



522 2nd Ave,
PO Box 367,
Hugo, Colorado
80821

Request for Qualifications (RFQ) – Hugo Municipal Pool Design and Engineering Services – Submission Deadline 5:00PM MST 2/3/2025

Project Overview:

The Town of Hugo is seeking qualified firms to provide design and engineering services for the construction of a new net zero energy municipal pool, the remodel and expansion of the historic pool house, and the physical connection to the adjacent park area. The scope includes expanding the pool house facilities integrating renewable energy and ensuring that the pool operations are energy-efficient and self-sustaining. The project's renewable energy focus aims to reduce long-term operating costs and maintain affordable entry fees for community pool users.

Project Scope:

1. Design and Engineering Services:

- Develop 3 to 5 conceptual options for the new pool facility, which must include a zero-entry feature, an inclusive kiddie pool, and options for a splash pad (internal/external), slide, and diving board.
- Provide full design through construction drawings.
- Include schematic design drawings to establish overall project costs and budget estimates.
- Design and engineer the selected new pool, a new pool office building, including boys' and girls' changing rooms, one family bathroom, and an optional concession area.
- Provide full MEP (mechanical, electrical, plumbing) design for the new pool's mechanical equipment and for the historic pool house, which is listed on the State and National Historic Registry.
- Design option for a phased connection between the pool and historic pool house and provide concepts to close off 6th Avenue for expanded user parking and pedestrian safety to integrate the area more fully.
- Provide demolition options and cost estimates for the existing pool and suggest potential reuse of the area.

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- Develop construction cost estimates, with an option for phased budgeting.
- 2. **Community Engagement and Final Design Selection:**
 - Following the development of the initial 3 to 5 conceptual designs, the selected firm will help the Town of Hugo Pool Committee lead a community engagement campaign to gather input from residents. This may include public forums, open houses, and surveys.
 - Based on community feedback, the firm will help facilitate the selection of a final concept design.
 - Once the final design is chosen, the firm will fully develop this design into a shovel-ready package suitable for construction bidding, including detailed construction drawings, final cost estimates, and specifications required for permitting and bid solicitation.
- 3. **Public Process & Additional Community Engagement:**
 - Lead community outreach, including open houses, public surveys, and engagement with the Hugo Swimming Pool Committee to ensure alignment with community desires.
 - Work closely with cross-sector partners including History Colorado, and the State Energy Office to incorporate sustainable design practices.
- 4. **Net Zero Energy Focus:**
 - Design the pool and pool house facilities with the goal of 100% renewable energy use. This includes the mechanical and heating systems for the pool and the pool house.
 - Incorporate energy-saving products and strategies to reduce the operating costs (currently estimated at \$2,000 per month for gas and electricity) while ensuring sustainability and long-term affordability.

Submission Requirements:

1. **Company Profile**
 - Proof of general liability and workers' compensation insurance.
2. **Qualifications and Experience**
 - Provide examples of similar projects, particularly in pool design, knowledge of historic building remodels, and renewable energy integration.
3. **Cost Breakdown**
 - Detailed cost breakdown for design and engineering services, including community engagement components.
4. **Timeline & Milestones**
 - Provide a timeline for project completion, including major milestones, and the anticipated timeline for the community engagement campaign and final design package.
5. **References**
 - References from similar municipal projects.

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6. Additional Information

- Any other relevant information that demonstrates the firm's ability to successfully complete the project.

Submission Deadline: Proposals must be submitted no later than Monday, February 3, 2025 at 5:00PM MST. Late submissions will not be considered.

Submission Instructions: Proposals should be delivered to the Hugo Town Hall located at 522 2nd Ave, Hugo, CO 80821 as five (5) hard copies and one (1) digital copy on a thumb drive. Submissions should be read: Hugo Municipal Pool Design RFQ Submission.

Evaluation Criteria:

1. **Experience and Expertise:**
 - Previous experience in municipal pool design, renewable energy systems, and historic remodels.
2. **Cost and Quality:**
 - Proposal's cost-effectiveness and quality of materials and designs.
3. **Project Timeline:**
 - Ability to meet project deadlines.
4. **References:**
 - Customer satisfaction and performance on similar projects.

Additional Information: The Town of Hugo reserves the right to reject any or all proposals and to waive any information or irregularities in the proposal received. This RFQ does not commit the Town of Hugo to award a contract or to pay any costs incurred in the preparation of a proposal in the response to this request.

Point of Contact: For inquiries, please contact Sara Lancaster, Town Clerk Administrator at hugotownclerk@esrta.com or 719-743-2485.

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