

REQUEST FOR PROPOSALS

The Town of Newington is soliciting sealed proposals from experienced individuals or firms to assist the Town in evaluating its aquatic facilities. All proposals shall be submitted in accordance with the Town's specifications and on the form supplied by the Town. Proposal response forms and specifications are available in the Newington Town Manager's Office at 200 Garfield Street, Newington, CT 06111 and on line at www.newingtonct.gov, in the Doing Business, Bid Opportunities section. Any addenda shall be posted at this location. Proposals shall be received until 2:30 p.m. on Thursday, May 1, 2025 at the Newington Town Manager's Office, 200 Garfield Street, Newington, CT 06111, when they will be opened publicly. The Town reserves the right to reject any or all proposals.

Jonathan Altshul
Town Manager

RFP No. 2024-2025-5

Post 4/3

Questions 4/21

Responses 4/24

Due 5/1

Town of Newington
Request For Proposals for
Evaluation of Aquatic Facilities

The Town of Newington is accepting proposals from qualified individuals or firms (herein after referred to as “Consultant”) to assist the Town in conceptual plans for new or replacement aquatic facilities.

Background:

Newington is a well-established suburban community with approximately 31,000 residents, located just south of the City of Hartford. The Town currently has two pools, one at Mill Pond Park and the other at Churchill Park, both of which were constructed in the 1960s and require considerable maintenance expenses to keep operational every year. In addition, there are also wading pools adjacent to both pools. Both pools are open for eight weeks every summer from mid-June to mid-August. The Mill Pond Park pool received 20,035 visits in 2024 and 24,592 in 2023, while the Churchill Park pool received 19,780 visits in 2024 and 19,500 in 2023. Approximately, 99% of pool users are Newington residents. In addition, Mill Pond Park is heavily used for swim lessons by children attending the Town’s summer recreation camp, with a total of about 2,500 swim lessons conducted annually.

Objective:

Evaluation by a qualified and experienced consultant with a background in aquatics, recreation, architecture, engineering, or similar profession of the current conditions of both the Mill Pond Park and the Churchill Park pools, including the walls, floors, expansion joints, piping, pumps, skimmers, mechanical rooms, bathhouses, decking, fencing and any other equipment or structures necessary to operate the pools in a safe and appealing manner (collectively, the “pool features”).

Scope:

The evaluation shall include:

- 1) An evaluation of the current condition of the pool features, with pictures (including of piping and other pool infrastructure not readily visible) and narrative descriptions to document any deficiencies or areas of concerns, and proposed repairs, as appropriate. This evaluation shall also include core drilling of concrete to ascertain the integrity of the pool walls and floor. As part of this evaluation, the firm shall review the facilities to ensure compliance with the Americans with Disabilities Act.
- 2) Life expectancy estimates for the pool features.
- 3) Cost estimates for any repair work
- 4) A realistic timeline for completion of any repair work
- 5) Construction plans for needed repairs (if applicable)

Required Content of Proposal

1. Cover Letter/Executive Summary:

- a.** List the official name, address, phone number, and email address of the Consultant, the name of the principal contact person, and the person authorized to execute the contract.

2. Consultant Qualifications:

- a.** A description of the experience and qualifications of the Consultant and the staff members who will be performing the services.
- b.** A description of relevant pool and aquatics projects examples that have been completed within the last five (5) years in communities similar in size to Newington. Respondents are encouraged to provide links to where these projects or plans may be viewed publicly.
- c.** A list of at least three (3) relevant references including the name, title, phone number, email address, and description of the project completed.
- d.** A description of sub-consultants (if any) to be used on the project with a description regarding their involvement in the project and relevant qualifications.

3. Project Approach:

- a.** A description of the services and methods by which the work will be performed. The description for which shall include at a minimum:
 - i.** Consultant's understanding of the services to be provided.
 - ii.** Description of the proposed project plan, including the tasks or project components the Consultant believes are necessary for completion of the project and key deliverables.
 - iii.** A project timeline including all components of the project scope.
 - iv.** A description of what work, if any, the Town of Newington will be expected to perform.
 - v.** Recommendations for any critical project elements that may have been omitted by the Town and how they can serve to better the project overall.

4. Proposed Cost of Project:

- a.** Provide an all-inclusive "lump sum" detailed project budget.
- b.** Include any incidental expenses, such as copying, mailing, and travel-type charges which could be incurred by the Town separately or in addition to the project budget.
- c.** Proposals submitted in response to this RFP shall be valid for a period of at least 120 days from the submission date.

Proposal Submissions

Questions regarding this RFP may be directed to Jonathan Altshul, Town Manager, via email at jaltshul@newingtonct.gov until April 21, 2025. All questions and responses will be posted on the Town's website no later than April 24, 2025.

Responses will be accepted until 2:30 p.m. on May 1, 2025. Respondents should submit sealed responses, which include three (3) hard copies and one electronic copy to:

Lauren Rhines, Assistant Town Manager
Town of Newington
200 Garfield Street
Newington, CT 06111

After review of the Request for Proposals received, the Town will interview the consultants/firms it judges to be the most qualified to perform the required services based upon the criteria in this RFP. The following factors will be evaluated and weighted, as the Town deems appropriate, in the selection process:

- The technical competence of the consultant/firm;
- The consultant's/firm's experience on similar projects with towns comparable to Newington;
- The consultant's/firm's qualifications and the experience of key personnel;
- The consultant's/firm's proposal to work with and engage the public in a creative and interactive manner;
- Reputation of the consultant/firm based on references;
- The expected quality and description of the deliverables that the consultant can provide for the established budget;
- The consultant's/firm's ability to schedule the project;
- An evaluation of the fee proposal.

Hold Harmless

- a. Consultant agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:
 1. Any breach by the Consultant of the terms of the specifications, or
 2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the town of Newington or the Consultant or subconsultants or material men, or
 3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or

4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Consultant any subconsultant or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

Insurance

- a. Consultant shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from notice of award. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut and that has a current A.M. Best's rating of A-(VII) or better. Insurance coverage shall remain in full force for the duration of the award/contract term including any and all extensions. All insurance, except for Professional Liability Insurance, shall be carried on an occurrence basis. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence

\$2,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

Such policy shall name the Town as additional insured.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes.

Employers Liability Limit

- \$500,000 each accident for bodily injury by accident

- \$500,000 for each employee for bodily injury by disease

Assumptions and Clarifications

1. All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the Consultant.
2. Respondents to this RFP shall include within their submission any instances in which the Consultant or its agents/employees have had to legally defend themselves related to the services provided.

3. The Consultants shall provide and maintain project files, status reports, payment records, schedules, field books, miscellaneous correspondence, inspection reports, delivery receipts, schedules, etc.
4. The Town of Newington reserves the right to reject any and all proposals, to waive any defects in the proposals received, and to select the Consultant considered the most advantageous to the Town, at the sole discretion of the Town.
5. The Town reserves the right to terminate any agreement resulting from this RFP, upon ten (10) calendar days' written notice of failure by the respondent to provide service to the satisfaction of the Town Manager.
6. Proposals received after the submission deadline and/or received unsigned shall be considered void and will not be considered.
7. All proposals, responses, inquiries, correspondence or other documents relating to this RFP will become the property of the Town of Newington once received. The Town reserves the right to use any or all ideas presented in any proposal, whether amended or not; selection or rejection of a proposal does not affect this right.
8. Proposals submitted in response to this RFP shall be valid for a period of at least 120 days from the submission date.