



205 S. Main Street • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • 937-652-4305

September 15, 2016

RE: Wendell B. Stokes Municipal Pool

In an effort to continue with process improvements, the City of Urbana is seeking proposals from qualified providers to manage and operate the Wendell B. Stokes Municipal Pool, located at 689 Park Lane in Urbana.

You are receiving this opportunity because your organization has a proven aptitude toward success in providing the knowledge, experience and qualified personal to perform all that is necessary to seasonally open and close the facility; maintain its operations; and to adequately supply, properly train and certify the professional staff necessary to run a successful program; excluding concessions.

Upon award of Proposal, a mutually acceptable Professional Services Agreement will be negotiated to formalize the relationship between the City and the successful provider.

- The term of the initial agreement for services will be three (3) years; running from January 1, 2017 through December 31, 2019 - with an option to extend twice for one (1) year each.
- The final negotiated agreement will establish a fixed sum payment schedule, identifying the timing and percentage of periodic payments throughout each of the contract years. Included in the payment schedule will be an adjustment factor whereby the fixed sum will be increased or decreased based upon City requested additional hours, City requested reduction in hours or mutually agreed upon reductions due to inclement weather.

Enclosed, you will find one copy of the Request for Proposal (RFP) which provides the general specification for the request and outlines the RFP process.

If you have any questions about this project, please contact my office at (937)652-4302 or kerry.brugger@ci.urbana.oh.us

Thank you for your interest.

Sincerely,

Kerry Brugger
Director of Administration

Enclosures

**CITY OF URBANA
REQUEST FOR PROPOSAL # 080116
- Urbana City Parks-
- Wendell B. Stokes Municipal Pool -**

September 15, 2016

The City of Urbana has provided the opportunity for residents to swim in a clean, safe, and monitored facility at Melvin Miller Park since 1969. The maintenance and staffing of this facility is important in providing its continued benefit. In keeping with the mission of our duty to the community, we continue to be "...committed to providing superior, cost-effective service that meets the needs of the community. We will seek to find ways to enhance the quality of life by providing a safe, secure environment for all citizens of the city."

This Request for Proposal (RFP #080116) is being presented on behalf of the City of Urbana Parks & Recreation Division, to provide qualified, interested providers with sufficient information to enable them to prepare and submit proposals for consideration regarding the management and operation of the Wendell B. Stokes Municipal pool, a public pool facility consisting of a 270,000 gallon primary pool and a 3,000 gallon wading pool.

Responses due by 4:00 p.m. on Wednesday, October 19, 2016

USPS or Hand-delivery:

Proposer will deliver/send **two (2) copies; original and one (1) copy**, in an envelope clearly marked:

**"Wendell B. Stokes Municipal Pool RFP #080116"
City of Urbana, Ohio
Administration Office
Attn: Kerry Brugger
205 S. Main St.
P.O. Box 747
Urbana, Ohio 43078-0747**

Electronic Submission:

Interested Party will email response to: kerry.brugger@ci.urbana.oh.us

Subject line and attachment titled:

"Wendell B. Stokes Municipal Pool RFP #080116"

Submissions received after the above designated time will be considered a late response and will not be accepted.

Please direct any questions regarding this RFP to:

kerry.brugger@ci.urbana.oh.us

Thank you for your interest.

PROPOSAL INFORMATION

PROPOSAL TERMS

- A. Each interested firm is invited to visit the site. Contact Kerry Brugger to schedule a date and time.
- B. All proposals shall be typewritten or printed in ink clearly and legibly, in conformance with the Request for Proposals.
- C. It is important the organization's experience/expertise be adequately described. It will, for example, be much more useful to address abilities and expertise directly comparable to this Request than to include an exhaustive list of all projects completed by the organization.
- D. Proposals must be signed by an officer assigned by the organization submitting the proposal to bind the group/individual to its provisions for a period of at least 90 days.
- E. Proposals should be prepared simply and economically providing straight forward and concise response to the directive of the RFP. To be considered, **all submissions** must be at the City on or before the date specified.
- F. After the proposals are received and opened by the City, the City shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the Proposer possesses the qualifications necessary for the satisfactory performance of the services required.
- G. The City shall investigate qualifications of all Proposers to whom the award is contemplated, and the City may request clarifications of proposals directly from one or more Proposers. It is anticipated that this review period will last up to approximately thirty (30) days.
- H. The City of Urbana reserves the right to reject any and all proposals received as a result of this RFP; to waive or not waive informalities or irregularities in proposals or the RFP procedures, and to accept or further negotiate terms or conditions of any proposal determined by the City to be in the best interests of the City.

CONTENTS OF PROPOSAL

At a minimum, the Proposer shall include in its proposal, the following information presented in a clear and concise format, in order to demonstrate the Proposer's competence and professional qualifications for the satisfactory performance of the services outlined in the "Scope of Services" section of this RFP.

- 1. A description of the methods by which the Proposer intends to perform the work set forth in the Scope of Services.
- 2. A copy of insurance certificates complying with the laws of the State of Ohio; including but not limited to general liability coverage (including a description of types of coverage and dollar amount limits). Proposer to list the City of Urbana and its employees as additional insureds.

RFP # 080116 Wendell B. Stokes Municipal Pool

SCOPE OF SERVICES

The scope of services set forth in this RFP represents an outline of the services which the City anticipates the successful Proposer to perform, and is presented for the primary purpose of allowing the City to compare proposals. The precise scope of services to be incorporated into the Professional Services Agreement shall be negotiated between the City and the successful Proposer. The City requests that the Proposer offer suggested changes to the scope of services (as a part of the proposal) in order to achieve the City's stated Project Objectives.

