



City of Barre, Vermont
"Granite Center of the World"

REQUEST FOR
ARCHITECTURAL/ENGINEERING PROPOSALS
MUNICIPAL SWIMMING POOL
REFURBISHMENT & UPGRADE DESIGN

(Issue Date: October 24, 2018)

The City of Barre, Vermont requests proposals from qualified Architectural/Engineering consultants for the planning, design and preparation of bid and construction documents for the refurbishment and upgrade of the existing Barre City Municipal Swimming Pool located at 45 Parkside Terrace in the south end of the City. Anticipated services in this phase will also include Bid Phase Assistance. Construction Phase administration and inspection services may follow by amendment to this agreement prior to the construction phase.

PROPOSAL REQUIREMENTS:

Project Contact for Questions:

Jeff Bergeron
Buildings & Community Services Director
Main Street, Suite 2
Barre, Vermont 05641
802-476-0245
jbergergon@barreity.org

Mandatory Pre-Proposal Briefing:

Monday, November 5, 2018, 1:30 p.m., Barre City Hall

Submission Deadline and Requirements:

12:00 noon, Wednesday, November 21, 2018
Proposals received after this deadline will not be opened nor considered

Please submit 4 hard-copies and 1 digital copy (thumb drive) to:

Ms. Jody Norway
Executive Assistant to the City Manager
jnorway@barreity.org
City Hall
No. Main Street, Suite 2
Barre, VT 05641
802-476-0241

Proposal Valid Period: Proposals shall be valid for 90 days.

1. BACKGROUND and OBJECTIVES

The City of Barre, Vermont requests proposals from qualified Architectural/Engineering consultants for the Planning, Design and Preparation of Bid/Construction Documents for the refurbishment and upgrade of the existing Barre City Municipal Swimming Pool located at 45 Parkside Terrace in the south end of the City. (*See Location Plan*) Anticipated services in this phase will also include Bid Phase Assistance. Construction Phase administration and inspection services may follow by amendment to this agreement prior to the construction phase. The goal of this project is to provide a refurbished and upgraded pool complex that will provide for a minimum 25-year service life. See SECTION 5 for Project Budget and Funding information.

The existing Barre City municipal swimming pool was constructed in 1949. The pool facilities are typically used about eight (8) weeks each summer (mid-June to mid-August) and are a significant component of the Charlie's Playground municipal recreation complex located at the Parkside Terrace Recreation complex. The pool has served the community well since it was constructed, but many components have reached or exceeded their useful life, and/or need life-cycle upgrade or replacement. The following is a substantive, but not necessarily exhaustive, summary of the pool systems or components which need to be addressed

- a. the underground mechanical vault/filter room, which is not OSHA compliant, is showing significant signs of structural aging and deterioration. It needs to be decommissioned, backfilled, and totally replaced with an above ground, OSHA compliant, vandal proof structure to house new filter(s), recirculation pumps, disinfection and bulk storage system, ventilation system and new electrical service and entrance panel.
- b. While the pool system (basin and piping) has leakage issues (15,000+/- gpd), it is believed the pool basin has structural integrity, and with an appropriate leak prevention system (lining or sealing), can be salvaged. The underground feed and recirculation piping likely needs complete replacement to restore recirculation system integrity and functionality. (*See Pool Basin Photo Exhibits*)
- c. The bathhouse, while functional with a serviceable footprint/interior floor plan, is in need of upgrade including a new pitched roof, vandal proof siding, and to the extent budget may allow, interior improvements.
- d. To accommodate the piping upgrade, the existing concrete perimeter slab, while in reasonably good condition, will likely have to be removed and replaced.
- e. The chain link security fencing around the pool complex has deteriorated and needs replacement with an aesthetic and functional replacement

In addition to the above basic life-cycle requirements needs, another significant objective of this project is to upgrade the existing facilities to include (*See Vendor Exhibit's*) *:

- a. a shallow pool zone for young children learning to swim combined with a sloped walk-in access zone also for young children, parents and older adults. This most likely will be connected to the southwest section of the pool, but will require consultant and owner collaboration to determine the most desirable and feasible location/layout.
- b. another very important desired new amenity is a self-standing splash park/splash deck located conveniently within the fenced pool complex.

**Note: Vendor Exhibits are included with this RFP for informational purposes only.
No affiliation has been established with any vendor for this project.*

2. MANDATORY PRE-PROPOSAL BRIEFING

A **mandatory** Pre-Proposal Briefing and Site Inspection for all prime consultants (team sub-consultant attendance optional) will be held Monday, November 2, 2018, 1:30 p.m., in the City Council Chambers in City Hall, 6 North Main Street (metered parking available to the rear of City Hall). A follow-up inspection of the project site will be held immediately following the briefing. Proposals received from consultants who did not attend and register at the pre-proposal briefing will not be considered.

