



BIG SKY
COMMUNITY ORGANIZATION

-Request for Proposal-

Upper Beehive Basin Trailhead Expansion

Big Sky Community Organization

32 Town Center Ave, Unit B1

Big Sky, MT 59716

Project Description:

The Big Sky Community Organization (BSCO) is accepting proposals to select a qualified consultant firm to provide professional design and engineering consultation services for the Upper Beehive Basin Trailhead Expansion.

a. Background

The Upper Beehive Basin Trailhead sits on a 7.58-acre parcel in Madison County (S17, T06 S, R03 E, 7/1493BA, PARCEL A) that the BSCO successfully raised funds to acquire back in November 2017. The Parcel includes the existing Forest Service trailhead easement for FS trail #40 that can accommodate up to 17 vehicles. More than 50 vehicles have been counted at the trailhead during the height of the spring and summer season, filling the 17-space parking lot and overflowing alongside the narrow access road. This overflow creates access issues for the surrounding land owners as well as concerns for access by emergency response vehicles. The current trailhead also lacks certain facilities, such as restrooms, dog waste stations, or trash receptacles, which are imperative to preserving the adjacent waterway supporting native and west slope cutthroat populations.

The BSCO would like to construct an additional trailhead/parking lot on the east side of Beehive Basin Creek to increase the available parking by approximately 30-40 spots with the intent to facilitate more parking and provide overflow for the existing Forest Service parking lot. The proposed construction area would be within the approximately 25,000 ft² delineated perimeter as shown on the attached site map (see Attachment 1) and would include a buffer along the perimeter. The design of the new trail head will incorporate the installation of single stall vault toilet, bear proof trash cans, dog waste stations and a trailhead kiosk for maps and information.

b. Project Description

BSCO is requesting bids from qualified engineering firms for the design and engineering plan for the new trailhead. The bid should include the cost to prepare an excavation and grading plan, cost estimate for the excavation and grading, potential retaining walls or structures, asphalt paving and striping plan, and location of trailhead amenities including a single vault toilet, trailhead kiosk, and bear-proof trash cans.

The goals of the Upper Beehive Basin Trailhead Expansion are as follows:

- Increase available off-street parking for trail users
- Improve trail stewardship and user experience through additional trailhead facilities.
- Improve safety and access for surrounding landowners

c. Project Location

The project location is on Beehive Basin Road in Section 17, Township 6 South, Range 3 East, 7/1493BA, PARCEL A, in Big Sky, Montana. A site map (see, Attachment 1) and photos of the project location (see, Attachment 2) are included. (Latitude/Longitude: 45.3070°, -111.3845°)

Contact Information:

Adam Johnson, Project Manager
Big Sky Community Organization
32 Town Center Ave, Unit B1
PO Box 161404
Big Sky, MT 59716
adam@bscomt.org
(406) 993-2112

SCOPE OF SERVICES

The consultant shall perform the following professional services described in this section. BSCO reserves the right to discontinue or postpone services at any time.

A. Project Meeting and Coordination

An initial meeting with BSCO to review the project and determine appropriate paths of communication will be held prior to beginning work. Consultant shall produce a baseline schedule of work and provide periodic updates via phone or email. Meeting minutes will be provided by the Consultant.

One or more additional meetings with BSCO and stakeholders during the course of the contract to review design plans.

Deliverables: meeting minutes

B. Design Proposal with Estimated Construction Cost

Consultant shall obtain and review available data and information necessary for understanding the project in its entirety. Information may be obtained from BSCO and state or local agencies and organizations.

Consultant shall:

- A. Design and provide renderings of proposed trailhead, including location of trailhead amenities including a single stall vault toilet, trailhead information kiosk, and bear proof trash cans.
- B. Provide a cost estimate of trailhead construction including environmental and construction permitting.
- C. Provide approved engineered plans to be used for the construction of the trailhead.

Deliverables: Design renderings; engineered plans; construction cost estimates.

PROPOSAL SUBMISSION REQUIREMENTS

The proposals shall include at a minimum, the following information:

- **General Contract Provisions:** The Consultant shall provide BSCO with the following documentation:
 - A. Consultants Legal Name, Address, Phone Number and email
 - B. Certificate of Liability Insurance
- **Transmittal Letter:** A brief letter summarizing the company and project team's

qualifications, project understanding and project approach.

- **Experience Questionnaire:** Complete Attachment 3: Big Sky Community Organizations Consultant Experience Questionnaire.
- **Standard Hourly Rates Schedule;** Provide a copy of the firm’s “Standard Hourly Rates Schedule” and information about the project manager and relevant team members who will work on the project
- **Project Time Constraints:** The Consultant will be required to provide a proposed project schedule for deliverables with final design and plans to be completed by August 15, 2018.

Additional Data: Provide any additional data you consider essential to the submittal.

