



**REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL CONSULTING SERVICES
WHITEWATER AQUATIC & FITNESS CENTER
FACILITY ASSESSMENT, RENOVATION PLANNING, AND DESIGN SERVICES**

Issued By:
City of Whitewater
Department of Parks, Recreation and Facilities

Issue Date:
March 10, 2026

Contact Information:
Kevin Boehm
Director of Parks, Recreation and Facilities
City of Whitewater
P.O. Box 178
312 West Whitewater Street
Whitewater, Wisconsin 53190

Phone: (262) 473-0122
Email: kboehm@whitewater-wi.gov

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SECTION 1 – NOTICE OF REQUEST FOR PROPOSALS

The City of Whitewater, Wisconsin is requesting proposals from qualified professional consulting firms to provide evaluation, renovation planning, and potential design services for the Whitewater Aquatic & Fitness Center.

The facility is an approximately 30,000 square foot indoor aquatic and fitness facility constructed around the year 2000.

The City seeks a consultant with demonstrated expertise in municipal aquatic facilities, natatorium environments, recreation centers, and building system evaluations.

Proposals must be received no later than:

**2:00 PM Central Time
May 8, 2026**

Proposals shall be submitted to:

Kevin Boehm
Director of Parks, Recreation and Facilities
City of Whitewater
P.O. Box 178
312 West Whitewater Street
Whitewater, Wisconsin 53190

Phone: (262) 473-0122

Email: kboehm@whitewater-wi.gov

SECTION 2 – INTRODUCTION

The City of Whitewater is seeking professional consulting services to conduct a comprehensive evaluation and planning study for the Whitewater Aquatic & Fitness Center.

The purpose of this project is to provide the City with a clear understanding of the facility's current condition, identify infrastructure needs, and develop renovation concepts and cost estimates to guide future investment decisions.

The consultant's work will support the City in developing a long-term strategy for maintaining and improving the facility and may assist the City in planning potential capital improvements and funding strategies.

SECTION 3 – CITY OF WHITEWATER OVERVIEW

Whitewater is located in southeastern Wisconsin and has a population of approximately 15,000 residents.

The City provides parks, recreation programs, and community facilities through its Department of Parks, Recreation and Facilities.

The Whitewater Aquatic & Fitness Center serves as a major recreation and wellness facility for residents of Whitewater and surrounding communities.

SECTION 4 – PROJECT BACKGROUND

The Whitewater Aquatic & Fitness Center was constructed around the year 2000 and is approximately 30,000 square feet in size.

After approximately twenty-five years of operation, many building systems and aquatic components are approaching the end of their service life.

The City intends to conduct a comprehensive assessment of the facility to identify infrastructure needs, maintenance priorities, and potential renovation opportunities.

SECTION 5 – PROJECT OBJECTIVES

Project objectives include:

- Conduct a comprehensive facility condition assessment
- Evaluate aquatic systems and building infrastructure
- Identify deficiencies and required repairs or replacements
- Provide prioritized capital improvement recommendations
- Develop conceptual renovation options
- Prepare planning-level construction cost estimates
- Support long-term capital planning for the facility

SECTION 6 – SCOPE OF SERVICES

Phase 1 – Facility Condition Assessment

The consultant shall conduct a comprehensive evaluation of the Whitewater Aquatic & Fitness Center.

Aquatic Systems Evaluation

Evaluation shall include:

- Pool shell and structural condition
- Pool finishes including tile and coatings
- Pool decks and gutters
- Filtration systems
- Pumps and piping systems
- Chemical treatment systems
- Surge tanks
- Pool mechanical equipment
- Pool lighting systems
- Water features and play elements
- Safety compliance
- Accessibility compliance

Building Systems Evaluation

Evaluation shall include:

- Structural systems
- Roofing systems
- Exterior building envelope
- Plumbing systems
- Electrical systems
- Interior lighting systems
- Heating and ventilation systems
- Natatorium dehumidification systems
- Mechanical rooms and equipment
- Fire protection systems

Locker Rooms and Support Spaces

Evaluation shall include:

- Locker room layouts
- Plumbing fixtures
- Flooring and wall finishes
- Accessibility compliance

Fitness Center Evaluation

Evaluation shall include:

- Layout and space utilization
- Flooring systems
- Equipment areas

- Mechanical capacity supporting fitness operations
- Opportunities to improve circulation and programming

SECTION 7 – PHASE 1 DELIVERABLES

Facility Condition Assessment Report

The consultant shall prepare a comprehensive written Facility Condition Assessment Report.

The report shall include:

- Description of the condition of major building and aquatic systems
- Identification of deficiencies or operational concerns
- Photographic documentation of deficiencies
- Life-cycle observations for major systems
- Code compliance observations

Planning-Level Construction Cost Estimates

The Phase 1 Facility Condition Assessment Report shall include planning-level construction cost estimates for each major deficiency, repair, replacement, or improvement identified during the evaluation process.

Each estimate shall identify:

- System or component evaluated
- Description of deficiency
- Recommended repair or replacement
- Planning-level construction cost estimate

Capital Improvement Summary

The report shall include a summary table identifying recommended improvements and associated estimated costs.

Capital Improvement Priority Matrix

The consultant shall prepare a Capital Improvement Priority Matrix identifying recommended improvements, estimated costs, and suggested implementation timing.

Priority categories shall include:

Immediate Priority

High Priority (1-3 years)

Moderate Priority (3-5 years)
Long-Term Priority (5-10 years)

SECTION 8 – SITE VISITS

Consultants are strongly encouraged to visit the Whitewater Aquatic & Fitness Center prior to submitting a proposal in order to become familiar with existing conditions.

