

**SCARBOROUGH
MAINE**



REQUEST FOR PROPOSALS

062027

Skate Park Design/Construction

Town of Scarborough

P.O. Box 360

259 U.S. Route One

Scarborough, Maine 04070-0360

Released on July 29, 2026

Proposals Due on August 24, 2026

Request for Proposals

Instructions:

Sealed proposals will be received in the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074, **until 10:00 am on August 24, 2026**, from parties interested in providing a submittal package for the Town of Scarborough's New Skate Park.

The proposals, if mailed, should be addressed as noted below: Faxed proposals will not be considered.

Attention: Town of Scarborough, Purchasing Agent
Request for Proposal (RFP) Number: 062027
Skateboard Park
259 US Route One
PO BOX 360
Scarborough, ME, 04070-0360

The Town reserves the right to accept or reject any and all proposals.

These proposals will not be publicly opened.

A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become the property of the Town of Scarborough and will not be returned.

Contact Information:

For questions related to the RFP process:

Kim Morrison, Purchasing Specialist
Email – kmorrison@scarboroughmaine.org
Phone 207-730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposals shall be made in writing and must be received before the close of business two days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

Prospective bidders are responsible for registering with the Purchasing department in order to receive any amendments or addenda to the Proposal.

Site Visits (Optional)

Proponents may request a site visit to familiarize themselves with the location and project conditions. Site visits are not mandatory but are highly encouraged. To arrange a visit, please contact Kim Morrison no later than **August 10, 2026 by 10:00 a.m.** All visits must be scheduled in advance; unscheduled walk-ins will not be permitted.

Town of Scarborough Maine Community Services Request for Proposal (RFP) Skate Park Design/Construction

I. INTRODUCTION

The Town of Scarborough is seeking proposals from qualified contractors and firms to design and construct a durable, modern, concrete skate park facility to accommodate skateboarders, BMX riders, and scooters of all skill levels. The selected contractor will provide full-service delivery, including design, permitting support, and construction of this facility and the surrounding amenities. The surrounding amenities are included in the Acorn Engineering Construction documents attached with this RFP.

II. PROJECT DESCRIPTION

- **Location:** 11 Municipal Drive, Scarborough Maine 04074
- **Size:** Approximately 5,200 square feet
- **Budget:** Not to exceed \$280,000
- **Type:** Concrete skate park, outdoor, and site amenities to include landscaping, pedestrian connections, and a stormwater management system, including a Rain Garden, included in the Acorn Engineering Construction documents attached with this RFP.
- **Features:** Above-ground street and transition elements, and appropriate signage

III. PROJECT GOALS

- Create a durable, low-maintenance, concrete skate park
- Accommodate riders of varying skill levels (beginner to advanced)
- Accommodate all wheeled activities (skaters, BMX bike riders, scooter users)
- Ensure safety and accessibility
- Integrate aesthetically with the surrounding environment

IV. SCOPE OF SERVICES

The selected firm will be responsible for:

- **Design Services**
 - Conceptual and final design plans of the skate park and features on the determined layout and location
 - Material specifications
 - Safety features and signage
 - Collaboration with Town staff and officials
 - Refer to Preferred Design features under proposal requirements
- **Permitting & Approvals**
 - Collaboration with Town staff and officials on any permitting needs
 - Ensure compliance with all applicable codes and regulations

- **Construction Services:**

- Site preparation and grading
- Concrete work and installation of skate features
- Construction and installation of Stormwater Management System and Amenities (i.e., Rain Garden included in the Acorn Engineering Construction documents attached with this RFP. ○ Procurement and installation of amenities: fencing, seating clusters, boulders, bench/pads, landscaping, benches, any signage, and asphalt sidewalk connectors
- Site restoration if/as needed

- **Project Management:**

- Regular updates to Town staff
- On-site project supervision
- Final inspection and punch list

- **Deliverables:**

- Final design drawings
- Construction schedule
- Maintenance recommendations
- Warranty information

Specifications (not all-inclusive)

With the exception of steel coping/edging, any proposal featuring pre-cast or prefabricated items manufactured off-site will immediately be deemed unresponsive.

All contractors, including sub-contracted concrete or shotcrete installers or finishers, working on the Scarborough Skate Park **MUST** meet the experience and qualifications provided below under proposal requirements. All subcontractors proposed must meet the experience criteria.

Bidders are asked to design a skate park that will fit within an area that measures approximately 5,200 square feet. Exact configuration within that square footage limitation must be included in the proposal. **While the proposed footprint and location have been identified, the Town remains flexible regarding the final layout and configuration of the skate park. Proposers are encouraged to recommend adjustments that optimize the use of available space, improve circulation and flow, and enhance the overall skating experience.** A site sketch plan, including surrounding amenities from Acorn Engineering, is included in this document. All measurements and conditions, including drain location, should be field verified.

