



**ANNOUNCING: REQUEST FOR PROPOSALS (RFP)  
TRAIL SYSTEM MANAGEMENT/OPERATIONS PLAN for  
HARRIMAN STATE PARK OF IDAHO and ADJACENT NATIONAL FOREST LANDS**

The Friends of Harriman State Park (FHSP) is hereby soliciting proposals from qualified firms interested in developing a comprehensive management/operations plan for the existing non-motorized trail system within Harriman State Park of Idaho and the Harriman Wildlife Refuge.

Deliverables will include an agency/public outreach plan; a scope of work that includes resource conservation as well as recreational objectives; an assessment of current conditions; a conceptual redesign of the trail system for use in public engagement; and both draft and final trail management plans.

**PROPOSAL DUE DATE**

**Tuesday, August 13, 2024**

Submit to Friends of Harriman State Park at this email address:

[friendsofharrimantrails@gmail.com](mailto:friendsofharrimantrails@gmail.com)

**PREPROPOSAL ZOOM MEETING**

**Tuesday, July 23 – 10:00 am MDT**

Click [HERE TO REGISTER](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

**ADDITIONAL QUESTIONS**

**Any questions must be submitted in writing no later than July 31 to:**

[friendsofharrimantrails@gmail.com](mailto:friendsofharrimantrails@gmail.com)

This Request for Proposals (RFP) is for consulting services to prepare a management/operations plan for rehabilitating and maintaining the four-season, multi-use, non-motorized trail system inside Harriman State Park of Idaho and on adjacent National Forest lands. Designed and constructed in the early 1980s, the existing 22-mile trail system initially served hikers, anglers and classic Nordic skiers, but use has expanded to include skate skiers and fat bikers in winter and mountain bikers, trail runners and horseback riders in the summer/fall months. The shared trail system has had few restrictions outside of seasonal closures for waterfowl nesting on certain trails, and it has long supported a commercial horse concession. Trail damage has become more serious and more evident as trail use has steadily increased thanks to the growth of tourism in the Island Park resort area and nearby Yellowstone National Park.

The Friends of Harriman State Park is procuring these consulting services on behalf of and in coordination with Harriman State Park and the Idaho Department of Parks and Recreation (IDPR). Other involved parties include the Caribou-Targhee National Forest (CTNF), Idaho Department of Fish and Game (IDPR), the Snake River Trails Alliance, and equestrian groups (e.g. horse concessioner; Eagle Rock Chapter of Backcountry Horsemen of Idaho).

To read the full RFP, please access the pdf file on the FHSP website: <https://friendsofharriman.org/job-opportunities>



## BACKGROUND INFORMATION

Harriman State Park of Idaho lies within a 16,000-acre wildlife refuge designated by the U.S. Forest Service inside the 1.2 million year-old Henry's Fork Caldera. Known for its beautiful scenery and wildlife diversity, the park offers 22+ miles of hiking, mountain biking, equestrian and Nordic ski trails that weave through meadows, meander along lakes and riverbanks, and through lush coniferous forests. Eight miles of the Henry's Fork of the Snake River, one of the finest fly-fishing waters in the nation, flow through Harriman State Park, known by anglers all over the world over as "The Ranch." Harriman State Park is habitat for Greater Yellowstone wildlife including moose, elk, grizzly and black bears, wolves, and Sandhill cranes. The refuge provides critical nesting and overwintering areas for once-endangered Trumpeter swans, the largest of North American waterfowl.

Thus, Harriman State Park is one of Idaho's largest and most ecologically significant state parks. It exists thanks to the generosity of E. Roland Harriman and W. Averell Harriman who were sons of Edward H. Harriman of the Union Pacific Railroad. Their "Railroad Ranch" property served as both a working cattle ranch and an investor-owned retreat for 75 years. The Harriman's gift of their ranch properties to the people of Idaho, an agreement negotiated with Governor Smylie back in 1961, required that Idaho establish a professional, apolitical managing agency for all its state parks, which led to creation of the Idaho Department of Parks and Recreation in 1965.

