

Municipal Planning Grants, RFP Template

REQUEST FOR PROPOSALS
Landscape Architecture and Planning Consultant for Enosburgh
Recreation Fields Revitalization Plan
The Town of Enosburgh, Vermont
April 15, 2019
Proposal Due on *May 13, 2019*

April 15, 2019	RFP Released
April 26, 2019 at 3:00pm	Deadline for submission of questions via email
May 13, 2019 at 3:00 pm	Deadline for submission of proposal via email
By the end of June 2019	Contract execution
May 2020 (no later than)	Project completion

PROJECT DESCRIPTION

Overview

The Town of Enosburgh, through the Enosburgh Community Recreation Committee, seeks a consultant to develop a Recreation Field Revitalization Plan and Design for an engaging multi-use community recreation space accessible and appealing to Enosburgh’s diverse ages, abilities, and interests. Proposals that result in ready to construct designs will score higher.

Context and Background

Enosburgh’s Recreation Fields are an important community asset to support a vibrant , healthy community. 36% of high school students in Enosburgh’s Supervisory Union are obese or overweight (2017 YRBS). That is higher than the State rate of 27%. The Recreation Fields offer an opportunity for physical activity, and with careful planning and the addition of elements that appeal to a variety of ages, interests, and abilities, more community members can benefit.

The fields are currently utilized by organized sports. The local schools use the fields for soccer and Little League uses the field for softball games. However, the fields are underutilized by those not participating in those activities, and there are more groups that could utilize the fields. According to the latest community profile figures, there are approximately 458 school age children in Enosburgh, and only one public playground located at the Elementary school, which is often busy with students and campers. This creates less opportunity for outdoor play, and therefore physical activity in school age children. In addition, while seniors make up a

significant portion of our community, there are not many outdoor spaces that are senior or handicap accessible. The closest outdoor spaces to senior housing include wilderness trails which may pose fall risks.

Easily accessible to Village residents is Lincoln Park located in the heart of the Village , however it offers limited recreational opportunities. There are no outdoor spaces with easy access to handicap bathrooms. The Recreation Fields currently use portable bathrooms, which can be difficult to use for individuals with disabilities, seniors, and families who need baby/child changing stations. Everyone deserves safe and comfortable access to outdoor spaces for their physical and mental health. This project allows the Town of Enosburgh to work toward developing a Revitalization Plan that will maximize the use of the Recreation Fields and create a more complete community space for all.

A current map of the Recreation Fields can be found at the [Enosburgh Community Recreation Website](#). The plan will include a variety of options for kids to stay active through the following additions: a play structure that will include climbing, crawling, and interactive play, and a Gaga Pitt (a fast-paced and high energy game that keeps kids jumping, dodging, and requires quick eye-hand coordination).

Other structures will benefit both adults and kids, such as a refreshed walking path. Originally built in 2009, the gravel path that circles the ball fields has disintegrated over time. It is no longer smooth, or clearly visible. An inviting path could be used by parents while their children are playing and could incorporate fitness stations with instructions for adults and children to follow. The kids' instructions would be fun by incorporating simple physical movements, such as jumping jacks while singing the ABC's. Other additions to the field would make them more accessible, such as the addition of lighting, shade trees, and benches. This would allow access to the fields after the sun has set and in the heat of summer. The inclusion of bike racks and ramps would encourage the use of biking as transport to the fields, as well as make the field wheelchair-friendly. The timing for this planning is perfect, as a sidewalk from the Village to the Recreation Fields along the north side of 105 is scheduled to be built in the summer of 2019.

Certain additions would also benefit mental health. For example, the inclusion of edible landscapes and a Community Garden space would enhance to the natural surroundings of the field, encourage social interactions, mindfulness and nutrition. According to the CDC, "Gardens may offer physical and mental health benefits." Some additional supporting structures are benches and a pavilion with picnic tables. This would encourage individuals to stay at the Recreation Fields for a longer period, and share in social interactions with family, friends or just sit and enjoy the surroundings alone.

The Recreation Field currently rents portable toilets, in our Revitalization Plan we would include a structure for bathroom amenities. This would make our fields more family, senior and handicap friendly.

Funding

A total of \$21,700 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development and a RiseVT amplify grant received in 2018 to support enhancements to the Recreation Fields.

Work Plan

Task	Description of Task
Project Initiation	Coordination, site visit, surveying, base mapping and gathering of relevant data. Includes Steering Committee meeting/call.
Concept Design Phase	
Public Engagement	Public outreach on park program needs. Includes public design workshop and Steering Committee meeting/call.
Develop Concepts Design	Develop draft and final concept designs for Enosburgh Recreation Fields identifying site opportunities, infrastructure, phasing. Includes public presentation and Steering Committee meeting/call.
Design Development Phase	
Design Development	Ground truth concept design and refine as necessary based on public/stakeholder feedback, cost and/or site details. Includes Steering Committee meeting/call.
Develop detailed designs	Develop detailed designs, including typicals for inclusion in bid documents or to provide to contractors, estimated costs, and permitting needs.
Implementation Program	Provide an outline for implementing and financing the proposed plan.
Final Stakeholder Meeting	Final stakeholder strategic meeting with Steering Committee and municipal leadership on putting the plan into action.

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
 - a. a detailed scope of work with associated list of tasks broken down by task and team member
 - b. description of the proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan above conforms with the requirements of the Municipal Planning Grant, feel free to propose new/creative approaches to this project. (If chosen, alternative approaches may require approval from the state.)

3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Town of Enosburgh upon submission. The municipality Town of Enosburgh reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of Town of Enosburgh. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Enosburgh reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town of Enosburgh. This solicitation of proposals in no way obligates the Town of Enosburgh to award a contract.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) and 5 printed copies of the proposal by **May 13, 2019, 3pm** to:

Municipality/Local Project Manager Contact Information

Town of Enosburgh
Ivonne Kio, Recreation Director
PO Box 465, Enosburg Falls, VT 05450
802-858-5594
recdirector@enosburghvt.org

Please expect a confirmation email upon receipt of the proposal by Town of Enosburgh.

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to Ivonne Kio. We will respond to all questions in writing and post to a public website within 3 days. Both the question and response will be shared with the other consultants.

RFP Schedule Summary

Proposals due May 13, 2019
Interviews TBD
Consultant selection by May 31, 2019
Project Work to begin June 30, 2019
Complete project on or by May 31, 2020.

Proposal Selection Proposals will be reviewed by a selection committee comprised of representatives from the Enosburgh Community Recreation Committee, Enosburgh Town Selectboard, and the community. A short-list of consultants may be selected for interviews.

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

Interview Framework

The Town of Enosburgh/Enosburgh Community Recreation Committee reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the

consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the Enosburgh Community Center in Enosburgh, Vermont. The day and time will be notified to the respondents at least 1 week(s) prior to the meeting. Each interview will last 30-60 minutes, and will be comprised of a presentation and Q&A. The interviews will be conducted by a selection committee comprised of representatives from the Town of Enosburgh, the Enosburgh Community Recreation Committee, and the community. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of the Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).