

REGULAR MEETING AGENDA
Rohner Community Recreation and Park District (RCRPD) Board
Wednesday, October 3, 2018 at 2:30 P.M.
621 11TH Street at Fortuna City Hall

We May Disagree, But We Will Be Respectful of One Another
 All Comments Will Be Directed to the Issue at Hand, and Addressed to the Board
 Personal Attacks are Unacceptable
The Board May Take Action on any Item on this Agenda.

I. CALL TO ORDER / FLAG SALUTE 2:30 PM

ROLL CALL

<u>Board</u>	<u>Staff</u>
Board Member Shawn Coleman	Interim City Manager Merritt Perry
Board Member Becky Giacomini	Deputy City Clerk Buffy Gray
Board Member Denise Marshall	Parks & Recreation Director Cameron Mull
Vice-Chair Jacques Debets	Finance Officer Aaron Felmlee
Chair Abe Stevens	

II. ORAL COMMENTS FROM THE PUBLIC

Members of the Public may be heard at this time on any item within the subject matter jurisdiction of the City that is not on the Public Meeting Agenda. It is the practice of this Board to hold public comment for every item of business on the agenda at the time that item is heard. If a speaker cannot stay for a particular item of business, they may be heard during this time. Comments concerning the Consent Calendar (if applicable) may also be heard at this time. Speakers addressing the Board will be limited to 3 minutes per speaker. Be advised that, by law, the Board can only deliberate or take action on items that are included on the agenda.

III. CONSENT CALENDAR

1. RCRPD Minutes – September 5, 2018 (Regular Meeting)

IV. RCRPD BUSINESS

- A. Approval of FY2018-19 Budget

V. DISCUSSION *(No Action required)*

1. Update on Proposition 68
2. Request For Proposals for a Swimming Pool Feasibility Study
3. Development of a Website and Social Media Outreach

VI. FUTURE AGENDA ITEMS

At this time, members of the Board may consider or request items to be placed on a future agenda through a consensus of the majority.

VII. ADJOURN

Pursuant to Government Code Section 54957.5, any non-confidential documents or writings that the City distributes, less than 72 hours before a regular meeting, to all or a majority of the legislative body's members must be made available to members of the public at the same time as the distribution. Documents and information related to the agenda topics are available for review at City Hall, 621 11th Street, between the hours of 8:00 AM to 5:00 PM. Members of the public are invited to come to the meeting and comment. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 725-7600. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Buffy Gray
Deputy City Clerk

*Draft REGULAR MEETING MINUTES
Rohner Community Recreation and Park District (RCRPD) Board
Wednesday, September 5, 2018 at 2:30 P.M.
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We May Disagree, But We Will Be Respectful of One Another
All Comments Will Be Directed to the Issue at Hand, and Addressed to the Board
Personal Attacks are Unacceptable
The Board May Take Action on any Item on this Agenda.

I. CALL TO ORDER:

Chair Stevens called the Public Session to order at 2:30 p.m.

FLAG SALUTE

Board Member Coleman led the flag salute.

ROLL CALL

<u>Board</u>	<u>Staff</u>
Board Member Shawn Coleman	Interim City Manager Merritt Perry
Board Member Becky Giacomini	City Clerk Siana L. Emmons
Board Member Denise Marshall	Finance Director Aaron Felmlee
Vice-Chair Jacques Debets <i>Arrived @ 2:36pm</i>	Parks & Recreation Director Cameron Mull
Chair Abe Stevens	

II. ORAL COMMENTS FROM THE PUBLIC

There being no comments from the public, Chair Stevens closed the public comment section.

III. CONSENT CALENDAR

1. RCRPD Minutes – August 8, 2018 (Regular Meeting)

BOARD ACTION:

Board Member Giacomini moved, seconded by Board Member Coleman to approve the Consent Calendar.

AYES: Board Members Coleman, Giacomini, Marshall, Chair Stevens

NOES: None

ABSENT: Vice-Chair Debets

ABSTAIN: None

Motion Carried 4-0

IV. RCRPD BUSINESS

- A. Adopt Bylaws for the Rohner Community Recreation & Park District (RCRPD) Board

STAFF RECOMMENDATION:

Staff recommends that RCRPD approve their bylaws (draft originally submitted on 08/08/2018) with the suggested revisions incorporated from the last meeting on August 8, 2018.

STAFF REPORT:

The Board received a written and oral report from Parks and Recreation Director Cameron Mull.

PUBLIC COMMENT:

There were no public comments.

BOARD ACTION:

Board Member Marshall moved, seconded by Board Member Coleman to approve the revised Rohner Community Recreation and Park District bylaws. Voice Vote

AYES: Board Members Coleman, Giacomini, Marshall, Vice-Chair Debets, Chair Stevens

NOES: None

ABSENT: None

ABSTAIN: None

Motion Carried 5/0

B. Appointment of a Treasurer for the RCRPD Board

STAFF RECOMMENDATION:

Staff recommends that the RCRPD Board appoint the County of Humboldt Treasurer-Tax Collector, John Bartholomew, as their Treasurer, with the City of Fortuna's Finance Director, Aaron Felmlee, serving as the Finance Officer.

STAFF REPORT:

The Board received a written and oral report from Finance Director Aaron Felmlee and Interim City Manager, Merritt Perry.

PUBLIC COMMENT:

There were no public comments.

BOARD ACTION:

Board Member Coleman moved, seconded by Board Member Marshall (Approve Option 1) to appoint the County of Humboldt Treasurer-Tax Collector, John Bartholomew, as their Treasurer, with the City of Fortuna's Finance Director, Aaron Felmlee, serving as the Finance Officer. Voice Vote

AYES: Board Members Coleman, Giacomini, Marshall, Vice-Chair Debets, Chair Stevens

NOES: None

ABSENT: None

ABSTAIN: None

Motion Carried 5/0

C. Approval of FY2017/2018 RCRPD Funds for Newburg Park Ballfield Lights Purchase

STAFF RECOMMENDATION:

Staff recommends that RCRPD authorize staff to use the remaining FY 17/18 RCPRD funds of the \$15,160 to purchase ballfield lights for Newburg Park.

STAFF REPORT:

The Board received a written and oral report from Parks and Recreation Director Cameron Mull.

PUBLIC COMMENT:

There were no public comments.

BOARD ACTION:

Board Member Giacomini moved, seconded by Vice-Chair Debets to authorize staff to use the remaining FY 17/18 RCPRD funds of the \$15,160 to purchase ballfield lights for Newburg Park.. Voice Vote

AYES: Board Members Coleman, Giacomini, Marshall, Vice-Chair Debets, Chair Stevens
NOES: None
ABSENT: None
ABSTAIN: None
Motion Carried 5/0

V. DISCUSSION

1. Update on Proposition 68

Parks and Recreation Director Cameron Mull and Interim City Manager Merritt Perry provided an update on Proposition 68. Discussion ensued regarding various grant opportunities.

PUBLIC COMMENT:

There were no public comments.

2. Board Name Change

Interim City Manager Merritt Perry provided the Board with information regarding changing the Board name.

PUBLIC COMMENT:

There were no public comments.

3. Discussion on Feasibility Studies for a Potential Pool

The Board discussed Feasibility Studies for a Potential Pool.

PUBLIC COMMENT:

There were no public comments.

VI. FUTURE AGENDA ITEMS

The Board asked that the following items be placed on a future agenda.

- Budget Development
- RFP Review
- Ongoing – District Financial Report
- Prop 68

VII. ADJOURN

Board Member Giacomini moved, seconded by Vice-Chair Debets to adjourn at 3:47 p.m.
Motion Carried 5-0

Respectfully Submitted by
Siana L. Emmons
City Clerk

STAFF REPORT
Rohner Community Recreation & Park District (RCRPD)
Business Agenda Item

DATE: October 3, 2018

TO: RCRPD Board

FROM: Cameron Mull, Director of Parks & Recreation
Aaron Felmlee, Finance Director/Finance Officer

THRU: Merritt Perry, Interim City Manager

SUBJECT: Adoption of the Fiscal Year (FY) 2018-2019 Budget

STAFF RECOMMENDATION:

Staff recommends that the RCRPD Board review the proposed FY2018-19 budget, make recommendations on any revisions, and adopt a FY2018-19 budget.

