



# **GREAT REDWOOD TRAIL AGENCY**

## **Great Redwood Trail Agency**

### **Request for Qualifications**

#### **On-Call Consulting Services for the GREAT REDWOOD TRAIL AGENCY**

May 6, 2026

#### **REQUEST FOR QUALIFICATIONS FOR ON-CALL CONSULTING SERVICES**

**QUALIFICATIONS MUST BE RECEIVED NO LATER THAN  
5:00 P.M., June 12, 2026**

Approved for release by:

*Elaine Hogan*

---

Elaine Hogan, Executive Director  
Great Redwood Trail Agency

## INTRODUCTION

The Great Redwood Trail Agency (AGENCY) is soliciting Qualifications for professional consulting services, including but not limited to, **civil engineering, project management, environmental permitting/compliance, design drafting, and other related fields**. The AGENCY is looking for Qualifications from firms and individual consultants who can provide quality consulting services to the AGENCY over the period of July 1, 2026 - December 31, 2030, with the potential of such services being extended for up to three additional years. The AGENCY will enter into open-scope contracts with respondents it determines are qualified to perform the tasks set forth hereinbelow. Agency will enter into task orders with contracted consultants for both performance of on-call tasks where AGENCY needs are targeted and limited in scope, and for larger defined scopes of work to complete upcoming design, planning, and implementation-support work for AGENCY's trail development program.

The AGENCY is looking for multiple consulting firms that can provide all or a portion of these services. Firms should propose on those services that they can competently satisfy and for which they have relevant experience. It is not expected that every consultant will attempt to demonstrate qualifications for each service listed. Each of the selected consultants will then be eligible to perform work for the AGENCY, as needed, for specific projects.

Services will be provided on an as-needed task order basis as requested by the Executive Director or designee in their discretion based upon the responses to this RFQ, and will be performed per an adopted task order as approved by the Executive Director or the Board of Directors of GRTA. Projects will be scoped by the Executive Director pursuant to adopted Board directive, and budgeted per AGENCY's annual budget process or as otherwise authorized by the governing board. The scope of work for any given task order may range from basic to complex. The AGENCY reserves the right to issue task orders as it sees fit and the selected firm(s) is not guaranteed any task order or work during the contract length.

Funding for the work may be from Agency, State, or Federal sources or a combination of such sources. Where grant funding subject to additional legal or program requirements may be used, such additional terms will be provided to selected consultants as part of the task order process. Agency reserves the right to request additional information regarding experience or availability from one or more respondents related to any task order prior to a request to complete a task order.

AGENCY intends to use the pool of qualified respondents to complete upcoming design-phase work of the implementation of the AGENCY's Master Plan, adopted on March 19, 2026, and available for review at <https://greatredwoodtrailplan.org/>. AGENCY may further use the pool of qualified respondents to perform review of design-phase work either procured by the AGENCY or by its public agency and non-profit partners, and to perform project and construction oversight tasks during implementation.

This solicitation will form the basis for AGENCY review of qualifications to perform trail design along the AGENCY's real property holdings spanning Mendocino, Trinity, and Humboldt Counties. Qualified firms may be selected to perform all phases of bringing trail segments from conceptual description per the Master Plan to implementation-ready design. Tasks included in

such design projects will include but not be limited to identification of and compliance with permitting requirements, review and analysis under applicable state and federal law for relevant locales, and analysis under AGENCY-adopted environmental and tribal engagement policy, site analysis and geotechnical investigation, schematic design, and initial-draft and final construction documentation development for identified segments. Based upon the nature of the terrain, existing infrastructure, and other site conditions, trail segment design may include planning for demolition or modification of existing rail infrastructure and/or other pre-existing structures.

In addition to site-specific design work, AGENCY may use the pool of qualified respondents to create additional design and implementation guidelines applicable to multiple portions of the Great Redwood Trail as set forth in the Master Plan, with the objective of augmenting the conceptual information in the Master Plan with useable design tools to streamline parter-led development of trail segments.

AGENCY may further use the pool of qualified respondents to perform internal review and analysis tasks aiding AGENCY in evaluation and prioritization of third-party proposed projects, and in an inspection/construction management capacity as capital projects are completed.

