



REQUEST FOR PROPOSAL (RFP)

OPERATION AND MANAGEMENT PARTNER FOR THE
NORTHVIEW FITNESS CENTER AND SWIMMING FACILITY

June 2, 2017

Issued by Northview Public School District

PROPOSALS DUE: July 6, 2017 @ Noon

I. INTRODUCTION

1. DESCRIPTION

The Northview Public School District (NPS) is seeking a qualified firm to operate and manage the District's Fitness Center and Swimming Complex located at:

Northview High School
4451 Hunsberger NE
Grand Rapids, MI 49525

The NPS invites qualified respondents to submit detailed proposals to provide overall management of the facilities, fitness-related programming (e.g. personal training services, fitness classes, and swim classes), and customer service in accordance to the specifications and conditions in this Request for Proposal (RFP).

It is the desire of the NPS to obtain the best financial arrangement for the District while providing an affordable, quality health and fitness recourse to the community. As part of the bidding process, there will be a **MANDATORY** Bidders' Meeting at the following date, time, and location:

June 16, 2017 at 9:00 a.m.
Northview Public Schools
Administration Building
4365 Hunsberger Avenue Northeast
Grand Rapids, MI 49525

All questions should be reserved for the Mandatory Bidders' Meeting. Any questions that cannot be answered at the meeting will be distributed to all attendees within three (3) business days following the meeting.

2. DISTRICT OVERVIEW

The Northview Public School District (NPS), located in northern Grand Rapids, covers approximately 13.5 square miles including Plainfield Township, Ada Township, and Grand Rapids Township. The NPS has three elementary schools (East Oakview, North Oakview, and West Oakview), two middle schools (Highlands - Grades 5 and 6 and Crossroads - Grades 7 and 8), and two high schools (Northview High School and Northview High School East Campus). The overall student population of NPS is approximately 3,392 students.

3. FACILITIES OVERVIEW

The Northview High School features the Northview Fitness Center, a state-of-the-art fitness facility open to the general public during non-school hours. The Northview Fitness Center contains free-weight equipment, machine weight systems, cardio equipment, an in-door running track, and other fitness equipment. Also within the Center is a room dedicated to physical therapy.

The general public has access to restrooms and changing rooms during open hours. School locker rooms are off limits. The Center is open to the general public during the following hours of operation:

Monday 5:30-7:30 a.m./5:00-9:00 p.m.
 Tuesday 5:00-9:00 p.m.
 Wednesday 5:30-7:30 a.m./5:00-9:00 p.m.
 Thursday 5:30-7:30 a.m. /5:00-9:00 p.m.
 Friday 5:30-7:30 a.m. /5:00-9:00 p.m.
 Saturday 8:00 a.m.-3:00 p.m.
 Sunday Noon-3:00 p.m.

The fees structure for the Northview Fitness Center is as follows:

Categories	Adults	Seniors	NPS Students	NPS Staff and Spouses
Monthly Membership - In District Residents	\$20/month	\$15/month	Free	Free
Monthly Membership - Out of District Residents	\$40/month	\$30/month		
Day Rate	\$5	\$4		

Northview High School also features a state-of-the-art swimming facility committed to improving the health, safety, enjoyment, and athletic competition of the Northview community. The pool supports all competitive water sports with 13 lanes and two levels for diving (2-1 meter boards and 1-3 meter board). The pool has a 20 x 40-foot shallow area that can be used for activities such as swim lessons, water therapy, and water aerobics.

The swimming facility is open to the public for lap swimming and for open swim. Laps swimming is included with a membership fee or for the day rates listed above. The cost for open swims is \$3 fee per person per visit. The family locker room is open to the general public during open hours. School locker rooms are off limits.

The public hours for the swimming pool are as follows:

Lap Swim

Monday 5:30-7:30 a.m./7:30-9:00 p.m.
 Tuesday 7:30-9:00 p.m.
 Wednesday 5:30-7:30 a.m./7:30-9:00 p.m.
 Thursday 7:30-9:00 p.m.
 Friday 5:30-7:30 a.m.
 Saturday 8:00-11:00 a.m.

Open Swim

Saturday Noon-3:00 p.m.
 Sunday Noon-3:00 p.m.

