Request for Proposals (RFP) for Pool Consultants
Rebuild: Lawncrest Recreation Center

Community Ventures, a non-profit, 501(c)(3) developer, has been selected as one of 20 non-profit organizations called “Project Users” to manage Rebuild projects. This RFP is to solicit proposals from qualified applicant vendors to provide pool consulting services to evaluate the current conditions of the swimming pool located on the grounds of the Lawncrest Recreation Center, an existing recreation center which is part of the City of Philadelphia’s Rebuild program. Rebuilding Community Infrastructure (Rebuild) is a City of Philadelphia program to invest hundreds of millions of dollars to improve neighborhood parks, recreation centers, and libraries.

RFP Overview

The intent of this RFP is to have pool consultants provide information about their experience, qualifications and a fee proposal in order to be considered as consultants to evaluate the working conditions of the swimming pool and related equipment/ systems, and to make recommendations for needed repairs and improvements located on the grounds of the Lawncrest Recreation Center, an existing recreation center located at 6000 Rising Sun Avenue, Philadelphia, PA 19111.
Request for Proposals / Vendor Services
Issue Date: July 14, 2020
Due Date: July 27, 2020 at 4 p.m.

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Section I - Project Overview and General Information

A. Purpose of Request:
The intent of this RFP (Request for Proposals) is for Community Ventures to solicit pool consulting services from vendor applicants who will provide information about their experience, qualifications, and fee proposal in order to be considered as consultants to assess the working conditions of the swimming pool on the grounds and make recommendations for improvements at the Lawncrest Recreation Center.

Through this RFP submission, applicants will be contracted with Community Ventures, who is managing the Rebuild Lawncrest Recreation Center improvements.

B. Rebuild Program Goals:
Made possible by the Philadelphia Beverage Tax, Rebuild will invest hundreds of millions of dollars in improving community facilities. Through its projects, Rebuild will:
- Make physical improvements to parks, recreation centers and libraries.
- Promote diversity and economic inclusion. Rebuild will support minorities and women who work (or want to work) in the design and construction industries.
- Engage with community members to leverage their knowledge, power, and expertise. Community feedback will inform the improvements that are made to facilities.

For more information see phila.gov/programs/rebuild

C. Anticipated applicant services included in RFP
The Lawncrest Recreation Center is an existing Philadelphia Parks & Recreation facility located at 6000 Rising Sun Avenue, Philadelphia, PA 19111.

A report assessing the pool and filtration equipment was performed in August 2016 and will be made available to the selected vendor. The following are known current issues:
- Deck drainage issues
- Pool equipment
- Pool surface condition

Services included in this RFP:
- Evaluation of the swimming pool basin, deck, apron and its overall structural integrity,
- Evaluation of all related and relevant systems and equipment, including but not limited to: filtration, plumbing piping, electrical, controls etc.
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- Production of a report including:
  - detailed observations of the working condition of the swimming pool, its components and related systems. Identification of working status should include if they are in good working condition, their typical life expectancy and expected remaining service life (if applicable).
  - best practice recommendations for repair and/ or replacements.
  - Photographs of current conditions and deficiencies
  - related drawings/diagrams as needed to clarify areas of repairs
- Report should also include a cost estimate for all recommendations including equipment, labor (at prevailing wage rate), and any additional invasive investigations (if needed).

The final proposed scope of work by the selected vendor will be approved by Rebuild and PPR. All inspections are to be non-invasive. If invasive work is required, the report should identify the method recommended to be used and the associated cost. Any scope that is potentially destructive or invasive will require PPR permit paperwork.

During the period of this RFP, applicants are advised to refrain from accessing the site without properly notifying Community Ventures and PPR. A tour of the facility can be arranged ahead of the proposal due date if requested. In which case CV will coordinate with all potential applicants who wish to attend. In addition, due to the remaining restrictions related to COVID-19, consultants will be asked to follow Community Ventures COVID-19 safety plan and any additional requirements by state and local governments.

