



City of Stonecrest, Brown Mills Park Aquatic Center

Invitation to Negotiate (ITN)

For:

Aquatic Facility Operational Services at Brown Mills Park Aquatic Center

February 2019

A. Introduction:

The City of Stonecrest (CITY) is located in the southern portion of DeKalb County and has a current population of approximately 55,000. The City provides municipal Parks and Recreation services through a public-private partnership model and is looking for qualified vendors to provide operational programming services for the CITY's municipal aquatic center, located at Browns Mill Park 4929 Browns Mill Road. The Browns Mill Park Aquatic Center (BMAC) consists of a multi-slide tower, lap-style pool, lazy river, concession building, pool house, "child's" pool with water apparatus and grounds. BMAC is situated within the Brown Mills Park Complex that includes a recreation center and an athletic compound that retains several sports fields. This is in anticipation of assumption of BMAC on May 1, 2019.

B. Background:

DeKalb County Parks, Recreation and Culture Affairs (DCPRCA) has contracted lifeguard services for the BMAC while retaining management of the point-of-sales (POS.) Additional, DCPRCA contracts major portions of the aquatic maintenance element to the facility. BMAC traditionally season is open seven (7) days a week starting May 28 to August 8 or the last day before DeKalb County Public Schools begin classes. Then BMAC remains open on the weekends through Labor Day. All staff are American Red Cross (ARC) certified. Moreover, designed Senior Staff retain a Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO) as well as ARC certifications.

C. Purpose:

The CITY is looking to enter into a public-private partnership with a contractor to provide operational services for Browns Mill Park Aquatic Center (BMAC.) Operational Services will include providing life-safety, certificated staff, water compliance, POS, janitorial and maintenance to BMAC. Contractor would be required to provide all services at or above standards pre-determined by the CITY. Moreover, the Contractor would be would execute service according to a mutually acknowledged Level-of-Service (LOS.) Additionally, the CITY requires an increase of the diversity of aquatic programming offered to citizens especially in regards to increasing Learn-to-Swim opportunities. Contractor should have the expertise to generate revenue form the hosting of rentals BMAC.

D. Scope of Work

We asked Contractors to submit innovative and well-crafted proposals stating how the CITY's purpose will be fulfilled. Submission will be reviewed based on these particular points:

- Daily operation of a commercial/municipal aquatics facility to include: lifeguards, point-of-sales, coordination of rentals, entrance and supervision, concession operations, restrooms/dressing areas

- Water quality standards
- Written/Publish operational SOP's and participant manuals
- Staff training and qualifications (including pre-employment requirements and screenings)
- Programming (Learn-to-Swim, Junior Lifeguarding)
- Grounds and facility to include the pool deck and fencing, Trash collection, Litter removal
- Janitorial upkeep (Restrooms/Pump Room/ Parking lots areas/ General office areas)
- Collect and report financial and operational data in a timely and accurate manner
- Generate revenue for rentals at the BMAC
- Evidence-based assessment
- Fee Schedule
- Start up and close out of a commercial/municipal aquatics facility
- Insurance coverages
- Debris cleaning and disposal
- Emergency operations
- Equipment (motor, pumps, filters)
- Equipment (patron – chairs, lounges, umbrellas, etc.)

This list is not intended to be exhaustive, so additional information should/needs to be included based on experience.

Qualified contractors will verify:

- Management and maintenance of municipal pools/water parks/splash pads
- Management of concessions and gate receipts, POS oversight
- Number of years in business (minimum 3)
- References to providing services to municipalities/public entities (minimum 2)

Schedule of Submissions:

Submittal – NLT Friday, March 1, 2019, 2:00 p.m.

Proposed Schedule for Qualified Bidders

Release of ITN: Monday, February 11th

Pre-Proposal Conference: Tuesday, February 19th

Deadline for Questions: Wednesday, February 20th at 5:00 pm

Responses to Questions Posted: Friday, February 22nd by 5:00pm

Proposal Deadline: Friday, March 1st at 2:00 p.m.

Award: (w/in 2 weeks- approval Council)
Notice to Proceed: April 5, 2019

Any questions should be submitted in writing to sdepalma@stonecrestga.gov
Electronic submittals will also be accepted at sdepalma@stonecrestga.gov All hard copies shall be
submitted to City of Stonecrest Attn: Parks & Recreation Department at 3120 Stonecrest Blvd.,
Stonecrest, GA 30038