## **SCOPE OF CONSULTANT WORK**

The work to be performed under this Agreement will be individually negotiated as the need for services arise and will be authorized by written task orders. In some cases, the AGENCY may elect to assign only specific portions of a project, or in other cases, the entire project including auxiliary associated work, to the Consultant. Task orders may be directly assigned to a selected firm or assigned after review of competitive letter proposals from the selected firms who will be on contract with the AGENCY. The Consultant's role will be to support AGENCY staff by performing, as assigned, planning, environmental clearance, engineering, design work, and construction management for public infrastructure projects, as well as initial investigations and planning studies.

Prevailing Wages: The Consultant must comply with California Prevailing Wage laws when performing any labor (potholing, flagging, boring, etc.) that requires the payment of prevailing wages, which shall be addressed in the applicable task order contracting for the performance of such work. Prevailing wages will be determined by the wages in effect at the time of the task order. The wages can be found at <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

Where engineering work is to be performed, work shall be done under the direction of a Professional Engineer licensed in the State of California.

The tasks to be performed may include, but are not limited to, any or all of the following:

### **Public Works/Engineering:**

- Preparation of plans and specifications for Public Works projects including, but not limited to the following:

- Class I shared-use path design per Caltrans Highway Design Manual Chapter 1000, including ADA-compliant cross-slope, sight distance, and intersection treatments
- Compacted decomposed granite and crushed aggregate surface design, including subgrade preparation, drainage crown, edge containment, and fines management
- Modern natural surface and backcountry trail design
- Existing rail prism decommissioning and conversion
- Equestrian-specific design considerations including tread width, surface firmness, grade limits, and water crossing treatments
- ADA transition plan development, accessible route analysis, and design of accessible trailhead and amenity improvements
- Bridge, trestle, and culvert replacement/repair design and inspection
- Plumbed and non-plumbed restroom facilities
- Wastewater collection and treatment
- Stormwater management, conveyance, and treatment
- Trail user amenity design (parking, access, wayfinding, rest and shade structures).
- Railroad crossing, railroad infrastructure repair
- Planning/design for demolition or decommissioning of existing infrastructure
- Ability to act in the capacity of Agency Engineer for the Great Redwood Trail Agency as described in applicable governing documents
- Construction management and inspection
- Municipal infrastructure design and design review
- Geotechnical services
- Electrical and mechanical engineering services
- Materials testing

### **Railroad Infrastructure:**

- Rail removal, tie removal, and ballast management consistent with AGENCY specifications
- Existing track and structure condition assessment for reuse, relay, or salvage.
- Tunnel assessment, rehabilitation design, ventilation analysis, or temporary closure and bypass alignment design for degraded or collapsed tunnel structures
- Railroad trestle and high bridge structural assessment, load rating, rehabilitation, or replacement design, including pile, bent, and deck evaluation specific to timber and steel railroad structures
- Railroad bridge and trestle deck retrofit design for trail use
- Hazardous materials assessment and remediation support
- Railbanking compliance documentation and Surface Transportation Board coordination support, including interim trail use agreement technical support

### **Environmental Services:**

- CEQA and NEPA compliance documents
- Environmental review under AGENCY-adopted policy

- Environmental permitting documents
- Wetland and biological surveying and documentation
- Assistance to the AGENCY in its responsibilities as CEQA Lead or Responsible Agency, by reviewing and recommending CEQA documents prepared by a consultant for private development, or by the On-Call Consulting Firm for AGENCY projects.
- Section 7 ESA consultation support, including biological assessments for listed species and critical habitat, and coordination with USFWS and NMFS on incidental take authorization
- Section 404/401 permitting support, including jurisdictional delineations, permit applications, and mitigation planning for stream and wetland impacts
- California Coastal Act compliance analysis and Coastal Development Permit support for segments within the coastal zone
- Abandoned mine land and legacy contamination site assessment and regulatory coordination under applicable state programs
- Wild and Scenic River compliance analysis

