

## **A. INTRODUCTION**

The City of Paola, Kansas is announcing a Request For Qualifications (“RFQ”) from qualified teams to provide design and engineering services for the repair, renovation, and enhancements to the City of Paola Family Pool.

The Paola Family Pool was constructed in 1996 and is in need of rehabilitation and updates/upgrades to serve today’s sophisticated users. In the fall of 2019, Paola citizens approved a one-half cent retailer sales tax, with a portion of the revenues dedicated specifically to improve, maintain and operate the Paola Family Pool.

The City of Paola has completed a Comprehensive Plan update in 2022. Included as part of the plan was citizen input on the public improvement of the pool. The main goal for this project is to have a pool that can operate for another 25 years, and that can attract more users.

## **B. GENERAL INFORMATION**

The Paola Family Pool is a concrete outdoor seasonal use pool designed and constructed in 1996 and opened in 1997. The pool has had minor repairs over the years, which mainly includes equipment upgrades.

The City recently engaged Water Technology, Inc. To perform an Existing Conditions Evaluation and Analysis in August of 2021. The analysis indicated that a list of compliance and efficiency renovations must be done in order to continue operations, and to ensure the extension of the life of the pool. These improvements are accounted for in the budget in the amount of \$695,000. It is understood that construction costs have risen dramatically in the last year and this number is likely to also increase.

Some of the minor upgrades that have taken place recently include:

- The rebuilding of the two vertical turbine pumps. One is for the pool recirculation system and the other is for the features.
- Replacement of one of the existing play features, the Frog Slide, with a Frog Slide from F.A.S.T. Corporation. To be installed for the operational season.
- Addition of a 20x20 sun shade from Waterloo. To be installed for the next operational season.

Along with the compliance and efficiency renovations, Paola City Council desires the following new pool enhancements, which is the scope of work for this project:

- Addition of the SplashTacular TRAXX MULTI-LANE RACER - 4 LANE, to be constructed into the natural hillside on the project site. A full slide tower is not anticipated.
- Spray pad scope is undetermined at this time and will include either the addition of a Splash Pad on the south side of pool venue, or depending on the available budget, spray features might be incorporated into the existing zero-depth entry area. Regardless of the design approach, new amenities (either splash pad or zero entry features) will be designed to include SplashTacular spray features.
- Possible cosmetic updates to the changing rooms, staff offices and front desk.

### **C. REQUESTED SERVICES**

The City of Paola is seeking design and engineering services for the new aquatic amenities at the Paola Family Pool as identified herein with a budget of \$2 million, not inclusive of design fees, permits, or FF&E. Of the \$2 million, it is anticipated that \$1.3 million of the overall budget will be devoted to new infrastructure and amenities in the project. The remaining budgeting shall be utilized for the necessary rehabilitation and repairs. Engineering work for the development of a site survey and geotechnical investigation will be performed by the Firm.

#### Schematic Design

- A. Site plan detailing the planned improvements
- B. Area enlargements to clearly describe the design intent
- C. Material palettes for structures and site finishes
- D. Selection of preliminary mechanical equipment
- E. Develop aquatic drawings - Sections and Details
- F. Develop preliminary utility requirements

#### Design Development

##### Site Plan

- A. Area enlargements to clearly articulate the design intent
- B. Develop aquatic drawings - Sections and Details
  - 1. Define aquatic specialty and mechanical equipment
  - 2. Develop aquatic mechanical equipment layout for items renovated
  - 3. Define preliminary pool piping plans and piping details for renovated items
  - 4. Aquatic Mechanical Plans, Schedules, and Details
- C. Preliminary Grading Plans
- D. Preliminary Electrical Details
- E. Preliminary Sanitary/Storm Sewer Plans and Details if needed.

- F. Landscape and Site Finishes Plans
- G. Draft specifications

### Construction Documents

The Firm will prepare all architectural, structural, mechanical/plumbing, electrical and civil engineering, landscaping, aquatic drawings, and general specification and information for the construction of the Project which shall meet all the requirements of the City and all applicable local, State, and federal laws and regulations.

