



Request for Proposal (RFP) For: MBCPR War Memorial Park Pools Renovation

RFP Posted: 9/22/25

Bids Due and Opening: 10:00 AM 10/14/2025

Introduction

Martinsburg Berkeley County Parks & Recreation will receive sealed bids for this RFP at the administrative office located at 273 Woodbury Avenue, Martinsburg, WV 25404 or by email. If emailing, send quotation in PDF no later than the due date and time to joe.burton@mbcparks-rec.org

For more information about the project, please contact Joe Burton, MBCPR Executive Director at joe.burton@mbcparks-rec.org

Background

The successful bidder will provide renovations to War Memorial Park Pools at **War Memorial, 500 N. Tennessee Ave, Martinsburg, WV 25401.**

Pre-Bid meeting

Pre-bid site inspection and meeting will be held at War Memorial Pool Complex, 500 N Tennessee Ave on Monday, October 6 at 11:30 am. Contractor attendance is recommended. Contact Joe Burton with any questions at joe.burton@mbcparks-rec.org

Submission Procedure & Opening

The sealed bids will be accepted until the date and time listed above (**Bid Due and Opening**), at the MBCPR, 273 Woodbury Avenue, Martinsburg, WV 25404, at which time and place all bids will be publicly opened and read aloud. All bids should be marked "War Memorial Park Pool Renovation" attention to "Joe Burton". MBCPR reserves the right to reject any or all bids and to waive any informalities in the bidding process.

Proposal Evaluation and Award of Contract

All proposals satisfying the requirements of this RFP will be evaluated to establish which of the bidder's best fulfills the needs of the Owner and this project.

Contractors may bid on any or all of the projects. The winning bidder may be awarded a single project or all three. Any discounts offered for awarding all 3 projects should be described in the bid.

There will be a maximum of one week of evaluation by the Owner, after which all bidders who submitted a complete proposal will be notified of the results.

This RFP does not commit the Owner to award a contract, to pay any costs incurred in the preparation of the proposal or to contract for the goods and/or services offered. The Owner reserves the right to accept or reject any or all proposals received as a result of this request, to rescind this RFP, if it is in the best interests of Owner to do so. An award will be made in the best interest of Martinsburg Berkeley County Parks & Recreation. The decision of MBCPR Berkeley County Board of Education shall be final.

Project Completion

The Pool Renovations described in this bid must be completed by May 1, 2025.

Contractor Requirements

- Contractor must hold a valid WV Contractors License and a City of Martinsburg business license, or obtain one prior to beginning work.
- Contractor shall maintain general liability and property damage insurance (\$1,000,000 per incident, 1,000,000 in aggregate) and workers compensation coverage as required by law. Copies of the insurance certificate must be included in bid documents.

Proposal Contents

Proposal must include the following:

- *Separate proposals for (1) Leisure Pool Renovation, (2) Competitive Pool Renovation, (3) Leisure Pool Slide Replacement as described in scope of work, any additional materials required, and all labor.*
- *Any alternate methods, optional or additional line items recommended.*
- *Clear specifications of products used*
- *List number of employees available for this project*
- *Proposed start date*
- *Any proposed subcontractors*
- *Additional information pertinent to the project*
- *WV contractor's License*
- *City of Martinsburg Business License*
- *Insurance Information*
- *Two professional references*
- *Photos of similar work completed*
- *5% Bid Bond*

- *Please specify all warranties provided.*

Contractor will attend the following construction meetings for the project:

- Pre-construction meeting to review schedule and building details
- Weekly site meetings during construction
- Walk-through at substantial completion

