

# REQUEST FOR PROPOSALS

## Professional Consulting and Design Services Outdoor Pool & Pool Building Reconstruction

The Central Coast Regional District is seeking proposals from qualified Architectural/Engineering design teams with demonstrated experience in design and engineering of outdoor aquatic facilities.

Proposals clearly marked “**Request for Proposals – Professional Consulting and Design Services – Outdoor Pool & Pool Building Reconstruction**” will be accepted until **1 PM PDT on July 11, 2023** by hard copy or electronic submission to [pwm@ccrd.ca](mailto:pwm@ccrd.ca)

Proposal documents and further information are available online at the BC Bid at <https://www.bcbid.gov.bc.ca>

The Central Coast Regional District reserves the right to accept or reject any or all proposals and to waive any informality in the proposals received, in each case without giving any notice. The Central Coast Regional District reserves the right to accept the proposal which is deemed most advantageous.

Fax submissions will **not** be accepted. The lowest or any proposal will not necessarily be accepted.

For further information, please contact:  
Operations Management Department  
E: [pwm@ccrd.ca](mailto:pwm@ccrd.ca)

## Overview

The Central Coast Regional District (CCRD) is undertaking the reconstruction of the Centennial Pool facility in Hagensborg, B.C..

CCRD wishes to enter into a service agreement with a Professional Architectural/Engineering Consulting Firm that can offer both architectural and engineering services for design, tendering and construction management of this project. This RFP invites proposals from qualified Architectural/Engineering design teams with demonstrated experience in design and engineering of outdoor aquatic facilities.

The Services required are described in detail in the attached Schedule A, Terms of Reference.

## 1. INTRODUCTION

### 1.1. Form of Contract

The Preferred Proponent will enter into a form of contract for the delivery of the services based on the Proponent's proposal, the terms within this RFP, and negotiations with the Regional District.

### 1.2. Definitions

In this RFP the following definitions shall apply:

**"Closing Time"** has the meaning set out in Section 2.1;

**"Contract"** means a formal written contract between the Regional District and a Preferred Proponent to undertake the services;

**"Office"** means the office of the Central Coast Regional District located at 626 Cliff Street, Box 186, Bella Coola, BC V0T 1C0;

**"Preferred Proponent(s)"** means the Proponent(s) selected by the Regional District to enter into negotiations for a Contract;

**"Proponent"** means an entity that submits a Proposal;

**"Proposal"** means a proposal submitted in response to this RFP;

**"Regional District"** means the Central Coast Regional District;

**"Regional District Representative"** means the individual or position identified in section 2.5 hereof;

**"RFP"** means this Request for Proposal.

## 2. INSTRUCTIONS TO PROPONENT

### 2.1. Closing Time and Address for Proposal Delivery

Proponents have the option to submit proposals via email (in PDF Format to [pwm@ccrd.ca](mailto:pwm@ccrd.ca)) or hard copy to the Regional District delivered to the following address:

ATTN: Operations Management  
Central Coast Regional District  
626 Cliff Street, Box 186  
Bella Coola, BC V0T 1C0

Proposals must be received:

- (a) on or before the following date and time (the “Closing Time”):  
**Time: 1:00 PM PST**  
**Date: July 11<sup>th</sup>, 2023**

It is the Proponent’s sole responsibility to ensure its Proposal is received at the email address set out above by the Closing Time.

Proposals received by fax will not be accepted.

Proposals will be opened in private by the Regional District after the Closing Time.

### 2.2. Late Proposals

Proposals received after the Closing Time will not be accepted or considered and will be returned upon the Proponent’s request and at the Proponent’s expense.

### 2.3. Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out above, or submitted electronically via email in PDF format, at any time before the Closing Time but not after. Amendments received by fax will not be accepted.

### 2.4. Inquiries

**All inquiries related to this RFP will be directed in writing to the email address below** (the “Regional District Representative”):

Operations Management  
Central Coast Regional District  
626 Cliff Street, Box 186  
Bella Coola, BC V0T 1C0  
E: [pwm@ccrd.ca](mailto:pwm@ccrd.ca)

Information obtained from any person or source other than the Regional District Representative may not be relied upon.

