

# ADDENDUM NO.2



**Date:** Thursday, March 26, 2026

**To:** All Bidders

**From:** Siera Wigfield Senior Planner

**RE:** Request for Proposal #26-0429 Meadow Mountain Trail Enhancement Design & Permitting Service

**This Addendum No. 2 documents the Pre-Proposal Conference and provides clarifications to ensure all prospective offerors have consistent information. The contents of this addendum are hereby incorporated into and made part of the Request for Proposals (RFP).**

### **Acknowledgement of Receipt**

Offerors shall acknowledge receipt of this Addendum No. 1 by initialing below and including a copy of this page with their proposal submission.

**Addendum No. 2 Acknowledgement: Initials:** \_\_\_\_\_



# MINUTES

## Pre-Proposal Meeting

**Project:** Meadow Mountain Trail Enhancements Design & Permitting Services

**Date:** Thursday, March 26, 2026

**Location:** Teams

[Recording Link](#)

### Attendees

- Siera Wigfield- Senior Planner Garrett County
- Trevor Butler – Procurement Agent, Garrett County
- Sara Kramer - Maryland DNR Forest Service
- Jeff Simcoe Frostburg State University – Outdoor Recreation Economy Institute
- Prospective Offerors See attendance record for full list.

### Meeting Notes

#### 1. Project overview

- The Meadow Mountain Trail is an approximately 12-mile multi-use trail located within Savage River State Forest.
- The Trail was built in three phases, by local construction companies, there is a lack of cohesiveness to the trail as a whole.
- The trail is managed through a cooperative agreement between Garrett County, Garrett Trails and the Maryland DNR Forest Service.
- Existing uses include:
  - Hiking and biking (entire corridor)
  - Snowmobiling (majority of trail)
  - Motorized use (approximately 3–4 miles, primarily East Shale Road segment)
  - Limited adaptive/accessible hunting areas
- The project intent is to:
  - Improve existing trail conditions, particularly drainage and surface quality
  - Enhance user experience and safety
  - Evaluate looping or connectivity opportunities (where feasible)
  - Advance the project to shovel-ready design with bid documents

#### 2. Scope of Work & Deliverables

- The County is seeking design and permitting services through final design (bid and construction-ready documents).
- Proposals should include phased costs for:
  - Concept / ~30% Design
  - Intermediate / ~75% Design
  - Final Design / Bid Documents
- The RFP is intentionally open-ended to encourage:
  - Creative but feasible design solutions
  - Practical implementation within funding and maintenance constraints
  - Looking for high quality materials, overbuilt sustainable features,
- Deliverables should support construction within a defined funding window (approx. 4 years remaining).
- Primary emphasis is on improving existing trail segments, with limited expansion potential.

#### 3. Procurement Process & Proposal Requirements

- **Maximum proposal length:** 15 pages (excluding attachments)
- Required components include:
  - Project understanding and approach
  - Relevant experience
  - Staffing and qualifications

- Phased cost proposal

**4. Evaluation Criteria (100 points):**

- Understanding of Project – 35
- Experience – 25
- Qualifications/Capacity – 15
- Approach/Phasing – 10

**5. Submission Requirements:**

- One (1) hard copy required
- Electronic copy encouraged (not required) to Siera Wigfield – [swigfield@garrettymd.gov](mailto:swigfield@garrettymd.gov)

**6. Schedule & Site Visit Logistics**

- **Site Visit:** April 8, 2026 at 1:30 PM (rain date for April 9)
- **Location:** Savage River State Forest Headquarters
- **Format:**
  - Brief orientation (~30 minutes)
  - Identification of key issue areas (e.g., drainage)
  - Distribution of gate keys for independent site review
- **Additional notes:**
  - Site visit is optional but strongly encouraged
  - Additional access guidance will be provided via addendum

**7. Additional Discussion Highlights**

- Total combined funding (design + construction) is not to exceed grant funds:

<b>ARC Funding Awarded</b>	\$ 243,750.00	Pre-Construction not to exceed
<b>RTP Funding Awarded</b>	\$ 1,196,000.00	Construction funds not to exceed
	\$ 1,439,750.00	

Design services are funded separately (ARC funding), while construction funding is primarily Recreational Trails Program (RTP).

