

CITY OF KNOXVILLE

REQUEST FOR QUALIFICATIONS

NATURAL SURFACE TRAIL MAINTENANCE PROJECT

Qualifications to be Received by 11:00 a.m., Eastern Time
January 29, 2016

Submit Qualifications to:
City of Knoxville
Office of Purchasing Agent
City/County Building
Room 667-674
400 Main Street
Knoxville, Tennessee 37902

**CITY OF KNOXVILLE
Request for Qualifications**

Natural Surface Trail Maintenance Project

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**City of Knoxville
Request for Qualifications**

Natural Surface Trail Maintenance Project Prequalification Statement

I. Statement of Intent

The City of Knoxville seeks statements of qualifications from responsible and qualified firms or teams to provide professional natural surface trail maintenance services at select parks within the City of Knoxville park system, with the intent to ensure proper, routine maintenance of the City’s natural surface trails. The City shall execute this RFQ to determine properly qualified entities and send a subsequent Invitation to Bid to only those entities who are deemed properly qualified for this project by the City. Only submissions from Contractors who are members of Professional TrailBuilders Association (PTBA) and have had training through the PTBA will be issued the Invitation to Bid (ITB). The contract shall be for one year with two optional one-year renewals.

II. RFQ Time Line

Availability of RFQ.....	January 08, 2016
Deadline for questions to be submitted in writing to the Assistant Purchasing Agent.....	January 22, 2016
Qualifications Due Date.....	January 29, 2016
Issuance of Invitation to Bid to properly qualified contractors	February 19, 2016
Bids Due	March 11, 2016

This timetable is for the information of submitting entities. These dates are subject to change.

However, in no event shall the deadline for submission of the qualifications be changed except by written modification from the City of Knoxville Purchasing Division.

III. Project Overview

The City of Knoxville operates approximately 13 miles of natural surface trails at five park locations (refer to Appendix, “COK Natural Surface Trails Index”). Natural surface trails are for recreational use with the primary purpose of mountain biking.

The Contractor shall make semi-annual inspections of the condition of City-owned or leased

natural surface trails; additional inspections may be required by the City. It is expected that the Contractor's observation shall be performed by foot or bicycle. Observations and assessments performed from inside a motor vehicle will not be accepted, and driving down trails simply for observation is not permitted. All trail observations shall be reported by the Contractor via the Trail Assessment Sheet (see Appendix). Findings and solutions shall be reviewed and approved with City staff. Individual project areas will be reviewed by the Contractor and City staff as needed. Once trail maintenance solutions are approved, repairs shall be performed within 10 calendar days. The Contractor shall provide all necessary equipment and materials for maintenance and repairs. The Contractor shall notify Parks and Greenways Coordinator 48 hours in advance of any trail closures.

IV. General Conditions

4.1 The following data is intended to form the basis for submission of qualifications to provide professional services for the City of Knoxville Natural Surface Trail Maintenance.

4.2 This material contains general conditions for the procurement process, the scope of service requested; contract requirements; instructions for submissions of qualifications; and submission forms that must be included in the Statement of Qualifications. The RFQ should be read in its entirety before preparing the submission

4.3 All materials submitted pursuant to this RFQ shall become the property of the City of Knoxville.

4.4 To the extent permitted by law, all documents pertaining to this Request for Qualifications shall be kept confidential until the qualification evaluation is complete and a recommendation submitted to City Council for review. No information about any submission of qualifications shall be released until the process is complete, except to the members of the Evaluation Committee and other appropriate City staff. All information provided shall be considered by the Evaluation Committee in making a recommendation to enter into an agreement with the selected consultant.

4.5 Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFQ shall be made **in writing and be in the hands of the Assistant Purchasing Agent by the close of the business day on January 22, 2016.** Questions can be submitted by letter, fax (865-215-2277), or email to tbukvic@knoxvilletn.gov. The City of Knoxville is not responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Qualifications, the Purchasing Division will post them to the City's website at www.knoxvilletn.gov/purchasing. Submitting organizations are strongly encouraged to view this website often to see if addenda are posted. Failure of any qualifier to receive such addendum or interpretation shall not relieve such Proposer from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.

