



Cherokee County Board of Commissioners  
Purchasing Department  
1130 Bluffs Parkway, Canton, GA 30114  
Phone: (678) 493-6000  
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## REQUEST FOR PROPOSALS

**RFP# 2023-037**

### **Design Services - County Wide Greenways & Trails Master Plan**

**THE PROJECT:** The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed proposals in support of professional planning services to create a County wide Greenways & Trails Master Plan, meeting the specifications and as described herein.

There will not be a mandatory meeting to review the requirements.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

#### **SCHEDULE:**

<b>Issued</b>	July 19, 2023
<b>Questions Due</b>	<b>August 1, 2023, by 4:00 PM</b>
<b>Answers Due</b>	August 8, 2023
<b>Bids/Proposals Due</b>	<b>August 15, 2023, at 10:00 AM</b>
<b>Short List</b>	<b>August 22, 2023</b>
<b>Interviews/Presentations</b>	<b>September 5, 2023</b>
<b>Anticipated Award Date</b>	September 19, 2023

**THE EXPECTED PERIOD OF PERFORMANCE:**

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS      ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: \_\_\_\_\_

2. ☐ NO SERVICES REQUIRED      ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☒ One Year from Notice to Proceed (NTP)  
☐ Two Years  
☐ Three Years  
☐ Other: With the option to automatically renew for an additional two, one-year terms

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

**SUBMITTAL INSTRUCTIONS:**

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References\* (Appendix D)
- ☒ Acceptance of County' Standard Agreement\*\*, as below: (Appendix E)
  - ☒ Professional Services Agreement (Sample provided)
  - ☐ Construction Services Agreement (Sample Provided)
  - ☐ Other:
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☐ SAM registration is required (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
  - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
  - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,\*\*\*
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☒ Pricing on Proposer's Company Letterhead
- ☐ Pricing on included pricing sheet / bid form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms\*\*\*\*, Item 9
- ☒ Any other requirements as requested under the scope of work

**Notes:**

\*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

\*\*If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

\*\*\*Insurance levels requested are those identified in the County's Standard Agreement, section "I."

\*\*\*\*Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

**PROPOSAL EVALUATION CRITERIA:**

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

- 50% Previous Countywide Parks Development project experience & knowledge, and overall trail experience in Hard Surface Linear Trails Systems and Greenways
- 10% Work Plan and Schedule
- 40% Price

**100% TOTAL**

The County reserves the right to conduct interviews with only those who in its sole judgement scored adequately to be considered highly qualified.

At a minimum, Consultants shall include the following information in their proposal, presented in a clear, comprehensive, and concise manner:

**1) Countywide parks development project experience & knowledge, and overall trail experience in Hard Surface Linear Trails Systems and Greenways**

- a. Previous Parks Experience including:
  - i. Provide five examples of related expansion projects of similar scope that include extensive experience in:
    - 1. **Hard Surface Linear Trail Systems** and,
    - 2. **Greenways**,
    - 3. Along with customer contact names, titles, contact information for each project and,
    - 4. Address safety features of the design(s) and,
    - 5. Any unique features of the project(s) that are relevant to this project.
  - ii. Provide original budget and final cost, original schedule and actual completion timing.
  - iii. Describe experience facilitating workshops as defined in the statement of work, include how the workshop information is validated and used to identify requirements.
  - iv. Provide potential constraints and concerns that need to be addressed in developing this type of master plan and how future needs will be considered to maximize potential.
  - v. Provide business background; years in business, type of business (incorporated, partnership, etc.), size of business (number of employees, locations, etc.), recent financial condition (gross sales, general profitability), listing of principles, design

- awards won for similar projects, provide CV's for key functional roles managed internally and describe firms unique value proposition as it relates to this project.
- vi. Provide the proposed project team, provide project roles and responsibilities and provide relevant experience – also include professional references and contact information for the project lead and key principle responsible for the project. Also provide the percentage of time for each that will be dedicated to this project.
- vii. Provide example deliverable outputs from previous projects that demonstrate the form, content and exhibits provided to others for similar work.
  - a. Deliverable items:
    - i. Workshop reports
    - ii. Presentation of three viable planning options
    - iii. Final Plan

## 2) Work plan and schedule

- a. Provide a work-plan and schedule of events supporting the requirements defined in the work description.
- b. Each task shall define the objective, the input required and the output product.
- c. Each task shall assign proposed responsibility for performing the work, who's input is necessary and who will approve the work.
- d. Each task shall contain dates for the initiation of the tasks and the planned completion.
- e. The critical path shall be identified.
- f. All assumptions will be identified.

