



Hood River Valley Parks and Recreation District

Pool Options Study, Conceptual Design, and Operational Cost Analysis

Request for Proposal

First Review: January 30, 2025

Proposals Must Be Submitted as Follows:

By email: Hood River Valley Parks and Recreation District
Marcie Wily, Assistant Director
bids@hoodriverparksandrec.org

This RFP is for the purpose of evaluating a consultant who will be awarded a direct procurement pursuant to ORS 279C.110(10). Accordingly, the first review of proposals will be on January 30, 2025, at the District offices, but may remain open if a suitable consultant is not identified.

Introduction:

The **Hood River Valley Parks and Recreation District (District)** seeks proposals from qualified engineering or architect Firms (Firm) to conduct a feasibility study for various aquatic facility concept plans and to gather public input. The study will evaluate the practicality, costs, benefits, and potential impacts of developing a new aquatic facility or renovating the existing one within our community. This study will facilitate drafting a future ballot measure proposal and should address how long the facility will meet current and future needs of the community. The District seeks a Firm with experience designing and constructing public aquatic facilities, particularly one with a strong track record of delivering projects on time and within budget. The proposals will be used to directly appoint a consultant in accordance with ORS 279C.110(10).

Mission Statement:

The mission of the **Hood River Valley Parks and Recreation District** is to provide recreational opportunities to the citizens of the District, with a focus on the youth of our community. Facilities and programs will be developed and maintained to provide safe and economical recreational environments for all users.

District History

The **Hood River Valley Parks and Recreation District** is a special district defined by state statute. It is funded through property taxes (\$0.3498 per \$1,000), system development charges (SDCs), revenue from the Aquatic Center, and additional grants. The District serves all of Hood River County, excluding the City of Cascade Locks. It includes the City of Hood River, smaller communities such as Parkdale, Odell, Mount Hood, and surrounding rural agricultural areas.

In 1997, **Measure 50** froze property tax rates statewide, including the District's tax rate of \$0.3498 per \$1,000, one of the lowest rates for park and recreation districts in Oregon.

The District was formed in 1988 to save the 1940s-era outdoor pool in Hood River, which the city was set to close. Over the years, the District has expanded its role, including managing parks and trails, while maintaining the same tax rate.

In 1993, the District re-engineered and upgraded the original pool facility, creating three pools for various uses (competition, therapy and instruction). Some features from the original 1948 pool were kept or repurposed. In 1995, the bathhouse was modernized, and the facility was enclosed with a tented structure to provide year-round aquatics for area residents and visitors.

The pool is used by a diverse range of community members and has more than 65,000 visits annually. Users range from seniors using it for therapy and weekday water aerobics to lap swimmers and people practicing their kayak rolls in the shallow end on the weekends. The District runs a learn-to-swim program and partners with the local school district to teach swim lessons to every kindergartener, second grader, and fourth grader each year. Water polo and swim teams have clubs and high school teams that practice at the facility, and there is also a local Master swim team that practices in the early morning each weekday. The District desires to provide aquatic facilities that will accommodate more swimmers and support the expansion of programs.

In 2017, the District contracted with Opsi Architecture to analyze the facility's conditions, create conceptual designs, perform a cost analysis, and gather public input to help guide future funding-raising measures. The pool study found the pool was failing and needed to be replaced within three to five years. Information on the 2017 pool study can be found [HERE](#). Since the District had not updated its Master Plan in years, and there was a desire to increase efficiencies across agencies, the District board decided to postpone a funding proposal for the pool to pursue a long-term master plan for the District. In 2020, the District jointly created a Master Plan with other local parks and recreation providers approved by the city, county, port, and school district, which outlined goals for future management and development of parks and trails. The plan was guided by extensive public input, and one of the plan's goals was to replace the aging aquatic center. The District was poised to put a funding measure on the ballot in 2020, but the pandemic hit, and the board decided again to postpone in the wake of global uncertainty.

In 2022, after performing a parkland feasibility study garnered by public feedback, and to stay ahead of growth and rising property values, the District purchased 20 acres for future parkland and trails, knowing that long-term funding would be needed to develop and maintain the land. Additionally, in 2022, the District took over recreation programming from the Hood River County School District (HRCSD), which shuttered programming during the pandemic. HRCSD agreed to help fund the wages for two full-time staff members to run the programming while the District built the program and searched for additional funding.

