

**REQUEST FOR PROPOSALS
TOWN OF STOWE
MEMORIAL PARK MASTER PLAN**

A. Introduction

The Town of Stowe is requesting proposals to conduct a Memorial Park Master Plan. Over the years the recreation demands have grown in Stowe and various uses and facilities have been proposed for Memorial Park to meet these demands. The Selectboard wants to hire a consultant to work with a Project Advisory Committee made up of various stakeholders. The Project Advisory Committee will assist the consultant by providing their ideas and feedback, but the consultant shall be responsible for making their professional recommendation to the Selectboard on the proposed uses and facilities. In addition, the Town is pursuing projects in the Village of Stowe that will increase the vibrancy of the village and views the Park as a major asset in this regard. The vision of a dynamic, comprehensive, year-round, multi-use well planned and designed complex is part of this larger Town vision.

B. Project Advisory Committee

A project advisory committee is planned to consist of:

- Recreation Commission Member
- Planning Commission Member
- A Member of the Stowe Skateboard Coalition
- A Member of the Stowe Vibrancy
- A Member of Stowe Performing Arts
- A Member of Friends of Jackson Arena
- Up to 3 at large appointed citizens
- The Town Manager shall serve as an ex-officio member
- The Selectboard may choose to appoint one of its members

C. Town Staff

The Town Manager shall be responsible for contract approval or any changes thereto and authorization of any invoices to the municipality. The Parks & Recreation Director will be the lead staff person assigned to this project. The consultant is encouraged to meet with the Town Planner, Public Works Director, and Parks & Grounds Superintendent.

D. Scope of Work

The scope of work will be to facilitate a series of meetings with the Project Advisory Committee and provide a report of the findings with accompanied drawings. Activities include:

- Meet with the Selectboard at the following times, 1) prior to commencing the project to receive input 2) at eighty percent completion and 3) to deliver the final report with accompanying drawings, recommendations and estimates.

- Review the documents provided by the Town. Also, seek public input as the consultant determines necessary within the project budget to understand community sentiment and needs.
- Consider the range of desired uses at the Park and make a recommendation on what uses should be accommodated. If there were major uses or facilities that were considered, but not included in the final recommendation, the consultant should provide an explanation why they were not included in the final recommendation.
- Determine the facilities and infrastructure needed to meet these uses taking into consideration the natural resource constraints and permitting and constructability issues.
- Develop a Park Master Plan that incorporates these uses and facilities with other necessary improvements (e.g., lighting, parking, pedestrian and vehicular circulation improvements, etc.).
- Prepare preliminary cost estimates of the proposed future planning and improvements and an analysis of permitting issues.
- Prepare a conceptual plan showing recommended facilities and uses.
- Prioritization and phasing of the proposed future planning and improvements with an outline of the timeframe necessary to implement each element.
- The Plan is subject to the following conditions:
 - The playground was built in 2008 and will remain in its current location.
 - The plan shall not interfere with the sledding hill, which is privately owned, but used by the general public.
 - For any use that is recommended to continue as a municipal use, but not in Memorial Park, the plan must identify alternative locations and assess the cost of and feasibility to relocate.
 - It shall not negatively impact school operations.
 - The plan shall be pragmatic regarding the community's ability and likeliness to fund the proposed capital improvements with tax dollars. Also it should consider the ability and likelihood that the use and facility will be sustainable through the use of revenue fees and municipal tax dollars.

The Town will provide its chosen consultant with copies of the following items:

- Stowe Town Plan
- 2008 Recreation Commission Priorities
- 2007 Stowe Village Vibrancy Plan
- Construction plans and permits for the Stowe Ice Rink
- Aerial photos of Memorial Park
- Plat plans in digital form for the Memorial Park
- Natural Resource Assessment
- Land Water Conservation Fund Documents
- Stowe Skateboard Coalition 8/25/08 Presentation to the Selectboard
- Other documents as requested and on file in the Town Offices

Memorial Park currently includes the following facilities:

- Community Playground
- Three ball fields, one used by Stowe Little League and the other two by the Stowe High School Baseball and Softball teams
- Jackson Arena
- Two tennis courts
- One basketball court
- The David Gale Recreation Center
- Associated parking lots, roads, sidewalks, etc.
- 13 acres of open space behind the Jackson Arena

A successful proposal shall have the following characteristics:

- Demonstrated background in recreation master and site planning
- Demonstrated understanding of state, federal and other prevailing permitting issues
- Ability to provide preliminary cost estimates for proposed scenarios

Attached in Appendix A is a list of uses, facilities and questions that have been proposed in Memorial Park by interested parties.