4.6 The City of Knoxville reserves the right to (a) accept or reject any and/or all submissions of qualifications; (b) to waive irregularities and technicalities; and (c) accept any alternative submission of qualifications presented which in its opinion, would best serve the interests of the City. The City shall be the sole judge of the qualifications, and the resulting negotiated agreement that is in its best interest, and its decision shall be final. The City also reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the submitting entity. Such information may include, but is not limited to, current financial statements by an independent CPA, verification of availability of equipment and personnel, and past performance records.

4.7 Included in the Contract Documents is an affidavit that the undersigned has not entered into any collusion with any person in respect to this qualification. The qualifier is required to submit this affidavit prior to execution of the Contract.

4.8 Regarding the Equal Business Opportunity Program contracting, the appropriate Form I or Form II **must** be submitted with the qualification. Successful proposers who include Form I with their qualifications, stating their intent to use MOB or WOB subcontractors for any part of the contract, will be required to submit Form III, Statement of Payments to MOB/WOB Subcontractor(s) & Supplier(s). Contractors will use Form III to report the amount(s) they have paid to MOB and/or WOB subcontractors on June 30th and December 31st of each year during the life of the contract and with the final payment. Failure to submit this reporting data may result in a delay of payments. Final payment may not be released by the City until Form III is submitted.

4.9 Subsequent to the Evaluation Committee's review and the Mayor's recommendation of a firm(s), Knoxville City Council approval may be required before the final contract may be executed.

4.10 All expenses for making submission of qualifications shall be borne by submitting entity.

4.11 Any submission of qualifications may be withdrawn up until the date and time for opening of the submissions. **Any submission not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days to the City of Knoxville for the services set forth in the Request for Qualifications until one or more of the submissions have been duly accepted by the City.**

4.12 Prior to submitting their qualifications, submitters are to be registered with the Purchasing Division by setting up a Vendor Self-Service Account. Instructions for registering on-line are available at www.knoxvilletn.gov/purchasing. **Submissions from un-registered submitters may be rejected.**

4.13 **NO CONTACT POLICY:** After the posting of this solicitation to the Purchasing Division's website, any contact initiated by any proposer with any City of Knoxville representative concerning this procurement action is strictly prohibited, unless such contact is made with the Purchasing Division representative listed herein or with said representative's

authorization. Any unauthorized contact may cause the disqualification of the proposer from this procurement transaction.

4.14 INCLEMENT WEATHER: During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:

- If City offices are closed due to inclement weather on the date that bids/proposals/qualifications/letters of interest are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
- The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

V. Scope of Service

Minimum requirements: The City of Knoxville seeks statements of qualifications from responsible and qualified firms or teams to provide Natural Surface Trail Maintenance. The Contractor shall retain the natural aesthetic of the trail and have minimal impact on the natural conditions of the environment. The Contractor shall comply with Trail Rating and Standard Chart and Natural Surface Trail Detail (see Appendix), and shall maintain trail conditions based on each trail difficulty rating noted in the chart. The Contractor shall perform trail maintenance activities in compliance with Trail Maintenance Standard Manuals, with the USDA Trail Construction and Maintenance Notebook standards and/or IMBA Trail solutions as primary guides. The Contractor shall be responsible for maintenance of trail way corridor by trimming vegetation to defined specifications and clearing any unintentional obstacles including loose boulders, branches, and fallen trees, examining and removing exposed roots that pose a safety risk shall be the responsibility of the Contractor. See appendices for additional information.

VI. Instructions to Submitting Entities

All submissions of qualifications shall comply with the following instructions. These instructions ensure that (1) submissions contain the information and documents required by the City RFQ; and (2) the submissions have a degree of uniformity to facilitate evaluation.