## 3) Pricing

- a. The County will consider:
  - i. The total cost of the services up through the design through the completion of the master plan and required documentation.
  - ii. The effect of proposed payment timing.
  - iii. Consultant shall submit pricing as a lump sum fee with breakdown of major tasks.

**Interviews/Presentation:** Agenda to be provided to those short-listed firms.

References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

**HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:**

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

**A. Electronic Submissions Only:**

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]\_[Vendor Name]\_[Document Type]  
Example: “2017-111\_ABC Company\_Proposal”

**QUESTIONS/ADDENDA:**

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

**STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE**

## **STATEMENT OF WORK AND / OR SPECIFICATION:**

### **INTRODUCTION**

Cherokee County invites qualified firms with substantial experience to submit proposals for a one-time contract to perform professional planning services to create a *Greenways & Trails Master Plan*. Proposals will be accepted from individuals, firms, or groups of firms with the expertise and experience necessary to achieve the project goals.

Greenways and trails are investments in community, in transportation, in economic development, and in health and recreation. Seeking to create opportunities for physical and social activity, to expand travel options, and to foster economic development, Cherokee County sets out to create its first-ever *Greenways & Trails Master Plan*.

Recognizing the many benefits of greenways and trails, the County seeks to establish a framework for future investment in a countywide trail network. Beyond identifying potential locations for future trails, the county wants the plan to spell out an intentional and cohesive approach to prioritizing trail connections; allocating funding for new projects and cooperating with other jurisdictions to develop the network.

Throughout Cherokee County and within each of our cities, existing segments of greenways, trails and paved paths have been established over time. The *Greenways & Trails Master Plan* will provide a framework and strategy for connecting these segments of trail, for connecting to key places, and providing alternative options for transportation. By linking individual greenway and trail segments and expanding the reach of trails, Cherokee County will be able to create a true countywide network that feeds into a larger regional system.

### **PROJECT OBJECTIVES**

The overall objectives are to:

- Establish a vision and goals to guide future development of greenways and trails in Cherokee County;
- Document the existing state of greenways and trails in Cherokee County;
- Promote decision-making and trail development grounded in guiding principles and best practices;
- Recommend design criteria, including type, specifications, and guidelines;
- Provide recommendations for future connections and extensions in coordination with the current and planned systems of local municipalities and neighboring cities and counties;
- Provide guidance on potential future partnerships, funding strategies, and operations and maintenance of greenways and trails including Intergovernmental Agreements (IGA's) and/or Memorandum of Understandings (MOU's) to define the delineation between adjacent local governments;

- Identify priority trail corridors and projects on which to focus resources for near-term expansion of the existing greenway and trail network; Recommend potential acquisition and easements for future trail development;
- Investigate and recommend potential funding sources for development and construction such as local funding sources, grant opportunities, and state and federal prospects as well as possible corporate or non-profit sources and;
- Create maintenance standards and recommend staffing levels which manage long term costs.

The *Plan* will be a countywide document which will draw upon previous county plans and plans by our many partners including the cities, school district and Cherokee Office of Economic Development intended to guide the planning and development of new trails and greenways to enhance connectivity. It is not a detailed design and engineering study of individual trails.

The *Plan* will inform future decisions about greenway and trail projects by providing guidance on design and strategies for implementation and offering recommendations on prioritization of future trail projects.

Furthermore, the *Plan*, through its publication and the planning process, will communicate to residents, visitors, and other stakeholders about the existing greenway and trail network, increase usage and promote community engagement. This *Plan* and associated trail maps will periodically be updated to reflect current and ongoing projects within the county.

## **SCOPE OF WORK**

This Scope of Work outlines the basic requirements for the Project. The county expects the project to be divided into three phases.

- Phase 1 – Inventory & Data Collection
- Phase 2 – Assessment & Findings
- Phase 3 – Recommendations & Implementation

The following tasks are expected for a successful project. The consultant may propose additional tasks.

