

TOWN OF LUNENBURG, VERMONT

REQUEST FOR PROPOSALS

Fox Field & Forest Athletic Field Accessibility Projects

- 1. 2,000 Foot +- Athletic Fields Accessible Access Exercise Pathway Loop**
- 2. 24' x 36' Gravel Pad Picnic Area**

Date Issued: April 13, 2026

Due Date: May 11, 2026 by 3pm

MANDATORY PRE-BID MEETING ON SITE: April 27, 2026 at 1pm

Date for Project Completion: January 1, 2027

CONTACT PERSON:

Kathryn Baxter, Town of Lunenburg, Lunenburg Outdoors: Recreation, Trails, & Tourism, **802-892-5959**, **lunenburgoutdoors@gmail.com**. All questions concerning this Request For Proposals (RFP) shall be forwarded to the contact person via email no later than **May 1st**. All answers will be posted on **May 4th**.

INTRODUCTION:

The Town of Lunenburg is accepting proposals to procure all the materials to build the trail and pad to accessible standards. This is broken down into two projects that may be completed by two different contractors. The projects are designed to expand, improve, and increase access for all persons to the existing athletic fields and to more diverse recreational opportunities. \$18,500 in secured grant funds will be used to pay a qualified contractor to 1. build an approximately 2,000 foot long pathway, constructed to accessibility standards, linking the existing baseball and soccer fields to the two existing parking areas and picnic pad, and \$1,500 in secured grant funds will be used to 2. Purchase the surfacing materials needed to construct a 24' x 36' gravel picnic pad along the trail next to the Athletic Fields. The projects are located at Fox Field & Forest, a Town Owned Park, located on Baptist Hill Road in Lunenburg, Vermont 05906.

PURPOSE AND OBJECTIVE:

This project is funded by a Neal and Louise Tillotson Fund Local Grant to The Town of Lunenburg to improve accessibility at Fox Field & Forest, a 10.59-acre, town-owned park that serves as a central recreational space, emergency helicopter landing zone, and is a historically significant community asset. These projects will enhance accessible parking, improve trail and walking surfaces, strengthen wayfinding, and construct a compacted gravel picnic pad adjacent to the athletic fields along the walking trail. This pad will provide an accessible gathering area and prepare the site for a future community pavilion located near existing roadside public utilities.

These improvements are guided by extensive community input gathered through Vermont Council on Rural Development visits, town-wide surveys, in-person visioning activities, and online engagement, all of which identified the athletic fields and surrounding areas as a top community priority. The project is grounded in equity and inclusion, reducing barriers for older adults, individuals with mobility challenges, veterans, families with young children, and visitors. By improving safety, access, and emergency readiness while honoring the site's historical significance, this project will ensure Fox Field & Forest remains an inclusive, resilient, and well-used community resource.

DESCRIPTION/REQUIREMENTS/MINIMUM SCOPE OF WORK PROJECT 1:
(SEE ATTACHED PROJECT MAP)

PROJECT 1. 2,000 Foot +/- Exercise Pathway Loop (\$18,500 in secured grant funding)

An approximately 2,000 foot long, 5 foot wide pathway built to accessibility standards, linking existing sports field, parking areas, and gravel pad at the Fox Field & Forest Athletic Fields:

This project will occur on the Town owned Fox Field & Forest located at 1955 Baptist Hill Road in Lunenburg, Vermont.

All components of this project can be fully built to accessible standards.

In connectivity from the parking areas, and the trail sections where the proposed trail is located around the soccer field, a small excavator should be used, and prepare the trails and pathways to a general width of 5 feet, removing any grass and sod to mineral soil. In excavated areas, a layer of 1½" drainage stone should be laid down to a depth of 4 inches, followed by non-woven geotextile cloth (filter fabric) to be laid on the drainage stone (to help reduce vegetation and maintain the integrity of the top layer of hardpack.) If necessary for drainage, an additional layer of ¾" ledge stone will be laid down on top of the filter fabric. Then, a layer of ¾" minus surepack will be laid to a depth of 4 inches. A vibrating plate compactor will be used to compact the surepack to a depth of 3 inches.