EXECUTIVE SUMMARY:

Fortuna City Staff Finance Director, Aaron Felmlee, devised a suggested budget for possible adoption by the RCRPD Board. The RCRPD budget was previously included and adopted with the Fortuna City Budget by the City Council. Now that the RCRPD has been re-formed, they should formally adopt a budget of their own. This proposed budget includes a history of the previous two years revenue and expenditures for RCRPD, as well as for the current fiscal year. Since the City is serving as the Administrator of RCRPD Funds (adopted by the RCRPD Board on 9/5/18), the Fund, Department, and Account codes are identical to what the City currently uses throughout their departments. The RCRPD Board could utilize the same structure, which would create consistency and make it easier for City staff's administration of these funds. Staff has included the \$15,160 for ballfield lights, which was adopted by the committee at the previous board meeting, as well as \$18,000 for professional services to fund a qualified firm to perform a pool feasibility study. This would result in approximately \$3,000 left in reserves at the end of the fiscal year. The committee is welcome to decrease, increase or move the \$18,000 that is being proposed for professional services as they see best fit to fulfill the mission statement of the district.

FISCAL IMPACT:

Allocate \$17,000 of revenues and \$16,160 from reserves for FY 2018-19 budget.

RECOMMENDED ACTION:

1. Receive staff recommendation, review any questions with staff
2. Open Public Comment
3. Close Public Comment
4. Adopt the FY2018-19 Budget as presented or with RCRPD revisions. (Voice vote).

ATTACHMENTS:

- Proposed FY2018-2019 Budget

Rohner Community Recreation and Park District
FY 2018-19 Budget

Purpose

The mission of the Rohner Community Recreation and Park District is to offer and advocate for recreational opportunities for residents within the District's region. Aquatic recreational activities are the District's first, but not exclusive, priority.

Goals

- Public Swimming Pool
- Additional Recreation Opportunities within District's Region

Personnel Allocation

	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Adopted	Change vs. PY Budget
None	-	-	-	-	-
Total Full Time Employees	-	-	-	-	-

Fund Summary

Beginning Available Fund Balance	\$	-	\$	4,289	\$	4,289	\$	19,281	\$	14,992
Revenues:										
Property Taxes	\$	15,776	\$	17,000	\$	17,000	\$	17,000	\$	-
		15,776		17,000		17,000		17,000		-
Expenditures:										
Service And Supplies		-		-		168		18,000		18,000
Capital Outlay		11,487		17,000		1,840		15,160		(1,840)
		11,487		17,000		2,008		33,160		16,160
Net Activity		4,289		-		14,992		(16,160)		(16,160)
Ending Available Fund Balance	\$	4,289	\$	4,289	\$	19,281	\$	3,121	\$	(1,168)

Fund

Department

	110 5450	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Adopted	Change vs. PY Budget
<u>History of Expenditures</u>						
Account						
Salaries	5100	\$	-	\$	-	\$
Benefits	5200		-		-	-
Subtotal, Salaries and Benefits			-		-	-
Department Supplies	5500		-		-	-
Special Event Supplies	5570		-		-	-
Janitorial Service	5735		-		-	-
Vandalism Repair	5745		-		-	-
Tools & Small Equipment	5900		-		-	-
Professional Services	6025		-		18,000	18,000
Personnel Services	6035		-		-	-
Water	6500		-		-	-
Utilities	6505		-		-	-
Admin Fees	6700		-	168		-
Travel/Conferences/Training	7000		-		-	-
Subtotal, Services and Supplies			-	168	18,000	18,000
Capital Outlay	8000	11,487		-		-
Field Lighting		-	17,000	1,840	15,160	(1,840)
		-	-		-	-
		-	-		-	-
Subtotal, Capital Outlay		11,487	17,000	1,840	15,160	(1,840)
Total:		\$ 11,487	\$ 17,000	\$ 2,008	\$ 33,160	\$ 16,160

STAFF REPORT
Rohner Community Recreation & Park District (RCRPD)
Discussion Agenda Item

DATE: October 3, 2018
TO: RCRPD Board
FROM: Cameron Mull, Director of Parks & Recreation
THRU: Merritt Perry, Interim City Manager
SUBJECT: Request for Proposals for a Swimming Pool Feasibility Study

STAFF RECOMMENDATION:

Staff recommends that the RCRPD Board review the three provided examples of Request for Proposals (RFP's), specific to a swimming pool feasibility study, including the provided Scope of Work (SOW) from a national pool consultant, and discuss a plan for developing an RFP specific to the RCRPD's goals.

EXECUTIVE SUMMARY:

Staff researched and found sample RFP's to review, specifically regarding a swimming pool feasibility study. These samples can be used as a framework for collaboration amongst the RCRPD Board to create their own RFP for this purpose. The sample SOW from Councilman-Hunsaker, an aquatic facility consultant, was provided by the RCRPD Chair, and can be used as the framework for a potential RFP or consultation with this company (or other consultants providing similar services), if so decided by the RCRPD Board. Depending on RCRPD's goals and general design ideas for a local pool in Fortuna, the RFP should be specific to these objectives.

FISCAL IMPACT:

None at this time.

RECOMMENDED ACTION:

1. Review the three provided examples of Request for Proposals, specific to a swimming pool feasibility study, including the provided Scope of Work (SOW) from a national pool consultant, and discuss a plan for developing an RFP specific to the RCRPD's goals and create a subcommittee for the purposed drafting an RFP.
2. Open Public Comment
3. Close Public Comment

ATTACHMENTS:

- 1-3: Sample RFP's for three different pool feasibility study
- 4: Sample SOW from Councilman-Hunsaker



REQUEST FOR PROPOSAL

Recreation and Aquatic Center Feasibility Study

RFP NO. 2018-011

INSTRUCTIONS AND CONDITIONS

No RFP proposal will be considered for award unless submitted in the bid format described in this RFP and must be fully complete and executed. Bidders shall send one (1) signed original and three (3) copies of the completed proposals which will include a copy of this RFP attached to the front of the proposal, with appropriate responses included.

Each bid proposal must be submitted in a sealed envelope addressed to City of Weatherford, Purchasing Department, 303 Palo Pinto Street, Weatherford, Texas, 76086, and delivered prior to the time and date specified in this document. Each sealed envelope containing a RFP proposal must have, on the outside, the name of the bidder, bidder's address and the statement "DO NOT OPEN UNTIL THE TIME OF BID OPENING" and in addition, must be plainly marked on the outside as follows:

RFP: Recreation and Aquatic Center Feasibility Study

RFP No. 2018-011

Filing Deadline: February 20, 2018 by 2 p.m.

Proposals shall be received as set forth in the advertisement. Proposals received after the filing deadline will be returned unopened. The opening of any proposal shall **NOT** be considered as acceptance of the proposal as a responsive proposal.

Attention of bidders is especially directed to the specifications which, in addition to the bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful bidder. Any deviations from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal.

The City reserves the right to reject or accept any or all bids or parts thereof, and to accept or reject the alternatives, individually or jointly, for any reason. The City reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation.

The City reserves the right to modify this Request for Proposal (RFP) at any time. In the event it becomes necessary to modify or revise the RFP, a written amendment or addenda issued by the

Director of Parks and Recreation is the only method which should be relied on with respect to changes to the RFP. Bidder is responsible to contact City of Weatherford Parks and Recreation Director prior to submitting a bid to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to the City of Weatherford, Texas website at www.weatherfordtx.gov on the Department tab, then the Finance tab, then Purchasing, and then the Bid Notices page.

All inquiries should be submitted in writing per the process described in this document. Questions and suggestions concerning the RFP must be submitted in writing no later than 2:00 P.M. Tuesday, February 12, 2018. Written questions or inquiries should be e-mailed, mailed or faxed to:

Jaycob Kirkpatrick
Assistant Director of Parks, Recreation, and Special Events
City of Weatherford
119 Palo Pinto Street
Weatherford, TX 76086
jkirkpatrick@weatherfordtx.gov
FAX: (817) 598-4354

Proposals will be evaluated by the City. If a bid proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, the City may find it beneficial to request additional information.

Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the proposer or his/her duly authorized representative, for the withdrawal of such proposal is filed with the Finance Department. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal prior to the time and date established for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.

The City reserves the right to seek supplementary information from any proposer at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information asked in the original proposal.

Request

The City of Weatherford is requesting proposals from qualified consulting firms to conduct a Needs Assessments and Feasibility Study. The study will enable the City of Weatherford and the surrounding community to determine how to proceed with planning, funding and creating a multi-generational Recreation and Aquatic Center that will meet both the current needs and anticipated growth and development. The study will consist of a market analysis, financial analysis, cost analysis of each component, operations and programming pro forma, and recommendations for management structure.

Background Information

Weatherford is in Parker County, Texas, and is the home to approximately 25,000 residents (per 2010 census). Located in the center of the county, it is the county seat, and is 30 miles west of the Dallas-Fort Worth Metropolitan area. The current population of Parker County is approximately 117,000 residents. If you drew a circle, thirty miles in diameter with the City of Weatherford in the center, there is a current population of approximately 96,000 residents. With an estimated 66% growth by 2035, the estimated population of Parker County will be 193,700 residents. The population with the city limits of Weatherford are estimated to grow 50% during the same period.

Established in 1858, Weatherford offers something for everyone. It's been nationally recognized as "One of Best 15 Places to retire in the nation" according to Southern Living Magazine. Weatherford is also known as the "Cutting Horse Capital" of the World and has a rich Western and cultural heritage. The residents of Weatherford can experience big city amenities while maintaining an environment with Historic Charm.

Project History

In 2006, the residents in Weatherford explored the idea of building a Recreation Center. In 2016, the City of Weatherford started developing a "General Plan" for the city and a Master Plan for Parks and Recreation. Several town hall meetings were conducted, and resident feedback indicated they were interested in a Recreation Facility that included Aquatic features. A resident committee was formed in 2017 to further explore the possibility of meeting the residents' requests and needs.

Community Requests

During community input meetings and visits of various facilities by the Exploration Committee, the following wish list was developed. The use of these components must be maximized with the size and type of facility. These components must have proper security. It is expected that a marked analysis will add or remove some items from this list.

- An indoor swimming pool with multi-purpose use of competition, exercise, and recreation.
- A Vortex pool with zero depth entry, meeting ADA standards in recreation/therapeutic activities.
- An indoor water play area.
- Family changing rooms with separate Men's' and Women's Locker rooms.
- Party rooms for birthday parties and other types of events.
- A teen center room/area.
- A child watch center.
- Full-size basketball/volleyball/pickleball courts.
- A large multi-purpose meeting room that will seat at least 1,000 people.
- Multi-purpose rooms for dance/gymnastics/yoga/spin cycle studios.
- Multi-purpose rooms for crafts/art/classes/meetings.
- An exercise room that includes a variety of modern machines and free weights.
- Integrated quiet spaces.

- Tennis courts (a facility of 12-lighted tennis courts that meets USTA standards).
- Outdoor green space for events.
- Indoor multi-purpose room with stage.
- Area for retail goods and/or food and beverage sales.
- Racquetball courts.
- A kitchen facility.
- Game/TV room (large enough for billiards and darts).
- A walking/running track (indoor/outdoor).
- Equipment and facilities that accommodate the Special Needs/Handicap patron.

Project Scope

The City of Weatherford recognizes that there is a lack of recreation facilities within the community. A small Senior Center, used primarily by senior citizens and The Meals on Wheels Program, is located on Holland Lake Drive. Various outdoor recreation opportunities are available in the City of Weatherford, and within Parker County, but indoor community facilities are limited. It is the belief of the City that a new Community Center is a much-needed amenity in Weatherford and surrounding communities. The top named community amenity desired by respondents to the 2016 Community Survey after bike trails is some form of community recreation facility.

The objectives for the study are as follows:

- Engage the community and conduct necessary research and analysis to identify and evaluate community need for a Center, including evaluating current recreational facilities in and around the Weatherford community and determining the geographic draw area of the Center.
- Assess partnership opportunities, including identification of collaborative partners in the public, private and not-for-profit sectors, and how such partnerships impact the funding and operation of a Center.
- Determine several scoping options regarding facility, program, facility size, features and amenities. Scoping options should include a range from a comprehensive community/recreation center including most of the wish list, to a minimal center with basic features two or three other scoping options in between.
- Prepare cost estimates for each scoping broken down by features.
- Prepare an operating pro forma detailing anticipated center programming issues and costs for several programming options, considering viable partnership opportunities.
- Prepare an operating pro forma detailing anticipated operational and maintenance issues and costs for several operations and maintenance options, considering viable partnership opportunities.

- Evaluate potential sites and provide recommendations and options regarding a suitable site for a Center (a minimum of three sites).
- Recommend and detail possible funding mechanisms and partnerships to build, operate and maintain a Center, including but not limited to utilization of new taxing bodies.
- A final report and presentation to the City, including a joint work session with the Council/Park Board/Exploration Committee.

Experience

Provide a general description of the range of relevant activities performed by your firm. Details should provide the following:

- Experience with recreation-related public surveys and public outreach;
- Experience in benchmarking against other successful, financially sustainable recreation programs;
- Demonstrated knowledge of funding tools available to city recreation programs (i.e. special district and/or general fund, etc.);
- Experience in evaluating and establishing recreation programs;
- Experience in recreation program management;
- Experience with municipal budgeting;
- Experience in demonstrating how recreation can support economic; development and be incorporated into overall City planning.

Understanding and Methodology

In their proposals, Consultants must demonstrate an understanding of the business of recreation, the importance of strategic goals, and the ability to develop a business plan and determine the best options for the City. Consultants must demonstrate a solid understanding of what types of programs are typically funded by a dedicated city recreation budget.

Consultant should provide details on the approach and methodology it proposes for the scope of work detailed in this Request for Proposal. Consultant should include the organization of project personnel and any assistance needed from outside sources.

Information to be Submitted

Firms replying to this Request for Proposal are required to submit relevant information that will be used in the evaluation process. Submittals shall, at a minimum, have the following information:

1. Cover Letter (maximum of one page) - The cover letter shall be signed by an official authorized to bind the firm.

2. Company Overview (3 pages or less) - Identify the geographic location(s) of the firm, including principal, satellite, and subconsultant/subcontractor offices, which would be responsible for providing services to the City of Weatherford. Provide a description of the overall capabilities of each office as it relates to this RFP.
3. Key Personnel – The proposal shall include an organizational structure of the firm’s team that will participate in the process. Include office locations and all pertinent contact information. Identify key personnel who will participate in the process, including the nature and level of their involvement. (No more than 5 pages. Full resumes may be added in an appendix but should be limited to one page.)
4. Experience – List three projects that demonstrate the prime firm’s ability to undertake the work for which they are competing. The projects selected should have a relative scope and scale as compared with the proposed project. Provide contact information for personnel and referenceable clients associated with completed projects.
5. Timeline- A project schedule and name of personnel assigned to each step in the project.
6. Methodology- A detailed description of your approach and the methodology proposed for the project, including a preliminary list of potential public, private, and not for profit partners to be engaged as part of the assessment.
7. Cost - Provide a detailed cost proposal for the various tasks to be performed. The cost proposal should be comprehensive and include all costs including consultant fees, mileage and production costs.

Evaluation Process

All written proposals received at Weatherford City Hall by the deadline will be reviewed by City staff and the exploration committee. One or more finalists may be invited to an interview after the proposals have been reviewed. Following the individual evaluation, the evaluation team will meet to compare rankings. Highly ranked proposers may be interviewed at the discretion of the City. Following the interview, scores may be adjusted, and the highest ranked team will win the award. The scope of work and project schedule will be finalized in consultation with the selected firm. The City reserves the right to award single or multiple contracts in the best interest of the City. The City also reserves the right to seek clarifications of each proposal.

The evaluation criteria may include but not limited to the following considerations:

1. Responsiveness to requirements of this Request for Proposals.
2. Competence, ability, and experience of the identified project team as it relates to this Request for Proposals.
3. Specialized team experience and technological practices proposed by the project team.
4. Related work experience.

