

# INSTRUCTIONS FOR PROPOSAL

## Contract Operations for Rusk Swimming Pool Complex

### OVERVIEW

The City of Rusk is seeking to partner with an individual or organization that will manage and operate the swimming pool located at 555 Euclid in Rusk, Texas for the summer 2023 season. The complex consists of a 225,000 gallon pool, one basketball court, a volleyball court, a concession stand and a changing room/restroom with men's and women's facilities.

### GOALS

1. Maintain a pristine facility at all times
2. Maximize the facility's impact for the local community as well as the facility's use as a tourism attraction
3. Maintain the affordability of facility use by citizens (Currently \$5 per person)
4. Maintain historic or expanded hours of operation.

### PROPOSAL INFORMATION

Proposals must be submitted in a sealed envelope marked plainly on the outside "Proposal for Operations of Rusk Swimming Pool." Proposals shall be delivered to City Hall at 205 South Main St, Rusk, TX, 75785 no later than 3:00 pm on April 6, 2023. Questions must be posed by email to the Public Works Director at [nholcomb@rusktx.org](mailto:nholcomb@rusktx.org).

1. The Proposals will be evaluated on previous experience and financial ability. The contract will be for 1 season beginning May 15, 2023 through September 15, 2023, renewable on an annual basis afterwards.
2. The successful proposer will be required to sign a contract. It is recommended that applicants make a personal visit to the complex to determine the conditions to be encountered, plus any factors affecting the operation. In so doing, it is best to contact the Public Works Director by email at [nholcomb@rusktx.org](mailto:nholcomb@rusktx.org). Proposals received from applicants who fail to do this do not, as a rule, receive favorable consideration.
3. Proposers must accept all facilities including the pool, basketball court, volleyball court, concession stand and changing rooms in their present condition. Do not expect that the City will perform any repairs or remodeling unless specifically stated in this request.
4. The submission of a proposal shall be deemed evidence that the bidder has carefully examined these instructions and is fully aware of the responsibilities of

the contractor. In addition, the proposer agrees to abide by all applicable laws relating to the operation of the concession stand if granted this concession contract.

## **PROPOSAL SCORING**

Proposals will be scored by City Council at the April 13, 2023 City Council meeting using the following criteria.

1. Experience and ability to operate and maintain the complex in good repair - **25 points**
2. Ability to program / schedule staff, special events, etc. at the complex - **25 points**
3. Financial proposal - **35 points**
4. Professional references and other relevant professional experience - **15 points**

## **REQUIRED PROPOSAL COMPONENTS**

1. Contact Information
  - a. Name of Entity submitting proposal
  - b. Classification of entity (i.e., 501c3, Corporation, DBA, etc.)
  - c. Name of primary contact for entity
2. Describe past experience maintaining or operating similar facilities.
3. Describe, in detail your proposal for how the complex will be maintained and operated including but not limited to:
  - i. Maintenance Schedule
  - ii. Chemical Application Schedule
  - iii. Indicate who will be responsible for maintenance and repair of each major component of the complex.
  - iv. Indicate what equipment will be used to maintain and operate the complex as well as who will be responsible for acquisition and maintenance of said equipment.
  - v. Provide a detailed budget for operations and maintenance of the complex including all anticipated expenses and revenues.
  - vi. Indicate who will be responsible for which expenses, i.e., water, electricity, trash collection, chlorine, acid, water test kits.
4. Describe the entity's financial capacity to operate and maintain the complex including any anticipated investments and sources of funding for equipment and improvements.
  - a. Provide a capital improvement plan for the facility indicating the necessary improvements, their costs, and sources of funding. Please specify any milestones, qualifications, or contingencies that would need to be met prior to execution of any given improvement project.
5. Describe your marketing plan.

6. Describe any litigation, bankruptcies, liens, judgements, suits, or claims against you or your businesses.
7. Submit proof of insurance coverage with the City of Rusk listed as an additional insured, in the following amounts:
  - a. General Aggregate: \$1,000,000
  - b. Personal Injury \$1,000,000
  - c. Occurrence \$1,000,000
  - d. Workers Compensation Statutory
  - e. Automobile Statutory
8. Provide Statement of Credit in a minimum amount of \$15,000 prepared by a licensed financial institution.

### **ADDITIONAL ITEMS TO BE CONSIDERED**

1. Lessee must provide a list of certified lifeguards to the City prior to opening
2. Pool operator must have completed the Certified Pool Operator course at their expense by May 1, 2023
3. Lessee will be responsible for keeping the facility mowed, trimmed and the parking lot blown off.