



**North Country National Scenic Trail Handbook Revision  
Request for proposals  
Reply due: June 22, 2018**

**A. REQUEST FOR PROPOSALS**

The National Park Service (NPS) and the North Country Trail Association (NCTA) are seeking proposals for the revision and update of the North Country National Scenic Trail Handbook for Trail Design, Construction and Maintenance.

**About us:** The North Country Trail Association is the non-profit partner of the National Park Service, in managing the North Country National Scenic Trail, the nation's longest National Scenic Trail stretching from New York to North Dakota. Together, NPS and NCTA administer, plan, design, construct, manage, maintain, protect and promote the trail with the support of over 1,200 volunteers, and state, federal, local and private partners and affiliates across seven states.

**B. PROJECT AND SCOPE OF SERVICES**

Originally written in 1996, the hardcopy Handbook served as a "one stop shop" document for North Country Trail volunteer reference. Its comprehensiveness was recognized by other trails, who would use the Handbook to guide their trail work.

Since then, a number of advancements have occurred that impact a simple updating of the Handbook:

- New laws that impact trail design standards
- New trail design, construction and maintenance handbooks that have become very popular and effective references across the trails community
- Increasing reliance on digital technology and a decreasing reliance on hardcopy product

This revision and update of the North Country National Scenic Trail Handbook requires trailwide applicability regarding trail layout, standards for construction, structures, and signs. The new updated Trail Handbook must also be adaptable to a variety of platforms: both as hardcopy and accessible as a digital resource from desktops, laptops, smart phones and social media. All platforms are required to be Section 508 compliant.

The 1996 version of the handbook can be found online at:

<https://www.nps.gov/noco/parkmgmt/ncttrailconstructionmanual1.htm>

The Scope of Services for the project is expected to include, but is not limited to, the following:

- Design the Handbook cover to reflect consistency with other NPS North Country Trail documents
- Perform all narrative editing duties including correcting for spelling and grammatical errors, and recommend changes to the narrative structure
- Provide links to other resources in the digital platforms and identify hardcopy resources as companions to the hardcopy Handbook

- Develop a structure to the handbook ensuring a user-friendly format on all platforms
- Coordinate NPS and NCTA staff participation and input on technical content and narrative.
- Deliver the final Handbook in digital and printable format.

NPS and NCTA staff will work with the Contractor to successfully revise and update the Handbook and assist will the project as necessary and provide support including, but not limited to:

- Project oversight and supervision
- Updated technical content for all chapters
- 508 compliant versions of the original word.doc Handbook chapters
- Photos and graphics to enhance/support the narrative.

The Contractor shall provide the following services:

1. Conduct a project kick-off scoping/workshop to clarify and refine the scope of work, discuss project details, and gather input from NCTA and NPS.
2. Set a schedule of deliverables for the duration of the project
3. Schedule and lead monthly meetings with NPS and NCTA staff for the duration of the project.
4. Communicate with NPS and NCTA points of contact as needed to maintain project momentum.
5. Submit interim products digitally:
  - a. Edited Table of Contents of the Original Handbook reflecting consensus among the Contractor, NPS and NCTA
  - b. Recommended graphic format for cover and content/chapters of the hardcopy and digital versions
  - c. Drafts for each chapter for review and approval by NPS and NCTA.
  - d. Preliminary draft of Handbook for review, edits and approval from NPS and NCTA
6. Submit final product: Updated Handbook
  - a. In PDF format, ready for hardcopy printing
  - b. As a digital document, Section 508 compliant, ready for uploading to NPS and NCTA websites and social media

**All work, including review and approval, shall be completed on or before December 31, 2018.**

### **C. FORMAT**

Proposal content and completeness are important. In order to simplify the process and to obtain the maximum degree of comparability, the proposal should include:

1. A title page with contact information
2. Proposal contents including:
  - a. Overview: Include a summary of the overall approach to the project and the methodologies that will be used. The scope of work described in Section B is only a rough outline. Identify other activities that you propose to implement in support of the required tasks. Identify all tasks or activities that would be fully supported by you or your organization and those that would require assistance from the NCTA, NPS or other entity.

- b. Management Plan: This section should describe the Consultant's approach to management of the work. If the proposal is a team effort, the allocation of work to the team members should be indicated and an explanation of the administrative and operational management expertise that will be employed.
- c. Detailed budget outlining costs
- d. Timeline

**D. PROPOSAL DUE DATE**

Proposals must be received via email by June 22, 2018.

Submitted to:

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Director of Trail Development

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**E. SELECTION PROCESS**

The proposal review team will include but not be limited to NCTA staff and representatives from the National Park Service. The NCTA will evaluate proposals and will select a contractor on the basis of the proposed prices, the contractor's ability to provide the products and services offered, the contractual terms, experience, expertise, and responsiveness of the specific individual(s) who would directly provide the services requested. The NCTA reserves the right to reject any and all proposals or portions of proposals submitted in response to this RFP. The NCTA will not reimburse contractors for any costs incurred in the preparation of their proposals.

A final selection is expected to be made no later than June 29, 2018.