Project Timeline:

Questions due to city by February 12, 2018

RFP due to city by February 20, 2018

Interview with selected firms March 2018

Award Contract April/May 2018

Questions

To insure all proposing firms, receive the same information, questions on this project will only be accepted through e-mail. Questions should be emailed to jkirkpatick@weatherfordtx.gov. All questions will be shared along with the answers from City staff and committee so that all interested parties can review the questions and answers. The name of the firm and person asking each question will be removed before sharing. The deadline for questions will be February 12, 2018 at 5:00 PM.

Proposal Submittal

The deadline and format for submittal of Proposals are specified below. Proposals will be accepted in the following way:

Submit to City Hall Directly/US Mail. *Email submittal will not be accepted.*

Submit to: Purchasing Department

Deadline: 2:00 PM, Tuesday, February 20, 2018

Number of copies: 1 original and 3 copies by mail

Format: Secure all copies in a sealed envelope entitled: Request for Proposal - Recreation and Aquatic Center Feasibility Study

The entire submittal package must be received by or before the time and date indicated above. Time and date deadlines for submittal will not be waived; however, the City reserves the right to extend the submittal deadline.

Cancellation

The City reserves the right to cancel this Request for Proposal at any time. The City reserves the right to waive minor informalities or discrepancies contained in any proposal.

Expenses

Proposers responding to this RFP do so solely at their expense and the City is not responsible for any Proposer's expenses associated with responding to this RFP. The Proposer's billable time will start after the signing of the contract to perform the work.

CHELTENHAM TOWNSHIP
MONTGOMERY COUNTY
PENNSYLVANIA



Request for Proposals

For

**POOL FEASIBILITY STUDY:
CONKLIN AND GLENSIDE POOLS**

DATE ISSUED: August 5, 2016

PROPOSALS DUE: September 12, 2016, 11 a.m.

Bryan T. Havir, Township Manager
Cheltenham Township Administration Building
8230 Old York Road
Elkins Park, PA 19027
(215) 887-6200

Contact: Alyson Elliott
Assistant Township Manager
(215) 887-6200, ext. 110
aelliott@cheltenham-township.org

GLENSIDE AND CONKLIN POOLS

RFP for a POOL FEASIBILITY STUDY

I. WORK STATEMENT

The Board of Commissioners of Cheltenham Township, Montgomery County, Pennsylvania (hereinafter "Township") is seeking proposals from qualified professional planning and aquatic design consulting firms to produce a feasibility study meeting the Pennsylvania Department of Conservation and Natural Resources (DCNR)'s requirements for the rehabilitation, modernization, on-going maintenance and programming of pool facilities and services in Cheltenham Township. Additionally, the Township is interested in determining whether it is appropriate to continue to operate both pools, privatize the pools, or consolidate services at one of these locations – or an entirely new location (hereinafter "Project"). Although this study is not funded by any grant program, it is to be completed in accordance with the DCNR's scope of work guidelines for a swimming pool complex feasibility study so the Township will be eligible for future rehabilitation grant money from DCNR and other potential funding agencies. The Township desires to submit an application for development to DCNR in April 2017.

II. PROJECT BACKGROUND AND DESCRIPTION

A. Community Profile

Cheltenham Township is a home rule municipality of the first class located in Montgomery County, Pennsylvania. It shares its borders with the City of Philadelphia, Abington Township, Springfield Township and Jenkintown Borough. This approximately nine square mile residentially-based community has a population of more than 37,000 residents.

Cheltenham is a diverse community, serving a wide range of socio-economic, religious, age, and race demographics. As such, Cheltenham offers a wide variety of recreational opportunities, ranging from educational programming, athletic leagues, concerts, special events, festivals, trails, and other active and passive recreation options.

The community of Cheltenham is a very active and engaged community that expects a high level of transparency from Township officials. It is anticipated that this project will be garner a significant amount of public interest; therefore, extensive outreach, public meetings and other method of collecting public input will be very important to the success of this project.

Cheltenham Township is one of the first communities in Montgomery County to adopt a Sustainability Plan. Adopted in 2013, this Plan establishes 10 goals for achieving sustainability in the Township: Community Engagement, Energy Efficiency, Mobility, Sustainable Development, Waste Reduction, Ecological Stewardship, Waste Management, Healthy Living for All, Local Economy and Monitoring. Where possible, Cheltenham Township seeks to meet the goals of its Sustainability Plan in all of its projects and programs. Efforts by professional consultants and contractors to help the Township achieve its sustainability goals while maintaining fiscal responsibility are strongly encouraged.

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B. History and Background

Cheltenham Township has two pools: Charles D. Conklin, Jr. Pool, located at 15 East Church Road in Cheltenham; and Glenside Pool, located at 185 South Keswick Avenue in Glenside. This Request for Proposals is the result of an analysis by a qualified pool consultant hired to evaluate the pools and develop bid specifications for the removal of multiple layers of paint, assorted associated repairs, and repainting of the pools. Due to the cost of the project, it was determined that the Township's budget would only cover work on one pool in 2016. As a result, the work was pursued for Glenside Pool.

Glenside Pool was built in 1967 and holds approximately 225,000 gallons. It is a T-shaped pool and contains a diving well. Glenside Pool underwent a water blasting and recoating project in 2016. Prior to this project, it was assumed that the pool was painted concrete. During the water blasting portion of the project, it was determined that the pool was painted plaster. Due to the age and condition of the pool, it was determined infeasible to replaster the pool. Instead, the pool was painted with a cementitious acrylic modified white coating called AquaFin 2K/M. This product was chosen to help smooth and protect the surface of the pool until the Township could perform a feasibility study to determine the future of both pools. It is estimated that this product will last 2-5 years and may be reapplied to prolong its lifespan. Based on the conditions at Glenside Pool, it is likely that Conklin Pool is also a painted plaster pool.

Conklin Pool was constructed c. 1960 and holds approximately 350,000 gallons of water. It is an L-shaped pool with a diving well. The pool was last sand blasted and painted in 2003. In 2015, the pool had trouble maintaining water levels. A 2016 assessment determined the leak was located in the pipes cemented into the pool wall. While the Township considered several costly repairs, the logistics of implementing the repairs, combined with the pool consultant's analysis of the condition of the pool, the Township decided to implement a less costly fix of patching and plugging the leaks. In 2016, Conklin Pool was painted without being sandblasted, per the Township's annual maintenance program. Township records are unclear as to whether Conklin Pool is also painted plaster or if it is a painted concrete pool.

In 2016, it was also determined that both pools discharged their water directly into the Tookany Creek. All backwash lines were re-piped to discharge into the Township sewer system.

Pool maintenance is managed by Township staff, including the Director of Parks and Recreation, the Rowland Community Center Director, a four-member building maintenance crew, and the seasonal pool management and lifeguard staff. The parks and recreation director is the only Township staff member who is certified by the Pennsylvania Department of Agriculture. Pool contractors are called in for larger maintenance issues.

The pools currently operate between mid-June, following the close of school, and close after Labor Day. There has been talk about expanding the pool season from Memorial Day to Labor Day; however, it has not been evaluated fully. Membership to the pools is open to residents only and members may use either pool. Both pools host swim lessons, swim team practices and special events. Pool membership has decline by approximately 15 percent

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since 2010. Participation in swim lessons, swim teams, and other special events has remained steady.

C. Site Description

Conklin Pool is part of the approximately eight-acre Charles D. Conklin, Jr. Recreation Area at 15 East Church Road in Cheltenham. The facilities include the lighted swimming pool, wading pool, bathhouse, a full outdoor basketball court, an outdoor sand volleyball court, playground, tot-lot, grills/picnicking area, and paved parking. A branch of the Tookany Creek flows within 50 feet of the edge of the pool and bisects the property. There is additional room for expansion at this facility.

Glenside Pool is part of the approximately 10-acre Harry S. Renninger Recreation Area. This facility includes a combined baseball/soccer field, two full outdoor basketball courts, a playground, a lighted swimming pool, wading pool, bathhouse, and grills/picnicking area. This facility is built out and relies on street parking. The facility is also on the same grounds as the historic Glenside Memorial Hall, a building listed on the National Register of Historic Places. This facility is currently used for recreation activities and is rented out for events such as birthday parties, weddings, and other similar events. The Township is interested in pursuing an exclusive catering contract for this facility and is considering exploring a contract in which a company takes over management of both Glenside Hall and Glenside Pool.

