



Jericho Underhill Park District  
P. O. Box 164, Underhill, VT 05489  
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[www.millsriversidepark.org](http://www.millsriversidepark.org)

**MILLS RIVERSIDE PARK INTERPRETIVE SIGN GARDEN  
CONCEPTUAL DESIGN and INSTALLATION**

**REQUEST FOR PROPOSAL**

**GENERAL DESCRIPTION:**

The Jericho Underhill Park District (JUPD) is seeking bids from qualified landscape contractors for the design and construction of an accessible Interpretive Sign Garden at Mills Riverside Park. This perennial flower garden will incorporate two interpretive signs with the dimensions of 24” by 18” each and approximately 3’ in height. The Interpretive Signage will be purchased separately by the park. All work shall be done in accordance with this description of work, be environmentally sound and in conformance with accepted industry, and state standards.

**MISSION:**

The Mills Riverside Park is a destination for community members from Underhill & Jericho, as well as folks from Chittenden County, and beyond Vermont. The JUPD continually works to make improvements that add to the beauty, function, and safety of the park for the benefit of its patrons. As the JUPD’s budget is limited, we are seeking a budget-friendly solution to provide a perennial flower garden space for the community that honors the education and conservation mission of the Park.

**BID REQUIREMENTS & DESCRIPTION OF DELIVERABLES:**

1. The ideal *Interpretive Sign Garden* will not exceed 30’ X 30’ (900 sq. ft) in area.
2. Any pathways will be wheelchair/stroller accessible.
3. Seating considerations around or within the garden area for park users to reflect, rest, or converse should be included in the design.
4. The bidder will include a diagram of the planned garden to include shrubs, and seasonal plantings to give the garden area the greatest diversity of color and textures from early Spring to late Fall. Selected plantings should be *native* to Vermont as much as possible. The diagram should also note any materials that will be needed to complete the project outside of plants and shrubs.
5. A plan for “*Maintenance Practices*” should be included – a yearly plan documenting practices including fertilization, aerification, anticipated amount of watering needed, and other possible repair considerations, that can be adjusted as needed to our yearly budget.
6. An estimate of time to complete the project will be included in the proposal.

## **STATEMENT OF QUALIFICATIONS:**

1. Each bidder shall include with this bid, a list of 3 similar clients and 3 reference individuals with whom the JUPD may speak, as demonstration of qualification to undertake this project.
2. Proof of insurance must be submitted with this bid schedule, and all insurance shall be kept in force throughout the duration of the contract. A certificate of insurance with a liability limit of at least \$1,000,000 with the JUPD as an additional named insured must be provided.
3. The successful contractor will be required to enter into a contract with JUPD.  
The contract will provide, among other things, that the JUPD may terminate the contract for unsatisfactory performance. Determination of satisfactory service is at the sole discretion of the JUPD
4. The contractor must comply with all State of Vermont regulations for pesticides, herbicides and fertilizers used. Records of all treatments, including areas treated, type and amount of material applied, and soil sample results shall be given to JUPD within seven days of treatment or sample analysis.
5. Care must be taken to avoid damage to all fields and trails, equipment, signage, etc. Any damage noticed by the contractor, whether caused by the contractor, must be reported to Dave Williamson at [dbwilly555@aol.com](mailto:dbwilly555@aol.com).
6. Access to the park has 2 options:
  - a. The main bridge access which has a stated max. weight limit of 10,000 lbs. (Combined weight to include vehicle, trailer, *and* all equipment transported across bridge)
  - b. Via the park's emergency & maintenance vehicle entrance, west of the bridge, which has no vehicle or weight restriction.
7. All awarded work shall occur between May 7th - July 30<sup>th</sup>, 2025 weather permitting. *Final work schedule will be approved by the Park Board before any work begins.*
8. In the event of loss, damage, or destruction of any JUPD property that is caused by the contractor the contractor will indemnify and pay to the JUPD, the full value of repair or replacement whichever is greater.
9. Payment terms and conditions must be included in the proposal(s).
10. JUPD reserves the right to reject any and all proposals, and waive any minor or non-material informalities, if deemed to be in the best interest of the JUPD.

## **RECEIPT OF BIDS:**

Bids will be received by the Jericho Underhill Park District at P.O. Box 164, Underhill, VT. 05489 until **4:00 pm** on **April 2, 2025** and *will be opened* at the scheduled board meeting that evening.

1. No bidder may withdraw their Bid within 45 days after the actual date of opening.
2. The prospective bidders are responsible for inspecting the site and for reading and being thoroughly familiar with this scope of work. To view the park access points and to walk the planned garden site, prospective bidders should contact Dave Williamson at (802) 899-3122 or [dbwilly555@aol.com](mailto:dbwilly555@aol.com) to arrange a convenient date and time.
3. The failure or omission of a bidder to do any of the foregoing shall in no way relieve him/her of any obligation with respect to their bid.
4. Questions may be directed to Dave Williamson at (802) 899-3122 or [dbwilly555@aol.com](mailto:dbwilly555@aol.com)

**SUB-CONTRACTORS:** No sub-contractors shall be used in the completion of this contract.

**AWARD OF CONTRACT:** Contract to be awarded by JUPD on April 2, 2025. Notification of award to the successful contractor, and other applicants, will take place before April 16, 2025.