



CENTRAL COAST REGIONAL DISTRICT
Request for Proposals
Swimming Pool Operations and Management

1. PURPOSE

The general purpose of the Request for Proposals is to seek proposals from qualified individuals, contractors, or organizations to undertake the seasonal operation, annual maintenance, and management of the Centennial Pool. The outdoor facility is located in Hagensborg, B.C.

2. BACKGROUND

The Central Coast Regional District (CCRD) operates in the unceded territory of the Nuxalk, Heiltsuk, and Wuikinuxv Nations and additionally in the traditional territory of the Kitsoo/Xai'xais and Ulkatcho First Nations whose governance of their unceded territories predates the establishment of the CCRD. The on-reserve communities of the Nuxalk, Heiltsuk, and Wuikinuxv Nations are situated within the statutory service boundaries of the CCRD.

Created in 1968, the CCRD provides local and regional protective, recreational, environmental and transportation services and advocates on behalf of residents. The CCRD consists of five Electoral Areas, each of which elects a director to the regional district's Board of Directors. The CCRD is unique in the province in that it has no incorporated municipalities within its borders but provides services to a diverse mix of Indigenous peoples, unincorporated communities, and rural areas. It serves a small population (3,300) dispersed within a large area (25,000 sq. km).

The regional district has operated an outdoor swimming pool situated in Electoral Area D which serves the residents of Electoral Areas C, D and E in the Bella Coola valley. The primary operating body for more than 50 years has been a group of resolute volunteers appointed and operating as a commission of the board of directors by bylaw. In 2022, the commissioners requested that they be removed from the responsibilities of operating and managing the facility and that they be appointed in an advisory capacity instead, citing a lack of time, qualifications, and expertise.

3. PARTICIPANTS

Broadly, there are three groups of participants in the pool facility. First are the residents of the Bella Coola valley (population 1900) who are the primary users. Second is the Board of Directors of the CCRD, as the ultimate governing body providing the service. Third, the staff of the CCRD who are responsible to the board of directors. The provincial regulatory body that inspects and issues the operating permit is Vancouver Coastal Health.

4. THE DISTRICT'S EXPECTATIONS

Scope of Services Required

The successful proponent in this RFP process will enter into a contract with the CCRD and is now referred to as 'the contractor' in this section. The contractor will be responsible for the provision of the following:

The contractor will be required to obtain an operating permit from Vancouver Coastal Health.

The contractor will be responsible for hiring, remunerating, and supervising qualified staff at the pool annually from May 1st to September 15th. Proponents may propose alternative dates of operation in their proposal.

The contractor will ensure that staff has required training and necessary skills as established by the Life Saving Society.

The contractor will ensure that WorkSafeBC BC regulations are enacted. Compliance is mandatory.

The contractor will ensure compliance with health, safety and other regulations as determined by the Public Health Act and Pool Regulation.

The contractor will ensure the pool water temperature is maintained between 25.5° C and 27.8° C during operating hours.

The contractor will ensure compliance with the Pool Safety Plan and will recommend amendments on an annual basis.

The contractor will provide counter sales, swimming lessons, rentals, and general admissions to the public and to groups and will use proceeds from same to provide the service.

The contractor will provide the following:

Ground/site maintenance, building and equipment maintenance, advertising and promotion, heating fuel, garbage disposal, janitorial services, postage, program supplies and expense, other operating expenses, payroll, WorkSafeBC premiums (including liability remittances), professional development and training, administrative equipment (including an electronic payment or point of sale system), administrative supplies, pool chemicals, supplies and small tools.

It is understood that major mechanical issues could arise without warning. In this instance, the regional district is prepared to work collaboratively with the proponent, but generally, maintenance issues exceeding \$2,500 will remain the responsibility of the CCRD, and issues under \$2,500 will be the responsibility of the successful proponent. Expectations surrounding preventative maintenance will be negotiated between the proponent and the CCRD.

