

CITY OF NORTH TONAWANDA, NEW YORK

REQUEST FOR PROPOSAL

Payne Park Aquatic Facility Design



January 18, 2023

Mayor: Austin Tylec

Common Council:

Common Council President & Alderman at Large

Alderman at Large

Alderman at Large

1st Ward Alderman

2nd Ward Alderman

3rd Ward Alderman

Frank Dibernardo

Joseph Loncar

Robert Pecoraro

Robert Schmigel

Frank Dibernardo

Joseph Lavey

Parks Director:

Alex Domaradzki

City Engineer:

Chelsea L. Spahr, P.E.

City Attorney:

Edward A. Zebulske III

City Clerk/Treasurer:

Donna L. Braun

1.0 Introduction

The City of North Tonawanda, New York hereinafter referred to as the OWNER, is seeking proposals from qualified Architectural and Engineering firms to provide professional design services for the construction of a new outdoor family aquatic facility to replace Memorial Pool, located at the Payne Park site, 848 Payne Avenue in North Tonawanda, New York. 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.

1.1 Background Information

The existing aquatic facility in North Tonawanda contains an above ground pool (Memorial Pool) that has 8,000 square feet (SF) of water surface area standing 9 feet above exterior finish grade. The pool is surrounded by 8,000 SF of deck/spectator area, with a pool lobby, bathrooms, and locker rooms below at ground level. Additionally, a wading pool (Raindrop Spray Pool) with 2,000 SF of water surface area is located separate from Memorial Pool approximately 250 feet away. Both aquatic features are located at Payne Park, which is approximately 7 acres of park land consisting of basketball courts, playgrounds, pavilion and open space.

Memorial Pool was built in 1947 as a memorial to World War II veterans. Designed and built by Wesley Bintz, this unique above ground structure has garnered some historic stature in the eyes of residents and is on New York State Historic Preservation Office's radar as eligible for the National Register. Below are a few photos of Memorial Pool for reference:



Photo 1 - Memorial Pool Exterior



Photo 2: Memorial Pool



Photo 3: Memorial Pool

After conducting an Aquatic Feasibility Study, completed in 2019 by Brandstetter Carroll Inc. (https://northonawandany.myrec.com/forms/6142_pool_study_final.pdf), complete with public engagement and vast public input, it was determined that a new outdoor aquatic facility was the route to go in best meeting the communities needs while also providing an option that is financially sustainable long-term.

To be able to leverage state funds to help finance the construction of the facility, the new pool facility aims to meet the requirements of SHPO by working with the North Tonawanda Historic Preservation Commission and Pool Committee to creatively preserve the historic integrity of Memorial Pool in some fashion while still creating a new modern and attractable outdoor aquatic facility incorporating as many of the design elements as possible, outlined in the Feasibility Study.

Based on the Feasibility Study the new facility should draw nearly 48,000 visitors per season with a design attendance of 615 people. Current attendance figures only reflect a fraction of that with approximately 13,000 visitors per season due to limitations that come with an outdated design and deteriorating infrastructure.

1.2 General Information

1.2.1. Consultant's Basic Services

The CONSULTANT'S services shall consist of all services described in this Request for Proposal. The preparation and certification of final designs and construction documents and for any supervision of construction, a licensed professional engineer, architect, or landscape architect licensed in New York State is required.

1.2.2. 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.

1.2.3. Provisions for Payment

Complete project budget including design & construction for this project is \$5,500,000, with the cost of design/consultant services not to exceed \$500,000.

There are no MWBE (Minority/Women Business Enterprises) requirements for the design portion of this project.

The CONSULTANT is asked to bid in a lump sum not to exceed amount for his or her services. For the purpose of the OWNER'S evaluation, the cost proposal shall

include a breakdown per task, hereinafter described, with the associated man-hours, salaries, and other applicable fees.

1.2.4. 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 based on 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.

1.2.5. Reimbursable

Include all reimbursable expenses under Compensation for Basic Services.

1.2.6. Cost Control

This section of the Request for Proposal is omitted.

1.2.7. Insurance Coverage

- 1.2.7.1. 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.
- 1.2.7.2. 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 \$3,000,000 aggregate.
- 1.2.7.3. 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.
- 1.2.7.4. An Owner's Protective Liability Policy in the name of the City of North Tonawanda.
- 1.2.7.5. 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 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 plans, specifications, engineer's estimates, permitting, and a contract for the public bidding of the Payne Park Aquatic Facility. Schematic, draft final, and final design documents will need to be provided to the OWNER for review through the design phase of the project.

A listing of specific work items is given in Section 3.0 "Scope of Services." The following is a list of tasks the CONSULTANT is charged with in the design of the Payne Park Aquatic Facility.

3.0 Scope of Services

The following will serve to outline the OWNER'S objectives as they relate to engineering and design services needed for the project. The CONSULTANT shall perform all services, as set forth in Section 2.0.

The "Scope of Services" 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: Prepare schematic design incorporating amenities referred to in the Memorial Pool Aquatic Feasibility Study prepared by Brandstetter Carroll Inc. (https://northtonawandany.myrec.com/forms/6142_pool_study_final.pdf) which includes consideration for an Activity Pool, Competition Pool, Splash Pad, Water Slide, Pool House, parking and other site improvements. The desire is to incorporate as many amenities as possible within a budget designation of \$5.5 million. Schematic design of all improvements must be submitted for review prior to the preparation of draft and final design of all improvements.

