

**CITY OF FRANKFORT, KY
COUNTY OF FRANKLIN, KY
FRANKLIN COUNTY (KY) SCHOOLS**



REQUEST FOR PROPOSALS

**Natatorium and Wellness Center
Concept Design and Cost Estimate**

Release Date: November 26, 2025

BACKGROUND

In September 2025, the City of Frankfort, KY, County of Franklin, KY and Franklin County (KY) Schools passed and signed an Interlocal Agreement and formed a committee of members from the three parties to create this RFP for concept design and cost estimate for a new natatorium and wellness center.

GENERAL INFORMATION

The committee is seeking proposals from qualified firms to develop a concept design package including cost estimate for the development of a Natatorium and Wellness Center site. This concept design and cost estimate phase will provide an initial design and cost estimate to allow the committee, County Fiscal Court, City Commission and Board of Education to initiate final approval discussions. Following necessary approvals, the committee will seek to enter final design development phases and construction. The timeline for completion of the final design phase is contingent upon funding sources and is still to be determined at this time. It is the intent of the committee that through this process, we would select a firm that, if any part of the project moves forward, we would engage for future design phases. While this RFP includes both natatorium and wellness center, depending on project costs, site layout, and building size, any future project development may include only the natatorium.

Qualifications for this work should include experience in design, project development and completion of community-based natatorium, wellness/ fitness facilities as well as experience in working with public and governmental entities in Kentucky. Energy and water conservation and state of the art environmental stewardship are also important to the committee.

The firm should also show expertise in projecting project construction and overall costs and options to minimize project costs based on the concept design.

NATATORIUM & WELLNESS CENTER SITE

The Franklin County Fiscal Court has entered into an agreement with the Commonwealth of Kentucky to purchase approx. 3.75 acres of property at the intersection of Cold Harbor Drive and Martin Luther King, Jr. Boulevard located near the Commonwealth's Cabinet for Health and Family Services building at 275 East Main Street. See Exhibit A for location details.

INITIAL DESIGN CONCEPT

NATATORIUM

The committee's initial program and design vision include the following elements.

Required Components

Aquatic Components

- Ten-lane 25 meter pool (with sufficient end room for automatic timing equipment)
- Moveable bulkhead
- Stairs access
- Portable Ramp for zero entry
- ADA Compliant Pool Lift
- Starting blocks
- Depth: 4.0' to 8'
- Seating capacity of 700-800, preferably overlooking the pool on second floor
- Sufficient deck space for full range of program staging as well as accommodating competitors for recreation and high school team competitions. (15 feet along swimmer sides, 20 feet at ends)

Common and Support Spaces

- Locker Rooms
- Separate restrooms for spectators and participants to comply with US Safe Sport rules
- Family changing room
- Handicap changing rooms large enough to accommodate wheelchairs and caregivers

Office space to support management and program staff

- Office area
- Lifeguard/First Aid office off of pool deck
- Community accessible large lobby with front desk access control
- Multi-function room
- Small catering/warming kitchen to support function spaces
- Concession area to support sales during events
- Defined storage areas supporting both pools, meeting space, and offices

Mechanical Systems

- Mechanical Systems to optimize air and water quality while minimizing energy, water, and chemical consumption
 - Dehumidification System
 - Large Overhead fan in pool area

Optional Components

Main Pool Components

- Optional addition 1 - Depth to 12.5 feet & One 1-meter diving board
- Optional addition 2 - Water Slide into main pool

Therapy Pool (separate from main pool)

- Zero entry (ramp entry)
- Depth: 3.0 to 4.5 feet
- Approximately 20 x 30 feet

WELLNESS CENTER COMPONENTS

Required Components

Gymnasium

- Two (2) full size basketball courts with dividers to separate into smaller courts
- Walking track overlooking basketball courts

Additional Fitness Rooms

- Cardio/ Weight Machine room
- Multi-purpose fitness room

Common and Support Spaces

- Education/ Meeting room
- Locker Rooms/ Restrooms
- Office area
- Storage and mechanical rooms

MUTUAL REQUIRED COMPONENTS

Energy and Environmental Considerations

- Building design considerations to accommodate alternate energy systems initially or in the future
- Geo-thermal potential capabilities on site

Parking

- New parking spaces to support Natatorium and Wellness Center users
- Parking and traffic access and circulation to minimize bottlenecks at beginning and end of work day with nearby state office buildings.

