



Lake Erie West
REGIONAL COUNCIL

Lake Erie West Regional Council

REQUEST FOR PROPOSALS

Regional Trails Maintenance Study

Issue Date: February 17, 2026

Proposal Due Date: March 25, 2026

February 17, 2026
NOTICE OF REQUEST FOR PROPOSAL (RFP)
TO PROVIDE Regional Trails Maintenance Study
DUE: March 25, 2026

Lake Erie West Regional Council, (hereinafter referred to as "Lake Erie West"), invites written proposals to produce a regional trails study to assess the current conditions of existing facilities, analyze the short/medium term maintenance required on existing facilities, and prioritize the capital improvements for the identified regional separated multi-use paths and trails for a minimum of 20 years (2026-2046). Proposals are solicited in accordance with the terms, conditions, and instructions set forth in the RFP accessible via tmacog.org.

Proposals must be submitted and marked: Lake Erie West – RFP: Regional Trails Maintenance Study: "FIRM NAME".

Proposals will be a signed digital copy, or a downloadable digital link, received by Lake Erie West electronically via email to hoelzle@tmacog.org until 03/25/2026 at 1:00 p.m. EST. Any proposal received after this time and date will not be considered. Respondents are responsible for ensuring the proposal is received by the deadline.

INTRODUCTION:

Lake Erie West Regional Council ("Lake Erie West", formerly Toledo Metropolitan Area Council of Governments) is seeking the services of a consultant/professional firm to produce a regional trails study to assess the current conditions, to analyze the short/medium term maintenance of existing facilities, and prioritize the capital improvements for the separated multi-use paths and trails, including water trail access points, for a minimum of 20 years (2026-2046). Lake Erie West anticipates the process will run from April 13, 2026, to September 15, 2026. The outcome will be a regional trails maintenance study & asset maintenance plan. The plan will inform and aid collaboration among regional partners to improve and maintain existing trails throughout the region as defined on the map in Appendix A. The successful bidder will be responsible for providing a final report that details the conditions and cost estimates for each trail, multi-use path, and water trail access point in the defined region. The report will include: completion of an inventory; including but not limited to the attached inventory/spreadsheet in Appendix B; conditions of multi-use paths, trails, and water trail access points within the region as identified in Map/Appendix A; ranking of the conditions the trails are in, and analysis of required maintenance. The resulting information should be correlated with the capital needs for a 20-year maintenance requirement per trail and include costs inflated to the anticipated year of construction. The trail conditions assessment should include, but is not limited to, the attached inventory/spreadsheet, in Appendix B:

- Pavement Conditions (i.e. cracks, erosion, spalling, etc.)
 - Pavement types
 - Most asphalt/concrete – 15 year life cycles
- Bridge and crossing conditions (boardwalks, stairs)
- Culverts
- Canoe launch points/water access locations
- Utilities under the pavements- information and ownership
 - i.e. Wabash- 36 inch line under the trail in sections
- Fencing- boundary fences (private owners) and the fencing for safety
- Safety devices- truncated domes, barricades, crossing devices, pavement markings, signage, markers, maps
- Date of condition assessment
- Conflict points with motorized transportation
- Site distance hazards (corn fields, overgrowth)
- Bike/Pedestrian Hazards (trip hazards, crossings that would be dangerous for bikes and pedestrians)
- Natural debris (branches, overgrown roots, nesting, etc.)
 - Vegetative encroachments, (dead trees/Hazard tree, etc.)
- Manmade debris (garbage, manmade items, obstacles, etc.)
- Amenities (benches, mutt mitt, fix-it stations, water fillers and bottle fillers, Trash cans, Bike rack, picnic tables)

- Slopes (ADA slope concerns)
- Width - any areas that do not meet the MUP standards
- Accessibility assessment and recommendations

Lake Erie West is a non-partisan regional planning partnership made up of voluntary governmental members in northwest Ohio and southeast Michigan. Lake Erie West has a 50-plus year history as a metropolitan planning organization and council of governments that advances regional cooperation in transportation, water quality, and other economic development endeavors that affect quality of life. As of February 2026, Lake Erie West has 22 employees (combined full and part time).

1.0 Definitions

Consultant – the firm submitting a proposal

Organizational Review Team- Lake Erie West staff assigned to project

TAP – Transportation Alternatives Program

CMAQ – Congestion Mitigation and Air Quality Improvement Program

ESRI – Environmental Systems Research Institute, Inc.

Attached spreadsheet, in Appendix B, includes a Variables Definitions tab

2.0 Services Requested

The services to be performed shall include but not be limited to the following beginning approximately on April 13, 2026, with completion no later than September 15, 2026.