Scope of Work

Leisure Pool Renovations

Items	Description	Qty/Unit	Price
Waterline Tile	Tile: 6" x 6" (Provide color options) Remove all existing waterline tile and install new tile and white grout.	210 LF.	
Coping	Coping Stone Replacement of pool perimeter Remove existing and replace with new white precast coping stones and grout.	210 LF.	
Beam Repair	Demo existing and replace with new concrete beam prior to beginning new coping one installation.	210 LF.	
Caulk	Install new gray caulk joint after installation of coping stones	252 LF.	
Strip Existing Pool Finish Layers Down to Original Layer	Strip Existing Plaster Layers from Pool Shell. There are 3-4 layers existing. Provide price for gunnite repairs if needed.	4,565 SF	
Plaster	WHITE PLASTER "White Coat" Prep all fixtures to allow new 3/8-inch coating to bevel into structure and 50sf of hollow existing plaster. Install Bond Kote/Scratch Coat the existing surface. Install new 3/8" plaster coating. Contractor will provide detailed start-up and plaster care instructions.	2,635 SF	
Expansion Joint Replace	Remove, supply and install tiles and caulk (white) for expansion joint.	42 LF.	
Diamond Brite - Beach Entry	Supply and install Diamond Brite™ Pool Finish. Diamond Brite™ Prep all fixtures to allow new 3/8-inch coating to bevel in to structure and 50sf of hollow existing plaster. We will install Bond Kote/Scratch Coat the existing surface. Install new 3/8" plaster coating. Contractor will provide detailed start-up and plaster care instructions. Specify warranty on DIAMOND BRITE	925 SF	

Skimmer Replacement	Replace Pool Skimmer (s) Remove approximately 2 ft by 2 ft section of deck around skimmer. The existing skimmer will be chipped out and away from pool shell. Pressure test skimmer lines before and after replacement. The new skimmer will be poured in concrete and then new light broom finish concrete installed.	8
Leisure Pool Ladder Supply And Install	Leisure Pool Ladder replacement - S.R. Smith RLF-24S-3B 24" (or equivalent) Stainless Steel 3 Step Ladder with Elite LTDF-103 Stainless Steel Tread; 3' Height x 24" Width x 3 NOTE: existing ladder anchors to be reused	3
Leisure Pool Floor Return Fittings Replacement	Leisure Pool Floor Return Fittings Replacement Scope of work: - remove all 15 floor return fittings install new Aquastar (or equivalent) 4" FLOOR RETURN FITTING WHITE x 15	1
Remove existing bucket drop feature	Remove existing bucket feature Scope of work: - remove existing leisure pool bucket feature - patch the area - cap the features supply line from the filter system NOTE: existing underground supply line for bucket feature to be abandoned.	1
Disposables, Site Equipment and Setup, Tear Down/Clean Up, Zone charge.	Disposables, Site Equipment and Setup, Tear Down/Clean Up, Zone charge.	1

Competitive Pool Renovations

Items	Description	Qty/Unit	Price
Strip Existing Pool Finish Layers Down to Original Layer	Strip Existing Plaster Layers from Pool Shell. There are 3-4 layers existing. Provide price for gunnite repairs if needed.	4,998 SF	
Transition Tile	Remove, supply and install new transition line tiles to mark the change in depth in the pool.	55 LF.	
Racing Lanes and Targets Supply And Install	Remove existing lane and target tile and install new black tile. The new tile will be installed to provide a flush surface with the new coating Racing lanes x 6 (6" wide with black 2"x 2" tiles) Racing Targets x 12 (6" wide with black 2"x 2" tiles)	1	
Plaster	WHITE PLASTER "White Coat" Prep all fixtures to allow new 3/8-inch coating to bevel into structure and 50sf of hollow existing plaster. Install Bond Kote/Scratch Coat the existing surface. Install new 3/8" plaster coating. Contractor will provide detailed start-up and plaster care instructions.	3,378 SF	

Competitive Pool Ladder Supply And Install	Competitive Pool ladder replacement: - S.R. Smith RLF-24S-3B (or equivalent) 24" Stainless Steel 3 Step Ladder with Elite LTDF-103 Stainless Steel Tread; 3' Height x 24" Width x 4 NOTE: existing ladder anchors may be reused	4	
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Leisure Pool Slide Replacement

Items	Description	Qty/Unit	Price
Leisure Pool Frog Water Feature Replacement -	Leisure Pool Frog Water Feature Replacement: - remove and dispose existing water feature - prep the area for new water feature - install new Rain Drop AQUA RUN SLIDE-OM (or equivalent) - install new slide pad 3 x 4 NOTE: existing water supply to be reused	1	