PROPOSAL CONTENT & SUBMISSION REQUIREMENTS

It is the sole responsibility of any interested party to obtain, review, and understand all supporting bid documents and project information referenced in this RFP.

Timeline

Milestone	Date
Issuance of Request for Proposal	Tuesday, November 26, 2025
Expression of Interest to Submit Proposal Email Due	Friday, December 5, 2025
Proposer's Conference & Site Visit (optional)	Friday December 12, 2025, 2:00 pm Eastern
Final date to submit questions	Friday, December 19, 2025, 4:00 pm Eastern
Proposals Due	Friday, January 9, 2026, 4:00 pm Eastern
First Interviews (All qualified firms)	TBD
Second Interviews (Top 3 firms)	TBD
Selection Process Completed	TBD

Expression of Interest to Submit Proposal

Firms interested in submitting a proposal should indicate their interest by email to the committee, In the subject line of the email please indicate "RFP Expression of Interest submitted by [Name of Firm]."

Email Expression of Interest to the following:

Jack.Kennedy@franklincounty.ky.gov

Jennifer.kantner@franklin.kyschools.us

amoreland@frankfort.ky.gov

1. Expressions of interest should be submitted no later than Friday, December 5, 2025.
2. Only those firms indicating their interest in submission will be able to attend the proposer's conference, submit questions, and receive question responses and RFP clarifications and updates.

Pre-Proposal Meeting & Site Visit (optional)

1. An optional pre-proposal Meeting will be held on Friday, December 12, 2025 at 2:00 pm Eastern for firms indicating interest in submitting a proposal. Address and agenda will be emailed to all interested firms.
 - a. This meeting is optional
 - b. Key questions raised and responses during this meeting will be circulated to all firms expressing Interest to Submit.

Questions on the RFP

Submission of Questions

Questions will only be received in written format through email. Questions must be submitted by Friday, December 19, 2025 at 4:00 pm Eastern. In the subject line of the email please indicate "RFP Questions submitted by [Name of Firm]."

Email questions to the following:

Jack.Kennedy@franklincounty.ky.gov

Jennifer.kantner@franklin.kyschools.us

amoreland@frankfort.ky.gov

All questions and responses will be circulated to all interested teams.

Proposal Requirements

Responses should not exceed **15 pages** in length including all exhibits or attachments other than resumes. **Nine hard copies** of the proposal **and an electronic version** (USB drive is acceptable) of the proposal must be submitted. **Responses must be received no later than Friday, January 9 at 4:00 pm Eastern** at the address listed below. Facsimile copies of proposals will not be accepted. Both the hard copies and the electronic versions must be received before the time specified to consider a proposal. Submissions of a paper version that differs from the electronic version may result in disqualification. Late submittals and submittals not received in both hard copy and electronically before the time specified may not be considered and may be rejected/returned unopened, regardless of when they were sent.

To be considered in the selection process, the proposals must include all the following, organized as follows:

1. **Appendix A** – Cost Estimate filled out and attached to the front of each hard copy.
2. **Transmittal Letter** expressing the respondent's interest and qualifications. The letter must include a statement disclosing any past or ongoing potential conflicts of interest the consultant may have as a result of performing any requested future work. The letter should also briefly explain how the proposer's expertise is demonstrated by previous experience, and the value or benefits that stand out from other proposers.

3. **Respondent Profile**, which includes:

- a) A brief overview of the firm, and the respondent's name, address, telephone number, web site, and e-mail address
- b) A summary of relevant experience including, but not limited to:
 - Aquatic facility planning, design and engineering expertise
 - Aquatic facility capital and operating cost estimating expertise
 - Site evaluation capabilities and experience, including any required traffic and parking impact expertise
 - Public outreach and engagement expertise
 - Knowledge of Frankfort's local and regional recreation and aquatics programs and facilities
- c) The lead or project manager for the team
- d) A listing of team personnel who would be assigned to perform any future work on this project, a breakdown of project management hierarchy, and a description of tasks assigned per project team member and their work location and availability to perform the work
- e) Resume and experience record for each person, including years of relevant experience, education and anticipated amount of time each will actually work on this project and location of each person
- f) For firms located outside the region, address how you will remain responsive to short notice requests and meetings
- g) The proposal should also include the names and addresses of any outside sub-consultant(s) or associate(s) proposed to be involved with this project, with the proposed sub-consultant(s) experience and qualifications for firm's assigned personnel