### **1.1 PROJECT MANAGEMENT**

- a. Cherokee County will designate a Project Manager to serve as project management and primary point of contact for direction, deliverable review and approval, management of contract, and external communications for the master planning process.
- b. Upon receipt of the Notice to Proceed, the consultant and the Cherokee County assigned Project Manager will set a kick-off meeting date to review the scope of work and clearly define the project expectations, visions, and goals and timeline for completion.
- c. A shared file account for project coordination, document storage, and meeting minutes will be established and maintained by the consultant.



- d. There will be bi-weekly meetings throughout the project in which the consultant will provide an agenda prior to each meeting and will follow-up with a meeting summary and action items. The county is open to virtual meetings.
- e. Monthly meetings (minimum of 6) with the advisory group/steering committee which will be created specifically for the greenway master plan.
- f. There will also be attendance at key meetings for presentation with (1) the Cherokee County Recreation & Parks Advisory Board, (2) the full Board of Commissioners, and (3) possibly board or council meetings with important partners in which the consultant will present the master plan.

## **2.1 ANALYSIS OF EXISTING TRAIL NETWORK AND PHYSICAL CONDITIONS**

The purpose of this task is to assess the existing greenway network(s) located within unincorporated Cherokee County as well our municipal partners based on data collected in areas with known challenges, assessment of the system-wide accessibility, perform an inventory of paved trail systems, and evaluate the current standards and policies that are currently being used by both unincorporated Cherokee County and adjacent municipalities.

### **a. Site Inventory and Analysis**

The existing site inventory and analysis establishes parameter for the proposed facilities. The consultant will review, compile, and analyze existing GIS data from Cherokee County and our partners to create a comprehensive map of existing and proposed trails and their potential connections to business centers, neighborhoods, schools, parks, open space, and other community amenities.

### **b. Assess Interjurisdictional Connections**

The consultant will conduct an on-the-ground inventory of the existing trails within each incorporated City and unincorporated Cherokee County as it relates to current standards, to create maps, a sign inventory and standards which documents the existing and planned future trails in all adjacent jurisdictions. This may also include any Intergovernmental Agreements (IGA's) and/or Memorandum of Understanding's (MOU's) which details the responsibility for maintenance and operations within each municipality.

### **c. Assess Physical Trail and Greenway Conditions**

The consultant will assess the physical characteristics including location, type, and size of the paved trail system located within unincorporated Cherokee County to assess design standards, signage, safety and access, and maintenance conditions.

### **d. Analysis of Gaps and Barriers**

Relying on both the data collected and a review of existing GIS data, the Consultant will conduct a barriers analysis and needs assessment for the Cherokee County trails and greenway network. The analysis will be used to identify:

- i. Critical network gaps: The Consultant will look at existing gaps.

- ii. Places that need better connectivity: The barrier analysis should identify types of places that need focused access improvements in the future non-motorized network.
- iii. Equitable access to the trails network: The Consultant will use the demographic analysis and network inventory (planned and proposed) to assess network access for households with people of color, households with school-aged children, senior households, low- and moderate-income households, and zero car households.

**e. Existing Trails and Greenways Conditions Report**

Based on the previous tasks, the Consultant will compile the finding into a highly graphical existing conditions report including mapping which details the state of the trails and greenway system in Cherokee County.

**Task 2 Deliverables:**

- Existing Trails and Greenways Conditions Report/Maps;
  - Summary of Staff, Community, and Public Engagement;
  - Maps and diagrams detailing the current state of existing and planned trails and greenways including wayfinding signage;
  - Inventory report on existing greenways and trails, and;
  - Gaps and Barriers Analysis.

### **3.1 COMMUNITY, AND STAKEHOLDER ENGAGEMENT**

Public and stakeholder engagement will play an integral role in the develop of the *Plan*. Public outreach and the subsequent feedback will inform the planning process and resulting plan. At a minimum, Cherokee County expects the Consultant to:

- a. Host six (6) community open houses in different locations throughout the County; three (3) to introduce the project and solicit feedback and three (3) to review the plan prior to finalization;
- b. Conduct up to twenty (20) small group or one-on-one stakeholder interviews. Interviews will be scheduled by Cherokee County. Virtual interviews are permissible.
- c. Convene a Greenways & Trails Advisory Committee of up to fifteen (15) community representatives as selected by Cherokee County that will meet a minimum of six (6) times throughout the process;
- d. Create an interactive website and provide content that must include a community input map to gather location-specific public comments;
- e. Host up to three (3) pop-up booths at community events as recommended by Cherokee County to receive community input.

