



REQUEST FOR PROPOSAL

Professional Services for Pool Design, Planning, Architecture & Engineering Services

City of Miamisburg

10 North First Street
Miamisburg, OH 45342

(937)866-3303
play@cityofmiamisburg.com



CITY OF MIAMISBURG
PARKS & RECREATION

www.playmiamisburg.com



Request for Proposals

Pool Design, Planning, Architecture & Engineering Services

Invitation

The City of Miamisburg is seeking proposals from a qualified park planning, architectural, design or engineering firm with experience in the Aquatics industry to prepare updates for the Sycamore Trails Aquatic Center, a premier asset for the City of Miamisburg Parks and Recreation Department. Interested firms will be tasked with providing concept plans, conduct community engagement, and perform aquatic design, architecture, and engineering elements for the facility.

Interested Parties

Should your firm be interested in submitting a proposal, please indicate as such by emailing Ryan Davis, Parks and Recreation Director at Ryan.Davis@cityofmiamisburg.com. You will be sent a zipped file of attachments to accompany this request for proposal packet providing some background on the project. A pre-proposal meeting is scheduled for **10:30 a.m. (EST) on Tuesday, November 28, 2023** at the Miamisburg City Council Chambers and will also be available for virtual participation.

Submission of Proposals

Four (4) copies of the proposal documents shall be sealed and submitted to the City Manager's Office, 10 North First Street, Miamisburg Ohio 45342. Sealed proposals must be received by **2:00 p.m. (EST) on Tuesday, December 19, 2023** at the City Manager's Office located at 10 North First Street, Miamisburg, OH 45342. Proposals received after this time will not be accepted. Digitally formatted proposals will be accepted, provided they are received by the dates above, with hard copies to follow.

Proposals will be considered from professional firms that demonstrate experience and success in developing designs, plans and projects, that have been or plan to be completed for aquatic centers, municipal recreation centers, recreational areas, or park systems.

Background – Sycamore Trails Aquatic Center

Constructed in the early 1990's and opened to the public in July 1996, the Sycamore Trails Aquatic Center has served as the Miamisburg community's premier summer recreation destination since. The Aquatic Center was built after the City's original pool, located in what is now Community Park, was put out of service, and the Department of Energy funded construction of the new facility within Sycamore Trails Park. The original pool was opened in 1937, as part of a WPA project. As a continued investment to the nearly 85 years of public swimming opportunities to the community, a new Splash Pad was constructed and opened in 2023. The facility is open Memorial Day through Labor Day each year, and is funded through General Fund Support, Daily Admissions, Rentals, Memberships and conducts a range of programming opportunities, such as learn to swim lessons, aqua Zumba and more.

Prior to 2022, discussions about water loss at the facility occurred occasionally, but without accurate data to assess weather water use was part of routine operations or was more than usual, these conversations did not lead to any concrete action. In 2022 annual meter readings began to be monitored at the facility, establishing a baseline of water loss. Also in 2022, as the pool began to fill and operate, water was discovered running from an 'unmarked' pipe in the storm catch basin on the Northwest corner of the property. This line was not on any of the plan sets in possession of the City, but after tested showed elevated chlorine readings, it was confirmed to be pool water. Public Works staff as well as external contractors were brought in to camera various lines to locate the leak, which were all unsuccessful. In the fall of 2022, Frye Mechanical was contracted to pressure test lines, camera lines and make repairs as deemed appropriate. This work identified multiple areas where joints had come apart, or drain lines were no longer connected to the pipes they were originally tapped into. This work identified and repaired approximately 7-8 areas where water was leaving the system. Upon filling the pool in May of 2023, water was still noted as running from the storm catch basin, prompting further investigation, camera work and evaluation. At around the same time, a new water meter was installed as a part of a City-wide meter replacement program and provided more accurate and real-time, hourly water usage data. Prioritizing providing services to the public, the department continued with operations in 2023, monitoring water loss and its impact on the facility, City water supply and demand, and environmental conditions. This monitoring demonstrated during the 2023 season, the facility used approximately 100,000-110,000 gallons of water per day, on average. In June 2023, the department contracted with American Leak Detectors out of Louisville, KY to identify and repair leaks. Upon investigation that occurred in early July they identified approximately six areas of concern. At the conclusion of the season, American Leak Detectors identified multiple areas of concern. Their excavation and investigation showed pipe failure (blow outs of pipe segments) and joint failure (breaks within joints). Once these areas were exposed, additional areas of concern were noted, and upon investigation indications of glue failure within multiple joints became evident (deterioration or holes within glued seams). The glue failure indicated the situation was likely a system-wide condition. Repairs were completed to these six areas and the pool was filled and operated for 5 days to measure the amount of water loss, with the major pipe and joint failures repaired. This test indicated water loss was not impacted by the work completed, and likely due to the repairs completed increased pressure within the system causing additional leaking. This test revealed a daily usage of nearly 110,000 gallons and the pool was drained and winterized.

