

**CITY OF BALLWIN
REQUEST FOR PROPOSAL**

• **RFP # 25-27**

BIDS CLOSE 10:00 A.M. ON: October 29, 2025

This document constitutes a request for sealed proposals, including prices, from qualified individuals and businesses to furnish those services and/or items as described herein.

Proposals must be mailed or hand-carried to the City of Ballwin, 1 Ballwin Commons Circle, Ballwin, MO 63021. Bids are to be clearly marked **“Request for Proposal RFP # 25-27
North Pointe Aquatic Center Facility Audit**

The offeror hereby agrees to provide the services and/or items, at the prices quoted, pursuant to the instructions, general conditions and specifications of bidding as stated, and further agrees that when this document is countersigned by an authorized official of the City of Ballwin, Missouri, a binding contract, as defined herein, shall exist between the offeror and the City of Ballwin.

Offeror's Signature _____ Offeror's Printed _____

Company Name _____ Date _____

Mailing Address _____ Telephone _____

City, State, Zip _____

NOTICE OF AWARD: This proposal is accepted by the City of Ballwin.

City Administrator

Date

**CITY OF BALLWIN
OFFICE OF CITY ADMINISTRATOR**

REQUEST FOR PROPOSAL – ANNOUNCEMENT

The City of Ballwin seeks bids from qualified companies to perform North Pointe Aquatic Center Facility Audit Report in accordance with all terms, conditions, and scope of work as set out in this Request for Proposals. Qualified Companies are invited to submit their proposal for consideration.

Sealed bids, subject to the “Instructions and General Conditions of Bidding and the Specifications” listed below and any special conditions set forth herein, will be received at the The Pointe at Ballwin Commons, #1 Ballwin Commons Circle, Ballwin, MO 63011 until **10:00 A.M.** on the date listed on Page 1.

The right is reserved to accept or reject all or any part of the bid, to waive technicalities and to accept the offer the City Administrator considers the most advantageous to the City of Ballwin.

PROPOSAL REQUIREMENTS

Discuss the qualifications of your Company’s project team and its ability to perform Aquatic Center services as presented in the Scope Section of this RFP.

1. General Company Information

List the general information of your company including name, mailing address, location phone number, and email address of Company/person submitting the proposal.

2. Related Experience and Past Performance of Company

Related Experience and Past Performance of Company

Indicate the related and special experience of your company, including number of years’ experience, and a list companies or municipalities that the Company has provided similar reporting to. Include the name of the client, location, scope of work and services provided, date completed, and contact, including telephone number. Emphasize the specialties and strengths of your Company.

3. Personnel Availability and Work Load

List a Brief resume of each key person(s) and/or specialist(s) to be assigned for project management and indicate your Company’s current work load and availability of personnel to complete facility audit in a timely and professional manner.

4. Proposed Sub-Consultants, Joint Ventures or Partnership Agreements

Identify any sub-consultants you may use to augment your efforts. Include their personnel qualifications, experience and anticipated tasks.

5. Schedule of Costs

Provide schedule of costs as it may pertain to the products and services requested as noted in the Scope Section. All costs shall be kept as proposed for term of the agreement. Company must complete the Proposal Form - Schedule of Cost with prices that are reflected in the Request for Proposal documentation, and must include fees for all work necessary to effectively conduct and complete the Scope of Services. The fees stated must include all necessary costs including, but not limited to, labor, materials, overhead, administrative charges, profit and insurance. Total Not-to-Exceed Cost shall include site visits and reimbursable expenses including travel expenses. The Company must sign this Proposal Form - Schedule of Cost and attach to the final proposal.

SCOPE

The site: North Pointe Aquatic Center
335 Holloway Rd.
Ballwin, MO 63011

North Pointe Aquatic Center Facility Audit Report

Consultant shall visit the facility to observe and collect information to develop a detailed written report on the condition of the following items below. The reports, drawings, and specifications shall be reproducible. Proposal shall include a **Total not-to-Exceed cost** for all services.

Audit of the facility to include pool envelopes, deck and deck drains, landscape, play features, waterfall, and all chemical and mechanical systems associated with operation of the facility, including all electrical systems in the pump rooms, and pump areas. An analysis of the pump room concrete structure should be included in the report.

- Pool structures and finishes and pump room structure
- Recirculating system, piping, fittings and valves
- Filtration system condition mechanical performance and backwash discharge
- Perimeter overflow recovery system
- Pool shell analysis on visible deformities
- Water chemistry treatment and control systems
- Pumps, flow meters, gauges and controls, etc.
- Pool features and amenities, to include aquatic play structure, spray features, waterslides, diving boards, tree swing, splashpad
- Pool deck equipment
- Pool deck condition and deck drainage
- Review the pools for deficiencies related to current local health code, federal laws, and industry standards
- Listed in order of priority or importance, report on any perceived sub-standard conditions and/or shortcomings of the aquatic facilities and outline necessary repairs, replacement or restoration of the pool systems, including identification of

any equipment and/or systems requiring more intensive evaluation and analysis by the consultant and/or other consultants specializing in other disciplines.