In 2023, the District Board considered multiple packages to address community needs and performed a statistically valid survey to help guide a funding measure. After extensive research, the District Board referred two ballot measures for the May 2024 Election: 14-77 Five Year Operating Levy for Park and Recreation Services and 14-78 Bonds to Replace Aquatic Center; Fund Parks and Trail. Both measures failed. In the months after the election, the District Board focused on gathering insights into how people

voted and why. The Post Election Summary Report can be found [HERE](#). Findings from the post-election survey showed that the top reason people voted NO was the cost of the proposal. Needing to replace the pool and general support for parks and rec were almost tied for reasons people voted YES. Following the findings of the Survey Report, the District Board recognized the need to reexamine facility conditions and the costs to maintain the pool and compare that to other concept design options and costs informed by current public input.

Scope of Services:

The scope of services is organized into *Tasks* that address each project phase. The Firm will review all relevant documents, including the Multi-Jurisdiction Master Plan, relevant Board meeting minutes, the Aquatics Feasibility Study, and public input gathered across various studies. The Firm may propose alternate approaches to meet the project goals and help optimize project costs.

Task 1: Existing Facility Evaluation and Report

The Firm will evaluate the existing aquatics facility to determine whether it can be repaired or renovated. A written report detailing the findings will be submitted to the District, including whether the existing facility can be repaired or renovated and whether the systems within it can be upgraded or replaced. The report should assess the facility's overall condition and clearly recommend whether renovation is feasible. This evaluation should also estimate the life expectancy of a renovated facility and the expected annual maintenance costs.

The cost analysis should include considerations for repairing, renovating, or replacing the facility to meet modern energy efficiency and sustainability standards and meet the needs of current and future residents. Areas to address include the following:

- Pool vessels and deck
- Aquatic mechanical systems
- Pool filtration systems and sanitation systems
- Pump room infrastructure
- Chemical storage area
- Roof enclosure
- Bathhouse and District offices
- Mechanical systems for bathhouse & pool deck
- Lighting
- ADA Compliance
- Programming considerations and cost recovery
- Any other relevant considerations that are not covered above

Task 2: Community Input and Conceptual Design Development

The firm will use community input to provide at least three conceptual designs for the existing aquatic center site and a written report on each design. The selected Firm will engage with community members to provide at least three concept designs reflecting community preferences on cost, efficiency,

aesthetics, and types of use. A written report should accompany each conceptual design, detailing how each option meets the goals of cost-effectiveness, functionality, and alignment with District and community goals. If the existing pool can be renovated, one of the conceptual designs should include a renovation option.

- a. **Community Input.** The community is very interested in plans for an aquatic center, and community input will be essential to help inform future decisions. The Firm will be responsible for engaging the community through all project phases and using various methods, such as stakeholder groups, community focus groups, online surveys, open houses, and social media engagement. Special attention should be paid to engaging individuals who voted "NO" in the May 2024 election to ensure broad community input. Additionally, the Firm should ensure outreach strategies are designed to engage underrepresented or underserved groups, particularly people with disabilities, senior citizens, low-income residents, and the Latino community. The proposal should detail how the Firm intends to collect input and implement the feedback in the design process.
- b. **Concept Designs.** The existing Hood River Aquatic Center is located at 1601 May Ave in Hood River. This site is central to the community and serves many users. Any conceptual designs should reflect the site's context regarding accessibility, neighborhood impact, and environmental considerations. Repairing the existing facility or constructing a new facility is a significant investment for this sized District and should be a substantial factor in conceptual designs. All designs must consider the costs, energy efficiency, water conservation, and enclosure types. Designs should account for the various users, current and future programming needs, and operations and staffing needs. The report should also estimate each concept facility's life expectancy and include industry standard recommendations, such as cost-saving construction methods, maintenance considerations, sustainable energy options, technology integration considerations, and risk management.

Task 3: Cost and Programming Analysis for Each Concept Design

- c. **Cost Analysis.** The Firm will provide a comprehensive cost analysis for each conceptual design. This analysis should include all direct and indirect costs, including soft costs, demolition, permitting, design and engineering fees, and other associated costs. Additionally, the Firm should include an estimate of the expected upfront and ongoing maintenance costs for each design option.

The cost analysis should also identify potential funding opportunities, such as grants or energy credits, that may be available to offset construction and operational costs. The Firm should assume construction will begin no earlier than 2027, and the narrative should describe how the cost estimates were developed.

- d. **Programmable Analysis.** In addition to the cost analysis, the Firm will analyze the programmable space in each design and recommend appropriate admission rates and cost recovery expectations. The analysis should consider both current and future community needs and provide recommendations for financial sustainability, including proposed admission rates and other potential revenue-generating strategies.

