



CITY OF ROSWELL, NEW MEXICO

PURCHASING DEPARTMENT

LUPITA EVERETT

CHIEF PROCUREMENT OFFICER

425 N. RICHARDSON AVE., ROSWELL, NM 88201

DIRECT PHONE: (575) 637-6222

EMAIL: l.everett@roswell-nm.gov

REQUEST FOR PROPOSAL

RFP NUMBER:	18-013
RFP NAME:	<i>Roswell Aquatic Center Operations Management</i>
DEPARTMENT:	<i>Recreation</i>
DATE OF OPENING:	TUESDAY, MARCH 27, 2018
TIME OF OPENING:	2:00 P.M.

FACSIMILE AND ELECTRONIC PROPOSALS ARE NOT ACCEPTABLE

Pursuant to the provisions of the New Mexico State Procurement Act, sealed proposals, in single copy, subject to the conditions herein, will be received in the Office of the Chief Procurement Officer at City Hall, Roswell, New Mexico. Proposal contents will not be read aloud. An evaluation committee will provide a recommendation for award to the best proposal to City Council.

IMPORTANT

**PROPOSALS DUE TUESDAY, MARCH 27, 2018 AT 2:00 PM
OFFICE OF THE CHIEF PROCUREMENT OFFICER, CITY HALL
425 N. RICHARDSON, ROSWELL, NEW MEXICO**

1. The following information must be written on **ALL EXTERIOR PACKAGING** on the bottom left-hand corner of the SEALED ENVELOPE / MAILER / BOX / PACKAGE / CONTAINER. Failure to do so may cause the proposal to be rejected by the City of Roswell.
 - "SEALED PROPOSAL"
 - RFP NUMBER
 - OPENING DATE AND TIME
 - THE OFFEROR'S NAME
 - THE OFFEROR'S ADDRESS
2. Samples of items, when required, must be furnished, free of expense, prior to the opening of proposals, and, if not destroyed will, upon request of the Offeror, be returned to the Offeror at the Offeror's expense. Copies of any warranties must be included with the Proposal and must be for the maximum amount the manufacturer provides, if goods are warrantable.

3. Proposals which are mailed, or otherwise delivered prior to the point of opening must contain the Information detailed in paragraph 1 above. This information shall also be included on **ALL EXTERIOR PACKAGING. Proposals must be mailed or delivered by hand or courier service to:**

Mailed to: City of Roswell
Office of the Chief Procurement Officer
P.O. Box 1838
Roswell, NM 88202-1838

Delivered to: City of Roswell
(May be delivered to the main Reception Desk)
425 North Richardson
Roswell, NM 88201

4. For items of tangible personal property included as part of the proposal, all prices should be stated in units or quantities specified, with packing and delivery charges included. The specifications for the services or items of tangible personal property to be procured.
5. Time of proposed delivery must be stated in definite terms. If time varies for different items, the Proposer should so state.
6. Proposals must be made out and signed in the corporate or other name of the Offeror and must be fully and properly executed by an authorized person.
7. Proposals must be submitted on the proposal schedule attached. **Any prices pertaining to exceptions must be attached to the proposal** (stapled, bound or secured otherwise). If the Offeror provides any options other than those requested, these will not be acceptable.
8. **Proposals received later than the time and date when specified as due will not be considered.**
9. Amendments to or withdrawals of proposals received after the time and date set for proposal opening will not be considered.
10. Offerors or their representative may be present at the proposal opening.
11. The Chief Procurement Officer reserves the right to amend and/or cancel the Request for Proposals prior to the time and date of the proposal opening.
12. The Chief Procurement Officer reserves the right to correct any proposal awarded erroneously as a result of a clerical error on the part of the City of Roswell.
13. In the event the Offeror is unable to submit a proposal, the Purchasing Department would appreciate advising this office to that effect. Failure to submit proposals on three consecutive Requests for Proposal will result in the removal of the Offeror's name from the mailing list.
14. Offerors and/or vendors doing business with the City of Roswell must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act. Rev., 1979.
15. It is the sole responsibility of any Offeror who requests consideration for Resident Preference to have obtained a Resident Business Contractor's Certification from the State Chief Procurement Officer and provide a copy of the same to the City prior to the proposal opening. Requests for consideration for

Resident Business or Contractor's Preference after proposal opening will not be considered.

16. All contracts solicited by competitive sealed proposals for the City of Roswell require that the proposal amount exclude the applicable state gross receipts tax. As the City of Roswell is required to pay the applicable state gross receipts tax, all requests for payment shall include a separate amount on each billing reflecting the applicable tax. (13-1-108)
17. All applicable state gross receipts tax charged to the City of Roswell shall be at the current rate at the time of the project. To the extent permitted by law and applicable rules and regulations, Offerors and/or vendors agree to report the gross receipts tax charged to the City of Roswell on New Mexico Taxation & Revenue Department form CRS-1 and use Roswell as the municipality name in column A and 04-101 as the location code in column C.
18. Any equipment supplied to the City of Roswell must comply with all requirements and standards as specified by the federal government's Occupational Safety and Health Act of 1971. All guards and protectors as well as appropriate markings must be in place before delivery. Items not meeting OSHA specifications will be refused. The supplier may be required, at its expense to provide training to municipal employees in the operation of this item and its maintenance, at the convenience of the City of Roswell.
19. All Offerors and/or vendors doing business with the City of Roswell shall fill out the City of Roswell VENDOR FORM included in this proposal package. All Offerors and/or vendors doing business with the City of Roswell must also provide IRS FORM W-9 (REV. December 2014). Failure to do so may cause the proposal to be rejected by the City of Roswell.
20. The City reserves the right to render payment of any invoices using the City's Procurement Card, without incurring any penalty.

CONDITIONS AND PROPOSAL OPENING PROCEDURES

1. The City of Roswell reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the Offeror, to accept any item on the proposal.
2. The Procurement Code (NMSA §13-1-28 through §13-1-199), imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
3. All proposals must be clearly marked on the outside of the envelope with the proposal number and opening date.
4. Each proposal will be evaluated by the evaluation committee. The Offeror is to provide complete specifications. Acceptable exceptions to specifications will be determined by the evaluation committee with the aid of the appropriate department head.
5. The Chief Procurement Officer and the department or evaluation committee will rule on any point needing clarification.
6. The apparent Best Proposal, meeting specifications, will be determined by the Chief Procurement Officer and the evaluation committee.
7. Following determination of the Best Proposal, the Chief Procurement Officer will recommend to the City Council that the City Manager be authorized to negotiate a contract with the Offeror of the Best Proposal.

8. An Offeror's request for Resident Preference will be honored only when the provisions of Sections 13-1-21 and 13-1-22 of the State Purchasing Act have been met.
9. Unless otherwise instructed, alternate proposals shall not be submitted and will not be considered.
10. Notice is hereby given that as the governing body of the City of Roswell, the City Council reserves the right to reject any and all proposals received. In the case of ambiguity or lack of clarity, the City reserves the right to determine the best proposal or to reject same or to waive irregularities and technicalities.
11. One complete copy of the proposal, including Request for Proposal, specifications and any other requested literature, must be submitted with the proposal.
12. Information pertaining to proposals will not be released until the City Council has acted upon them and after the final execution of the contract document.
13. All proposals must be valid for a minimum of **120 days** after proposal opening, unless otherwise stated on the Proposal Sheet by the individual Offeror or the City of Roswell.
14. All Offerors who are engaged in business within the municipal limits of the City shall be licensed to do business by the City of Roswell.
15. All Offerors must complete the **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**. Failure to do so will result in rejection of said proposal.
16. All Offeror's and/or vendors doing business with the City of Roswell shall fill out the City of Roswell **VENDOR FORM** included in this proposal package. All Offeror's and/or vendors doing business with the City of Roswell must also provide IRS FORM W-9. Failure to do so may cause the proposal to be rejected by the City of Roswell.
17. Pursuant to NMSA 1978 §13-1-115, Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. This section shall not apply to architects, engineers, landscape architects and surveyors who submit proposals pursuant to Sections 13-1-120 through 13-1-124 NMSA 1978.

Lupita Everett
City of Roswell
Chief Procurement Officer

RFP-18-013
ROSWELL AQUATIC CENTER OPERATIONS MANAGEMENT

The City of Roswell is accepting Requests of Proposals for the Operations Management of the Roswell Aquatic Center per the attachments and general conditions.

Five (5) copies and one (1) original copy of the proposal must be submitted by **2:00 P.M., TUESDAY, MARCH 27, 2018**. The proposals, marked "original" and "copy" must be submitted in a sealed envelope with the following information marked plainly on the front.

City of Roswell
Lupita Everett, Chief Procurement Officer
425 North Richardson Avenue
Roswell, NM 88201

RFP-18-013
Roswell Aquatic Center Operations Management
Offeror's Name and Address
Date of Opening and Time

No oral explanation in regard to the meaning of the specifications will be made and no oral instructions will be given after the deadline to submit questions. Requests for additional information or interpretation of the information included in the specifications should be directed in writing to the Procurement Manager:

Procurement Manager:

Lupita Everett, Chief Procurement Officer
425 N. Richardson Ave.
Roswell, NM 88201
Email: l.everett@roswell-nm.gov
(575) 637-6222

Project Manager:

Elizabeth Gilbert, Director of Administration
425 N. Richardson Ave.
Roswell, NM 88201
Email: e.stark-rankins@roswell-nm.gov
(575) 637-6240

The City of Roswell reserves the right to reject in part or in whole all proposals submitted, and to waive any technicalities for the best interest of the City of Roswell.

The following is an anticipated schedule for this Solicitation:

	Date	Activity
1.	February 25, 2018	Release RFP
2.	March 9, 2018	Deadline to Submit Written Questions
3.	March 16, 2018	Response to Written Questions via Addendum(s)
4.	March 27, 2018	Submission of Proposal Deadline
5.	Mar 28 – Apr 13, 2018	Interviews Scheduled/Conduct Interviews (if held)
6.	April 25, 2018	Award Recommendation to City Committee
7.	May 10, 2018	Seek City Council Authority to Negotiate with Selected Vendor
8.	May 11, 2018	Issue Notice of Award
9.	May 11 – 25, 2018	Protest Period
10.	May 11 – 18, 2018	Conduct Contract Negotiations
11.	June 14, 2018	City Council Approval of Contract
12.	July 1, 2018	Contract Commencement

EXPLANATION OF SEQUENCE OF EVENTS

1. Issue RFP

This RFP is issued by the City of Roswell in accordance with the provisions of 13-1-120 and 13-1-121 NMSA 1978.

2. Deadline to Submit Written Questions

This is the date and time set for submitting written questions regarding the RFP document and procurement process to the Chief Procurement Officer.

Lupita Everett

Chief Procurement Officer

Email: levertt@roswell-nm.gov

Fax #: (575) 624-6915

3. Response to Written Questions

This is the date and time set by the Chief Procurement Officer to issue a response to written questions regarding the RFP procuring document or the procurement process. The Chief Procurement Officer may issue amendments to the RFP document as deemed necessary via Addendum(s) and shall be publically posted on the city's website.

4. Submission of Proposal

This is the date and time that has been set for the submission of Proposals. Late Proposals **will not** be accepted. It is the Offeror's responsibility to ensure that Proposals arrive at the appointed date and time. Proposals may be delivered early to avoid any possible delay of the submission. The documents shall be in a sealed container with the words, "**SEALED PROPOSAL**", **RFP number, opening date and time, Offeror's name and address** indicated on the bottom left-hand side of the container delivered to:

City of Roswell

Attn: Lupita Everett, Chief Procurement Officer

425 North Richardson

Roswell, NM 88201

Ph: 575-637-6222

5. Interviews (if held)

If interview(s) are to be held, the date, time, and location of the Interview meeting will be included with the notice to those Offerors selected for interview. A list of questions shall be distributed to the Offerors that includes the points to be allocated to each question. Points allocated to the questions shall be evenly distributed.

6. Recommendation of Award to City Council Committee

The Evaluation Committee shall prepare an evaluation report and a recommendation to the City Council Committee for award of the Project that shall include the total scores and ranking of all Offerors.

7. Recommendation of Award to City Council

If approved at City Council Committee, the evaluation report and award recommendation shall be presented to the City Council for award of the Project.

8. Issue Notice of Award

Upon approval of award recommendation, the Chief Procurement Officer shall issue the Notice of Award.

9. Protest Period

The protest period for award of the contract shall begin the day after the date of the Recommendation of Award to Council. This date shall be determined by the Chief Procurement Officer. In accordance with Section 13-1-172 NMSA 1978, any Offeror who is aggrieved in connection with the solicitation of a contract or the award of a contract may protest to the Chief Procurement Officer or his/her Designee. The protest must be submitted **in writing** within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest to:

Lupita Everett, Chief Procurement Officer
425 N. Richardson Ave.
Roswell, NM 88201
Or Email: l.everett@roswell-nm.gov

10. Contract Negotiations

The Owner reserves the right to enter into negotiations with the highest ranked Offeror(s) per NMSA 13-1-115. If contract negotiations are not finalized within a reasonable period of time, the Owner will conclude negotiations with the selected firm(s) and begin negotiations with the next ranked firm based on final ranking.

11. City Council Approval of Contract

Seek approval of final contract negotiations, thereafter to be executed by both parties.

SPECIFICATIONS FOR: RFP-18-013 Roswell Aquatic Center Operations Management

I. INVITATION

The City seeks to partner with a management company eager to take on the lead role of developing and implementing full operations at the Roswell Aquatic Center in ways that establish it as a safe, enjoyable, and well-serviced community destination. The management of the aquatic center will be alongside the City-run recreation center which is part of the same overall facility. The successful management company will operate and market the aquatic center for local and regional residents by applying best practices in municipal aquatic facility management while also showing innovation and creativity as part of a commitment to providing overall excellence to our community. The City is seeking a contract for a term of up to four (4) years based upon satisfactory performance and mutual agreement of both parties.

II. BACKGROUND

A community and region with many amenities and opportunities

As the fifth largest city in New Mexico, Roswell enjoys a mix of residential, retail, commercial, and industrial areas. Meanwhile, the Roswell Aquatic Center will be a key component of the City's varied and vibrant recreational opportunities.

The City of approximately 50,000 population, with more than 65,000 in Chaves County overall, has close proximity to Artesia, Ruidoso, and Carlsbad expanding the immediate regional market for the Roswell Aquatic Center. Things such as parks, fine arts, dining, and shopping are a few of the reasons people choose to visit or live in Roswell, which enjoys more than 270 days of sunshine annually, with cooler evenings during the hot summer months. Roswell has many areas nearby to enjoy – the world-famous Carlsbad Caverns, Sacramento Mountains, Bottomless Lakes State Park, and other mountain enclaves. Within the City itself, you can find everything from a zoo to a symphony orchestra to professional minor league baseball. Opportunities for higher education are found easily in Roswell through Eastern New Mexico University-Roswell. All of these adventures and interests attract visitors and new residents here, many of whom will also enjoy the Roswell Aquatic Center.

Facility Information

The Roswell Aquatic Center is part of a new, larger facility which includes a recreation center. The aquatic center portion is currently completing design and construction with a planned construction completion date in December 2018. The facility is located in the Cielo Grande Recreational Area at the intersection of College and Montana Ave. in Roswell, New Mexico. Included in the indoor portion of the facility is a 25 yard x 25 meter, 8 lane indoor heated pool, rock climbing wall overhang, zero-entry feature, and space for spectators. Included in the outdoor portion of the facility is a children's water sprayground activity area with zero entry, two water slides, adult section, and instructional area. Also, the outdoor area includes several picnic shelters and volleyball court. The facility also contains locker rooms, office space, pool equipment room, and a storage room.

III. REQUESTS FOR CLARIFICATION

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service, e-mail, or fax, to the Chief Procurement Officer's office at the above address, referencing this request. Written requests must be received a minimum of seven (7) days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to, in writing, by the Chief Procurement Officer in the form of an addendum addressed to all eligible prospective respondents.

IV. SCOPE OF WORK

The City of Roswell is looking for municipal aquatic management firms to share its vision for maintaining and operating a top quality, reasonably priced, public aquatic center.