**Task 3 Deliverables:**

- Six (6) community open houses;
- Fifteen (15) stakeholder interview;
- Six (6) Advisory Committee meetings;

- Interactive website and content support with community input map; and
- Three (3) pop-up booths.

*Note: Deliverables to include all appropriate materials including but not limited to agendas, handouts, maps, presentations, reports, minutes, etc.*

#### **4.1 TRAIL AND GREENWAY NETWORK DEVELOPMENT**

The proposed network development for the Cherokee County greenways/trails comprehensive master plan aims to improve access for patrons, close gaps in the trail system, create a safe and accessible trail system for all users, enhance the quality of life for area residents, and links together a safe, connected system which will adapt to change and take advantage of opportunities related to the economic prosperity of the communities.

Based on the information collected from the previous tasks, the Consultant will develop a series of GIS maps that details the existing and planned network, connections to parks and recreational facilities, neighboring jurisdictions, trails by type, and highlight environmental, historical features and wildlife corridors to be enhanced and protected. All information must be kept current and consistent. County Staff and the Advisory Committee will review the draft network and provide comments to the Consultant. Based on the feedback, the Consultant will make revisions and present the final draft network to the public for final comments before revising and presenting to the county for approval.

##### **a. Additional Trails, Trail heads and Facilities Locations**

The Consultant should identify locations for proposed trails, trail heads, and potential facilities of different types to ensure connectivity to urban centers and neighborhoods to parks, bike lanes, employment centers, future connection to public transportation, civic buildings, and historic, environmental, and cultural resources within the County, as well as to adjacent jurisdictions' trail systems. The result will be a comprehensive countywide draft *Greenways & Trails Network Map*.

##### **b. Updated GIS Database with Trail Classifications**

Once the previous subtasks are completed and reviewed by the County, the Consultant will develop a GIS database that includes a trail classification system (and related criteria) for all segments of the proposed and existing trails in the GIS database.

##### **Task 4 Deliverables:**

- Countywide *Greenways & Trails Network Map* with adjustments made to existing and proposed trail segments and trail segments identified by classifications determined in the Trail Design Protocol (for more information, see task 5 below);
- Inventory and Network Maps (shape files and map outputs); and
- Recommended facility locations along with potential acquisition costs and design standards.

#### **5.1 TRAIL DESIGN STANDARDS AND GUIDELINES**

The Consultant will develop design standards related to the proposed trail network and facilities based on national best practices for trail and greenway design along with discussions with County

staff. The trail design standards and guidelines should improve the experience of trail users and combine planning and sustainability. In developing the standards, the Consultant will consider all aspects of the design, management and maintenance of trails and trail systems for both passive and active recreational and transportation use. The design standards and guidelines must also address how the County trail system will promote human health and safety, protection for natural resources, and economic development. The Consultant will also provide guidance on how the County's trail network should interface with other facility types such as streets, sidewalks and bicycle facilities.

**a. Trail Design Guidelines and Standards**

The Consultant will develop trail design guidelines and standards that include but are not limited to:

- Trail classifications definitions based on trail design criteria, user groups and profiles;
- Design standards which define surface types and treadway design, widths, shoulders, uses, geometric considerations, lighting, security lighting, cameras, call boxes, drainage, road crossing issues, trail amenities, wayfinding framework, etc.; and
- Conceptual drawings and specifications.

**b. Amenity Guidelines and Standards**

The Consultant will develop amenity guidelines and standards that include but are not limited to:

- Standards for trailheads and waysides, including sample layouts; and
- Guidance regarding motor vehicle parking volumes, bicycle parking volumes, parking lot safety, multimodal access, and provision of amenities, such as water, information kiosks, site furnishings, lighting, security lighting, cameras, call boxes, hardscape, plantings, shade, interpretative and wayfinding signage, bicycle maintenance stands, and trash and recycling receptacles.

**c. Wayfinding Guidelines and Standards**

The Consultant will develop wayfinding guidelines and design standards that include but are not limited to:

- A framework for a County-specific trail wayfinding system that describes the differing guidance needs found on various classifications of trails;
- Best practices regarding sign styles and design; and
- Key aesthetic and functionality issues to consider in selecting sign system materials and graphic styles, including sign systems intended for use along roads and shared use paths, other park & recreation-oriented approaches, and trail user information signs.