Submission forms and RFQ documentation may be obtained on or after January 08, 2016, at no charge from:

City of Knoxville Purchasing Division
City/County Building
400 Main Street, Room 667
Knoxville, Tennessee 37902

between 8:30 a.m. and 4:30 p.m. (Eastern Time), Monday through Friday or by calling 865-215-2070. Forms and RFQ information are also available on the City web site at www.knoxvilletn.gov/purchasing where it can be read or printed using Adobe Acrobat Reader

software.

6.2 Qualifications Submissions

- Submitters shall include five hard copies (one original and four copies), as well as one electronic (.pdf format) copy of their submission; the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. **Electronic submissions must be included with the sealed submissions; do not email your submission.** Submissions of Qualifications shall clearly indicate the legal name, address and telephone number of the submitting entity (company, firm, partnership, individual). **IMPORTANT NOTE: A minimum of one of the submitted statements of qualifications must bear an original signature, signed in ink (duplicated signatures substituted for original ink signatures may result in rejection of the submission). This document is the official, original submission; the required copies may have copied signatures.** Original signature must be signed above the typed or printed name and title of the signer. All submissions of qualifications must be signed by an officer of the company authorized to bind the firm to a contract.
- Qualifications will be received until 11:00 a.m. (Eastern Time) on January 29, 2016. Each submission of qualifications must be submitted in a sealed envelope addressed to:

City of Knoxville Purchasing Division
City/County Building
400 Main Street, Room 667
Knoxville, TN 37902

Each sealed envelope containing a submission of qualifications must be plainly marked on the outside "Natural Surface Trail Maintenance."

Any submissions of qualifications received after the time and date on the cover sheet will not be considered. It shall be the sole responsibility of the submitting entity to have the submissions of qualifications delivered to the City of Knoxville Purchasing Division on or before that date.

Late submissions will not be considered. Submissions that arrive late due to the fault of United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the City. Such submissions shall remain unopened and will be returned to the submitting entity upon request.

6.3 Format

The City is committed to reducing waste. Submissions of qualifications must be typed on 8.5 x 11 inch wide white paper, printed on both sides. DO NOT BIND the document; instead, staple or binder clip the submission together and place in a sealed envelope (see Paragraph 7.2). Pages must be consecutively numbered. A table of contents must be included in the submission

immediately after the title page, and each of the following numbered sections must be tabbed.

Submissions of qualifications shall be structured as follows:

1. Title Page
2. Table of Contents
3. Submission Forms:
 - A) Form S-1
 - B) Non-Collusion Affidavit
 - C) Form I or II from Equal Business Opportunity Program
(see attached)
4. Body of Submission; See Paragraph 6.4

NOTE: The Submission Form and the Non-Collusion Affidavit are found in these solicitation documents.

6.4 Statements of Qualifications shall include, at minimum, the following information:

- **Qualifications and Experience of Personnel:** Provide the City with relevant materials for each staff/volunteer member who shall be involved in the specified trail maintenance; these materials must include evidence of both PTBA membership and PTBA training. Provide detailed information regarding each staff/volunteer member's experience in providing trail maintenance services.
- **Project Management Skills:** Provide a personnel chart showing project manager and all team leaders. Provide information regarding project manager's and team leaders' experience in task and personnel management.
- **References and Quality of Past Work:** Provide **current** contact information for previous projects of similar scope.

6.5 Evaluation of Qualifications

All qualified submissions received by the deadline will be analyzed by the Evaluation Committee according to the criteria outlined in these specifications. Failure to comply with the provisions of the RFQ may cause any submission of qualifications to be ineligible for evaluation. Each submittal of Qualifications will be initially analyzed and judged according to the evaluation criteria below. The maximum score is 100 points.

Firms and/or teams responding to this Request for Qualifications shall be available for interviews with the Evaluation Committee. Discussions may be conducted with responsible submitting entities for purposes of clarification to assure full understanding of and conformance to the RFQ requirements. Selection shall be based on the firms' qualifications applicable to the scope and nature of the services to be performed per this request for qualifications. Determination of firms' qualifications shall be based on their written responses to this Request for Qualifications and

information presented to the Evaluation Committee during oral interviews, if any.

