

REQUEST FOR PROPOSALS
Warren Land Trust / Kent Land Trust
January 2026

I. GENERAL

A. **Background:** In the years from 2014 to 2026, the Kent Land Trust and Warren Land Trust, serving the respective, adjoining communities of Kent and Warren, CT, conserved three large, connected properties in both towns, namely, the Kent Land Trust's "East Kent Hamlet Nature Preserve", the Warren Land Trust's "Cunningham Nature Preserve", and the Warren Land Trust's "Mountain Lake Preserve". Together, these three properties form a landscape-scale nature preserve (the "Preserve") of more than 600 acres which the two land trusts intend to manage in a coordinated effort. The Preserve adjoins a 332-acre property of the State of Connecticut, part of the Wyantenock State Forest (see Map appended hereto).

The land trusts envision making these properties available to public visitors for passive recreation including on a system of multi-use trails, designed to enable access by and appeal to a wide variety of users and to enhance visitor experience while safeguarding the preserve's natural and cultural aspects.

All three of the properties owned by the land trusts have existing trails; there currently are no trails on the State Forest parcel. The landscape is further crisscrossed by old wood roads and evidence of past human use.

The Warren-Kent Partnership for Recreational Trails Project is a project of the Connecticut Recreational Trails Program, funded in part through a grant from the State of Connecticut administered through the Department of Energy and Environmental Protection.

B. **Who May Respond:** Experienced trail design individuals and firms are invited to respond to this RFP to develop and deliver a Master Plan and Design, the scope and contents of which are detailed below.

C. **Purpose:** Develop a Master Plan and Design for public use within the preserve, including a coordinated and connected system of trails of various types, access areas, infrastructure, consistent signage, mapping and marking that will promote and facilitate public access.

II. INSTRUCTIONS ON PROPOSAL SUBMISSION.

- A. **Closing Submission Date.** Proposals must be submitted no later than **5:00 pm** on **February 20, 2026.**
- B. **Submission Procedure.** Email final proposals to both Connie Manes, Executive Director, Kent Land Trust connie.manes@kentlandtrust.org and Elizabeth Chandler, Vice President, Warren Land Trust erchandler@warrenlandtrust.org by 5:00pm on Friday, February 20, 2026.
- C. **Accommodation.** The Warren Land Trust and Kent Land Trust are committed to complying with the Americans with Disabilities Act. To request accommodation, and for alternative submission methods and clarifying questions, please contact Connie Manes by email or 860.488.9185 prior to the deadline. The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. Requests for accommodation may also be made to CT DEEP at (860) 418-5910 or deep.accommodations@ct.gov.
- D. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed. It is the responsibility of the Proposer to ensure that the proposal is received by the date, time and in the manner specified above. Late proposals will not be considered.
- E. **Evaluation of Proposals.** Proposals will be evaluated based on relevant experience and expertise, demonstrated understanding of the project scope and objectives, quality and feasibility of the proposed methodology and timeline, cost-effectiveness of the proposal, and strength of references and past performance.
- F. **Right to Reject.** The Kent Land Trust and Warren Land Trust reserve the right to reject any and all proposals received in response to this RFP, and to negotiate terms.
- G. **Notification of Award.** Upon conclusion of final negotiations regarding the successful proposal, all Proposers will be informed, in writing, that a selection has been made.

III. SCOPE OF SERVICES AND DELIVERABLES:

The Master Plan and Design shall include the below components.

- A. Baseline Conditions Survey & Mapping:** Contractor shall collect detailed data and provide a report and conceptual maps of the Preserve's baseline conditions impacting trail corridor and routing decisions (Wetland and Watercourse, Soil, Land Use, etc.).
- B. Feasibility Study:** Contractor shall develop a feasibility study that evaluates Preserve conditions, including key cultural and natural features as well as obstacles of access, usability, connectivity, safety, habitat sensitivity, and other concerns. The feasibility study shall also evaluate and recommend options for access on and through part or all of the adjacent Wyantenock State Forest. Contractor shall additionally evaluate any existing structures in the Preserve for their possible use and incorporation into the plan versus demolition.
- C. Final Designed Plans:** Contractor shall develop professionally designed plans for a system of connected trails and other public access areas within the Preserve and the adjacent Wyantenock State Forest. The plans shall be suitable for use in presentation to the Kent Land Trust and Warren Land Trust governing boards and to the public, to obtain permits, and to bid out the project construction work. The plans shall include, but not be limited to, information regarding:
 - Trails configuration and length;
 - Trails modality of use(s);
 - Tread width and grading of trails; trails surface materials;
 - Accessibility to persons with physical conditions that might otherwise limit use;
 - Parking, including notes pertinent to engineering;
 - Kiosks, signage, benches, and other infrastructure and public amenities;
 - Need for footbridges, boardwalks, stonework, and other infrastructure protective of trail path and surface and/or natural resources (e.g., stream crossings, wetlands, erodible areas, vernal pools, hazardous slopes and terrain);
 - Need for soil or rock removal, removal of any trees and shrubs, or other major clearing;
 - Marking of trails.
- D. Permits:** Contractor shall identify and describe all necessary permits to implement the plans and/or trail amenity(ies) (e.g., parking lot) construction. By way of example, these may include but are not limited to: DEEP Natural Diversity Data Base (NDDB) Coordination, Local Land Use/Zoning Referral – Erosion & Sedimentation Permits,

Planning & Zoning Commission Municipal Project Referral (C.G.S. § 8-24), CT Department of Transportation (DOT) District Encroachment Permit, Local Aquifer Protection Notification, Army Corps of Engineers Permits.

The Master Plan and Design shall present these components A-D in the forms of text, maps, drawings, and photographs, inclusively. The Master Plan and Design shall recommend, if practicable, phases or stages for implementing the Final Designed Plans

- E. Meetings with Warren Land Trust / Kent Land Trust representatives**
- F. Meetings with State of Connecticut Department of Energy and Environmental Protection representatives, as necessary**
- G. Presentation to Warren Land Trust / Kent Land Trust Boards**
- H. Finalization of Work Product**
- I. Presentation to Kent and Warren communities** (including visual demonstration, may include on-location meeting)

IV. PROPOSAL FORMAT:

- A. Contractor Background (overview of services, experience with similar projects)
- B. Understanding of the project (description demonstrating project purpose, objectives, scope, deliverables, and timeline)
- C. Methodology (how contractor will fulfill the deliverables)
- D. Key personnel and their roles in the project
- E. Timeframe for completing the work
- F. Budget (detailed cost estimate for services, broken up by deliverables and aspects of service such as personnel rates, supplies and materials, etc.)
- G. At least two references connected with completed projects.
- H. Photographs, drawings and maps from completed projects comparable to the project purpose and deliverables.

V. PROJECT TIMELINE:

- A. RFP Issued: January 23, 2026
- B. Proposal Submission Deadline: Friday, February 20, 2026
- C. Selection of Consultant: by Friday, February 27, 2026
- D. Project Start Date: Upon contract execution, early March
- E. Completion of Deliverables A-D: by Friday May 8, 2026
- F. Completion of Deliverable G: by Saturday, May 23, 2026
- G. Completion of Deliverable H: by Friday May 29, 2026
- H. Completion of Deliverable I: by June 6, 2026

Mountain Lake Property Warren, Connecticut

