magalia/Paradise Pines and Concow/Yankee Hill. Before the Camp Fire, the District served 50,000 people living in a 170-square mile area and today manages over 1,000 acres of parks and facilities. The nearby communities of Oroville and Chico are within a 30-minute drive of the District boundaries.

C. Background Information.

The District received a planning grant from the State of California, Resources Agency, Off-Highway Motor Vehicle Recreation Division through the Department of Parks and Recreation Grants And Cooperative Agreements Program. The grant funding contributes \$219,264.00 for all tasks under the Exploration for OHV Recreation Opportunities at Jordan Hill Road Park. Only a portion will be available for the RFP effort below for the development of a Feasibility Study and associated environmental compliance documents, referred to herein as the “Feasibility Study” or “Project”.

A schematic master plan and estimated cost of construction are in process for the 2-acre trailhead park portion of the project. GIS mapping of existing conditions is also complete for the park location, Jordan Hill Rd from the park to the community of Concow, connecting trails and identification of property owners.

D. The Feasibility Study Project.

The Feasibility Study will create a comprehensive OHV recreation plan focused on the District property at Jordan Hill Road, adjacent properties, and surrounding gravel roads.

Components of the Project include, but are not limited to:

- Initial site evaluation (or site setting) of the District's Jordan Hill property and vicinity roads and trails.
- Summary of existing survey and land title information, including an accurate assessment of size and potential usable area.
- Utilize existing mapping and inventory of publicly and privately-owned properties in the project area, known archaeological, botanical, and other sensitive resources, existing roads and user-created trails, vegetation layers, geological and topographical features; water bodies; jurisdictional boundaries and rights-of-way.
- Summary of findings.
- Public, District, and OHV user outreach and findings. A primary factor in this Study is the community outreach to private property owners along Jordan Hill Road, the connecting communities of Magalia and Concow, the jurisdiction of the County of Butte, the BLM and the USDA Plumas National Forest and Sierra Pacific Industries for connecting public and private roads also currently used for OHV recreation.
- Update conceptual plan for overall project including a staging area, trail, and trail network improvements. The successful respondent will coordinate and share information with another District consultant (Landscape Architect) tasked with a conceptual plan of the District owned property at Jordan Hill and Coutolenc Roads. While this task is a narrower focus than the overall project, it is imperative that the successful respondent and Landscape Architect Consult coordinate their efforts. The Landscape Architect will prepare a design for the trailhead area, signage design, and participate in the outreach efforts and collaborate with the successful respondent.
- Develop appropriate California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) documents, as required.

All major deliverables and project tasks associated with the project will be completed by **September 30, 2025**. The overall project must be completed by December 31, 2025.

E. Project Geographic Area

The District views this as a nested project with considerable focus and details on the features for the District's property at the intersection of Jordan Hill Road and Coutolenc Road and less detail on adjacent properties or use of roadways. This project will focus on

specific planning related to the property, potential compatible uses on adjacent public lands, identify concerns related to new non-motorized trails, and potential links to the Concow Basin and Stirling City (and potential for loops back to the site). The details of these more distant (and different land ownership) become more conceptual and defers to the needs and plans for the underlying owners. However, exploration of the feasibility of OHV use between the site across the Jordan Hill Road bridge on the West Branch of the Feather on up to Stirling City or down to Concow Basin and potentially looped back on existing roads should be at least conceptually explored.

Jordan Hill Road is a remnant portion of a depression-era federal project called Ponderosa Way that stretches from Kern County on the south to Shasta County on the north. While now a mix of private and public gravel roadway, it still runs mostly through open space land. The road has been a popular destination for OHV use and access to the open space but in some portions, the road is badly in need of repair. Access includes a Bureau of Land Management (BLM) owned bridge that spans the West Branch of the Feather River. After the 2018 Camp Fire, a landowner donated a 2-acre parcel of land at the intersection of Jordan Hill Road and Coutolenc Road in Magalia to the District.

II. Scope of Work Associated with RFP

This section describes the services and deliverables anticipated for the Feasibility Study. Respondents should anticipate a collaborative, iterative approach with District staff in preparing the Feasibility Study. Respondent will also work with an existing District Consultant (landscape architect) to develop the conceptual site plan for the District property.

