



REQUEST FOR PROPOSALS
PROFESSIONAL CONSULTING SERVICES FOR:
Lake County Aquatic Center Facility Audit

PROPOSALS DUE:
Friday, October 4, 2019, 12:00 pm

Lake County Government
Recreation Department
505 Harrison Avenue
POB 862
Leadville, CO 80461

INVITATION TO SUBMIT PROPOSALS

Lake County Government invites proposals for professional services from consultants with demonstrated experience, knowledge, and expertise in the audit, design and construction of aquatics facilities to conduct a facility audit for the Lake County Aquatic Center facility.

Proposals shall be submitted by no later than Friday, October 4, 2019, 12:00 pm to:

Amber Magee
Department of Recreation
Lake County Government
505 Harrison Avenue, Room 5 or POB 862
Leadville, CO 80461
719-486-7486
amagee@co.lake.co.us

INTRODUCTION

At an elevation of 10,152', Lake County is the highest incorporated city in North America, located in the geographic center of Colorado, 103 miles west of Denver and 129 miles northwest of Colorado Springs. The area is known for its authentic, small-town atmosphere; year-round outdoor recreation and historical treasures.

There are 8,000 year-round residents that make up this diverse community who have a strong sense of identity and a desire for varied recreational amenities and opportunities. In addition to residents, Lake County hosts many visitors during the summer months as well as during the winter ski season.

Lake County is a community beginning to experience the growth affecting much of Colorado, with around 700 new housing units in the process of being developed over the next 10 years. This will place an increased demand on recreational facilities within Lake County.

Lake County Government takes an active interest in serving the recreational needs of existing and future residents and the Aquatic Center is one of the most used recreational facilities in the County. The County hopes the results of this study will advance the facility's viability today and into the future.

BACKGROUND

The Lake County Aquatic Center was built in 1977 and is attached to the Lake County Intermediate School located at 1000 W 6th Street. The pool facility was managed by the Lake County School District until 1994 when the district decided they no longer had the resources to manage the failing facility. The facility was then mothballed for 10 years.

In 2004 a group of dedicated Lake County residents banded together to raise the funds needed for a rehabilitation of the building. The 2004 rehabilitation included 1) replacement of the pool liner 2) new decking 3) replacement of filtration equipment 4) replacing of existing piping 5) spa relocation 6) air handler replacement 7) minor remodeling of the facility entry.

After the rehabilitation was completed, Lake County Government took over operation of the facility and have managed the building operation and maintenance for the past 15 years.

A variety of additional repairs and replacements have been done over the past 15 years including 1) spa replacement 2) replacement of lighting in the shallow end 3) new lighting over portions of the deck 4) replacement of the sauna heater 5) replacement of hot tub and pool boilers 6) renovation of the DE tank 7) replacement of the brominator and chlorinator 8) replacement of spa filtration system 9) diving board replacement 10) climbing wall installation and slide removal.

The entire facility occupies approximately 4,800 SF and includes the main pool, locker rooms, lobby, pump room, office space and decking. The main pool is a 25-yard indoor swimming pool with shallow and deep ends ranging from 3-12'.

Aside from the mentioned renovations and replacements listed above the rest of the facility is original.

SCOPE OF WORK

The scope of work consists of two separate but related tasks. The first task is to conduct a facility audit to analyze the condition of the existing facility and the second is to develop a repair/replacement and renovation plan designed to maintain and improve the facility in its existing configuration. The scope of work is described below in more detail.

Facility Audit

Existing Conditions

1. Perform an audit of the facility that includes the pool, filtration, purification, and circulation systems, locker rooms, front desk and office spaces, decking, sauna, spa, pump room and lighting.
 - a. Include deficiencies, difficulties and concerns experienced by staff.
EX: poor drainage in the pump room
 - b. Assess efficiency of operation and viability for renovation.
2. Create a comprehensive equipment inventory including the condition and anticipated remaining service life of each item.

3. TV/video all underground and above grade pool circulation plumbing to determine the size, material, and condition of the plumbing. Identify any detected leaks or deficiencies.
4. Determine the adequacy of each item to meet the demands of year-round pool operation.
5. Determine the compliance of each item with current legal requirements and industry standard practices. Include an analysis of facility ADA access compliance and the user's comfort and convenience when using the facility.

Repair/Replacement and Maintenance Plan

5. Develop a repair/replacement and maintenance plan designed to maintain and improve the interior and exterior of the facility in its existing layout and configuration.
6. Include repair/replacement materials and methods for any identified deficiencies.
7. Identify any elements that should be removed or modified based on trends and best practices. EX: changing the pool shape to incorporate a zero-depth entry, removal of the diving board, etc.
8. Include costs, timeline, and operational considerations for the work included in the plan.
9. Provide a comprehensive bound Facility Audit Report that includes the findings from the above tasks. Include a written narrative describing the overall condition and adequacy of the existing facility and the overall repair/replacement and maintenance strategy. Discuss whether or not a reasonable plan will satisfy legal and industry standards and meet projected demand. Also discuss the cost, timeline, and operational assumptions and considerations when deciding whether to repair or replace the existing pool and systems.
10. If during the facility audit process, it is determined that a new facility is needed rather than renovation/replacement, make a recommendation on that process and how to proceed with master planning for a new facility.

