



Request for Proposals (RFP)

Pool Pump House Improvements

1. REQUEST FOR PROPOSALS

The Glen Allen Community Center (“GACC”) is soliciting proposals from qualified and appropriately licensed contractors for the evaluation, design, engineering, permitting, and improvement of its existing pool pump house and associated pool equipment systems.

GACC is seeking a **safe, reliable, code-compliant, and long-term solution** to address ongoing flooding, structural deterioration, ventilation concerns, equipment vulnerability, and other deficiencies associated with the existing pool pump house.

The selected contractor will be expected to evaluate the existing conditions and recommend the solution that provides the best combination of **safety, reliability, longevity, maintainability, and value**.

GACC anticipates that the project will be completed no later than **March 31, 2027**.

GACC is not limiting this solicitation to the specific solutions described in this RFP. Contractors are strongly encouraged to recommend alternative or hybrid solutions when they believe such an approach would provide a better long-term result.

2. ABOUT GLEN ALLEN COMMUNITY CENTER

The Glen Allen Community Center (“GACC”) is a community organization providing recreational, social, and community-building activities to its members and the Glen Allen community.

GACC operates:

- A community swimming pool
- Clubhouse
- Bathhouse
- Two covered pavilions
- Covered patio
- Fully functional kitchen
- Pool mechanical and chemical systems
- Associated outdoor recreational facilities



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The physical location of GACC is:

Glen Allen Community Center

10800 Brookley Road

Glen Allen, VA 23060

Mailing Address:

P.O. Box 1003

Glen Allen, VA 23060-1003

Additional information regarding GACC may be found at: <https://glenallenpool.com/about-us>

3. PROJECT BACKGROUND AND EXISTING CONDITIONS

The existing pool pump house was constructed in the 1970s. The structure is a below-grade/recessed cinderblock structure with a concrete roof/ceiling and is located adjacent to and below the pool deck.

The pump house currently contains, or supports, various components of the pool's mechanical, electrical, plumbing, drainage, and chemical systems, including:

- Pool pump motor
- Pool filtration equipment
- Pool circulation plumbing
- Electrical panel and associated controls
- Electrical service supporting pool-deck equipment
- Chemical equipment
- Three existing sump pumps
- Associated piping, valves, controls, and equipment

Over the past two years, GACC has experienced multiple instances of flooding within the pump house. On multiple occasions, flooding resulted in damage to the pool pump motor.

The existing structure also exhibits significant deterioration. Areas of concern include:

- Deterioration of the cinderblock foundation/walls
- Deterioration of the concrete roof/ceiling



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- Water infiltration
- Limited ventilation
- Excessive moisture
- Electrical concerns associated with the environment
- Vulnerability of mechanical and electrical equipment to flooding
- Existing sump pump configuration
- Age and condition of existing pool equipment
- Accessibility and maintainability of equipment

GACC recognizes that additional deficiencies may not be readily apparent without a professional inspection.

Accordingly, contractors are expected to independently evaluate the existing conditions and identify any additional issues that should be addressed as part of the project.

4. PROJECT OBJECTIVES

The primary objectives of this project are to:

1. Eliminate or substantially reduce the risk of flooding and water damage to pool equipment.
 2. Address structural deficiencies associated with the existing pump house.
 3. Protect electrical and mechanical equipment from water intrusion and excessive moisture.
 4. Provide adequate ventilation for the pump room and associated equipment.
 5. Improve the reliability and redundancy of the sump/drainage system.
 6. Evaluate the condition and remaining useful life of existing pool equipment.
 7. Provide a safe, accessible, and maintainable equipment area.
 8. Ensure compliance with applicable building, electrical, plumbing, mechanical, fire/life-safety, pool, and other applicable codes and regulations.
 9. Minimize future maintenance requirements and capital expenditures.
 10. Provide GACC with a long-term solution rather than a temporary repair.
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5. CONTRACTOR EVALUATION OF EXISTING CONDITIONS

Each contractor shall conduct a thorough evaluation of the existing pump house and associated systems.

