

Request for Proposals (RFP)

City of Berlin

RFP No.: 01 Aquatic Center

Project Title: The Future of the Berlin Aquatic Center – Pool Facility Reuse Proposal

Issue Date: June 15, 2026

Non-Mandatory Pre-Proposal Meeting: July 21, 2026 at 11AM

Final Questions Due: July 27, 2026

Proposals Due: September 14, 2026

Submission Method: Email to cityadministrator@cityofberlin.wi.gov or

Mail/deliver to City of Berlin

108 N Capron Street

P.O. Box 272

Berlin, WI 54923

Procurement Contact: Jessi Balcom, City Administrator

(920) 361-5400

cityadministrator@cityofberlin.wi.gov

1. Introduction & Background

City of Berlin invites qualified firms and organizations to submit proposals to address the future of the Berlin Aquatic Center. The Berlin Aquatic Center, 255 Webster Street, (public pool) was originally constructed in 1992. The facility includes bathhouse, below ground mechanical building, two surge tanks and pool vessel. The pool vessel has zero-depth entry, slide plunge area, six 25-yard lap lane area and a diving well. The facility also has deck area, lighting, fencing, site utilities, and parking. The pool has experienced deterioration, please see the attached "Evaluation Summary of Existing Outdoor Swimming Pool Facility" completed by Ramaker in August 2024. The Aquatic Center will be closed for the 2026 season.

The City seeks proposals:

- Propose an option/use for the pool/site. Options may include ownership by a private entity, non-profit organization or the City of Berlin. Proposals are not required to, but may, continue the operation of the pool.

The City Council may award a proposal or not award a proposal at its sole discretion.

2. Project Goals & Objectives

- Ensure public safety and code compliance.
 - Provide cost-effective solutions with clear lifecycle and Operational and Maintenance implications.
 - Improve accessibility (ADA/ABA), sustainability, and resilience of facility.
 - Minimize disruption and construction impacts to the neighborhood.
 - Ensure the site becomes/remains an asset to the community.
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3. Site & Existing Conditions (Summary)

- **Address:** 255 Webster Street, portion of Parcel 206013730100
- **Zoning / Land Use:** Zoned C-1 Conservancy, stormwater and sanitary sewer on site. Proposals may require rezoning of the site, which would be at the discretion of the Plan Commission and City Council.
- **Utilities:** Fully served site
- **Known Constraints:** Should the site change ownership, the parcel would require division and utility easements for future operation of the City's stormwater, sanitary and water utilities.
- **Available Documents (Appendices):**
 - A1: As-builts
 - A2: Evaluation Summary of Existing Outdoor Swimming Pool Facility
 - A3: Water/sewer capacity letters (available upon request)
 - A4: Site map – preliminary/draft easement/lot division map

Note: Offerors/Proposers are responsible for verifying existing conditions. The City makes no warranty as to the completeness or accuracy of historical documents.

4. Scope of Work

Eligible concepts: Community recreation with aquatic remaining (e.g., revitalize pool, splash pad conversion, reduced-footprint pool, etc.); non-aquatic civic use (e.g., courts, skate/park amenities, dog park,); or other compatible public use(s); or use (aquatic or non-aquatic) and ownership by a non-profit organization; or use (aquatic or non-aquatic) and ownership by a private entity.

Minimum scope elements:

- Concept plan(s) with programming, operations model, and community benefits.
- Capital cost, Operation & Maintenance projections (10–20 years), revenue potential (if applicable) and funding structure, and partnership structures (if applicable).
- Zoning/land use compliance, accessibility, safety, and sustainability features.
- Phasing and constructability approach.
- Engagement plan: how the concept would be vetted with the public.

Deliverables: Concept report addressing all scope elements, preliminary drawings, opinion of probable cost, schedule, operational plan, funding/partnership framework.

Change in ownership would require lot division/utility easements to accommodate existing utility facilities.

5. Proposal Requirements

Proposal format (succinct appreciated, promotional materials not necessary):

1. **Cover Letter**
2. **Team & Qualifications:** Firm/Organization background, licenses, key personnel resumes, relevant pool/park/civic project experience (last 10 years), references.
3. **Technical Solution:** All Deliverables (listed in 4 above) with methods, materials, standards, and innovations.
4. **Schedule:** Baseline with critical path; milestones; assumptions; weather/seasonality plan.
5. **Price Proposal & Forms:** Use the **Pricing Forms** (Section 9).