Inquiries will be made no later than three (3) days before the Closing Time. The Regional District reserves the right not to respond to inquiries made within three (3) days of the Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the Regional District.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, will immediately notify the Regional District Representative. If the Regional District determines that an amendment is required to this RFP, the Regional District will issue an addendum in accordance with Section 2.5. Amendments to this RFP or any of the requirements stipulated hereunder must be in writing issued in accordance with Section 2.6 hereof to be effective.

**No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.**

### 2.5. Addenda

If the Regional District determines that an amendment is required to this RFP, the Regional District will post a written addendum on the Regional District's website at [www.ccrd.bc.ca](http://www.ccrd.bc.ca) and on BC Bid, that will form part of this RFP. No amendment of any kind to this RFP is effective unless it is posted in a formal written addendum on the Regional District website.

Upon submission of a Proposal, Proponents will be deemed to have received notice of all addenda that have been issued by the Regional District.

### 2.6. Examination of Documents

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules and all relevant documents, prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

## 3. PROPOSAL SUBMISSION FORM AND CONTENTS

### 3.1. Package

Proposals shall be submitted in the Proposal Format as outlined in Schedule B. For hard copy submissions, proposals shall be submitted in a sealed package, marked on the outside with the Proponent's name and title of the project.

### 3.2. Form of Proposal

The Regional District reserves the right to waive any informality in Proposals, or non-compliance with any formality required under this RFP (whether or not material), reject any or all Proposals or accept the Proposal deemed most favorable in the interests of the Regional District, in the Regional District's sole discretion. Furthermore, the Regional District reserves the right to negotiate with any proponent in its discretion.

### 3.3. Signature

The Proposal shall be signed by a person authorizing to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;

- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Regional District that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Proponent is an individual, including a sole proprietorship, the name of the individual should be included.

## 4. EVALUATION AND SELECTION

### 4.1. Evaluation

The Regional District will evaluate the Proposals by applying the evaluation criteria described in Appendix A to identify the most suitable Proponent. The criteria will be applied without priority or weighting established in advance of the evaluation. The Regional District will apply the criteria evenly and fairly to all Proposals.

### 4.2. Additional Information

The Regional District may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Regional District may make such requests to only selected Proponents without advising other Proponents or providing them with an opportunity to respond to such questions or to provide additional information. The Regional District may consider such clarifications or additional information in evaluating a Proposal.

### 4.3. Regional District's Discretion in Evaluation

The Regional District may, in its sole discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking of any aspect of a Proposal, including if the Regional District considers that any Proposal or any part of a Proposal requires clarification or more complete information, contains defects, ambiguities, alterations, qualifications, omissions, inaccuracies or misstatements, or does not for any reason whatsoever satisfy the Regional District that the Proposal meets any requirements of this RFP at any time, or for any other reason the Regional District in its discretion deems appropriate and in the interests of the Regional District and this RFP, or either of them:

- (a) waive any such defect, ambiguity, alteration, qualification, omission, inaccuracy, misstatement or failure to satisfy and any resulting ineligibility on the part of the Proponent;
- (b) independently consider, investigate, research, analyse, request or verify any information or documentation whether or not contained in any Proposal;
- (c) request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the Regional District, including the time, location, length and agenda for such interviews or presentations;
- (d) conduct reference checks relevant to the Proponent to verify any and all information regarding a Proponent and to conduct any background investigations that it considers necessary in the course of the RFP process, and rely on and consider any relevant information in the evaluation of Proposals;
- (e) conduct credit, criminal record, litigation, bankruptcy, taxpayer information and other checks;

- (f) seek Proposal clarification with Proponents to assist in making its evaluation;
- (g) not proceed to review and evaluate, or discontinue the evaluation of any Proposal, and disqualify the Proponent from this RFP; and
- (h) request clarifications or additional information from a Proponent with respect to any Proposal, and consider such clarifications or additional information in evaluating a Proposal.

