



Jericho Underhill Park District
P. O. Box 164, Underhill, VT 05489
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www.millsriversidepark.org

MILLS RIVERSIDE PARK – MAIN CONNECTOR TRAIL REPAIRS REQUEST FOR PROPOSAL

GENERAL DESCRIPTION:

The Jericho Underhill Park District (JUPD) is seeking bids from qualified contractors to make specified repairs to the Main Connector Trail which has significant erosion. Main Connector Trail is a former hillside gravel road, with an average grade of 12%. Length of trail to be repaired is approximately 750’.

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:

Mills Riverside Park is a destination for community members from Underhill and Jericho, as well as folks from surrounding Chittenden County and from 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 budget is limited, we are seeking a budget-friendly solution that repairs this high-traffic trail, makes it more weather-resilient and respects and perpetuates the education and conservation mission of the park.

RFP REQUIREMENTS & DESCRIPTION OF DELIVERABLES:

The key elements of this project include working with the property owner, JUPD to accomplish the following:

Ditching

Re-establish the existing trail-side ditching. Compact the ditch. Install periodic check dams in the ditch using existing small rocks found on-site. and mulch the ditch with a bio-degradable erosion carpet and seed with a winter rye and conservation mix.

Erosion

Fill in eroded ruts running down the length of the trail using on-site native soils. No aggregate stone will be imported to use on this trail repair. Trail will remain in its natural state.

Trail Crowning

Re-establish the trail crowning and re-establish sloping to improve water run-off at all existing trail drainage points using native soils.

Project Start Date and Implementation Timeline

1. Date available to start: late October to mid-November, 2026
2. An estimate of time to complete the project should be included in the proposal.

Sustainability and Maintenance Practices

It is important that the contractor stay within the established project footprint and confine the repairs to the subject trail, existing ditching, and existing rainwater run-off points. There cannot be any encroachment on the surrounding forested terrain.

Project Total Costs

Provide a breakdown of the costs for the various aspects of the project.

Brush clearing. Restricted to any small trees, saplings, and bushes impeding the re-establishment of the ditching

Rental Equipment (if required): Chipper; vibratory roller/compactor.

Excavation Services to re-establish the ditching along approximately 750' of trail and to repair existing erosion and to re-establish the trail crowning and re-establish sloping.

Materials for erosion control: 800' of bio-degradable erosion carpet. Winter rye and Conservation mix.

Laborer Rate: estimated hours and hourly rate.

Mobilization Rate: equipment hauling and preparation.

TOTAL BID AMOUNT: Please tally all costs and provide your bid estimate.

STATEMENT OF QUALIFICATIONS:

a) Selection Criteria

- 1.Experience and Expertise: (Relevant project experience)
- 2.Cost Competitiveness: (Price proposal within JUPD budget range)
- 3.Project Management Capabilities: (Timeline adherence and communication plan)

b) 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.

c) 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 liability insurance coverage limit of \$1,000,000 listing JUPD as the certificate holder.

d) 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. Changes to the contract will be managed by change requests, and require Board approval.

- e) 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 Bruce Blokland, trustee, 802-734-8148
- f) Access to the park has 2 options:
 - 1) Across the bridge access which has a stated max. weight limit of 10,000 lbs. All vehicles traveling over the bridge must comply with the “over the bridge” restrictions stated in the Park’s [Permit Regulations document](#).
 - 2) Via the park’s emergency vehicle entrance, west of the bridge, which has no weight or vehicle restriction. For this entrance, there are strict guidelines to not traveling on the playing fields. All travel must be to the left of the fields along the riverside.
- g) All awarded work can occur between mid-October and mid-November, weather permitting. Final work schedule will be approved by the Park Board before any work begins. Site visits are welcomed, and can be scheduled for the weeks of September 14th and September 21. Contact Bruce Blokland, trustee, 802-734-8148, bblokland@comcast.net to schedule.
- h) 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.
- i) Invoicing terms and conditions must be included in the proposal(s). All invoices must be received within 60 days of service or at completion of service unless otherwise arranged with the JUPD.
- j) 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 via United States Postal Service (USPS) or electronically:

- **Hard Copy:** All proposals shall be submitted in a sealed envelope addressed to Jericho Underhill Park District, C/O Bruce Blokland and marked “MAIN CONNECTOR TRAIL REPAIRS”, P.O. Box 164, Underhill, VT 05489.
- **Electronic Copy:** Submissions must be sent to JUPDbids@gmail.com with the subject line: “BID SUBMISSION: MAIN CONNECTOR TRAIL REPAIRS - [*Vendor Organization Name*].”
 - Electronic submissions must be provided in **searchable PDF** format.
 - If the file size exceeds 20MB, the proposer should use a secure file-sharing link (e.g., Dropbox, OneDrive) or submit via multiple emails clearly labeled "Part 1 of X."
 - The Jericho Underhill Park District will automatically send a brief 'Receipt Confirmed' email within 2 hours of submission. If you do not receive this confirmation email, please contact Bruce Blokland, trustee, 802-734-8148, bblokland@comcast.net.

Deadline and Receipt: It is the sole responsibility of the proposer to ensure the bid is received by the Jericho Underhill Park District by **October 2 at 4pm**. For electronic submissions, the "received" time shall be the timestamp recorded by the JUPD email server. The JUPD is not responsible for delays caused by internet connectivity, spam filters, or file size limitations.

Method of Delivery: Bidders may choose to submit via USPS **OR** electronically. If a bidder submits using both methods, the version received first will be considered the official submission unless otherwise specified in writing.

Opening of Bids: All bids, including electronic bids, will remain unopened and unread until the scheduled board meeting on **October 7**. However, the JUPD cannot guarantee the absolute "sealed"

nature of email transmissions. By submitting electronically, the bidder accepts the inherent risks of electronic communication. Board evaluation and deliberation may cause the bid to not be awarded on the October 7 board meeting.

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 site, prospective bidders should contact Bruce Blokland, 802-734-8148, bblokland@comcast.net to arrange a convenient date and time in September.
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 Bruce Blokland, trustee, 802-734-8148, bblokland@comcast.net

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

AWARD OF CONTRACT: Contract intended award date on **October 21, 2026.**
