

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**