III. SCOPE OF WORK

The Consultant will develop a report on both pools including the following research, analysis and recommendations:

A. Public Participation

To help reduce potential conflicts and gain support for the project, citizen input must be received throughout the planning process. This project will be overseen by a steering committee consisting of Township staff, Township appointed and elected officials, Township residents, and other pool stakeholders. The following types of public involvement will be required as part of the information gathering process:

- 1) Steering Committee meetings – the number of steering committee meetings may be recommended by the consultant; however, the following are items that should be discussed with the Steering Committee:
 - a) Background information
 - b) Review of survey questions, key persons selected for interviews, points of discussion for public meeting
 - c) Review and comment on collected data an analysis
 - d) Discussion of potential recommendations and prioritization

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- e) Review if of preliminary draft
 - f) Review of final draft
- 2) Public Meetings
- a) Information gathering meeting(s) – one or one per pool?
 - b) Draft report presentation, followed by public comment period
- 3) Citizen Survey – Consultant should recommend a survey methodology in the response to this proposal. Methodology should a fairly accurate, minimally-biased result. A copy of the survey and results should be included in the appendix of the final report.
- 4) Key Person/focus group interviews – complete 10-15 key person interviews or focus group meetings. Consultant should recommend the types of interviewees or focus groups that would yield the best results.
- B. Project Overview
- 1) To determine current conditions and what improvements, if any, are needed for the existing facilities.
 - 2) To determine what types of facilities and services are required to meet the seasonal pool needs of the customer base.
 - 3) To determine whether or not it is economically feasible to continue to offer this service at the scale it is currently being offered or to continue to offer this service at all.
 - 4) To review and revise, if necessary, the management process and the financial aspects of the pool operation.
 - 5) To determine the opportunities, constraints and parameters of the study (i.e. market, budget and site location)?
 - 6) To establish a mission, goals, and recommendations for achieving the established mission and goals.
- C. Operational Assessment
- 1) Current pool use and budget information
 - 2) Operation expenses (three year history)
 - 3) Organizational structure
 - 4) Personnel/wage scale
 - 5) Fee structure

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- 6) Rentals
- 7) Department policies, procedures, staff training
- 8) Emergency Action Plan
- 9) Existing aquatic/recreation program statistics
- 10) Demand for programs/services and facilities
- 11) Evaluate any existing legal agreements

D. Market Analysis

- 1) Demographic characteristics and community profile.

Project a **reasonable** service area (using Census tracts or locally-recognized neighborhoods) for the facilities, and with those service areas, determine existing and projected breakdowns for:

- a) Population, age, educational level, ethnicity, gender, income level
 - b) Business and schools
 - c) Socio-economic trends
 - d) Facility trends (i.e. splash pads, water features, etc.)
 - e) Programmatic trends
 - f) Emerging trends
- 2) Comparison with national, regional and local participation statistics/trends
 - 3) Review of existing municipal aquatic facilities – Organizational structure, wage scales, policies and procedures, program statistics.
 - 4) Inventory of existing facilities – Provide a map which shows the names and location of similar facilities; include an assessment of overall amenities and programs offered, quality, size, fees, attendance numbers.
 - 5) Demand analysis – Provide both usage and growth rates (local, state and national trends) for the proposed facility.

E. Programming Analysis

- 1) General description and numbers of current and anticipated programs
- 2) Project component/program recommendation/prioritization

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- a) Validate or adjust any existing facility program
 - b) Determine sizing and space allocation requirements
 - c) Component/Program relationships and interaction
- 3) Develop program goals
 - 4) Identification of renovation needs
 - a) Determine renovation needs
 - b) Impact on current operations

F. Facilities Analysis

- 1) Summarize the maintenance and repair history of the pool complexes
- 2) Assess the existing conditions at the pool complexes, including at a minimum:
 - a) ANSI/NSPS 1-2003 Standards for Public Swimming Pools; ANSI/APSP/ICC 7-2003 Standards for Suction Entrapment Avoidance in Swimming Pools, Wading Pools & Spas; and ANSI/IAF 9-2005 American National Standard for Aquatic Recreation Facilities.
 - b) Mechanical, electrical, plumbing, structural and cosmetic conditions of pool and bathhouse (i.e. pool structure, recirculation/filtration, disinfection systems, etc.).
 - c) Accessibility compliance with the Architectural Barriers Act of 1968, Section 504 of Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.
 - d) Compliance with deficiencies with codes and/or recommended standards.
 - e) Address all applicable occupancy and safety requirements.

Note: if any special tests are required to assess the existing systems, these tests should be specifically noted (i.e. pressure testing of piping, bore testing of pool tank, etc.).
- 3) Existing traffic circulation, parking, access to the site and pool complex.
- 4) Provide a general statement of overall condition of each component.
- 5) Detail specific deficiencies where the component does not meet state and local codes (electrical code, existing occupancy requirements, PA Construction Code, Uniform Construction Code, 2010 ADA Standards for Accessible Design, etc.). Note: the development application scope of work must include ADA compliance throughout the pool complex.

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- 6) Provide detailed recommendations for needed pool complex improvements and renovation options including advantages, disadvantages and costs of each design alternative and option. For example, these improvements could be the installation of water slides, sand volleyball courts, expanded pavilion areas, zero-depth pool, fountains, sustainable technologies and practices, ultraviolet sanitation systems, etc.
- 7) Detail probable construction costs for capital improvements, renovation options and related operating costs.
- 8) Present the options to the Study Committee to select the one that best meets the community's needs and funding abilities. Prioritize needed improvements and develop a project phasing plan.

G. Layout and Design

- 1) Site Plan
- 2) Conceptual design plans/perspectives
- 3) Spatial relationship of components

H. Financial/Pool Management Analysis.

Provide a comprehensive plan to increase pool attendance and revenues; potentially decrease operation and maintenance costs; and examine revenue-generating opportunities.

- 1) Develop a five-year historical summary of pool revenues and expenses.
- 2) Develop a profile of pool complex attendance and pool users. If available, address residency membership vs. daily use, peak times, etc.
- 3) Develop a profile of pool program offerings.
- 4) Analyze public pools within the region to assess design, operations, maintenance, programming, etc.
- 5) Evaluate the pool's potential concession operations.
- 6) Work with the community to evaluate its rationale for continuing to provide a public swimming pool. For example, the community may desire to keep fees low so that all residents can afford to use the pool. The decision for lower fees may warrant the need for tax support or a partnership with a non-profit organization.
- 7) Provide recommendations on how to increase pool revenues, decrease pool expenses without impacting the safety of users, and improve overall pool complex management and services.
- 8) Provide cost benefit analysis and proposed capital improvement.

I. Economic Impact Projects

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- 1) Direct impact from operations
 - 2) Indirect impact from events and activities
- J. Total Project Cost Estimate or Phased Capital Development Program

If the proposed development/improvements cannot realistically be carried out as one complete project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for phasing, identify which areas and facilities are to be developed/ improved in which years, and provide the costs associated with each phase.

K. Financial Options

Based on projected costs for design, development and operation, and project revenue, provide the various financial options for obtaining the necessary funds to design, build, operate and maintain the facility(ies). Project for five years, and include dollar amounts from each suggested financial source. Include in this discussion, based on input from public meetings, surveys, meetings with public officials and agency staff, only the viable and significant sources of likely funds, such as:

- 1) General fund support
- 2) Bond sales
- 3) Capital campaign
- 4) Charitable contributions (gifts, endowments, trusts, donations, etc.)
- 5) Applicable grants
- 6) Facility-generated revenue
- 7) Partnerships (nonprofit, public and private sector support)

L. Summary

Provide a detailed summary of study findings and recommendations of section A through K.

M. Final Product(s)

A bound report, including the detailed summary, maps, sketches and any other documentation developed in preparation of the various sections, should be submitted at the conclusion of the project. Three bound copies and one electronic PDF copy (as one complete document, not broken out by chapters, etc.) shall be submitted to the Township.

IV. PROJECT DELIVERABLES

- A. All meeting minutes, addenda, drafts, and other support documentation may be submitted to the Township via email in either Word or PDF documents.

