



**Town of Bristol**  
P.O. Box 249  
1 South Street  
Bristol, VT 05443  
(802) 453-2410  
[www.bristolvt.org](http://www.bristolvt.org)

**TOWN OF BRISTOL**  
**ACCESSIBLE RECREATION DESIGN FOR TOWN PARKS**  
**REQUEST FOR PROPOSALS**  
**DUE: WEDNESDAY, JANUARY 10, 2024**

**I. PROJECT BACKGROUND**

The Town of Bristol is seeking proposals from qualified professionals for design of accessible recreation on three town parks: Eagle Park, Sycamore Park, and Memorial Park.

Though beautiful with access to local rivers, these town parks are underutilized by the public and are nearly impossible to access for people with varied mobility. The Town of Bristol seeks to improve these three parks to create accessible\* recreation areas for all of our citizens while protecting the natural resources showcased by the parks.

(\*by “accessible” we mean navigable with a wheelchair, walker, stroller, or person walking with a cane.)

The objectives of this initiative are to:

1. Assess the existing park conditions and terrain to determine feasibility for accessible recreation (parking, paths, picnicking).
2. Create conceptual plans for each park illustrating possible recreation options.
3. Develop detailed site design drawings and construction documents with construction estimates.

**II. SCOPE OF SERVICES AND SCHEDULE**

**A. Scope of Work**

1. Evaluate current conditions of the three parks, including an assessment of parking, feasibility of accessible paths on park terrain, area for picnicking, and access to scenic viewing areas.
2. Meet with a steering committee with representatives of the Conservation Commission, Recreation Department, Bike/Ped Committee, Town staff and interested members of the public to understand goals and objectives as well as constraints and concerns.
3. Prepare one or more conceptual plans for each of the three parks indicating opportunities for accessible parking, paths, picnicking, and scenic viewing areas.
4. Review conceptual plan(s) with the steering committee.
5. Identify necessary permits.

6. Convene public meeting in conjunction with a Selectboard meeting for additional community feedback to conceptual plans.
7. Develop preliminary design plans with detailed cost estimates for each of the three parks, including identification of necessary maintenance and associated costs.
8. Present preliminary plans and recommendations to Selectboard and the public.
9. Prepare detailed final site design drawings and construction documents, final report, and recommendations for next steps.

## **B. Schedule**

Below is an outline of general benchmarks:

- Weds. Jan 10, 2023: Proposals due.
- Mon. Jan. 22, 2024: Selectboard considers selection of contractor and authorizes contract.
- Weds., Feb. 7, 2024: Kick-off meeting.
- Mon., Apr. 8, 2024: presentation of conceptual plans to Selectboard
- Mon. June 10, 2024: final report; present design plans, cost estimates, and recommendations to Selectboard.

## **C. Deliverables and Final Products**

The deliverables and final products should be:

1. Two public meetings to engage public feedback (as described above in items 6 & 8);
2. Conceptual plans as described above in item #3;
3. Preliminary design plans with detailed cost estimates for each of the three parks, including identification of necessary maintenance and associated costs, identification of necessary permits, and recommendations for next steps as described above in item #7, 8 & 9; and
4. Final site design drawings and construction plans.

These products should be delivered in paper (double-sided) as well as in one or more digital forms that will allow for electronic distribution and posting on the Bristol Web site.

## **III. REQUIRED ELEMENTS OF PROPOSAL**

Technical Proposal. The proposal should, at a minimum, include the following information:

- A short statement of interest and demonstration of the Consultant's understanding of

the scope and objectives of the project.

- Detailed scope of services and methodology, including specific activities and tasks to be performed, individual(s) to be involved, and an estimate of hours associated with each.
- Proposed timetable for project tasks, including estimated hours associated with each.
- Qualifications of the individual(s) who will be involved in the project, including relevant past experience.
- Summaries of three or more relevant projects, including the names and telephone numbers of references.

The proposal should be printed on double-sided paper to the extent possible and bound in such a way to allow for recycling.

Cost of Services. In a separate sealed envelope from the technical proposal, please provide information about the costs associated with the proposed schedule of tasks, including anticipated costs of delivery, phone, travel, photocopies, etc. Include the hourly rates of involved personnel in the event that further services beyond, or adjustments to, the final project scope of work is desired.

The Town may elect to interview any respondents or none. The technical proposal will be reviewed first. The cost proposal will be opened after review of the technical proposal is complete. The recommendation for award of the contract will be based upon the following considerations:

1. Responsiveness to the Request for Proposals;
2. Qualifications of the consultant or team;
3. The proposed schedule for completion.
4. The content of the cost proposal, including the approach taken to develop the overall estimate of both costs and person-hours; and
5. In accordance with the Bristol Procurement Policy.

Additional Requirements. The selected Contractor will be required to provide a certificate of general liability insurance with the Town of Bristol as an additional insured for liability arising out of this contract.

Evidence of workers' compensation coverage insurance will also be required unless the Contractor is exempt.

#### IV. ADDITIONAL INFORMATION

All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is at the sole expense and responsibility of the firm submitting the proposal. The Town reserves the right to reject any and all proposals received, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel this RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obligates the Town to award a contract. All submittals will receive consideration without regard to race, gender, color, religion, creed, age, or national origin.

The Town also reserves the right to negotiate with the selected Contractor for additional services, such as final plan development, permitting assistance, development of construction documents, and construction administration.

Proposals may be provided in either paper or electronic form. If by paper, please provide at least one reproducible, recyclable copy of the technical proposal and cost proposal. The cost proposal should be submitted in a separate envelope or electronic file from the technical proposal. Please clearly indicate the following information on the outside of each envelope or e-mail subject line and body:

- name and address of Consultant
- envelope or e-mail contents (e.g., Technical or Cost Proposal)
- project name: Accessible Recreation Design for Town Parks.

Questions: Contact Town Administrator Valerie Capels at (802) 453-2410 or [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org).

**Submit Proposals to:**

Bristol Town Administrator  
One South Street  
P.O. Box 249  
Bristol, VT 05443

and/or

[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

**Proposal must be received by Wednesday, January 10, 2024.**

*The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.*