- The County will provide:
  - GIS data
  - Background reports
  - Relevant planning documents
  - Public outreach will be led by the County, with consultant support as appropriate
- Design should prioritize:
  - Low-maintenance, sustainable solutions
  - Compatibility with limited maintenance capacity
- Signage is expected as part of the base scope; branding/marketing may be included as optional enhancements

**8. QUESTIONS & ANSWERS (FORMAL CLARIFICATIONS)**

**Q1. What is the breakdown of trail uses (motorized vs. non-motorized)?**

A. Approximately one-third (3–4 miles) of the trail includes motorized use (primarily East Shale Road). The remainder is primarily non-motorized (hiking, biking), with significant snowmobile access across portions of the trail. <https://dnr.maryland.gov/forests/Documents/2023-Meadow-Mountain-Trail-Map.pdf>

Length	Section	User
3.9	East Shale Road ORV Trail	Hiking, Biking, Snowmobile, ORV
2.3	Handicap Accessible Hunter Trail	Hiking, Biking, Snowmobile, ORV
3.0	Meadow Mountain From New Germany Rd	Hiking, Biking
1.3	Handicap Accessible Hunter Loop*	Hiking, Biking, Snowmobile
3.0	Meadow Mountain Hiking Trail	Hiking, Biking, Snowmobile,
2.3	Handicap Accessible Hunter Trail	Hiking, Biking, Snowmobile, Permitted Hunters* (seasonal)
0.1	Monroe Run Valley Overlook	Hiking, Biking
1.4	Meadow Mountain From Bittering Road MD 495	Hiking, Biking
17.30		

\*Disabled hunting access is only permitted by vehicle - not ORV. ORV permitted trails are identified & defined in MD State Code. [08.01.03.11C\(2\)\(d\) | Library of Maryland Regulations](#)

**Q2. Should proposals assume expansion of the trail system?**

A. The primary focus is on **improving existing trail segments**, particularly drainage and surface conditions. Limited additions such as loops or connectors may be considered; however, large-scale expansion (e.g., 10+ miles) is not anticipated.

**Q3. What budget should proposers assume?**

A. Total available funding for design & permitting \$243,750.00 (**not to exceed**). Proposals should align scope and level of effort with this funding constraint. We look to overbuild and use durable high-quality materials and techniques. Amenities to trail users are to be included in construction costs.

**Q4. How should cost proposals account for uncertain scope?**

A. Proposers should structure costs by **design phase (30%, 75%, final)** and base assumptions on a reasonable scope consistent with the available budget. Final construction scope will be refined during design.

**Q5. Is trail user data available?**

A. Limited data is available through Garrett Trails. Existing counts primarily reflect **hiker and bicyclist usage** and may not capture motorized users.

See 2025 Garrett Trails TCP Report Pages 27, 31

	Annual Traffic
Meadow Mountain Overlook Trail 2019-2025	3,000-3,400
Meadow Mountain Frank Brenneman (FB) Road 2019-2020	1,500

**Q6. Is equestrian use part of the project?**

A. No. Equestrian use is not currently an established use on this trail. It may be considered if it does not introduce user conflicts or maintenance challenges, but it is not a primary objective.

**Q7. Are there accessibility standards or expectations?**

A. Portions of the trail may support adaptive use; however, there is **no formal standardized accessibility classification currently in place**. There is an opportunity for the consultant to assist in developing accessible design and/or information systems.

**Q8. Are there signage standards to follow?**

A. Maryland DNR has examples and general formatting (fonts, colors) that will be shared. Final signage concepts will require **DNR review and approval**. No comprehensive adaptive signage standard currently exists.

**Q9. Is branding or marketing part of the scope?**

A. **Signage is required**. Additional branding, marketing, or digital assets may be included as **optional or value-added services** and may strengthen a proposal.

**Q10. What are expectations for maintenance?**

A. Designs should prioritize **low-maintenance, sustainable solutions**, as ongoing maintenance capacity is limited (volunteer-based with minimal staff support).

**Q11. What level of trail expansion is acceptable to DNR?**

A. Limited additions (e.g., loops or bypasses) may be acceptable. Large-scale expansion is generally **not preferred** due to maintenance considerations and land management constraints.

**Q12. Can firms access the site outside the scheduled visit?**

A. Additional guidance will be provided. The County anticipates sharing:

- Key issues & opportunity maps
- Instructions for potential independent access

**Q13. What public engagement is expected?**

A. The County will lead outreach, particularly with adjacent landowners. Consultant support may include materials, visualization, and engagement strategy assistance. There is an expectation to do this at the beginning of the project, and at the various design milestones, to provide the adjacent landowners and the public transparency into the project.

**Q14. Are there related or upcoming planning efforts?**

A. Garrett County anticipates a future procurement for a **countywide trails and multi-modal plan**. This project may inform or coordinate with that effort.

**Important Dates**

All additional questions must be submitted in accordance with the RFP. Responses will be issued via addendum.

Question Deadline: April 15, 2026

Proposals Due: April 29, 2026 (2:00 PM) – one hard copy required.

Site Visit: April 8, 2026 (1:30 PM)

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Attachments (in [OneDrive](#))

- [Preproposal Attendance](#)
- [Savage River State Forest FY 2024 Work Plan](#) pages 26-28
- [Garrett Trails Trail Counter Program Report 2025](#)
- Margraff Plantation Signage Example
- [Project website:](#)  
<https://gis.garrettcountry.org/portal/apps/experiencebuilder/experience/?id=5304889f1ec74111a1c423cbe347a210&page=Meadow-Mountain>

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**Prepared by:**

Siera Wigfield

Senior Planner, Planning & Land Management Division

Garrett County Government