The following is the list of tasks associated with the overall project, with items primarily related to the development of a Feasibility Study and Environmental compliance designated with an asterisk (*). If desired, Respondents may renumber tasks in their proposal and are encouraged to expand upon the following tasks provided any proposed changes serve the primary goals of Exploration for OHV Recreation Opportunities at Jordan Hill Road Park.

- Task 1. Procurement – Review and follow proper procurement methods to secure agreement/contracts.
- Task 2. Kickoff Meeting with District staff and Consultant Team
 - a. Confirm roles, responsibilities, and project schedule.
 - b. Visit site.
 - c. Initiate data collection.
- Task 3. Data Collection and Analysis.*
 - a. Review existing District GIS Data and Planning Documents
 - b. Study Area to include the 2.33-acre PRPD Park at Coutolenc Road, Jordan Hill Road from Coutolenc Road to Concow Road, related alternate trail routes and affected property owners.

- c. Current OHV Use in the Study Area
- d. Existing Road / Trail and Bridge Conditions
- e. Affects, needs and outreach for potential partner agencies.
 - i. Butte County Public Works
 - ii. Bureau of Land Management
 - iii. Plumas National Forest
 - iv. Sierra Pacific Industries
 - v. The Communities of Magalia and Concow
 - vi. Grant Administrator – The OHMVR Division of California State Parks
- f. Local, State and Federal Permit and Easement Requirements

Task 4. Conceptual Trail Options*

- a. Layout relative to current and proposed OHV use.
- b. Necessary and proposed improvements – Grading, surface, drainage, signage, gates, safety, maintenance, easements, and potential site amenities.
- c. Estimated cost of improvements

Task 5. Update Existing Trail Head Park Plan –

- a. Provide comments and recommendations for any additions or changes relative to the Feasibility Study.*
- b. Another consultant will prepare a conceptual plan for the District's property at Jordan Hill Road and Coutolenc Road.

Task 6. Public Outreach* – Develop a format and facilitate public engagement including but not limited to workshops, outreach materials, and meeting flyers. PRPD will assist with efforts to advertise, identify property owners, and host workshops at District facilities.

- a. Two Community Workshops
 - i. Public introduction to the Feasibility Study and request for input.
 - ii. Update to public with Draft Feasibility Study for final public input.
- b. Outreach to potential partner and permit agencies outlined in Task 1.

Task 7. Resource Surveys and CEQA*

- a. An Initial Study/Mitigated Negative Declaration is anticipated to satisfy CEQA review requirements related to the park plan for the District property.
- b. If more expansive plans are recommended that include federal land, a joint NEPA/CEQA IA/IS document will be prepared if potential actions from the Feasibility Study warrant its preparation. This may be included as an option.
- c. This task includes resource studies on District land.
- d. The Respondent will provide a plan for responding to comments.

Task 8. Feasibility Study and Assessment*

- a. Provide a synthesis document to inform feasibility.
 - i. The goal of the Study is to address the feasibility of building an OHV trailhead park on the 2.33-acre District property, relative to potential public use of the Jordan Hill Road area. The District does not currently intend to construct improvements along the OHV route or to manage the trails / roads outside of the property boundary.
 - ii. Modeling approach and results: a report describing the modeling approach, and a summary of results including maps, tables and a narrative describing the trail locations, vegetation characteristics and topography, and proximity to developed areas.
 - iii. Priority Parcels and Easements: summary report including maps, vegetation and topographic conditions, and proximity to developed areas, and a narrative discussion of the prioritization rationale.
 - iv. Include analysis of scenarios costs, constraints, public acceptance, necessary easements, environmental compliance, effectiveness, and identify best options to meet multiple bottom line (social, environmental, and financial) criteria. The District would review and approve the successful Respondent's approach to this document.
- b. Submit drafts and review with PRPD staff at 30%, 75% and 100% completion of the feasibility study.
- c. Update study per input from Public Outreach and PRPD staff.
- d. Respondents should expect to present a summary of their analytic process and results to a District Board of Director's meeting and assist staff in responding to technical questions from the Board and public. The meeting will be for the Board to formally review and accept final reports, data and conclusions and hear public comment regarding the identification and prioritizing of buffer locations.
- e. Provide Final Feasibility Study in digital and hardcopy formats.
 - i. High resolution copy in Adobe Acrobat for print and website posts.
 - ii. Lower resolution copy for ease of distribution.
 - iii. 10 high resolution print and bound copies.