Each Statement of Qualifications will be initially analyzed and judged according to the evaluation criteria listed in Section VIII below. The maximum score is 100 points.

In addition to materials provided in the written responses to this Request for Qualifications, the Committee may request additional material, information, or references from the submitting entity or others.

Provided it is in the best interest of the City of Knoxville, the firm or team determined to be the most responsive to the City of Knoxville, taking into consideration the evaluation factors set forth in this Request for Qualifications, will be selected to begin contractual negotiations. The firm or team selected will be notified at the earliest practical date and invited to submit more comprehensive information if necessary. If no satisfactory agreement can be reached with the “most responsive firm,” the City may elect to negotiate with the next best and most responsive firm or team.

VII. Evaluation Criteria

An evaluation team, composed of representatives of the City, will evaluate Statements of Qualifications on a variety of quantitative and qualitative criteria. Upon receipt of submissions, the City will review to determine whether the submission is acceptable or non-acceptable based on the criteria outlined below.

The criteria, and their associated weights, upon which the evaluation of the qualifications will be based includes, but is not limited to, the following:

- Firm Experience and Qualifications of Personnel: 50 points
- Project Management Skills: 35 points
- References and Quality of Past Work: 15 points

Submission Forms

**CITY OF KNOXVILLE
REQUEST FOR QUALIFICATIONS**

RESTROOM FACILITIES AT CHILHOWEE PARK

Submission Form (S-1)

**Qualifications To Be Received by 11:00 a.m., Eastern Time, January 29, 2016, in Room
667-674, City/County Building, Knoxville, Tennessee.**

IMPORTANT: Proposers shall include five hard copies (one original and four duplicates), as well as one electronic (.pdf format) copy of their submission; the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. **IMPORTANT NOTE: A minimum of one of the submitted statements of qualifications must bear an original signature, signed in ink (duplicated signatures substituted for original ink signatures may result in rejection of the submission). This document is the official, original submission; the required copies may have copied signatures.**

Please complete the following:

Legal Name of Qualifier: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

Signature: _____

Name of Signer: _____

Note: Failure to use these response sheets may disqualify your submission.

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

- (1) He/She is the _____ of _____, the firm that has submitted the attached Proposal;
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Knoxville or any person interested in the proposed contract or agreement; and
- (5) The proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed): _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__ .

Title

My Commission expires _____

EQUAL BUSINESS OPPORTUNITY PROGRAM

Contracting Component

SECTION I

EQUAL BUSINESS OPPORTUNITY PROGRAM "GOOD FAITH EFFORT PLAN"

The City of Knoxville strongly encourages contractors to employ minority owned businesses and women owned businesses as subcontractors whenever feasible. This is viewed favorably by the City of Knoxville. In fact, the City's goal for minority and women owned business participation is 10 percent of the contract amount.

Prime contractors will consider all competitive sub-bids and quotations received from minority owned businesses (MOB) and women owned businesses (WOB). When a subcontract is not awarded to the MOB/WOB submitting the lowest bid, the prime contractor must document the reason(s) the award was not made in writing. If the Contractor terminates an agreement and/or subcontract with a MOB/WOB, then the contractor is required to strongly consider selection of another MOB or WOB as a replacement.

GOOD FAITH EFFORTS

1. Soliciting through all reasonable and available means.
 - a. Advertising
 - b. Written notices to all certified MOB's and WOB's who have the capability to perform the work or provide the service.
 - c. Solicitation of interest must be within sufficient time to allow MOB's and WOB's to respond to the solicitation.
 - d. Faxes, direct mailings, and telephone requests.
2. Providing interested MOB's and WOB's with adequate information about plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
3. Negotiating in good faith with interested MOB's and WOB's.
 - a. It is the **bidder's/proposer's** responsibility to make opportunities available to MOB's and WOB's subcontractors and suppliers and to select opportunities consistent with the available

MOB/WOB business subcontractors and suppliers. Evidence of such negotiations includes the names, addresses, and telephone numbers of MOB's and WOB's considered.

