

# REQUEST FOR PROPOSALS (RFP) FOR FINAL TRAIL DESIGN AND CONSTRUCTION

## I. Introduction

On November 25, 2025, the Town of Monmouth was awarded a grant in the amount of \$202,314 from the Maine Trails Program (MTP) to construct a trail of approximately 1.3 miles in length on the property of the Regional School Union 2 (RSU 2) located in Monmouth, Maine. This grant award was based on the Town's application which incorporated the feasibility and preliminary design study performed for the Monmouth Trails Committee (MTC) by the Outdoor Sport Institute (OSI). The Town and the MTC now seek proposals from qualified contractors to do the final design and perform the construction for the completion of the RSU 2 Trails consistent with the MTP's grant award.

## II. Description of the Project

As described in the OSI Design Study, the RSU 2 Trail System will consist of the following segments: the Field Loop; the Snowmobile Trail; the Orchard Trail; and the Middle School Connector. The proposed trail system will be built to meet Universal Accessible Trail (UAT) standards. A full description of the trail dimensions and construction requirements are contained in the OSI study which can be accessed at <https://monmouthmaine.gov/>. In addition, it is expected that the contractor will perform the construction in accordance with the permitting and compliance standards set forth on page 22 of the OSI study. Please note, that in order to help the Town/MTC meet the match requirements of the MTP grant, the RSU 2 has agreed to construct the kiosks contemplated in the OSI Study, Therefore, this aspect of the project does not need to be completed by the bidder. The Town/MTC desire to have this project completed during the 2026 construction season.

## III. Work Plan

The proposal submitted in response to this RFP should contain a work plan which fully describes how the firm would approach the project, implement the design outlined in the OSI study, coordinate with RSU 2 personnel on their in-kind portion of the construction, and include all meetings, milestones and inspections planned by the contractor. To the extent the bidder anticipates deviating from the OSI design, the bidder should fully explain how and why such deviations will occur. The work plan should provide the timeline for the work and the contractor's plan to complete the project in a manner consistent with the MTC's goal of completing the project during the 2026 construction season. The work plan should identify the key personnel that will work on this project, their duties on the project and specifically identify their experience in carrying such tasks on previous projects. Finally, the work plan should identify any sub-contractors that the bidder intends to utilize on the project, the scope of such sub-contractors work and such sub-contractors qualifications.

#### IV. Price Proposal

The proposal should include a flat price, not to exceed \$218,314, to complete the final design and to construct the project described in Section II including all materials, labor and other construction activities needed to complete the project in accordance with the design.

#### V. Statement of Qualifications

The proposal should contain a Statement of Qualifications which fully describes and provides evidence of the firm's qualifications to carry out the desired work.

The following minimum qualifications are required for all contractors submitting bids for work funded under the Maine Trails Program (MTP). These requirements are intended to ensure that bidders are responsible, responsive, and capable of completing the project in accordance with program rules, specifications, and applicable laws.

##### A. Relevant Experience

The contractor must demonstrate experience successfully completing projects of similar scope and complexity.

- At least 5 years of experience in new trail construction, including layout, clearing, bench cutting, grading, and finishing.
- A minimum of 1 mile of all-persons trail construction in the last three years and a minimum of 2 miles of all persons trail construction total.
- Experience with non-motorized trail systems, including one or more of the following as applicable to this project:
  - Hiking/walking trails
  - Multi-use trails
  - Accessible trails
  - Mountain biking trails
  - Equestrian trails
  - Cross-country ski trails
- Experience constructing accessible trails. This may include trails designed to meet or align with:
  - ADA Accessibility Guidelines (ADAAG)
  - U.S. Forest Service Trail Accessibility Guidelines (FSTAG)
  - Architectural Barriers Act (ABA) standards, where applicable
- Familiarity with sustainable trail design practices (e.g., drainage control, erosion mitigation, grade reversals, appropriate surfacing, and cross-slope management).

## B. References

The bidder shall provide brief descriptions of at least 2 comparable projects, including owner contact information, trail type, length, typical grades, surface type, and accessibility.

## C. Technical Capability

The contractor must have the personnel, equipment, and technical knowledge necessary to complete the work.

- Adequate staffing to complete the project within the proposed schedule.
- Access to appropriate tools and equipment for trail construction and site work.
- Ability to read and comply with plans, specifications, and environmental protection requirements.

## D. Licensing and Legal Compliance

The contractor must:

- Be legally authorized to conduct business in the State of Maine.
- Hold any licenses required by state or local law for the work being performed.
- Comply with all applicable federal, state, and local laws, regulations, and ordinances.

## E. Insurance Requirements

Prior to contract execution, the selected contractor must provide proof of insurance, including:

- Commercial General Liability Insurance with limits of not less than \$1 million per occurrence and \$2,000,000 overall.
- Workers' Compensation Insurance as required by Maine law.
- Automobile Liability Insurance if vehicles are used on the project.

Insurance certificates shall name the project owner/grantee as an additional insured where applicable.

## F. Safety and Environmental Practices

The contractor must demonstrate:

- A commitment to job-site safety and compliance with OSHA standards.

- Knowledge of and compliance with erosion control, wetland protection, and best management practices relevant to trail work.
- Ability to work within environmentally sensitive areas if applicable.

## VI. References

The bidder shall provide at least [2] professional references for similar work completed within the last [5] years, including contact name, organization, phone number, and email address.

## VII. Responsiveness and Responsibility

Only bids that:

- Meet all requirements of the bid solicitation;
- Are complete and submitted on time, and;
- Are submitted by contractors deemed responsible and qualified;

will be considered for award. The project owner reserves the right to determine bidder qualification and to reject any or all bids as permitted under Maine Trails Program guidance.

## VIII. Maine Trails Program Compliance

All work must comply with Maine Trails Program grant conditions. The contract award is subject to review and approval by the Maine Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands.

## IX. Site Visit

The Town/MTC will conduct a walk through of the trail site on February 20, 2026 at 10:00 am. Bidders who intend to attend the walk through should contact Chuck Cohen at rhodyguy76@gmail.com by 5:00 p.m. on February 18, 2026.

## X. Bid Submission

Full and complete bids in response to this RFP should be submitted via email to Justin Poirier, Town of Monmouth at: JPoirier@monmouthmaine.gov no later than 3:00 p.m. on March 11, 2026.