* Primary Tasks associated with this RFP.

II. PROPOSAL SUBMITTAL

A. Pre-Proposal Meeting

An online pre-proposal meeting to present the project to interested consultants and answer questions will be held via Zoom (see date on cover page). All applicants are requested to email their contact information to Sarah Hoffman at bodclerk@paradisepspd.com 24 hours before the meeting, and a meeting invitation will

be provided. The meeting will be recorded and posted at the District's project website. Any additional questions and answers will be posted by 5 pm on 4/5/2024.

B. Proposal Preparation

Respondent's proposals are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP. Notwithstanding these requirements, candidates are encouraged to provide innovative ideas and suggestions that may improve upon the requirements in this document. Plan Design shall comply with all local, state, and national codes. Proposal shall detail the specific services to be provided.

Proposals should highlight the experience, qualifications, and competency of your firm and staff assigned to this project. The proposal should specify your approach to satisfying the tasks identified above.

The proposal should include:

1. **Title Page** showing the RFP subject and project name; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
2. **Signed Transmittal Letter briefly** stating the firm's understanding of the work to be done; the commitment to perform the work within an acceptable time; and the name of the person authorized to represent the firm, title, address, and telephone number.
3. Cost information should be submitted separately as indicated in the **Cost Proposal** instructions.
4. Your proposal should provide a straightforward, concise description of your firm's qualifications and capabilities to satisfy the requirements of this RFP. While additional information may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.
5. Proposals shall address the following:
 - A. **Project Understanding and Approach** - Provide a concise narrative describing the proposed project approach and a summary of understanding of the project scope, requirements, and approach to the project.
 - B. **Scope of Services** – Provide a proposed work plan, staffing, and staff hours to perform the tasks identified in this RFP. Describe approaches to resolving anticipated problems and any assistance that may be requested from the District.
 - C. **Qualifications of Personnel and Partners** – Identify principal supervisory, management, and technical staff, roles, responsibilities, and experience related to the project tasks, including potential partners and their staff who may be assigned to this project. Indicate the number and nature of staff to be employed in this engagement. Please include resumes indicating specialized training, professional certifications, and licenses, with information regarding government-sponsored project experience, relevant

professional education, and membership in professional organizations pertinent to the performance of this project. Indicate how the consistent assignment of staff over the term of the agreement will be assured.

- D. **Organizational Resources** – Describe the resources and value-added features that can be brought to bear on the project to maximize effectiveness. The firm may provide a description of the organizational qualifications, relevant experience, and examples of up to 3 similar reports or internet links to writing samples. The proposal should include the size of the firm and the location of the office from which the work on this engagement is to be performed.
- E. **Past Performance/References** – The proposal shall include contact information for 3 governmental references and 3 projects like the work described in this RFP. California Public Agency experience is desirable. Briefly indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. The District reserves the right to contact any or all the listed references regarding services performed by your firm.
- F. **Project Schedule** – Respondent will provide a timeline of proposed milestones and deliverables work and submittals to complete the project.
- G. **Project Cost** – Respondent will provide a cost breakdown of budget and a cost schedule (billing rates) for all charges by task (such as wages and equipment).

III. SELECTION AND SELECTION PROCESS

A. Evaluation Criteria

The following weighting will be applied to a points evaluation (Attachment X) will be assigned to this Request for Proposal for evaluation purposes:

Criteria	Description	Max Points
Completeness and Quality of Proposal	Ability of the proposer to comply with all instructions in the RFP. Proposal is professionally presented and tailored to meet District needs with no evident deficiencies.	5
Project Understanding and Approach	Proposal demonstrates understanding of the project, objectives, and deliverables.	10
Scope of Services	The proposal will detail the tasks and scope to complete the project. The work plan outlines how each stage will be completed in a logical fashion and how it may integrate with information from task partners or other members of the project team.	25
Qualifications of Personnel and Partners	Respondent and team members to be assigned to the project have relevant knowledge, experience, and qualifications with demonstrated experience working with municipal agencies on similar types of projects. Resumes of key staff and recent, relevant references provided.	10

