



Eanes Independent School District
Purchasing Department
601 Camp Craft Road
Austin TX 78746
512-732-9036

REQUEST FOR PROPOSAL (RFP)
Aquatics Facility Property Management Services RFP # 20192020-006

The Eanes Independent School District ("District") invites qualified entities to submit a Proposal for the management, maintenance and operation of a planned Aquatics Facility ("Facility") to be constructed by Eanes ISD on real property owned by Eanes ISD. This Request for Proposal can be reviewed and downloaded at the following website:

<https://www.eanesisd.net/dept/purchasing/bid>

If you are interested, the District invites your firm to submit a Proposal Response via email to the EISD Purchasing Office at purchasing@eanesisd.net. While electronic submissions in PDF format are preferred, you may still mail your response to the address listed above. The subject line or envelope for your Proposal Response should be plainly marked:

RFP # 20192020-006 Aquatics Facility Property Management Services

**Proposal Responses need to be submitted to the Purchasing Office no later than:
Thursday February 27, 2020 by 2:00 PM.**

**Pre-Proposal Meeting with Q&A: Wednesday February 5, 2020 at 2:00pm
Location: District Operation Center (DOC) - 4300 Westbank Drive, Unit 2, Austin TX 78746**

This is a negotiated procurement, and as such, the District reserves the right to negotiate any terms, conditions, or pricing with one or more proposers prior to an award. The Board of Trustees reserves the right to reject any and/or all Proposal, to award one or more contracts for individual services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the District.

Proposals must remain valid for a period of ninety (90) days following the deadline for receipt of Proposals.

Sincerely,
Sylvie Pouget
Sylvie Pouget
Purchasing Coordinator, Eanes ISD



I. Overview of the Aquatics Facility and the Eanes ISD Aquatics Programs

A. The Aquatics Facility will have the following features:

- Proposed location on District property in close proximity to Westlake High School.
- Approximately 23,000 total square feet of structure, sitting on a portion of 12 acre District property containing 113 space student parking lot, District Operations Center and green space. Property lies adjacent to Westlake Athletic & Community Center (WACC).
- 122'x75' 8-lane 25 meter stretch pool with 6' movable bulkhead. 15-lane cross course.
- Naturally ventilated main pool area. Operable garage doors on both sides.
- Coaches Office.
- Public Restrooms
- Storage at deck level.
- Pool Equipment room located in basement area below locker room areas.
- Movable 3-row aluminum bleachers. Seating for approximately 125 spectators.
- Parking allotment during school hours will be very limited.
- Pool Equipment:
 - Pool equipment with high rate sand filters
 - Water chemistry monitoring controller
 - UV treatment system
 - Flow meters
 - Calcium hypochlorite chlorine feeder
 - Muriatic acid system for pH adjustment
 - Automatic fill system
 - Gas fired swimming pool heater, venting, and electrical is by others

B. The District will have priority use of the Facility for District's athletic programs, but will otherwise make the Facility available for use by third party organizations under a rental or fee schedule. The extent of the District's planned use of the facilities is as follows:

- Monday through Friday from August 1 through May 31 & last week of June:
 - 7:00am – 9:00am
 - 10:30am – 1:00pm
 - 4:30pm – 5:30pm
- The District will require time to be allocated to community programming each day. The structure for such time will be determined during negotiations
- The District intends to host occasional invitational tournaments
- Preliminary plans are available in the Aquatics Facility Operations Study presented to the Board at the January 14, 2020 Special Meeting : <https://www.eanesisd.net/board>

II. Scope of Services

The desired proposer should be prepared to operate and manage all aspects of the facility including, but not limited to the following:



- Maintenance of the interior and exterior of the building and grounds; including systems, components, etc
- Facilitation of the District's priority use of the Facility
- Marketing, scheduling and management of use of the Facility by third party groups, such as for leagues, tournaments, camps, clinics, training, aquatics programs, fitness activities, special events, and facility rentals
- Compliance with all applicable ordinances and local, state and federal safety rules, as well as Eanes ISD Board Policy & Guidelines
- Safety and Security of the Facility
- Proposers must commit to being available for evenings and weekends, in addition to normal business hours

The District will entertain proposal structures that include some or all of the above desired scope of services. The District envisions entering into a contract with the selected Proposer for an initial term of five (5) years, with the ability to renew the contract for up to four (4) additional five (5) year terms. District will have the right to terminate any awarded contract with or without cause, without penalty, to be further set forth in the negotiated contract.