- **Proposal Requirements:**

- **Company Overview**
- **Experience and Qualifications:**
- Examples of similar skate park projects (with letters of recommendations from previous clients)
- Five years of continuous operation under current corporate or entity name or a minimum of 10 years of demonstrated work experience in skatepark construction
- References within two years based on contracts held by bidding corporations or entities using Poured in Place construction methods similar to those required under this bid.
- **Project Approach**
 - Community engagement is not needed as a part of the proposal. Any survey results and particular data can be provided by Scarborough Community Services upon request.

- Design and construction methodology
- All Bids shall include full detail and specification sheet for concrete mix and supplier to be used in construction.
- All bids shall include a written plan for typical hydration and saw-cut methods and schedule. Expected special conditions such as summer or winter weather should be taken into consideration.
- **Project Timeline:** All Bids shall include a detailed timeline, including start and completion dates.
- **Cost Estimates:** All Bids shall include a detailed cost breakdown
- **Insurance and Licensing**
- **Proof of Bonding Capacity:** Provide a letter from a licensed surety company confirming the Bidder's ability to obtain 100% Performance and Payment Bonds for the full contract value of this skatepark project.
- **Any Proposed Subcontractors**
- **Warranty Information** (See below)

Preferred Features

1. Mini Ramp- 3 1/2' - 4' high must have
 2. Drop in Beginner Feature
 3. Flat Areas
 4. Pyramid
 5. Low/longer 1/4 pipe with Bank feature
 6. Ideally- Features that will get 4-5 usages at a time
- To ensure maximum accessibility for all wheeled-sport disciplines and skill levels, the park design shall focus on an open-flow street layout and avoid deep transition bowls.

Concrete Finish Requirements

Concrete finish and smoothness is of the utmost importance. Before construction begins, the successful bidder shall furnish on-site samples of the following at bidder's expense. Samples must be of the mix type declared in Bid/Proposal and will be retained by Town for comparison to finished product. Samples may also be tested for comprehensive strength at Town's expense. Photos are also acceptable.

- 24" x 24" x 6" flat with typical saw-cut and rebar placement. Sample shall include any examples of radius edging and sealant proposed in skate park
- 36" x 12" EXAMPLE OF STEEL EDGING DETAIL including any radius edging adjacent to steel edging
- 36" x 12" EXAMPLE OF STEEL COPING DETAIL, including any radius edging adjacent to steel edging
- IF APPLICABLE 36" x 12" EXAMPLE OF CONCRETE (pool) COPING DETAIL, including any radius edging adjacent to CONCRETE edging
- Cylinder test at Town's discretion and expense

Basic Jobsite Standards and Requirements

- Site should be secured with fencing
- Site must manage water retention and proper soil erosion control measures
- Site must remain clean, orderly and free of trash or debris at all times

- Blowing debris must be contained at all times
- Contractor shall have a dumpster or containment system on site at all times
- Building debris must be cleaned and removed from site daily
- All trash, including food containers, may not be visible at any time

Warranty Information

Contractor shall accept warranty items as follows:

- The contractor shall warrant that the product shall be free from hydration cracking for the entire duration of the construction project. All reasonable measures to ensure proper curing will be taken to prevent hydration cracking. Should hydration cracks occur, they will be chased and caulked before the conclusion of the project.
- Cracks in excess of 1/4-inch shall be warranted for 1 year
- All steel edging shall be warranted against becoming loose for a period of 1 year • All concrete surfaces shall be warranted against surface spalling or scaling for a period of 1 year • Concrete under or adjacent to steel edging or coping shall be free from voids, chipping, and/or failure for a period of 1 year

V. Selection Criteria

Proposals will be evaluated on the following criteria:

- Demonstrated experience in skate park design and construction
- Quality of previous work and references
- Creativity and responsiveness of project approach
- Cost effectiveness
- Timeline feasibility

Vendors shall provide detailed pricing, including quantities and cost of materials and labor for work proposed in the RFP. Pricing should include all costs returning the work site to the pre-work condition found.

The Town of Scarborough is exempt from Maine Sales Tax, which should not be included in the proposal.

Standard Terms and Conditions:

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website: www.scarboroughmaine.org. The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate the Respondent's qualifications, capability to perform, availability, and past performance record. Bids failing to include any of the Proposal Requirements may be deemed unresponsive and disqualified at the discretion of the Town.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

The Town of Scarborough is exempt from all Federal Excise Taxes.

The Town of Scarborough is exempt from all State of Maine Sales Taxes.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees, as well.

The above-referenced indemnity shall be in addition to and as a complement to the below-described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s). Commercial General Liability \$2,000,000.00 Automobile Liability \$1,000,000.00 Workers Compensation \$1,000,000.00 Errors and Omissions \$1,000,000.00 Umbrella Coverage \$2,000,000.00

Proposer List (plus posting on the town's website):

American Ramp Company	abeckham@americanrampcompany.com
Artisan Skateparks	info@artisanskateparks.com
Grindline Skate Parks, Inc	inform@grindline.com
Nor'easter Skateparks	noreasterskateparks@gmail.com