6. Procurement Instructions

- **Questions:** Submit in writing to the City Administrator by the deadline. Responses will be via **Addenda** posted on the City's website <https://cityofberlin.net/request-for-proposal/>
- **Pre-Proposal Meeting/Site Visit:** There will be a Voluntary pre-proposal meeting at the Berlin Aquatic Center on July 21, 2026 at 11AM. The meeting will include a site tour and opportunity to walk around and view the site/facilities/amenities.

- **Submission:** Email to cityadministrator@citiyofberlin.wi.gov or

Mail/deliver to City of Berlin
108 N Capron Street
P.O. Box 272
Berlin, WI 54923

labeled **"01 Aquatic Center RFP – Pool Facility Options"**.

- **Late proposals** will not be accepted.
- **Proposal Validity:** Proposals must be valid for at least 120 days from submission due date.
- **Right to Reject/Negotiate:** The City may accept/reject any proposals, waive informalities, request BAFOs, and negotiate scope/price.

7. Minimum Standards, Codes & Permits

- Applicable building/plumbing/mechanical/electrical/fire codes as adopted by City of Berlin/State of Wisconsin, state/local public pool codes, OSHA, ADA/ABA, and accessibility standards.
 - Environmental/hazardous materials regulations (federal/state/local), stormwater and erosion control requirements, Dig Safe/utility locate laws.
 - Permits: Offeror responsible for preparing and obtaining all permits/approvals (plan review, building, electrical, plumbing, demo, right-of-way, stormwater, health department pool permits).
 - **Materials & Workmanship:** Industry standards; new-in-box materials unless otherwise specified; warranties as proposed and not less than 3 years.
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8. Pricing Forms (Complete as Applicable)

Note: Provide line-item detail and a summary total. Include assumptions, allowances, contingencies, and exclusions.

Reuse (Concept-Level)

Item	Description	Unit	Qty	Price
1	Concept design & report			
2	30% drawings & cost model			
3	Permitting path outline			
Total				\$

Additional Pricing Requirements:

- Provide a **detailed schedule of values**, hourly rate sheet, and markups (OH\&P, bonds, insurance).
- Identify **contingency** %, **allowances**, and assumed **escalation**.
- Provide **lifecycle cost** and **O&M cost** estimates over 10 and 20 years.

9. Evaluation & Selection

The City Council will determine if any of the proposals received are in the best interest of the Community.

The City may establish a shortlist, conduct interviews, request Best and Final Offers (BAFOs), and negotiate scope and price.

10. Schedule (Anticipated)

- Issue RFP: **June 15, 2026**
- Pre-Proposal Meeting/Site Visit: **July 21, 2026 at 11AM**
- Questions Due: **July 27, 2026**
- Addendum (Final Q\&A): **August 3, 2026**
- Proposals Due: **September 14, 2026**
- Shortlist/Interviews (if any): **September/October 2026**

- Notice of Intent to Award: **October 13, 2026**
- Council/Board Approval (if required): **October 13, 2026**
- Notice to Proceed: **November 1, 2026**

Dates are approximate and subject to change.

11. Reservation of Rights

Reservation of Rights. Notwithstanding any language to the contrary herein, the City reserves the right to proceed in the manner it believes best serves the best interests of the City. The City reserves the right to waive compliance with any or all requirements of this RFP if the City deems it is in the best interests of the City to do so. The City is not bound to accept the lowest responsive responsible bidder and is not required to proceed with any project. The City reserves the right to negotiate with the bidder(s) of its choosing, and in such negotiations the City may require additional or different requirements than are stated herein.

12. Additional Requirements following initial review by City Council

- **Coordination:** Maintain operations of adjacent facilities; noise/dust/vibration controls; work hour restrictions.
 - **Utilities & Outages:** Coordinate shutdowns at least 30 days in advance.
 - **Submittals:** Product data, shop drawings, samples, test reports.
 - **Record Documents:** As-builts (CAD/PDF), asset registry, equipment schedules, serials, warranty matrix.
 - **Training:** Onsite training sessions and manuals for staff; video recordings if requested.
 - **Cyber/Controls:** If using connected controls, comply with City cybersecurity standards.
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13. Submission Certification

By submitting a proposal, the Offeror certifies it has examined the RFP, site, and conditions; that the proposal is made without collusion; and that it will comply with all applicable laws and regulations.

Signature (to be included with Price Forms)

Firm/Organization: _____

Authorized Representative: _____

Title: _____

Date: _____

Email/Phone: _____