Insurance Requirements
Insurance requirements for professional services as required by Rebuild are as follows:
- General Liability: $1,000,000; PAID, the City and Community Ventures must be included as additional insureds
- Workers Compensation & Employers Liability: PA Statutory limits
- Automobile Liability: $1,000,000
  - Crime Insurance: To be determined by the City for each project; the coverage limit shall be based on the average amount of funds the Project User has on hand and should cover Project User’s employees or staff who have financial responsibilities related to the receipt and/or disbursement of funds. City shall be “loss payee” under this insurance policy

Proposal & Assessment Timeline:
- July 14, 2020: RFP Issued
- July 20, 2020: Deadline for submitting questions
- July 22, 2020: Responses to questions posted at www.community-ventures.org/opportunities
- **July 27, 2020 (4:00 pm): Proposals Due date**
- July 28-31, 2020: Phone or Online Interviews & final selection notification – Note final selection is contingent on vendor approval by Rebuild and PPR
- Week of August 3rd: Contract negotiation
- Week of August 10th: Site available for Assessment start – Vendor to propose Assessment & Report timeline
Section II - Qualifications Format, Content, and Submission Requirements; Evaluation Criteria

A. Qualifications Format
Qualification packages in response to this RFP must be PDF, file size not to exceed 10MB. Conform the organization of your proposal to the order and division sections outlined in Section II, B.

Proposers are reminded to be clear and concise in their response.

Submissions should be sent by July 27, 2020, 4:00 p.m. to rebuild@community-ventures.org

B. Proposal Content
Proposal packages submitted in response to this RFP must include the following information, in the sections and order indicated:

1. Applicant Identification Info
   - Company name, address, website
   - Contact name, job title, email and telephone number
   - MBE / WBE certification (if applicable)
   - Federal tax ID number or EIN
   - Applicant Basic Information:
     - Business status (i.e. corporation, partnership, LLC, for profit or not for profit, etc.)
     - Locations (include all offices)
     - Location of registration/license to complete work. (if applicable)
     - Number of years in business and business experience
     - All services provided by company (if additional to work which applying for)
     - Copy of Philadelphia business privilege license
     - Copy of Philadelphia Tax clearance-
       - Visit https://secure.phila.gov/revenue/taxcompliance/
   - Circumstances and outcome of any litigation, arbitration, or claims filed against your company in the last 5 years (if applicable).

2. Statement of Qualifications and Relevant experience
   Provide a description and images (if possible) of relevant past projects that are similar in nature, size and/or scope demonstrating your capacity to complete the scope of work outlined in section I.C. Services included in this RFP.

3. Key Personnel Resumes
   Include a resume for key staff members. Resumes should briefly describe relevant professional experience, professional licenses, any special skills and training.

4. Scope of work understanding & schedule
   Provide a description of the type of work/ explorations you will need to do to achieve the goals of the scope of work as defined in the RFP, including the different required stages, associated timeframes, and additional work/ explorations which should be done according to your professional opinion that are not included in this RFP. Identify the personnel and their qualifications who would be responsible for accomplishing the various stages of work.
List professional any other consultant(s) outside your business, if any, whom you propose would provide services not available in your company. Provide specific information documenting their work on similar projects. Please provide an itemized proposed schedule for the assessment from initial site visit to completion of a draft final report.

5. References: (one page maximum)
   Provide at least three references, preferably for projects that are described in the Statement of Qualifications and Relevant Experience section above. If applicable, Applicant should provide references for projects with other municipalities that are similar in size to the City of Philadelphia. For each reference, include the name, title, organization name, address, telephone number and email address.

6. Fee proposal and rate schedule
   Please provide an itemized proposed fee in response the services outlined in this RFP, including any additional work identified. Include as well a schedule of hourly rates by employee name and/ or classification.

C. Submission Requirements & Selection Criteria
   Vendor Proposals are to be submitted directly to:

   **Patrick Isaac, Program & Sustainability Manager**
   [rebuild@community-ventures.org](mailto:rebuild@community-ventures.org)

   It is the responsibility of the Applicant to assure and confirm receipt of delivery.

   All questions and communications are to be submitted directly to rebuild@community-ventures.org. The Rebuild Office will not be able to answer questions related to this procurement.

   **Selection Criteria:**
   Selection will be based on the following criteria (in no particular order) and only complete proposals in accordance with this RFP will be considered. Design team qualifications, overall experience and capacity
   
   - Similar project experience
   - Overall company experience
   - Understanding of project scope of work
   - Proposed fee

   Note: Final selection is contingent upon approval by Rebuild and Philadelphia Parks and Recreation.

D. RFP Declarations:
   Community Ventures reserves the right to:
   
   - Reject any or all offers and discontinue this RFP process without obligation or liability to any potential professional.
   - Accept other than the lowest priced offer.
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- Award a contract based on initial offers received, without discussions or requests for best and final offers.
- Request best and final offers from one or more Applicants.