

CITY OF RED LODGE

1 PLATT AVENUE SOUTH, P.O. BOX 9, RED LODGE, MONTANA 59068



A REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS FOR AN ENGINEERING ASSESSMENT STUDY FOR THE RENOVATION OR REPLACEMENT OF THE PUBLIC CITY POOL FOR THE CITY OF RED LODGE, MONTANA

RELEASED: MARCH 23rd, 2017

CLOSING DATE: APRIL 14th, 2017

Contact Information for Communication Regarding This Proposal:

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CITY OF RED LODGE – PUBLIC POOL ASSESSMENT STUDY

PROJECT IMPLEMENTATION:

The City of Red Lodge is soliciting Requests for Proposals (RFP) along with Statements of Qualifications (SOQ) for completing an Engineering Assessment Study for the renovation or replacement of the city pool. Funding at the \$20,000.00 level was identified in the 2016 Annual Assessment of the City's Capital Improvements Plan (CIP) for this Study.

BACKGROUND/PROBLEM STATEMENT:

One of the difficulties for the past few years has been that each spring patching and fixes have to be made in order for the pool to open for the summer as deteriorating conditions exist with leakage, filters and pumps, and wall integrity. As a result, the pool season is seriously compromised with the pool opening later than desired (June 27th for the 2016 season) and closing on September 2nd before the Labor Day weekend.

It is a possibility that the pool may not be able to be opened during any given year due to the various undetermined structural issues. The delayed opening schedule has had a negative impact on the revenue stream generated by pool usage and without a proper evaluation of the condition of the existing facility, it is difficult to budget for the repairs and estimate a realistic date for opening each season. The plan will provide the needed analysis of the existing pool and allow Red Lodge the ability to both reduce the negative impact and capture the economic opportunity by gaining knowledge as to the aquatic needs of area citizens.

The Red Lodge pool has been located at its present location for over three decades (since 1983). Use of the pool during a typical summer season exceeds 3,000 persons who are not only Red Lodge residents but arrive from other communities around Carbon County as the other closest public pool is located in Bridger, a distance of approximately 30 miles.

In general, traditional community pools are becoming a dying breed because they do not offer enough to the new generation of water users. These traditional swimming pools were a big boom in the mid to late 1900s for people to cool off and to have lap swimming. Water users now realize that traditional swimming pools are not that exciting for young swimmers when newer aquatic facilities have interactive water features such as zero depth entry, water features with spraying devices, splash pads, water slides and flumes, waves and waterfalls. Aquatic facilities designed to accommodate both lap swimmers and interactive features can maximize the family entertainment dollar.

PROJECT OVERVIEW/OBJECTIVES:

The proposed project is to develop a plan for the renovation or replacement of the Red Lodge City Pool by:

- (1) Engaging the community in identifying the need for aquatic recreation and programs and the opportunities to attract users, increase revenue and reduce operational costs.
- (2) Conducting a detailed audit of the existing pool facility to identify deficiencies, constraints and opportunities for program development and maintenance.
- (3) Preparing a master plan for either renovating or replacing the pool, or determining if a new multi-use aquatic/recreation center is needed to satisfy the aquatic recreation and program needs.

SUPPORTING DOCUMENTS AND FUNDING:

- (1) The 2016 Annual Assessment of the Capital Improvements Plan (CIP), adopted by the Red Lodge City Council, includes a project to conduct an engineering assessment for rehabilitation of the pool for a cost of \$20,000. The \$20,000 estimate is a best guess by the City's engineering resources and is based on a range of 8-10% of the \$250,000 construction cost estimate (of a pool) included in the FY 2015-2019 Capital Improvements Plan. A justifiable cost estimate for structural modifications or replacement that insures long-term viability and improve the function and use by the public could then be included in the CIP and be the basis for obtaining funding. The current project estimate included in the CIP needs to be based on better planning and engineering analysis.
- (2) The City of Red Lodge Comprehensive Parks Plan, June 2015, recommends that an independent swimming pool consultant be contacted for a more accurate assessment of repair and maintenance feasibility/costs. The Parks Plan also cites the potential for a multi-use complex that could include the pool, recreational center, soccer field and baseball field, etc. It also cites that the complex would provide an exponential increase in recreational benefits but require years of planning and fundraising as the cost would be much greater than most options.
- (3) The adopted City budget, July 1, 2016 – June 30, 2017, includes \$10,000 for a "Pool Design" under the Parks section of the Resort Tax Budget. These funds are to be used as match towards the Plan for the Renovation or Replacement of the Red Lodge City Pool referenced in the 2016 Annual Assessment of the Capital Improvements Plan. The Red Lodge Area Community Foundation has, through formal written agreement with the City (approved by Council 3-28-17), agreed to provide \$10,000 resulting in the availability of \$20,000 for the project.

