

REQUEST FOR PROPOSALS



Feasibility Study for Dankwardt Park Swimming Pool

Refurbishment or Replacement

Issuing Agency: Burlington Parks and Recreation

Project Title: Dankwardt Park Swimming Pool Feasibility Study

Issue Date: July 25, 2025

Proposal Due Date: August 29, 2025

Contact Person: Brad Selby, Recreation Manager, 319.752.2018, selbyb@burlingtoniowa.org

PROJECT BACKGROUND

The City of Burlington is seeking qualified consulting firms to conduct a comprehensive feasibility study for the refurbishment or replacement of the existing swimming pool facility at Dankwardt Park. The current pool facility was constructed in 1978 and serves as an important recreational amenity for residents and visitors.

The City requires professional analysis to determine the most cost-effective and sustainable approach for providing quality aquatic recreation services, whether through major renovation of the existing facility or construction of a new pool complex.

SCOPE OF SERVICES

The selected consultant shall provide the following services:

Phase 1: Facility Assessment

- Comprehensive structural and mechanical assessment of existing pool infrastructure including tub/basin and piping
- Evaluation of current pool systems including filtration, circulation, heating, and chemical treatment
- Analysis of compliance with current health codes, safety standards, and ADA requirements
- Assessment of existing utilities, electrical systems, and support facilities
- Identification of immediate safety concerns and required repairs

Phase 2: Needs Analysis

- Community demographic analysis and projected usage patterns
- Stakeholder engagement including public meetings and surveys
- Review of comparable facilities in similar communities
- Analysis of operational costs and revenue potential
- Assessment of programming opportunities and community needs

Phase 3: Alternative Development

- Development of refurbishment scenarios with cost estimates and timelines
- Design concepts for new facility options including various pool configurations
- Site analysis for optimal facility placement and parking considerations (Alternative locations?)
- Integration with existing park amenities and master planning
- Environmental impact considerations

Phase 4: Financial Analysis

- Detailed cost estimates for each alternative (construction, equipment, soft costs)
- Life-cycle cost analysis over 20-year projection
- Funding strategy recommendations including grants, bonds, and partnerships
- Operating budget projections including staffing, utilities, and maintenance
- Revenue analysis from fees, programs, and potential partnerships

Phase 5: Implementation Planning

- Recommended phasing for preferred alternative
- Permitting requirements and regulatory approvals needed
- Construction timeline and temporary facility considerations
- Risk assessment and mitigation strategies

DELIVERABLES

- Monthly progress reports
- Draft feasibility study report for City review and comment
- Final feasibility study report (15 hard copies, digital files)
- Executive summary suitable for public presentation
- Presentation to City Council and community stakeholders
- Cost estimates in industry-standard format
- Preliminary design drawings for recommended alternative

PROPOSAL REQUIREMENTS

Technical Proposal

- Project understanding and approach
- Detailed scope of work and methodology
- Project schedule and milestones
- Team qualifications and organizational chart
- Relevant project experience and references
- Quality assurance procedures

Cost Proposal

- Total project cost broken down by phase
- Personnel costs by classification and hours
- Direct expenses including travel, printing, and materials
- Hourly rates for additional services if needed

Firm Qualifications

- Company profile and years in business
- Similar project experience within past 5 years
- Professional licenses and certifications
- Insurance certificates
- Three professional references with contact information

EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

- **Technical Approach and Methodology (30%)**
- **Team Qualifications and Experience (30%)**
- **Relevant Project Experience (25%)**
- **Cost Competitiveness (15%)**

SUBMISSION REQUIREMENTS

- Submit five (5) hard copies and one (1) digital copy
- Maximum 50 pages for technical proposal (excluding appendices)
- Proposals must be sealed and clearly marked
- Late submissions will not be accepted

Delivery Address:

Burlington Parks and Recreation Department
400 Washington Street
Burlington, Iowa 52601

PROJECT TIMELINE

- RFP Issue Date: July 25, 2025
- Questions Due: August 18, 2025
- Proposal Due Date: August 29, 2025

TERMS AND CONDITIONS

Contract Type

This will be a fixed-price professional services contract with payment based on completion of deliverables.

Insurance Requirements

Selected consultant must maintain:

- General Liability: \$1,000,000 per occurrence
- Professional Liability: \$1,000,000 per claim
- Workers' Compensation: As required by state law
- Automobile Liability: \$1,000,000 combined single limit

Additional Requirements

- Compliance with all applicable federal, state, and local laws
- Equal Employment Opportunity provisions
- Drug-free workplace certification
- Conflict of interest disclosure

QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be submitted in writing to the contact person listed above by August 24, 2025. Responses will be provided to all potential proposers through written addenda.

RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Negotiate with selected consultant
- Cancel this RFP at any time
- Waive minor irregularities in proposals

THIS RFP DOES NOT CONSTITUTE A COMMITMENT TO PURCHASE OR CONTRACT FOR SERVICES. THE CITY RESERVES THE RIGHT TO PURSUE ALTERNATIVE SOLUTIONS OR CANCEL THIS PROCUREMENT.