

**CITY OF CHENEY SWIMMING POOL ASSESSMENT STUDY
REQUEST FOR PROPOSALS
STATEMENT OF QUALIFICATIONS**



City of Cheney
609 2ND Street
Cheney, WA 99004

Released: **August 15, 2021**

Closing Date: **September 19, 2021; 5:00
PM**



City Of Cheney

609 2nd Street, Cheney, WA 99004

Phone: (509) 498-9203

CITY OF CHENEY
CHENEY POOL ASSESSMENT STUDY
REQUEST FOR PROPOSALS
STATEMENT OF QUALIFICATIONS

The City of Cheney 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 and pool house.

Background

Cheney is experiencing maintenance issues with its aging swimming pool infrastructure. The Cheney Municipal is over 50 years old and is reaching the end of its life. The city is requesting a specialized firm or team to provide analysis and recommendations for the renovation or replacement of the city pool and pool house.

Tasks

- Identify the Community Need for Aquatic Recreation and Programs
- Conduct a Facility Audit of the Existing Pool
- Prepare a Master Plan for Renovation or Replacement of the Existing Pool

Objectives

- Determine if the pool can be renovated or replaced at the existing site, to include the spatial layout and capital costs.
- 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 center.
- Determine the feasibility of adding splash pads in other parks within the City of Cheney to serve the different neighborhoods in the community.
- Should a multi-use aquatic center be deemed appropriate, determine minimum site parameters necessary to accommodate such center (such as parcel size, utility access, and overall community connectivity).
- Identify potential operating and capital revenue sources.

Public Outreach

- Recommend and provide public outreach provisions to convey suggested plans, proposals, costs and timeline to attain core objectives.
- Provide background information of city pool and pool house, and conditions that exists to support recommendations for renovation or replacement.
- Provide Master Plan information concerning future growth needs.

Submittal

A complete scope of work for the City of Cheney Swimming Pool Assessment Study is available on the City of Cheney website: cityofcheney.org

Proposals may be hand-delivered, mailed, or delivered by courier.

Submittal Address:

City of Cheney

“City of Cheney Swimming Pool Assessment Study”

609 2nd Street

Cheney, WA 99004

All proposals should be clearly marked on the outside of the envelope: “City of Cheney Swimming Pool Assessment Study”.

Please submit FIVE copies of your Request for Proposal and Statement of Qualifications to: City of Cheney, 609 2nd Street, Cheney, Washington, 99004 by **September 19, 2021** not later than 5:00 PM. No submittals will be accepted after that date and time.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in considered for an award.

Dates of publication:

August 15, 2021, Spokesman Review

August 19, 2021, Cheney Free Press.

**A REQUEST FOR PROPOSALS AND
STATEMENT OF QUALIFICATIONS**

**FOR AN ENGINEERING ASSESSMENT STUDY FOR THE RENOVATION OR
REPLACEMENT OF THE PUBLIC CITY POOL AND OTHER WATER RELATED
RECREATIONAL AMENITIES FOR THE CITY OF CHENEY, WASHINGTON**

Contact Information for Communication Regarding This Proposal:

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Cheney, WA 99004

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CITY OF CHENEY – MUNICIPAL POOL ASSESSMENT STUDY

PROJECT IMPLEMENTATION:

The City of Cheney 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 and pool house. Funding at the \$50,000.00 level was identified in the 2021 City of Cheney Annual Budget.

BACKGROUND/PROBLEM STATEMENT:

One of the difficulties for the past several years has been maintenance issues with aging pool infrastructure to include pipes, filters, pumps, the pool heater, and electric wiring. As a result, the pool season is seriously compromised with the pool opening delayed and the pool being shut down intermittently due to maintenance issues during the normal pool season (mid-June through Labor Day).

The Cheney Municipal Pool is over 50 years old and is reaching the end of its life. The delayed opening schedule and interruptions in pool hours due to maintenance issues 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 provide a reliable schedule for open swims, swim lessons, lap swimming, water aerobics, swim team events and pool rentals. The plan will provide the needed analysis of the existing pool and allow Cheney the ability to both reduce the negative impact and capture the economic opportunity by gaining knowledge as to the aquatic needs of area citizens. Additionally, there is significant interest in the community for adding splash pad(s) as a new amenity for the youth in the community.

The Cheney pool has been located at its present location for over five decades. Use of the pool during a typical summer season exceeds 2,000 persons who are not only Cheney residents but arrive from other communities around Spokane County as it is the only outdoor pool on the West Plains.

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 nor inclusive of the special needs population when newer aquatic facilities have interactive water features such as zero depth entry, water features with spraying devices, splash pads, and water slides. 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 Cheney 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 center is needed to satisfy the aquatic/water related recreation and program needs.

SUPPORTING DOCUMENTS AND FUNDING:

The 2021 City of Cheney Annual Budget, adopted by the Cheney City Council, includes a project to conduct an engineering assessment for rehabilitation of the pool for a cost of \$50,000. The \$50,000 estimate is a best guess by City staff and is based on what is believed to be the scope of the assessment. 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 updated in the City of Cheney Capital Improvement plan and be the basis for obtaining funding.

The City has limited available funds for construction of pool and other water entertainment related facilities. The City's parks mitigation and REET funds totaling up to \$x,xxx,xxx depending on city council approval on the use of the funds for aquatic/water recreational facilities.

DETAILED WORK TASKS:

Task 1: Identify the Community Need for Aquatic Recreation and Programs. The geographic area is to include areas in Spokane County within a 20 mile radius of Cheney.

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 spectator seating areas that could also be used for other purposes as well.

(6) 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 Audit of the Existing Pool.

A. Document 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 center.

C. Determine the feasibility of adding splash pads in other parks within the City of Cheney to serve the different neighborhoods in the community.

D. Should a multi-use aquatic center be deemed appropriate, determine minimum site parameters necessary to accommodate such center (such as parcel size, utility access, and overall community connectivity).

E. 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 three 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 \$50,000.00

Respondents will be evaluated according to the following criteria:

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 15%
6. 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.

Please state "Response to RFP / SOQ for the City of Cheney Swimming Pool Assessment Study" on the outside of the response package. Include five 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 Cheney 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.