II. SCOPE OF WORK

1. SCOPE OF WORK

The NPS is inviting the submission of Proposals from qualified firms to manage and staff the Northview Fitness Center and Swimming Facility as well as assist the District in creating a wide range of fitness/wellness programs for all ages.

The Scope of Work consists of the following components:

A. Fitness Center Management

- i. Furnish all materials and supplies necessary to manage operations and operate all programming.
- ii. Provide appropriate staffing levels for the Fitness Center and Swimming Facility to serve the general public during open hours.
- iii. Provide a wide range of fitness-related programming for the general public.
- iv. Prepare and submit maintenance tickets to address facility or equipment issues and submit to NPS within 24 hours to ensure they are addressed in a timely manner.
- v. Register and provide orientation for all new users.
- vi. Trace all usage of the of the Center (NPS will supply hardware and software systems needed).
- vii. Ensure the facilities are clean and organized at all times.
- viii. Market and promote the Fitness Center and all programming to increase paying users.
- ix. Communicate with users regarding facility closings, new classes, changes in hours, and other issues of interest to users
- x. Provide information to NPS monthly regarding the Fitness Center for insertion into the District monthly newsletters
- xi. Unless justification is given in the respondent's proposal, maintain the user fees identified in Section I.3.

B. Swimming Facility Management

- i. Furnish all materials and supplies necessary to manage operations and operate all programming.
- ii. Provide appropriate staffing levels for the Swimming Facility to serve the general public during open hours.
- iii. Provide a wide range of swimming-related programming for the general public.
- iv. Prepare and submit maintenance tickets to address facility or equipment issues and submit to NPS within 24 hours to ensure they are addressed in a timely manner.
- v. Register and provide orientation for all new users.

- vi. Provide certified lifeguards for all lap swim and open swim times at a 24:1 swimmer to lifeguard ratio.
- vii. Provide certified lifeguards for school classes and events as requested by the Athletic Director and/or Swimming Facility manager.
- viii. Trace all usage of the of the Swimming Facility (NPS will supply hardware and software systems needed).
- ix. Ensure the facilities are clean and organized at all times.
- x. Market and promote the Swimming Facility and all programming to increase paying users.
- xi. Communicate with users regarding facility closings, new classes, changes in hours, and other issues of interest to users
- xii. Provide information to NPS monthly regarding the Swimming Facility for insertion into the District monthly newsletters
- xiii. Unless justification is given in the respondent's proposal, maintain the user fees identified in Section I.3.

C. Athletic Training

- i. Provide athletic training services for NPS Freshman, Junior Varsity, and Varsity sports teams during open and scheduled school workouts.

D. Physical Therapy

- i. Provide physical therapy services to the general public.

2. DISTRICT RESPONSIBILITIES

The NPS will be responsible for the following duties as they relate to the Northview Fitness Center and Swimming Facility:

- A. Furnish all fitness equipment and supplies, office equipment and supplies, audio-visual equipment, computers, telecommunication equipment, software, and safety equipment.
- B. Complete a weekly cleaning schedule of the Fitness Center and Swimming Facility, including restrooms, changing rooms, and locker rooms.
- C. Conduct all pool cleaning and chemical treatments.
- D. Replace equipment and machinery as deemed necessary.
- E. Maintain all equipment to manufacturer specifications.
- F. Repair machinery, equipment, and fixtures as deemed necessary.
- G. Supply and maintain the hardware and software systems and supplies to register and trace all users of the Center and Swimming Facility.
- H. Cover all building costs to include utilities (i.e. water, electricity, and gas), phone service, maintenance, and equipment repair and replacement.

Additional responsibilities could be proposed by the respondent if the result is improved operation of the facilities based upon the experience of the bidder.

