



# Request for Proposals (RFP)

## Project Overview and Background

The Glen Allen Community Center “GACC” is seeking proposals from qualified vendors to provide improvements to the GACC facilities. The purpose of this Request for Proposals (RFP) is to identify qualified vendors that can deliver on the scope requirements outlined below.

GACC is a community organization providing recreational, social, and community building activities to its members and the beautiful Glen Allen community. GACC operates two separate buildings (clubhouse and bathhouse) as well as a community pool, two covered pavilions, one covered patio and a fully functional kitchen. The physical location is 10800 Brookley Road, Glen Allen, VA 23060 with a mailing address of Post Office Box 1003, Glen Allen, VA 23060-1003.

For additional information on the history of GACC, please visit <https://glenallenpool.com/about-us/>.

## Timeline:

- RFP Release Date: March 26, 2024
- RFP Pre-Bid Meeting and Site Walkthrough: April 12, 2024 – 12:00 p.m.- 4:00 p.m.
- Proposal Submission Deadline: April 19, 2024
- Proposal Evaluation Period: April 19-28, 2024
- Contract Award: No later than May 15, 2024

## Site Inspection and Interest Form:

Interested companies or individuals are encouraged to attend an RFP Pre-Bid Meeting and Site Walkthrough that is scheduled for Friday, April 12, 2024 from 12:00 p.m. to 4:00 p.m. During this meeting you will have the opportunity to inspect the area, take measurements and ask questions related to this RFP. You may also schedule an appointment to inspect the site by completing the response form and indicating your time-of-day preference. We will make every effort to accommodate your request. To complete the Interest Form, visit <https://forms.gle/BEE6Mgoo1eRqu4CZ9> or scan the QR code below.



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### Glen Allen Community Center

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## Projects:

The Glen Allen Community Center is accepting proposals on the following projects:

### RFP 2024-01 - Bathhouse Renovation

The GACC bathhouse includes a small check-in front office, a women's restroom and male restroom. The following items are in scope for this project:

1. Replacement of men and women restroom stalls.
2. Replacement of men and women toilets.
3. Replacement of men's urinals with low-flow.
4. Updating of men and women shower faucets and fixtures.
5. Replacement of women restroom lighting.

All items identified in this renovation should be itemized.

### RFP 2024-02 - Clubhouse Ceiling and Lighting Update/Replacement

The drop ceiling in the clubhouse is in need of upgrade and/or replacement. This includes the main clubhouse area, closets, entry ways, storage closets and restrooms. The current fiberglass tiles should be replaced with fiberboard or another material recommended by the vendor. Additionally, the current fluorescent lighting is beginning to fail so replacement to LED fixtures is requested.

1. Recommendation as to the updating or replacement of drop ceiling tile grid
2. Recommendation as to the replacement of ceiling tiles
3. Replacement of LED light fixtures (dimmable preferred)
  - a. Two fixtures should be programmed to be "Emergency Lights" and remain on at all times.
4. Installation of one light controller.
  - a. Circuits – Clubhouse Right, Clubhouse Left, Social Closet (separate switch).
5. Termination of any existing switches that are no longer used after installation.
6. Installation of motion sensors.

### RFP 2024-03 - Clubhouse Electrical Panel Update

The clubhouse building currently has two electrical panels that have reached their expected life expectancy. Recommendations on upgrade and/or replacement are requested. Price should include all materials and labor.

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### RFP 2024-04 - Pool Heater

GACC operates a community pool from May through September. We are seeking a proposal to provide and install a pool heater so that pool can be warmed during the cooler months. GACC has natural gas and electric on-site.

1. Commercial pool heater to support the size of pool. Include warranty coverage available.
2. Installation of pool heater to include permits, electrical, plumbing, gas lines, etc.

### RFP 2024-05 - Pool Slide Inspection and Repair

GACC operates a community pool from May through September. We are seeking a proposal to inspect the safety and structural integrity of the pool slides, stairway, and support platforms and if any deficiencies or unsafe conditions are found, please provide a detail quote for repairing these deficiencies or unsafe items.

### RFP 2024-06 - Water Fountain with Bottle Filler Installation

GACC would like to install a water fountain with bottle filler in the bathhouse between the women and men's restrooms. This response should include a proposal for the water fountain separate from installation.

1. Provide Water Fountain with Bottle Filler
2. Installation to include electrical, plumbing and any miscellaneous materials to attach to exterior wall of Bathhouse.

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## Proposal Submission Requirements:

Interested companies or individuals are requested to submit a proposal that includes the following information:

1. Cover Letter: A brief introduction to your company, highlighting your relevant experience and expertise. The cover letter should also include the RFP scope you are responding to.
2. Company Profile: Detailed information about your firm, including key personnel, experience, and references.
3. Project Approach: An outline of your approach to the design and construction process, including a proposed timeline.
4. Cost Proposal: A detailed breakdown of your proposed fees. Note that GACC is tax-exempt.
5. References: Contact information for at least three references from past clients who can speak to the quality of your work.

## Submission Deadline:

All proposals must be submitted by Friday, April 19, 2024. Late proposals will not be considered.

## Proposal Submission Instructions:

Submit the proposal electronically in PDF format to Michael L. French at [treasurer@glenallenpool.com](mailto:treasurer@glenallenpool.com) by April 19, 2024. Please include "GACC RFP Response" in the subject line.

The Glen Allen Community Center reserves the right to reject any or all proposals and to negotiate modifications to proposals. The selection of the winning proposal will be based on the criteria outlined in this document. Award timelines indicated in the RFP may be updated at any time. Award is based on GACC budget and Board of Trustee approval.

For any inquiries or clarifications, please contact Michael L. French, GACC Treasurer at [treasurer@glenallenpool.com](mailto:treasurer@glenallenpool.com).

Thank you for your interest in contributing to the Glen Allen Community Center project.

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Photos



Figure 1 - Men's Restroom - Shower View



Figure 2 - Men's Restroom - Stall View



Figure 3 - Men's Restroom - Urinals and Stalls



Figure 4 - Men's Restroom - Stalls and Urinal



Figure 5 - Women's Restroom - Stalls

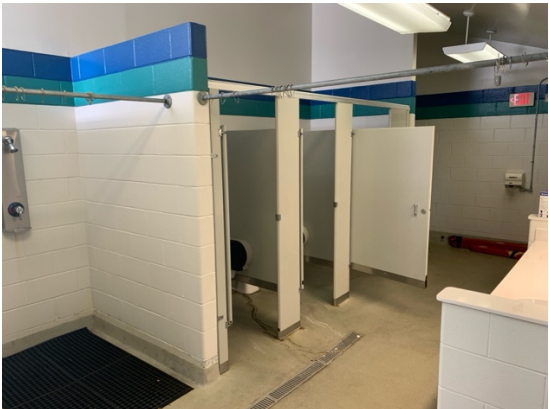


Figure 6 - Women's Restroom - Shower Stalls



Figure 7 - Women's Restroom – Lighting



Figure 8 - Pool Deck with Pavilion A

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Figure 9 - Pool Deck with Lifeguard Stand, Patio and Snack Bar



Figure 10 - Clubhouse - Left Side



Figure 11 - Clubhouse - Right Side

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Figure 12 - Clubhouse - Social/Swim Team Closet



Figure 13 - Clubhouse - IT Closet & Table/Chair Storage



Figure 14 - Clubhouse - Electrical Panels

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Figure 15 - Clubhouse - Right Entryway



Figure 16 - Clubhouse - Left Entryway