- (1) A description of the specifications for the work selection for subcontracting
 - (2) Evidence why agreements could not be reached for MOB's and WOB's to perform the work.
4. Effectively using the services of available minority, women contractor groups, local minority and women business assistance offices, small business groups, and other organizations on a case-by-case basis to provide assistance in the recruitment and placement of minority/women business.

SECTION II

MOB/WOB SUBMITTAL TIME FRAME

The Contractor will submit the following forms with the **bid/proposal**:

1. "Statement of Intent for MOB/WOB Utilization" (Form I Attached)

This form will be submitted by the bidder/proposer if he/she plans to subcontract any portion(s) of the work with a MOB and/or a WOB. This form illustrates the areas the Contractor has identified as potential MOB and/or WOB subcontract opportunities and the dollar value associated with these opportunities. The purpose of "Form I" is to measure the Contractor's "**Good Faith Efforts.**" It does not commit the prime to subcontracting these areas only to MOB and WOB firms or release the prime from negotiating with MOB/WOB firms for subcontract opportunities.

OR

2. "Statement of Intent of Performing Work Without Subcontracting" (Form II Attached)

This form will be submitted if the bidder/proposer does not plan to subcontract any portion(s) of the work and if there are not any sufficient material purchases in which MOB/WOB firms can be utilized. The bidder/proposer must certify that this has been a typical practice on projects of similar scope and dollar value. By submittal of Form II, the Contractor certifies that:

- (1) He/she does not typically subcontract on projects of similar scope and dollar value.
- (2) He/she will not enter into any subcontract for duration of the project, and if he/she does decide to subcontract any portion of the work, he/she will: notify the City immediately of the decision to subcontract and adhere to the provision of "**Good Faith Efforts**" in filling that subcontract opportunity.

The Purchasing Division may request the apparent low bidder/proposer to provide additional information to clarify the bidder's/proposer's responsiveness and intent in this regard.

These documents will be received by the Purchasing Division upon submission of a proposal/bid. Additionally, prime contractors who submit Form I stating their intent to use MOB or WOB subcontractors for any part of the contract are required to report the amount(s) they have paid to these subcontractors on June 30th and December 31st of each year. Failure to submit this reporting data may result in a delay of payments. At the time of the final request for payment, the prime shall submit a Statement of Final Payments to MOB and WOB Subcontractors and Suppliers (Form III attached). Final payment will not be released by the City until Form III is submitted.

SECTION III

DEFINITIONS

Minority: A person who is a citizen or lawful admitted permanent resident of the United States and who is a member of one (1) of the following groups:

- a. Black American, which includes persons having origins in any of the Black racial groups of Africa;
- b. A Hispanic American, which includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;
- c. Native American, which includes persons who are American Indians or Alaska Native;
- d. An Asian-Indian American, which includes persons whose origins are from Indian, Pakistan or Bangladesh.

- e. An Asian Pacific Islander, which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U. S. Trust Territories of the Pacific and Northern Marinas.

Minority Owned Business (MOB), Women Owned Business (WOB): A business which is at least (51%) owned and controlled by minority group members or European American female(s). A MOB/WOB is bonafide only if the minority group interests are real and continuing and not created solely to meet the MOB/WOB requirement. In addition, the MOB/WOB must perform satisfactory work or services to provide supplies under the contract and not act as a mere conduit. In short, the contractual relationship must be bonafide. Certification of minority owned businesses and women owned businesses is provided by City Community Relations Office.

Owned and Controlled: A business which is (1) a sole proprietorship legitimately owned by an individual who is a minority or European American female; (2) a partnership or joint venture controlled by minorities or European American females, and in which at least (51%) of the beneficial ownership interests legitimately are held by minorities or European American females; or (3) a corporation or other entity controlled by minorities or European American females, and in which at least 51% of the voting interests and 51% of the beneficial ownership interests are legitimately held by minorities or European

American females. In addition, these persons must control the management and operation of the business on a day-to-day basis.

Subcontractor: Any named person, firm, partnership, or corporation which supplies any work, labor, services, supplies, equipment, materials, or any combination of the foregoing contract with the contractor on a public contract.