The evaluation shall include, at a minimum:

Structural

- Foundation and cinderblock walls
- Concrete roof/ceiling
- Floor and drainage
- Evidence of water infiltration
- Structural integrity
- Structural reinforcement requirements
- Surrounding pool deck and its impact on drainage

Mechanical/Pool Equipment

- Pump and motor
- Filter
- Plumbing
- Valves
- Controls
- Chemical equipment
- Equipment supports
- Equipment accessibility
- Remaining useful life of major components

Electrical

- Electrical panel
- Wiring and connections
- Equipment disconnects
- Motor controls
- Receptacles
- Electrical equipment location relative to flood risk



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- Moisture-related deterioration
- Code compliance

Drainage and Flood Protection

- Existing sump pumps
- Sump pits
- Pump capacity
- Pump discharge
- Check valves
- Backup capacity
- High-water protection
- Surface drainage
- Groundwater/water infiltration
- Waterproofing
- Potential sources of water intrusion

Ventilation

- Existing airflow
- Mechanical ventilation
- Moisture control
- Corrosion concerns
- Chemical ventilation
- Electrical equipment environment

Contractors shall identify conditions that may affect the cost, schedule, safety, or long-term performance of the proposed solution.

6. POTENTIAL PROJECT SOLUTIONS

GACC has initially identified two potential approaches. These are provided for reference and are **not intended to limit contractor recommendations**.



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Option 1 – Full Relocation

Relocate pool mechanical equipment to a new above-grade or otherwise appropriately protected location.

The contractor shall:

- Recommend the most appropriate location
- Develop a conceptual layout
- Determine required plumbing modifications
- Determine electrical requirements
- Determine ventilation requirements
- Address equipment access and maintenance
- Address drainage
- Address chemical equipment
- Provide recommendations regarding the existing pump house
- Determine whether the existing structure should be abandoned, demolished, repurposed, or otherwise modified

The proposal shall identify any advantages, disadvantages, permitting considerations, and anticipated long-term maintenance implications.

Option 2 – Renovation of Existing Pump House

Renovate and structurally improve the existing pump house.

Potential work may include:

- Structural reinforcement of foundation/walls
- Structural evaluation and reinforcement of roof/ceiling
- Waterproofing and water-infiltration mitigation
- Roof/ceiling replacement or reconstruction
- Raising pool pump and motor equipment above anticipated flood levels
- Rerouting plumbing
- Improving drainage
- Reconfiguring or replacing sump pumps
- Installing backup sump capacity
- Installing high-water alarms



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- Improving ventilation
 - Relocating electrical equipment as appropriate
 - Replacing deteriorated electrical components
 - Replacing obsolete or failing pool equipment
 - Improving equipment access and serviceability
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7. ALTERNATIVE OR HYBRID SOLUTIONS

Contractors are strongly encouraged to propose an alternative or hybrid solution if it provides a superior long-term result.

Examples could include, but are not limited to:

- Partial equipment relocation
- Construction of a new above-grade equipment enclosure
- Renovation combined with relocation of selected equipment
- Replacement of the existing pump house
- Major drainage/waterproofing improvements
- Other solutions identified through the contractor's evaluation

Contractors shall clearly explain why any alternative solution is recommended and how it addresses the project's objectives.

8. FLOOD PROTECTION REQUIREMENTS

Flood protection is a primary objective of this project.

The proposed solution shall address the **underlying causes of water intrusion** and shall not rely solely on sump pumps as the primary means of protecting equipment.

Contractors shall evaluate, as applicable:

- Surface water drainage
- Groundwater
- Wall penetration



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- Floor penetration
- Roof/deck drainage
- Waterproofing
- Drainage improvements
- Sump pump capacity
- Backup pumping capacity
- Pump discharge
- Check valves
- High-water alarms
- Emergency/backup power
- Remote notification
- Equipment elevation

The proposal shall clearly identify:

1. The anticipated level of flood protection.
2. The measures proposed to achieve that protection.
3. Any remaining flood risk.
4. Any recommended backup systems.
5. Any ongoing maintenance required to maintain flood protection.

9. SUMP PUMP AND DRAINAGE SYSTEM

The existing three-sump-pump configuration shall be evaluated.