DELIVERABLES

The consultant shall submit hard and soft copies (Word, Excel, PDF) of the various reports, plans, and exhibits described above. The consultant shall also schedule a presentation for key staff to present the audit and respond to questions.

EXCLUSIONS

Geotechnical investigations or subsurface investigation by excavation.

COMMUNICATION PROTOCOLS

Upon release of this RFP, any inquiries or requests regarding this project should be directed to:

Amber Magee
Department of Recreation
Lake County Government
505 Harrison Avenue, Room 5 or POB 862
Leadville, CO 80461
719-486-7486
amagee@co.lake.co.us

A facility walkthrough is strongly recommended before submitting a bid, but not required. Meetings can be scheduled by contacting Amber Magee directly.

Questions about this RFP should be submitted by email on or before Wednesday, Wednesday, October 2, 2019, 12:00 pm

Responses to questions will be posted on the County website at www.lakecountycolorado.com/RECREATION/jobs

SUBMISSION DEADLINES & TENTATIVE PROJECT SCHEDULE

- County Issues RFP
 - o Thursday, August 22, 2019
- Site Visits and Meetings with Interested Parties
 - o Friday, August 23 – September 27, 2019
 - o Scheduled upon request.
- Deadline for Written Questions
 - o Wednesday, October 2, 2019, 12:00 pm
- Deadline for Proposal Submission
 - o Friday, October 4, 2019, 12:00 pm
- Opening of RFP by Lake County BOCC
 - o Monday, October 7, 2019, 1:00 pm
- Review of Proposals by Recreation Staff and Advisory Board
 - o September October 8 - 18, 2019
- Recommendation for Award of Bid to BOCC
 - o Monday, October 21, 2019, 1:00pm
- Contract Review and Execution
 - o ASAP
- Anticipated Contract Start Date
 - o ASAP

- Anticipated Contract End Date
 - o TBD, no later than Friday, February 28, 2020

EVALUATION & AWARD

Responses shall be evaluated strictly in accordance with the requirements set forth in this RFP and any addenda that may be issued. All responses will be reviewed for completeness. Proposals will be reviewed by the Recreation Advisory Board and Recreation Department staff. A recommendation for award will be made to the Lake County BOCC on Monday, October 21, 2019, 1:00pm. A contract will be executed with the Lake County Board of County Commissioners after the project has been awarded.

CONTRACTUAL TERMS AND CONDITIONS

The Consultant will provide an agreement for services to be evaluated by Lake County legal counsel and signed by the Lake County BOCC.

INSURANCE REQUIREMENTS

Contractor agrees to secure and maintain all licenses and bonds as necessary or appropriate for Contractor's full performance under the Order, and to purchase and maintain in full force and effect the minimum limit of \$2,000,000.00 aggregate General Liability coverage (including Blanket Contractual Liability), with each occurrence limit of at least \$1,000,000, which may be provided by a combination of primary and umbrella policies; and where services are provided, Workers' Compensation and Employees Liability Insurance with minimum limits of \$1,000,000.00, Automobile Liability Insurance with minimum per limits of \$1,000,000.00, and/or Professional Liability Insurance with minimum limits of \$1,000,000.00. Contractor agrees to provide insurance certificates to Lake County reflecting the required levels of insurance prior to commencement of any services or other activity under the Order and promptly to provide evidence of all renewals and updates to all such certificates, which shall name Lake County as an additional insured party.

PROPOSAL SUBMITTALS

The proposals should consist of 5 hard copies or 1 electronic copy, and contain the following information:

1. Description of Firm

A brief description of the prime consultant and any sub-consultant firms, indicating the following:

- a. Name and location of firm(s).

- b. Breakdown of the size of each firm indicating the number of principals, associates, technical staff and clerical staff members.
- c. The role of each firm in this project.

2. Key Project Personnel

The names and relevant experience of the principal, associate and project manager to be assigned the project.

3. Experience

An overview of the experience of each firm in conducting similar projects. The following should be included:

- a. Project name, location and dates.
- b. Summary of the project.
- c. The roles and levels of involvement in the project of the key personnel in this proposal.
- d. Client references with addresses and phone numbers.

3. Work Description

- a. A description of how the work will be approached.

5. Schedule

A schedule for completion with milestones for:

- a. Facility Audit – the Existing Conditions
- b. Repair/Replacement and Maintenance Plan

6. “Not to exceed cap”

Cost proposal for all work to be performed. This should include time, materials, reimbursable expenses and any other costs that would be invoiced to the County.

- a) Provide separate costs for:
 - i. Facility Audit –the Existing Conditions
 - ii. Repair/Replacement and Maintenance Plan
 - iii. Meetings and Presentations
 - iv. Administration
 - v. Other

All interested parties must submit their bids by Friday, October 4, 2019, 12:00 pm. Proposals may be submitted via email (amagee@co.lake.co.us) or to Room 5 of the Courthouse, 505 Harrison Avenue, Leadville, CO 80461.

Any proposals received after this date and time will be deemed unresponsive. Lake County reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of Lake County. Issuance of this RFP does not obligate Lake County to award a contract nor is Lake County liable for any costs incurred by the proponent in the preparation and submittal of the proposal.