Request for Proposal (RFP)
For
Powers Park Development Plan

Proposal Due Date: Friday, June 23rd, 2023 by 4:30 pm. Submittals received after the due date listed above will not be considered.

Proposals shall be delivered to:
Northeastern Vermont Development Association
attn: Jesse Noone
36 Eastern Ave, Suite #1
St. Johnsbury, VT 05819

Or by email in PDF format at: jnoone@nvda.net

The Town of Lyndon reserves the right to reject all submittals in the best interests of the Town and the Village Improvement Society (VIS) and is not responsible for any costs incurred in the development of the submittals.

Questions: Contact Jesse Noone at (802)-748-5181, ex. 1011 or jnoone@nvda.net
**Background**

Powers Park has held a unique position in the town of Lyndonville since 1915 when the first pond was completed for local children to learn to swim. Washington Irving Powers willed $13,000 to the town of Lyndon, which purchased a 25-acre grove from the Boston and Maine Railroad.

Mr. Powers envisioned a much larger park with a playground, a picnic area and nature trails. His daughter was a member of the Lyndon Village Improvement Society (VIS), which performed beautification projects throughout town. Through that parent organization a swimming pond, pool house, changing rooms and bathrooms were added to become 'Powers Park'.

In the 1950's, an in-ground swimming pool and two tennis courts were constructed. The existing pool and filtration system were built in 1985 with the help of a grant from the Land Water Conservation Fund. In 1986, VIS acquired its 501(c)3 status for the sole purpose of running the summer recreation programs for the local community and maintaining the Park for community use year-round.

The Village of Lyndonville received a Land & Water Conservation Grant in 2016, which was used to match a $25,000 Town appropriation and private fundraising to upgrade the swimming pool and bath house (ADA compliance). The pool was constructed in 1985, the tennis courts in the 1950’s. The basketball half court was refinished in 2017 and pump track addition in 2019.

Programs and services offered at Powers Park include Red Cross Swimming lessons, Open Swim, Kingdom East School District Summer Program, Tennis Lessons, Free Summer Meal Program, Playground, Picnic Shelter, Pickleball, and special events. During the summer of 2022, a total of 3,556 free meals were served at the park. A total of 160 children from local communities, and 360 students from Kingdom East School District Summer Program were enrolled. These students come from the towns of Lyndon, Kirby, Wheelock, East Haven, Sheffield, Burke, Sutton, and Newark.

In April 2022, approximately 65 people participated in the “Revamp the Ville” Action Workshop. Some of the priority projects identified include:

- Improve downtown walkability, bike-ability, and connections by improving maintenance, exploring street redesign, and adding walk/bike infrastructure.
- Activate and beautify gateways and public spaces, including parks, alleys, and gateway intersections through trees, art, history, signage and events.

Through the above workshop, the Town Plan, and the Community Visit Process in Lyndon in May 2017 (VT Council on Rural Development), residents of the town identified recreational facilities and programs as community priorities. Common themes throughout are connectivity, improved trails & pathways, accessibility, affordability, facility improvements, family programs, adult recreation, and utilizing existing resources.
With the results of the community initiatives above, the Town of Lyndon and VIS determined that rather than focus on fundraising for playground equipment, a better course of action would be to create a Development Plan that will address all of these needs. This will provide them with the information necessary to estimate project costs, investigate potential funding sources, clearly define permitting requirements, and prioritize facility improvements in a phased approach.

**Project Overview**

The Town of Lyndon has identified the need to improve the interconnectivity of walking paths and trails. This includes the potential of linking Powers Park into the growing trail network consisting of Paths Around Lyndon, Sanborn Covered Bridge Riverfront Park, Passumpsic River Paddlers Trail, and Kingdom Trails Association networks. Final plans will also include recommendations on how to best connect Powers Park with the Town's trail network.

Powers Park is an 18-acre park located adjacent to the Town's Designated Village Center. The park is owned and managed by the "Village Improvement Society, Inc." (VIS) with a volunteer Board of Directors. The Park features a swimming pool and bathhouse, ½ basketball court, two tennis courts, playground, soccer field, picnic shelter, and a pump track created with assistance of Kingdom Trail Association. In 2022, VIS partnered with Adaptive Sports Network to offer individualized swimming lessons to people with special needs. VIS plans to continue to partner with Adaptive Sports Network in the future to provide tennis and biking programs for individuals with special needs. VIS also partners with Cobleigh Library to offer a bookmobile service and is in the process of negotiating with Lyndon Farmers Market about park use for their offerings.

Currently Powers Park is not fully accessible to individuals with disabilities. A Community Development Block Grant (CDBG) from the Vermont Community Development Program (VCDP) was acquired last year and will be used to create a complete development plan, including environmental review, design recommendations, and construction estimates for an inclusive, barrier-free recreational and social meeting area for all to use.