The goal is to preserve the surrounding recreational amenities (playground, basketball court), while expanding the new aquatic facility beyond the current footprint of Memorial Pool.

Consideration must be taken in the design to preserve enough of the historic integrity and identifiable characteristics of the Memorial Pool to satisfy SHPO's requirements to allow the City to seek available state grants to help fund construction of the project. (Examples include facadism, where the front or shell of the building remains, and a new facility is built within or behind the building).

Task 2: A conceptual design with preliminary renderings and project cost projections is requested no later than June 1, 2023. Preliminary renderings and cost projections will be part of a public engagement meeting. Design documents should additionally be submitted at 50% and 90% completion for review.

- Task 3: Work with the North Tonawanda Historic Preservation Committee as well as members of the Payne Park Aquatic Steering Committee to prepare plans and specifications for design of the Payne Park Aquatic Facility so that it will be compliant with State Historic Preservation Office standards.
- Task 4: Prepare plans and specifications for the demolition of any required existing pool facilities at Payne Park.
- Task 5: Prepare plans and specifications for the design of all new outdoor aquatic pool facilities including but not limited to activity pool, competition pool, splash pad, pool house, parking and other site improvements.
- Task 6: Prepare all electrical, mechanical, architectural, structural, civil, aquatic, and landscape plans and specifications for the design of all new outdoor aquatic pool facilities.
- Task 7: Complete all necessary site survey, geotechnical testing, environmental and historical/archaeological reviews.
- Task 8: Prepare SEQR for environmental impacts of the project and any other necessary permits the project may require.
- Task 9: A construction requirement analysis shall be prepared to analyze all federal, state, and local requirements for the selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design.
- Task 10: Prepare documents and project proposal submissions for State Historic Preservation Office review. Design must be compliant with SHPO standards.
- Task 11: Prepare engineer's estimate and provide bidding services to include, but not limited to, providing contract bid documents, preparing addenda if necessary, attending the bid opening, evaluating the bids and making recommendation of award to the OWNER.
- Task 12: All bidding and construction administration should include normal mechanical, electrical, structural, civil, and aquatic engineering, along with landscape architectural services.
- Task 13: Provide allowance for shop drawings review and periodic assistance for possible questions during construction.
- Task 14: Assume that the CONSULTANT will need to Attend/Conduct at least three (3) meetings with OWNER'S technical representatives including a site visit to the project location.

Task 15: Assume that the CONSULTANT will need to Attend/Conduct two (2) public information meetings to present the design and engage public input and/or present design to Common Council during a workshop/meeting. A written summary of public input obtained at this meeting shall be prepared.

Task 16: Preparation of statement of completion, photo documentation and as-built drawings certified by a licensed professional engineer, architect, or landscape architect.

Task 17: Final renderings & graphic site plan completed for marketing purposes.

4.0 Availability of Existing Information

The CONSULTANT'S proposal shall be based upon the assumption that no existing topographic survey of the project area exists, and that city utility drawings and any existing pool drawings will be made available by the OWNER.

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 Schedule Restraints

The expectation that the Final design should be completed by January 2024 with construction bid documents prepared to go out by early spring of 2024.

7.0 Proposal Requirements

Each submission shall include the following information and organized per the index below. Provide a:

- 7.1. Description of Experience: Include brief history of firm including recreation an aquatic experience.
- 7.2. Description of recent & relevant projects: Include images of projects and references plus cost, dates and other relevant data.
- 7.3. History of cost control, schedule adherence and other evidence of performance
- 7.4. Proposed Project Manager indicating experience which focuses on municipal aquatic facilities; include resume.

- 7.5. List of key members of Design Team and their respective disciplines and experience
- 7.6. Description of the understanding of the project, the vision, and the firm's Project Approach.
- 7.7. Project Schedule depicting key tasks and project milestones.
- 7.8. Cost proposal for services requested in this RFP. For the purpose of evaluation, the cost proposal shall include a breakdown per task, hereinafter described, with the associated man-hours, salaries, and other applicable fees.

8.0 Proposal Evaluations

The OWNER will formally review the CONSULTANT'S work. The CONSULTANT shall allow ten (10) calendar days for OWNER'S review of proposals. 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.

Each proposal will be evaluated 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:

- Quality and completeness of the response
- Understanding of the proposed scope of work
- Cost-effectiveness of the proposal
- Qualifications and relevant experience with respect to the task to be performed.
- Reputation among previous clients
- Ability to complete all project tasks within the allotted time and budget

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 OWNER. 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. Each proposal will be independently evaluated by members of the Payne Park Aquatic Steering Committee. The OWNER may elect to conduct on site interviews. The most qualified firm will then be selected to negotiate fees for all the services. IF a fee cannot be agreed upon, the OWNER will attempt to negotiate with the next most qualified CONSULTANT, as so on, until contract agreements are reached.

9.0 **Submission of Documents**

It is the OWNER'S intent to award the work under this Request for Proposal at the **March 7, 2023**, Common Council Meeting. Questions regarding this Request for Proposal should be submitted to tsikora@northtonawanda.org by **4:00 PM, February 3, 2023**. If your organization is interested, please submit via email, a PDF of your proposal to tsikora@northtonawanda.org and six (6) copies at the following address by **4:00 PM, February 17, 2023**:

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

**Attention: Chelsea L. Spahr
City Engineer**