

Central Coast Regional District Request for Quotation (RFQ) Pool Safety Plan

Centennial Pool – Hagensborg, BC

Issue Date: 2025-09-05

Closing Date: 2025-09-19 at 4:00 PM

Contact:

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Central Coast Regional District

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1. Introduction

The Central Coast Regional District is requesting quotations from qualified consultants/contractors to prepare a **Pool Safety Plan** in compliance with the *Public Health Act* – Pool Regulation (BC Reg. 296/2010) and applicable guidelines. The **Pool Safety Plan** will serve as the primary operational and safety reference document for Centennial Pool located at 1853 Highway 20, Hagensborg, BC, ensuring safe operation, staff training, and compliance with provincial requirements. The Pool is currently being rebuilt and scheduled to be open in May 2026.

2. Scope of Work

The successful proponent will:

- Remotely review and assess the pool facility, including equipment, operational practices, and staffing.
- Develop a written **Pool Safety Plan** that meets or exceeds the requirements of the BC Pool Regulation.
- Include procedures, policies, and checklists addressing, but not limited to:
 - Daily, weekly, and monthly operational checks
 - Water quality monitoring and recordkeeping
 - Lifeguard/staff training requirements
 - Emergency response procedures (e.g., medical, chemical, drowning, contamination events)
 - Communication and reporting protocols
 - Maintenance schedules
 - Incident/accident reporting procedures
- Provide draft and final versions of the **Pool Safety Plan** in digital copies in word and pdf formats.
- Deliver recommendations for ongoing compliance, training, and plan review.

3. Deliverables

- Draft **Pool Safety Plan** for review by 2026-01-31.
- Final **Pool Safety Plan** incorporating feedback, delivered by 2026-02-28.
- Supporting materials such as checklists, templates, or logs.

4. Qualifications

Proponents should demonstrate:

- Knowledge of BC Pool Regulation and public health requirements.
- Experience in developing Pool Safety Plans for public or commercial facilities.
- Familiarity with aquatic facility operations and risk management.
- References from at least two similar projects (preferred).

5. Quote Requirements

Quotations should include:

- Company/consultant profile and relevant experience.
- Approach and methodology for developing the Pool Safety Plan.
- Timeline for project completion.
- Fee proposal, including a breakdown of costs (hourly rates, travel, materials, taxes).
- References.

6. Evaluation Criteria

Submissions will be evaluated on:

- Compliance with submission requirements
- Experience and qualifications
- Proposed methodology and timeline
- Cost effectiveness
- Understanding of regional context (preference may be given to those with experience in remote or rural communities)

7. Timeline

- RFQ Issue Date: 2025-09-4
- Submission Deadline: 2025-09-30 4:00PM
- Selection/Notification: 2025-10-10
- Project Completion: 2026-02-28

8. Submission Instructions

Please submit your quote by email to Nicola Koroluk, Works and Services Coordinator at nkorluk@ccrd.ca

Subject Line: "RFQ – Pool Safety Plan"

**Nothing in this request for quotations should be construed as obligating the CCRD to enter into a contract with any respondents to this RFQ. The CCRD reserves the right to reject any or all submissions.*