Powers Park is a generational asset that the Town and VIS wish to revive for generations to come. The planning process to update the park will reignite the location of the park and reenergize the community through social interaction and inclusivity of all demographics with a specific focus of ADA compliance. As identified in the Northeastern Vermont Regional Hospital's Community Health Needs Assessment, there are specific health-related indicators monitoring the region. This project will provide another opportunity for residents to make measurable physical improvements. Indicators include obesity, lack of physical activity, and being overweight.

When implemented, the Powers Park development will improve accessibility and inclusivity for mobility-impaired individuals. Inclusive playground equipment, musical play structures, and walking paths will all be made accessible and will be phased into the plan, as will wayfinding and seating capacity improvements. Upgrades to the Powers Park will
encourage greater family activity through park engagement and the hosting of multiple events. Through this master plan, Powers Park will become fully ADA compliant and accessible with greater park definition, use, and connectivity.

**Scope of Work and Work Product**

Any project(s) developed as a result of the Work Product produced hereunder shall have the potential to provide benefit where at least 51% of those served would be persons with low-to-moderate income. (Lyndon Town 58.26% LMI and Lyndonville Village 70.76% LMI). If implemented, the proposed ADA improvements would serve residents with mobility impairment and are qualified as “Limited Clientele” by HUD definitions.

NOTE: LMI area-wide, Low- and Moderate-Income Area Data, based on 2011-2015 ACS VCDP funds and other resources will be used to hire consultants to complete the Powers Park Development Plan. Planning activities will result in the following:

- Site Survey - base mapping of existing conditions.
- Site analysis of condition of existing facilities (playground, tennis courts, basketball court, walking paths).
- Identification of environmental impact of recommended improvements, including but not limited to wetland delineation and floodplain surveys.
- Identification of archeological impact of recommended improvements.
- Identification of potential funding sources for implementation.
- Recommendations for phasing of improvements.
- Development of Concept Plan Recommendations for improvement of existing facilities, including recommendations to create a barrier-free recreational and social meeting area for all to use and timeline of suggested improvements.
- Development of construction cost estimates if applicable.
- Identification of permitting requirements.
- Completion and Presentation of a Final Powers Park Development Plan Report consisting of all concept plans, cost estimates, permit requirements, phasing plan and available funding sources.

**Proposal Content**

The Town of Lyndon and the VIS respectfully requests a proposal from you, and/or your firm, for the provision of the services identified above. The brief proposal shall include the following:

- A statement of consultant’s background, qualifications and similar project experience that demonstrates knowledge of the project requirements.
- A description of the consultant’s technical approach to the project, including an outline of the sequence of tasks, major benchmarks, and milestone dates.
A brief summary of key staff on the project team who will be directly involved in the project, including designation of a single point of contact for coordination of the project.

Adjust plans as necessary to meet requirements of Archeological Assessment and/or Environmental Review

A description of similar project experience involving key staff to be involved in the project. The consultant agrees to provide references upon request.

Proposed use of Town staff, office staff, as well as any equipment, materials or additional data that will be expected from the Town or VIS at the onset of the project.

Agreement to accomplish the project within the time frame contained in this RFP.

Estimated cost of the services to be provided under this proposal.

Proposed services to be sub-contracted if any, anticipated subcontractors, and anticipated costs for these services.

Any additional terms or conditions, which are deemed necessary for entering into a contract with the Town of Lyndon, should be attached or incorporated as part of the proposal. The Consultant will be required to comply with all applicable sections of the Grant Agreement between the Vermont Community Development Program and the Town of Lyndon, which will be presented at the time of selection. All proposals become the property of the Town of Lyndon and will not be returned. The Town reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the Town’s and VIS’s desires.

Evaluation Criteria

Selection will be based upon the proposals submitted and will be ranked primarily based upon the following criteria:

- Demonstrative knowledge and/or previous working history with Town and project site
- Consultant’s ability to demonstrate similar project experience
- Consultant’s ability to demonstrate a positive working relationship with the Town, VIS, and grant administrator
- Cost estimates that fall within or as close to the budget of $41,800
- Consultant’s ability to meet project schedule in a timely fashion
- Consultant’s ability to demonstrate a long-range vision
- Consultant’s ability to highlight and meet the needs of the affected stakeholders, the Town, and the VIS
- Prioritization of accessibility and inclusivity concept design

Timeframe

June 23rd, 2023 – Proposals due
June 28th, 2023 – Consultant selected
July 3rd, 2023 – Work begins
June 30th, 2024 – Project complete
Deliverables

- Consultant will schedule monthly check-ins to review project progress with project administrators.
- Consultants will prepare and announce no less than two public meetings to address the project and engage/involve community.
- Consultant will meet with and develop a working relationship with the grant administrator as needed times during the project timeframe to provide project updates and design development.
- Consultant will provide grant administrators with first drafts of the final report
- Consultant will present the final report to the Selectboard and public at a public meeting.
- Consultant will provide final report to Selectboard (1 unbound hard copy and 5 bound hard copies, digital, and PowerPoint)