



Request for Proposals

Stayton Family Memorial Pool
Facility Audit

RFP COORDINATOR:

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362 N. Third Avenue, Stayton, Oregon 97383
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The City of Stayton (“City”) requests proposals from qualified and experienced firms, partnerships, corporations, associations, persons, or professional organizations (“Firm” or “Firms”) with expertise in swimming pools to perform a facility audit of the Stayton Family Memorial Pool in Stayton, Oregon.

The intent is to hire a firm who will provide a report which the City will utilize in making decisions about the Stayton Family Memorial Pool. The report will include an analysis of the existing pool facility including but not limited to the pool, building, slide, restrooms, infrastructure, and operations.

The City reserves the right to reject any and all proposals at its sole discretion. Each respondent must reply to this RFP by supplying a proposal with all relevant information which meets the requests and standards set forth in this RFP. The primary contact is:

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SECTION 1: INTRODUCTION

The Stayton Family Memorial Pool opened in 1977 as an outdoor community pool. In 1997, the Marie Madlinger Trust funded the covering of the pool which allowed the facility to be open to the community year-round. Our facility offers a wide variety of activities including water movement and aerobics, lap swim, swim lessons, swim team practices, private rentals, and open swim. The facility also offers a water slide which operates when staffing allows. The Pool is funded through a combination of a local option tax levy, user fees, memberships, and a General Fund subsidy.

The Stayton Family Memorial Pool, located at 333 W. Burnett Street, was the original and only location of the public pool since its opening in 1977. The Pool has been partially funded through a local option over several years, grouped in an operations levy with the Library and Parks for several years. After the failure of a levy renewal on the ballots in May and November 2020, the levy was split into two separate five-year levies – a Library levy and Recreation (Parks and Pool) levy. The new levies passed in May 2021 with the Recreation levy at a rate of \$0.50 per 1,000 square feet of assessed value. The Recreation levy is split evenly between the Parks and Pool. The levy will be up for consideration once again by voters in May 2025.

During their 2023 goal setting session, the City Council established a goal of improving the City’s infrastructure and support maintenance with sustainable funding. One of the objectives for this goal was to complete an analysis of the aquatic facility to understand capital and operational needs for the future.

The City is looking for a facility report which details the current state of our pool facility including mechanical, structural, and operational issues.

SECTION 2: SCOPE OF SERVICES

The report submitted by the prospective firms must include a scope of services that includes the following:

- A. A site inspection to review the pool for deficiencies regarding current local health code, federal law, and industry standards.
- B. Identification of components that are at or near the end of life and will be costly to replace or repair due to age, construction or other reasons is needed.
- C. Ideas for the Pool complex to be more financially self-sufficient.
- D. Preparation of a brief written analysis of the current condition of the pool and associated pool equipment. Analysis will include recommendations for the future of the facility, identification of needed/recommended improvements, high level cost for said improvements and prioritization of projects.
- E. Presentation of findings to staff and Council (virtual will be acceptable).

Final Report and Presentation

The final product will be both a written and digital report to City staff and the Council, as well as an in-person presentation at a public Council meeting.

SECTION 3: SUBMISSION REQUIREMENTS

Content of Proposal: To be considered for selection, each firm must submit, at minimum, the following information in keeping with the following format and identifying each item by number and letter.