### **Hydrology and Drainage:**

- Watershed hydrology analysis, floodplain assessment, and hydraulic modeling for stream crossings and flood-prone corridor segments
- Stream crossing design for backcountry segments, including culverts, fords, elevated crossings, and fish passage compliance
- Bank stabilization and slope protection design for segments adjacent to the Eel River and other active waterways with known erosion and instability
- Drainage design for linear corridor segments, including longitudinal drainage analysis and, where feasible, removal or elimination of inboard ditches in favor of modern natural surface trail and road design strategies such as out-sloped tread, rolling grade dips, and grade reversals that achieve positive drainage off the trail surface;

### **Tribal Engagement and Cultural Resources:**

- Cultural resources research and documentation
- Coordination with the AGENCY's Tribal Liaison and Tribal Advisory Committee in accordance with AGENCY-adopted tribal engagement policies and procedures
- Cultural resources survey, monitoring protocol development, and treatment plan preparation for ground-disturbing project phases
- Native American Monitor coordination and field support during ground-disturbing construction activities, including unanticipated discovery protocols

### **Trailhead, Amenity, and Long-Distance Infrastructure:**

- Trailhead, campground, linear park, day-use area, and trail support facility design as described in the GRT Master Plan (Chapter 4 and Appendix C), which should be consulted for the full inventory of planned infrastructure types and design standards; including but not limited to:
  - Trailhead design including parking, staging areas, equestrian facilities, accessible features, and connection to adjacent road networks

- Wayfinding and interpretive signage system design, including sign type specifications, placement plans, and fabrication documentation consistent with AGENCY brand standards and Appendix D of the GRT Master Plan
- Primitive camping and trail camp facility design for long-distance corridor segments, including site selection, tent pad design, and sanitation solutions
- Emergency access point identification, design, and gate or barrier specification for remote segments requiring fire and rescue ingress
- Potable water source identification and water supply system design for remote trailheads and camp facilities

### **Utility Coordination:**

- Existing utility identification, conflict mapping, and potholing along the former railroad corridor, including coordination with PG&E, telecom providers, and other infrastructure owners
- Utility relocation design and coordination with utility owners for conflicts requiring adjustment prior to or during trail construction

### **Design & Drafting Services:**

- Architectural concept designs for AGENCY owned buildings
- Final construction drawings
- Technical specifications
- Landscape architectural designs
- Architectural stamp (if required)
- Conceptual renderings and visualizations
- Illustrative site plans and design alternatives graphics depicting proposed trail alignment, trailhead layout, amenity placement, and other project elements at a scale appropriate for public review

### **Community Engagement Support:**

- Public meeting facilitation and presentation support, including preparation of meeting materials, display boards, and slide presentations that communicate project scope, design alternatives, and design decisions to general audiences
- Design workshop preparation and facilitation support, including development of design alternatives for community input and documentation of outcomes for incorporation into project design
- Comment response documentation, including preparation of matrices recording public and agency comments and consultant responses, for use in design refinement and project record
- Coordination with AGENCY's tribal engagement process as directed by the Tribal Liaison, including preparation of project materials suitable for government-to-government and community-level tribal engagement

### **Surveying Services:**

- Review legal descriptions

- Review all other documents as necessary
- Surveying and monumentation

### **Construction Administration:**

- Pre-construction meetings and coordination with contractors and agency staff
- Review and processing of contractor submittals, shop drawings, and material samples
- Respond to Requests for Information (RFIs) and prepare clarifications or design changes as needed
- Review and negotiation of contractor change order requests
- Construction progress meetings and site visits
- Review of contractor pay applications and recommendations for payment
- Substantial completion inspections and preparation of punch lists
- Final project closeout, including as-built drawing review and project documentation

## **CONTENTS OF STATEMENT OF QUALIFICATIONS**

The submittal must include the following sections in order:

### **Cover Letter**

The qualification statement shall be transmitted with a cover letter describing the Consultant's/team's interest and commitment to the scope of services, including a bullet-point list of which types of services described herein Consultant is interested in providing and is qualified to provide to the AGENCY. The letter shall state that the qualification statement shall be valid for a 90-day period and should include the name, title, address, email, and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the Consultant/team to negotiate a contract with the AGENCY shall sign the cover letter.

