



## **REQUEST FOR PROPOSALS:** **Parks, Recreation, and Open Space Master Plan**

### **Dear Prospective Consultants:**

Doe Mountain Recreation Authority (DMRA) is accepting Proposals for Parks, Recreation, and Open Space Master Plan services from a qualified, experienced, and licensed proposer or firm to take inventory, prepare maps and data tables, and evaluate the potential for maximizing and developing Doe Mountain Recreation Area. This Parks, Recreation, and Open Space Master Plan will help to determine operations, programs, events, maintenance, rehabilitation, acquisition, park development, and capital improvements of Doe Mountain Recreation Area and facilities.

**Background:** Doe Mountain Recreation Area is an 8,600-acre tract owned and managed by Doe Mountain Recreation Authority, a State of Tennessee Authority, in Johnson County, Tennessee. The mission of the Doe Mountain Recreation Authority is to transform Doe Mountain into a safe, fun, family-oriented, multi-use outdoor recreational destination that promotes local economic development while conserving and protecting its beauty, woods, water, and wildlife. DMRA offers an Adventure Center with an archery range, several observation areas, a historic and publicly accessible fire tower, 60+ miles of OHV trails, and 10+ miles of hiking/biking trails. Additionally, there is funding to build a shooting sports complex.

**Desired Objectives:** This Parks, Recreation, and Open Space Master Plan will help to determine operations, programs, events, maintenance, rehabilitation, acquisition, park development, and capital improvements of Doe Mountain Recreation Area and facilities. It should document essential personnel; discuss social and economic benefits of parks and recreation services; provide a long-range view of where DMRA currently is compared to where it will need to be, based on community input, local conditions, and national standards; identify the DMRA's priorities based on growth and trends and establish goals and objectives regarding parks and recreation, programs, amenities, and services. The main plan must meet TN Department of Environment and Conservation (TDEC) requirements for funding and be analyzed within the context of the State of Tennessee's Statewide Comprehensive Outdoor Recreation Plan.

### **Site Opportunities and Amenities:**

- OHV trails
- Hiking/biking trails
- Shooting sports complex
- Archery Range
- Bicycle playground
- Ridgeline observation areas
- Campground
- Adventure Center with customer store
- Picnic shelters and pavilions

- Outdoor event area
- Nature center
- Strategically placed restroom facilities
- Strategically placed parking areas that can accommodate a cross-section of programs

**Key Stakeholder and Public Meetings:** The proposal shall include work sessions with DMRA board members, staff, and community members to gain more specific insight into amenities and future development of Doe Mountain Recreation Area.

**Proposal Requirements:**

- Proposed price for the plan
- Scope of work or outline of work
- Sample of a similar plan your organization has completed
- Anticipated completion date
- A general overview of your firm including identity, education, and experience of key project participants

**Inventory and Analysis:** On-site inspection for review of the existing site and land topography is required for all firms considering submission of a proposal.

**Contact:** All questions concerning this Request for Proposals should be in writing and submitted to Charles Ridlehuber, Executive Director of Doe Mountain Recreation Authority, by email at [ed@doetn.com](mailto:ed@doetn.com)

**Selection:** All consultants interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staffing capabilities, and related prior experience. The object of the competitive process is to objectively select the firm which will provide the highest quality of service in the least amount of time for the lowest overall cost. In addition to the overall cost, technical qualifications, experience, and time of completion will be weighted heavily. Please submit an original and five (5) copies of all requested information to:

Charles Ridlehuber  
Executive Director  
Doe Mountain Recreation Authority  
1203 Harbin Hill Road  
Mountain City, TN 37683

Submissions may be tendered by mail or hand delivery to the above address. Proposals will be accepted through JULY 21, 2023, at 4 p.m. Any submissions received thereafter will not be accepted. Proposals may not exceed twenty pages, excluding appendices. Proposals will be opened on JULY 24, 2023, at 9:00 a.m. at Doe Mountain Adventure Center, 1203 Harbin Hill Road, Mountain City, Tennessee, 37683.

Doe Mountain Recreation Authority reserves the right to contract with one firm for the entire project or more than one firm for various components of the project, as DMRA deems to be in its best interests.

DMRA will afford the full opportunity to minority business enterprises to submit a show of interest to this invitation and will not discriminate against any interested firm or individual based on race, creed, color, sex, age, handicap, or national origin. DMRA reserves the right to accept or reject any and/or all proposals.