Lake Erie West is seeking proposals that must encompass, at a minimum, the following elements:

1. Aerial analysis of all trails and water access points included in the region (date, photographic evidence, identification, and location)
2. An “on-ground” analysis of all the trails and water access points (date, photographic evidence, identification, and location)
3. Drone footage to capture problem areas (date, photographic evidence, identification, and location)
4. Maps to identify specific problem areas to be maintained (ESRI)
 - a. Color code trails based on conditions
5. Shapefiles or CSV/Excel format (Provided by Lake Erie West)
6. Cost and time estimate for repairs (maintenance and replacement)
 - a. Inflated to year of construction
7. Rate segments identified by Lake Erie West using a proposed rating system determined through collaboration with consultant and Lake Erie West

Notes:

1. Trails- Regional: University/Park Trails, Wabash Cannonball Trail (North and South Fork), Chessie Circle Trail, Slippery Elm Trail, Riverside East Trail ("International Rotary"), North Coast Inland Trail

3.0 Information required in the Request for Proposals

Lake Erie West reserves the right to reject any or all proposals, waive or not to waive any irregularities therein and to accept the proposal considered to be in the best interest of Lake Erie West.

All proposals must be typed. Clarity and completeness are essential. The proposal must be signed by the individual(s) legally authorized to bind the proposing Firm.

The proposal should contain, without limitation, the following information at a minimum:

1. A cover letter introducing the team that will be working on the project
2. A detailed description of the approach to the project
3. A detailed project timeline and schedule
4. A description of the consultant's qualifications, including relevant experience, education, and certifications
5. A list of three (3) references for similar projects completed within the past five (5) years
6. A detailed cost proposal, including a breakdown of all costs associated with the project.

4.0 Presentations by Consultants

Lake Erie West may ask any Consultant to make an oral presentation and/or demonstration, on April 6, 2026, without charge to Lake Erie West.

5.0 Contract

1. The content of this RFP, all addenda, and all provisions of the successful proposal deemed pertinent by Lake Erie West may be incorporated into the contract and become legally binding.
2. Lake Erie West reserves the right to cancel the contract without cause with a minimum of thirty (30) days written notice.

6.0 Right to Audit Records

In the performance of this Agreement, the Consultant shall keep books, records, and accounts of all activities related to the Agreement in compliance with record retention schedules of Lake Erie West. All documents, papers, books, records and accounts made or received by the Consultant in conjunction with the Agreement and the performance

of this Agreement shall be open to inspection and shall be retained by the Consultant for a period of three (3) years after termination of this Agreement.

7.0 Evaluation Process

A Selection Committee will evaluate proposals based on the following criteria with a maximum number of points per criterion listed in parenthesis: compliance of requirements (10 points), approach and methodology (35 points), technical expertise (30 points), similar project work (5 points), and cost (20 points). The Selection Committee is made up of Lake Erie West staff members. In addition to the materials provided in the written responses to this RFP, the Selection Committee may request additional material, information, or references from the Consultant or from others.

8.0 Awards

Lake Erie West reserves the right to award the contract(s) to the Consultant(s) which Lake Erie West deems to offer the best overall proposal(s). Lake Erie West is therefore not bound to accept a proposal on the basis of lowest price and further, Lake Erie West has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in Lake Erie West's best interests to do so. Lake Erie West shall receive and maintain ownership of all deliverables; Lake Erie West will be the owner of all intellectual property developed through this study.

9.0 Incurred Expenses

This RFP does not commit Lake Erie West to award a contract, nor shall it be responsible for any cost or expense which may be incurred by the Consultant in preparing and submitting the proposal called for in this RFP, or any cost or expenses incurred by the Consultant prior to the execution of a contract agreement.

10.0 Questions

Questions concerning any portion of this RFP shall be directed via email to Rosanna Hoelzle at hoelzle@tmacog.org.

11.0 Proposal Closing Date and Time

The original proposal must be received by Lake Erie West no later than 1:00pm EST on March 25, 2026. The proposals will be opened at that time.

12.0 Delivery of Proposals

Respondents should deliver a signed digital copy, or a downloadable digital link, via email, by 1:00 P.M. EST on March 25, 2026, to the following contact:

Rosanna Hoelzle, Chief of Staff
Lake Erie West Regional Council

300 Martin Luther King Jr Dr, Suite 300
Toledo, Ohio 43604
hoelzle@tmacog.org

Responses should not be sent by facsimile or mail. Email subject lines should be clearly marked with: Lake Erie West – RFP: Regional Trails Maintenance Study: “Firm Name”

13.0 Anticipated Project Timeline

RFP Released	February 17, 2026
Questions Due	February 27, 2026
Issuance of Responses to Questions	March 2, 2026
RFP Due Date	March 25, 2026
Presentations (if needed)	April 6, 2026
Selection of Proposal	April 10, 2026
Approval of Agreement	April 13, 2026
Final Deliverables	September 15, 2026

Appendix A



Appendix B

Inventory Spreadsheet- available upon request.