3. GENERAL CONDITIONS

- A. Subcontractors may be utilized but must be approved by NPS. Any change in subcontractors during the contract period will also need to be approved by NPS before beginning work.
- B. One staff member with CPR/AED certification must be on site during all open hours.
- C. All lifeguards must have successfully completed the American Red Cross Lifeguard Certification and have a CPR/AED certification.
- D. The winning bidder will be required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, as well as applicable NPS policies, procedures, rules, and regulations.
- E. All staff of winning bidder and of subcontractors must undergo a background screening and finger printing, at the winning bidder's expense, prior to performing any service in the Fitness Center or Swimming Facility. The NPS reserves the right to suspend, bar or expel any staff member for any reason, at its sole discretion, without recourse from the subject person or the selected firm.
- F. The NPS reserves the right to retain all Proposals submitted and to use any ideas contained in a Proposal, regardless of whether that firm is selected.
- G. The NPS reserves and holds at its sole discretion the right and option to award a Contract for the provision of the Fitness Center and Swimming Facility Management. The NPS also reserves and holds at its sole discretion the following rights and options:
 - To issue addenda/clarification to this RFP.
 - To reject or accept any and all proposals.
 - To reject or accept parts of any proposals.
 - To issue a subsequent RFP.
 - To enter into contract negotiations with one or more respondents.
- H. The winning bidder will be required to maintain insurance coverage for the entire term of the contract (to be executed after award of bid) with an insurance carrier with a Best rating of "A-" or better. The NPS must be named as an additional insured. The insurance limits required are as follows:

Policy	Minimum Limits
Workers Compensation	Statutory (Michigan)
Commercial General Liability	\$1 million Each Occurrence (BI & PD combined) \$2 million Aggregate (BI & PD combined)
Commercial Automobile Liability	\$1 million Each Occurrence (BI & PD combined) Includes only non-owned & hired/borrowed autos
Excess Umbrella Liability	\$1 million Each Occurrence (BI & PD combined) \$1 million Aggregate (BI & PD combined)
Employers Liability	Bodily Injury by Accidents \$500,000 each accident Bodily Injury by Disease \$500,000 each accident Bodily Injury by Disease \$500,000 policy limit

III. PROPOSAL CONTENT

The purpose of the response is to demonstrate the qualifications, competence, and capacity of the firm seeking to provide management and staffing for the Northview Fitness Center, Swimming Facility, Physical Therapy services, and Athletic Training services in accordance with the requirements in this RFP. The Proposal response should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify the approach that will meet the Request for Proposal requirements. Finally, it should clearly detail the proposed financial model which fulfills the NPS' purpose to obtain the best financial arrangement for the District while providing an affordable, quality health and fitness recourse to the community. The NPS is seeking a creative financial model which provides benefits for all parties involved.

The Proposal should respond to all the points outlined in this RFP. Bidders are required to bid on all components of the proposal, but may include subcontractors to satisfy one or all of the components. Additionally, proposals must include itemized bids for each component of the Scope of Work. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. The following information must be included as part of the proposal:

- A. Legal name, primary contact, address, telephone and fax number, and email of your firm.
- B. Name, function, and qualifications of personnel in the organization who will be involved in this project.
- C. Qualifications of firm and principals, including but not limited to: firm's history, number of years in business, description of experience managing fitness centers and pool facilities, safety record, and local availability of key personnel.
- D. Provide a scope of work/methodology to address all aspects of the RFP including a schedule of fitness-related programming with fee structures for each and a proposal for user fees (if proposing different rates than those given in Section I.3).
- E. Provide all necessary licenses, permits, and certifications relating to management and programming.
- F. Provide a list of subcontractors along with a description of the firms' experience, certifications, and functions as they relate to the delivery of services outlined in the respondent's proposal.
- G. Provide a list of at least three firms, organizations, or major customers to whom they have provided similar services.
- H. Provide a marketing plan to attract more users.
- I. Provide a proposed financial model, itemized by the four services included in Section II: Fitness Center Management, Swimming Facility Management, Athletic Training, and Physical Therapy.
- J. Provide justification for any deviations from any of the components of the Scope of Work listed in Section II.

IV. CRITERIA FOR EVALUATION

The following criteria will be used to evaluate each proposal:

- A. Quality & Completeness of Proposal
- B. Soundness of Approach
- C. Qualification of the Firm and Subcontractors
- D. Experience of The Proposed Project Team
- E. Structure of Proposed Financial Model

V. SUBMISSION INSTRUCTIONS

Qualified bidders are asked to deliver **five (5) physical copies** of the final, sealed Proposal to the NPS Administration Building (**4365 Hunsberger Avenue Northeast, Grand Rapids, MI 49525**), along with **one (1) digital copy** (PDF format) on a flash drive or CD. All Proposals must be received at the NPS Administration Building by **July 6, 2017 @ Noon**.