Proposal Requirements

Responses to the Request for Proposal (RFP) should be submitted according to the instructions outlined below. Proposal content and completeness are most important. Although no page limitation will be imposed, clarity and conciseness are essential. Each proposal should include, at a minimum, the following items:

1. **Transmittal Letter:** Include contact information (physical address, telephone, and email address) for the primary point of contact on all correspondence and communications pertaining to this RFP. Acknowledge any addenda.
2. **Project Understanding & Approach:** Provide a detailed discussion (in narrative and illustrative format, as necessary) of your understanding of the work, your project approach and vision, and how public engagement will inform concept designs and cost considerations. If there is an approach the District should consider that is not listed in the scope, please list it in this section.
3. **Experience and Qualifications:** Include qualifications and related experience of the proposed staff and any support staff proposed for the project. Describe at least three projects undertaken by your Firm and proposed staff within the last five years that are similar to this project. Include pertinent information related to concept design, public input, and construction projects that successfully stayed within or under budget. Considering your Firm's workload, demonstrate their availability to complete this project on time.
4. **Work Plan:** Provide a detailed work plan and schedule of anticipated and supplemental tasks (not specifically identified in this RFP) you deem necessary for completing this project. Include the proposed team member and estimated hours assigned to each task. Include a cost proposal for the proposed work plan with potential cost-saving options not to exceed \$95,000.
5. **References:** Provide at least three references from similar projects. Include each reference name, company, relevant project, address, email, and phone number.
6. **Other Information** (Optional): Provide additional relevant information that may be helpful in the selection process (not to exceed two pages).

Firm questions pertaining to this RFP shall be submitted by email to the address below no later than the end of business day, January 16, 2025. Responses to questions will be answered as soon as possible, or within four (4) business days, and listed on the District's website on the RFP page.

Hood River Valley Parks and Recreation District
Attn: Marcie Wily, Assistant Director
1601 May Street
Hood River, OR 97031
Email: bids@hoodriverparksandrec.org

Written addenda will be posted on the website. Neither the District nor the Firm will be bound by any oral representations, clarifications, or changes made to this RFP unless provided in written addenda form. The Firm shall identify receipt of all responses and addenda in their Transmittal Letter. An electronic copy of the Firm's proposal shall be submitted via email to bids@hoodriverparksandrec.org for a first review on **January 30, 2025**, to the email address indicated above. Any proposals received after January 30, 2025 may be considered if a second review is deemed necessary. Firms submitting proposals assume the risk of their selected method of delivery.

Proposals shall include in the Subject line of the email "Pool Options Study, Conceptual Design, and Operational Cost Analysis." The proposal shall be signed by an officer of the Firm who is authorized to bind the Firm to contract and shall contain a statement to this effect. The Firm shall not be reimbursed for costs incurred in preparing and submitting its proposals for consideration by the District.

Selection Process

The selection committee reserves the right to select a short list of the highest-scoring respondents for interviews.

Proposals will be evaluated based on:

- Understanding of project & community context
- Experience and past performance
- Staff qualifications
- Project approach, work plan, schedule, and cost
- Thoughtful design considerations & cost-effectiveness

A contract award will be given to a team that presents the most advantageous proposal to the District based on the criteria outlined above. All proposals must be fully responsive to this RFP to be considered. The District may cancel the procurement or reject any or all proposals if deemed in the District's best interest. The District may waive informalities or irregularities in the proposal received where such is merely a matter of form and not substance, and the correction or waiver thereof is deemed by the District not prejudicial to other proposals. The contract preferences are contained in ORS 279A.120 to 279A.125, and 282.210 and are included by reference as applicable.

The selection committee will rank the proposals and may shortlist two or more Firms. Those consultants on the shortlist will be notified, and the district will schedule virtual interviews of the shortlisted Firms if desired.

All Firms are required to submit a cost proposal. Provide a breakdown of your fee by task directly related to the work your Firm completes, identifying employees, classifications, billing rate, and estimated hours per task. Include information on other incidental costs, such as overhead, mileage, etc. Include any work that falls outside of work that your Firm completes, which will be hired out by your Firm, with the District's approval, and paid for by the District. Please include verified research of projected costs for work completed by another Firm.

The District anticipates conducting the project and direct selection process in accordance with the following timeline. This schedule is subject to revision, and the District reserves the right to modify items and dates as necessary.

RFP Published:	December 30, 2024
Questions Pertaining to the RFP Due:	January 16, 2025
First Review:	January 30, 2025
Second Review	As Needed
Short-List Notification + Interviews (If applicable):	TBD in February
Contract Award:	TBD in February