

MUNICIPALITY OF THE DISTRICT OF BARRINGTON
Swimming Pool Facility Condition Assessment



Request for Proposals Specifications

RFP No. MODB2405

Issued: July 15, 2024

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Part 1 – Summary

The Municipality of Barrington (“Municipality”) is requesting proposals from qualified and experienced professional consultants with backgrounds in aquatics, recreation, architecture, engineering and similar professions to provide services related to a comprehensive condition assessment of the municipal outdoor pool facility.

The intent of this this request for proposal is to retain a firm/consultant to develop a report that will assist the Municipality and community stakeholders understand the physical condition and life expectancy of the facility in order to explore options to sustain the physical integrity of the asset, the feasibility and cost of enclosing the pool and plan for the future.

Part 2 – Community Overview

The Municipality of Barrington is located in the southwestern region of Nova Scotia. The Municipality was incorporated in 1879 and currently has a population of approximately 6,523.

The Municipality provides general government services including police, fire, public works, planning and community development and various recreational services including an outdoor pool facility.

The outdoor swimming pool facility includes an 82-foot-long by 28-foot-wide heated swimming pool, associated mechanical, filtration and chemical treatment systems, a small office, a pool deck and surrounding area and change rooms, showers and washrooms that are shared with the attached arena. The shallow end of the pool is 20 feet x 28 feet and is 2 ½ feet deep. The pool then slopes down to a depth of 5 ½ feet over the next 20 feet. The deep end is 42 feet x 28 feet.

The swimming pool operates through the months of June, July and August; 7 days a week from 8:30 am – 7pm daily. Services include swimming lessons, public swims, seniors swims, private rentals, lifesaving skills development, aquacise, and other specialty programming. The pool also supports other summer recreation programming and provides a swim opportunity to participants daily.

Part 3 – Scope of Services

The goal of this condition assessment is to provide information on the current condition of the existing pool, its mechanical, electrical and plumbing (MEP) systems, its support facilities such as, but not limited to, the pool decks, and equipment building, its compliance with accessibility standards, and the necessary information for the Municipality to determine its options and potential next steps.

1. Facility Evaluation
 - a. Conduct a kickoff meeting with CAO, Director of Public Works, Director of Recreation, and pool staff to discuss the goals of the project, timeline, and parameters of project.
 - b. Conduct one (1) input meeting with pool staff members to gain insights to conditions, challenges, concerns and expectations.

- c. Collect and review available existing information including available plans, studies, reports, aerial photos, maps and other information.
 - d. Evaluate the existing construction, structural and mechanical/electrical systems with an analysis of such problems that might exist in the buildings that shall require long- or short-term attention.
 - e. Review facility for conformance with accessibility standards, fire and safety compliance regulations and solutions, if applicable.
 - f. Evaluate all major facility systems and rate based on overall integrity, probable useful life and need of replacement. Systems and equipment shall be rated using evaluation criteria that includes present overall condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, spare capacity, and availability of spare parts.
2. Facility Condition Assessment
- a. Prepare an assessment of the pool facility that will include, but not be limited to, the following:
 - i. Written condition analysis for each facility component; and
 - ii. Findings based on the condition of each facility component; and
 - iii. Recommendations on repairing, maintaining, or replacing each facility component; and
 - iv. Capital budgets for each recommendation. These budgets must be reported in a manner so the decision-makers can consider priorities and potential phasing.
3. Enclosure Feasibility Assessment:
- a. Assess the current facility's ability to support an enclosure of any kind (those that protect from the elements to more robust enclosures that allow for winter use) and identify necessary modifications or reinforcements.
 - b. Explore potential enclosure designs, recommend suitable materials, and analyze their impact on pool aesthetics and functionality.
 - c. Evaluate the impact on existing heating, cooling, and ventilation systems, recommending necessary upgrades for proper climate control.
 - d. Assess the need for new mechanical and ventilation systems required to support an enclosure, especially those allowing for year-round use.
 - e. Provide detailed cost estimates for each enclosure option, comparing costs and identifying potential funding sources.
 - f. Assess the impact on facility operations and potential benefits such as extended swimming seasons and increased usage, as well as challenges in scheduling and staffing.
 - g. Summarize findings, provide recommendations for viable enclosure options, and outline the next steps for project implementation.

4. Presentation of Facility Condition Assessment
 - a. Conduct one (1) meeting with the CAO, Director of Public Works and Director of Recreation at the end of the facility condition assessment to present draft findings and recommendations.
 - b. Attend one (1) Committee of the Whole Council meeting in person to present final facility condition assessment report.

Part 4 – Proposal Instructions

Proposals must be submitted electronically to Chris Frotten at cfrotten@barringtonmunicipality.com no later than 2:00 p.m., local time, on Thursday, August 8, 2024.

Proposals should be submitted in electronic format, preferably as PDF documents, to ensure consistency and ease of review. Any supplementary materials or supporting documents should be clearly labeled and included as part of the submission package.

Proposers should direct any inquiries or requests for clarification regarding the RFP to the same contact person. This ensures that all proposers have access to the same information and that any questions are addressed promptly and transparently.

Proposers are responsible for ensuring the completeness and accuracy of their submissions. Any discrepancies or omissions may impact the evaluation of the proposal and could result in disqualification. Therefore, proposers should carefully review and double-check their submissions before finalizing and submitting them.