Within the transmittal/cover letter, indicate your willingness to accept the terms and conditions in the attached sample contract, including your ability to comply with the AGENCY's insurance requirements, any conflict of interest, or list those to which you take exception, and, as appropriate, provide proposed alternate wording. At the discretion of the AGENCY, task orders issued from this contract may be in the form of Firm Fixed Price, Time and Material, or Cost plus Fixed Fee. Prime and major team members must have audits from the previous year showing their indirect cost rate. Note that it is not the AGENCY's intent to make substantial changes to the attached sample contract.

### **Executive Summary**

## **Team Organization/Staffing Plan**

This section shall provide an example of the firm's/team's comprehensive management plan for work deliverables. Discuss the project management and quality control plans to ensure adequate level of services and successful project completion.

## **Experience and Qualifications**

The qualification statement shall provide the qualifications and experience of the Consultant(s). Please emphasize the specific qualifications and experience of key members of the team in providing the requested services. Identify the position or role key team members will provide within the proposed team. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the AGENCY.

The qualification statement should describe your understanding of the general scope of work and your approach to meeting the task objectives outlined in this RFQ. Discuss in general terms how the services would be performed and provided.

The qualification statement should provide a minimum of three references (including contact names and current phone numbers) that indicate the ability of your firm to successfully deliver the requested services.

In certain cases, the proposing Consultant's services may involve federal standards, policies, and guidelines. If able, Consultant shall demonstrate familiarity with federal standards, policies, and guidelines.

## **Resumes**

## **Estimated Fee Schedule**

Please include a fee schedule in a separately sealed envelope. The schedule shall include:

- The proposed hourly fee schedule for calendar year 2026 through 2030 for primary staff;
- All other reimbursable fees and expenses (noting that the AGENCY will not pay for lodging, per diem or travel expenses from outside of AGENCY's location);

## **SUBMISSION PROCESS**

Qualifications shall be limited to a maximum of 20 pages, excluding sections 4 and 5. Qualifications shall be organized and numbered in the order presented below:

- Section 1 – Cover Letter
- Section 2 – Executive Summary
- Section 3 – Team Organization/Staffing Plan
- Section 4 – Experience and Qualifications
- Section 5 – Resumes

Qualifications will be received by the Great Redwood Trail Agency until 5:00 p.m. on June 12, 2026.

Proposers shall send their Statement of Qualifications by email only (PDF only, no hard copies) to:

**Elaine Hogan**

Executive Director

Elaine@thegreatredwoodtrail.org

The AGENCY may or may not hold formal interviews. E-mail updates will be provided to advise Proposers of the AGENCY's selection process.

**SELECTION PROCESS**

**Time Schedule**

The following schedule is provided as a guide:

RFQ Posted	Wednesday, May 6, 2026
Submit Written Questions By	Friday, May 22, 2026, 5:00 PM
Answers Posted Online	Monday, June 1, 2026, 5:00 PM
Qualifications due date	Friday, June 12, 2026, 5:00 PM
Consultants Selected (GRTA Board of Directors Meeting)	July 23, 2026
Professional Services Agreement(s) executed	August 2026
Anticipated Contract Period	August 2026 - December 2030

Submittals not received by this date and time will be rejected; provided, however, that the AGENCY may extend the deadline or reopen the submittal period for all potential proposers at its discretion. All costs incurred in the preparation and presentation of a submittal shall be completely borne by the proposer. The AGENCY reserves the right to contact any number of proposers at its discretion for telephonic/virtual and/or in-person interviews for the purpose of the RFQ, or for the purpose of discussing qualifications for certain matters for retention of services.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered non-responsive and rejected. The prospective Consultant is advised that should this RFQ result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the AGENCY.

Contract will not be awarded to a Consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31.

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

Any questions related to this RFQ shall be submitted in writing to the attention of Elaine Hogan via email at [elaine@thegreatredwoodtrail.org](mailto:elaine@thegreatredwoodtrail.org). Questions shall be submitted before Friday, May 22, 2026, 5:00 PM. No oral questions or inquiry about this RFQ shall be accepted.

