



TOWN OF BENNINGTON

Request for Proposal

Date: January 21, 2022

To: Open Invitation to Professional Design Consultants

From: Town of Bennington Buildings & Grounds Department

Re: Professional Design & Build Services for the Willow Park Play Structure & Park Upgrade

Location: Willow Park, 472 East Road, Bennington, Vermont, 05201

1. General Information & Schedule

This Request for Proposals (RFP) invites responses from qualified, experienced design consultants/contactors to develop, and subsequently build, a new playground and Fitness Trail that meets and/or exceeds all Federal, CPSC, ASTM, and IPEMA guidelines to include the Americans with Disabilities Act (ADA). Additionally, the design should incorporate to the extent possible Universally Accessible (UA) Playground principles. The new playground will replace the existing large and small wooden play structures in Willow Park. The new Fitness Trail will provide a new additional outdoor recreation resource at Willow Park.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to relevant questions will be posted at <https://benningtonvt.org/willow-park-rfp>

Issue Date: Friday, January 21, 2022

Site Visit Date: Friday, February 4, 2022 at 1:00 pm location is the Willow Park Upper Pavilion 472 East Road, Bennington, VT

Questions Due: Friday, February 11, 2022 no later than 3:30 pm

Submittals Due: Monday, February 28, 2022, no later than 2:00 pm

Inquiries/submissions to: Paul T. Dansereau
Director of Facilities
Town of Bennington
PO Box 469
205 South Street
Bennington, Vermont, 05201
pdansereau@benningtonvt.org
(802) 442-1037

2. Project Description

This is a cradle to grave project to design and build the new Willow Park Playground structures and a new fitness trail. The playground structures will replace the existing large (approximately 10,500

square feet) and small (approximately 3,000 square feet) existing, and outdated, wooden play structures at Willow Park. The new Fitness Trail, with a minimum of 6 Fitness Stations) will provide a new additional outdoor recreation resource at Willow Park.

General Proposal Requirements:

- a. Responses to this RFP shall not be more than 20 pages in length (10 each double sided or 20 each single sided pages). **Please provide a total of 8 copies of the submittal packet.**
- b. No less than three (3) design concepts and renderings that are within the project budget are to be developed after contract award. The Town of Bennington Community Engagement Plan will use these three (3) conceptual designs to gain Community input to assist in final design selection.
- c. The Town of Bennington's preference is for the demolition of the old large and small playground structures and the construction of the new large and small playground to be completed in one season. Ideally the new Fitness Trail would be constructed during the same season, however a phased approach for the New Fitness Trail construction may be necessary.
- d. A new Willow Park Fitness Trail design, with a minimum of 6 fitness stations, shall be included as a line item in the Request for Proposal.
- e. Playground and site drainage shall be incorporated in the designs.
- f. Line item shall be included for demolition and removal of existing play structures. Existing large and small play structure removal and project site preparation started on or about April 1, 2022 is preferred.
- g. The new playgrounds and Fitness Trail shall meet and/or exceed all Federal, CPSC, ASTM, and IPEMA guidelines to include the Americans with Disabilities Act (ADA). Additionally, the design should incorporate to the extent possible Universally Accessible (UA) Playground principles.

Universally Accessible (UA) Playground Principles: To the maximum extent possible all designs should incorporate the following UA principles:

- a. Equitable Use – The design is useful to people with diverse abilities.
- b. Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.
- c. Simple and Intuitive – Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
- d. Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
- e. Tolerance of Error – The design minimizes hazards and adverse consequences of accidental or unintended actions.

- f. Low Physical Effort – The design can be used efficiently and comfortable with minimum fatigue.
- g. Size and Space for Approach and Use – Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user’s body size, posture, or mobility.

Large Playground Design Features

- a. Approved, durable, all weather fall protection surface.
- b. Designs should incorporate a variety of play structures for children in the age group of 5 to 12 years old.
- c. Durable all-weather materials and finishes that take into consideration child health, safety, maintenance requirements, and are aesthetically pleasing.

Small Playground Design Features

- a. Approved, durable, all weather fall protection surface.
- b. Designs should incorporate a variety of play structures for children in the age group of Toddlers as well as ages 2 to 5 years old.
- c. Durable all-weather materials and finishes that take into consideration child health, safety, maintenance requirements, and are aesthetically pleasing.