- Provide an opinion of probable construction cost for the potential swimming pool repair/renovation scope
- Provide the best estimate on life expectancy of each pool envelope and life expectancy for all systems.
- Provide best estimate on life expectancy of each pool envelope and life expectancy for all systems after repairs are made

EVALUATION CRITERIA

An appointed Selection Committee will review and evaluate the proposals of each company. Companies may be selected for interviews or questioned for clarification by the Selection Committee; however, the City may choose to proceed without interviewing any companies.

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules;
4. The firm's proximity to and familiarity with the area in which the project is located.
5. Proposed schedule of fees.

INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. Bidders must use the bid forms provided for this purpose in submitting bids but may provide additional supporting documents, must return the "Request for Proposal" and bid sheets comprising this bid, give unit price, extend totals, and sign the bid. Bidders must identify the bid number and opening date on the front of the sealed envelope. If you do not care to bid, please return Proposal Form and Qualifications Sheet and note your reason.
2. Alternate bids may be submitted. If deemed advantageous to the City, they will be evaluated and considered. The City is under no obligation to consider or accept an alternate bid and reserves the right to reject any and all such bids. Alternate bids may be made in addition to responding to the terms and conditions of the "Request for Proposal" or as the only response to the solicitation. Alternatives must be clearly marked and identified.
3. Do not include Federal Excise Tax or Sales and Use Taxes in bid price, as the City is exempt from them by law. A Federal tax exemption certificate will be furnished upon request.

4. The number of days to deliver the report once notice is received from the City shall be stated in definite terms, as delivery time will be taken into consideration in making the award. Some work/inspections may need to take place in the Spring of 2026 to access the pool while full and systems are operational.
5. Late proposals will not be received for consideration. Any proposal received after the exact proposal closing date and time will not be opened and will not be evaluated regardless of the reason or mitigating circumstances. No fax proposals will be accepted.
6. The City of Ballwin reserves the right to cancel all or any part of any order pursuant to this "Request for Proposal" if delivery is not made as promised on the submitted bid sheet. In the case of delay, the Vendor or Contractor must notify the City.
7. In case of default by the bidder or contractor, the City of Ballwin will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
8. Failure to deliver as guaranteed shall disqualify the bidder from future bidding.
9. Prices must be stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered.
10. Partial payment for delivered items or quantities of a bid may be made by the City of Ballwin except in the case of "Lump Sum" bids. In the latter case, only one payment will be made in the amount of the lump sum price, with any cash discount quoted after all the materials, supplies, or equipment have been fully delivered to the satisfaction of the City.
11. Failure to comply with any of the above instructions and general conditions of bidding may disqualify the bidder at the discretion of the City of Ballwin.
12. Award of contract is expected to be issued in or around the week of November 2025. Some work/inspections may need to take place in the Spring of 2026 to access the pool while full and systems are operational.
13. **Any questions regarding the bid should be directed to:**

Chris Conway, Director of Parks and Recreation 636-207-2338 or cconway@ballwin.mo.us

Qualifications Form
(RFP 25-27 – North Pointe Aquatic Center Facility Audit Report)

The following information is required for the review of your company as it pertains to the referenced Request for Proposal.

Prior Services Information:

1) Reference One

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone Number: _____

Date of Contracted Services: _____

Length of Contract: _____

Description of Services Provided: _____

2) Reference Two

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone Number: _____

Date of Contracted Services: _____

Length of Contract: _____

Description of Services Provided: _____

Qualifications Form (Continued)
(RFP 25-27 – North Pointe Aquatic Center Facility Audit Report)

3) Reference Three

Company Name: _____

Address: _____

Contact Name: _____

Contact Phone Number: _____

Date of Contracted Services: _____

Length of Contract: _____

Description of Services Provided: _____

Company Information:

1) Year Established: _____

2) Number of Years Providing Requested Services: _____

Additional Experience:

List any additional experience that would be beneficial to the evaluation of your company.

PROPOSAL FORM

North Pointe Aquatic Center Facility Audit Report

RFP 25-27 – Due Date: 10/29/25

Schedule of Costs

Provide a schedule of costs as it may pertain to the products and services requested as noted in the Scope Section. All costs shall be kept as proposed for term of the agreement.

Company must fill out the Schedule of Cost with prices that are reflected in the Request for Proposal documentation, and must include all work necessary to effectively conduct and complete the Scope of Services. The fees stated below must include all necessary costs including, but not limited to, labor, materials, overhead, administrative charges, profit, and insurance.

The **Company must sign** this Schedule of Cost proposal sheet and it must be attached to the final proposal (Attach additional sheets as necessary).

Total Cost (Lump Sum Fee) \$ _____
(Includes all reports, drawings, and specifications)

Additional Services \$ _____ per hour

Additional Costs / Exclusions

Company Name _____

Signature _____

Title _____

Date _____

Email: _____