SELECTION PROCESS

Tentative Schedule for Consultant Selection Process:

<u>Proposal Benchmarks</u>	<u>Date (No Later Than)</u>
Request for proposals available	May 21, 2018
Proposals due to Selection committee	June 8, 2017
Preliminary Evaluation	June 11 - 15, 2018
Consultant interviews	June 18 - 22, 2018
Consultant selection	June 25, 2018
Execute Consultant Agreement	June 29, 2018

The proposal review team will include but not be limited to BSCO staff and BSCO Board of Directors. The following guidelines will be used when reviewing and ranking the consultant submittals with points being assigned in increments of 5:

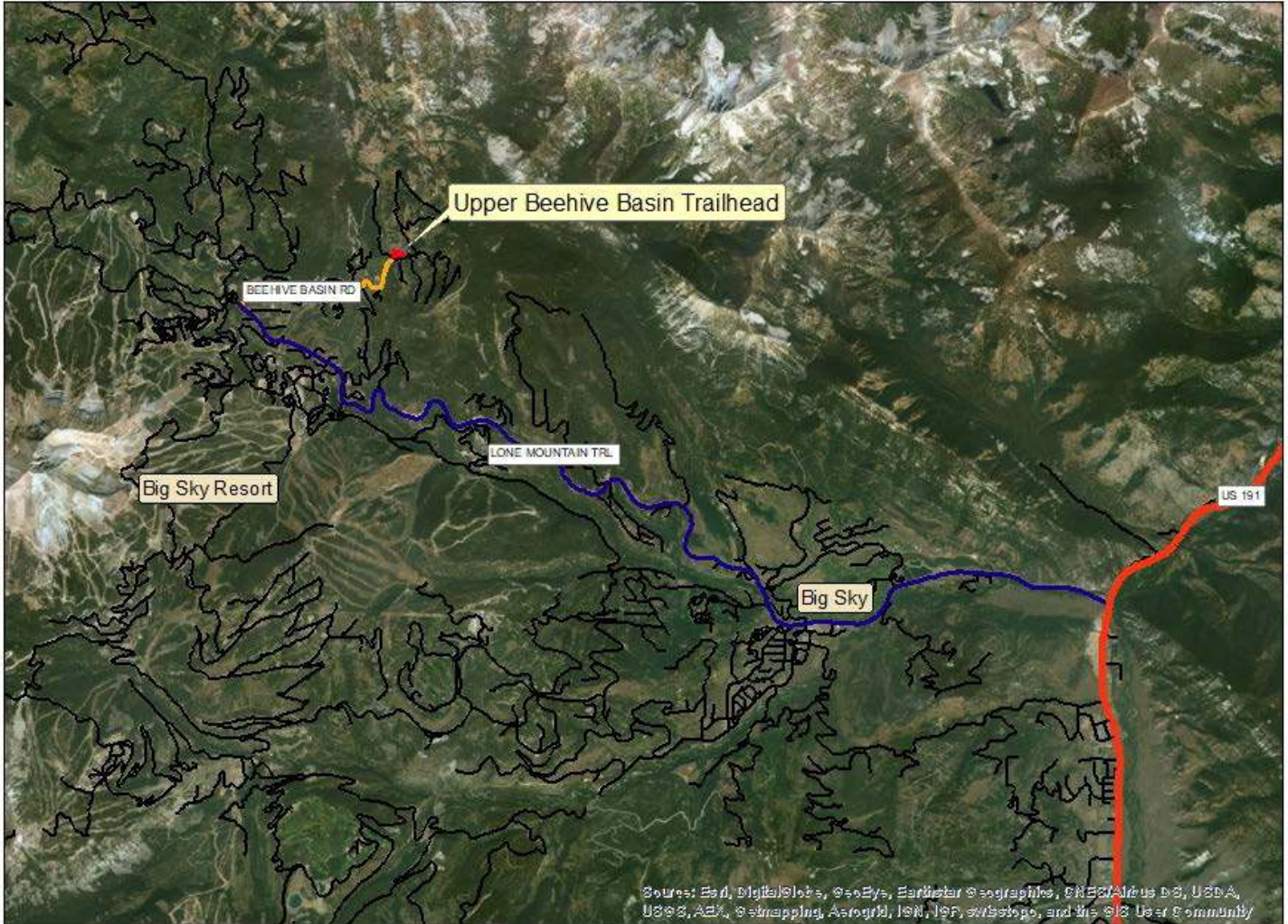
<u>Selection Criteria</u>	<u>Assigned Points</u>
Firm profile	20
Understanding of project	20
Experience with project type/references	20
Implementation plan	20
Experienced support staff/subconsultants	20
Availability and project timeline	20
Total Possible Points	120

Deadlines:

Proposals must be received either by email to adam@bscomt.org or by mail at Big Sky Community Organization, Attention Adam Johnson, 32 Town Center Ave Unit B1, PO Box 161404, Big Sky, MT, 59716 no later than **5:00 pm on Friday, June 8, 2017.**

