

HOPKINTON LAND TRUST

TOWN OF HOPKINTON

REQUEST FOR QUALIFICATIONS

KENYON CROSSROADS:

BEAVER FLOOD TRAIL

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401/556-8637

## **1. OVERVIEW**

The objective of this Request for Qualifications (RFQ) is to procure the services of a contractor experienced in the design and construction of trails of all types, including especially trails built in close proximity to water utilizing both stable at-grade pathways and boardwalks.

The goal is to choose a contractor from among the responses to the RFQ to act as both designer and builder of a boardwalk on Beaver Flood Trail in Ashaway, RI with the Town of Hopkinton and the Hopkinton Land Trust. A selection committee will review the RFQs and choose the most qualified trail designer and builder, taking into account cost data included with the RFQ submission as one element of the decision process.

The Town of Hopkinton and HLT will then negotiate with the selected applicant to arrive at satisfactory contract terms. If these negotiations are not successful within a reasonable time, the Town may then enter into negotiations with the second most qualified applicant.

## **Z. Request for Qualifications**

### **Z.1 Enquiries and Closing Date**

All requests for further information regarding this RFQ are to be directed in writing via email to the contact person named on the front cover of this RFQ.

All responses to this RFQ shall be sent to Hopkinton Town Clerk's Office and must be received on or before 11 a.m. on May 5, 2023. Bid opening at 11:15am will take place in Hopkinton Town Hall.

Hopkinton Land Trust  
Town of Hopkinton  
Hopkinton Town Hall  
1 Town House Road  
Hopkinton, RI 02833

### **2.Z Qualifications Review Committee**

A qualifications review committee composed of three people will be appointed to review applications. This committee will include one representative of the Hopkinton Town Manager and two members of the Hopkinton Land Trust.

## **2.3 Review and Selection**

The review committee will check responses against the Evaluation Criteria detailed below. Interviews by phone or in person may be scheduled at the discretion of the review committee.

All applicants will be notified of the committee's decision at the conclusion of the review process, no longer than 30 days after the closing date.

## **3. Services**

The selected contractor will provide the following services:

1. Determine exact location boardwalk and trail as described in Appendix A, and lay out in the field utilizing flagging, stakes etc.
2. Determine most efficient and effective construction methods and materials for construction of the boardwalk and any minor revisions to the trail leading to boardwalk. etc.
3. Work with the HLT to develop a plan for use of volunteer labor to the maximum extent possible for clearing and construction activities.
4. Provide labor and equipment necessary for clearance and construction, supervising volunteer labor assistance whenever possible.
5. Coordinate as needed with construction/landscape contractor currently under contract with HLT.
6. Materials needed will be provided by the contractor.
7. Provide necessary information to and cooperate with a Professional Engineer to be retained by the Town of Hopkinton to prepare and file permit applications to the R.I. Department of Environmental Management.
8. Ensure construction is consistent with wetlands and other regulations of the State of Rhode Island.
9. Such other design/build services as may be assigned by the Town of Hopkinton.

## **4. Evaluation Criteria**

- a. Years of experience in the field of trail design, construction, and maintenance.  
Experience with completed projects similar to those described in this RFQ and Appendix A
- b. Proven capacity to complete projects in a timely fashion and in line with an established budget.
- c. Experience in working with volunteer groups and supervising volunteer labor.
- d. Potential cost reflected in applicant's hourly/daily rates.

## 5. Submission Requirements

There is no standard format for submissions, but all should include at least the following:

- a. Name, address, email and phone number for submitting organization.
- b. Identification and resumes for key individuals who will be involved in the design/build project with complete details of their experience in similar projects.
- c. A brief summary of how the submitting organization would approach and complete the project including time frame for completing within requirements of the granting organization (work to be completed by April 1, 2025)
- d. A proposal for how the submitting organization would be compensated for its work on this project, including hourly and/or daily rates for personnel and equipment.
- e. Three professional references of people who are knowledgeable of the organization's experience in similar projects.

**Hopkinton, RI**  
**Professional Services RFQ**  
**Trail Design and Construction**

The Hopkinton Land Trust is seeking proposals for work on a trail in a beaver flood zone. A complete RFQ can be obtained at the Hopkinton Town Hall (401)377-7770 or on-line at [hopkintonri.org](http://hopkintonri.org).

Project to commence summer/fall 2023 and completed by April 1, 2025.

Submissions are due in the Clerk's Office at One Town House Road, on or before May 5, 2023 at 11am. Bid opening will be at 11:15. Kindly provide four (4) copies of your submission in a sealed envelope, addressed as follows: Hopkinton Town Hall, One Town House Road, Hopkinton, RI 02833. The Town of Hopkinton is an Equal Opportunity Employer.