FORM I

STATEMENT OF INTENT OF MOB/WOB UTILIZATION (TO BE SUBMITTED WITH THE BID/PROPOSAL)

We, _____, do certify that on the
(Bidder/Proposer)

(Project Name)

(_____)
(Dollar Amount of Bid)

MOB/WOB's will be employed as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$_____.

MOB/WOB Utilization			
Description of Work	MOB Amount	WOB Amount	Name of MOB/WOB

The undersigned understands that they are to report the annual amount disbursed to these MOB(s) /WOB(s) on June 30th of each year. Moreover, the undersigned understands that he/she is required to report the total amount disbursed to MOB(s)/WOB(s) for this project at the completion of the project and that payments may be withheld until these reporting requirements are met.

DATE: _____ COMPANY NAME: _____

SUBMITTED BY: _____
(Authorized Representative)

TITLE: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NO: _____

FORM II

STATEMENT OF INTENT TO PERFORM WORK WITHOUT SUBCONTRACTING (TO BE SUBMITTED WITH BID/PROPOSAL)

We, _____, hereby certify that it is our
(Bidder/Proposer)

intent to perform 100 % of the work required for the _____

_____ contract.
(Name of Project)

In making this certification, the **Bidder/Proposer** states that:

1. It is a normal business practice of the bidder/proposer to perform all elements of this type contract with its own work forces without the use of subcontracts.

AND

2. If it is necessary to subcontract some portion of the work at a later date, the **bidder/proposer** will comply with all requirements of the "**Good Faith Efforts**" in providing equal opportunity to MOB/WOB Firms to subcontract the work.

The undersigned hereby certifies that he/she has read the terms and agrees to the terms of this statement.

Signature and title of authorized official of the company and the date must be properly executed on this document and a list of previous projects of similar scope and dollar value as stated in Section II attached or the bid may be deemed non-responsive.

DATE: _____ COMPANY NAME: _____

SUBMITTED BY: _____
(Authorized Representative)

TITLE: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NO: _____

FORM III

**STATEMENT OF PAYMENTS TO MOB/WOB SUBCONTRACTOR(S) & SUPPLIER(S)
(TO BE SUBMITTED ON JUNE 30 AND DECEMBER 31 OF EACH YEAR FOR THE
LIFE OF THE CONTRACT AND TO BE WITH FINAL PAYMENT REQUEST)**

Project: _____ Contract#: _____

Contractor's
Name: _____

Cert. #	MOB	WOB	Name of Firm / Address & Phone#	Total Amount Paid	Contact Person

I hereby certify that this statement is true and that above payments have been made.

Contractor: _____

Address: _____

By: _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary
Public: _____

My Commission
Expires: _____

Appendix

Appendix A - COK Natural Surface Trails Index

Appendix B - Trail Assessment Sheet

Appendix C - Trail Maintenance Reference Manuals

Appendix D - Natural Surface Trail Rating System

COK Natural Surface Trails Index

Trail System Region	Park	Trail Name	Miles	Dates Visited		
North Knoxville	Sharps Ridge Memorial Park	Sharp Shin	1.5			
		Fire Break	1.3			
		Knight Fall	2.4			
		Lincoln	0.08			
UW South Loop	W. Hastie Park	Yellow Jacket	0.6			
		Sink Hole	0.65			
		Sidney Belle	0.46			
		Shadow Run	0.52			
		Rock Ledge	0.2			
		Remedy Hill	0.84			
		Redwood	0.52			
		Hardwood	0.2			
		Hard Labor	0.7			
	View Park	0.5				
	M. Myers Park	Victor Ashe	1.76			
UW Battlefield Region	Ft. Dickerson Park	Fort Dickerson	0.8			
		Earthen Fort	0.15			
		Cannon	0.12			
Northwest Knoxville	V. Ashe Park	Cross-Country	0.5			
Total Mileage:			13.3			

Trail Maintenance Reference Manuals

Trail Standard Manuals

Trail Solutions Handbook, International Mountain Bike Association – latest addition
www.imba.com/trailsolutions