#### **4.4. Selection of Proponent**

The Regional District will select the Proponent which it determines is the most advantageous to the Regional District based on the Evaluation Criteria set out in Appendix 1. The Regional District is not bound to accept the lowest priced Proposal. The Regional District reserves the right to accept or reject any Proposal in whole or in part. The Regional District's ratings of Proponents may be subjective and it is the Regional District's intent that the evaluation of each criteria will be relative to the strength of the other Proposals received. A Contract may or may not take place as a result of Proposals received.

#### **4.5. Good Faith Negotiations**

By submission of its Proposal, the Proponent agrees that if at any time in the 60 days from the Closing Time it is selected by the Regional District to enter into negotiations for a Contract, the Proponent will, in good faith, participate in negotiations with the Regional District and use reasonable commercial efforts to reach agreement and finalize a Contract with the Regional District based on the Proponent's Proposal.

#### **4.6. Negotiation of Contract and Award**

If the Regional District selects a Preferred Proponent(s), then it may:

- (a) Invite the Preferred Proponent(s) to enter into discussions with the Regional District to reach agreement on a final Contract with the Preferred Proponent(s); or
- (b) Enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Contract(s), including financial terms. If discussions are successful, the Regional District and the Preferred Proponent(s) will finalize the Contract(s);
- (c) If at any time the Regional District in its sole discretion, forms the opinion that an agreement acceptable to the Regional District is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the Regional District may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some other manner.

## 5. GENERAL CONDITIONS

### 5.1. No Regional District Obligation

This RFP is not a tender and does not commit the Regional District in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the Regional District reserves the right in its sole discretion to at any time reject all Proposals, and to terminate this RFP process.

### 5.2. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Regional District relating to or arising from this RFP. The Regional District and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Proponent in the preparation and submission of a Proposal, or the participation in negotiations for a Contract, or any other activity related to or arising out of this RFP.

### 5.3. No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under or arises from this RFP prior to the signing of a formal written Contract.

### 5.4. Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

### 5.5. Confidentiality

All submissions become the property of the Regional District and will not be returned to the Proponent. All submissions will be held in confidence by the Regional District unless otherwise required by law. Proponents should be aware the Regional District is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

### 5.6. Insurance

The successful Proponent will, in the event of award, be required to provide to the Regional District, within ten (10) days of award:

- (a) proof of public liability insurance for injury, property damage or death arising from the Proponent's operations under the agreement in an amount not less than **FIVE MILLION (\$5,000,000) DOLLARS** naming the Central Coast Regional District as additional named insured;
- (b) proof of professional liability insurance in an amount of not less than **TWO MILLION (\$2,000,000) DOLLARS**; and
- (c) proof of registration with WorkSafe BC.

## Schedule A

### Terms of Reference

#### Introduction

The Centennial Pool is a small outdoor pool facility located in Hagensborg, B.C.; an unincorporated hamlet located in the Bella Coola Valley. The pool was constructed in 1967 and is owned by and operated as a service of the Central Coast Regional District. The pool is typically open for the months of June, July and August.

In 2017, Carscadden Stokes McDonald Architects Inc. was hired to complete a feasibility study and conceptual design for reconstruction of the pool tank and mechanical system at the Centennial Pool. The feasibility study was used to help secure funding through multiple grant funding sources. The latest funding secured is targeted towards replacement of the pool building, in addition to the pool tank, decks and mechanical system.

The pool building component of the project is the most time sensitive with respect to meeting grant deadlines. The funding for this portion of the project is through the Provincial Community Economic Recovery Infrastructure Program (CERIP) and funders are anxious to see construction activities underway as soon as possible. CCRD envisions having to undertake phased construction in order to maintain access to this funding, which makes up approximately one quarter of the \$4.25 million in currently available funding.