The family's gift agreement also articulated a vision and established guiding principles for the care and management of the new state park, its wildlife and natural resources. Specifically, the Harriman brothers declared, "that the wild life of Idaho is not the exclusive property of any one generation but is a limited resource that must be passed on to succeeding generations. The Railroad Ranch has protected game, birds and fish and certain areas have been protected as a sanctuary for all forms of wildlife." Further, they believed establishing a state park would be, "in keeping with these principles and [allow] the people of Idaho in particular and visitors from other states and countries [to] continue to enjoy these privileges in perpetuity."

Friends of Harriman State Park (FHSP) is a 501 (c) 3 organization formed in 2010 that serves as a fundraising and volunteer partner for Harriman State Park. The organization works in cooperation with IDPR and Harriman staff to preserve and enhance the park's natural and cultural resources and the visitor experience. For more than 13 years, FHSP has raised funds in support of park repairs, equipment, interpretive programs and capital improvements, including replacement of two major bridges within the park. In 2022, FHSP launched its five-year Harriman Trail Initiative to address concerns with the deterioration of all trail surfaces, overcrowding and user conflicts and safety.

Also of concern are potentially negative impacts from unrestricted trail use to the very resource values the Harrimans sought to protect. Both FHSP and agency leaders concur that a thorough assessment of the current trail use situation is warranted, and that a third-party, objective trails consultant may best identify needed changes in trail layout, restrictions and long-term maintenance.



**THE HARRIMAN TRAIL INITIATIVE – 2022-2027**

**Funding Entities:** Friends of Harriman State Park individual and business donors; Mary Harriman Foundation; IDPR; Washington and Lee University (Intern support)

**Federal and State Agency Partners:** Caribou-Targhee National Forest (CTNF); Idaho Fish and Game (IDFG)

**Nonprofit Partners:** Snake River Trails Alliance; Eagle Rock Chapter Backcountry Horsemen of Idaho; Idaho Falls Nordic Ski Patrol; Upper Henry’s Fork Master Naturalists; Henry’s Fork Foundation

The FHSP Board approved this five-year initiative as its priority program in advance of the park’s 50<sup>th</sup> anniversary in 2027 to celebrate the 1977 transfer of the Harriman Family gift to the State of Idaho. The FHSP has convened a working group of diverse interests to assist its own Trails Committee in tackling a comprehensive list of planning and capital projects. The list included funding the resurfacing of the John Muir Trail (for those with limited mobility); replacement of the 48’ Lower Thurman Creek Footbridge; GIS mapping of the trail system with waypoints noted; and sponsorship of a pilot Youth Employment Program (YEP) with prospects for annual trail rehabilitation. The Trails Committee’s annual work plan for 2024-25 includes funding a trail management plan:

#	Task or Activity	Target Date
1	Monitor IDPR’S reconstruction of the <b>John Muir Trail</b> and its expenditures, using FHSP funds on a 50/50 match basis	Fall 2024 Construction
2	Serve as liaison to <b>YEP (Steve Adams)</b> in conducting the Trails Rehab Pilot Project – 12 days focusing on trails	July 2024
3	Develop an ongoing <b>trails monitoring program</b> that involves our W&L intern each summer season	July/August 2024
4	Develop and distribute a Request for Proposal for a <b>Trail Management Plan</b> to professional trail consulting firms	July 2024
5	Evaluate the proposals, select a contractor, and determine a final scope of work following an intensive field analysis	August 2024
6	Convene the <b>Harriman Trails Working Group</b> and clarify its role as the Trail Management Plan is developed	Hold quarterly meetings
7	Monitor the <b>Natural Resource Assessment</b> being conducted by IDPR in cooperation with IDFG	2025 target completion
8	Represent FHSP interests in monitoring the contract renewal process for the <b>Harriman horse concession</b>	Early 2025
9	Assuming a successful pilot, work with the <b>Youth Employment Program</b> to design the 2025 rehab program	January 2025
10	Launch a capital campaign and/or trail fee program to endow a <b>Trail Maintenance Fund</b> for the Harriman System	June-Sept. 2025



## **CONTRACTOR SCOPE OF WORK**

### **Task 1. Agency Coordination and Public Outreach**

Because coordination with key trail interests will be critical, a primary element of the planning effort will be to develop and utilize a coordination strategy. This will include multiple levels and elements of engagement including coordination with the project sponsor (FHSP), land and wildlife managers (IDPR, CTNF, IDFG), other members of the Trails Working Group, and other stakeholders (such as county planning and recreation personnel, state regulators and the Idaho Transportation Department (ITD)). Central to the coordination strategy will be a public outreach program that requires both electronic and conventional communications with all relevant agencies as well as public interests. The consultant will develop and utilize an outreach strategy that maximizes agency and stakeholder engagement and surfaces and then deals with issues as they arise. Consultants may propose to hire a subcontractor who knows the region well to deliver these services.