After discussions with Council, the City desires to contract with a professional design, engineering and/or architecture firm to provide a range of analysis, planning, design, engineering/architectural review to develop viable concept plans for future construction. The scope of this design will be to evaluate the possibility and cost/benefit of a pipe replacement project compared to a redesign of the site (through an updated concept plan).

The City contracted with Councilman Hunasker to provide a Pool Audit in fall 2023 as well. This report is forthcoming and will be incorporated into any recommendations for either direction forward, pipe replacement or facility redesign. The scope of Councilman Hunsaker's audit includes preparing a commentary on the existing condition of the pool structure and finishes, recirculating system, piping, fittings, and valves, filtration system, mechanical and overflow recovery system, water chemistry treatment system, pump, flow meters, gauges, and controls, etc., and deck equipment. The audit will also review the pool(s) for deficiencies regarding current local health code, federal law, and industry standards and prepare a general commentary on support spaces including the bather preparation area and equipment areas specifically focusing on relevant health code standards and the requirements for these spaces. The report will provide an overview commentary on the existing condition of facility systems including deck surface - deck drainage, mechanical spaces, accessibility provision - A.D.A, and a specific commentary on any necessary repairs, replacement or restoration of the pool systems, including identification of issues requiring further intensive evaluation and analysis.

A major park improvement project is scheduled to begin in Sycamore Trails Park in 2024, which will impact the surrounding area. The intent is that the park improvement project will be complete sometime in 2025.

The overall desire for this scope of work is to identify viable solutions in the first half of 2024, with a clear understanding of costs, and potential timelines for next steps, depending on the solutions decided upon, factoring time and costs for construction document design, permitting, health department review, and construction.

The City of Miamisburg is located in southwestern Ohio between Cincinnati and Dayton, and it is adjacent to I-75 which is a major north/south transportation corridor. The area consistently ranks as one of the highest population growth areas in Ohio. The City's incorporated area includes approximately 12.2 square miles with a population of 19,923. There are currently 3 housing developments in the process of development which will add approximately 622 rooftops to the Miamisburg community.

The City of Miamisburg Parks and Recreation Department is responsible for more than 500 acres of parks and public green spaces. The department operates and maintains 19 neighborhood and community parks, 2 sports complexes, one eighteen-hole golf course and one nine-hole golf course, a skate park, 9.6 miles of biking/walking paths, a family aquatic center, a community center, and 12 other municipal buildings.

A wide range of services, programs and facilities for all ages are operated by 24 full-time, 14 part-time staff, 166 seasonal staff, and the Hampton Golf Management Company. The department works closely with various citizen committees, civic and youth sports organizations, and the Miamisburg School District. In addition to the Miamisburg community, the Parks and Recreation Department

provides services to Miami township residents which has a service area population of an additional 26,100.

Scope of Services – Pool Design, Planning, Architecture & Engineering Services

A general description of the scope services includes the following. For ease of reference, the scope below shall refer to 'contractor', which is meant to reference selected firm, and/or subcontractor of selected firm with appropriate designation, background and/or expertise.

- 1) Evaluation of pipe replacement option
 - a. Contractor shall design/engineer a pipe replacement option.
 - i. All existing piping related to the pool circulation system will be replaced and scope shall include any ancillary impacts deemed necessary from this mechanical update, i.e. pumps, flow meters, filtration systems, etc.
 - b. Provide cost estimate and construction timeline estimates for scope of work deemed necessary.
- 2) Concept plan of re-designed aquatic center
 - a. Contractor shall design a concept plan for the facility that includes pool/water features with appropriate filtration and circulation systems, decking, mechanical impacts such as pumps, flow meters, filtration systems, chemical injection systems, etc. and all related MEP, architectural or civil engineering and site development impacts as required by health department, building or other related codes.
 - b. The concept plan should assume the structural components of the restroom buildings and splash pad shall remain. Relevant updates to these areas would be considered appropriate. (See exhibit A and B)
 - c. The concept development planning work should include a public input component described below.
 - d. Provide construction cost estimates for scope of work mutually agreed upon.
 - e. Operational Cost Impacts – With department staff, develop operational modeling, staffing and cost impacts assessment associated with proposed concept plan.
 - i. Operational plan should include bather capacity, facility capacity, operational costs for mechanical and circulation systems, chemicals, etc.
 - f. Implementation Plan – Develop a timeline for construction based on concept plan that identifies relevant design steps, construction-ready document development, permitting, health department or other required approvals and construction timetables.
 - g. Concept designs, basic schematic designs for mechanical systems, structures as well as concept plan renderings to be provided within the scope of a concept plan.

The scope of work must include the details presented in the foregoing "Scope of Services." However, it is the contractor's option and responsibility to present any additional elements as are appropriate

and desirable for the project to be agreed upon by both parties prior to execution. The contractor should note the City is interested in proposals for improvements that will align, generally, with current level of services, with a desire to take advantage of efficiencies possible through site development, operations or mechanical functions. The concept plan should generally match theming and site development in alignment with Sycamore Trails Park Improvement project, creating a comprehensive site design for Sycamore Trails Park.

Public Input Component Expectations

The public input component shall include the following elements. It is the contractor's option and responsibility to present any additional elements as are appropriate and desirable for the project to be agreed upon by both parties prior to execution.

- 1) Meet with pool redevelopment committee to discuss outcomes, strategies and approaches.
- 2) Gather input from community stakeholders to establish goals and objectives shaping the facility's redesign, potential components, and cost parameters. Input should be gathered minimally from the following groups:
 - a. City Council
 - b. Parks & Recreation Advisory Board
 - c. City & Department Staff
 - d. Pool Redevelopment committee
 - e. Public Input (details of how this is done to be determined through step 1 above).Contractor's proposal to include cost for this input based on their professional recommendation, noting this is an optional service to be mutually agreed upon prior to execution.

General Instructions

Sealed proposals will be accepted until **2:00 p.m. (EST), Tuesday, December 19, 2023**, at the City Manager's Office, 10 North First Street, Miamisburg, Ohio 45342. Proposals received after that time will not be accepted. Proposals shall be sealed in a package clearly marked with the proposer's name and "PROPOSAL FOR POOL DESIGN, ARCHITECTURE AND ENGINEERING SERVICES, 2023". Proposals received after this time will not be accepted. Digitally formatted proposals will be accepted, sent to the attention of Ryan Davis by emailing Ryan.Davis@CityofMiamisburg.com, provided they are received by the dates above, with hard copies to follow.

Whether delivered by U.S. mail, personal delivery, carrier, or via email, the proposer assumes the responsibility for ensuring the proposal is submitted on time at the specified location. Only proposals received by the specified time and date will be considered. All proposals and accompanying documentation shall become the property of the Owner. Submission of a proposal constitutes proposer's acceptance of the procedures, evaluation criteria and RFP instructions. The City reserves the right to solicit additional information or proposal clarification from anyone submitting a proposal, should the City deem such information necessary.

The City will answer questions in writing. Correspondence will be shared with all known firms indicating interest in this process. Firms shall indicate their interest in correspondence to Ryan Davis, Parks and Recreation Director as indicated below. Any questions regarding the RFP must be submitted in writing via U.S. mail or electronic mail and should be addressed to:

Ryan Davis, CPRE, Director
Miamisburg Parks and Recreation Department
10 North First Street, Miamisburg, Ohio 45342
ryan.davis@cityofmiamisburg.com

The City reserves the right to change the submission deadline or to issue amendments to the RFP anytime or to cancel or reissue the RFP at any time without penalty. The City reserves the right to accept or reject any and all proposals or parts and to waive any technicalities or irregularities as determined by the City. Further, the City is not liable for any costs incurred by the proposer including, but not limited to the costs for the preparation of the RFP and attendance at any presentation or meeting with Project Team representatives.

The City will not be responsible for any error or omission in the information provided, nor for the failure of the proposer to determine the full extent of the effort necessary to provide the requested services. The proposal shall be prepared and submitted in accordance with the provisions of the RFP instructions and specifications. Any alteration, omission, addition, variance or limitation of, from, or to a proposal will be sufficient grounds for non-acceptance of the proposal.

Pre-Proposal Meeting

All interested firms are required to attend a pre-proposal meeting. The purpose of the meeting is to provide an overview of the project and explain any critical elements to the RFP process. The pre-proposal meeting will be held in person and can be made available for virtual participation upon request.

Pre-Proposal Meeting

Date: Tuesday, November 28, 2023
Time: 10:30 am EST
Place: Civic Center Council Room
10 N. First St.
Miamisburg, Ohio 45342
RSVP: Ryan Davis, CPRE
Parks & Recreation Director
Ryan.Davis@cityofmiamisburg.com

The pre-proposal meeting will also be available for virtual participation, interested parties must indicate their intent to participate by RSVP, and indication of virtual participation preference.

Proposal Format

Proposals shall be relevant, concise and include samples of previous work. To facilitate the evaluation process, the following format will be required:

Technical Proposal

1. Cover page with title, firm's name, telephone number, mailing address, e-mail, and web address.
2. Brief Description of the Firm:
 - A. Name of business and office location
 - B. Length of time in business
 - C. Total number of local and other employees
 - D. Name of principals and areas of expertise
 - E. Professional services provided by the firm
3. Project Team
 - A. List the individuals who will do the work on this project. Provide the following information for each team member:
 - a. Team Assignment
 - b. General and professional qualifications
 - c. Project experience directly relevant to this project
 - d. Indicate current workload and certify that no project team member will be substituted without prior approval from the City of Miamisburg.
4. Sub-consultants
 - A. List any firm that will act as a sub-consultant to your firm, its specialty areas, location of office, and firm's experience related to this project. Provide information regarding prior projects on which sub-consultants have worked with your firm. Indicate current workload and certify that no sub-consultant will be substituted without prior approval from the City of Miamisburg.
5. Relevant Project Experience
 - A. Include brief description of projects completed by the firm and/or project team in the past five years that directly relate to this project. Description of the projects should include:
 - a. Brief descriptions of similar or related projects completed within the past five years by the project team. Description of the projects shall also include:

- i. Name of client, contact person and contact information.
- ii. Visual representation of the project
- iii. Completion date, if applicable
- iv. Total cost of services provided

6. Process Approach

- A. Provide a detailed approach allowing the review team to understand the process you would recommend being taken for each portion of this proposal.
 - a. List number of proposed meetings/sessions and where in the planning process they would occur.
 - b. Proposed process for soliciting public and/or stakeholder input.
 - c. List of the visual and electronic material that will be utilized and provided to communicate the process and results of the plan.
- B. Timetable for completing each portion of the project.
- C. Sample copies of similar work prepared for a minimum of three other clients.
- D. Additional information that may help the City in considering the team for selection.

7. Intended Deliverables

- A. Provide a detailed list of deliverables, tasks or documents to be provided by consultant to the City at/by the conclusion of the project based on understanding of the scope of services
- B. Additional information that may help the City in considering the firm for selection.

8. Professional References

- A. The proposer shall include at least three current public sector client references that include the client's contact name and title, organization's name, address, telephone number, and e-mail address.

9. Legal Actions or Lawsuits

- A. The proposer shall make known to the City any outstanding lawsuits, legal actions or conflicts of interest which would affect its ability to perform the contract.

10. Amount of insurance coverage the firm has in each of the following categories:

- A. General Liability
- B. Professional Liability
- C. Workman's Compensation

Cost of Service Proposal

1. The consultant shall submit a lump sum, not to exceed fee based on the scope of services as stated above. Firms may provide for any or all of the scopes outlined below.
 - A. Proposal should include cost of services, based on the understanding of the scope of services. Cost of services are to be considered in the following formats, the first as all scopes of work included in a single contract, the following three if each scope portion was performed individually, assisting the City to understand the cost of each portion of work.
 - a. Based on the scope of work, total project costs
 - i. Based on the scope of work, cost for the evaluation of pipe replacement option
 - ii. Based on the scope of work, cost for the concept plan development
 - iii. Based on the scope of work, cost for the public input component
 - B. Proposals should include an hourly fee for each member of the Project Team members for work requested outside the stated scope of services, reimbursables, and a proposed payment schedule. (Proposed fee should include costs for four (4) hard copies of the final report with colored graphics, and an executive summary to be delivered to the city along with a digital format of all materials and renderings which can be used to print additional copies).
 - C. Indicate the basis and approach regarding the fee structure for the scope of services.
 - D. Fee proposal shall be signed by an authorized representative of the company.