In order to expedite start of construction, the CCRD is inclined to utilize a Contract Management project delivery model by hiring a local construction manager to deliver the building envelope portion of the project. The construction manager would be supported by the Architectural consultant in delivering this portion of the project.

As the pool building portion of the project is underway, design work would be finalized on the pool basin and mechanical system, and CCRD staff would work with the Architectural consultant to determine the most effective project delivery method for this phase.

This project will require the services of an Architecture/Engineering team that is familiar with the challenges of delivering projects in isolated communities. The successful proponent will focus on practical, functional and cost-effective design, with cost certainty as the top priority.

Proponents are welcome to visit the existing pool facility in advance of submitting a proposal, however we recognize that due to the remote location and short time frame for proposal submission, this may not be practical. Inspections are by appointment only and must be completed within three (3) days of the closing date of this RFP. To make an appointment, proponents are to contact the Operations Manager:

Ken McIlwain  
Operations Manager, Central Coast Regional District  
[pwm@ccrd.ca](mailto:pwm@ccrd.ca)  
250 799 5291





### Schedule A (cont.)

#### Scope of Work

The successful proponent will supply a qualified team of Registered Architects, Professional Mechanical, Structural and Electrical Engineers that will deliver a conceptual design, schematic design, detailed design, construction drawings and specifications, construction tender documents and construction administration. Acting as the owner's representative and a key member of the Project Team, the successful proponent will be responsible for working with Vancouver Coastal Health to secure required construction permits, and will see the project through, to and including the final commissioning stage.

There are no building permits or development permits required by the regional district for this project.

#### Project Specifications

##### General Requirements

The CCRD requires the services of a qualified architectural/engineering consultant to:

- Meet with the Project Team to determine and review project objectives, requirements, scheduling, grant funding requirements.
- Prepare a concept design for CCRD Board approval, based loosely on the 2017 conceptual design by Architect Bruce Carscadden (See Appendices 3 & 4), with the addition of a new pool building. The deliverables in the grant contracts include construction of a new 25m, 4-lane pool basin, a hot pool, new mechanical system and a new pool changeroom/mechanical building with a training room suitable for year-round use.

- Work with the Project Team to test the budget with an updated Class D project cost estimate report based on incorporating the minimum deliverables specified in the grant funding contracts. It is anticipated that construction cost escalation since the grants were originally sourced may require the Project Team and CCRD Board to look at modifications to the original proposed scope of work and confirm these with grant funders. Alternatively, the CCRD board may elect to seek additional funding if required.
- Following approval of the concept design and project budget, the Design Team will proceed to generating schematic design and test the budget with a Class C Cost Estimate Report and ensure structural, mechanical and electrical aspect of the design will perform properly.
- The Design Team will further develop the approved schematic design to address Owner concerns and ensure architectural, structural, mechanical and electrical aspects of the design will function and perform properly. A Class B cost estimate report will be prepared.
- Fully develop the detailed design, construction drawings and specifications to a stage where they are ready to issue for tender. The design and specifications must be in accordance with applicable regulations and legislation in the province of British Columbia. This will require coordination of permitting with Vancouver Coastal Health Authority.
- Complete construction tender documents with all necessary drawings, specifications and addenda. Serve as the point of contact for proponents during the tendering process in order to provide answers to questions or clarifications as needed. Provide technical assistance throughout the entire tender period, including preparation of addenda as required. The CCRD will assist with posting of opportunities on BC Bid, the CCRD webpage and other locations as deemed necessary.
- Assist the Project Team with review and evaluation of tender submissions for construction phases.
- Provide assistance and advice to the Owner in support of negotiations with the preferred bidder.
- Provide contract administration services throughout the construction phase.
- Complete all necessary inspections and provide quality assurance testing required to ensure contractor's work is completed in full compliance with contract documents.
- Provide advice to the Owner and Project Team in regards to owner requested changes to work.
- Provide advice to the Owner and Project Team in regards to requested changes to work originating from the general contractor, or claims arising due to extra work or delays encountered by the general contractor.
- Issue change work orders and specifications as required and as approved by the Owner.
- Act as payment certifier: review and certify payment for all progress claims made by contractors.
- Assess and make recommendations to the owner around achievement of substantial and final completion by the general contractor.
- Upon notification from the general contractor of substantial completion, inspect project works and provide the Owner and Project Team with a list of deficient and incomplete items of work.
- Work collaboratively with the Owner in order to ensure the project is delivered in full conformance with the objectives and within any imposed constrains.
- Ensure all permitting requirements are adhered to over the course of construction and any necessary reporting is completed as per terms and conditions of any issued permits.
- Prepare final record drawings and documentation for the project. Provide all drawings in pdf and AutoCAD format.
- Oversee and direct the commissioning of the upgraded facility.
- Ensure all O&M manuals, schedules and procedures are in place for CCRD Pool Staff.