- (4) In 2015, the Red Lodge Area Community Foundation and the City of Red Lodge signed a Memorandum of Understanding (MOU) concerning the creation, maintenance and administration of a permanent endowment fund to ensure funding for a City Pool or other such recreational purposes. As cited in the MOU, the intent is as follows: “The Red Lodge City Pool offers excellent recreational and educational opportunities to the City and to the surrounding region. It is the desire of the Foundation and the City to ensure that adequate funding continues to exist to keep the City Pool and other recreational facilities that benefit youth of the community open and offering programs to the public.” This endowment is anticipated to be a source of continuing operating funds.

DETAILED WORK TASKS:

Task 1: Identify the Community Need for Aquatic Recreation and Programs. The geographic area is to include areas in Carbon County within a 25-30 mile radius of Red Lodge.

- A. Conduct a public outreach process that includes existing pool users and stake holders appropriate to address and market areas and market segments for aquatic recreation and programs identified in Task 1B and 1C.
- B. Assess the ‘market areas’ for aquatic recreation needs, specifically:
- (1) Leisure/recreation aquatic activities such as play apparatus, slides, seating areas and birthday parties or group events.
 - (2) Instructional programming to include swimming and lifesaving lessons.
 - (3) Fitness programming to include classes and lap swimming.
 - (4) Therapy to include partnering with medically based organizations for rehabilitation.
 - (5) Competitive swimming and diving to include training and spectator seating.
 - (6) Specialized uses such as scuba diving and synchronized swimming.
 - (7) Social/relaxation to include non-swimmer.
 - (8) Special events/rentals to include events during slow times or before or after hours.
 - (9) Need for all season activities.

C. Assess the 'market segments' for aquatic recreation needs, specifically:

- (1) Families.
- (2) Pre-school children.
- (3) School age youth.
- (4) Teens.
- (5) Seniors.
- (6) Special needs population.
- (7) Special interest groups.

Task 2: Conduct a Facility and Operations Audit of the Existing Pool.

- A. Document usage statistics and existing operational costs to include staffing, training, utilities, daily maintenance and deferred maintenance.
- B. Analyze the structural, electrical and mechanical systems of the pool and support structures.
- C. Analyze the existing facility for conformance with the national pool design standards, including but not limited to accessibility, health and safety.
- D. Document existing revenue sources for operating and capital expenses.

Task 3: Prepare a Master Plan for Renovation or Replacement of the Existing Pool.

- A. Determine if the pool can be renovated or replaced at the existing site, to include the spatial layout and capital costs.
- B. Determine if the spatial layout of a renovated or a replacement facility would meet the community's need for aquatic recreation and programs documented in Task 1, or if it requires the consideration of a multi-use aquatic/recreation center.
- C. Should a multi-use aquatic/recreation center be deemed appropriate, determine minimum site parameters necessary to accommodate such center (such as parcel size, utility access, and overall community connectivity).
- D. Identify potential operating and capital revenue sources.

Responses to this RFP and SOQ should include:

1. The firm’s legal name, address, and telephone number(s); and
2. The principal(s) of the firm and their experience and qualifications; and
3. The experience, qualifications, and projected man days of the staff to be assigned to the project; and
4. A description of the firm’s prior experience, including up to five similar projects, location, total cost, and name of a local official knowledgeable regarding the firm’s performance; and
5. A description of the firm’s current work activities and how these would be coordinated with the project, as well as the firm’s anticipated availability during the term of the project; and
6. The proposed work plan and schedule of activities to be performed including projected completion dates; and
7. Projected costs associated with the aforesaid requirements; not to exceed a maximum of \$20,000.00

Respondents will be evaluated according to the following criteria:

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| 1. Overall content of the Proposal and SOQ | 30% |
| 2. Qualifications of professional personnel assigned to project | 25% |
| 3. Capability to meet time and project budget requirements | 15% |
| 4. Present and Projected workloads | 10% |
| 5. Related experience on similar projects | 10% |
| 6. Recent and current work for the City | 5% |
| 7. Location | 5% |

The selection of the firm will be based on the evaluation of the written responses. Interviews may be held with short-listed respondents, if deemed necessary by the City. The award will be made to the most qualified firm who’s Proposal and SOQ is deemed most advantageous to the City, all factors considered. Unsuccessful respondents will be notified as soon as possible.

Questions should be directed to the contact persons listed on the first page of the RFP. All proposals must be received at the Community Development Office no later than NOON on Friday, April 14th, 2017. Please state “Response to RFP / SOQ for the Pool Assessment Study” on the outside of the response package. Include eight paper copies of the Proposal and SOQ; and a digital copy (.pdf) of all submitted materials. All submittals, including questions and responses, become the property of the City of Red Lodge and will not be returned to the respondents.

This solicitation is being offered in accordance with State law governing procurement of professional services. Accordingly, the City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, incomplete, or inappropriate.