

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: Aaron S. Reeves, City Administrator**

**SUBJECT: New Pool Study**

**DATE: August 20, 2013**

**BACKGROUND**

Over the next few years the City is looking at spending roughly \$100,000 on needed maintenance for the pool. This does not include any ADA upgrades. In consideration of these large costs and the fact that the pool will in all probability never be ADA compliant staff feels that it is a good time to begin the process of looking at building a new pool. Many cities in our area have already done this (Kasson) or in the process of planning for one (Byron). USAquatics is the firm that is used by most Minnesota cities. The Public Works Commission has reviewed the proposal and recommends that the Council authorize the study to be paid from the Park Dedication Fund. If the study is approved a committee will be formed with representatives from the public and Council as well as City staff. This committee will assist USAquatics in developing a proposal for a new pool including a cost estimate for construction. If the Council approves moving forward a referendum would be held to allow the citizens to vote on the proposal.

**STAFF RECOMMENDATION**

Staff recommends approving the New Pool Study proposal as presented.

**REQUESTED COUNCIL ACTION**

I respectfully request a motion approving the New Pool Study proposal as presented.



**Cannon Falls Municipal Pool  
City of Cannon Falls, MN  
July 26, 2013**

City of Cannon Falls  
918 River Road  
Cannon Falls, MN 55009

Attn: Aaron Reeves, City Administrator

**PREAMBLE**

USAquatics, Inc. is pleased to have the opportunity to present this proposal to you for aquatic assessment and preliminary aquatic design. Our proposal is based on our phone discussion on July 25, 2013 and our understanding of the community needs related to aquatics.

**PART 1 - SCOPE OF WORK**

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**1.01 General**

- A. Assess the condition of the existing pool, wading pool, bath house and pump house to include, but not limited to;
  - (1) Pool Shell Integrity
  - (2) Gutter System
  - (3) Filter, pumps, piping
  - (4) Chemical treatment
  - (5) Pool Boiler/Heat Exchanger
  - (6) Code Issues
  - (7) Compliance with new Federal Main Drain Laws
  - (8) Compliance with new Americans with Disabilities Act Laws
- B. Meet with pool committee to determine aquatic needs and wants for the community.  
We will present examples of options and aquatic amenities and support facility for review and comment.
- C. Use existing drawings and pool data or other information the city may have for use in completing the study. Other information may include historical data on attendance, revenues, and operating expenses.
- D. Study the demographics of Cannon Falls and the surrounding area.
- E. Review and discuss other aquatic venues within a 30 mile radius of Cannon Falls.
- F. Evaluate all options with the pool committee including, but not limited to;
  - (1) Complete renovation with upgrades to existing facility
  - (2) New outdoor aquatic facility
  - (3) Possible site locations
- G. Prepare a schematic design, with options, for an aquatic facility. The purpose of the study is to determine the best option in the best interest of the community of Cannon Falls.
- H. Prepare a preliminary construction cost estimate for the aquatic facility.
- I. Meet with pool committee to review preliminary schematic design. At this meeting we will discuss the pros and cons of the schematic design and sketch options, changes and additions that address review comments.
- J. Work with pool committee to determine a timeline for the aquatic project.
- K. Prepare a final schematic design showing amenities and integration with site. Schematic design drawings will include colored two dimensional representation of the proposed aquatic facility and images of amenities. A three dimensional electronic model can be provided for an additional fee.

- L. Complete an operations revenue and expense projection for the determined layout.
  - (1) Recommend admission prices and sales programs
  - (2) Estimate admission revenue and expenses
  - (3) Estimate concession revenue potential
- M. Assist Pool Committee in a presentation to City Council, if desired.

**PART 2 - FEE**

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**2.01 The following is a fixed fee price.**

- A. The above scope of work will be completed for a fixed fee of \$7,500 plus an estimated \$750 for travel expenses. Included in our fee are one bond copy and one electronic copy of the completed study. Any additional reproduction costs will be billed at cost plus 10%.
- B. As an additional service, USAquatics offers to deliver a 3-D electronic model of the proposed facility for an additional \$3,500.
- C. USAquatics, Inc.'s General Conditions shall apply to all project work.

**PART 3 - PAYMENT TERMS**

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**3.01 Terms**

- A. Progress billings will be submitted for payment, not to exceed one billing per month.
- B. Late payments will be assessed interest at the rate of 1.5% per month.

**PART 4 - ACKNOWLEDGEMENT**

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**4.01 Proposal acceptance and authorization to begin work**

- A. Signing this proposal indicates an understanding of an owner/consultant agreement for the scope and amounts stipulated above.

City of Cannon Falls

USAquatics, Inc.

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*Signature*

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*Signature*

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*Title*

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*Title*

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*Date*

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*Date*

USAquatics thanks you for the opportunity to present this proposal and we look forward to a long relationship.