



REQUEST FOR PROPOSALS - RFP#PR-23-04

**BOB KORN MEMORIAL SWIMMING POOL LINER
REPLACEMENT**

RESPONSE DUE: OCTOBER 4, 2023, AT 3PM AKDT

Date of Issue: September 5, 2023.

Issued by:
Duncan Chisholm,
Director Parks and Recreation

Duncan Chisholm

Bob Korn Memorial Swimming Pool Liner Replacement
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1. GENERAL INFORMATION

This Request for Proposals (RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

The complete RFP may be obtained for no charge via the City website – www.cityofcordova.net. It is the sole responsibility of the Firm to obtain any RFP updates or addenda from the City website.

1.1 Intent of the City

The City of Cordova is soliciting a qualified professional to provide labor, materials, equipment, and services necessary to replace the existing pool liner at the Bob Korn Memorial Swimming Pool. This work must include the removal of the existing liner, re-leveling of the pool rim, and installation of the pool finish. The work may include the replacement of damaged recirculation fittings, if required.

1.2 Proposal

Interested Proposers are required to submit one digital (electronic) copy of their proposal. Failure to provide the proposal in the appropriate manner will result in disqualification. Hard-copy or fax proposals are not permitted and will not be accepted. One electronic copy, including attachments, shall be transmitted to the Parks and Recreation Department office and be no larger than 20mb in size. Receipt time of submittal will be considered the timestamp of the incoming email created automatically by the City's email server. Contractors are encouraged to submit their proposal with adequate time for the email to be processed by the City's email server.

Email submissions to the Director, Parks & Recreation:

dchisholm@cityofcordova.net

Subject line: REQUEST FOR PROPOSAL: Bob Korn Memorial Swimming Pool Liner Replacement

1.3 Tentative Schedule

The City anticipates the following tentative schedule will be followed to evaluate submittals and select a Consultant to negotiate a contract.

- Release of the Request for Proposals: September 5, 2023
- Deadline for Written Questions September, 20 2023, by 5:00pm
- Proposals must be received no later than October 4, 2023, at 3:00pm Alaska Time.
- Interviews (if required): Week of October 16, 2023
- Anticipated City Council Award and Notice to Proceed: Early November 2023

1.4 Rejection of Proposals

The City reserves the right, in its sole and complete discretion, to reject all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

1.5 Questions & Answers

Any questions regarding this RFP must be submitted by e-mail to the Parks & Recreation Director at dchisholm@cityofcordova.net no later than the date indicated on the Tentative Schedule. Answers to the questions will be posted as an Addendum to the RFP.

1.6 Late Proposals and Modifications

Proposals and modifications thereof received after the stated time of closing may be returned unopened. The City is not responsible for late deliveries. Time of closing is 3pm Alaska Daylight Time (AKDT).

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1.7 Contract

The successful proposer shall negotiate price with the City and execute a contract with the City in a form substantially similar to the attached Appendix "A.". The term of the contract will begin once the contract is fully executed and is anticipated to end by June 30, 2024. The selected Proposer shall not start the performance of any work, nor shall the City be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

1.8 City Representative

Duncan Chisholm - Director, Parks & Recreation
City of Cordova
103 Council Avenue
P.O. Box 1210
Cordova, AK 99574
dchisholm@cityofcordova.net

2.0 SCOPE OF WORK

The City is seeking a qualified contractor or PVC pool liner manufacturer to provide labor, materials, equipment, and services necessary to replace the existing pool liner at the Bob Korn Memorial Swimming Pool. The requirements for the proposal will be listed below.

2.1 Background

The City of Cordova is a home-rule city, incorporated in 1909, of approximately 2,600 people located in Southcentral Alaska on the Prince William Sound. Surrounded by water and mountains, it is an oasis to its residents and to those who are lucky enough to visit.

The Bob Korn Memorial Swimming Pool is a City of Cordova owned and operated recreational facility. Built in the early 1970's the facility features a 25-yard, 6-lane indoor saltwater pool. The pool tank is aluminum, but the year of installation is unknown. The facility was constructed by Chester Pool Systems, Inc. The facility is open year-round to the public and offers lap swim, family swim and a 3ft diving board. The pool depth varies from 3ft to 12ft.

The current pool liner is a Chester Aquabond™ membrane installed by Chester Pool Systems, Inc in 2012.