Attachment 1

Project Location Map



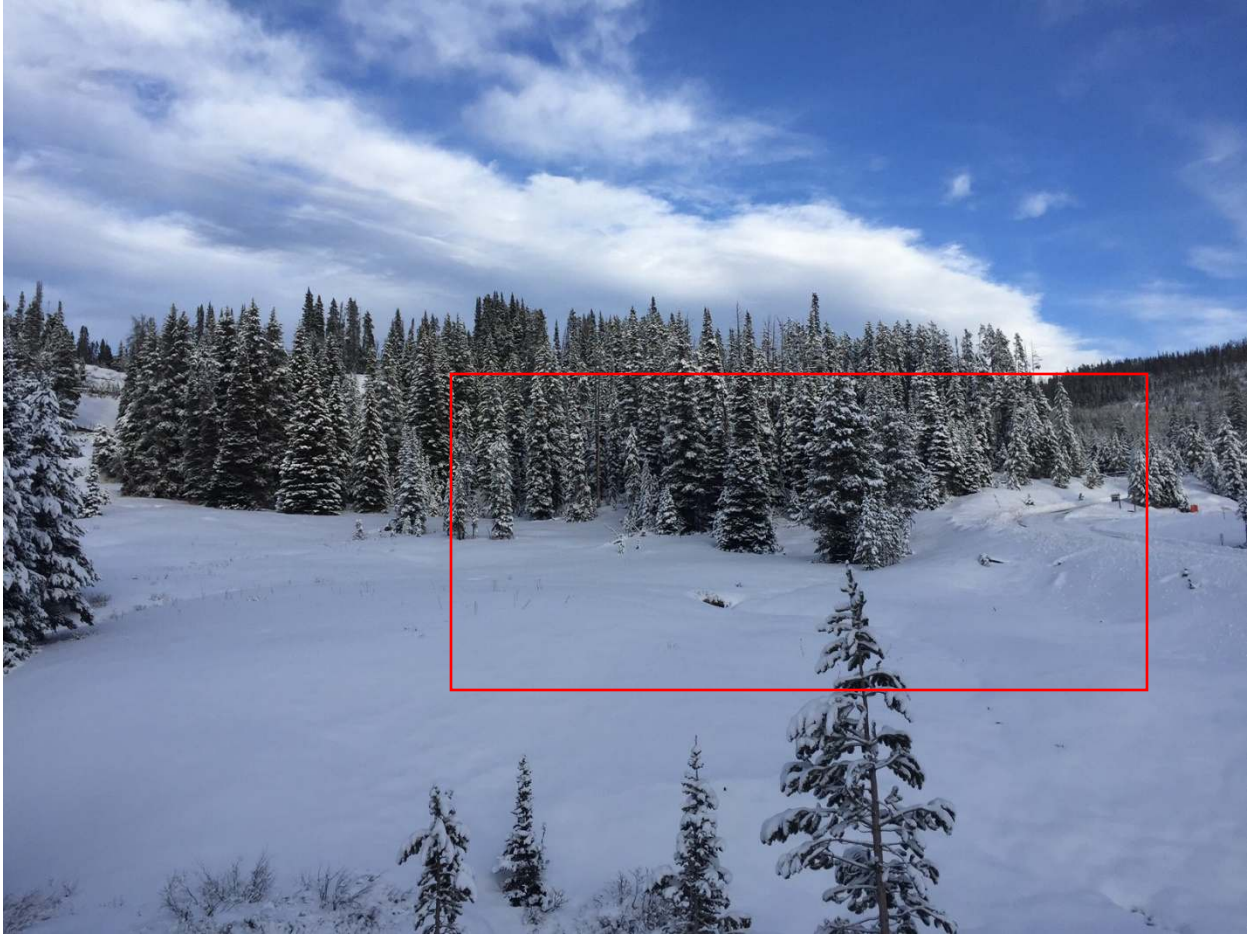
Attachment 2 Site Map



**Attachment 3
Site Photos**



Existing USFS parking lot to remain unchanged



**View looking east of proposed trailhead, taken from existing USFS trailhead.
Rectangle delineates trailhead location.**

Attachment 4

Consultant Experience Questionnaire

1. Describe your company's profile (Firm size, qualifications and services).
2. Provide a summary of your understanding of the project as a whole and the unique capabilities to perform the services required. The summary shall establish that the Consultant understands stakeholder's objectives and work requirements and the Consultants ability to satisfy those objectives and requirements.
3. List your experience and history in performing this type of work on projects including a list of similar projects your company has completed within the past three years and contact information for the group that contracted you.
4. Describe your implementation plan with the project schedule including a list of tasks and any additional investigation or exploratory work to be performed and proposed deliverables. Proposals may include technical or procedural innovations, or new concepts that have been used successfully on other projects and which may benefit stakeholders with better serviced delivery.
5. Describe the number of employees available for this project and statement of qualifications and experience for each individual proposed to perform the work.
6. Describe your availability, estimated rate of progress and time required for completion of the project.