

## **Request for Proposal**

### Arthur Park Management Plan

#### **Invitation**

The City of Burlington Parks and Recreation is pleased to announce the opportunity for consultants to provide expertise in the development of a Management Plan for Arthur Park, one of Burlington's six Urban Wilds. The total acreage of the natural area is 68.76 acres. The overall layout of the natural area is defined in the attached map (see Figure 1a). The purpose of the Management Plan is to guide the long term maintenance and care of the park and the surrounding natural areas.

#### **Background**

Arthur Park is owned by the City of Burlington. There is limited access to the park and public parking is available across the street at Burlington High school (Figure 1a). It is primarily used for walking, birding, and other pedestrian use. No current management plan for Arthur Park exists, however a preliminary management plan outline for Arthur Park has been created (find attached).

#### **Project Objectives**

The City of Burlington seeks a qualified consultant or firm to:

- Prepare a Management Plan, which will guide management tasks that both protect the ecological integrity as well as support the appropriate level of recreation activities in Arthur Park and the surrounding land.
- Coordinate closely with the Parks and Recreation Department's Land Steward.
- Develop a Management Plan that compliments the Goals and Objectives of Management practices for Burlington's Urban Wilds.
  - Definition of an Urban Wild: Urban Wilds provide habitat for rare and endangered plant and animal communities, wetlands and other riparian systems, flood plain, unique geological and hydrological features, important wildlife habitat and travel corridors, areas important for scientific research and education, scenic vistas, trails, passive recreation, sustainable forest communities, and cultural features.

#### **Scope of Services**

The following list reflects the minimum tasks necessary to prepare the Management Plan.

- Development of a comprehensive management plan for Arthur Park. The management plan should follow the attached outline form; outline is subject to change during the scope of the project. It should focus on managing Arthur Park in ways that encourage recreation with minimal impacts (walking, snowshoeing, birding, hiking, skiing) while, focusing on maintaining ecological integrity.

- Identify the access points and provide information on the current land use and the surrounding boundaries.
- Conduct an ecological assessment to determine existing, as well as potential impacts to natural resources.
- Include the physical description of Arthur Park, provide information on topography, geology, soils, hydrology, and climate.
- Include an inventory of the natural communities, flora, and fauna.
- Identify specific targets such as rare, threatened, or endangered species as well as significant features that may require Maintenance.
- Inventory the existing invasive species in Arthur Park, propose removal if necessary.
- Inventory the existing trails within Arthur Park, document the current trail conditions, and propose re-routing trails if necessary.
- Include an inventory of potential site interpretation, signage, and way finding.
- Calculate a Maintenance Prescription, including materials list, associated costs and estimated man hours to show the work that is required to bring the ecological integrity of the park to an established standard, as well as bringing the trails to standard. Illustration and description of prescribed repairs will be required.
- Develop a maintenance update plan. The plan should include a maintenance frequency to keep trails functional, stable and usable. It should also include a maintenance frequency to keep invasive species under control and any other measures that may be needed to protect the ecological value of Arthur Park.

### **Project Deliverables**

The project will be considered complete when the City accepts the following:

- Draft and finalize a Management Plan that includes the tasks listed in the Scope of Services. Include a location map, a map of adjacent land ownership, boundaries and trails, topography, landscape context, natural communities, and location of significant features/species.
- Background materials, site photographs, and GIS data developed during the development of the plan.
- Presentation to Parks and Recreation Department.

The following dates reflect the Town's preliminary schedule for completion of the Management Plan.

- March 21, 2014 Request for Proposal issued
- April 4, 2014 Proposals due to the City of Burlington
- Week of May 19, 2014 Award of contract by City of Burlington
- By May 30, 2014 Initial meeting with Burlington Parks and Recreation Department
- July 18, 2014 Submit a draft to review with Parks and Recreation Department
- August 25, 2014 Presentation to Parks and Recreation Department
- September 1, 2014 Project Completed

## **Project Budget**

The City of Burlington has identified preliminary funds to support a project in the range of \$4,000-\$7,000. However, we ask that all bidders be comprehensive in their proposals. If there are costs that fall beyond the \$4,000-\$7,000 range the City would like to retain the option of increasing available funding to meet these needs or to pare back the project objectives accordingly.

## **Examination of Contract Documents and Site**

It is the responsibility of each Bidder before submitting the bid to:

- a) Examine the Contract Documents thoroughly
- b) Visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing the work.
- c) Study and carefully correlate Bidders observations with Contract Documents and
- d) Notify the City of all conflicts, errors or discrepancies in the Contract Documents.

Before submitting a bid, each Bidder may, at the Bidder's own expense, make or obtain additional examinations, exploration, tests or studies of the site to obtain any additional information relating to the surface or sub-surface conditions of the site.

- On request in advance, the City will provide each Bidder with access to the site to conduct such explorations and tests as each Bidder deem necessary for the submission of the bid so long as said explorations are within the construction limits shown in the drawings and the Bidder restores the site to its original condition at no cost to the City. Any entry onto the property will be subject to the indemnity provisions of these documents.
- The submission of a Bid will constitute an incontrovertible representation by the Bidder that the Bidder is thoroughly familiar with the contract documents and that, without exception, the Bid is premised upon performing and furnishing the work required by the Contract Documents.
- Each bidder should visit the site of the proposed work and fully acquaint him/herself with the conditions there. Site visits may be scheduled by contacting the Parks and Recreation Land Steward at (802) 316-7917.
- The bidder, by execution of the contract, will in no way be relieved of any obligation under it due to his/her failure to visit the site and acquaint himself/herself with the conditions.

## **Interpretations**

All questions about the meaning or intent of the contract documents are to be directed to the Parks and Recreation Land Steward. Any questions or inquiries must be submitted in writing, and must be received by the Land Steward (802-316-7917: Fax; [dcahill@burlingtonvt.gov](mailto:dcahill@burlingtonvt.gov)) no later than two (2) calendar days before the Request for Proposals due date to be considered. Interpretations or clarifications considered necessary by the City will be issued as written addenda by the City and mailed to all parties on the bidding list. Only questions answered by written addenda will be in the bidding documents as deemed

advisable. If it becomes necessary to revise any part of the RFP, the revisions will be circulated to all those who receive the original documents.

### **Changes in Work**

The City of Burlington will have the right to require alterations of, additions to and deductions from the work shown on the drawings or described in the specifications without rendering void the contract. All such items will be covered on the form of a written change order issued by the City. The bidder will compute the value of the additional work and submit in proposal form to the City for acceptance. No work will begin until the City has given a signed authorization.

### **Issuing Office and Point of Contact**

The City of Burlington Request for Proposal (RFP). The sole point of contact for any questions related to the (RFP) should be directed to:

Dan Cahill  
CPRP, Land Steward  
802-864-0123  
dcahill@burlingtonvt.gov  
645 Pine Street, Suite B  
Burlington, Vermont 05401

### **Qualifications of Consultants**

The consultant must have familiarity and demonstrated experience with preparing management plans for natural area conservation and recreation needs.

### **Proposal Content**

1. A description of how the consultant intends to conduct the project.
2. A detailed list of the necessary tasks to complete the project and an estimated time to complete task.
3. The principle representative who will be the primary contact with the City. The proposal must contain the qualifications and experience of the principle representative(s).
4. All other staff that will be assigned to the project, including their responsibilities and expertise.

### **Limitations of Liability**

The City of Burlington assumes no responsibility and no liability for costs incurred by bidders in responding to the RFP or in responding to any further requests for interviews, additional data, etc., prior to the issuance of a contract.

### **Rejection of Proposals**

The City of Burlington reserves the right to reject any or all proposals.

### **Commercial General Liability Coverage**

Commercial General Liability Insurance including but not limited to Bodily Injury, personal Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimal, \$1,000,000 Combined Single Limit for each occurrence. The Contractor must list the Named Member of all Owned or Hired and Non-Owned vehicles, with limits of, at minimal \$1,000,000 Combined Single Limit for each occurrence. Contractor must list the Named Member as Additional Insured's on their Commercial Auto Liability Policy.

### **Workers Compensation & Employers Liability Insurance**

Worker's Compensation Insurance and Employers Liability with limits of, at minimal, \$1,000,000 any one occurrence. The bidder must show evidence of Workers Compensation and Employers Liability Insurance Coverage.

### **Certificate of Insurance**

The bidder shall provide the Named Member with such certificate of Insurance, as required above, prior to the commencement of the Agreement. All certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without thirty (30) days written prior notice, except ten (10) for non-payment of premium, to the Named Member. Sub-contractors must comply with the same insurance requirements as contractors.

### **Public Records**

City of Burlington is subject to the terms of the Vermont Access to Public Records Act (1 V.S.A. Chapter 5, Subchapter 3) and all rules, regulations and interpretations resulting therefrom, including those from the office of the Attorney General of the State of Vermont, and the office of the Vermont Secretary of State, and any other applicable rules, regulations or judicial decisions regarding access to the records of government. Consequently, the Applicant's Proposal, which will be made a part of the final agreement between the Town and the successful applicant, and all materials associated therewith, could be the subject of a public records request.

The City will give due regard to the protection of proprietary information contained in the Applicant's proposal and associated material to the extent that the Applicant has complied with the following conditions. Applicant must have specifically identified those particular pages or sections of its proposal and other material which the Applicant believes to be proprietary and of a trade secret nature and such

pages and sections must be separated from other sections or pages of Applicant's proposal and material. Applicant must provide convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 316 of Title 1 of the Vermont Statutes Annotated. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Applicant that would result if the material were to be released and the reasons why the materials are legally exempt from release pursuant to the above cited statute. All such materials should be submitted in a separate sealed envelope and marked "CONFIDENTIAL." In no case shall it be sufficient for Applicant to merely state generally that the proposal is proprietary in nature and therefore not subject to release to third parties.

If the Town receives a request for disclosure of material the Applicant has properly identified as "CONFIDENTIAL," it shall promptly notify the Applicant of such request. The Applicant shall promptly indicate whether it continues to Access to Public Records law and, if so, the Town shall treat the information as exempt from disclosure. To the extent any third party challenges the claim of exemption from public release, the Applicant shall be responsible for and shall bear the cost of all legal or administrative proceedings seeking to prevent the public release of such information, and the Town shall reasonably cooperate in preventing public disclosure of such information, provided that the Town shall not be required to bear any costs of litigation in seeking to prevent public release of the information.

#### **Proposal Submission Deadline**

Each respondent is required to submit, by mail or delivery two (2) copies of the proposal by April 4, 2014 by 4:00 p.m. to

Dan Cahill

CPRP, Land Steward

802-864-0123

[dcahill@burlingtonvt.gov](mailto:dcahill@burlingtonvt.gov)

645 Pine Street, Suite B

Burlington, Vermont 05401

# Arthur Park Natural Area



Figure 1a