The contractor shall determine whether the existing system is appropriately sized and configured and shall recommend improvements as necessary.

The proposed solution should consider, where appropriate:

- Primary pumps
- Redundant/backup pumps
- Independent electrical circuits
- Backup power
- High-water alarms
- Automatic notification



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- Check valves
- Discharge capacity
- Discharge routing
- Pump controls
- Pump maintenance access

GACC strongly prefers a solution in which the failure of a single sump pump does not result in catastrophic damage to pool equipment.

10. ELECTRICAL SYSTEM

The contractor shall evaluate the existing electrical system and determine whether the existing electrical panel, disconnects, wiring, controls, and other electrical components are appropriate for the proposed installation.

The contractor shall specifically evaluate whether electrical equipment should be relocated to a higher and/or less moisture-prone location.

All electrical work shall comply with applicable codes and shall be performed by appropriately licensed personnel.

NOTE: The electrical panel was upgraded in Summer 2025.

11. VENTILATION AND MOISTURE CONTROL

The contractor shall evaluate the existing ventilation system and recommend improvements necessary to provide an appropriate environment for electrical, mechanical, and chemical equipment.

The proposed solution shall address:

- Air circulation
- Humidity and moisture
- Corrosion
- Mechanical ventilation
- Chemical ventilation



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- Air intake and exhaust
 - Equipment durability
 - Applicable code requirements
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12. POOL EQUIPMENT EVALUATION

The existing pump, motor, filter, plumbing, controls, chemical equipment, and related systems shall be evaluated.

The contractor shall identify equipment that:

- Should remain
- Should be repaired
- Should be relocated
- Should be replaced
- Is approaching the end of its useful life

For each major component recommended for replacement, the proposal shall provide:

- Reason for replacement
- Proposed replacement equipment
- Manufacturer/model, if available
- Capacity/specifications
- Estimated useful life
- Warranty
- Installed cost

GACC recognizes that replacing equipment may increase the initial project cost but may provide greater long-term value.

13. ENGINEERING AND PROFESSIONAL SERVICES

The selected contractor shall determine whether professional engineering services are required.



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Where necessary, the contractor shall engage appropriately licensed professionals to address:

- Structural engineering
- Electrical engineering
- Mechanical/plumbing design
- Drainage
- Other specialized requirements

All engineering and professional services shall be clearly identified and included in the proposal.

14. PERMITS AND CODE COMPLIANCE

The contractor shall identify and obtain all permits and approvals required for the proposed work.

The contractor shall be responsible for coordinating required inspections and shall ensure that all work complies with applicable:

- Commonwealth of Virginia requirements
- Henrico County requirements
- Building codes
- Electrical codes
- Plumbing codes
- Mechanical codes
- Fire/life-safety requirements
- Pool-related requirements
- Environmental requirements
- Other applicable laws, regulations, and standards

Any anticipated permitting challenges shall be identified in the proposal.



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15. LONG-TERM RELIABILITY AND MAINTENANCE

GACC is seeking a long-term capital improvement rather than a temporary repair.

Contractors shall identify the anticipated useful life of major improvements and equipment.

Proposals shall also identify:

- Routine maintenance requirements
- Recommended preventive maintenance
- Replacement cycles
- Special maintenance considerations
- Expected future capital expenditures
- Any components that may require periodic replacement

Where practical, contractors should prioritize solutions that reduce ongoing maintenance and future failure risk.

16. REQUIRED PROPOSAL CONTENT

To allow GACC to compare proposals fairly, each proposal shall include the following sections.

A. Executive Summary

Briefly describe the proposed solution and why it is recommended.

B. Company Information

Provide:

- Legal company name
- Address
- Primary contact
- Telephone
- Email
- Virginia contractor license number



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- Years in business

C. Relevant Experience

Describe experience with:

- Commercial/community swimming pools
- Pool mechanical systems
- Pump houses
- Structural renovations
- Below-grade mechanical rooms
- Drainage/waterproofing
- Electrical systems in high-moisture environments

D. References

Provide at least **three references for similar projects completed within the past five years**, including:

- Client name
- Project location
- Project description
- Approximate project cost
- Completion date
- Contact information

E. Proposed Solution

Provide a detailed description of the recommended solution.