E. Response Format

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town including identification of the principal individuals that will provide the requested services and sub-consultants.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal and previous experience.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.

7. Demonstration of success on similar projects, including brief project descriptions and contact names and addresses for reference. An example of previous work of similar nature shall also be provided.

Please note that Items 1 – 7 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

- B.) A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

F. Contract Time Period

- RFP released 6/25/09
- Proposals due 12:00 pm (noon) on 7/15/09
- Planned Award Date 7/27/09
- Project Completion Date 12/14/09

G. Consultant Selection

A selection committee made up of the Public Works Director, Town Planner, and Parks and Recreation Director will review the proposals and make a recommendation of award to the Selectboard. The selection committee will review and evaluate all proposals based on the below criteria. To the extent that any proposals are over budget, cost may also be a determining factor. The budget for this work is \$20,000.

1. Qualifications of the firm and the personnel to be assigned to this project. (30 Pts.)
2. Experience of the consultant personnel working together as a team to complete similar projects. (10 Pts.)
3. Demonstration of overall project understanding and insights into local conditions and potential issues. (20 Pts.)
4. Demonstrated knowledge of Project Area. (10 Pts.)
5. Completeness and clarity of the proposal and creativity/thoroughness in addressing the scope of work. (30 Pts.)

The selection committee may elect to interview consultants prior to final selection.

H. Submissions

Consultants wishing to be considered for this project should submit an electronic copy in Word format and five (5) written copies of their proposal to:

Town Manager
Town of Stowe
67 Main Street, P O Box 730
Stowe, VT 05672

Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of prime consultant
2. Due date and time
3. Envelope contents (technical or cost proposal)
4. Project name

Questions about the project should be directed to Marge McIntosh, Parks & Recreation Director, at the above address or at:

Telephone: (802) 253- 2264

Email: mmcintosh@townofstoweevermont.org

The Town must receive all proposals not later than **12:00 PM on Wednesday, July 15, 2009.** Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced or email proposals will be accepted.

All proposals become the property of the Town upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. Through its Town Manager, the Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as is in the best interest of Town. This solicitation in no way obligates the Town to award a contract.

Appendix A

Ice Rink / Community Center

Due to “structural deficiencies”, in 2004 the Stowe Jackson Arena Feasibility Study was completed that provided an analysis of what it would take to renovate the existing Jackson Arena.

In 2005 the voters approved the following article, “Shall general obligation bonds of the Town of Stowe in the amount not to exceed two million dollars (\$2,000,000) or 50% of the cost of construction, which ever is less, be issued for the funding of the Town’s share of the complete renovation of the Jackson Arena? Funds from said bonds to be expended only after 50% of the cost have been raised through private fundraising.”

The Town designed and permitted a new ice rink. However, fundraising was not successful and the project has not been implemented.

In 2009, the Town received a letter from several community groups stating, in part, “The following citizens and organizations, recommend that the Town of Stowe consider two buildings as part of the Recreation Complex Master Plan. This could take the form of retaining the current Jackson Arena for civic purposes or tearing it down and replacing it with an inexpensive alternative without ice. Further, we enthusiastically support the building of a new ice arena in the village as a key economic driver for our community and an enhancement to the vibrancy of Stowe”.

“Rotary Barn”

The Stowe Rotary Barn is located temporarily within Memorial Park and is not actively used. The community has debated for years its historical significance and what to do with the building. In 2008 Historic Stowe II developed a “business plan” that recommended to reuse the Rotary Barn for indoor community space in the Park. At the 2009 the Selectboard asked the voters, “Will the Town at Town Meeting vote to advise the Selectboard to sell, respectfully salvage or otherwise dispose of the so-called Rotary Barn (1839 former Second Congregational Church).” The voters did not approve the article.

Skateboard Park

At the 2007 Annual Meeting voters approved \$100,000 to “Construct new Stowe Skate Park at Village Recreation Complex.” The balance of the money was to be raised by the Stowe Skateboard Coalition. No specific location was determined in the Park nor was a plan presented to the community prior to the vote. The Town and Stowe Skateboard Coalition have put on hold the project until the Memorial Park Master Plan is complete to see if it is a priority use and if there is a viable location in the Park for it.