- Pursuant grant funding requirements and the *Wood First Act*, determine the use of wood, expressed as a dollar amount and as a percentage of total material costs and provide to the Owner this information for the purposes of grant reporting.

## Schedule A (cont.)

### Project Budget

The total funding available for this project is approximately \$4,250,000. All hard and soft costs as well as contingencies must be accommodated in this amount. There is an additional \$50,000 available from the CCRD asset replacement fund that could be allocated towards new fixtures and equipment.

### Project Schedule

All work must be complete by May 31, 2026.

This project is under tight timeline constraints due to grant funding contracts and the desire to minimize impacts to the pool service by keeping the pool closure to no more than 1 season.

It is a challenge for the CCRD to navigate the 3 different grants and associated extensions that currently make up funding source for this project. The \$1 million dollar CERIP grant from the province of BC which is targeted at the pool building, is set to expire December 31, 2023. The province wants to see the start of the pool building construction this fall in order to contemplate any extension to this funding. If at all possible, the CCRD wants to make every effort to utilize this grant funding. An innovative approach to project delivery and the design phase will be required if we are to achieve this. One avenue the CCRD is exploring is to have the architectural/engineering consultant focus on the design work for the pool building in a way that would allow us to expedite project start-up by utilizing a Contract Management project delivery model whereby we could contract a construction/project manager to start demolition work this fall and at least get the site prep and perhaps some foundation work complete.

The larger Strategic Priority Fund grant for \$2.7 million dollars is targeted at the pool basin and mechanical system. It does not expire until June, 2026.

If there is any way to phase the project to avoid loss of a complete pool season, this would be considered very desirable. We understand this would be very challenging to achieve, but is a concern raised by stakeholders and is worthy of consideration.

A tentative schedule for the proposal process is defined below. Proponents shall outline in their proposal the schedule for completion of each task and any other innovative solutions around phasing of the project to meet grant funding agreement terms and impacts to pool season(s). The consultant should allow 2 weeks for the Owner's review of designs. In some cases, where board approval is required, it is important to note that the CCRD Board of Directors typically meets on a monthly basis.

Milestone Event	Date
Project initialization meeting	July 27, 2023
Draft Concept Design to Board for approval with updated Class C/D costing.	September 5, 2023
Demolition of existing pool buildings.	September 29, 2023
Pool building design completed to the extent needed to allow for site work and foundation layout to begin, assuming phased approach with pool building constructed under Contract Management project delivery method.	October 6, 2023

Completed design review meeting	December 15, 2023
Tender package complete	January 12, 2024
Tender for construction closes	February 16, 2024
Construction start for pool basin, decks, mechanical	March 25, 2024
Construction complete	May 31, 2025

### Considerations

- A geotechnical assessment of the pool site was completed in 2019 by Fraser Valley Engineering Ltd.
- The existing 1000 gallon septic tank and drain field are functioning well and in a suitable location to tie into with the new pool building. There may be a requirement from VCH to upgrade the septic system, but the hope is we can grandfather into the existing system.
- A site survey has been completed with survey control established using local coordinates. This survey is attached to this RFP and is available in .dwg format.

