



# Enchanted Circle Trails Association

Developing, maintaining and promoting trails in northern New Mexico  
info@enchantedcircletrails.org

## REQUEST FOR PROPOSALS

### Trail Accessibility Audit for Trail Access Information (TAI) | Angel Fire Greenbelt Trail System

|                            |                                                           |
|----------------------------|-----------------------------------------------------------|
| <b>RFP release date</b>    | Monday, June 29                                           |
| <b>Proposal due date</b>   | July 20, by 5:00 p.m. MT                                  |
| <b>Submit proposals to</b> | info@enchantedcircletrails.org                            |
| <b>Anticipated start</b>   | Pending funding;                                          |
| <b>Project location</b>    | Angel Fire Greenbelt Trail System, Angel Fire, New Mexico |

#### 1. Project Overview

Enchanted Circle Trails Association (ECTA), in coordination with the Town of Angel Fire, is seeking proposals from qualified vendors to complete a Trail Accessibility Audit for Trail Access Information (TAI) for the Angel Fire Greenbelt Trail System. The purpose is to collect objective trail condition data so residents and visitors, including people using adaptive equipment, wheelchairs, hand cycles, walkers, strollers, or other mobility devices, can determine whether each trail or trail segment is appropriate for their abilities, equipment, and comfort level.

#### 2. Project Area and Logistics

The Greenbelt Trail System is a four-season, non-motorized trail network in Angel Fire, NM, open to biking, hiking, and horseback riding, with winter snowshoe use. Existing public materials identify approximately 18 named trails totaling about 30.45 miles, with easy, intermediate, and expert/advanced trail ratings. The final audit scope may be refined with the selected vendor before fieldwork begins.

| Trail            | Miles | Current Rating | Trail         | Miles | Current Rating  |
|------------------|-------|----------------|---------------|-------|-----------------|
| Deer             | 1.0   | Easy           | Solar Loop    | 0.35  | Easy            |
| Elk              | 1.0   | Easy           | Cougar        | 3.0   | Intermediate    |
| Bear             | 2.0   | Easy           | Coyote        | 2.0   | Intermediate    |
| Lynx 1 & 2       | 0.5   | Easy           | Oesta Vista   | 2.5   | Intermediate    |
| Lynx 3           | 0.25  | Easy           | Powerline     | 1.0   | Intermediate    |
| Bobcat           | 1.0   | Easy           | Sage          | 1.0   | Intermediate    |
| Lady Slipper     | 2.5   | Easy           | Ho Chi Min    | 1.0   | Intermediate    |
| Monte Verde Lake | 1.0   | Easy           | Whoop De Do   | 2.0   | Intermediate    |
| Sendero del Sol  | 1.35  | Easy           | Elliot Barker | 7.0   | Expert/Advanced |

#### 3. Scope of Work

The selected vendor must complete a systematic field assessment using a proven objective methodology such as UTAP/MUTAP, HETAP, or an equivalent approach. Scope of work includes:

- Project kickoff and review of available trail maps, trail names, existing mileage, access points, and desired public-facing TAI format.
- Field assessment of the Greenbelt trails by trail and/or logical segment, with stations recorded at regular intervals and whenever trail conditions materially change.

- Collection of minimum TAI fields: trail/segment length, surface type and condition, surface firmness/stability, typical and maximum running grade, typical and maximum cross slope, typical and minimum tread width, and assessment date.
- Documentation of significant obstacles and access considerations, including rocks, roots, ruts, steps, gates/barriers, narrow pinch points, soft or unstable surfaces, severe cross slopes, drainage issues, road crossings, and other features affecting mobility or adaptive equipment use.
- GPS location and photo documentation for stations, access points, notable features, barriers, and recommended signage/map locations.
- Recommendations for how TAI should be displayed on trailhead signs, online maps, and other public-facing materials, including grade profiles where appropriate.

#### **4. Required Deliverables**

- TAI dataset in editable spreadsheet format and GIS-compatible format, with clear field names, units, and methodology notes.
- Trail/segment summary table suitable for public information, including length, surface, typical/minimum tread width, typical/maximum running grade, typical/maximum cross slope, and assessment date.
- GPS-tagged photo library and obstacle/features inventory with location, dimensions/magnitude, remaining usable tread width where applicable, and notes.
- Trail grade profiles or equivalent elevation/grade visuals for each assessed trail or segment when feasible.
- Final report summarizing methods, findings, data limitations, priority access considerations, and recommended next steps for signage, mapping, maintenance, or future accessibility improvements.

#### **5. Vendor Qualifications**

- Demonstrated experience conducting trail accessibility, trail condition, adaptive recreation, or TAI assessments for public agencies, nonprofits, resorts, land managers, or trail organizations.
- Knowledge of applicable guidance, including ABA/ADA outdoor developed area guidance, FSTAG, FSORAG, UTAP/MUTAP, HETAP, or equivalent objective trail assessment methods.
- Ability to produce field data, GIS/map-ready outputs, photos, and plain-language public-facing trail information.
- Experience with natural-surface trails, adaptive mountain biking or adaptive hiking access, and mountain/resort trail systems is preferred.

#### **6. Proposal Requirements**

Proposals should be concise and include the following:

- A brief overview of your company's experience with adaptive trail audits.
- Examples of past TAI signage or interactive trail maps generated from your assessments.
- Proposed methodology, including whether UTAP/MUTAP, HETAP, or another objective assessment approach will be used.

- Proposed schedule and availability to complete fieldwork and final deliverables during the summer/fall field season, pending funding.
- A scalable cost proposal detailing your rate per mile/segment, including any baseline mobilization fees.

## **7. Evaluation Criteria**

| <b>Criterion</b>                                               | <b>Weight</b> |
|----------------------------------------------------------------|---------------|
| Relevant trail accessibility/TAI experience and qualifications | 30%           |
| Technical approach and quality of proposed methodology         | 30%           |
| Quality and usefulness of deliverables for public-facing TAI   | 20%           |
| Cost reasonableness and complete travel/mobilization estimate  | 20%           |

## **8. Submission Instructions**

Submit proposals by July 20 at 5:00 p.m. MT to [info@enchantedcircletrails.org](mailto:info@enchantedcircletrails.org).  
Please submit proposals as a single PDF attachment.

## **9. Anticipated Project Timeline**

This RFP is issued to obtain cost estimates for budgeting purposes. The final award and commencement of the project are contingent upon ECTA and the Town of Angel Fire securing future funding.