## EVALUATION CRITERIA

The Great Redwood Trail Agency is using the competitive Qualification process, wherein the experience and approach of each submitted Statement of Qualifications is evaluated as it relates to the Scope of Services and other elements outlined in this RFQ. All Qualifications will be reviewed and rated by a selection panel according to the following criteria:

A. Responsiveness to Requirements, terms and conditions of the RFQ.	20 points
B. Project Management/Firm(s) Strengths & Qualifications.	30 points
C. Team/Previous Experience.	50 points
<b>Total</b>	<b>100 Points</b>

## GENERAL CONDITIONS

The issuance of this RFQ constitutes only an invitation to present responses. The AGENCY reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFQ. The AGENCY reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFQ is withdrawn by the AGENCY for any reason, the AGENCY shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFQ or related work. The AGENCY reserves the right, at its sole discretion, to waive any irregularities or informality. The AGENCY may conduct interviews with any respondent it deems necessary. At the discretion of the Executive Director, interviews of the top ranked firms may or may not be required.

In order to minimize the potential for a conflict of interest or unfair competitive advantage, respondents must be aware that if they enter into a contract with the AGENCY to provide services sought by this RFQ, the AGENCY reserves the right, in its sole discretion, to disqualify them from later serving as a Consultant, advisor or sub-Consultant to others for the project for which the Consultant, advisor or sub-Consultant provided services to the AGENCY.

The AGENCY reserves the right to reject any and/or all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the AGENCY's sole judgment, best meets the requirements of the project.

A copy of the AGENCY's Professional Services Contract is attached for your reference and review. The necessary insurance coverages and limits are contained in this contract and can also be found on our website: [https://thegreatredwoodtrail.org/wp-content/uploads/2025/08/GRTA\\_Vendor\\_Insurance\\_Requirements.pdf](https://thegreatredwoodtrail.org/wp-content/uploads/2025/08/GRTA_Vendor_Insurance_Requirements.pdf). Please indicate acceptance of these terms. By submitting a proposal without exception, the Consultant accepts all terms and conditions contained in the attached agreement. The AGENCY reserves the right to reject any proposal that provides changes to the agreement not acceptable to the AGENCY.

### **Conflicts of Interest**

The proposer shall disclose any currently known or potential conflicts of interest with the AGENCY. The proposer's signature affixed to and dated on the cover letter shall constitute a certification, under penalty of perjury under the laws of the State of California, that the proposer declares that the proposer is not currently, and will not during the performance of any services for the AGENCY, participate in any other work involving a third party with interests currently in conflict or likely to be in conflict with AGENCY's interests without AGENCY's approval.

### **Confidentiality**

Prior to submission to the Board of Directors of the staff recommendation regarding award of contracts under this RFQ, all responses to this RFQ will be designated confidential to the extent permitted by the California Public Records Act. Upon public release of the Board of Directors agenda upon which the award of contracts pursuant to this RFQ is included, all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the responses confidential will be regarded as non-effective and will be disregarded.

### **Levine Act**

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract.

## **Full Opportunity**

The AGENCY's policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age, physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. The successful proposer shall comply with the AGENCY's non-discrimination policy and conflict of interest policy. No AGENCY employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest in violation of the AGENCY's Conflict of Interest Code or any federal conflict of interest requirement applicable to the AGENCY.

Thank you for your interest in this Request for Qualifications.






# Engineering Services RFQ

Final Audit Report

2026-05-06

Created:	2026-05-06
By:	Bridget Nichols (operationsmanager@thegreatredwoodtrail.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgSQSTgnIG_kc_lriOAs0fK5sp7gf5cZy

## "Engineering Services RFQ" History

-  Document created by Bridget Nichols (operationsmanager@thegreatredwoodtrail.org)  
2026-05-06 - 11:14:06 PM GMT
-  Document emailed to Elaine Hogan (elaine@thegreatredwoodtrail.org) for signature  
2026-05-06 - 11:14:13 PM GMT
-  Email viewed by Elaine Hogan (elaine@thegreatredwoodtrail.org)  
2026-05-06 - 11:16:15 PM GMT
-  Document e-signed by Elaine Hogan (elaine@thegreatredwoodtrail.org)  
Signature Date: 2026-05-06 - 11:16:27 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.  
2026-05-06 - 11:16:27 PM GMT