



Town of Shelburne, VT

REQUEST FOR PROPOSAL (RFP)
HULLCREST PARK PLAYGROUND

SHELBURNE PARKS AND RECREATION
5420 SHELBURNE RD.
SHELBURNE, VT 05482
(802) 985-9551
BCIEPLICKI@SHELBURNEVT.ORG

ISSUED: JANUARY 22, 2024

DUE: FEBRUARY 8, 2024

CONTACT: BETSY CIEPLICKI
EMAIL: BCIEPLICKI@SHELBURNEVT.ORG
PHONE: (802) 985-9551

1. PROJECT INTRODUCTION AND BACKGROUND

The Town of Shelburne is seeking proposals for a design for a playground area at Hullcrest Park in Shelburne, VT. Cost proposals should include playground equipment, accessories, safety surfacing, and installation.

Hullcrest Park is a neighborhood pocket park frequented daily by families and residents for many different park amenities, including the popular playground area. The playground serves families with kids from ages 2 and up, but the majority fall into the 5-12 age category. The current structure is no longer safe and is past its lifetime, so the purpose of this project is to upgrade the playground with a design to best meet the needs of our residents using new equipment and added features. In addition, we expect to improve accessibility and inclusive features, while also providing an area for families to gather.

2. SCOPE OF WORK

Work to be completed includes:

- Provide, deliver and install playground equipment, safety surfacing and any other amenities/ accessories in the design such as, but not limited to, borders, fences, picnic tables, benches and signs.

Project Timeline:

Project site will be available to begin work in September, 2024. Project is expected to be completed no later than Nov. 30, 2024.

Notes:

- The Town of Shelburne will be responsible for removing old playground equipment, surfacing and other objects within the project site dimensions. The Town will complete necessary sitework to prepare for playground installation.
- The Town of Shelburne Selectboard has committed to spend up to \$200,000 of ARPA funds on this project. That amount includes the amount that the Town will need to spend to remove and dispose of the old playground and to prepare the site.
- Design Proposal requirements and priorities are listed in Addendum A.

3. RESPONSE FORMAT

Proposals shall include:

1. A brief introduction to your firm and identification of the principal individuals that will provide requested services. A short summary of successful experience on projects similar to the Hullcrest Park Playground project. Name, address and phone number for up to 3 examples of such projects.
2. A cost proposal for the scope of work.
3. A Playground Design submittal.
4. Proof of Liability Insurance and Workman's Compensation.
5. A proposed schedule that indicates overall time for completion and completion date.

4. PROPOSAL EVALUATION CRITERIA

The following criteria will be used in evaluating proposals:

- Price.
- Design submittal and how well it meets the needs of the community and fits the proposal requirements and priorities.
- Bidder's proven ability to perform and / or deliver the items within the specified time limit(s).
- Bidder's experience and reputation, including past performance for the Town and/or other customers.
- Bidder's ability to meet other terms and conditions, including insurance requirements.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

The Town reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

5. SUBMISSIONS

All proposals must be received by the Town no later than 4:00 PM on Thursday, Feb. 8, 2024. Proposals and/or modifications received after this time will not be accepted or reviewed. No Fax or electronic proposals will be accepted.

Each bidder must submit 1 paper copy of their proposal to the following address either in person or by mail:

Physical Address

Town of Shelburne
Hullcrest Park Playground Project Bid
C/O: Betsy Cieplicki, Director
Shelburne Parks and Recreation
5420 Shelburne Rd.
Shelburne, VT 05482

Mailing Address

Town of Shelburne
Hullcrest Park Playground Project Bid
C/O: Betsy Cieplicki, P & R Director
PO Box 88
Shelburne, VT 05482

All bids must be submitted in sealed envelopes, addressed to the Town in care of the Parks and Recreation Director, Betsy Cieplicki, and plainly marked with the name of the bid. The date and time of each bid proposal received will be written on the outside of the envelope. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions and/or alternate services or products must be noted.

Questions about the project should be directed to Betsy Cieplicki at bcieplicki@shelburnevt.org no later than Jan. 31. Answers will be posted by Feb. 5. Responses will be posted at: <https://www.shelburnevt.org/398/Bids-RFQs-RFPs>

A site visit with interested bidders will take place, weather pending, on Friday, Feb. 2nd at 1:00 PM at Hullcrest Park. Hullcrest Park is located on Pinehurst Dr. near the intersection of Hullcrest Rd. in Shelburne, VT.

Addendum A

Project requirements:

- Must meet all public playground certification standards, including but not limited to CPSC, IPEMA, and ASTM.
- Equipment must be rated for ages 2-5, 5-12, or 2-12 years. (Approximately 21% of our park users are ages 2-4, approximately 57% are ages 5-12.)
- Design must fit in the space and dimensions provided. See attached. Overall space is approximately 124 ft. x 40 ft.
- Park entry or welcome sign with rules.

Community Priorities:

- Provide more seating (benches or picnic tables) for gathering or watching children play. Benches situated to view both playground and other park features would be ideal.
- Add shaded areas.
- Improve accessibility and add inclusive features. (fully inclusive would be considered).
- Equipment features most wanted by community (over 50 % response on survey):
 - Swings
 - Climbers
 - Slides
 - Balance Obstacles
- Other features of interest (30-50% response on survey):
 - Spinners for sitting, hanging, or standing on
 - Tunnel
 - Interactive panels for imaginative play, games, music, etc
- Other “wish list” ideas that were repeated by several people:
 - Zip line
 - Tire swing
 - Natural playground features
- Defined division for visual and safety between parking area and playground entrance. Entry area should be small enough to prevent a car from entering.
- Surfacing: Open to either poured in place rubber, tile rubber, engineered wood fiber or combo. Accessible path/ access could be different.
- Color scheme should trend toward natural and earth colors instead of primary.

Hullcrest Park Playground:

