

Request for Proposal

Comprehensive Parks and Recreation Master Plan

Hartford, Vermont

Contact: **Scott Hausler, CPRP-Director of Parks & Recreation**
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
Phone: 802 295 9908
Email: shausler@hartford-vt.org

RFP Issuance: October 24th, 2025

RFP Response Deadline: December 3rd, 2025 at 12:00noon

1. INTRODUCTION

The Town of Hartford, Vermont, Parks & Recreation Department, the only Nationally Accredited Agency in the State of Vermont, invites qualified consulting firms to submit proposals to develop a Comprehensive Parks and Recreation Master Plan. The purpose of this plan is to provide a clear, community-driven roadmap for the future of parks, recreation, open space, and facility development in the Hartford community. The plan will evaluate existing resources, community needs, and opportunities for future growth, with particular attention to indoor recreation space and interagency collaboration to utilize existing community spaces and/or develop new.

2. BACKGROUND AND COMMUNITY OVERVIEW

The Town of Hartford is a vibrant and diverse community in the Upper Valley region, home to five villages: Hartford, Quechee, West Hartford, White River Junction, and Wilder. The community values its outdoor spaces, recreational opportunities, and commitment to health, inclusion, and sustainability. The Parks & Recreation Department manages a wide range of public assets and programs and plays an essential role in supporting the overall community. Hartford is a great place to live, work and play.

Parks and Facilities

Hartford Parks & Recreation manages and maintains a broad and diverse system of parks, facilities, and open spaces that include a total of 19 locations.

Programs and Community Engagement

Hartford Parks & Recreation offers a comprehensive range of recreation programs, events, and special initiatives serving all ages and abilities, including but not limited to: *Community Events* - 4th of July Celebration, Halloween Trunk or Treat, Valentine's Day Dance, Egg Scramble, Polar Express/North Pole Event, Summer Concert & Entertainment Series, Glow Skates, Teen Pool Parties, New Year's Eve Skate, Youth Ice Fishing Derby, HCC Block Party, and more.

Recreation Programs - Youth Athletics (Baseball/Softball, Soccer, Field Hockey, Basketball, Flag Football, Track & Field), Youth Enrichment (Lego Club, Board Game Club, No School Fun Days, Summer Camps, Teen Adventures), Adult Programs (Pickleball, Tennis, Drop-In Gym Sports, Kayaking, Fitness Classes), Swim Lessons and Aquatics Programs.

3. PURPOSE AND SCOPE

The Town seeks a professional consultant to guide the development of a Comprehensive Parks and Recreation Master Plan that will:

- **Assess Current Conditions:** Inventory and evaluate all parks, facilities, trails, playgrounds and open spaces. Assess the condition, accessibility, and functionality of assets.
- **Community Needs Assessment:** Conduct surveys, public meetings, focus groups, and stakeholder interviews. Identify gaps in service, emerging recreation trends, and barriers to participation.
- **Indoor Recreation Facility Analysis:** Evaluate the current lack of indoor recreation space and assess opportunities for partnerships, shared-use facilities, or a new community recreation center.
- **Partnership and Collaboration Opportunities:** Explore collaboration with schools, local organizations, regional partners, and private entities. Recommend sustainable funding and operational models.
- **Strategic Alignment and Future Vision:** Align plan recommendations with the Town's Strategic Plan, Capital Improvement Program (CIP), and budget goals. Integrate national best practices and community feedback into actionable strategies.
- **Implementation and Funding Strategy:** Identify priority projects, phasing, and estimated costs. Develop performance measures and implementation timelines.

4. EXISTING PLANNING

The Master Plan will build on the Department's ongoing strategic initiatives, including:

- Continued planning for Lyman Point Park improvements.
- Long-term exploration of an Indoor Community Recreation Center.
- Annual reviews and updates to the Strategic Plan and CIP.
- Commitment to evaluation through surveys, needs assessments, and performance.

5. BUDGET CONTEXT

In FY27, the Parks & Recreation operating budget represents 6.6% of the Town's total expenses for public services. Strategic financial planning is vital to ensure sustainable operations, maintenance, and future investment. The Master Plan should include realistic fiscal recommendations that align with community expectations and available resources.

6. SCHEDULE OF BIDDING

10/28/25	Request for Proposals
11/12/25	Questions to Request for Proposals deadline
11/19/25	Town reply to questions (Addendum to be issued to Contractor)
12/3/25	Sealed Bid Due date 12:00 noon
12/12/25	Contractor Selected and Bid Award

7. GENERAL INFORMATION

Proposals shall be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford
Attn: Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
Clearly mark sealed envelopes "Parks and Recreation Master Plan"

(Signature of Bidder & Date)

(Title of Bidder)

(Contractor)

(Street/P.O. Box)

(Town, State, Zip)

(Phone # / fax#)

Competent Contract Supervisor: _____ years exp. _____

AVAILABLE START DATE _____

NOTE:

All proposals must be received no later than December 3rd, 2025 at 12:00 noon. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Scott Hausler at:

Telephone: 802-295-5036

E-mail: shausler@hartford-vt.org

All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is solely the responsibility of the Contractor. 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 in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

By submission of the Proposal, Contractor certifies that bid has been arrived at independently, without consultation, commitment or agreement as to any matter relating to Proposal with any other Contractor or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Proposals.

8. INSURANCE REQUIREMENTS

WORKERS COMPENSATION:

The CONTRACTOR is required to carry full and complete Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.

GENERAL LIABILITY:

The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than \$1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor's liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must list the Named Member as Additional Insured's on their Commercial General Liability Policy

9. CONTRACTOR SELECTION

The Town reserves the right:

1. to accept or reject any or all Proposals in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Proposals;
3. to require supplemental statements or information from Contractor;
4. to extend the deadline for responses to this Request for Proposals;
5. to waive or correct any irregularities in Proposals received;
6. to negotiate separately with one or more competing Contractors, and
7. to award the proposal deemed in the best interest of the Town.

All bids upon submission become the property of the Town.

10. RFP Evaluation for Selection

Item#	Review Matrix
1	Demonstrated understanding of municipal parks and recreation planning 25%
2	Experience and qualifications of project team 10%
3	Community engagement experience 25%
4	Overall cost 40%