

# Bellefontaine Joint Recreation District

## REQUEST FOR PROPOSAL (RFP) Pool Design and Construction Administration

### HOFFMAN POOL DESIGN AND CONSTRUCTION ADMINISTRATION

Bellefontaine Joint Recreation District  
135 N. Detroit St.  
Bellefontaine, Ohio 43311  
Phone: 937 592-3475 | Fax: 937 592-4218  
[parks@ci.bellefontaine.oh.us](mailto:parks@ci.bellefontaine.oh.us)

**Prepared By: Kristopher Myers, CPRP**  
**Date: June 25, 2025**

**REQUEST FOR PROPOSAL**  
**HARMON FIELD PARK DESIGN AND CONSTRUCTION ADMINISTRATION**  
**Bellefontaine - Ohio**

**PROPOSAL SUBMISSION DEADLINE:** July 25, 2025, 10:00 AM

**QUESTION SUBMISSION DEADLINE:** July 18, 2025

Questions may be submitted in written form to:

<b>Contact Name:</b>	Kristopher Myers
<b>Contact Address:</b>	135 N Detroit St Bellefontaine, Ohio 43311
<b>Telephone Number:</b>	9375923475
<b>Email Address:</b>	kmyers@ci.bellefontaine.oh.us

**INTRODUCTION**

Bellefontaine Joint Recreation District invites and welcomes proposals for their Hoffman Pool Design and Construction Administration project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 525 E. Williams Ave., Bellefontaine, Ohio 43311.

**PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding project, contact:

<b>Name:</b>	Kristopher Myers
<b>Title:</b>	Superintendent of Parks and Recreation
<b>Phone:</b>	937.592.3475
<b>Fax:</b>	
<b>Email:</b>	kmyers@ci.bellefontaine.oh.us

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to take the information from the Bellefontaine Joint Recreation District (BJRD) master plan regarding Hoffman Pool and additional input from the community and staff to design and implement updates to Hoffman Pool to make it a safe and desirable aquatics facility for the community. Items from the master plan to include are new bathhouse, updated pool with zero depth entry, play features, 6 lane competition pool and improve parking as much as possible.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

- To have public meeting and BJRD staff input to help inform the design.
- Design an affordable project meeting the needs of the community
- Develop construction documents for the project
- Work with Bellefontaine City Engineer and Joint Recreation District to bid the project in accordance with state law
- Manage construction administration for the project

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
Award Contract	September 12, 2025
Community Input Meeting Completed	October 31, 2025
Design and Documents ready for bid:	March 31, 2026
Bid Completion:	May 15, 2026
Construction Award Contract	May 30, 2026
Project Construction Begin:	August 1, 2026
Project Completion:	May 15, 2027

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Bellefontaine Joint Recreation District shall award the contract to the proposal that best accommodates the various project requirements and firms understanding of the overall project. The BJRD also reserves the right to refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Bellefontaine Joint Recreation District no later than 11:00 AM on July 25, 2025 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. The following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall understanding of the project.

Bellefontaine Joint Recreation District reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing firm.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Firm should include in their proposal submission and use the following requirements in preparing and binding proposals:

- a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides. Please keep proposal to maximum of 25 pages.
- b. Page numbers must be centered at the bottom of each page.
- c. Use 8½" x 11" paper only.
- d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
- e. Do not provide tabbed inserts or other features that may interfere with machine copying.

### **Summary of Firm's Background**

1. Firm's Name(s)
2. Firm's Address
3. Firm's Contact Information (and preferred method of communication)
4. Legal Formation of Firm (e.g. sole proprietor, partnership, corporation)
5. Date Company was Formed
6. Description of Firm's company in terms of size, range and types of services offered and clientele.

7. Firm's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Firm's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Ohio (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Bellefontaine Joint Recreation District

**Financial Information**

- State whether the Firm or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Firm or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Bellefontaine Joint Recreation District, along with a brief explanation.

**Workload Breakdown**

- Estimated number of hours expected to perform work broken down by stages:
  - Preliminary Design
  - Community and BJRD Staff input
  - Construction Documents
  - Bidding and Contract
  - Construction Management

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

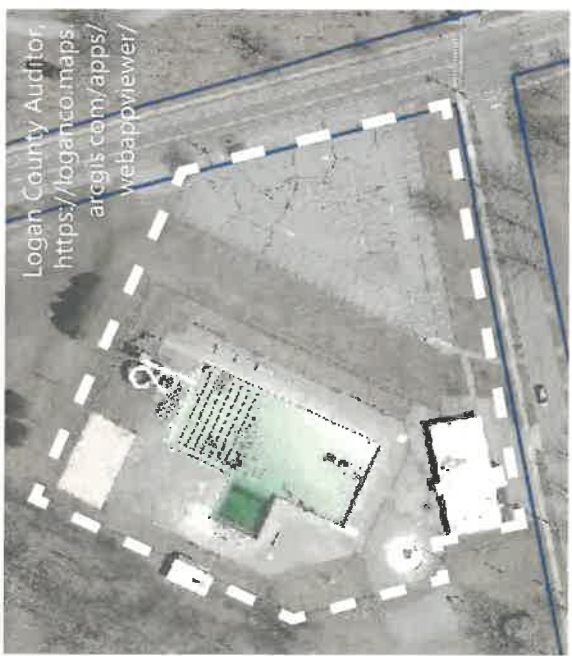
**References**

- Provide 3 references

By submitted a proposal, Firm agrees that Bellefontaine Joint Recreation District may contact all submitted references to obtain any and all information regarding Bidder's performance.