2.2 Facility Design Data

	Leisure Pool
Length	75 ft
Width	36 ft
Pool Water Surface Area (sq. ft.)	2,700 SF
Perimeter	222 ft
Volume	144,000 Gal
Bather Load	144
Filter Type	D.E./ Perlite
Pool Turnover	5 Hrs.
Recirculation Rate	450 GPM*
Filtration Rate (Design Max)	2 GPM/SF**
Filter Area (Required)	225 SF***
Filter Area (Actual)	310 SF
Filtration Rate (Actual)	1 GPM/SF

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2.3 Scope Description

The scope of work represents the City's best estimate of the work needed to accomplish the objectives for this project. The City is open to alternative approaches that may deviate from this scope to better meet project objectives. The final scope of services will be the result of negotiations between the City and the successful Proposer.

This Scope of Services is organized into the following tasks:

Task 1 – Removal of Existing Pool Liner

The Contractor will be expected to remove the existing pool liner prior to providing a new one. The Provider must

- a. Provide equipment and services required for erection and delivery onto the premises the equipment or apparatus required for the work. Remove equipment from premises when no longer required
- b. Provide protection for the pool decks, surrounding structures, and existing equipment during construction.
- c. Provide and maintain proper shoring and bracing for existing utilities and plumbing connections, as required.
- d. Remove of the existing pool liner and any backing from the previous liner.

Task 2 – Liner Replacement

The Contractor will provide a new PVC pool liner, with lane markings, wall targets, and resurfacing markers for the pool and gutters. The provider must

- a. Provide equipment and services required for erection and delivery onto the premises the equipment or apparatus required for the work. Remove equipment from premises when no longer required.
- b. Provide protection for the pool decks, surrounding structures, and existing equipment during construction.
- c. Provide and maintain proper shoring and bracing for existing utilities and plumbing connections, as required.
- d. Prepare the existing pool surfaces for the new liner and backing.
- e. Ensure required bonding and grounding of the pool shell and fittings.
- f. Provide and install shimming to re-level the rim flow gutter.
- g. Provide and install a PVC liner finish in the pool, and any backing required, to replace the existing liner and maintain the proper function of the pool and gutter system.
- h. Perform and pass a water tightness test, to ensure pool and gutters are watertight.
- i. Remove all equipment and protection used during the project from the premises. Clean the premises as required to restore the facility to the condition it was in when the Contractor took possession.
- j. Obtain final acceptance by jurisdictional health department, if required.
- k. Obtain final acceptance and sign off by the OWNER, or representative of the OWNER.

Alternates

The existing pool inlets show signs of damage. The proposer must include a potential add alternate fee for replacing a portion, or all inlet fittings.

2.4 Completion

It is the City's desire to have the project completed by September 30, 2024. It is the City's desire to have the work completed outside of the Cordova School District; s use of the facility (September to May annually).

2.5 City Responsibilities

The following work related to the project will be completed by the City:

- a. Removal and storage of existing loose deck equipment.
- b. Provide a dumpster for disposal of all demolished materials. Properly dispose of materials as required by state and federal regulation.
- c. Pump and dewater the site as necessary prior to emptying the pool.
- d. Emptying of the pool and proper shut down of the mechanical systems prior to the start of work by

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the CONTRACTOR

- e. Maintain the site free from water while the pool is empty to avoid damage to the existing structure.
- f. Fill the pool following the successful competition of the water tightness test.
- g. Start, test, calibrate and adjust mechanical equipment, electrical equipment, recirculation, chemical, and other impacted systems following the shut-down.
- h. Balance the pool water, following the competition of work by the CONTRACTOR.

3.0 PROPOSAL REQUIREMENTS

The response to this RFP shall be in letter form. The information requested below should be organized in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability for the Proposal Review Team.

Submittal of the Request for Proposals should include the following criteria and be structured accordingly:

- 3.1** Cover Letter
- 3.2** Firm Information
 - a. Name of Firm/Discipline
 - b. Contact Information
 - c. Staff Size
- 3.3** A description of your firm's experience in completing work of this type including three (3) specific examples and project references (including reference name, phone number and email).
- 3.4** Provide an overview and description of the firm's total qualifications including any special or unique services it may provide.
- 3.5** List whether or not your agency is the sole Contractor for the entire project. Include any subcontractors who will be working with your firm on this project, what their responsibilities will be, and a summary of applicable experience and qualifications.
- 3.6** A summary of your firm's understanding of the project including your firm's scope of services necessary to perform and fulfill the objectives and methods of how your firm plans to fulfill those objectives.
- 3.7** Technical information on the pool liner materials, components, and equipment
- 3.8** Proposed schedule for the project
- 3.9** Cost of your services, in detail, including hours dedicated to each area defined within the scope of services.