- A. Letter of Introduction.** Briefly describe the firm and the name, address, email, and phone number of the contact person, as well as a summary of the respondent's understanding of the scope of services and the respondent's proposed overall approach to the scope of services. This letter should indicate features, skills and/or services which distinguish the firm, and state why your firm believes it to be the best qualified to perform these services. Describe the firm's management philosophy and style in providing services to public sector clients. Indicate if any conflicts of interest exist or could arise due to working with the City. Each proposal shall be concise, well organized, and be able to demonstrate the firm's professionalism and ability to successfully complete the project as outlined in this RFP.
- B. Statement of Qualifications.** Identify contracts the firm is currently undertaking of a similar nature and has undertaken in the last five years, preferably in Oregon. Please provide details of the services provided under each contract.
- C. Personnel and Resources.**
 - 1. Provide the information of key personnel, including their names, title, experience, and qualifications of the management who will provide oversight of the contract.
 - 2. Provide the information of the personnel who would be providing direct services to the City.
 - 3. Provide the office location that would be servicing the City, and the staffing level at that office.
- D. Prior Experience.** Provide at least three (3) references, from recent work, which we may contact for verification of the respondent's experience and qualifications. At least two of these references should be public agencies for which similar work was performed. Please provide the names, telephone numbers and email contact for the personnel who will be contacted. We prefer the contacts are either in Oregon or neighboring states and be in rural communities.

- E. **Fees and Compensation.** Please provide proposed scope and budget, identifying any additional fees, costs, expenses, or reimbursable fees for which the Firm would be seeking compensation. In addition, please include a current fee schedule for the types of service(s) you offer, including public engagement. Please also provide detailed information on your billing practices (i.e., lump sum, percentage-based, other)
- F. **Single Point of Responsibility.** The City expects to have a single point of contact/authority for this contract. All subcontractors are to be listed in the RFP response and subject to approval by the City. A single point of contact must be identified in the proposal.

SECTION 4: RFP INSTRUCTIONS AND RESPONSE

Proposal Submittal: Firms will prepare proposals in compliance with all the instructions outlined in the RFP. Partial or incomplete proposals may be rejected. An official with the legal authority to bind the Firm must sign the proposal. All proposals must be firm for 180 days following the proposal period. The submission of a proposal shall not in any manner oblige the City to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

All RFP documents are available for download on the City of Stayton’s website at:

https://www.staytonoregon.gov/page/docs_rfp

RESPONSES MUST BE SUBMITTED ELECTRONICALLY:

CityGovernment@staytonoregon.gov

Tentative Schedule: Below is the City’s *tentative* timeline (subject to change):

| | |
|--------------------------------|----------------------------|
| Request for Proposals Issued | August 7, 2024 |
| Deadline for Questions at Noon | August 21, 2024 |
| Proposals due at 5:00 PM | September 4, 2024 |
| Interviews (if necessary) | Week of September 9, 2024 |
| Contract Awarded | Week of September 16, 2024 |

Evaluation of Proposals: Proposals will be evaluated based on the following criteria (the order of these criteria does not necessarily reflect priority of any individual criterion over another):

1. Responsiveness to the Request for Proposals
2. Experience and qualifications of the Firm
3. Experience and qualifications of the assigned individuals
4. Satisfaction of previous clients
5. Fee proposal

Proposals submitted will become the property of the City and subject to laws adopted by the State of Oregon.

Items Required of Successful Consultant: The successful Firm shall enter into a Consulting Services Agreement with the City of Stayton and submit the following items within ten (10) days of notice of award:

1. Copy of Certificate(s) of Insurance and endorsements naming the City as an additional insured.
2. Completed IRS W-9 tax form.

Award of Contract: Upon review, the review committee will select the successful bidder. By submitting a proposal, the Firm agrees to sign and be bound by the requirements stated in this RFP. Firms must be in compliance with all local, county, state business licensing, bond, and insurance requirements. Certificates of insurance with the City named as additional insured are required prior to contract execution. Unless otherwise stipulated, the Firm shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work as outlined in the contract and bid. A final timeline of work completion will be negotiated in good faith prior to contract execution.

Indemnification: The Firm shall indemnify and hold harmless the City and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the Firm's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use there from, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Firm, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Firm shall similarly protect, indemnify and hold and save harmless the City, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Firm's breach of any of its obligations under, or the Firm's default of, any provision of the Contract.

The City of Stayton does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services. For disabled persons needing reasonable accommodation to apply for, attend or participate in a City service, program, or activity, call (503) 769-3425 as far in advance as possible.

Attachments:

- Map of current pool location – Exhibit A