The City anticipates the Pool shall be fully operational and open to the public daily from Memorial Day weekend thru Labor Day during the hours of 12 noon – 7:00 p.m., with scheduled periods for swim instruction and special events.

1. Pre-season duties
 - a. Start-up – list in detail the process used in preparing the premises for opening day; duties will include, but not limited to:
 - Dewinterizing all plumbing (showers, toilets, pumps, etc.),
 - Clean and sanitize facility (provide all cleaning supplies),
 - Re-activate phones, wireless, etc.,
 - Provide for and stock pump room with all necessary chemicals (include and post all appropriate SDS sheets, labels and warnings)
2. Swimming Lessons – Special Events
 - a. Provide a full program plan that follows the current Red Cross Swimming Levels supplemental programs, and shall develop a swim lesson schedule for posting on the City's website.
 - b. Provide a full program plan for special events, (ParkFest, Fido's Swim Fest, Private party Rental, etc.).
 - c. Proposer shall, at no additional cost to the City, provide any awards and/or trophies given to participants in any special events or programs.
3. Recruiting, Training and Managing Personnel.
 - a. Must maintain a work force of sufficient size to handle the contract, and meet the required Department of Health minimum lifeguard standards, including reserve personnel to fill vacancies during absences because of illness, vacations and holidays.
 - b. Proposer shall contract, recruit, train and assign staff to perform all tasks associated with conducting the various aquatic programs.
 - c. A pool manager or assistant pool manager shall be on duty at all times
 - d. All persons employed by the Proposer must be licensed to do the work being performed in accordance with all federal, state and local laws and regulations.
 - e. A policy of employing only those who possess the required skills and experience for the job classification shall be implemented.
 - f. Written, personnel policies governing behavior, substance abuse and relations with persons using the pool shall be provided and approved by the Director of Administration.
 - g. Proposer shall ensure that all staff conducts themselves in accordance with the City's mission statement and/or code of conduct.
 - h. All persons employed by the Proposer shall wear appropriate uniforms provided by the operator.
 - i. Include the procedure to resolve complaints regarding employees
 - j. The City shall provide the pay rate (hourly) ranges, by position, for each year of the contract term. The amount of the contract will be adjusted by the number of guards

hired in each category. Firm shall propose the process of how employees receive performance raises, i.e., during the season and/or after the season and/or rehiring for the following season, WSI certificate. If Federal Law raises minimum wage during the period of the contract, firm shall propose, if necessary, revised process of position wages and performance raises.

- k. All money collected from pool operation will be deposited in the Finance Office at 205 South Main Street by manager on duty daily (except weekends/holidays) before 4:30 p.m. (money collected on weekends/holidays shall be deposited on the following business day).

3. Post-season Duties

- a. Entire cleaning of facility including: mechanical rooms and storage areas;
- b. Police grounds for leftover litter;
- c. Secure/store chairs, guard chairs, ladders, tables, umbrellas, all circulation equipment;
- d. Winterize pools and all components at swimming pool, i.e. toilets/showers/wading pool, drinking fountains, wash basins, hot water heaters, pool heater (boiler) in cooperation with the City Parks Department; and remove all chemicals

GENERAL OPERATION & REPAIR / MAINTENANCE

1. The City shall be responsible for payment of all utilities (Water, Gas, Electric, Phone and Internet connection).
2. The successful firm shall be responsible for all necessary material, labor (including supervision and administration), financing, insurance and any other services required to meet the terms and conditions for the operation and management of the Wendell B. Stokes Municipal Pool.
3. Successful firm will be responsible for the reimbursement, repair or replacement and restoration of any damaged area by careless or accidental use of equipment or machinery. Successful firm will be responsible to repair or replace site amenities such as but not limited to, fences, signs and/or appurtenances, i.e., toilets, damaged or destroyed by careless labor or careless or accidental use of equipment or machinery in the performance of the contract, to the satisfaction of the City.
4. Maintenance to be performed by Successful firm :
Successful firm shall be responsible for all cleaning and/or minor repair(s) (labor and costs, approximate 2016 yearly costs, \$1,400.00 of pool(s), deck, building (bathhouse) appurtenances, i.e., toilets, shower heads, urinals, and for proper use and care of circulation/filtration systems. For the purposes of this article, minor repairs shall be defined as those individual repairs costing **\$500** or less.
5. Maintenance and Repairs to be performed by City of Urbana:
The City of Urbana will be responsible for major repair(s) to structure, plumbing, electrical, glass, filtration and chlorination systems. Major repairs shall mean those in excess of \$500 in cost.
6. Repairs to be performed by experts hired by the City of Urbana:
In case of an emergency repair, operator must contact the Parks Superintendent of the City of Urbana Parks Department. If an employee of the City of Urbana cannot make proper repair, the City of Urbana will hire experts to repair the

RFP # 080116 Wendell B. Stokes Municipal Pool

PROPOSAL - SIGNATURE PAGE

The undersigned proposes to furnish MANAGEMENT OF POOL OPERATIONS AT THE WENDELL B. STOKES MUNICIPAL POOL in accordance with the specifications attached at the following fixed price:

GRAND TOTAL COST: _____

The following itemized costs are estimates upon which the fixed price of the proposal is prepared. They will be used to calculate any "Extra" events not included in the Proposal Scope.

LABOR COSTS:

Pool Manager _____

Assistant Pool Manager _____

Head Lifeguard _____

Lifeguard Salaries _____

Minor Repairs _____

EXTRA COSTS FOR:

Special Events and Programs _____

Signature Date

Print Name Title

Company Name

Company Address City State Zip

Telephone No.: _____ Fax: _____

Email: _____

Federal Tax ID No.: _____

The above individual is authorized to sign on behalf of the organization submitting the proposal. This proposal is valid for 90 days from the date of the above signature.