The contractor will provide proof of public liability insurance for injury, property damage or death arising from the proponent's operations in an amount not less than five million dollars (\$5,000,000) naming the Central Coast Regional District as additional named insured.

The proponent will provide a general outline or operations plan which will include the number of operating days per week, provision of swimming lessons and any other pool usage such as rentals and general admission or public swims. Past user data is available upon request.

The CCRD will negotiate minimum service level expectations with the successful proponents which will include pool opening/start up procedures and requirements, regulatory compliance and staffing levels, service levels (operating days and hours), and winterization.

Out of Scope for Required Services

Maintenance issues and expenses which exceed \$2,500 per occurrence are excluded from this request and will remain the responsibility of the CCRD. Proponents will be responsible to record and report any maintenance matters to the CCRD in a timely fashion.

Expenses associated with BC Hydro, water and fire utilities, communications (telephone and internet) and property insurance are excluded from the scope of required services.

Pending or proposed capital upgrades to the pool facility and expenses associated with asset management and overall governance are excluded from proposal requirements. Interested parties or groups are advised that the CCRD is anticipating an interruption in service within the next 5 years which involves a major retrofit to the pool facility.

The powers of the proponent will not extend to or include any of the powers of the regional board which are exercised by bylaw only, such as admission or rental rates. Rates and charges will be a matter of collaboration between the CCRD and the successful proponent.

Budget and Financials

We anticipate that these deliverables can be achieved for \$103,990.00, however the regional district will consider all proposals on their merit and their strength. Proposals must clearly identify and itemize the costs of maintaining, managing, and operating the facility. A copy of the preliminary swimming pool budget for 2023 is available by contacting the Chief Financial Officer by email at cfo@ccrd.ca or by calling 250-799-5291.

Past financial information is available on request by contacting the Chief Financial Officer.

The regional district will work with the successful proponents to propose setting fees and charges

Timing Requirements

The successful proponents must commence full scale operations by May 1, 2023 and wrap up the season by September 15, 2023.

5. SUBMISSION INSTRUCTIONS**Submission Format**

Proposals must be limited to ten pages, excluding Resumes, Title Page, and Appendix pages. Any additional material beyond this number will not be considered.

Commitment of Resources

- Staffing (lifeguards, instructors, admissions, front desk)
- Oversight (managers)
- Qualified maintenance personnel (includes ground, site, and facility maintenance)

References

Please provide no less than three (3) references that we can contact regarding your experience and quality of service reflective of the Regional District's expectations.

Process & Timing

Submissions will be evaluated and shortlisted. Interviews may be held with short listed firms. It is anticipated that selection and notification will be completed by February 15, 2023.

Please provide your completed submission no later than February 10, 2023, at 2:00 PM PST in a single Portable Document Format (PDF) digital file to cao@ccrd.ca . Please provide the subject line Swimming Pool Operations and Management RFP in your email submission.

Please direct non-financial communications or requests for information to:

Curtis Slingerland
Chief Administrative Officer
Email: cao@ccrd.ca
Phone: (250) 799-5291

6. CONDITIONS

- The CCRD reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion.
- The CCRD reserves the right to accept a proposal other than the highest evaluated score without stating reasons.
- By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the CCRD to accept or reject any proposal in its sole and unfettered discretion.
- The CCRD may consider any criteria in addition to those listed in section 5 in its evaluation. This consideration is the sole and unfettered discretion of the CCRD.
- This Request for Proposal does not commit the CCRD to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with CCRD staff.
- In the event a contract is awarded, the CCRD may nonetheless contract with other competitive service providers at the CCRD's sole discretion.

7. EVALUATION

Submissions will be evaluated by the CCRD based on the following criteria in the CCRD's absolute discretion:

1. Merit of proposal
2. Strength of the cost rationale
3. Creativity of proposal
4. Demonstrated understanding of outdoor swimming pool operations and management
5. Project team and expertise in other communities and/or swimming pools.