

Request for Proposals
Town of Littleton Parks and Recreation
Remich Park Improvements

Introduction and Background

The purpose of this RFP is to seek a qualified engineering firm or individual to supply the town with plans for a handicap accessible playground area at Remich Park, procure needed equipment, and provide construction management. The park is located at 90 Pine Hill Rd, Littleton, NH 03561.

The original playground at Remich Park was built in 1989. In that time the playground became obsolete and in a state of disrepair. An immediate upgrade is needed to the playground infrastructure after issues arose that were identified by the Town's insurance agency; Primex found the structures to be out of compliance and unsafe. As such, the existing playground was removed in the fall of 2019.

Scope of Services:

The following tasks are to be completed as part of the scope of work:

- Meet with the Town and relevant stakeholders to understand the vision for the Remich Park Playground
- Perform site visit
- Create engineering plans for the playground including features outlined by the Town and stakeholders
- Participate in public hearing to share results of the plans and address public comments/questions
- Procure equipment
- Provide construction management services

Specifications:

- The footprint of the playground should be approximately 95'X 95'.
- The cost of the playground is not to exceed \$200,000 which needs to include groundwork, engineering costs and equipment costs.
- The design should include features and color schemes that represent a "Natural" looking play area, such as forest greens and browns, as well as features that look like rocks and trees if budget allows.
- The majority of the footprint should be wood chips, and another portion should be poured rubber for Handicap access. It is preferable that important and well-worn places such as under the swings, bottoms of slides and entrances to Handicap ramps should be poured rubber for best access for the community.
- Structures and freestanding features will hopefully include age appropriate play areas for kids or all ages.
- The structure will be put together around mid-May and will be a community build format that utilizes volunteers to keep our costs down.
- Willingness to work with local contractors and businesses for supplies and groundwork is required.

Deliverables:

The selected firm/individual will provide to the Town plans for the design of the playground and will see the project through to successful completion.

Qualifications:

All firms or individuals submitting a proposal must be licensed by the State of NH and have demonstrated experience with similar projects.

Required Proposal Components:

Organizational Background

Proposals shall include a description of the applicant’s ability to meet the requirements of this RFP, a description of prior experience in relevant areas, resume of all staff involved in the proposed work and any subcontractors that may be necessary.

Project Approach

The plan of action for accomplishing the tasks outlined in the scope of services including staff assigned and number of hours allocated to each task. Include any recommendation for amending proposed Scope of Work.

Budget

Proposals shall include a budget for performing the Scope of Services, not to exceed \$200,000.

Timeline

A timeline for the project showing each task, event and the decision points shall be included.

References

Please supply three references that can speak to your quality of work, including telephone numbers.

Selection Criteria:

A contract will be awarded to an individual/firm who best meets the following criteria:

- Responsive and responsible to proposal requirements
- Has demonstrated successful experience
- Acceptable project costs
- Acceptable project timeline
- Sound project approach

Proposal Submission

Electronic proposals are preferred. Proposal must arrive by 3 PM on Thursday, March, 26th, 2020. Applicants submitting proposals by mail should allow adequate time to ensure receipt of their proposal by the deadline. Proposals received after the deadline will not be considered. Electronic proposal may be submitted via email to cwilkins@townoflittleton.org. Mailed proposals must be sealed and marked sealed by and be submitted to Chris Wilkins, Director of Parks and Recreation, 125 Main Street, Suite 200, Littleton, NH 03561.

The Town of Littleton Parks and Recreation Department reserves the right to select and negotiate with any qualified respondent whose capabilities, experience and approach are considered by the Town and Department to be in the best interests of the project. The Town of Littleton is an equal

opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, sex, creed, religion, color, national origin, age, disability, or genetic information. Proposals will be taken under advisement by Littleton Parks and Recreation in terms of which is most responsive to the project's needs. This project may be funded in part with grant dollars.

Questions should be addressed to Chris Wilkins, Director of Littleton Parks and Recreation at 413-522-7010 or cwilkins@townoflittleton.org.