4.0 SELECTION PROCEDURES

4.1 Criteria

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals submitted by at least two qualified manufacturers and make an award based upon qualifications as described therein, successful negotiation of a price and execution of a contract with the City. Should the proposer deemed most qualified fail to negotiate an acceptable price with the City and execute the contract, the City may move to the next most qualified proposer. A 100-point scale will be used to create the final evaluation recommendations.

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4.1.1 Form and Content of Proposal (5 points)

- a) Proposal clarity, concision, professionalism, and responsiveness to the project needs.

4.1.2 Organization and Capacity (25 points)

- a) Identifies a streamlined and efficient project team with the ability to perform services within desired schedule.
- b) Staff capacity and availability to perform the work outlined in the scope of services.

4.1.3 Relevant Experience (20 points)

- a) Team member/personnel qualifications and experience with similar projects.
- b) Past record of performance.

4.1.4 Product Quality (25 points)

- a) The solution proposed should be of high quality and have proven performance in commercial swimming pool environments.

4.1.5 Fee Proposal (25 points)

- a) The Proposer will prepare and submit information regarding their proposed Project fee.

Total Points 100

The Proposer should have expertise in either pool liner installation or manufacturing, Each proposal will be evaluated based on qualifications. The City has the right to refuse any and all RFP's in whole or in part and select the proposal deemed by the governing body to be in the best interest of the City. Firms that are not selected will be notified in writing.

5.0 SELECTION AND AWARD

Responsive proposals to this RFP will be reviewed by City staff appointed by the City Manager. The top-ranked respondents may be shortlisted. The City may, at its discretion, decide to interview the short-listed firms. City staff will present their rankings of the respondents to the City Manager for consideration. After reviewing the staff's recommendations, the City's financial resources, and following a 5-day protest period, the City Manager will present a recommendation to the City Council for its consideration. The goal is to award the contract to the Proposer that best meets the selection criteria set out in this RFP. Final action will be solely at the discretion of the City Council.

The successful Proposer will be invited to enter into contract negotiations with the City. Upon conclusion of successful negotiations and compliance with any pre-award obligations, the award will be made in the form of a contract and a purchase order, if appropriate, will be sent to the Consultant. If an agreement cannot be reached during the negotiation process, the City will notify the Proposer and terminate the negotiations. Negotiations may then be conducted with the next Proposer in the order of its respective ranking.

The selection will be made on the basis of qualifications and price offered in accordance with the criteria listed in this RFP. The City reserves the right to cancel this procurement effort. The City will not reimburse respondents for any costs of preparation or submission of proposals.

Oral Interviews

The City reserves the right to request oral interviews with the highest ranked/rated proposers. The purpose of the interviews is to allow expansion upon the written responses. The final selection will be based on the total of all staff member scores achieved on the second rating. The same criteria and point ranges will be used during the second evaluation.

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6.0 GENERAL CONDITIONS

- The City of Cordova must not be liable for any pre-contractual expenses incurred.
- The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.
- The selected consultant must agree to indemnify, hold harmless and defend the City, its officers, officials, employees, volunteers, agents and assigns from and against any and all liability or loss resulting City of Cordova from any suits, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- The selected consultant will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
- The City reserves the right to negotiate special requirements and service levels using the selected qualification as a basis. Compensation for additional services will be negotiable.
- All responses to this RFP become the property of the City of Cordova.
- No amendments, additions or alternates will be accepted after the submittal deadline.
- All documents, records, designs, and specifications developed by the selected consultant with regard to this project will be the property of the City.

7.0 APPENDIX

The following exhibits are incorporated in this RFP:

RFP PR-23-04 Appendix A: City of Cordova Standard Construction Agreement.

RFP PR-23-04 Appendix B: Reference Only Swimming Pool Liner Specification

RFP PR-23-04 Appendix C: Reference Only Demolition Specification

----- **End of RFP** -----