F. Drawings/Conceptual Layout

Where appropriate, provide sketches, drawings, diagrams, or conceptual layouts illustrating the proposed solution.

G. Project Schedule

Provide:

- Anticipated engineering/design period
- Permitting period



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- Construction start
- Major milestones
- Substantial completion
- Final completion

H. Cost Proposal

Provide a detailed itemized cost proposal.

I. Assumptions and Exclusions

Clearly identify all assumptions, exclusions, and potential unknown conditions.

J. Warranty

Provide all applicable manufacturer and contractor warranties.

K. Alternatives

Identify any recommended alternatives, upgrades, or optional work.

17. REQUIRED COST BREAKDOWN

Contractors shall provide an itemized cost breakdown substantially in the following format:

Category	Proposed Cost
Engineering/design	\$
Permits/fees	\$
Demolition	\$
Structural work	\$
Waterproofing	\$
Roofing/ceiling	\$
Drainage/sump system	\$
Plumbing	\$
Pool equipment	\$
Electrical	\$



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Category	Proposed Cost
Ventilation	\$
Equipment relocation	\$
Concrete/deck restoration	\$
Testing/inspection	\$
Cleanup/site restoration	\$
Other	\$
TOTAL BASE PROPOSAL	\$

Contractors shall separately identify the cost of any optional or alternate work.

18. ALTERNATES

Contractors are encouraged to provide separate pricing for significant alternatives, including, where applicable:

- Full equipment relocation
- Renovation of existing pump house
- Partial equipment relocation
- New equipment enclosure
- New pump
- New motor
- New filter
- Plumbing replacement
- Electrical panel relocation/replacement
- Additional sump pump
- Backup sump system
- High-water alarm
- Remote water notification
- Backup power
- Ventilation system
- Waterproofing
- Roof replacement



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- Structural reinforcement
 - Demolition/abandonment of existing pump house
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19. UNKNOWN CONDITIONS AND CHANGE ORDERS

Due to the age of the existing structure, bidders shall identify conditions that may not be visible during the initial site visit.

Each proposal shall clearly identify:

- Assumptions
- Exclusions
- Potential unforeseen conditions
- Unit prices for anticipated additional work, where appropriate

No additional work or cost shall be incurred without prior written authorization from GACC.

Any proposed change order shall include:

- Description of additional work
 - Reason for the change
 - Itemized cost
 - Impact on schedule
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20. CONTRACTOR QUALIFICATIONS

Contractors shall be appropriately licensed and qualified to perform the proposed work.

Proposals shall include evidence of:

- Appropriate Virginia contractor licensing
- General liability insurance
- Workers' compensation insurance
- Automobile insurance, as applicable
- Experience with similar projects
- Qualified subcontractors, if applicable



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GACC reserves the right to request additional documentation regarding contractor qualifications.

21. SITE VISIT

A **mandatory site walk-through and question-and-answer session** will be held with GACC Board Member(s) and representatives on:

Monday, September 14, 2026

4:30 PM – 5:00 PM

Location:

Glen Allen Community Center

10800 Brookley Road

Glen Allen, VA 23060

The site visit will provide prospective bidders with an opportunity to:

- Inspect the existing pump house
- Review existing equipment
- Observe site conditions
- Review access
- Ask questions
- Identify potential project constraints

Because existing conditions are an important component of this project, attendance is mandatory for contractors wishing to submit a proposal.

22. QUESTIONS AND ADDENDA

All questions regarding this RFP shall be submitted in writing to:

vendors@glenallenpool.com

GACC may issue written responses and/or addenda to all prospective bidders.



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Contractors shall be responsible for incorporating all issued addenda into their proposals.

Verbal statements made during the site visit shall not modify the requirements of this RFP unless confirmed in writing by GACC.

23. PROPOSAL SUBMISSION

Completed proposals must be submitted electronically no later than:

Friday, October 2, 2026 at 11:59 PM

Proposals shall be submitted via email to:

vendors@glenallenpool.com

Vendors will receive confirmation that their proposal has been received.