Detailed Project Description: A five foot wide finished pathway surfaced with ¾" minus surepack, approximately 2,000 feet in total length, beginning at the small parking area overlooking the Athletic Fields, continuing within the mowed grass area, connecting to the gravel pad and connecting to a loop around the athletic fields, maintaining an accessible grade. Continuing East, then curving South behind the soccer net and remaining within the mowed grass, curving back West, following the treeline, with surfacing improvements to the accessible grade spur connecting to the portable toilets and tennis court parking area, and continuing West along the treeline, creating a spur connecting to the parking lot, and continuing to loop North between the flagpole and the plaque stone, behind the chainlink fence, and constructing a spur that provides ample connectivity to the small parking area on the roadside, as well as the emergency access at the chain link fence. The pathway should continue to make a full loop, and should connect the parking areas to the gravel pad. This project prioritizes the accessible standard connectivity between the two parking areas, portable toilets, the athletic fields, and the gravel picnic pad.

Minimum Scope of Work for 2,000 foot Pathway Built to Accessibility Standards:

Removal of sod and organic soils down to the mineral soil layer.

A non-woven geotextile fabric beneath the entire pathway surface.

6" inches of compacted $\frac{3}{8}$ " minus surepack trail surface, or equivalent, compacted with a vibratory roller.

Maintain 0-5% average running trail slope.

2% + - finished side slope or out slope from trail centerline.

Even transition of the pathway surface to the mowed lawn to help prevent injuries and to reduce obstructions for lawn maintenance equipment and floodwaters.

Any excavated areas adjacent to the trail or in areas used for borrow pits shall be seeded and mulched prior to project completion.

Trail design and construction shall follow the universally accessible guidelines found in the Accessibility Guidebook on Outdoor Recreation Trails, found online at: <http://www.fs.usda.gov/sites/default/files/Accessibility-Guide-Book.pdf>.

DESCRIPTION/REQUIREMENTS/MINIMUM SCOPE OF WORK PROJECT 2:
(SEE ATTACHED PROJECT MAP)

PROJECT 2. 24' x 36' Gravel Pad Picnic Area (\$1,500)

Gravel Pad Picnic Area: An approximately 24 foot by 36 foot gravel pad built to accessibility standards at the Fox Field & Forest Athletic Fields:

This project will occur on the Town owned Fox Field & Forest located at 1955 Baptist Hill Road in Lunenburg, Vermont.

All components of this project can be fully built to accessible standards.

The gravel pad should be built in a standard rectangle to the dimensions of 24' x 36', running East - West in the existing area as staked out on the north side of the Athletic Fields. A machine should be used, removing any grass and sod to mineral soil. In excavated areas, a layer of 1½" drainage stone should be laid down to a depth of four inches, followed by non-woven geotextile cloth (filter fabric) will be laid on the drainage stone (to help reduce vegetation and maintain the integrity of the top layer of hardpack.) If necessary for drainage, an additional layer of ¾" ledgerstone will be laid down on top of the filter fabric. Then, a layer of ¾" minus surepack will be laid to a depth of 4 inches. A vibrating plate compactor will be used to compact the surepack to a depth of 3 inches.

Detailed Project Description: A twenty-four foot by thirty-six foot wide finished gravel pad surfaced with ¾" hardpack. This project prioritizes the accessible standard in creating the picnic pad and in its connectivity to pathways.

Minimum Scope of Work for the Gravel Pad Picnic Area Built to Accessibility Standards:

Removal of sod and organic soils down to the mineral soil layer.

A non-woven geotextile fabric beneath the entire pathway surface.

6" inches of compacted ¾" minus surepack trail surface, or equivalent, compacted with a vibratory roller.

Maintain 0-5% average running trail slope.

2% + - finished side slope or out slope from trail centerline.

Even transition of the gravel pad surface to the mowed lawn to help prevent injuries and to reduce obstructions for lawn maintenance equipment and floodwaters.

Any excavated areas adjacent to the trail or in areas used for borrow pits shall be seeded and mulched prior to project completion.

Design and construction shall follow the universally accessible guidelines found in the Accessibility Guidebook on Outdoor Recreation & Trails, found online at:

<http://www.fs.usda.gov/sites/default/files/Accessibility-Guide-Book.pdf>.

ADDITIONAL DETAILS:

PROFESSIONAL TRAIL BUILDER/CONTRACTOR DISCRETION: The contractor can propose substitution of equivalent standards and materials based upon experience and demonstrated effectiveness on previous jobs of a similar nature.

Proposed minor deviations and adjustments to general trail routing, based on professional trail builder/contractor experience and specific conditions/obstacles discovered during field work, such as soils, geology, slopes etc, will be considered by the grant project manager on a case by case basis as long as the general project description is satisfied and accomplished and permit conditions are met.

COMPLETION DATE FOR PROJECTS: All work on the above listed project must be completed by January 1, 2027.

GENERAL REQUIREMENTS:

1. The contractor(s) selected is responsible for contacting Dig Safe prior to beginning any site work.
2. The contractor(s) selected shall comply with all MUTCD, OSHA, and VOSHA regulations and requirements to maintain a safe job site and to protect the safety of the public in general.
3. Proposals shall be submitted on the form provided and shall be signed by the contractor or his/her authorized representative.
4. The contractor(s) selected shall provide the Town of Lunenburg with a completed W-9.
5. The contractor(s) selected shall provide the Town of Lunenburg with a valid certificate of general liability insurance having all major divisions of coverage including, but not limited to: Premises - Operations, Products and Completed Operations, Personal Injury Liability, and Contractual Liability. The policy shall be on an occurrence form and limits shall not be less than: \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, \$1,000,000 Products/Completed Operations Aggregate, and \$1,000,000 Personal and Advertising Aggregate.

6. The contractor(s) selected shall also provide the Town of Lunenburg with valid certificates of Worker's Compensation Insurance and Vehicle liability insurance for all vehicles used in conjunction with this proposal. Proof of insurance does not need to be provided when proposals are submitted, only once a contractor is selected.
7. The contractor(s) selected shall coordinate with the grant project manager regarding organizing volunteer labor and participation in project completion. This may include coordinated work days and/or advising on location of accessory wayfinding and interpretive signage.
8. Unsealed, incomplete, and late proposals will not be accepted.
9. The chosen contractor(s) shall warranty all materials and workmanship for a period of (1) one year from the date of project completion. The contractor and/or their subcontractor(s) shall complete all remedial/warranty work at no additional cost to the Town of Lunenburg within 60 days of any such order to repair.
10. **MANDATORY PRE-BID SITE VISIT:** A mandatory site visit is scheduled for **April 27, 2026** at **1pm**. Interested contractors must call the project manager at **802-892-5959** before 3:30 p.m. on April 20th, 2026 to sign up for the site visit.

The grant project manager will be present during the site visit to explain the projects and the general and/or specific location of the proposed work for each component.

All Questions following the site visit are due via email May 1st. All answers will be replied by May 4th.

11. **DUE DATE:** Sealed proposals clearly marked on the outside, "Fox Field & Forest 2026 Athletic Field Accessibility Bid" must be received no later than 3 p.m. on **May 11, 2026** at the Lunenburg Town Office, 9 West Main Street, PO Box 54, Lunenburg, Vermont, 05906, OR, submitted electronically to lunenburgoutdoors@gmail.com with "Fox Field & Forest Athletic Field Accessibility Bid" entered into the subject line.

CONTRACTOR SELECTION CRITERIA AND SELECTION DATE:

All proposals will be unsealed and reviewed by Lunenburg Outdoors: Recreation, Trails, & Tourism and submitted to the Selectboard for final selection. A qualified contractor(s) will be selected and notified by June 1st, 2026.