3. SCOPE OF WORK:

The Scope of Work generally consists of the planning, design and preparation of bid and construction documents for the refurbishment, upgrade of and improvements to the existing Barre City Municipal Swimming. Following is a more detailed outline of the Scope of Work. This outline is intended to convey the intent of requested service, but is not intended to be all-inclusive nor to preclude proposers from identifying and/or incorporating other tasks or work elements necessary to achieve the design and project objectives to the extent possible within budget constraints

A. Design Phase Series:

1. Project Kick-off Mtg. A kick-off meeting will be held to: initiate the design phase; coordinate project approach, scope and objectives; review upgrade concepts; and to coordinate progress, advisory group and Council meetings.
2. *Note: The Owner will provide for your use an existing conditions plan of the project site within the project limits (25-50 ft. outside the fence). (See Project Limits Exhibit) The existing conditions plan will be registered to the NAVD88 datum to include contours and spot elevations as necessary to define relative elevations of the site. The survey will include all existing improvements within the project area as defined, including the location of the pool and its concrete apron, buildings, trees, fences and other appurtenances, as well as data within the pool itself to define the multiple sloped planes of the bottom. The plan will be provided in both AutoCAD (v2000 for ease of compatibility) and PDF format.*
3. Assessment of appropriate and effective Basin Sealing System(s) and recommendation of a preferred system for incorporation into this project.
4. Preparation of Concept Plans. Working with City representatives, develop refurbishment concepts (basin sealing/refurbishment system, above ground mechanical building, piping restoration or replacement approach, pool-house structural refurbishment, interior improvements, etc.), site plan programming and layout to address the items/issues summarized in Section 1, including the walk-in/children's addition and a splash park.

5. Complete preparation of the **Project Design** to included construction drawings, and Project Manual (Technical Specifications, Bid Proposal, Contract Documents)

B. Public Participation:

1. **Volunteer Advisory Group Participation.** Some residents of the community have expressed interest to serve as a Volunteer Advisory Group (VAG) to help City staff, City Council and the design consultant to develop the pool upgrade plan. A formal group has not been organized yet, but should be anticipated. The consultant should plan up to three (3) evening working sessions to collaborate with this group if formed. This group will be advisory only; final decisions regarding specific upgrade features and amenities shall be made by staff and/or the City Council.
2. **Public Information and Progress Meetings.** Plan for up to three (3) progress/feedback meetings at regularly scheduled Council meetings (generally every Tuesday evening; 7:00p.m.). The last meeting shall be to present a final concept for approval by the Council for preparation of Bid and Construction documents.

C. Bid Phase Services:

- a. Prepare the Request for Bid Advertisement
- b. Place advertisements on appropriate electronic AIA/AGC/State Electronic Bid Advertisement sites
- c. Coordinate with the City for bid advertisement on the City web-site and local newspaper
- d. Conduct an on-site pre-bid meeting with the City
- e. Address questions during the bid period and issue Addenda as appropriate
- f. Conduct the public Bid-Opening
- g. Prepare a Certified Bid-Tabulation
- h. Review Contractor Bids, References and prepare a Recommendation for Award for approval by the City Council
1. Issue Notice of Award once executed by the City
- J. Prepare up to four (4) conformed copies of the Construction Contract documents for contract signing.

4. PROJECT TIMELINE

Following is the City's desired overall consultant selection and project timeline objectives:

on/before:

A/E Proposals Phase Schedule:

Design RFP Released	Oct. 24, Wednesday
Pre-Proposal Briefing (Mandatory)	Nov 5, Monday
Proposals Received	Nov. 21, Wednesday
City Council Award Decision	Dec. 4, Tuesday,
Issue Notice of Award	Dec. 5, Wednesday

A/E Design Phase Schedule:

Design Contract Execution & Kick-off Meeting	Dec. 14, Friday
Complete Design/Construction Documents	May 24, (2019)

Target Construction Phase Schedule*

Release Construction Bid Advertisement	June 3, 2019
Open Bids	July 3
Award Construction Contract	July 16
Execute Construction Contract	July 24
Complete Construction (5 months)	Dec 31, 2019 +/-

*This construction schedule is the City's' *desired/target* schedule for proposal information purposes. However, it is not a disqualifying schedule. A longer Schedule can be considered and evaluated during the design phase based on pool operations, construction market and grant funding conditions. It is for information only; construction schedule and duration shall be determined during the design phase.

5. PROJECT BUDGET AND FUNDING

A project Budget Summary has been prepared by City staff estimating the Design and Construction costs of the Project. (*See Conceptual Cost Estimate Table*) The voters of the City of Barre approved ballot articles at the March, 2018 Town meeting providing funding for the Planning/Design Phase (\$80,000) and the construction phase (\$720,000) for this work. The voter approved amounts are somewhat more liberal than the specific amounts of the Project Budget Summary, and as a result, effectively add more "contingency" to the Budget Summary estimates.

6. GRANT SUPPORT AND RELATED REQUIREMENTS

This project is not yet funded by any State or Federal Grants. The City is in the process of applying for a \$350,000 LWCF Grant, but may not know the results until spring, 2019 at the earliest. Accordingly, there are no pass-through grant requirements at this time, but there may be at a later date (Construction Phase) if the Grant Application is successful. The availability of this funding should not be assumed for purposes of the planning /design phase. If the application is successful in any amount, a determination will be made by the City as to how additional funding shall be applied to support project costs or to reduce local share, or both.