Late proposals may be rejected.

24. PROPOSAL EVALUATION

Proposals will be evaluated based on the overall value and quality of the proposed solution.

GACC anticipates using the following evaluation criteria:

Evaluation Factor	Weight
Technical approach and overall solution	25%
Contractor qualifications and relevant experience	20%
Cost and overall value	20%
Long-term reliability and maintainability	15%
Project schedule	10%
References	5%
Warranty	5%
TOTAL	100%



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GACC reserves the right to modify the evaluation process if necessary to meet the needs of the organization.

The lowest-priced proposal will not necessarily be selected.

GACC intends to select the proposal that provides the best overall combination of safety, quality, reliability, longevity, serviceability, and cost.

25. CONTRACTOR PRESENTATIONS

Following the initial review of submitted proposals, GACC anticipates inviting the **top three qualified firms** to present their proposed solution to the GACC project committee.

Presentations are anticipated to occur during **October 2026**.

Selected firms will be notified of the presentation date, time, location, and format.

Presentations may include:

- Proposed solution
- Conceptual drawings
- Project schedule
- Detailed pricing
- Alternatives
- Engineering approach
- Flood protection strategy
- Long-term maintenance strategy
- Questions and answers

26. PROJECT SCHEDULE

GACC currently anticipates the following schedule:

Milestone	Anticipated Date
RFP Issued	September 4, 2026
Mandatory Site Visit	September 14, 2026



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Milestone	Anticipated Date
Proposal Deadline	October 2, 2026
Proposal Review	October 2026
Contractor Presentations	October 2026
Contractor Selection	November 2026
Contract/Design	TBD
Permitting	TBD
Construction	TBD
Final Completion	March 31, 2027

Contractors shall provide a detailed proposed schedule with their proposal.

27. FUNDING AND PROJECT APPROVAL

The project is subject to funding availability and final approval by the GACC Board of Directors.

GACC reserves the right to:

- Proceed with the entire proposed project
- Proceed with a portion of the proposed project
- Phase the project
- Negotiate scope and pricing
- Select an alternate solution
- Reject any or all proposals

Submission of a proposal does not create a contractual obligation between GACC and the contractor.

28. RIGHT TO REJECT OR NEGOTIATE

GACC reserves the right to reject any or all proposals, waive minor irregularities, request clarification, negotiate with one or more qualified proposers, modify the scope of work,



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cancel the RFP, or reissue the RFP if GACC determines that doing so is in the best interest of the organization.

GACC also reserves the right to request additional information or clarification from any proposer before making a final selection.

29. WARRANTY AND CLOSEOUT

The selected contractor shall provide all applicable warranties and documentation at project completion.

The final project closeout package shall include, as applicable:

- Contractor warranties
- Manufacturer warranties
- Equipment manuals
- Equipment specifications
- As-built drawings
- Electrical documentation
- Plumbing documentation
- Engineering documents
- Permit/inspection documentation
- Recommended maintenance schedules
- Recommended replacement schedules
- Training for GACC personnel, if applicable

30. FINAL PROJECT EXPECTATION

The successful contractor will be expected to provide GACC with a **complete, safe, reliable, code-compliant, and sustainable solution** for the pool equipment facility.

GACC is particularly interested in solutions that:

- Eliminate or substantially reduce flooding risk
- Protect critical pool equipment



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- Address structural deficiencies
- Improve ventilation and moisture control
- Improve electrical safety
- Reduce dependence on emergency repairs
- Improve equipment accessibility
- Reduce long-term maintenance costs
- Provide reliable operation for many years
- Represent a responsible use of GACC's capital resources

Contractors are encouraged to think beyond the immediate repair needs and provide recommendations that will allow GACC to operate and maintain its pool facility safely and reliably for the long term.

END OF REQUEST FOR PROPOSALS

Glen Allen Community Center

10800 Brookley Road
Glen Allen, VA 23060

Proposal Submission:

vendors@glenallenpool.com

Proposal Deadline:

October 2, 2026 at 11:59 PM