

**Request for Proposal (RFP)**  
**to**  
**Update the Douglas County Comprehensive Trails**  
**Plan**  
**Date: July 25, 2022**  
**Submittal Deadline: September 1, 2022 10:00 AM**

The Douglas County Community Services Department is seeking proposals from qualified consultants with demonstrated experience to prepare an update to the 2003 Douglas County Comprehensive Trails Plan. This RFP is intended to gather pertinent information concerning the ability of consultants to meet the needs of the County. The 2003 Douglas County Comprehensive Trails Plan is attached as Appendix A. Funding for this project will not exceed \$100,000.

Interested firms are invited to submit your RFP by 10:00 AM, September 1, 2022 to:

Brook Adie  
Assistant  
Director  
Community  
Services  
1329 Waterloo Ln, Gardnerville,  
NV 89423  
(775) 782 6246  
[badie@douglasnv.us](mailto:badie@douglasnv.us)

Questions or requests for additional information should be forwarded to Brook Adie at [badie@douglasnv.us](mailto:badie@douglasnv.us)

**Amendments to the RFP:**

The County reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be uploaded electronically on the County website <https://www.douglascountynv.gov/cms/one.aspx?pageId=12874212> as soon as available. It shall be the responsibility of the consultant to include any modifications to the project from all addenda. If revisions are of such a magnitude to warrant, in the County's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

**General**

This RFP does not commit the County to enter into an agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project.

**I. Introduction**

The Douglas County Community Services Department is seeking proposals from qualified consultants with demonstrated experience to prepare an update to the 2003 Douglas County Comprehensive Trails Plan (the plan). The plan will provide both a continued vision for trails and an action plan for implementation for the next 20 years. The plan will include priorities identified by stakeholders and through open meetings throughout the County.

The plan will include current trail updates and future planned trails for all of Douglas County both in the Valley and the Lake Tahoe Basin. The plan will also incorporate data from existing sources available from the County and best practices as it relates to the provision and maintenance trails services and assets. The inclusion of concept designs, and updating or providing GIS data and maps compatible with County systems is a desired outcome. Attachments include a sample of the County's agreement and a draft proposed timeline.

County Staff will direct the consultant with the guidance of the Parks and Recreations Advisory Board, Douglas County Planning Commission, and the Board of County Commissioners. The Plan is to be completed by December 31, 2023.

## **II. Community Overview**

Douglas County is located in the northwest quadrant of Nevada, encompasses 751 square miles and has elevations ranging from a low of 4,625 feet on the valley floor to a high of 9,500 feet at East Peak with a population of approximately 48,000. The County's close proximity to the Sierra Nevada Mountains creates one of the most comfortable daily temperature ranges in the continental United States, making it ideal for outdoor activities. The County has experienced tremendous growth over the years from 27,637 residents in the 1990 US Census to over 49,321 in the 2020 US Census. The County is divided into 2 areas, the Carson Valley and the Lake Tahoe Basin with three incorporated towns; Genoa, Minden and Gardnerville and three General Improvement Districts.

The adopted 1996 Douglas County Master Plan laid out the basic structure for the development of a County-wide Public Trails Plan. The Master Plan generally identified a number of areas that should be considered for the development of public access into public lands; however, detailed design and placement of trails, trailheads and other amenities were not specifically identified within the Master Plan. In 2003, the Comprehensive Trails Plan was developed and laid out a detailed trail plan for Douglas County.

The first draft of the 2003 Comprehensive Trails Plan was initiated at public community workshops and includes input from Douglas County staff, U. S. Forest Service and Bureau of Land Management representatives, the Carson Valley Trails Association, the Alta Alpina Bicycle Club and representative from the Towns of Minden, Gardnerville, Genoa, the Indian Hills General Improvement District and homeowners' associations, various use groups and individual residents and property owners. The consultant awarded this contract will be required to participate in similar workshops and attend advisory board meetings. The result of the public input the total length of proposed trails within Douglas County was reduced by 18% from 593.6 miles to 488.3 miles. Please reference the Douglas County Comprehensive Trails Plan for a full scope of existing and proposed trails.

## **III. Master Plan Purpose and Goals**

The Douglas County Community Services Department has been charged with the task of guiding The Plan, for the County addressing trails with consideration of the following factors detailed in the Scope of Services below.

## **IV. Douglas County Comprehensive Trails Plan 2022 Update - Scope of Services**

### **A. Goals, Objectives, Work Plan, Action Steps, and Timelines**

The consultant shall define project goals, objectives, work plan, action steps, and timelines associated with the project that will meet the needs of the County and reflect

the values of the community. Consultant shall strive to provide innovative solutions to meet project objectives and add cost efficiencies and value for residents.

