



REQUEST FOR PROPOSALS
TOWN OF GROTTOES, VIRGINIA
JUNE 15TH, 2019

GENERAL INFORMATION

The Town of Grottoes is seeking proposals from qualified contractors to inspect, renovate, refurbish, expand, and upgrade equipment as specified herein. Project will be a turn-key operation.

All proposals must be delivered to:

Mail to:
Nathan Garrison
Town Manager
P.O. Box 146
Grottoes, VA 24441

ALL PROPOSALS MUST BE RECEIVED BY 2:00PM LOCAL TIME, JULY 15TH, 2019

The Town of Grottoes is not responsible for delays in the delivery of mail by the U.S Postal Service, private couriers, or other forms of mailing. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Town Manager by the designated date and hour.

Facsimile and e-mail submittals are not acceptable.

INQUIRIES CONCERNING RFP

Any questions or comments concerning this Request for Proposals should be directed to:

Nathan Garrison
Town Manager
P.O. Box 146
Grottoes, VA 24441
540-249-5896
ngarrison@ci.grottoes.va.us

Ashley Collier
Tourism & Parks Director
P.O. Box 146
Grottoes, VA 24441
540-249-5705
acollier@ci.grottoes.va.us

SPECIFICATIONS FOR REQUEST FOR PROPOSAL
POOL RENOVATIONS

I. SCOPE OF SERVICES

The Town of Grottoes is requesting proposals from qualified contractors to inspect, renovate, refurbish, expand, and upgrade equipment, as follows:

1. Main Pool: inspect, repair/renovate, and add new equipment/features.
2. Children’s Pool: inspect, repair/renovate, using children’s pool to create beach entry to main pool.
3. Chemical / Pump room: Inspect/repair, install new chlorination system, replace sand in filters.

This project is intended to be a turnkey contract with work to begin on or about September 2nd, 2019

A MANDATORY PRE-PROPOSAL MEETING WILL BE HELD ON-SITE JUNE 26TH AND JULY 2ND AT 10:00 A.M. THOSE INTERESTED MUST ATTEND ONE OF THE PRE-PROPOSAL MEETINGS. POOL WILL BE DRAINED FOR INSPECTION.

II. BACKGROUND

The Town of Grottoes pool is located at Grand Caverns, which is owned and operated by the Town. The pool was built in the 1970s and has been used seasonally since that time. The pool is a Y-shape with a separate children’s pool. The main pool ranges in a depth of 3 feet to 9 feet. The pool was lined with a fiberglass liner and has not held up to use as expected. The fiberglass has cracked, bubbled up and chipped throughout the years. We have patched it in several areas however now are wanting a complete overhaul and replacement with a different material.



III. TECHNICAL SPECIFICATIONS

1. Contractor shall furnish all labor, equipment, and materials to inspect, renovate, and update the main pool as follows:
 - a. **INSPECTION:** inspect all interior surfaces, ladder connections, drains, returns, expansion joints, and all other parts located in the main pool. Plumbing will be pressure tested.
 - b. **RENOVATION:** remove the existing fiberglass liner and coping stones. Install new plaster liner and coping stones, to include a tiled threshold where liner and stones meet. Plumbing shall be repaired and/or replaced as needed where it meets the liner.
 - c. **UPGRADES:**
 - i. Installation of a beach entry that will connect the existing children's pool to the main pool. To include removal of 3ft chain link fence and repair of concrete decking.
 - ii. Installation of new Water Umbrella feature inside the beach entry.
 - iii. Installation of six (6) swim lanes, to include in-wall anchors and tiled floor lines.
 - iv. Installation of ADA compliant steps in the shallow end of main pool.
 - v. Installation of ADA compliant permanently mounted lift.
 - d. **ADA Requirements:** After completion, pool shall meet all ADA requirements, including slope requirements for the beach entry.
 - e. **MATERIALS LIST:** Proposals shall include information on specific tiles, sealing materials, paints, and other materials/equipment proposed. The Town reserves the right to approve final material selection.
 - f. **CHEMICALS:** Contractor shall supply all chemicals for initial water balance and water treatment to prevent staining or damage to new plaster.

2. Contractor shall furnish labor, equipment and materials to inspect and renovate the chemical / pump house as follows:
 - a. INSPECTION: Inspect all plumbing, filters, pumps, flow meters, gauges, valves, and/or other equipment currently inside the pump house.
 - b. RENOVATION:
 - i. Replacement of sand inside filters.
 - ii. Replacement of any plumbing, filters, pumps, gauges, valves, and/or other equipment currently inside pump house as deemed necessary by contractor for efficient operation and turn-key project. Contractor shall inform the Town during negotiations what these are and costs involved.
 - c. UPGRADES: Installation of new chlorination system that is more efficient.
3. Contractor shall consider and/or price if applicable the following options:
 - a. Contractor should be aware the Town is interested in the patio to the North-East of the children's pool to have basic water features for children in the future, if possible. If applicable, plumbing should be planned in advance to at least not disturb the new beach entry for future projects. Contractor shall describe to the Town their plan for this consideration in their proposal.
 - b. Contractor should be aware the Town is interested in a large enclosed pool slide to be installed in the future. Contractor should take consideration on placement and plumbing needed and describe this to the Town in their proposal.
 - c. There is one known broken skimmer return line, located on the South West of the pool near the lifeguard stand. This skimmer return line will need to be repaired / replaced.

IV. MISCELLANEOUS CONDITIONS

1. Owner will drain and clean pool for work and refill pool once all work is accepted.
2. Bonds Required: Simultaneously with deliver of the executed contract, the Contractor agrees to furnish a surety bond or bonds as security for faithful performance of this contract and for the payment of all persons performing labor on the project under the

contract and furnishing materials in connection with this contract. Both payment bond and performance bond shall be in the amount of 100% of the contract price, including retainage.

3. Work must begin on or about September 15th, 2019, unless delays are made in the negotiation process with the Town having sole authority on delaying work start date.
4. All work shall include a 12 month warranty with the Town's acceptance of the completed project. Offerors shall include in their proposal any warranties in excess of this.
5. All concrete will be replaced in a workmanlike manner keeping with accepted construction and industry standards and practices. Pricing for concrete re-surfacing, such as re-decking, shall be provided with final color choice to be made by the Town.
6. Contractor shall provide Town Staff with written shut down procedures for all new structures or equipment.
7. Any required Town or Augusta County permits must be obtained by the contractor at the contractor's expense.
8. The successful contractor must have a valid Town of Grottoes Business License which can be obtained at the Grottoes Town Hall, 601 Dogwood Avenue, Grottoes, VA.

V. TERMS AND CONDITIONS

Proposals should be as thorough and detailed as possible so that the Town may properly evaluate the capabilities of respective offerors to provide the required services. Offerors are required to submit the following items for a complete proposal:

1. A statement of the offeror's understanding of the work to be performed in accordance with the timeline, to include an estimated date of completion.
2. Information as to the offeror's background and experience relative to the services being requested.
3. Costs associated with every project within the Scope of Services and a Grand Total for entire project.
4. Complete literature and description of equipment being offered.

5. Listing of previous clients who may be contacted as reference, for whom similar services have been provided.
6. Agreement to provide the Town of Grottoes a copy of their General Liability, Vehicle Liability, and Worker's Compensation Insurance prior to beginning work. Insurance shall be in amounts not less than \$1,000,000, \$500,000, and \$500,000 respectively and shall list the Town as an additional insured.
7. Provide Virginia's State Contractor License number.
8. Any other special experience and qualifications relative to this project.
9. Any other information or statements as deemed necessary throughout this RFP

VI. REVIEW AND AWARD

To be considered for selection, offerors must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the rejection of the incomplete proposal.

Proposals shall be signed by an authorized representative of the offeror. Three (3) copies of the proposal must be submitted to the Town.

The following criteria, not necessarily listed in the order of importance, will be used in evaluating the responses to this RFP with weighting as determined in the sole discretion of the Town:

1. Scope of services to be provided, as described in the proposal.
2. Cost of proposed project. Detailed costs shall be provided to allow the Town to evaluate costs to select specific options.
3. Timeframe for beginning and completing work.
4. Previous experience and applicability to services requested.
5. References.
6. Credentials of project team proposed to perform work.

PROCUREMENT GUIDELINES

I. COMPETITIVE NEGOTIATION

The procurement method is competitive negotiation of other than professional services, as defined in Section 26-5 of the Town of Grottoes Code. This Request for Proposal indicates, in general terms, the nature of the project and services being sought. Each offeror is to submit the proposal(s) that best suits the needs of the Town.

The specific requirements for the contents of the proposals are contained in the RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the Town. In order to procure the project that best suits the needs of the Town, the competitive negotiation process and evaluation criteria consider factors in addition to cost.

II. AWARDING THE CONTRACT

The award of a contract shall be determined in the sole discretion of the Town based upon the evaluation of all information as the Town may request. The Town reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of the Town.

The evaluation process shall be based upon the criteria set forth in Section VI of this RFP. Price will be considered but will not be the sole determining factor. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the RFP. Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offerors so selected, the Town shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

The Town of Grottoes shall endeavor to award the contact within sixty (60) days from receipt of proposals. Notice of award will be mailed to the offeror.

III. REJECTION OF PROPOSALS

The Town reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new Request for Proposal, or make modifications, corrections, or additions to the information contained herein.

IV. COSTS FOR PROPOSAL PREPARATION.

Any costs incurred by offerors in preparing or submitting proposals are the offeror's sole responsibility; the Town will not reimburse any offeror for any costs incurred as a result of the preparation of this Request for Proposal.