### Regulations

The contractor shall comply with all relevant provincial codes, standards and regulations pertaining to the construction of public swimming pool facilities.

## Schedule B

### Contents of Submission

Proposals will contain sufficient information to demonstrate to the Regional District that the Proponent is qualified to provide the specified Scope of Work within the identified timeline, and at a suitable cost. Proposals should be structured as follows:

#### Corporate Qualifications and References

Proponents are to include a brief summary of the firm's background, areas of expertise, office location, and support team location. List any sub-consultants that will be used to complete the project, including their background, expertise, and location.

Outline your firm's organizational structure and the key personnel that will be involved with the project and their roles and responsibilities. Please provide a summary of their relevant experience. Identify the professionals that will be directly responsible for signing-off and accepting relevant liabilities for each part of the project. Outline what work will be performed with the consultant's own resources and what work will be completed by sub-contractors.

Identify the Project Architect who will act as the project lead and coordinating professional for the project and outline their relevant experience with similar projects.

Proposals shall include at least three (3) abstracts that outline previous projects with similar scope and value completed within the past eight (8) years. The abstracts shall include the project description, value, location, and client references complete with contact information.

#### Methodology

Proponents are to confirm their understanding of the Scope of Work and clearly describe their proposed approach to this project. Proposals should demonstrate an understanding of the Owner's requirements and describe how the proponent will complete the scope of services and accomplish the required objectives within the Owner's schedule. If in the opinion of the proponent the schedule presented in this RFP is not realistic or achievable, the proponent should propose an alternate schedule and provide rationale for timelines.

Proposals should clearly articulate how the proponent would undertake the tasks defined in this RFP and meet its obligations, duties and responsibilities for this project.

#### Work Plan and Schedule

Proposals shall include a work plan and implementation schedule that includes project tasks, sequencing, and milestones.

#### Project Cost Estimate - Upset Limit

The proposal shall include:

- A fee for service schedule specifying fees for the various phases and whether these are to be lump sum, hourly or percentage based. It is recommended that proponents propose billing for construction supervision/inspection and contract administration on an hourly rate basis.
- A realistic and detailed estimate of the budget required for this work including all expenses and taxes related to the delivery of the scope of work.

- A schedule and estimate of fees for the other related disciplines the consultant feels may be required for this work.
- A description of how disbursements and incidentals will be charged.

## Appendix 1

### Proposal Evaluation Format

1. All Proposals will be reviewed by an Evaluation Team, which will consist of Regional District staff and other participants as required, such as engineering personnel and Advisory Committee members.
2. The Evaluation Team will verify all Proposals against the mandatory criteria. Proposals that do not meet all mandatory criteria will be removed from further consideration. Proposals that meet the mandatory criteria will be assessed and scored against using the Evaluation Criteria. Each member of the Evaluation Team will independently complete the Proposal Evaluation Form for each qualified Proposal.
3. Upon completion of the Proposal Evaluation Form by each Evaluation Team member, the scores given by each Evaluation Team member will be averaged for each Proposal. The Regional District will select the Proponent which it determines is the most advantageous to the Regional District based on the Evaluation Criteria.
4. Evaluation team members will use the following Proposal Evaluation Form to guide the completion of the RFP Evaluation.