4. **Concept Design** - Development of Concept Design options

- a) Present two to three relevant conceptual options
 - i. Initial concepts will need to include optional features to be added or deleted from concept designs based on project costing projections.
- b) Aquatic Components
- c) Wellness Components
- d) Support areas
- e) Building Layout
- f) Site Layout
- g) Parking and traffic flow
- h) Concept Design drawings and renderings suitable for use in public meetings and preliminary donor and capital campaign presentations and initiatives

5. **Cost Estimates - Construction and Overall Project Cost Projections**

Cost estimates need to be presented separately for Natatorium and Wellness Center. Natatorium estimates should be separated into required components and estimates for each optional component.

- a. Current construction dollars and projected cost escalation for two years
- b. Estimate of Overall Project Costs including soft costs, A/E Fees, Owner Costs, and other potential additional costs
- c. NOTE: No specific project budget has yet been set for the Natatorium and Wellness Centers

Appendix A contains the Cost Estimate & Future Design Fee Chart. Appendix A should be included in the hard copy proposal and an additional copy attached to the front of each hard copy.

6. **Future Design Fees**

Provide a cost for future design services, potentially through the completion of construction documents and construction phase. Appendix B contains the Cost Estimate & Future Design Fee Chart. Appendix A should be included in the hard copy proposal and an additional copy attached to the front of each hard copy.

7. **Project Procurement and Next Phase**

Provide input on options for a variety of Project Procurement and Construction Management options with recommendations for this project

8. **References**

Provide references for at least three similar projects managed within the last five years, ideally from other public jurisdictions, by the personnel proposed for this contract. References should identify the client organization, nature and date of the contract, and the name, title, telephone number, web site, and e-mail address of the contact person for each reference. The references shall include the cost of the project and scope of work accomplished. The list shall include projects that were similar in size and scope. Include at least three references for each sub-consultant.

Hard copies and electronic version (USB drive is acceptable) must be delivered to:

Franklin County Fiscal Court
ATTN: Jack Kennedy/ RFP Response – DO NOT OPEN
321 West Main Street
Frankfort, KY 40601

MINIMUM QUALIFICATIONS

1. The applicant should have experience and history performing this type of work or service, particularly projects with similar scope. Referenced projects should be of comparable size, scope, and magnitude where the proposed approach/methodology was successfully implemented within the past five (5) years.
2. Significant experience working with municipalities.
3. Demonstrated ability to successfully complete the scope of services on time and within budget.
4. Demonstrated ability to successfully work with municipal staff, elected/appointed officials and the general public.

SELECTION PROCESS

A fully responsive proposal will demonstrate the successful proposer's understanding of the requirements and experience in design of similar facilities. The overall quality and thoroughness of the proposal will be evaluated in addition to the minimum qualifications noted above.

The proposal will also be evaluated using, but not limited to, the following criteria:

1. Completeness, overall organization, quality and clarity of the response
2. Demonstrated understanding of the vision and the requirements of this RFP
3. Relevant qualifications and experience of the respondent and specific team members
4. Direct experience in aquatic and wellness facility design
5. Evaluation of reasonable cost estimates for associated concept design
6. Future design fees

The Committee will review all proposals received by the deadline, evaluate proposals that are deemed to be responsive, identify a short list of proposers to interview, and conduct interviews, if necessary. The Committee will then determine next steps in the process, and pending necessary approvals, the committee will seek to enter final design development phases and construction.

If it is not possible to negotiate a satisfactory future agreement with the first-choice proposer, the Committee may negotiate with another proposer.

Appendix A

Firm Name _____

Cost Estimates

Component	Current Construction Cost Estimate	All In Project Cost
Natatorium Required Components		
Natatorium Optional – Depth to 12.5’ and One 1m diving board		
Natatorium Optional - Therapy Pool		
Natatorium Optional – Water Slide		
Wellness Center Required Components		

Future Design Fees

Notes: _____

--EXHIBIT A--

