



GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION



GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION Request for Proposal – REGIONAL MOUNTAIN BIKE SYSTEM PLANNING June 25, 2018

Purpose: The purpose of the RFP is to seek out qualified individuals, organizations or companies capable of performing the duties described in the attached RFP.

Background: GMRPTC was established by legislative action under the 2013 Minnesota Statutes 85.536 by the Minnesota State Legislature to “undertake system planning and provide recommendations to the legislature for grants funded by the parks and trail fund to counties and cities outside of the seven-county metropolitan area for parks and trails of regional significance”. The Commission includes 13 members, two from each of six districts and one at large Commissioner. The appointments are made by the Governor for three-year terms.

The GMRPTC is responsible for designating parks and trails in Greater Minnesota as regionally significant, through an application process based on Evaluation Criteria which is reviewed by a five-member Evaluation Team, with further review by consultants to the Commission who provide recommendations to the Commission for the final review and decision.

GMRPTC is also responsible for making recommendations for grant awards that designated parks and trails are eligible to apply for on an annual basis. There is approximately \$8 million in grant funds available each year of the two-year biennium.

To date there are 53 designated regionally significant parks and trails within the Greater Minnesota System.

For more detailed information on the GMRPTC Strategic Plan and System Plan go to: www.gmrptcommission.org and select the “Our Work” tab at the top of the page.

Overview: The GMRPTC service area covers the 80 counties in Minnesota outside the seven-county metro area, separated into six districts.

The GMRPTC is seeking a professional and experienced trail planning consultant as outlined in detail in the attached RFP. The Commission will select the best professional based on the qualifications of the respondent and their understanding and ability to complete the project.

Terms and Reporting: Contract will begin once terms have been agreed upon and contract signed by all parties. The work will be directed by the System Plan Coordinator. Project reporting schedules will be assigned.

Response: An individual, agency or firm submitting a proposal for the RFP should follow this format:

1. Description of the person, agency or firm performing the work. Include the background and qualifications of the person(s) executing the contract.
2. Description of your approach to the work that reflects an understanding of the expectations and outcomes. Explain why you or your agency will deliver the work stated in the RFP.
3. Proposed fees for service. Include the hourly rate per and reimbursable expenses on a not to exceed basis.
4. Resume of similar type of previous work and a contact person the Commission may speak to regarding the work performed.

Submit response to:

Joe Czapiewski – coordinator@gmrptcommission.org

Please direct questions to Joe Czapiewski at the above email address or the GMRPTC Executive Director – Renee Mattson – Renee.Mattson@gmrptcommission.org

Evaluation Factors:

The factors on which proposals will be judged are:

1. Expressed understanding of project objectives
2. Qualifications/experience of person working on the project
3. Cost detail

Deadline for proposal submission is 5:00 PM, Friday, July 20, 2018.

Request for Proposal
Greater Minnesota Regional Parks and Trails Commission
Mountain Bike Trails and Support Facilities System Planning

Statewide Mountain Bike Trail Planning

Respondents will propose a process and timeline for completing the following assessment of Mountain Bike Trails and Support Facilities in Greater Minnesota Districts 1 and 2:

Situation: Greater Minnesota is quickly developing several destination mountain bike facilities of regional and statewide importance. In addition to the Gold-level Duluth Traverse system and the State Cuyuna Mountain Bike Trails, four mountain bike regional centers have been designated by the GMRPTC, two other centers are being developed on the Iron Range, and a number of local trails in state, regional and local parks are being developed. While demand on current facilities has been good, the Commission needs to understand the dynamics of demand as the system grows over the next few years.

Prior to additional future investment into regional systems, the GMRPTC needs to: evaluate the realistic demand base for the developing system; better understand the current and potential size of the system in priority Greater Minnesota regions regardless of jurisdiction; and provide better guidance to our local partners on design standards for regional-level facilities.

Project Components:

- Evaluate the demand for destination mountain bike and associated trail facilities in Greater Minnesota Districts 1 and 2, relative to the facility data collected for this project.
- Map and evaluate existing and planned state, regional and local mountain bike trail facilities in GMRPTC Districts 1 and 2 to assist in supply evaluation and in marketing initiatives. Inventory should include at a minimum the existing and planned length of facilities, type, class or grade of the trail, key amenities that support the trail, whether the mountain bike trail is the primary feature of the park or trail facility, and any existing or planned programming or events and resulting use data.
- Evaluate/adapt design standards for trail construction to ensure top quality, sustainable trails are built. Utilize or modify existing design standards to create a Minnesota *regional* standard that will provide a cost effective, creative regional-level mountain bike system that delivers a quality experience for every rider, regardless of expertise.

Data: Public engagement is expected to be a part of the process, primarily by connecting with state and local government agencies, parks and trails leaders, tourism organizations, mountain bike organizations and others to collect data relevant to the project. The selected consultant must show discretion and a history of successful public engagement of this type, as they will be representing the Commission. Design standards will be developed in conjunction with a panel of experts of varying backgrounds recruited under the direction of the Commission. A facilitation plan for that panel should be included in the proposal.

All data collected, including GIS data, as well as final products must be in a format usable by the Commission for future projects, and becomes property of the Commission.

