



Request for Proposals
Wading Pool Rehabilitation
City of Moorhead
Moorhead, MN

Due by November 21, 2025 at 2:00 PM Central Time

City of Moorhead, MN
ATTN: Wading Pool Rehabilitation
PO Box 779
Moorhead, MN 56561-0779

Drop Off Location:
City Clerk Office
403 Center Ave
Moorhead, MN 56560

Email: Derek.Boman@MoorheadMN.gov



1. SUMMARY INFORMATION

The City of Moorhead, Minnesota (the “City”) is requesting proposals from providers of wading pool remediation work. The vendor will acquire proper permits, provide labor, equipment, and materials to resurface or line the City wading pools, and to replace the existing filtering system. In addition, the vendor may add a separate line item for replacement of existing coping tile.

2. SCOPE OF WORK

The City is issuing this Request for Proposals (“RFP”) to identify a company to provide municipal wading pool surfacing or lining services. The City wishes to remediate four (4) of the existing wading pools with the primary goal of extending the usable life.

The selected contractor will be responsible for:

- Stabilization and preparation of the existing surface.
- Applying commercial quality coating designed for swimming pool remediation or installing a commercial grade pool liner.
- Remove and replace the existing pool filtration system with a modern, energy-efficient system designed to enhance operational performance and reduce maintenance requirements.
- Provide comprehensive training for staff on the operation, routine maintenance, winterization, and troubleshooting of the new pool coating or liner and filtration system.
- The work includes all permits, labor, equipment, clean-up and materials to complete the work.
- Provide as-built information and maintenance manual(s).
- Optional: Separate line item for replacement of existing coping tile to be completed in conjunction with City pool remediation.

The City owns and operates four (4) public wading pools that were built in 1989. The pools are of similar design and are in similar condition. The pools are 20’ x 40’ in dimension with a painted concrete surface and stainless steel upper collar. The pool plans are provided. The City operates the pools between June 1 and August 10. Contractor will consider this schedule when planning and performing the work. The City is willing to adjust pool schedules to accommodate the planned work.

Contractors interested in assisting the City of Moorhead should submit a proposal outlining the service to be performed including a detailed schedule and specifications of materials to be used. The Proposal should also include Company information along with documentation of similar projects already performed.

The timeline for this project is:

- **RFP Closes November 21, 2025**
- **City Council Approval of RFP Selection December 8, 2025**
- **Service Term: Completed in 2026**



3. SUBMITTAL REQUIREMENTS

Submittals shall include the following:

- ✓ **Section 1: Company information**
 - Business name and address
 - Contact name, address, phone and email
- ✓ **Section 2: Submittal Information**
 - Please provide information for all items listed on Attachment #1.
 - Previous Projects Performed
 - References (3)

4. SELECTION PROCESS

Proposals will be reviewed by the Selection Committee. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions and change timelines.

5. EVALUATION CRITERIA

The City's selection is based on several criteria that will meet the needs of the project. Consideration will be included, but not be limited to, the following factors:

- a. **Cost (50 Points)**
- b. **Performance (25 Points)**
- c. **Schedule (25 Points)**

6. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to Derek.Boman@MoorheadMN.gov. Questions must not contain confidential or proprietary information. Questions may be submitted through October 23, 2025. Answers to questions received will be posted online as an addendum. The City does not guarantee that questions received after the deadline will be answered.

7. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.

8. INCURRED EXPENSES



There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

9. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.

10. Pool Locations

1. Riverview Estates – 3801 5th St. S.
2. Village Green – 2600 Village Green Blvd.
3. Hansmann – 1320 12th Ave. N.
4. Ridgewood – 1818 31st St. S.

11. ATTACHMENTS

1. Proposal Guidelines
2. Pool Photos
3. Pool Details
4. Filter Information