The contract, if awarded, will be awarded based on proposed cost, contractor experience and qualifications in constructing to accessible standards, and details of the contractor's proposal.

In determining the least costly, best qualified, and most responsible proposal, the following factors may be considered:

1. The likelihood that the proposal will meet the specifications and other terms and conditions of this solicitation/RFP
2. The ability, capacity, experience/skill of the contractor to provide the services outlined in this RFP, and to do so within the specified time period.
3. The character, integrity, reputation, financial history and past performance of the contractor under previous contracts with the Town of Lunenburg and other municipalities.
4. Contractors may be required to demonstrate that he or she owns, leases or has reliable access to the type of equipment required to complete the component(s) that they have bid on.
5. Contractors may be requested to provide references who can attest to the contractor successfully completing similar work projects in the past.
6. Contractors may be required to provide examples of previous work of a similar nature that they have completed in a timely manner and to a high quality of workmanship.

RIGHTS RESERVED BY THE TOWN OF LUNENBURG:

1. The right to accept or reject any or all proposals in whole or in part.
2. The right to accept proposals other than the lowest bid price proposal, based on the factors previously outlined in this RFP
3. The right to amend, modify or withdraw this RFP
4. The right to require supplemental information from contractors submitting proposals, as outlined above.
5. The right to extend the deadline for submissions under this RFP
6. The right to negotiate separately with individual contractors who submit proposals under this RFP

TOWN OF LUNENBURG, VERMONT

REQUEST FOR PROPOSALS

BID FOR (circle one or both):

PROJECT 1. 2,000 Foot +- Exercise Pathway Loop (\$18,500 secured)

PROJECT 2. 24' x 36' Gravel Pad Picnic Area (\$1,500 secured)

Bidder's name, address, and phone number:

List similar work the bidder has successfully completed:

1. _____

2. _____

3. _____

All inclusive bid price for Project 1: \$_____ (including equipment, operator, materials, and site clean-up).

All inclusive bid price for Project 2: \$_____ (including equipment, operator, materials, and site clean-up).

Approximate schedule for completing this component: _____

List types of equipment (make, model, size etc) to be utilized for this Project:

TOTAL BID PRICE: \$ _____

The undersigned, being familiar with the existing conditions at each worksite, the specifications for the work to be performed at each site, and all conditions set forth in this Request for Proposals, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment, and services to successfully complete the proposed scope of work for each component bid on.

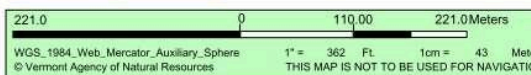
Contractor Signature: _____ Date: _____



LEGEND	
Wetland - VSWI	
	Class 1 Wetland
	Class 2 Wetland
	Wetland Buffer
Environmental Conservation M	
	Fee ownership
	Easement
River Corridors (Aug 27, 2019)	
	.5 - 2 sqmi.
	2.5-5 sqmi.
	Parcels (standardized)
	Waterbody
	VTRANS State and Town Long
	VTRANS State Short Structure
	Town Bridge
	Railroads
Roads	
	Interstate
	US Highway, 1
	State Highway
	Town Highway (Class 1)
	Town Highway (Class 2,3)
	Town Highway (Class 4)
	State Forest Trail
	National Forest Trail
	Legal Trail
	Private Road/Driveway
	Proposed Roads
	Downtown District Boundaries
	Neighborhood Development A
	Growth Center Boundaries
	Village Boundaries
	New Town Center Boundaries
Density of Habitable Buildings	
	Low
	High
	Highest

NOTES

This map outlines improvements to enhance accessible parking (yellow), improve trail and walking surfaces (orange), strengthen wayfinding, and construct a compacted gravel pad (orange) adjacent to the athletic fields along the walking trail. This pad will provide an accessible gathering area and prepare the site for a future community pavilion located near existing roadside public utilities.



DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

1: 4,347
January 12, 2026