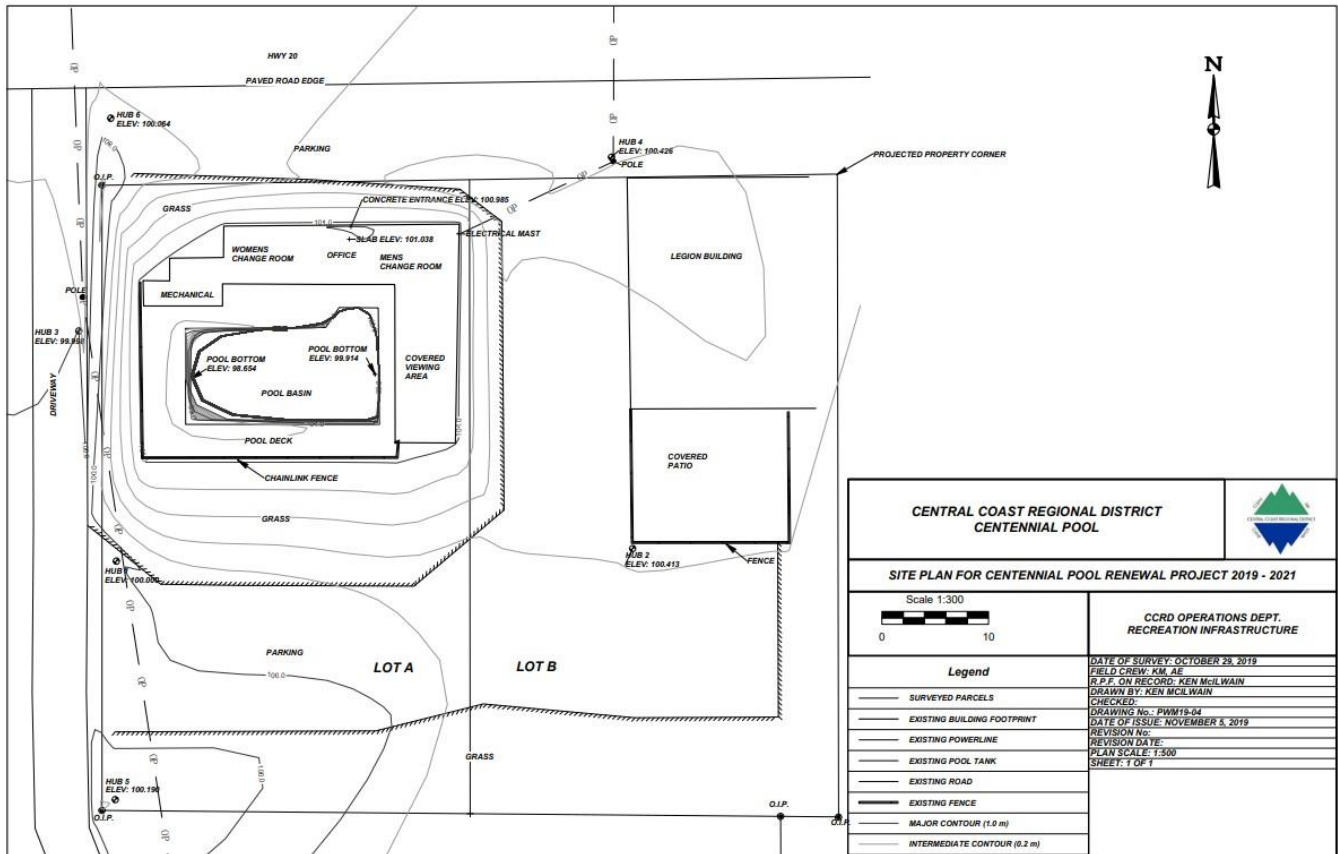
#### Proposal Evaluation Form

STEP ONE:		YES	NO
<b>Mandatory Criteria:</b>	Proposal received prior to closing (includes acknowledgement of all addendums)		
	Work Plan and Schedule Provided		
	Three (3) Project References		
STEP TWO:		Maximum Points	Points
<b>Evaluation Criteria</b>	Relevant Pool Design Experience of the Architectural/Engineering Firm and its Team Members	35	
	Proposed Methodology	10	
	Work Plan and Schedule	15	
	Fees and Expenses	20	
	References	10	
	Quality of Proposal	10	
<b>TOTAL SCORE</b>		<b>100</b>	



## Appendix 2 – Site Plan and Photographs

### Pool Site Plan



Appendix 2 (cont.) – Site Plan and Photographs



**Appendix 2 (cont.) – Site Plan and Photographs**



**Appendix 2 (cont.) – Site Plan and Photographs**

