

**REQUEST FOR PROPOSALS  
FOR  
MANAGEMENT SERVICES  
FOR  
CITY OF PARKERSBURG'S POOLS**

The City of Parkersburg is soliciting proposals to select a firm to provide professional management services for the operation of the City Park Pool, Southwood Pool and the Southwood Park Waterslide for the 2010 Season. The Pool season will run from May 28, 2010 to September 6, 2010. Interested firms must demonstrate experience in similar projects as the primary management firm. Written proposal will be accepted by the Finance Department of the City of Parkersburg, 1<sup>st</sup> Floor, #1 Government Square, P.O. Box 1627, Parkersburg, WV 26102 until **10:00A.M. on FRIDAY MARCH 12, 2010**. A copy of the Request for Proposal guidelines can be obtained from the Finance Department by calling Sarah Goff, Purchasing Assistant, at 304-424-8434.

The purpose of this competitive process is to select the firm which will provide the highest quality service at a competitive fee. Accordingly, experience will be weighted heavily in this objective selection process. The firm judged most qualified will be asked to prepare a final proposal which shall include costs for said service. All firms making a submission must be prepared to provide a presentation to the selection committee. Presentations must include personnel who will oversee this project.

All work performed will be done in accordance with applicable regulations issued by the U.S. Government, the State of West Virginia and the City of Parkersburg. The City of Parkersburg will afford full opportunity to minority business enterprises and will not discriminate against any firm or individual on the basis of race, creed color, sex, age, disability or national origin.

PLEASE ADVERTISE ONE TIME IN THE PARKERSBURG NEWS ON MARCH 4, 2010.  
MAIL INVOICE TO SARAH GOFF CITY OF PARKERSBURG PO BOX 1627  
PARKERSBURG WV 26102

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SCOPE OF WORK

The Management firm will be a certified pool operator (C.P.O) and will oversee the daily operation of the City of Parkersburg's facilities. This will include daily operation and maintenance of the facilities included but not limited to hiring and assigning trained and qualified staff who are compliant with all federal, State and local regulations; providing safe, clean, sanitary and high quality services; and requiring all employees to wear required appropriate dress or uniform. In addition, the firm will be required to monitor, test and record water quality analysis and to make adjustments as necessary in the water quality and these test will be made available to City Park and Recreation and Mid-Ohio Valley Health Department personnel. The Management firm will also be required to prepare and operate concessions stands which must meet all State and Local regulations.

Major repairs of the facilities will be done by the Parks and Recreation Department of the City of Parkersburg which include structural, plumbing, electrical filtration, chlorinating systems, and maintenance of the landscaping.

The selected firm will supply all necessary labor, licenses, materials, supervision, administration, insurance and all other services required to operate the aquatic facilities and concession stands. The firm will agree to carry workers compensation insurance for all of their employees and in addition will maintain liability insurance for the length of the Contract.

The following items are requested for a proposal:

1. A letter of interest;

2. A detailed proposal;
3. Experience and References;
4. Insurance Requirements.

All firms should submit 5 copies of their proposals. One shall be unbound and the rest will be bound.

### EVALUATION CRITERIA

The following criteria will be used in the evaluation of each proposal package that is submitted:

1. Quality of the proposal in demonstrating that the Firm has experience in operating aquatic facilities.
2. Qualifications of key personnel assigned to oversee the project.
3. The Firm's understanding of the scope of work.
4. The Firm's ability to meet the insurance requirements.

### CONTACTS

Questions concerning this RFP or to tour the facilities should be directed to the following:

Tracy Newberry, Supervisor, Parks and Recreation Department, 304-424-8572.