**Deliverable: Agency and Public Outreach Plan**

### **Task 2. Scoping/Objectives/Work Plan**

The consultant, in coordination with FHSP representatives, will develop specific objectives for the planning effort that clearly show how a conceptual re-design of the trail system and the management/operations plan will evolve over the course of the project. The work plan also needs to demonstrate alignment with the Harriman conservation vision for the property. The overall work plan and timeline will incorporate the coordination strategy and outreach program developed in the first task. FHSP must approve the preliminary work plan prior to the consultant moving on to Task 3 with subsequent approvals required as the consultant revises the work plan during the project.

**Deliverables: Preliminary and Revised Work Plans (as needed)**

### **Task 3. Assessment/Data Collection**

In accordance with the accepted work plan, a thorough process of on-the-ground observations and examination of previous mapping efforts, management plans and agency reports will define existing conditions and illuminate future options. Data to be collected may include summaries of the existing regulatory framework (e.g. wetland and waterway protection statutes, local ordinances, etc.), trail counts and/or intercept surveys, and existing operations policies and objectives. The Consultant will identify data needs and present a data collection protocol for the project. Please ensure that a complete reference list appears in both the conceptual redesign and draft/final management plans. The following information will be available to the consultant:

- *Harriman Gift Agreement (1961)* – Outlines strict terms with respect to wildlife conservation; acceptable recreation uses and development parameters
- *GIS Mapping Data for Harriman Trail System (2023)* – Available through HSP; FHSP
- *Natural Resource Assessment* (in progress by IDPR and IDFG; due for completion early in 2025)
- *Caribou-Targhee National Forest Plan (1997)* – Revision process is underway

**Deliverable: An Assessment of Current Conditions Report**



#### **Task 4. Conceptual Redesign/Master Plan**

The consultant, in coordination with FHSP, IDPR and CTNF personnel, will develop a conceptual redesign or master plan for a rehabilitated and possibly realigned trail system for the entire Harriman Wildlife Refuge. This may include new trails in areas that do not encumber or encroach on sensitive wildlife, riparian, agricultural, historic or conservation zones. Because the trail system lies on both federal and state land, the “redesign” will need to recognize agency boundaries, mission and policies in its development. This phase of developing the trail management/operations plan will require public review as well as that of regulatory agencies. To the extent possible, the final system redesign will reflect helpful guidance from a variety of trail users (through various surveys) as well as fulfill each agency’s mission/requirements.

**Deliverable: A Conceptual Redesign of the Harriman Trail System**

#### **Task 5. Trail Management/Operations Plan**

Once FHSP approves the system’s conceptual redesign with the input of all parties, the consultant may begin drafting the more detailed management/operations plan for the Harriman Trail System. The plan must have detailed trail use prescriptions for hikers, anglers, mountain bikers, trail runners, equestrians and winter use, including where separation of uses is most desirable. The consultant will outline a cost-effective maintenance program and estimated maintenance budgets, along with suggestions of how to raise revenue from different trail users. The budget should include the costs of maintaining a YEP trail crew each summer as well as estimates for winter trail grooming to meet desired Nordic skier and snowshoe standards. Needed trail infrastructure (e.g. directional and safety signs, wildlife blinds, benches, interpretive signage) should also be included in the management plan. A final round of public outreach and agency consultations should be included in the Public Outreach Plan for when a draft management plan is ready for public review.

**Deliverables: Both draft and final Management/Operations Plans for the Harriman Trail System**

### **SCHEDULE and REPORTING REQUIREMENTS**

The successful consultant will need to send representatives to a series of project and board meetings scheduled for **September 12-13, 2024, at Harriman State Park** in order to meet our board of directors and execute the final contract effective back to September 1. The Harriman Trails Working Group will convene at the park on Thursday, September 12, to view the summer’s completed trail projects and meet with the consultant’s personnel. The contract period will extend for no more than 20 months, with a final management plan delivered to FHSP no later than **April 30, 2026**.