### Bidding

Firm will assist the Client during bid document preparation and negotiation of the Contract Documents. For the Bidding and Negotiation (BN) phase, firm will perform the following tasks:

- A. Respond to Request For Information (RFI)
- B. Provide information and clarifications for Client's Addenda
- C. Assist in the interview of the Contractors, if requested by Client

### Construction Administration

Firm will provide prescribed observation during construction of the project to ensure the Project is built according to the design specifications set forth in the documents. Firm will review the contractor's shop drawings, product samples, and schedule of performance. Firm will assist in the preparation of change orders and construction directives. Firm will conduct observations to determine the date of substantial completion and assist in identifying any performance items.

## **D. PROPOSAL PROCEDURES**

### Anticipated Proposal Schedule

The following is a timetable for the consultant selection process.

<b>Date</b>	<b>Activity</b>
September 7, 2022	Advertise Request for Proposals
September 30, 2022	Proposals due
October 11, 2022	Approval by Paola City Council

Anticipated Project Schedule: Firms should propose a schedule that would allow for quality work and an opportunity for the City to bid the work as soon as possible. It is not anticipated to be open for the 2023 pool season, but if we are able to capture some of the summer season, it would be preferred.

### Inquiries Regarding the RFQ

Questions concerning the RFQ may be directed via email to:

**Randi Shannon**

City Manager, City of Paola

Phone: 913.259.3600

Email: [rshannon@paolagov.org](mailto:rshannon@paolagov.org)

### Submission of Proposals

Proposers shall submit four hard copies of their proposal. Proposals for the Paola Family Pool Renovations and Repair will be received at Paola City Hall until 12:00 PM (Local Time) on September 30<sup>th</sup>, 2022. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and should be addressed to:

#### **RFQ 2022-001 Paola Family Pool Renovations & Repair**

##### **Attn: Randi Shannon, City Manager**

Paola City Hall  
19 E Peoria St.  
Paola, KS 66071

### **E. Evaluation and Award Criteria**

A Staff Screening and Selection Committee will review the Proposals and develop a ranking list based on the criteria stated below. After the initial screening process, the committee may also conduct interviews with selected firms, providing an opportunity for further clarification of the selected proposals. After this review process, the City Manager will present a recommendation to the City Council for consideration.

#### Submittal Criteria

1. Project Approach – Adequacy of the proposal in addressing the areas of focus to include proposed project schedule, proposed professionals and their qualifications/availability, and experience with aquatic projects.
2. Firm Experience – Consultant's past experience and demonstrated success with similar aquatic and renovation projects, the firm's experience in a diverse rural community, and the ability to provide the necessary professional staff, on a timely basis to complete the project. Team should provide a minimum of 10 project examples that demonstrate the firm's experience in new aquatics projects, projects with a limited budget, renovation projects, projects in Kansas, or projects with SplashTacular slides and features in the design.
3. The successful Firm shall be a Kansas State - Licensed architect/engineering business. The firm will meet with City staff to establish project goals and objectives, understand

the Project budget, and confirm the design program. Engineering work for the development of a site survey and geotechnical investigation will be performed by the Firm.

4. Teams should propose a schedule that would help to facilitate the scope of work identified here.

**F. Terms and Conditions**

- i. This RFQ does not commit the City of Paola to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- ii. The City of Paola reserves the right to extend the date by which the submittals are due.
- iii. The City of Paola reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the City of Paola cancels or revises the RFQ, such action shall be published as an addendum to the RFQ.
- iv. All submittals become the property of the City of Paola.
- v. The City of Paola reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the City of Paola's interest.
- vi. The City of Paola reserves the right to request additional information and/or clarifications from any or all Respondents to this RFQ.
- vii. All proposals must remain in effect for 90 days after the proposal due date.
- viii. The City of Paola is an equal-opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on the Project.