**Hopkinton Land Trust Trail Project**

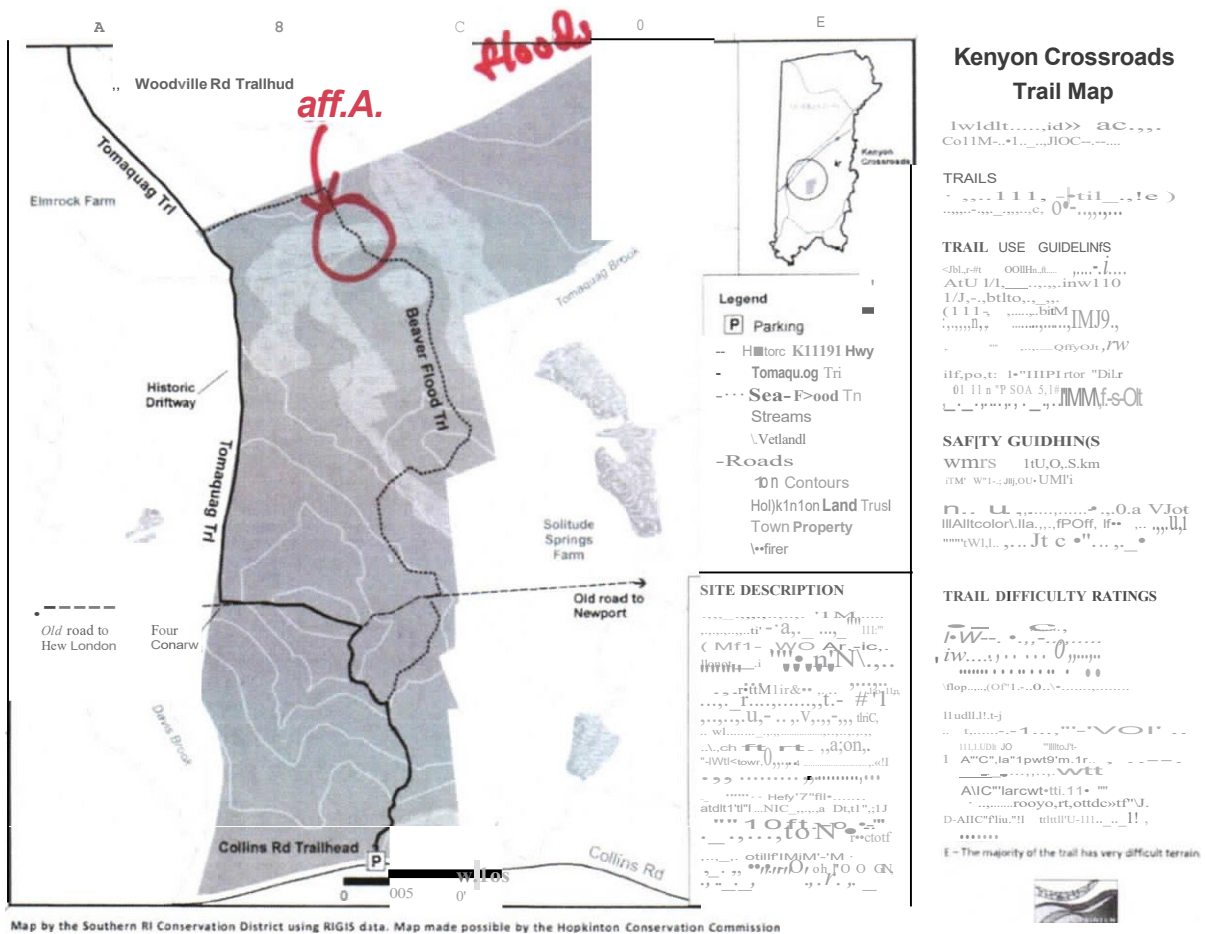


HOPKINTON LAND TRUST

TRAIL GRANT APPLICATION DUE 1-28-21

BEAVER FLOOD TRAIL BOARDWALK AT KENYON CROSSROADS

The original loop trail developed after purchasing the property included a step across a small stream. Within a couple of years, beaver began building dams downstream and occasionally backed water up across the loop trail. The owners downstream would pull open the dams or trap the beaver and the crossing would again become dry. The beaver persisted. A boy scout troop proposed a bog bridge eagle scout project to provide a solution that worked well for years. We named the trail Beaver Flood Trail.



Above: Kenyon Crossroads trail map showing the section of trail that is flooded.