Kircher Trail Boardwalk Repair
Request for Proposal

Project Description: The Kircher Trail is a 4-5 foot wide gravel trail that is part of the Big Sky Community Corporation (BSCC) multi-use trail system. A section of the Kircher Trail was damaged in a vehicle accident that destroyed a boardwalk. The scope of this RFP is to invite qualified trail contractors to submit a formal proposal to repair the Kircher Trail boardwalk. Boardwalk repair shall meet the design criteria set forth in this document.

Location: BSCC owned land within Section 36 Township 6 South, Range 3 East, C.O.S. 2121, Tract 1 in Big Sky, Montana (see map Attachment 1).

Timing: Construction shall take place between July 2015 and August 2015.

Completed proposals must be delivered by 5 p.m. on Monday March 16, 2015 to:

Emily O’Connor, Project Coordinator
Big Sky Community Corporation
PO Box 161404
Big Sky, MT 59716
emily@bsccmt.org
(406) 993-2112

Proposals sent via email should be attached as one .pdf document. Submittals delivered after the deadline will not be considered. All questions shall be e-mailed to emily@bsccmt.org, and must be received by 5 p.m. local time on Monday March 9, 2015 in order to assure that any responses or changes can be properly disseminated to all interested parties.
SCOPE OF SERVICES

The contractor shall provide services for this project that will include, but not be limited to, the following:

1. Trail Repair/Construction

   - Remove and dispose of damaged boardwalk (see photos Attachment 2).
   - Construct new 24 foot boardwalk that ties into existing boardwalk using treated construction grade lumber to match existing boardwalk (i.e. color and texture).
     - 4 feet wide, 2x6 decking
     - 6x6 sills at approximately 5-6 foot spacing (note: sills at center where boardwalk is still intact do not need to be replaced)
     - 4 stringers (2 on either side of sill) 2x6 with 18” centers
     - 2x6 ledgers (2 on either side of sill)
     - Railing built to match existing railing (same spacing as sills): 4x4 posts (estimate 7-8ft in height from below ground to top rail), (3) 2x4 intermediate rails, 2x6 top rail. (note: 4x4 post at center where boardwalk is still intact does needs to be replaced)
   - Rebuild approach to boardwalk using 4 inches of 3/8 minus angular crushed fines. The crusher fines should be spread to a depth necessary to meet the compacted thickness. Machine compact the trail surface. During the compaction process, spray crusher fines with water to give them 4 to 5% water content to help “cement” the material when it dries.
   - Repair and rehab damage to slope above and below boardwalk.
   - Repair/level existing boardwalk as needed to match new section.
   - If applicable, specify type and quantity of backfill material to be used.

2. Best Management Practices (BMPs)

   The contractor shall be responsible for installing and/or utilizing the following Best Management Practices during construction:

   a. Contractor shall wash all equipment to be used on the job prior to mobilizing to site.
   b. Limit equipment entry to the minimum necessary.
   c. Install and maintain structural BMP’s for erosion and sediment control. Such measures may include: straw wattles, sediment logs, erosion control blankets or silt fencing.
   d. Ensure proper materials handling and waste management measures are in place.
e. Stabilize areas of disturbance by seeding with a native seed mixture provided by BSCC.
f. Install erosion control blankets over newly seeded areas with grade potential for erosion.

3. Project Meeting

The contractor is required to attend a field inspection with a BSCC representative to ensure construction meets BSCC trail design standards and specifications as outlined in the RFP.

4. Environmental Permitting

The boardwalk spans a designated wetland. BSCC will be responsible for submitting a Joint Application for Proposed Work in Montana’s Streams, Wetlands, Floodplains, and other Water Bodies for review by the Army Corps of Engineers. This project may be exempt from permitting because it is a maintenance project that is not changing in size, scope or character. The Army Corps of Engineers will make the final determination within 60 days of filing the application.

BSCC may request the contractor to provide details on the type of equipment proposed to be used for the work and where and how the equipment will be used on the wetland. In addition to construction practices that would minimize impacts.

PROPOSAL SUBMISSION REQUIREMENTS

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

- **Transmittal Letter:** A brief letter summarizing company and project team’s qualifications, project understanding and project approach.

- **Experience Questionnaire:** Complete Attachment 3: Big Sky Community Corporation Contractor Experience Questionnaire.

- **Cost Estimate:** Direct Labor Costs, Overhead Costs, Profit, and Direct Expenses. Person Hour Assignments: Total work hours that project manager and relevant team members will spend on the project, preferably in tabular form.

- **Plans:** Plan sheets, drawings, and other documents detailing the work to be completed for the trail.

  **Additional Data:** Provide any additional data you consider essential to the submittal.
SELECTED PROCESS AND CRITERIA

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

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Assigned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience with project type</td>
<td>20</td>
</tr>
<tr>
<td>Building approach and quality control process</td>
<td>20</td>
</tr>
<tr>
<td>Owners level of involvement</td>
<td>20</td>
</tr>
<tr>
<td>Utilization of local labor force</td>
<td>20</td>
</tr>
<tr>
<td>Experienced support staff/subcontractors</td>
<td>20</td>
</tr>
<tr>
<td>Availability and project timeline</td>
<td>20</td>
</tr>
<tr>
<td>Overall fee</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>140</strong></td>
</tr>
</tbody>
</table>

The proposal from the selected contractor will be subject to contract negotiation for the services if the Selection Committee finds everything satisfactory and within budget funding. If an acceptable contract cannot be negotiated with the finalist, the second ranking contractor will be contacted and the same process applied.

*A final selection is expected to be made no later than Monday March 30, 2015.*

Following final selection, the parties shall execute a contract based on this RFP. Project work under this proposal may not begin until the BSCC and the selected Contractor execute a Contract and the BSCC receives notice from Big Sky Resort Tax that funds have been appropriated and are available.

GENERAL CONDITIONS AND REQUIREMENTS

General Contract Provisions: The Contractor shall ensure compliance with the required contract provisions under the Big Sky Community Corporations Construction Service Agreement and shall provide BSCC with the following documentation:

- Form W-9, Request for Taxpayer Identification Number and Certification
- Certificate of Liability Insurance
- Certificate of Contractor Registration
Indemnification and Insurance:

The selected contractor shall agree to indemnify and hold the BSCC harmless from claims, demands, suits, causes of action and judgments arising from the Contractor's performance, including claims of professional malpractice or negligence.

The BSCC reserves the right to reject any or all proposals.
Attachment 1
Kircher Park Boardwalk Repair

Project Area

Legend
NAME

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KIRCHER TRAIL

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
Attachment 3

Big Sky Community Corporation
Contractor Experience Questionnaire

1. Describe your company’s profile (Firm size, qualifications and services).

2. List similar projects your business has completed within the past three years and contact information for the group that contracted you.

3. Describe your companies building approach, quality control process and equipment available for this contract.

4. How involved will the business owner be in this project?

5. Is your company based in Big Sky, MT and/or do you employ staff who live in Big Sky?

6. Describe the number of employees available for this project and their experience with similar projects.

7. Describe your availability, estimated rate of progress and time required for completion of the project.