III. Submission Requirements

A. Proposers must provide detailed information on how they intend to ensure each of the following categories to the District's satisfaction:

- 1. Maintenance (Preventative, Scheduled and As-Needed)**
- 2. Safety and Security**
- 3. Marketing and Community Engagement**
- 4. Scheduling**
- 5. Financial Management and Reporting**
- 6. Risk Management.**

Note: Access Control, Security Personnel and Security Cameras will be managed by Eanes ISD and all protocols utilized at other Eanes ISD facilities will apply to the Aquatics Facility.

- B. A proposed compensation structure, including all proposed fees, commissions, and/or reimbursable expenses for the entire potential 5-year term of a contract, plus extensions.
- C. Proposers must provide profit and loss statements for facilities it has managed in the past three calendar years, in sufficient detail that represents a fair and accurate portrayal as to the financial viability of the organization to run such a facility in a financially sustainable way.
- D. Proposers must provide three references from accounts where Proposer is currently or has previously provided full-time, on-site management of comparable facilities. Previous experience operating a public, community or non-profit center is strongly preferred. An on-staff Certified Property Manager (CPM) or equivalent is preferred.



- E. Private companies must submit their most recent audited financial statement or a certified public accountant-co mailed financial report. Individuals must submit those documents which depict their financial stability, such as an audited proprietorship financial statement, statement from a certified public accountant or banker, or a statement from contractors or suppliers.
- F. Proposers must provide proof of insurance providing coverage for general liability and workers compensation. The successful vendor must be able to name the District as an additional insured.
- G. Proposers may be required to participate in multiple interviews which may include presentations.
- H. If services will not be self-performed, Proposers must include information on partners and sub-contractors who will perform any of the desired scope of services.
- I. By submitting a proposal, each proposer acknowledges that any final agreement is subject to review, comment, and approval by the District's legal counsel.
- J. If other arrangements, let us know.

IV. Evaluation Criteria

In determine the best value proposer, the District will consider all factors set forth under Texas Education Code Section 44.03 l(b), including:

1. Proposed compensation structure and the total long-term cost to the District
2. The reputation of the Proposer
3. The Proposer's qualifications and experience in managing property or buildings, including:
 - Personnel qualifications and certifications
 - Proposer's current and recent success in managing properties
4. The extent to which the Proposal meets the District's needs, including:
 - Proposer's approach to safety, security and risk management
 - Proposer's approach to maintenance and operations
 - Proposer's approach to scheduling
 - Proposer's approach to financial management and reporting
 - Proposer's approach to marketing and community engagement
5. The Proposer's current or past relationship with the District

V. Required Forms & Certificates for Successful Proposer (to be required at time of contract negotiations with the successful proposer):



1. Conflict of Interest Questionnaire
2. Felony Conviction Notice
3. Suspension or Debarment Certificate
4. Certification Regarding Terrorist Organizations & Boycotting of Israel
5. Data Protection Agreement
6. Certificate of Insurance
7. W9
8. HB 1295 *

* “Compliance with Gov’t Code 552.372: The requirements of the Texas Public Information Act, Chapter 552 of the Texas Government Code, Subchapter J, may apply to this bid or contract if it is valued at more than \$1 million. The contractor or vendor agrees the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter, including the preservation of all “contracting information” (as defined in 552.003) and the provision, upon request of the governmental entity with whom you are contracting, of all contracting information. Contracting information includes, but is not limited to, records, communications and other documents related to the bid process, contract, payments, receipts, scope of work/services, and performance.”