**BELLEFONTAINE JOINT RECREATION DISTRICT MASTER PLAN SECTIONS –  
HOFFMAN POOL**

2 CHARACTER



2 INVENTORY



3 WAYFINDING

THE SURVEY SAYS...

Hoffman pool needs big improvements! / The pool needs to be updated, needs more umbrellas for shade, bathrooms updated, needs entrance that doesn't consist of walking through bathrooms. This makes it easier with parents with young kids that don't want their kids to walk through a bathroom without them. Also, a family restroom would be nice. The volleyball area inside the pool is not needed, change that to a covered picnic area or splash pad. Sand volleyball area can be moved over to the area by the tennis courts. Update and utilize the old ball diamond by the swimming pool. / The pool needs a complete makeover / Hoffman pool needs big improvements! / The Hoffmann pool would be great as an aquatic park ; areas for small children and big children . This year they didn't have the baby pool full and it is completely separate, so moms cannot take multiple children if they vary age and watch them closely / It would be nice to add a splash pad to one of the parks, or even at the pool where the volleyball court is that just grows weeds. / Hoffman pool needs upgraded into something nicer and more exciting for younger kids, like a splash pad area with smaller slides and toys that spray or dump water. Also, the baby area at the poo leaves a lot to be desired. / While the Hoffman Pool has been well maintained, it is very old. The baby pool was not available most of the summer and this facility does not have the attractions of other local pools (fountain, water playground, splash pad, etc). / The pool facilities (especially the restrooms) is a major complaint of mine! The pool itself is good, but the girl's restroom/locker area needs updating! Thanks for conducting this survey and looking into this :)

3 ACCESS

PARK CHARACTER

Hoffman Pool is an important asset to the community that has strong public support based on the survey responses. As far back as 2007, Bellefontaine commissioned a feasibility study of Hoffman Pool to determine whether the pool could be repaired and upgraded or replaced. The result was the recommendation that the pool be replaced. During that same time frame, there was an economic downturn that made any investment in a new pool impossible. BJRD has made extraordinary efforts in the intervening years to make needed repairs, equipment replacements and improvements when possible. In the summer of 2022, the baby pool was inoperable and perhaps a sign of things to come. The pool will eventually reach a point of no return. It is vital to begin the planning process for replacement.

3 SAFETY





View of the Baby Pool

## RECOMMENDATIONS

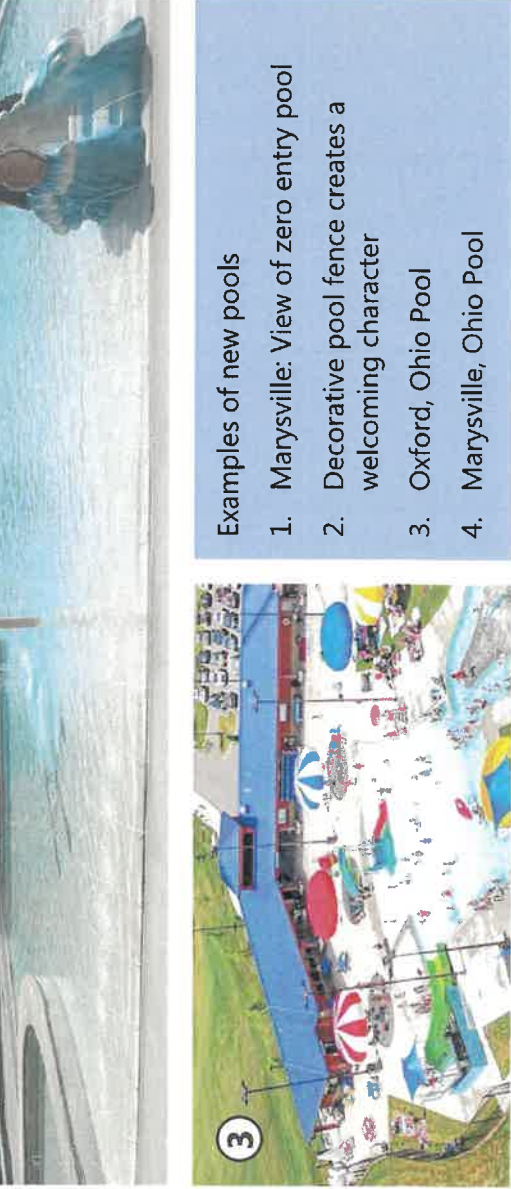
- Determine the size and type of pool needed to fit the needs of the community and swimming program
- Develop cost estimates
- Determine a funding structure
- Begin the planning / design process



1



2



3



4

## Examples of new pools

1. Marysville: View of zero entry pool
2. Decorative pool fence creates a welcoming character
3. Oxford, Ohio Pool
4. Marysville, Ohio Pool