7. NON-DEBARMENT CERTIFICATION

Each responding proposer shall be registered with SAM.gov with a current Non-Debarment Certification. In the event a proposer is not currently registered on SAM.gov, it shall, as an interim step, include a written statement certifying that it:

1. is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State Agency or Department;

2. Has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) above; and
4. Has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Contingent upon the above written certification at the time of submission, a proposer not registered with SAM.gov at submission will be required to register prior to the award of any contract from this RFP.

8. INSURANCES

City of Barre Procurement Policy requirements, including insurance provisions, apply to this contract. State of Vermont and Federal Grant insurance provisions also apply IF such funding is provided for this project. Required insurance coverages shall be documented on standard COI forms and **submitted with your proposal.**

Commercial General Liability Coverage:

- >- \$1,000,000 Per Occurrence
- >- \$1,000,000 General Aggregate
- >- \$1,000,000 Products/Completed Operations Aggregate
- >- \$50,000 Fire/Legal/Liability
- >- \$1,000,000 Automotive Liability

The Contractor must list the City as Additional Insureds on their Commercial General Liability Policy.

Workers' Compensation & Employers Liability Insurance:

Worker's Compensation Insurance and Employers Liability with minimal limit of \$500,000 any one occurrence, if contractor is required by Vermont state law.

Professional Liability Coverage:

- >- \$1,000,000 Per Occurrence
- >- \$1,000,000 Aggregate

No warranty is made that the coverages and limits listed above are adequate to cover and protect the interests of the Consultant. These are solely minimums that have been developed and must be met to protect the interests of the City and/or funding agencies.

9. FEE PROPOSAL

Each submission shall include a sealed Fee Proposal Summary *separate from* the Base Proposal and Qualifications Statement. Refer to Section 10. PROPOSAL FORMAT, Section E below for guidance on preparing your Fee Proposal.

10. PROPOSAL FORMAT

- A. A cover letter signed by an authorized company representative expressing the firm's interest in working with the City of Barre on this particular project, and identification of the principal individuals assigned to this project.
- B. A Proposed Scope of Work responsive to the required Scope of Work as specified in this RFP, including a clear breakdown and explanation of tasks.
- C. A project completion Schedule reasonably identifying realistic progress milestones and design completion date
- D. A Qualifications Statement presenting the experience of the company, project team and any sub-consultants or advisers to be used on this project.
- E. Certification of Non-Debarment
- F. A Certificate of Insurance
- G. Contact information for a minimum of three References.
- H. A separate Fee Proposal Summary as well as a Task/Man-hours Matrix estimating the level of effort by task and staff grade. Include an Hourly Rate Schedule in the event additional services are requested in completing the work. Proposers shall provide fee proposals in the following format:

Base Fee:	LS	\$ _____
vAG/Public Information Meetings (up to 5) NTE		\$ _____
	NTE Sub-Total:	\$ _____
Bid Phase	NTE	\$ _____

11. PROPOSAL SUBMITTAL

All proposals become the property of the City of Barre upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Consultant. The City reserves the right to reject any or all proposals received, negotiate with any qualified source, or cancel in part or in its entirety this RFP as is determined to be in the best interest of City of Barre. This solicitation in no way obligates the City to award a contract. If any bidder is aggrieved by the award, they may appeal in writing to the City Council. The appeal must be post-marked within seven (7) calendar days following the date of written notice of intent to award the contract.

12. PROPOSER SELECTION

Proposals will be reviewed by a staff Review Committee formed for this project proposal. The Committee may choose to recommend award on the basis of the proposals, or invite one or more proposers for an interview if deemed appropriate or warranted by the Committee. The review Committee shall make a selection recommendation to the City Manager and subsequently to the City Council. The City Council shall make the final Award decision.

The City will select the Consultant based on the following criteria:

Completeness of Proposal.

Responsiveness of the Proposal to the RFP and specified Scope of Work

Company and Staff Qualifications and Relevant

Experience. Proposed Project Schedule.

References.

Fee

Proposal*

** While fee is an important selection consideration, it is not necessarily the exclusive basis for selection. The City of Barre reserves the right to select the firm submitting the proposal deemed to be most responsive to this RFP and/or in the best interests of the City of Barre. The City also reserves the right to waive any formalities as judged to be in the best interests of the City, or enter into negotiations with the selected firm for subsequent phases of technical support for this project, including construction phase support services, if/as appropriate or necessary.*

13. RFP ATTACHMENTS:

1. Budget Summary (11/27/17)
2. Project Location Plan
3. Project Limits Exhibit
4. Basin Photos (2)-June 2018
5. Current Use Photo
6. Vendor Concept Photos re:
 - a. Sloped

Entrance, b. Splash
Park/Deck

Note: Digital Copies of the original construction drawings are not attached but are available from the Department of Public rVorks