Request for Proposal for
Engineering Design and Project Management of
Chesterville Public Pool Upgrades
Township of North Dundas/Village of Chesterville

Submission Deadline is Wednesday, March 4th, 2015 at 12:00 noon

1.0 Background
The Chesterville Public Pool is located at 1 William Street, Chesterville and was constructed circa 1967.

The Township has been having problems with water lines as a result of the pool tank possibly being raised from it's original position approximately seven (7) years ago.

The displacement looks to be relatively even across the perimeter of the pool tank.

This displacement has also caused a significant raised lip between the precast edge coping and the pool deck slab on grade, which has become a tripping hazard.

According to an engineering report, the pool tank appears to be sound and serviceable.

The pool equipment, pumps and filtration system were replaced approximately three (3) years ago.

2.0 Observations

2.1 Description
The pool consists of a 30’x75’ concrete pool tank with a 3’-0” deep shallow end extending to a 10’-0” deep end.

The pool tank is finished with a Marbelite coating and ceramic tiled lane lines. The freeboard walls extend above the water line with ceramic tiles. The pool deck is a concrete slab on grade construction, 11’-0” wide on three (3) sides and 13’-0” on the side of the pool house building. The pool tank is capped by pre-cast concrete copings on all four (4) sides.

The adjacent pool house building is a single storey, with a split face concrete block exterior and a sloped, tin roof. Alterations to this building will be taken on by the Township of North Dundas and will be coordinated with the Pool Contractor.
The pool has two (2) step entries at the shallow end and four ladder entries. The anchors for a dive board at the deep end can be seen. The diving board has been removed, but a new one will need to be put in place.

There are two (2) lifeguard raised chairs mounted on the pool deck.

The entire pool deck is surrounded by an 8'-0" high chain link fence.

### 2.2 Pool Tank

A visual survey of the pool was conducted by an engineering firm in September, 2013. The report provided, concluded that the pool tank, although displaced from it’s original position approximately seven (7) years ago, appears to be sound and serviceable.

The displacement looks to be relatively even across the perimeter of the pool.

The Marbelite finish in the pool tank, is showing signs of deterioration and sections have been removed in the deep end. There is no evidence of major structural cracks telegraphing through the Marbelite. There is however, crazing in numerous areas and evidence of delamination and past patch repairs. It should be noted however, that the actual condition of the pool tank can only be confirmed once the existing Marbelite coating is removed and the concrete is exposed to view.

The pool tiles, grout and pre-cast copings generally appeared to be in good condition with no visible signs of loose tiles, cracks or missing grout.

### 2.3 Pool Deck

The pool deck consists of a poured concrete slab 11'-0" to 13'-0" wide on all four (4) sides of the pool. The slab has a slope away from the pool which varies between approximately 1.5% and 5%. The original slab has saw cut control joints at a regular spacing.

The concrete pool deck slab has numerous cracks throughout, many of which have been patched over and/or filled.

There appears to be the development of a significant vertical displacement between the precast edge coping and the pool deck slab on grade. The pool tank appears to have heaved up between 1 ½" & 2 ½”. This displacement has caused a raised lip that has become a tripping hazard.

The joint between the pool tank at the back of the coping and the concrete deck slab appears to have been patched on several occasions with a cementitious grout to “feather” this step in elevation.

Much of the patching grout appears to be failing with signs of crumbling, spalling and loosening from the substrate.

Beyond this, it appears that areas of the pool deck have been cut out to access pool piping for repair work. These areas have been temporarily patched with runner mats.
2.4 Pool Piping
The pool equipment, pumps and filtration system were replaced approximately three (3) years ago.

The Township has been having problems with water lines for more than seven (7) years and it is highly likely that the pool tank heave is the cause of displaced and damaged piping that are located under the concrete pool deck. It would appear that the pool tank heaved and the pool deck did not, resulting in the probable bending and/or shearing of underground pool piping.

The pipes have been excavated and repaired at various locations as evidenced by the repair patches on the pool deck.

The pool has been consistently using make-up water at a high volume during the entire swimming season and the pool jets blow a significant amount of air.

3.0 Scope of Services
Conduct initial site meeting with the Township of North Dundas to coordinate the project and confirm scope of work.

3.1 Tendering
a) Prepare construction drawings and technical specifications to be used for tendering including:
   - Removal and replacement of Marbelite pool finish over entire tank
   - *Removal of existing concrete cast in place pool decking
   - Replacement of concrete cast in place pool decking including reinstatement of deck fixture grounding and sub-drains
   - Review and repair or replacement of the skimmers, pool returns and main drain
   - *Installation of a diving board that is compliant with current health & safety codes
   - *Removal and replacement of chain link fence surrounding the new pool decking

*Provisional Items – work may be completed by Township Staff.

b) Prepare tender advertisement. Placement of ads to be completed by the Township of North Dundas.

c) Attendance and leading a mandatory site visit

d) Availability to address questions which may arise during the tender period

e) Bid evaluation and contract award recommendations to the Township

Bids (tenders) can be 'open', in which any qualified bidder may participate, or ‘select’, in which a limited number of pre-selected contractors are invited to bid. The Consultant will follow the Township’s public tendering procedures.