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- B. The Consultant shall provide the Township with at least three (3) copies of all final plans and technical specifications and an electronic copy in PDF format.
- C. The plan sheets shall be no larger than 24" x 36".

V. PERIOD OF PERFORMANCE

The following is the anticipated time schedule:

- A. Proposals for Professional Consulting Services due at 11:00 a.m. on Monday, September 12, 2016.
- B. Consultant Interviews, if desired, will be held the week of either September 19, 2016 or September 26, 2016.
- C. Review of staff recommendation by Public Affairs Committee on October 13, 2016, and recommendation to the Board of Commissioners for Award of Contract for Professional Consulting Services.
- D. Board of Commissioners to consider Award Contract for Professional Consulting Services on October 19, 2016.
- E. Contract for Professional Services to be issued to Consultant on or about October 20, 2016; Project may commence once the Township has received the signed contract, bonds, and proof of insurance.
- F. Cheltenham Township expects to have preliminary recommendations and estimated costs by February 17, 2017, in order to prepare a grant application to DCNR for improvements to one or both of the pools. Prior to this date, the Consultant shall have completed the survey, key person interviews and held two public meetings, one for each pool, and made a preliminary presentation to the Steering Committee on recommendations and costs.
- G. Presentation of preliminary recommendations and estimated costs to the Cheltenham Township Public Affairs Committee, March 8, 2017.
- H. The final report shall be completed no later than July 28, 2017.

VI. COST

- A. Contract Price. In addition to providing a total Contract Price in a lump-sum fee, the total cost for each major work element shall be itemized showing:
 - 1) For each person assigned to the work, identify their title, rank (organizational level), hourly rate and the number of hours to be worked.
 - 2) The itemized reimbursable expense to be claimed. Reimbursable expenses shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the Township Manager.

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- 3) The itemized costs must be totaled to produce a Contract Price. If awarded a contract, a proposer is bound by this price in performing the work. The Contract Price may not be exceeded unless the contract is amended to allow additional costs.
- B. Method of Billing. The method of billing must be indicated and shall be tied into the completion of the project tasks and milestones of each phase as outlined in the scope of work. The preferred practice of the Township is to pay for this type of consulting service upon completion of work and receipt of the required reports. Regardless of the billing method used, ten percent (10%) of the total contract value will be withheld until the final product is approved.
- C. Staffing Changes. If awarded a contract, the firm may not change the staffing assigned to the project without the approval of the Township Manager of Cheltenham Township. However, approval will not be denied if the staff replacement is determined by the Cheltenham Township Manager to be of equal ability or experience to the predecessor.

VII. INSURANCE COVERAGES

The selected consultant and all sub-consultants shall maintain insurance coverages in the amounts specified herein below during the duration of the contract and provide proof to the Township, with the Township listed as an additional insured.

<u>Type of Policy</u>	<u>Limits of Liability</u>
A. Standard Workers Compensation	Statutory
B. Employee Liability	\$500,000
C. General Liability — Combined Single Limit (Bodily Injury & Property Damage)	\$1,000,000 ea. Occurrence
D. Automobile Liability	\$1,000,000 ea. Occurrence
E. Professional Liability	\$1,000,000 ea. Occurrence

VIII. SUBMISSION REQUIREMENTS

- A. Respondents shall submit one original and five copies of their proposals in a sealed envelope with "Pool Feasibility Study for Conklin and Glenside Pools" clearly marked on the lower left hand corner of the envelope to:

Bryan T. Havir, Township Manager
 Cheltenham Township Administration Building
 8230 Old York Road
 Elkins Park, PA 1907-1589

- B. Proposals are due no later than 11:00 a.m. (prevailing time) on Monday, September 12, 2016.

Proposals Due: Monday, September 12, 2016 at 11:00 a.m.

C. Any questions concerning the RFP should be directed to Ms. Alyson Elliott, Assistant Township Manager at (215) 887-6200, ext. 110, or aelliott@cheltenham-township.org.

D. The following information shall be submitted in the proposal:

1) Letter of Transmittal

The letter must include the following:

- A statement demonstrating your understanding of the work to be performed
- A statement confirming that the firm meets the Consultant Qualifications (see Section IX)
- The firm's contact person and telephone number

2) Profile of the Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will be performing the work.
- Resumes of individuals (consultants/employees) proposed to conduct the work and the specific duties of each individual in relation to the work. Note: The project consulting team shall have the qualifications listed in the Consultant Qualifications section (see Section IX).
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm doing comparable work.

3) A detailed understanding of the services to be rendered and the procedures and methods that will be used to complete the work requested by the Township in this RFP. The methods and procedures proposed will receive primary consideration in evaluating proposals.

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

4) Consultant Team

Provide the names of all personnel that will be performing work as part of the project team, including Project Manager, subcontractor(s)' names or professional experts to be assigned key roles on the project tasks, their anticipated roles, and resumes of all personnel performing work on this Project shall be included

Proposals Due: Monday, September 12, 2016 at 11:00 a.m.

5) Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

6) Cost Proposal (see Section VI).

7) References

Provide a least three references, including contact persons' names, telephone numbers and email addresses.

8) Similar Projects

Provide a list and description of similar projects completed within the last five years performed by the Company and Project Manager.

IX. CONSULTANT QUALIFICATIONS

The consultant or consulting team must meet the following requirements:

- A. Have documented experience developing and implementing public participation techniques such as holding public and study committee meetings, conducting key person interviews, developing and analyzing citizen surveys, etc.
- B. At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. The person should be the project leader and assume overall coordination responsibilities between the Township and the consulting team.
- C. Have documented experience with the planning, design, general operation, and maintenance of recreation and park areas and facilities, in particular pool facilities.
- D. Have documented experience in developing and recommending to local government officials and nonprofit organizations the policies and procedures related to providing public recreation and park services and/or facilities, in particular pool facilities and programs, as well as the management and operation of these facilities and amenities.
- E. Have documented experience in setting goals, analyzing problems, generating alternative solutions and providing recommendations and implementation strategies.
- F. The consultant or consulting team must have documented expertise to study swimming pools and the amenities tied to them, including the bath house, concession stand, parking and other site amenities. A professional with "hands on" pool management experience must be included on the consultant team. In most instances, an engineer or other qualified professional on the team will need to assess the existing mechanical operations and integrity of the swimming pool shell. The report shall be under the seal of a licensed professional who is authorized by Pennsylvania law to apply the seal.

Proposals Due: Monday, September 12, 2016 at 11:00 a.m.

G. Recreation and Park Practitioner Required Involvement

Generally, the practitioner's role is to educate the Township on a variety of available recreation and park related operating practices and to help select the most suitable ones. The practitioner's minimum role should be:

- 1) Attending a majority of the Steering Committee's meetings
- 2) Involvement in and implementation of the public participation process (such as attending public meetings, conducting interviews, and reviewing the survey process)
- 3) Participation in preparing and reviewing the plan text from draft chapters to the final plan. Written review comments from the practitioner are required.
- 4) Visits to and evaluations of all existing sites and those considered for possible acquisition

X. SELECTION AND EVALUATION CRITERIA

A. The Township will select the consultant best qualified for the assignment based on the information submitted and the offer considered most advantageous to the Township, price, amount of time to complete the project, and other factors.

B. All responses will be reviewed by the Township Manager and/or his designees to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For proposals considered responsive, proposals will be evaluated on the following criteria:

1) Technical Expertise and Experience

- a) The firm's documented experience in performing similar work.
- b) The firm's documented experience in successfully completing contracts of a similar size and scope to the project described in this RFP.
- c) The firm's documented experience in managing federally-funded projects.
- d) The expertise and professional level of the individuals assigned to conduct the work.
- e) The overall ability of the firm to mobilize, undertake and successfully complete the scope of work in a timely fashion.
- f) The clarity and completeness of the proposal and the firm's demonstrated understanding of the work to be performed.

2) Cost

- a) Costs and fee schedules.
- b) The number of hours of work to be performed.
- c) The level of expertise of the individuals proposed to do the work.