Part 5 – Proposal Requirements

Each respondent submitting a proposal must provide the following information:

1. **Firm Profile:** Name, Address, Contact Person, Telephone No., Email and Web Address, General Background, and Service Offerings.
2. **Project Team:** Description of the roles of each designated team leader assigned to the project; resume of project team members; Resumes of “sub” contributors/consultants/contractors including project related experience and individual team members.
3. **Relevant Project Experience:** Experience in pool/aquatic facility condition assessments; examples of related projects completed by firm, description of creative samples used in development of a pool/aquatic facility condition assessment, description of scope and size of completed pool/aquatic projects with other public agencies.
4. **Approach & Methodology:** Description of the approach the firm will be using to meet the expectations of the pool facility condition assessment and what the desired outcome of the

approach will result. Include examples of tools, approaches and inspection methodologies that your firm may use to complete the assessment.

5. **Timeline:** Clear timeline should be provided, outlining key milestones from the proposal submission to the completion of the assessment.
6. **Cost Proposal:** Detailed cost proposal with a breakdown of the fees to perform the work outlined as described in Part 4, Scope of Services.
7. **References:** Minimum of three (3) references of similar projects.

Part 6 – Evaluation Criteria

Each proposal will be reviewed and scored by an evaluation committee based on the criteria outlined below. The maximum score a proposal can receive is 100 points. The proposals with the highest scores will be shortlisted for further consideration. The evaluation committee may request additional information or conduct interviews with the top-ranked firms to make a final selection.

Category	Points
<p>Project Understanding</p> <ul style="list-style-type: none"> ▪ Demonstrated understanding of the project objectives and requirements. ▪ Insight into the potential challenges and considerations specific to this project. ▪ Ability to articulate a clear vision for how the assessment will be conducted and how the findings will be utilized. ▪ Explanation of how the firm will ensure minimal disruption to the facility’s operation during the assessment. 	15
<p>Experience and Qualifications</p> <ul style="list-style-type: none"> ▪ Demonstrated experience in conducting similar swimming pool condition assessments. ▪ Qualifications, certifications, and experience of key personnel who will be assigned to the project. ▪ Proven track record of successful completion of projects of similar scope and complexity. ▪ Availability of resources and capacity to complete the project within the specified timeline. 	30
<p>Proposed Approach & Methodology</p> <ul style="list-style-type: none"> ▪ Clarity and comprehensiveness of the proposed approach to conducting the assessment. ▪ Methodology for conducting visual inspections, mechanical systems assessments, water quality analysis, compliance and safety audits, and enclosure feasibility assessment. ▪ Detailed description of the tools and techniques to be used. 	15

Schedule	10
<ul style="list-style-type: none">Proposed timeline and milestones for completing the project.	
Pricing	30
<ul style="list-style-type: none">Detailed breakdown of costs, including labor, materials, and any additional expenses.Cost competitiveness compared to other proposals.Transparency and justification of the proposed budget.Fee structure (fixed fee, hourly rates, etc.) and payment terms.	

Part 7 – Inquiries

Please direct all inquiries concerning this RFP to:

Chris Frotten, Chief Administrative Officer
PO Box 100
Barrington, NS
B0W 1E0
Telephone: 902-637-2015
Email: cfrotten@barringtonmunicipality.com

Part 8 – Public Record

Proposals received will become the property of the Municipality. All responses are subject to public disclosure under Nova Scotia’s Freedom of Information and Protection of Privacy Act. The Municipality recognizes that respondents must submit financial information that it may deem confidential and proprietary to comply with the requirements of this solicitation. To the extent permissible by law, the Municipality agrees to keep confidential any confidential proprietary information included in a response, provided that (1) the respondent identifies the confidential proprietary portions of the response, (2) the respondent identifies as confidential and proprietary only those portions of the submittal that are confidential and proprietary, and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

Part 9 – RFP Addenda

The Municipality may determine it is necessary to revise any part of this Request for Proposals. Revisions will be made by written addenda and it is the Proposer’s responsibility to understand and comply with

any addenda to this solicitation. Addenda will be posted on the Nova Scotia Tender Notices webpage at <https://procurement.novascotia.ca/ns-tenders.aspx>.

Part 10 – Privilege Clause

The Municipality does not bind itself to accept any proposal but may accept any proposal, in whole or in part, or discuss with any proposer different or additional terms to those described in this RFP. The Municipality may:

- a) cancel the Proposal at any time;
- b) reject any or all Proposals;
- c) accept any Proposals;
- d) if only one Proposal is received, choose to accept, or reject it;
- e) choose not to accept the lowest offer price;
- f) reject any Proposals that, in its sole discretion, are not in its best interest to accept; and
- g) alter the schedule, RFP process or any other aspect of the RFP as it may determine in its sole and absolute discretion.

If the Municipality elects to reject all Proposals it may, in its sole discretion and in addition to any other recourse it may choose, call for additional tenders or re-request all or part of the work, all without incurring any liability and no proponent will have any claim against the Municipality as a consequence.

The Municipality reserves the right to waive any formality, informality, technicality, or non-compliance in any Proposal.

In evaluating Proposals, the Municipality reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience, and local preference. The Municipality reserves the exclusive right to determine the qualitative aspects of all Proposals relative to evaluation criteria and to rely on any evaluation criteria which, in its sole discretion, it considers to be in its best interest.

The Municipality is not liable for any costs associated with responding to the RFP.

The proposer, in submitting a Proposal, has accepted the privileges and reservations of rights set out herein and agrees to be bound by same.