Trail Construction and Maintenance Notebook, US Forest Service – latest addition

Site Construction Manuals

Knoxville Land Development Manual – latest addition
http://knoxville.tn.gov/government/city_departments_offices/engineering/stormwater_engineering_division/land_development_manual/

Knoxville Best Management Practices Manual - latest addition
http://knoxville.tn.gov/government/city_departments_offices/engineering/stormwater_engineering_division/bmp_manual/

Other References

The Joy of Trail Work: A Field Guide to for Trails in Arid Lands – latest addition www.voaz.org

American Trails: Design and Construction www.americantrails.org/resources/trailbuilding

US Forest Service Introduction to Mechanized Trail Equipment www.fs.fed.us/trailsunlimited/ or www.fhwa.dot.gov/environment/rectrails/trailpup.htm

All trails are for the recreational experience and allow for hiking, running, and biking unless otherwise posted. Some trails are designed for the primary purpose of recreational mountain biking.

Trail Rating	Easiest White Circle 	Easy Green Circle 	More Difficult Blue Square 	Very Difficult Black Diamond 	Extremely Difficult Double Black Diamond 
Primary Use	Recreation	Recreation	Mtn. Biking	Mtn. Biking	Mountain Biking
Trail Width	6'-0" min.	3'-0" min.	24" min.	12" min.	6" min.
Bridge Width	6'-0" min.	3'-0" min.	24" min.	24" min.	24" max.
Bridge Guardrails	42" ht. For drop-offs over 30" min.	42" ht. For drop-offs over 30" min.	Does not apply.	Does not apply.	Does not apply.
Handrails	36" ht.	36" ht.	Does not apply.	Does not apply.	Does not apply.
Tread Surface	Firm and stable	Firm and stable	Mostly stable, some variability	Widely variable	Widely variable and unpredictable
Running Slope, Typ.	4.5% max.	5% max.	10% max.	15% max.	20% min.
Running Slope, Max.	Trail segments 10%-12% max., shall be 10'-0" max. Trail segments 8.33%-10% max., shall be 30'-0" max. Trail segments 5%-8.33% max., shall be 200'-0" max.	Trail segments 10%-12% max., shall be 10'-0" max. Trail segments 8.33%-10% max., shall be 30'-0" max. Trail segments 5%- 8.33% max., shall be 200'-0" max.	Trail segments 15% max.	Trail segments over 15%	Trail segments over 20%
Cross Slope, Typ.	5% max., 2% for bridges	5% max., 2% for bridges	5% max.	5% max.	5% max.
Obstacles/ Technical Features	Avoidable or no obstacles Tread gaps ½" max.	Unavoidable obstacles 2" max., and ½" max. on bridges Tread gaps ½" max.	Unavoidable obstacles 8" max. Features 24" max. ht. and 12" min. width	Unavoidable obstacles 15" max.; possible loose rocks Features 4'-0" max. ht. and 24" max. width	Unavoidable obstacles 15" min.; possible loose rocks Features 4'-0" min. ht. and widely variable width
Resting Intervals/ Passing Areas	Required at ends of trail segments over 5%. 5'-0" min. x trail width, 5% max. or 2% for bridges	Required at ends of trail segments over 5%, and every 1,000' when trail width is under 5'. 5'-0" x 5'-0", min. and 5% max. or 2% for bridges	Do not apply.	Do not apply.	Do not apply.

ADDENDUM NO. I

DATE: January 13, 2016
TO: All Bidders
FROM: Tatjana Bukvic, Procurement Specialist
SUBJECT: Addendum No. I – Natural Surface Trail Maintenance
BIDS TO BE OPENED: January 29, 2016 at 11:00:00 a.m. Eastern Time

This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Item I. Modification to the Statement of Qualifications

Membership in the Professional TrailBuilders Association (PTBA) is no longer a requirement of the Request for Qualifications. All references to the PTBA membership in the RFQ are to be disregarded.

END OF ADDENDUM NO. I