Site visits may be scheduled by contacting:

Kevin Boehm
Director of Parks, Recreation and Facilities
Phone: (262) 473-0122
Email: kboehm@whitewater-wi.gov

Site visits should be scheduled **no later than April 24, 2026**.

Consultants who schedule a site visit should complete the **Facility Walkthrough Checklist provided in Attachment A**.

SECTION 9 – QUESTIONS AND ADDENDA

All questions regarding this Request for Proposals must be submitted in writing.

Questions shall be submitted via email to:

Kevin Boehm
kboehm@whitewater-wi.gov

Questions must be received **no later than April 17, 2026**.

Responses to questions requiring clarification will be issued in the form of written addenda distributed to all known recipients of the RFP.

All addenda issued shall become part of this Request for Proposals.

SECTION 10 – PROJECT SCHEDULE

RFP Issued – March 10, 2026
Questions Due – April 17, 2026
Recommended Deadline to Schedule Site Visits – April 24, 2026
Proposals Due – May 8, 2026 (2:00 PM CST)
Consultant Interviews – May 27, 2026
Consultant Selection – June 5, 2026

SECTION 11 – PROPOSAL SUBMISSION REQUIREMENTS

One printed copy and one digital PDF copy of the proposal shall be submitted.

Proposals shall be clearly labeled:

WAFC Facility Assessment Proposal

Proposals submitted in response to this Request for Proposals shall remain valid for a period of **ninety (90) days** following the proposal submission deadline unless otherwise extended by mutual agreement between the City and the proposer.

SECTION 12 – PROPOSAL FORMAT REQUIREMENTS

Proposals shall include:

- Cover letter
- Firm profile
- Project team
- Relevant experience
- Project approach
- References
- Fee proposal

SECTION 13 – FEE PROPOSAL REQUIREMENTS

Fees shall be provided for:

Phase 1 – Facility Assessment

Phase 2 – Renovation Planning

Phase 3 – Design Services

Phase 4 – Construction Administration

SECTION 14 – PROPOSAL EVALUATION CRITERIA

Aquatic Facility Experience – 30 points

Municipal Project Experience – 20 points

Project Team Qualifications – 20 points

Project Approach – 15 points

References – 10 points

Fee Proposal – 5 points

Total Possible Points – **100**

SECTION 15 – CONSULTANT SELECTION AND OPTIONAL FUTURE SERVICES

The City intends to select the consultant whose proposal is most advantageous based on qualifications, experience, project approach, and overall value.

Selection will **not be based solely on lowest cost**.

Selection for Phase 1 does not guarantee award of future phases.

The City reserves the right to negotiate or separately procure additional services.

SECTION 16 – INSURANCE REQUIREMENTS

Commercial General Liability – \$1,000,000 per occurrence

Professional Liability – \$1,000,000

Workers Compensation – as required by law

SECTION 17 – CONTRACT TERMS AND CONDITIONS

The selected consultant will enter into a professional services agreement with the City of Whitewater defining scope, compensation, schedule, and responsibilities.

SECTION 18 – CITY RIGHTS AND RESERVATIONS

The City reserves the right to reject any or all proposals, waive informalities, request additional information, and negotiate scope and fees.

All costs associated with the preparation and submission of proposals in response to this Request for Proposals shall be the sole responsibility of the proposer. The City of Whitewater shall not be liable for any costs incurred by proposers in the preparation of proposals or participation in the selection process.

The City reserves the right to request clarification or additional information from any proposer regarding the contents of their proposal. Such requests may include written clarifications, additional documentation, or participation in interviews or presentations.

The City reserves the right to determine whether proposals are responsive to the requirements of this Request for Proposals. Proposals that are incomplete, fail to comply with the requirements of this Request for Proposals, or contain material irregularities may be rejected at the discretion of the City.

SECTION 19 – PROPOSAL SUBMISSION FORM

Firm Name

Address

Contact Person

Phone

Email

Authorized Signature _____

Date _____

SECTION 20 – FEE PROPOSAL FORM

Firm Name

Phase 1 Fee

Phase 2 Fee

Phase 3 Fee

Phase 4 Fee

Total Estimated Cost

Authorized Signature _____

Date _____

SECTION 21 – NON-COLLUSION AFFIDAVIT

The proposer certifies that the proposal has been prepared independently without collusion with any other proposer.

Authorized Signature _____

Date _____

SECTION 22 – CONSULTANT CERTIFICATION FORM

The proposer certifies that the firm possesses the professional qualifications and licenses required to provide the services described in this Request for Proposals.

Authorized Signature _____

Date _____

ATTACHMENT A

FACILITY WALKTHROUGH CHECKLIST

Whitewater Aquatic & Fitness Center

Firm Name

Representative Name

Date of Walkthrough

Natatorium

- Pool area inspected
- Pool deck condition reviewed
- Pool tile and coping reviewed
- Pool gutter systems observed
- Pool lighting systems observed

Pool Mechanical Systems

- Filtration equipment reviewed
- Pumps and piping observed
- Chemical treatment systems observed
- Surge tanks inspected
- Mechanical room conditions reviewed

Natatorium HVAC and Dehumidification

- Dehumidification equipment observed
- Air handling units reviewed
- Supply and return air systems reviewed

Building Systems

- Electrical rooms observed
- Plumbing systems observed
- Structural conditions observed

Locker Rooms

- Locker room layout inspected
- Plumbing fixtures reviewed
- Flooring and finishes reviewed
- Shower areas inspected

Fitness Center

- Fitness equipment areas observed
- Flooring systems reviewed
- Layout and circulation reviewed

General Facility Condition

- Overall building condition reviewed
- Areas of visible deterioration noted

Consultant Acknowledgment

Signature _____

Name _____

Title _____

Date _____