Once received, the Consultant will review the bids, seek any clarifications, ensure all documentation is in order, and advise the Township as to the ranking of the bids. If
the cost proposals fall in a range acceptable to the Township, the Consultant would then discuss the suitability of various bidders and their proposals. The Consultant may recommend accepting not necessarily the lowest bid, but considering other factors including past performance and quality of other work to influence the selection process.

In the unlikely event that all of the bids are in excess of the budgeted cost, the Township may elect to reject all bids and call a second round of bidding process or abandon the implementation of the project.

3.2 Work Schedule
The Township of North Dundas would like the pool tank and deck repair/replacement to begin the week of April 15th, 2015 and requires that it be completed by May 29th, 2015 so that the pool can open in time for the 2015 swim season. Therefore, time is of the essence! Proponents are asked to provide a timeline from contract award until the construction tender is awarded, including project design and issuance of the construction tender.

3.3 Construction
After the award of the construction tender, the Consultant will update the construction documents to incorporate addenda or changes. The necessary approvals/permits must be received for the construction process to begin. The Consultant will act as the Township’s agent to review the progress of work and, upon approval by the Township, issue site instructions, change orders, payment certificates or other documentation necessary to the construction process. The regular daily site inspections will be completed by the Township of North Dundas. Consultant will also provide, as needed, site inspection services. The Township reserves the right to hold twenty percent (20%) of the Consultant’s site inspection fee for a 3 month period or a period all parties concur that all the work is fully complete.

3.4 Commissioning and Start-Up
At the substantial completion stage of construction, the Consultant, in consultation with the Township, will confirm that construction has been completed as intended, and, the pool is fully functional. This is a prerequisite for both the system and structure start-up and for handing the project location back over to the Township.

3.5 Meetings
The Proponents should schedule an appropriate number of meetings and/or teleconferences necessary for the successful implementation of this project. The Consultant will prepare minutes for each meeting. Minutes will be distributed to all attendees, and, stakeholders, for comments within one (1) week of the meeting. The minutes will be finalized within 2 weeks of the meeting with final copies electronically distributed to all participants and stakeholders.

3.6 Documentation and Reporting
The Consultant’s documentation will include:
- Weekly progress updates
- As-built drawings (2 sets of blue prints and one electronic copy; within 2 months of start-up)
4.0 Unique Elements and Key Issues
The Consultant is encouraged to differentiate oneself from others by presenting innovative ideas and solutions

5.0 Insurance Requirements
The successful bidder shall at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Township with evidence of:

5.1 Commercial General Liability Insurance
Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than $5,000,000. per occurrence / aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; failure to perform; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause

Such insurance shall add the Township of North Dundas as Additional Insured with respect to the operations of the contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

5.2 Automobile Liability Insurance
Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than $2,000,000. inclusive for each and every loss.

5.3 Professional Liability Insurance
Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than $1,000,000. If such insurance is written on a claims made basis, coverage shall include a 24 month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Any deductible shall be subject to approval by the Township and cannot for any of the above-referenced insurance exceed $10,000. It is further agreed that all deductibles shall be the sole responsibility of the Respondent.

The Policies shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.
5.4 **Indemnification and Hold Harmless**
The contractor shall indemnify and save harmless the Corporation of the Township of North Dundas, their officers and employees from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.

6.0 **Proposal**
To assist the assessment process, technical and cost proposals are requested to be submitted in separate envelopes.
The selection of the engineer will be through an evaluation of the proposals based upon the following criteria;
1) Technical Proposal (15 points)
2) Timeliness – Completion of design and specifications for bidding and recommendation on contract award. (20 points)
3) Experience with similar types of projects. Engineer shall provide examples of public pool repair/replacement projects along with reference information. The engineer will provide information of the key personnel who will be working on this project. (15 points)
4) Cost of engineering services- A breakdown of the cost for surveying, design and inspection costs shall be provided as a part of the Proposal. (50 points)

6.1 **Technical Proposal**
The technical proposals are expected to discuss the following:
- Consultant project team;
- Project understanding and schedule
- Detailed work plan
- Quality of the project and cost control
- References (at least three references of similar undertaking with contact information provided)
The submission of a Gantt chart is not required.

6.2 **Cost Proposal**
The cost proposal shall clearly identify the project manager and key project team members, along with their individual hourly contribution to this project and their hourly charge rate. The total project cost shall be provided with a break down showing (1) engineering design, (2) tendering, (3) site inspection, (4) post-construction services, (5) contract administration, (6) incidental cost.

6.3 **Proposal Submission**
Questions should be directed to Meaghan Meerburg, Director of Recreation & Culture, at 613-774-2105 or mmeeburg@northdundas.com

Interested engineering firms shall submit three copies of their proposal marked “Chesterville Public Pool Project Engineering Services” to:

The Township of North Dundas
Attn: Meaghan Meerburg, Director of Recreation & Culture
636 St. Lawrence St
Winchester, ON
K0C 2K0

Submission deadline is Wednesday, March 4th, 2015 at 12:00 noon