**d. Case Studies and Precedent Imagery**

The Consultant will provide imagery for identified sections within the trail network based on case studies and precedent examples of the next generation of trail design. The

concepts should include placemaking, sustainability, climate resiliency and emergency management and preparedness. The Consultant will identify the case studies in collaboration with the County.

**Task 5 Deliverables:**

- Trail and Greenway Design Standards Graphical Memo that includes:
  - Trail design guidelines and standards;
  - Security lighting, cameras and call box location guidelines and standards;
  - Amenity guidelines and standards;
  - Wayfinding guidelines and standards; and
  - At least three (3) case studies and precedent imagery.

## **6.1 CAPITAL DEVELOPMENT PROGRAM AND STRATEGIES**

### **a. Capital Development Program**

The Consultant will develop a matrix for the proposed trail connections, new trail segments and additional facilities for implementation. The matrix will include feasibility/constructability, safety, necessity, funding availability, agency goals and mission, public support, and community access. Based on feedback from the County and the Advisory Committee, the Consultant will use the trail matrix to prioritize the Capital projects into different tiers which span over the next 10 years. All proposed Capital projects will include project descriptions, project locations, project limits, length, types and other supplemental information drawn from earlier tasks. The matrix will be reviewed by the County for input. Accompanying the matrix will be a map which shows the locations of all the proposed projects along with the jurisdiction in which the project lays.

The map will prioritize the proposed projects and will assist County staff in determining the distribution of future capital projects to ensure an equitable allocation is made within Cherokee County.

### **b. Costs**

The Consultant will also develop a cost estimate for each identified trail type which will aid in creating a comprehensive cost estimate for a phased Capital Development program. The proposed trail connections and facilities as well as the increased maintenance costs associated with the additional connections should be included. The comprehensive estimate should include engineering and other professional costs, construction and materials costs, project administration costs, and a contingency.

### **c. Financing and Regulatory Review**

To fund the Capital Development Program and additional maintenance costs associated with the proposed trail connects, the Consultant should develop a strategy with recommendations for implementation based on equity and the priority projects identified (bonds, grants, fundraising, etc.) The Consultant will explore various funding options available for building the network over the next 10 years and present the information in an organized matrix and timeline to the County identifying at which stages the County should start implementation. All recommendations should be aligned with local regulations, plans, and other relevant documents.

**Task 6 Deliverables:**

- Criteria ranking, draft and final (matrix)
- Project prioritization phasing table that includes:
- Implementation steps
- Key partners
- Cost estimates
- Funding matrix
- Feasibility review
- Non-profit partnership strategy and timeline

**7.1 DRAFT AND FINAL COUNTYWIDE TRAILS MASTER PLAN**

During the entire planning process, the Consultant will create an outline based on the recommendations they have assembled throughout. The outline will be submitted for review and refinement to the County and the Advisory Committee. Since the process is on-going, and the plan will be implemented over time, the Consultant will suggest various formats that will allow for easy access and potential for updates to encourage feedback.

**a. Draft Countywide Trails Master Plan**

The Consultant shall assemble a graphically rich Draft Countywide Trails Master Plan for review that will include an executive summary, charts, tables, maps, and graphics, along with narrative. It will also feature an appendix documenting outreach events and stakeholder input, along with other more detailed information and analysis. The Consultant will submit this draft for review by County staff and stakeholders and will revise the draft based on these comments. There will be two rounds of comments before proceeding into the final plan stage.

**b. Final Countywide Trails Master Plan**

The final plan will address any comments from the draft plan gathered from the County, as well as any additional agency comments, and incorporate the input into a final plan. The final plan will be a digit public-facing document detailing the planning process and provides the County with a blueprint for implementation of the trails network. The Consultant will present the final draft to County for one final round of revisions and then will present the final plan to the Board of Commissioners.

**Task 7 Deliverables:**

- Draft Countywide Trails Master Plan in PDF and web-based format;
- Final Approved Plan in PDF and web-based format; and
- All associated maps in PDF and CAD formats.

**END OF STATEMENT OF WORK/SPECIFICATION**