Submission of Proposal

Proposer shall submit a detailed response to the RFP requirements and scope of services and shall be signed by an authorized representative of the company. Four (4) copies of proposal documents shall be submitted to the City Manager's Office, 10 North First Street, Miamisburg, Ohio 45342. Proposals shall be sealed in a package clearly marked with the proposer's name and "PROPOSAL FOR POOL DESIGN, ARCHITECTURE AND ENGINEERING SERVICES, 2023". Proposals received after this time will not be accepted. Digitally formatted proposals will be accepted, sent to the attention of Ryan Davis by emailing Ryan.Davis@CityofMiamisburg.com, provided they are received by the dates above, with hard copies to follow.

Additional Information

Additional information may be obtained by emailing Parks & Recreation Director, Ryan Davis at ryan.davis@cityofmiamisburg.com or by calling (937) 847-6473 between the hours of 8:00 AM and 5:00 P.M., Monday through Friday.

Miscellaneous

As a condition for selection, the Consultant is required to agree to the following, the items listed are important to the City in terms of selection and/or will be an integral part of an agreement between the Consultant and the City.

Terms and Conditions

- Ability to Accept or Reject: The City reserves the right to accept or reject any or all proposals.
- Ability to Award Project Scope(s) Separately: The City reserves the right to select any or all portions of the project proposal from the firm.
- Right to Interview: The city reserves the right to interview firms as necessary prior to selection.
- Reimbursement for Services Prior to Selection: There will be no reimbursement for costs incurred by the Consultant prior to selection of the Consultant by City staff.
- Alterations in Scope: The consulting firm must provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing. Any alterations in scope, after selection, must be agreed to in writing by both parties.
- Equal Opportunity Employer: The consulting firm must assure the City of Miamisburg that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), and age where protected by law, or any other non-merit or non-occupational related factors.
- Late Proposals: Proposals received after submission deadline will be considered void or unacceptable. City of Miamisburg is not responsible for delay of receipt such as the non-delivery of U.S. mail, e-mail or by carrier. The date/time stamp in the City Manager's office shall be the official time of receipt.
- Altering Proposals: Proposals cannot be altered or amended after the submission deadline. Any alteration, or erasure made before the opening time of proposals must be initialed by the signer of the proposal, guaranteeing authenticity.
- Withdrawal of Proposal: A proposal may not be withdrawn or canceled by the offer proposer without written permission of the City of Miamisburg.
- Reading of Proposals: Proposals will be received and publicly acknowledged in the Miamisburg City Council Chambers on Tuesday, December 19, 2023 at approximately 2:05p.m. EST. Proposers, their representatives and interested persons are not required to, but may be present.

- Sales Tax: City of Miamisburg is exempt by law from payment of Ohio Sales tax and Federal Excise Tax.
- Conflict of Interest: No City of Miamisburg public official shall have interest in the contract.
- Ethics: The proposer shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the City of Miamisburg.
- Addenda: Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested by the City of Miamisburg Parks and Recreation Director. Addenda will be mailed to all who are known to have received a copy of this RFP. Proposers shall acknowledge receipt of all addenda.
- Law Compliance: Proposals must comply with all federal, state, county and local laws concerning this type of service.
- Required Documentation: The proposer shall provide all documentation required by this RFP. Failure to provide this information may result in rejection of the proposer's proposal.
- Indemnification: The successful proposer shall defend, indemnify and hold harmless the City of Miamisburg and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful proposer shall pay any judgment with costs that may be obtained against the City of Miamisburg growing out of such injury or damage.
- Patents/Copyrights: The successful proposer agrees to protect the City of Miamisburg from claims involving infringements of patents or copyrights.
- Contract Administrator: The City of Miamisburg contract administrator is the Parks and Recreation Director with designated responsibility to ensure compliance with contract requirements, such as, but not limited to, acceptance, inspection, and delivery. The contract administrator will serve as liaison between the City of Miamisburg and the successful proposer.
- Silence of Specification: The apparent silence of these specifications as to any detail or to the apparent omission of a detail concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.
- Public Record: All submitted information relating to this proposal shall become part of the public record. Proposers may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to Ohio's public records laws shall be made by the City's legal counsel.

Exhibit A – Site Overview



Areas Identified Below



Exhibit B – Site Overview Detail

In considering concept planning, three areas of the site are intended to remain outlined below. These areas encompass the bathhouses, staff offices, concessions area and splash pad. Updates may be recommended for these areas, but the intent would be to re-use these buildings and amenities in the future concept. All other structures, elements, equipment and features are able to be re-thought, should the concept plan necessitate it.

