

# Town of Exeter, New Hampshire

## Request for Proposals (RFP)

**The Town of Exeter is seeking proposals for the construction and installation of garden beds and irrigation around Planet Playground**

**The proposal should be mailed in an envelope marked “Proposal landscaping and irrigation for planet playground” and addressed as follows:**

**Town of Exeter  
Attn: Greg Bisson, Parks and Recreation  
Director  
32 Court St  
Exeter, NH 03833**

**Telephone, facsimile, or e-mail proposals will not be accepted in response to a proposal request.**

**The Town will accept proposals until Friday, March 7th, 2025, at 4:00 PM. A**

**Site walk will be available upon request.**

**The Town reserves the right to reject any or all proposals or accept any proposal it determines to be in its best interest. The Town may also cancel this Request for Proposals anytime for any reason.**

### **Overview**

The Town of Exeter seeks a qualified and experienced contractor to create two large garden beds with native plants that deter mosquitoes and irrigate the beds and green spaces around the new Planet Playground, 4 Hampton Rd, Exeter, NH.

### **Background**

Planet Playground was completed in September 1998 by some local volunteers. Built entirely out of wood, this iconic playground has served thousands. In 2023, the Town of Exeter passed a warranty article for replacing Planet Playground, including a 50% match from the Land and Water Conservation Grant.

The Town has a budget of \$12,500 for this landscaping and irrigation for project, with partial funding sourced from a Land, Water Conservation Fund (LWCF) grant. Proposals in excess of that amount must include justification for the increase.

### **Project Area**

The work will be completed at the Recreation Park, 4 Hampton Rd, Exeter, NH 03833.

### **Scope of Work**

- Install four garden beds 3’x8’ along the fence line of the new playground, with planets (to be selected by the town) that repel mosquitoes, will be installed.

- Install irrigation in designated green spaces around Planet playground (please see attached site plan)
- Work must be completed by a date to be determined later, contingent upon playground equipment arrival. Estimated completion is April/May 2025

### **Evaluation Criteria & Submission Requirements**

#### **Selection Requirements:**

1. The selected firm must be a responsible contractor (or team) specializing in demolition or other site prep with experience and resources to undertake and complete the project.
2. The lowest bid and availability to accomplish the project in a timely manner will be considered.

#### **Project Approach and Schedule:**

All proposals must include a detailed description of the qualifications, proposed methodology, and techniques to carry out the Scope of Work components. All proposals must include a timeline with key milestones and specifies the projected completion date.

#### **Submittal Requirements:**

1. A scope of work includes steps to be taken, specifications, and the approach to not damage the surrounding property.
2. A proposed schedule with the overall time for completion
3. A Cost Proposal consisting of:
  - a. An estimated price for the work is outlined in the contractor portion of the scope of work.
  - b. Cost proposals must further reasonably itemize/breakdown the costs associated with each item listed,
4. Proof of Insurance. The selected firm will be required to provide proof of adequate insurance, including liability coverage. A COI will be required naming both the Town of Exeter 10 Front St, Exeter, NH 03833, co-insured as well as the State of NH Department, NH Department of Natural and Cultural Resources, 172 Pembroke Rd. Concord, NH 03301.

#### **Fee for Services:**

The work will be performed on a fixed fee basis. The Town will consider the fee(s) in its overall evaluation of the proposals. Please provide a not-to-exceed cost for all services, including all fees and expenses.

The Town will consider fees in the overall evaluation of proposals, but the lowest

cost is not necessarily the sole final criterion. Submittals will be evaluated and scored based on the above selection criteria for those firms that have complied with the minimum requirements. The Town, solely at its discretion, may or may not choose to invite firms for an interview before making a final selection. The Town retains the unfettered right to award the project contract to a consultant of its choice.

Questions - Site Inspections

Contact us with questions and/or site inspection arrangements.

Greg Bisson

32 Court St.

Exeter NH 03833

603-773-6151 phone

[Gbisson@exeternh.gov](mailto:Gbisson@exeternh.gov)

Answers to questions received will be posted on the Town website Bid/RFP's page that can be found at: <https://www.exeternh.gov/rfps>.

# Planet Playground Site Plan-Irrigation