Fitness Trail Design Features

- a. New Fitness Trail shall incorporate a minimum of 6 exercise fitness stations that provide a variety of cardiovascular and/or strength conditioning exercises.
- b. Pathways connecting the exercise stations along the Fitness Trail shall be of all-weather materials. Designs may incorporate existing pathways as part of the Fitness Trail.
- c. Approved, durable, all weather fall protection surface.
- d. Durable all-weather materials and finishes that take into consideration child health, safety, maintenance requirements, and are aesthetically pleasing.
- e. A new Willow Park Fitness Trail design be included as a line item in the Request for Proposal.

3. Project Scope, Schedule, & Planning Budget:

Project Scope: The selected consultant/contractor will provide the Town of Bennington with professional services that include, but are not limited to, the following elements:

- a. Provide full design for the new large playground structure, small playground structure, and new fitness trail from concept sketches through construction plans, documents, and specifications.

- b. Create no less than three (3) conceptual renderings of the the new large playground structure, small playground structure, and new fitness trail.
- c. Provide construction cost estimates for the entire project that includes itemization for the demolition/removal of existing structures, site prep, new material costs, new installation costs for the large playground structure, small playground structure, and new fitness trail.
- d. Provide a construction schedule for the entire project.
- e. Provide project management during construction to ensure all new construction is completed in accordance with designs and specifications.
- f. Participate in up to two Public Meetings (which may be in person or virtual) organized by the Town of Bennington to provide information about the project, assist in community engagement and final design selection.
- g. Construct the final selected design that incorporates project design features and specifications listed in paragraph 2.

Schedule:

Submittals Due:	Monday, February 28, 2022, no later than 2:00 pm
Anticipated Project Award:	Monday, March 7, 2022
Conceptual Designs Submitted:	No Later Than Monday, March 28, 2022
Community Engagement:	March 29, 2022 to April 25, 2022
Demolition and Site Prep:	April 1, 2022 (preferred)
Final Design Selection:	May 2, 2022 (or sooner)
Construction Start:	May 30, 2022 (or sooner preferred)

Project Budget: The total budget for the project shall not exceed \$ 500,000.00 (this includes design, materials, and construction costs).

4. **RFP Submittal:** Responses to this RFP shall not be more than 20 pages in length (10 each double sided or 20 each single sided pages). **Please provide a total of 8 copies of the submittal packet. Submittal Packet shall include:**
 - a. Qualification Detail consisting of:
 - i. Cover letter including a statement of understanding of this project.
 - ii. Proposed Project Team Members, roles, responsibilities, and qualifications to include any/all subcontractors.
 - iii. Specific job experience of similar size, scope, and types of projects completed for all design and construction firms/contractors.
 - b. Technical Proposal:
 - i. A scope of work that includes steps to be taken including all products and deliverables.
 - ii. A summary of estimated labor hours and/or number of hours to be performed by each sub-contractor by task.
 - iii. A proposed schedule that indicates project milestones, project timelines, and project completion schedule.
 - iv. Any other information deemed necessary to address the requests of this RFP.
 - c. Cost Proposal:
 - i. A composite schedule by task of direct labor hours

- ii. An itemized schedule of all expenses, including labor, demolition, material, and direct expenses.
- iii. Include a separate line-item cost estimate for the new fitness trail.

Responses to this RFP must be received per the schedule outlined in Paragraph 1 on page 1 of this RFP. Proposals must be submitted in a sealed envelope in print format either via mail or dropped off in person at the Town Office:

Town of Bennington
Attn: Paul T. Dansereau, Director of Facilities
PO Box 469
205 South Street
Bennington, Vermont, 05201

Additional requirements are as follows:

- i. Applicants are solely responsible for ensuring their proposals arrive on time.
- ii. Faxed or emailed proposals will not be accepted.
- iii. Late replies will not be considered

5. Evaluation Criteria

In compliance with the Town of Bennington's Procurement Policy all complete proposals from qualified contractors will be evaluated based on the following criteria:

- a. Experience & Qualifications
- b. Project Understanding & Knowledge
- c. Ability to Meet Project Scheduled
- d. Cost
- e. Quality, Clarity, & Completeness of Submittal Package.

6. Terms & Conditions

The Town of Bennington reserves the right to accept or reject any or all RFPs, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the Town of Bennington will be final. The Town of Bennington reserves the right to request clarification of information submitted and to request additional information of one or more respondents. This solicitation in no way obligates the Town of Bennington to award a contract.

The Town of Bennington is an Equal Opportunity Employer.