

Request for Qualifications and Quotes:

# Architectural and Engineering services for the Veteran's Memorial Aquatic Center

City of Evansville  
Evansville, Wisconsin

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## **I. INTRODUCTION**

The City of Evansville intends to retain the services of a consulting team to fill a diverse scope of services regarding the City's Veteran's Memorial Aquatic Center located at Lake Leota/Leonard Park in Evansville, WI.

The purpose of this document is to outline the City's interest in obtaining the services of a qualified consultant team to provide the services requested. This document includes a detailed scope of services for reference in the preparation of a proposal.

This RFP is being administered by the City. All questions, clarifications and general communications are to be directed to the following contact person:

Ian Rigg  
City Administrator  
ian.rigg@ci.evansville.wi.gov  
(608) 882.2263

A tour of the facility can be made by appointment. This tour is non-mandatory but may be useful in completing your proposal.

Proposals must be received by 12:00 PM, March 1st, 2017. Please submit three (3) color copies to the City Hall's physical address at 31 S. Madison, Evansville WI 53536. If sending by United States Postal Service please send to PO Box 76, Evansville WI 53536. Also submit one (1) digital copy in PDF format to [ian.rigg@ci.evansville.wi.gov](mailto:ian.rigg@ci.evansville.wi.gov)

## **II. PROJECT BACKGROUND**

In preparation for 2018-22 Capital Improvement Plan, the City of Evansville is reviewing its Veteran's Memorial Aquatic Center to determine a concept plan for possible future renovation, new

construction and/or adaptation of the Aquatic Center with adjoining Park Store. The City finds that the space available and condition of the current bath house for the aquatic center is undersized for future needs and rehabilitation of the building may not be a long term solution. The evaluation of this site and structure is critical for further planning with respect to the City's municipal operations. The campus area is depicted below:



**The scope of work included herein is built on the following main ideas:**

#### The Current Bath House

- Needs extensive repairs and up grades
- Has limited room for all the functions of: pump house, chemical storage, first aid station, office, admissions, restrooms, showers, changing area and employee area.

#### The Current Park Store

- Is a registered historic building
- Park Store continues to sell concessions but with improved access for the pool patrons.
- 50% of the space is hardly used and may be retrofitted to add admissions
- Food prep, cooking and sales may not be efficiently set up
- The addition of certain pool services may reduce total employee stations necessary

#### The Current Pool

- The pool having limited space to combine swim team practice and swim lessons needs attention
- The use of the pool for swim team and lessons requiring the pool be closed to the public in the middle of the day needs attention
- Features such as the drop slide at the pool are dated and worn and may need removal or replacement
- Long term, a new pool area may need to be constructed as a result of community growth.

### **III. SCOPE OF WORK**

#### Phase I – Assessment of Pool, Bath House and Mechanicals

- Perform an on-site engineering review (technical evaluation) of the aquatic facility; catalog significant State Health Code non-compliance issues and significant Americans with Disabilities Act (ADA) non-compliance issues
- Perform a technical evaluation of the existing facility to determine which elements, if any, could be reused or incorporated into the renovation of the facility and grounds, including the park store. Catalog facility elements which will need to be restored to a state of good repair
- Develop scope of construction necessary to restore the facility to good repair and meet Health and ADA Code requirements, and submit final recommendations for pool shell, surge area, piping systems, filter system, recirculation pump, chemical system, pool heater, deck equipment, sanitary facilities, bathhouse building, potable water system, process piping system, mechanical, electrical, etc.
- Number of trips needed to implement this service shall be part of the base price.

#### Phase II – Assessment of Needs and Use of Pool Campus

- Review current and future projections of City of Evansville demographics
- Review current swimming pool usage data with Administration and Staff to determine demand for aquatics
- Include marketing evaluation of surrounding community's aquatic facilities noting their strengths and current programming into needs and future use assessment
- Include making use of excess space and potential improvement to existing park store for the serving of food and admissions to the pool
- Determine demand for current and a twenty-five year projected need.
- Number of trips needed to implement this service shall be part of the base price.

### Phase III – Draft

- Make overall summary recommendations regarding feasibility of renovation and/or replacement of the facility's major elements and present to Administration.
- After determining feasibility, provide up to three conceptual versions of a proposed facility/campus based upon above data including the bathhouse, pool(s), incorporation of the park store to the pool operation and other assets as appropriate to Administration
- Present conceptual versions to the Park & Recreation Board, Council, Administration & Staff and interested Community groups, to review the proposed conceptual plans and their associated programming, receiving community input in the development of the final conceptual plan
- Number of trips needed to implement this service shall be part of the base price.

### Phase IV – Final Plan(s)

- Incorporate comments into the final conceptual plan(s)
- Provide analysis of considered issues for impacts on maintenance, operating costs, quality of the aquatic environment and serviceability
- Provide final cost estimates on final conceptual plan(s)
- Provide mapping, plan reports, design concepts & presentation materials as necessary for public visualization

## **IV. TEAM/CONSULTANT REQUIREMENTS**

*Building Condition Assessment.* Design or construction professional (Engineer, Architect, Construction Manager, etc.) with a minimum of 5 years of experience in commercial/aquatic building assessment, along with representative experts based on specific expertise.

*Concept Plan Development.* Engineer, Architect, Design Professional and/or Construction Professional with recognized experience in the planning, design, and construction of municipal facilities. A project team of qualified/specialized consultants is preferred but not required.

## **V. ANTICIPATED PROJECT TIMEFRAME**

All work is intended to be completed by August 1<sup>st</sup>, 2017 and some elements of the work may depend on budget considerations.

## **VI. COST PROPOSAL**

The Cost for the proposed services shall be submitted as a lump sum for professional services with the following breakout:

- Hours provided per major work category along with a list of expenses
- Hourly Rate Schedule

## **VII. PROPOSAL REQUIREMENTS & SELECTION**

Proposals shall include:

- Consultant team listing (headquarters, local office, contact information) and background information
- Project approach and insight, describing key concepts and tools that make the project successful
- Qualifications of the project team along with pertinent resumes
- Statement that consultant/team understands the Project Scope and Deliverables
- List of items that are to be provided by the City of Evansville to complete the scope
- Cost information as directed herein
- Listing of similar projects, description and references

Proposals will be reviewed by the City of Evansville for the following items:

- Consultant team approach, combined with experience & qualifications of representative expertise
- Overall expertise in the area of public building use and construction
- Experience in the area of concept development for municipal administration & public works buildings
- Technical expertise in specific areas as designated herein
- Completeness of the proposal; validity of the response
- Cost
- Reference checks

## **VIII. OTHER INFORMATION**

The City of Evansville reserves the right, without qualifications, to select any proposal, to reject any or all proposals, and to apply its judgment with respect to any proposal submitted. The City further reserves the right to obtain new proposals or to proceed to have the service provided in any way that the City of Evansville deems appropriate.

The City of Evansville reserves the right to interview any of the responsive consulting firms/teams, or select immediately upon receipt/review of completed proposals.

The City of Evansville is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract.