



TOWN OF WINDSOR

REQUEST FOR QUALIFICATIONS & PROPOSAL

**AQUATIC FACILITIES EVALUATIONS, ENGINEERING,
DESIGNS**

Proposals Due: November 23, by 11:00 a.m.

**Finance Office
Attn: James Bourke
Windsor Town Hall
Finance Department
Second Floor
275 Broad Street
Windsor, CT 06095**

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October 2020

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AQUATIC FACILITIES, ENGINEERING EVALUATION

REQUEST FOR QUALIFICATIONS & PROPOSALS

THIS IS A REQUEST FOR BIDS AND THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR.

1. INTENT AND GENERAL INFORMATION

The Town of Windsor solicits proposals from qualified consulting engineering firms to provide design services for the repairs and improvements to two aquatic facilities (Facilities) in Windsor, CT.

The intent of this project is to address deficiencies highlighted in a report prepared by Weston & Sampson, dated February 2017. The report mentions repairs to pools, pool decks, bathhouses, MEP components, etc. at Goslee and Welch Park Pools. This report is available on Town of Windsor's Website under Resources / RFP's.

All work performed under the contract between the Town of Windsor and the firm shall be under the direction of professional engineers licensed by the State of Connecticut.

2. SUBMISSION AND DEADLINE

All proposals must be **received by 11:00 A.M. November 23, 2020. Nine (9) copies** of the Qualifications and proposal shall be submitted to:

***James Bourke
Director of Finance
Windsor Town Hall
Finance Department
275 Broad Street
Windsor, CT 06095***

Questions regarding this RFQ / RFP may be directed to Whit Przech, Facilities Manager, at (860) 285-1870 or email; przech@townofwindsorct.com

3. SCOPE OF SERVICES

Two aquatic facilities, owned by the Town of Windsor, are outdated and require repairs and improvements in order to bring those facilities into compliance with present codes and continue functioning in an acceptable manner.

The Goslee and Welch Aquatic Facilities are located at 685 Windsor Avenue and 45 Niles Road, respectively, in Windsor, Connecticut. The facilities include swimming pools / wading pools for water recreation, picnic areas, a playscape, and locker room shower restroom facilities.

There is substantial community involvement in the pool's programs, including seasonal memberships, swimming lessons, summer camps, adult swim and

general recreation. In all, the aquatic facilities attract broad ages across all population groups in town.

Welch Pool was constructed in the mid 1970's. The facility has been renovated through its tenure with a fiberglass reinforced PVC liner. Recent improvements have been made to the pumping and filtration systems. The facility is open to open swim, swim classes, and various other recreational activities.

Goslee pool was constructed in the early 2000's, but the building dates back to the 1960's. The facility was renovated in the early 2000's which includes a new main pool, new wading pool and splash features, and renovations to the pool and deck. Recent improvements have been made to the pumping and filtration systems. The facility is currently programmed the same as the Welch Pool.

A study of the Welch and Goslee facilities was prepared in 2017. The study addressed code analysis, bath house building and filter rooms, existing piping, circulation, chemical treatment, and filtration systems. The report also highlighted appropriate repairs for the main swimming pools and wading pools. It defined cost estimates and master planning for capital upgrades containing pertinent information on pool replacement cost, recommended repairs and cost, a conclusion and summary of recommendations.

The selected Consultant will provide comprehensive architectural and engineering services (including Civil, MEP, Structural,) for the preparation of the design of improvements to the facilities, deliverables and fee proposal for their services. The Consultant will work closely with Town Park & Recreation staff to define a finite scope of work.

The selected Consultant must have sufficient staff to assure prompt delivery of services and completion of assigned tasks. The selected Consultant must assign a Professional Engineer licensed by the State of Connecticut to be responsible for the management and design.

4. TERM OF CONTRACT

The term of the contract to perform these consulting services will be as negotiated between the Town of Windsor Public Building Commission and the selected Consultant.

5. CONTRACT MANAGEMENT

The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project.

6. EVALUATION AND AWARD

The consultant will be selected on the basis of the following criteria:

- The background, education, qualifications, and relevant experience of key personnel to be assigned to this contract
- Recent relevant experience of the firm
- The consultant's proposed schedule for completion

The Town of Windsor staff and Public Building Commission may elect to meet with any, all, or none of the consultants, prior to selection, to clarify their submittal.

The Town of Windsor reserves the right to reject any or all of the qualification packages submitted. The Town of Windsor reserves the right to negotiate the fee for this work and to award the work to the firm that best meets the requirements set forth by the Town.

7. PROPOSALS

The Town of Windsor will not be liable for costs incurred in the preparation of the response to this RFQ / RFP or in connection with any presentation before the Public Building Commission.

Respondents shall submit as their proposal the following:

Organization and Content:

- A letter of transmittal addressed to Whit Przech, Facilities Manager, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFQ / RFP and draft agreement. (One Page)
- Provide a proposed schedule for completing the work, using a December 1, 2020 start date.
- Provide an organization chart indicating the names of all key persons and subcontractors.
- Provide a resume of the personnel to be assigned to the work, and a statement regarding the availability of key personnel.
- Provide a listing of similar projects, completed by staff assigned to this project, within the past 5 years.
- Provide a listing of all proposed subcontractors to be used on this work and the type of services the proposed subcontractor is to perform.

Design Fee

A fee proposal addressing the elements of the work will be negotiated with the Consultant. If negotiations fail to result in a fee proposal equitable to all parties, the Town may proceed with negotiations with another Consultant.

8. **INSURANCE AND INDEMNIFICATION—SEE SAMPLE AGREEMENT**

9. **ITEMS TO BE PROVIDED BY THE TOWN:**

The Town will provide the following items to the selected Consultant:

- Engineer's Report of the Town's Aquatic Facilities available on line at Town of Windsor, CT. Website