C. All documents/information submitted in response to this solicitation may be available to the general public. The Township will not be responsible for any costs associated with preparation or oral/written presentation of the proposals. The Township reserves the right

Proposals Due: Monday, September 12, 2016 at 11:00 a.m.

to reject any or all incomplete or late proposals to waive technical defects and make the award to the proposer judged most qualified at the Township deems it to be in its best interest. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Township reserves the right to re-solicit proposals.

- D. Prior to awarding the Contract, proposals may be held by the Township for a period not to exceed 60 days from the date of the bid opening for the purpose of reviewing the proposals and investigating the qualifications of the proposers.
- E. The Contract Price exceeds the amount of funds available to finance this project, the Township may reject all proposals or it may negotiate with a proposer during the 60-day period that proposals are effective to award the contract minus any part or minus any items such that a net amount within the available funds is arrived at.

CHELTENHAM TOWNSHIP

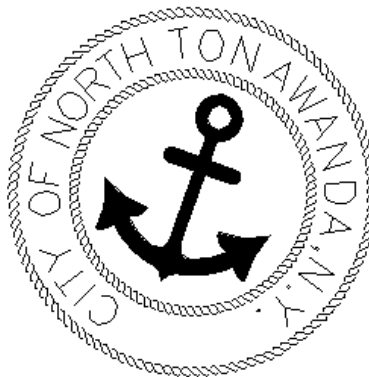


Bryan T. Havir, Township Manager

CITY OF NORTH TONAWANDA, NEW YORK

REQUEST FOR PROPOSAL

Memorial Pool Feasibility Study



APRIL 2018

Mayor: Arthur G. Pappas

Common Council:

Common Council President & 3rd Ward Alderman

Alderman at Large

Alderman at Large

1st Ward Alderman

2nd Ward Alderman

Eric M. Zadzilka

Robert Pecoraro

Austin Tylec

Mark Berube

Donna L. Braun

City Engineer:

Dale W. Marshall, P.E.

Director of Parks and Recreation:

Patricia Brosius

City Attorney:

Luke A. Brown

City Clerk/Treasurer:

Daniel R. Quinn

MEMORIAL POOL FEASIBILITY STUDY

PROJECT No. 2018-08

REQUEST FOR PROPOSAL

1.0 Introduction

The City of North Tonawanda, hereinafter referred to as the OWNER, intends to have a detailed feasibility study prepared for the purposes of assessing the current condition of the OWNER'S 70+ year old Bintz Pool and options to rehabilitate or replace with a new outdoor inground pool, replace with an outdoor inground pool with splash pad, replace with an outdoor pool with the option for an inground pool enclosure, or replace with a new year-round aquatic center facility. It is the OWNER'S intentions to have a qualified consulting firm provide the OWNER with a feasibility study for the purpose of capital planning for future needs of Memorial Pool. Responding firms shall be experienced in municipal government projects, programs, and finances and are able to provide examples of past projects that are similar in scope and size to the project described in this document.

The City of North Tonawanda is approximately 10 square miles and is located in Niagara County, New York. The city has a population of 31,568 based on the 2010 census. Memorial Pool, located at 830 Payne Avenue, is a Wesley Bintz pool and was constructed in 1947 and was dedicated to the veterans of World War II. The pool has had a few upgrades over the years including the high dive platform removal, a pool liner addition, and an elevator installation in the late 1980s as well as structural modifications to the pool slide in 2016. Below are a few photos of Memorial Pool for reference:



Photo 1 - Memorial Pool Exterior



Photo 2: Memorial Pool



Photo 3: Memorial Pool

This document will serve to outline the engineering and professional services to be rendered by the CONSULTANT to the OWNER in order to meet the OWNER'S objectives.

1.1. General Information

1.1.1. Request for Proposal Documents

Copies of the Request for Proposal (RFP) may be obtained from the City of North Tonawanda City Clerk/Treasurer, Daniel Quinn, by emailing him at danquinn@northtonawanda.org.

1.1.2. Consultant's Basic Services

The CONSULTANT'S services shall consist of all services described in this Request for Proposal.

1.1.3. Consultants

The CONSULTANT may propose and engage additional Consultants to perform portions of the services required by this Request for Proposal. When additional Consultants are engaged to perform portions of the required services, the CONSULTANT must provide a separate manpower utilization estimate for each of the additional Consultants. The OWNER retains the right to disapprove the proposed Consultant and, in said event, the CONSULTANT shall propose another Consultant for that portion of the required services.

The fees for any additional Consultants retained by the CONSULTANT for services required in this Request for Proposal will be included in the cost for Basic Services.

1.1.4. Provisions for Payment

The City has allocated \$25,000 in funds for a feasibility study for Memorial Pool.

The CONSULTANT is asked to bid in a lump sum amount for the services outlined in Section 2. For the purposes of the OWNER'S evaluation, the cost proposal shall include a breakdown per task, herein described, with the associated man-hours, salaries and other applicable fees.

1.1.5. Additional Services and Extra Work

Additional Services and/or Extra Work are defined as items of work not addressed by this Request for Proposal. Payment for additional services/extra work will be made on the basis of a lump sum amount. Proposals for Additional Services and/or Extra Work will be presented in the same manner as the Proposal for Basic Services. No extra work will be performed without authorization by the City Engineer and the Common Council of North Tonawanda as OWNER.

1.1.6. Reimbursable

Include all reimbursable expenses under Compensation for Basic Services.

1.1.7. Cost Control

This section of the Request for Proposal is omitted.

1.1.8. Insurance Coverage

- 1.1.8.1. Worker's Compensation and Employer's Liability Insurance with a limit of \$1,000,000 under Coverage B and, where applicable, coverage under the Jones Act and the Longshore Act.
- 1.1.8.2. Comprehensive Liability Insurance (for Contractual and Independent Contractors) with limits no less than \$1,000,000 combined (Bodily Injury and Property Damage) single limit per occurrence and \$2,000,000 aggregate.
- 1.1.8.3. Comprehensive Automobile Liability Insurance covering owned, hired, and non-owned vehicles with a combined Bodily Injury and Property Damage Liability limit of at least \$1,000,000 per occurrence.
- 1.1.8.4. An Owner's Protective Liability Policy in the name of the City of North Tonawanda.
- 1.1.8.5. Professional Consultants retained by the City of North Tonawanda in connection with the project shall show evidence of Professional Liability Insurance with limits no less than \$1,000,000.

2.0 Description of the Scope of Services

The following will serve to delineate the scope and nature of services to be provided by the CONSULTANT in order to meet the objective of the OWNER as stated herein.

The basic objective of the OWNER is for the CONSULTANT to prepare a feasibility study for the OWNER'S Memorial Pool including an assessment of the pool's current condition, list of improvements to be performed, cost estimates of improvements, and options for replacement including a new outdoor inground pool facility, a new outdoor pool facility with splash pad, new outdoor pool facility with the option of a pool enclosure, and a new year-round aquatic center facility including high level cost estimates for each option. All replacement options would be located at the existing site. The CONSULTANT must demonstrate that they have experience on at least five (5) other similar feasibility studies.

A listing of specific work items is given in Section 3.0 "Scope of Work." The following is a list of tasks the CONSULTANT is charged with in preparing of the feasibility study.

3.0 Scope of Work

The following will serve to outline the OWNER'S objectives as they relate to preparing the feasibility study for the purpose of future capital planning for Memorial Pool. The CONSULTANT shall perform all services, as set forth in Section 2.0.

The “Scope of Work” items compiled are at a minimum and are only the items that were evident to the OWNER. The CONSULTANT is to use the listed work items as a guide when he/she prepares a response to this Request.

The following is a listing of items that must be addressed:

- Task 1: Condition assessment of the existing Memorial Pool including all cost estimates related to needed improvements. Systems that need to be evaluated include, but are not limited to:
- Plumbing
 - Electrical
 - Masonry
 - Pool Deck
 - Filtration
 - Elevator
 - Lighting
 - Locker Rooms
 - Structural
 - Slide
 - Parking

Any rehabilitation work to bring systems/processes up to code should also be identified, if necessary.