Criteria	Description	Max Points
Organizational Resources	Respondent has sufficient existing resources, capacity, and expertise to complete the task and has experience with similar scale projects and complexity. Respondent demonstrates familiarity in the project area including previous work conducted in or near the District boundaries. The District encourages the development of multiple organizational partners, but Respondent should demonstrate the mechanism for smooth cooperation. The District will consider additional value that the Respondent can bring to the project or to meet District goals.	10
Past Performance/References	Respondent must be able to demonstrate favorable Past Performance / References with comparable governmental entities and projects.	5
Project Schedule	The proposal includes a detailed project schedule with milestones and associated deliverables that match the project scope.	10
Project Cost	Proposed project costs and fee schedules include a detailed cost breakdown and estimates for each stage and type of service to be provided, and a proposed strategy for containing costs while still meeting objectives. Scoring will consider competitive cost estimates and value-added features for set-budget projects. District will view favorably proposals that may be able to leverage outside resources to the work product.	25
Total		100

Issuance of this RFP and receipt of proposals does not commit the District to award a contract. The District expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any and/or all proposals received in response to this RFP, to negotiate with more than one respondent concurrently, or to cancel all or part of this proposal.

The District further reserves the right to negotiate material aspects of proposals received, including costs, services, and scheduling, when determined to be in the best overall interest of the District.

The District will confirm receipt of submitted on-time proposals. The selection committee will review, score, and make recommendations. The process will be subject to District procurement policies for professional services.

B. Proposal Reviews, Interviews and Selection

District staff and partners will review proposals and conduct interviews. Based on the Evaluation Criteria above and the District's judgement, consultants will be selected for an in-person interview. With the interview, we look forward to an open discussion about the consultant's qualifications and the proposed approach to the Project.

IV. CONTRACT TERM AND CONDITIONS

Respondents are responsible for becoming familiar with all instructions, terms, conditions, and contract documents governing this Request for Proposal, including the District's standard Consultant Services Agreement, a copy of which is available upon request. Submission of a proposal will be considered specific evidence of having performed the above. The successful respondent shall be required to sign the District's standard Consultant Services Agreement prior to commencement of work.

If the Respondent to whom any services are awarded does not execute a contract within thirty (30) calendar days after District approval, District may give notice to such Respondent of intent to award the contract to the next most qualified Respondent or to call for new proposals and may proceed to act accordingly.

All subcontractors, if any, used by the selected consultant will require prior written consent of the District and will be subject to all provisions stipulated in the District's Consultant Services Agreement.

The contract will be funded by State grant awards and is subject to state grant award requirements including, but not limited to, cost principles and administrative regulations.

A. Term

The performance period of this contract shall begin May 1, 2024 (or day of execution by both parties), and will expire on December 31, 2025, with the option to extend the contract for one (1) year upon written amendment.

B. Acceptance and Payment

The successful Respondent's, or Consultant invoice(s) shall include reference to the project number issued for the services, and be accompanied by detailed supporting documentation, to include information on services rendered. District shall pay the consultant's properly executed invoice, subject to approval by the Project Manager, within thirty (30) days following receipt of the invoice. Payment will be withheld for any services which do not meet or exceed District requirements or have proven unacceptable until such services are corrected, resubmitted, and accepted by the District.

C. Federal, State, and Local Laws

The Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations.

D. Ownership of Work Product

All reports, studies, information, data, forms, designs, plans, procedures, systems and any other materials or properties produced for this project shall be the sole and exclusive property of the District. No such materials or properties produced, in whole or in part, shall be subject to private use, copyrights, or patent rights by respondent without the express written consent of the District.

V. APPENDICES

A. Sample Consulting Agreement

B. Existing GIS Maps

C. PRPD Property Profile

D. Scoring Rubric

E. G22-07-08-P01 - Project Agreement. Exploration for OHV Recreation Opportunities at Jordan Hill Road Park.

State of California, Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division. Contract Number: C3234029 Project Number: G22-07-08-P01.