Final Report: Provide a written and oral report to the Commission containing the data, analysis and any conclusions for the above components. It is expected that the consultant will update the Commission as

the project progresses, maintain close collaboration with the Commission's consultant team, and engage the public and government agencies on a professional basis in line with the needs of this project.

Respondents should review the following documents and materials to better understand the unique opportunities and challenges for mountain bike trail development in Greater Minnesota.

2016 GMRPTC System Plan:

http://www.gmrptcommission.org/uploads/5/1/2/9/51294637/system_plan_and_work_plan_content_final_6.30_with_appendix.pdf

2018 Legislative Report:

http://www.gmrptcommission.org/uploads/5/1/2/9/51294637/2017_legislative_report_final.pdf

Current List of Regionally-Designated Facilities

<http://www.gmrptcommission.org/our-work.html>

MN Great Outdoors website

<https://mn.gov/greatoutdoors/>

Respondents are encouraged to contact the System Plan Coordinator with additional questions or insight into the project. A district map is included below.

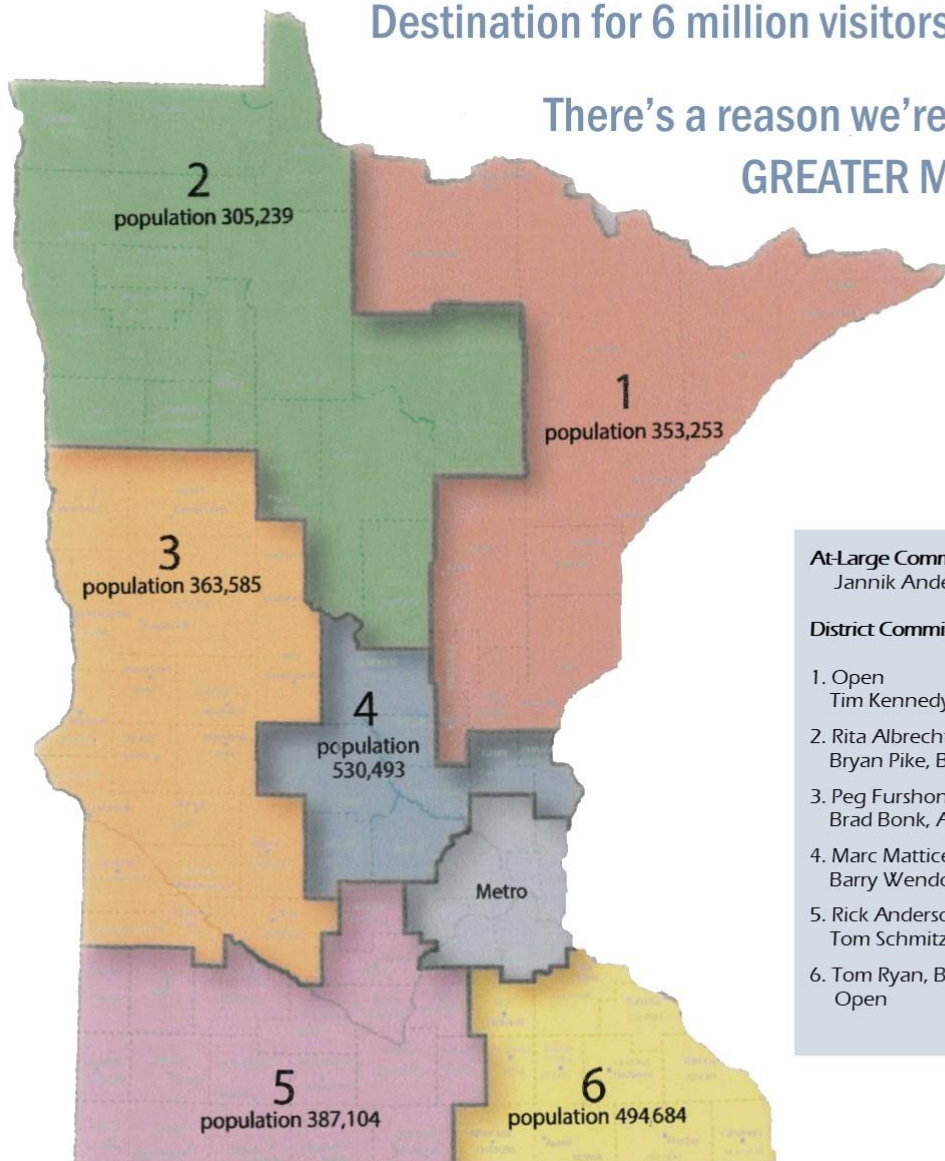
Greater Minnesota Regional Parks and Trails Commission

Serving 80 counties and 214 cities.

Home to 2.4 million residents.

Destination for 6 million visitors annually.

There's a reason we're known as
GREATER Minnesota.



At-Large Commissioner:
Jannik Anderson, Bemidji

District Commissioners:

1. Open
Tim Kennedy, Grand Marais
2. Rita Albrecht, Bemidji
Bryan Pike, Brainerd
3. Peg Furshong, Sacred Heart
Brad Bonk, Alexandria
4. Marc Mattice, Eden Valley
Barry Wendorf, Zimmerman
5. Rick Anderson, Balaton
Tom Schmitz, New Ulm
6. Tom Ryan, Byron
Open

4/18/18