B. Community Input /Outreach

The consultant shall provide an avenue for public participation as well as an opportunity to capture community member needs and desires. The plan shall ensure citizens and user groups, associations and other stakeholders are provided an opportunity to participate in the development of the plan. Activities shall include public meetings, stakeholder interviews and other outreach methods. To obtain feedback from as many people as possible, including users and non-users of the existing trails and facilities, methods and strategy used by the consultant shall include:

- One (1) meeting with each of the three General Improvement Districts (GID), Indian Hills General Improvement District (IHGID), Gardnerville Ranchos General Improvement District (GRGID), and the Kingsbury Grade General Improvement District (KGID).
- One (1) meeting with each of the Towns, Minden, Gardnerville, and Genoa.
- A minimum of two (2) meetings of the Parks and Recreation Advisory Board.
- Four (4) general community workshops, North Douglas County, South Douglas County, Central Douglas County and the Lake Tahoe Basin.
- Stakeholder meetings with the following, but not limited to, the Carson Valley Trails Association, Pine Nut Mountain Trails Association, Nevada Off-road Association, Historic Virginia and Truckee Trail, Tahoe Area Mountain Bike Association, Tahoe Rim Trail Association, Backcountry Horsemen, High Sierra Chapter, National Pony Express Association, Alpine Trails Association (Alpine Co., adjacent jurisdiction), Muscle Powered (Carson City, adjacent jurisdiction), Eastern Sierra Trails Coalition, The Nature Conservancy, Nevada State Parks, Nevada Office of Outdoor Recreation, Washoe Tribe, USFS Carson Ranger District, USFS Lake Tahoe Basin Management Unit, Bureau of Land Management, Carson District Office, Nevada Lincoln Highway, Carson Valley Visitors Authority, and the Lake Tahoe Visitors Authority.
- The consultant shall meet with Douglas County Community Services Department staff at key decision points throughout the project.
- Monthly status reporting and meetings with Douglas County Community Services Department staff.
- Consultant shall provide written informational materials, graphics and all engagement materials required for meetings.
- Consultant shall provide meeting summaries for all committee meetings and community engagements. Summary information shall include information such as attendance numbers, significant issues raised, resolutions of any issue, and recommendations made. Summary shall be provided as soon as possible and not exceed one week following the meeting.

C. Demographics, Inventory and Assessment

- Douglas County Community Services Department staff shall provide existing documentation for inventorying and assessing existing facilities that can affect the current and future provision of programs and services.
- The consultant shall review plans and documents that are relevant to update the plan including relevant background information such as the Douglas County Master Plan, to-be-built parcels, current and expected demographic data for a 20-year development plan.
- The consultant shall review and interpret demographic trends and characteristics of

the County.

- The consultant shall include current and future comparative analysis based on current and projected demographic information.

D. Program Inventory and Assessment

Douglas County Community Services Department staff shall provide existing documentation for inventorying and assessing existing facilities that can affect the current and future provision of programs and services.

- The consultant shall assist in identification of recreation opportunities and providers in the service area of the County and assist with recommendations concerning future providers of services that optimize programs for all populations and will minimizing duplication of services.

E. Regional Coordination

Consultant shall work with other agencies, both public and private, to ensure the developed standards, desires and/or existing plans may be integrated into the updated master plan process.

F. Trails Needs and Priorities

Based on the data collected, the consultant shall assist with the determination of priorities as items relate to both current and future trails including but not limited to:

- Assess the latent and potential demand for trails with consideration for location, size, type, number, and uses aligned with demographic projections and community interests.
- Budget, funding options, revenue strategies, cost, fees and charges

G. High Level Concept Designs

- Broad high-level concept designs shall be included for any new amenity identified within the list of priorities.

H. Presentation to the Parks and Recreation Advisory Board, the Planning Commission, and the Board of County Commissioners

I. Final Products

- High level concept designs, GIS data and maps, where not already provided, are desirable outcomes.
- A draft copy of the master plan shall be created and provided electronically to staff who will provide the document to each member of the Parks and Recreation Advisory Board, the Board County Commissioners, the GID and other Town Committees as required or requested by the County.
- Once final approval and feedback is given to the consultant by all of the appropriate groups, consultant shall make any necessary changes to the draft and provide one final hard copy and one electronic copy of the plan to staff with maps and any other related documents.
- The Consultant shall provide a professional layout of the Updated Comprehensive Trails Plan in a publication ready document that includes maps, photographs, and any pertinent graphics.
- Consultant shall provide 16 final Plan Hardcopies.

**V. Proposal Requirements**

- A. A cover letter must be submitted indicating interest in the project and a brief overview.
- B. An electronic copy and hard copy of the proposal must be submitted.
- C. Project Team and Organization. List members of the project team, their experience and qualifications as they relate to trails planning, and the project team's current workload. Please also include an organizational chart. List an hourly rate for each job title and member of the project team.

- D. Related Experience and References. Include one final copy of a completed project that relates to the scope of services the County is requesting. Also, provide a list of references and work performed. Provide any examples of innovative solutions for cost efficiencies and added value for residents provided on past projects.
- E. Scope of Services and Compensation. Describe your firm's process, planning methodology, and approach for the project. Indicate how your process and approach will accomplish the project objectives. Describe the work plan for all components within the Scope of Services and the proposed method of establishing land acquisition costs, capital costs and projected operating expenses. The work plan should define the number of meetings and the final work products. Please list the itemized cost for subsections A – L listed in the Scope of Services (section IV of the RFP). Please also include any additional sections that your firm believes should be included in the Scope of Services if any, and the corresponding cost.
- F. Detailed list of deliverables shall be provided.
- G. Project Schedule shall reflect a completion date with Board presentation no later than December 31, 2023. Provide a detailed work plan with a schedule that reflects major work tasks and milestone dates.

# Appendix A