



TOWN OF BOONSBORO, MARYLAND REQUEST FOR PROPOSAL CULTURAL TRAIL FEASIBILITY STUDY

I. PROJECT OVERVIEW

The Town of Boonsboro is seeking proposals for a feasibility study to explore the development of a connector trail from the Town of Boonsboro to the Washington Monument State Park. The purpose of this study is to evaluate the technical feasibility, cost, and potential economic and quality of life benefits of the trail to the community.

II. SCOPE OF WORK/SERVICES

The selected firm will be responsible for conducting a feasibility study of a proposed trail connecting the Town of Boonsboro to the Washington Monument State Park. The study shall include, but not limited to, the following:

- **Technical Feasibility:**
The firm will identify potential trail alignments and select a preferred alternative alignment based on a variety of factors. After the preferred alignment has been identified, survey work will be performed to provide the necessary plans to pursue property acquisition and/or easements. The firm will evaluate the technical feasibility of the proposed trail, including terrain analysis, potential obstacles, and accessibility considerations.
- **Cost Estimation:**
The firm will provide a detailed cost estimate for the proposed trail, including construction, maintenance, and operational expenses.
- **Funding Sources:**
The firm will provide suggested models of funding including sources at the county, state, and federal level.
- **Benefits Analysis:**
The firm will analyze the potential benefits of the proposed trail, including economic, environmental, and social benefits. This analysis shall also include the potential impact of the trail on the surrounding communities.
- **Maintenance – Sustainability:**
The firm will provide an overview of options to maintain and sustain the trail for future generations.
- **Stakeholder & Partner Engagement:**

The firm will identify and engage with stakeholders and partners, including government agencies, conservation groups, community organizations, non-profits, local schools, churches, and the general public to gather input on the proposed trail and ensure that their perspectives are incorporated into the study.

III. DELIVERABLES

The selected firm will be expected to provide the following deliverables:

- **Technical Feasibility Report:**
A report detailing the technical feasibility of the proposed trail, including terrain analysis, potential obstacles, accessibility considerations, surface type and one that is shared use, include suggested uses.
- **Cost Estimation Report:**
A report detailing the cost estimate for the proposed trail, including construction, maintenance, and operational expenses.
- **Benefits Analysis Report:**
A report detailing the potential benefits of the proposed trail, including economic, environmental, and social benefits. This report shall also include the potential impact of the trail on the surrounding communities. Include ways that the Town can measure usage and economic impact in the future.
- **Stakeholder Engagement Report:**
A report detailing the engagement with stakeholders, including government agencies, community organizations, and the general public to gather input on the proposed trail and ensure that their perspectives are incorporated into the study.

IV. PROPOSAL SUBMISSION

Interested firms should submit a proposal including the following:

- Cover letter outlining the firm's qualifications, experience, and approach to the project.
- Proposed scope of work and timeline.
- Estimated project cost.
- Relevant project experience and references.
- Team qualifications and relevant experience.
- Three work samples that demonstrate relevant experience.
- Any questions or concerns regarding the RFP.

V. SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the firm and team.
- Approach to the project and proposed scope of work.
- Cost of the project.
- Quality of work samples and references.

- The Town of Boonsboro reserves the right to reject any or all proposals and to waive any informality in the proposals received. The Town of Boonsboro also reserves the right to negotiate with any firm submitting a proposal.

VI. INQUIRIES AND RECEIPT OF PROPOSALS

Proposals must be received by the Town of Boonsboro, either by mail or hand delivery, no later than [REDACTED] local time on [REDACTED] in a Sealed Envelope marked “**Feasibility Study**”

at the following address:

Town of Boonsboro
21 North Main Street
Boonsboro, Maryland 21713

Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Any inquiries regarding this Request for Proposal should be made to:

Town Clerk, Bryan Wachtel at 301-432-5141 or by email at townclerk@townofboonsboro.com

Award, Waiver and Rejection of Bids:

Proposals will be presented to the Mayor and Council of Boonsboro for final review and approval. The Town reserves the right to:

- Reject any or all Bids.
- Waive any informality or irregularity in any Bid received.
- Accept the Bid deemed by the Town of Boonsboro to be the most advantageous to its interests.