The consultant will deliver written, quarterly reports to FHSP, with payments tied to successful performance and timely receipt of deliverables. Attendance at scheduled meetings of the Trails Committee and Working Group may be by ZOOM, but the board is requesting a mid-project, in-person update sometime during summer 2025.



## **PROPOSAL REQUIREMENTS**

Submitted proposals must include the following information in the order outlined.

1. **Cover page** (Not included in the page count) with project title, firm name, key contact, mailing and email addresses and phone number
2. **Approach and Methodology for Task Completion**
3. **Proposed Schedule.** Please submit a project schedule that includes required deliverables. The schedule may not exceed 20 months with delivery of a final Harriman Trail Management Plan by April 30, 2026.
4. **Proposed Budget.** Include estimated travel reimbursement at existing federal mileage rates as well as estimated labor rates
5. **Qualifications of Consultant Team**
  - a. *Firm Description:* history, years in operation, office locations, annual revenue
  - b. *Qualifications:* Describe the team's qualifications in trail design and management planning
  - c. *Constituencies:* Experience with local stakeholders and land management agencies, especially those associated with the Intermountain and Rocky Mountain regions
  - d. *Project Experience:* Summarize a maximum of three (3) related projects. For each project list:
    - i. Project scope with relevant highlights
    - ii. Staff proposed for this project who worked on one or more of these examples
    - iii. Project client reference; name, phone number, email, and physical address.
  - e. *Project Manager/Principal*
    - i. Description of qualifications – provide a 2-page resume in an appendix
    - ii. Current work load including projects this individual is managing, and the project size, location, and percent complete.
  - f. *Project Team Members*
    - i. Description of qualifications – provide 2-page resumes in an appendix
    - ii. List Individuals with their specific project responsibilities
6. **Other Proposal Elements – In Appendix**
  - a. Provide Proof of Liability Insurance
  - b. Provide proof of license to conduct business in Idaho
  - c. Team resumes

**Please submit complete proposals in ONE file saved in PDF format with a maximum of 10 letter-size pages (plus a cover page and appendices) with normal margins and not less than 11-point font with 1.15 spacing.**

**SUBMISSION DEADLINE: 10:00 p.m. MDT on August 13, 2024**

**Email: [friendsofharrimantrails@gmail.com](mailto:friendsofharrimantrails@gmail.com)**



### **PROPOSAL SUBMISSION & EVALUATION SCHEDULE - 2024**

RFP posted on FHSP website and announcements distributed	July 16
Pre-proposal ZOOM meeting to answer any questions	July 23
Additional questions due date (will post all questions and answers)	July 31
Electronic Proposal due at 10:00 pm. MDT	August 13
Committee scores proposals; interviews top candidates, if needed	August 14-15
Board of Directors meeting; selection approved and announced	August 16
Finalize contract agreement and payment schedule	August 30

FHSP will select the successful consultant based on qualifications and in accordance with FHSP procurement policy. FHSP reserves the right to conduct oral interviews following proposal evaluation, if required. Proposals will be weighted and ranked according to the following criteria:

- Qualifications of the Consultant Team - 40%
  - Firm experience with and understanding of project requirements (20%)
  - Firm experience with and understanding of user/stakeholder involvement (10%)
  - Experience, qualifications and availability of project team (10%)
- Approach and Methodology - 40%
- Proposed Schedule and Budget - 10%
- Firm responsiveness/Compliance with RFP/Quality of presentation - 10%

#### **Disclaimers**

1. FHSP reserves the right to:
  - a. Reject any and all proposals
  - b. Reissue the Request for Proposals or extend the date for submission of responses
  - c. Invite additional respondents to the proposal
  - d. Request additional information and data from any or all respondents
  - e. Supplement, amend, or otherwise modify the RFP, and cancel this request with or without the substitution of another RFP
  - f. Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
  - g. Disqualify any respondent due to any real or apparent conflict of interest.
2. Applicants understand that proposals are prepared and submitted at their own expense. FHSP has no obligation, express or implied, to reimburse or pay applicants for any expenses associated with preparing or submitting a response to this request.