- Task 2: Identify several scoping options regarding a new facility to replace the existing Memorial Pool. Scoping options should include a similarly sized outdoor inground seasonal pool, a similarly sized outdoor inground seasonal pool with a water play area/splash pad, a similarly sized inground pool with a pool enclosure for year-round use, and a year-round indoor aquatic center facility. Care should be taken into preserving the historic nature of the existing pool into any design of a new facility.
- Task 3: Prepare cost estimates for each scoping option broken down by features included. Prepare an operating pro forma detailing anticipated operational and maintenance issues and costs.
- Task 4: Recommend and detail possible funding mechanisms and partnerships to:
- a) Rehabilitate the existing Memorial Pool and;
 - b) Build, operate, and maintain a new facility.
- Task 5: Assume that the CONSULTANT will need to Attend/Conduct at least three (3) meetings with OWNER’S technical representatives including a site visit to Memorial Pool.
- Task 6: A final report and presentation to the OWNER, including a workshop with the Common Council.

4.0 Availability of Existing Information

The CONSULTANT’S proposal shall be based upon the assumptions that original plans, reports, historical data, Operation and Maintenance manuals, and Operation and Maintenance budgets are available for Memorial Pool. CONSULTANTS can contact Patricia Brosius, Director of Parks and Recreation, to schedule any site visits to the facility for the purposes of preparing the proposal. She can be contacted by phone at 716-695-8520 or by email at pattyb@northtonawanda.org.

5.0 References

The CONSULTANT shall submit a minimum of three (3) public agency references in which the CONSULTANT was engaged to perform tasks similar to those requested under this RFP. The references should include the name, title, and contact information of the public agency officer or employee for overseeing the CONSULTANT’S work in which the OWNER can contact to verify their qualifications.

6.0 Scheduling Constraints

The CONSULTANT shall take into account the following objective of the OWNER as they relate to the planning of the project.

6.1 OWNER Reviews

The OWNER will formally review the CONSULTANT’S work. The CONSULTANT shall allow seven (7) calendar days for OWNER’S review of submittals. The CONSULTANT shall be required to respond to comments made and to incorporate any needed changes into the documents within seven (7) calendar days following receipt of the OWNER’S comments.

6.1.1 Evaluation Criteria

Each proposal will be reviewed based on completeness and value provided to the community. While price will be one consideration, a number of other criteria will be utilized to evaluate each proposal and team experience. Evaluation criteria for proposals will generally include the following factors:

- Strength of qualifications of the company and project team (20%)
- Strength of recent, relevant project experience (30%)
- Project approach, methodology, and organization of tasks (30%)
- Work Breakdown Structure (10%)
- Cost of services to be provided (10%)

The OWNER is not obligated to accept the lowest cost proposal, is not obligated to accept any proposal, and will make its determination based on the best interests of the City. The OWNER retains the right and may, at their sole and absolute discretion: postpone, abandon, or terminate the RFP process at any time; accept or reject any and all, or part of any or all, proposals submitted; re-advertise this RFP; waive any irregularities in the proposals received in conjunction with this RFP;

and/or determine the criteria and process whereby proposals are evaluated and awarded.

6.1.2 Tentative Schedule

Task	Date
Release RFP	4/30/18
Proposal Submittal Deadline	5/21/18 by 4:00 PM EST
Interview Short List of Firms	Week of 5/28/18
Award Proposal	6/5/18
Project Kickoff Meeting	Week of 6/11/18
Feasibility Study Completion	9/4/18

6.2 **Project Start Date**

It is the OWNER’S intent to award the work under this Request for Proposal at the June 5, 2018 Common Council Meeting. If your organization is interested, please submit via email a PDF of your proposal to danquinn@northtonawanda.org and four (4) copies at the following address by **4:00 PM, May 21, 2018**:

North Tonawanda City Hall
216 Payne Avenue
North Tonawanda, NY 14120-5493
Telephone (716) 695-8565

**Attention: Daniel Quinn
City Clerk/Treasurer**



Counselman · Hunsaker

— O P E R A T I O N S —

I. SERVICES.

Program Phase (1 trip in basic fee)

1. NEEDS ANALYSIS:

- A. Meet with the steering committee, plus any designated community groups and/or individuals involved in the project to analyze needs and determine objectives. The Consultant will conduct individual interviews as necessary with, for example, local education administrators and/or athletic directors, chamber of commerce representatives, business leaders, private and public recreation providers, health professionals, competitive swim groups, swim coaches, instructors, activity programmers, youth and seniors groups, and others if requested in order to ascertain existing levels of service and the perceived needs of various user groups in the community.
- B. In addition to individual meetings, The Consultant will participate in a public or by invitation civic meeting to discuss the various issues concerning the proposed facility. This discussion will include images and/or video presentations with commentary on features of other aquatic centers similar to that being considered for this project, background information on historic and contemporary issues in the industry, and an open-forum question-and-answer session to discuss concerns and needs of those individuals and groups attending the meeting. A matrix of programming priorities will be developed and discussed to prioritize programming and facility features. The Consultant will use the results of the interviews and public workshop to develop a needs profile.
- C. Conduct research and compile demographic information necessary to appropriately evaluate the proposed facility, including population, age distribution, income, weather analysis and economic considerations that could affect the project's viability.
- D. Prepare and submit an outline of a Design Program of spaces and features for the proposed aquatic center describing the natatorium, pool size, shape and support spaces based on preliminary discussions and meetings noted above.
- E. Based on the first meeting and committee's review of the outline program, develop with the Owner or architect a Design Program for the building with recommendations on the size and shape of the pool(s) as well as architectural and

engineering features of the building and support spaces. The Design Program will address the following items:

1. Pool (or pools) or Spaces Design: Size, Depth, Configuration, Water Features, etc.
 2. User Populations and Programs to be Supported
 3. Lighting
 4. Pool Markings
 5. Traffic Patterns
 6. Deck Equipment
 7. Underwater Features
 8. Mechanical Features, Filter System Options, Water Treatment and Automatic Water Treatment Control
 9. Spectator Facilities
 10. Dressing Room Features and User Spaces
 11. Support Spaces and Features (Architectural Materials and Finishes.) (Outline Specification for Building and Pool(s)).
2. CONCEPTUAL PLAN: (1 trip)
- A. Based on the agreed upon program, the Consultant will prepare three concepts. Typically these concepts consist of an ideal, preferred and minimum acceptable. The **ideal** concept includes areas of programming without taking into account budget considerations. The **preferred** facility supports the design program with costs to meet the proposed budget. The **minimum acceptable** concept is a facility that will be considered if the project experiences limited funding.
 - B. The Consultant will provide a conceptual plan of each building. The purpose of the plans will be to illustrate ways to organize the spaces in a functional arrangement and to confirm that the building footprint will contain the areas proposed in the Design Program.
 - C. The Consultant will meet a second time with the committee to participate in a design workshop. Preliminary concepts and program features will be reviewed and confirmed. A public meeting may or may not be held as a part of this visit.
 - D. Following the meeting, the Consultant will make revisions to the selected plan, if necessary, and mail it to the Committee.
3. COST ANALYSIS: (1 trip)
- A. The Consultant will prepare an Opinion of Probable Construction Cost for the pool(s) and building. Recent project bid figures of similar projects will be used as well as national estimating guides and local cost adjustment factors. The hard **construction cost** figures will be supplemented by a development cost factor, which will include such "soft" costs as professional fees, survey, geotechnical report, document reproduction, advertisement for bids and all anticipated expenses

related to the administration of the project. The sum of these two cost figures will be the **total project cost** so that the Owner will have a comprehensive overview before making an informed decision about the project.

- B. The Consultant will prepare a Feasibility Study for the selected plan and will develop an opinion of operations protocol for the proposed project. The following will be researched and analyzed:
 - 1. Area Aquatic Providers
 - 2. Market Area Demographics
Population, Age, Income
 - 3. Area Aquatic User Groups
Historic Usage and Project Level of Growth
 - 4. Facility Management Outline
Facility Operating Schedule
Facility Capacity Limits
Organization Chart
Wage Structure
 - 5. Opinion of Probable Revenue
Market Penetration
Seasonal Usage
Develop Fee Structure
Opinion of Attendance By User Group
Opinion of Revenue
 - 6. Opinion of Probable Expenses
Labor Demand
Chemical Demand
Supply Demand
Maintenance and Repair Demand
Utility Demand
 - 7. Opinion of Facility Financial Performance

- C. The Consultant will make a final presentation to the project committee outlining the methods and results of the study.