The Scope of Work includes, but is not limited to:

1. Provide all necessary staff, including lifeguards, and programming for the operation and management of the aquatic center as well as maintaining the proper certifications required including either a Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO).
2. Formation and implementation of day-to-day operating programs, business plans, budgets, marketing / advertising plans.
3. Program development and management including lessons, leagues, rentals, group programs, events, and open activities and determining open hours to coincide with the program needs and consistency with the recreation center activities.
4. Regulate and maintain a positive controlled environment and provide for the enforcement of pool rules and regulations in accordance with applicable EPA and other agency laws.
5. Handling of personnel including employment, training, and terminations.
6. Must provide a non-DOT drug and alcohol policy that includes random drug testing.
7. Documented safety program.
8. Development of fee schedules for items including, but not limited to, facility membership, class fees, and facility rentals.
9. Collection and accounting of all revenues in a timely manner.
10. Preparation of daily, monthly, and annual financial operating statements in formats required by the City of Roswell.
11. General custodial care with a particular emphasis on cleanliness and facility maintenance of the aquatic areas, systems, equipment, filters, and surrounding areas.
12. Test safety equipment and water quality and vacuum the pool on a daily basis.
13. Assist with identification, implementation, and expense associated with any capital improvements or capital equipment.
14. Supply and ensure adequate inventory of first aid supplies and pool chemicals adequate to the size and operation of the facility.
15. Provide written reports on equipment and pool safety checks, water quality tests, life expectancy of equipment, and inventory of supplies as required by the City.
16. Manage customer service complaints or inquiries and distribute surveys according to City protocol.

17. Ensure all staff are provided with professional and identifiable uniforms.
18. Provide after hours emergency contacts for the on-site manager and supervisor.

The Respondent should break out the Scope of Work into three proposed options of full service, partial/partner service, and training only. The Management Fee should also be divided to correlate with the three options of service.

Services Provided by the City

1. The facility grounds, major building maintenance, and maintenance of the restrooms, locker rooms, and offices is performed by the City unless included within the proposer's RFP response.
2. The City will provide onsite staff responsible for overseeing the entire aquatic center including the recreation center and revenue collection.
3. Work space for appropriate on-site staff.
4. In conjunction with the Management Firm, the Parks and Recreation Department will formulate a revenue and expense budget and facility fee schedule.
5. Security for the facility including a monitored alarm and security cameras.
6. The Parks and Recreation Department will supervise any City employees assigned to work at the aquatic center.
7. Furnish water, telephone, and electricity and will be responsible for the payment of all utilities.
8. Major repair of equipment.
9. Retain the right to inspect pools, buildings, fixtures, improvements, furnishings, machinery, or equipment at any time.

City Objectives

The City of Roswell has four primary aquatic center objectives:

1. Safety: Ensure the highest level of safety is maintained in the pool, children's sprayground, pool deck, and surrounding areas for participants and spectators.
2. Customer Service: Provide exceptional customer service and a commitment to excellence.
3. Programming: Provide innovative quality programming and events including, but not limited to, instructional lessons, fitness programs, and competitions that will encourage use by participants of various ages and skill levels.
4. Promotion: Provide active promotion and marketing to increase the Roswell Aquatic Center visitation including optimization in daily use and overall net revenue.

The evaluation of competing firms and individuals will place particular emphasis on determining which firm is most likely to be able to meet all four objectives listed above. Interested firms should assure that their proposals explain how, if selected, they will go about meeting these goals. In addition, Firms shall clearly detail how their prior experience, and that of their key personnel, has equipped them to succeed in meeting the objectives.

Minimum Qualifications

1. 5+ years of experience in managing an aquatic facility of comparable or greater size and budget.
2. Recent management of a minimum of 1 municipal aquatic facility.
3. Can provide examples of successful and cutting-edge marketing and business plans.
4. Proven financial success and sustainability of operations.
5. Ability to provide insurance in accordance with City requirements.
6. Possess a Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.
7. Possess a current First Aid and CPR AED Certification.
8. All employees are required to have First Aid and CPR AED Certifications. Instructors providing lessons are required to have a Life Guard Certification and Water Safety Instructor Certification, or the equivalent, as well as training or certification in adaptive aquatics for persons with disabilities.

9. Experience in planning, organizing, and implementing instructional classes, exercise and fitness programs and sanctioned swim competitions.
10. Evidence of knowledge of current aquatic industry standards of care related to water chemistry and disease prevention procedures; lifeguard best practices; use of adjunct equipment (i.e. rescue equipment, automatic external defibrillator units and emergency oxygen).
11. Evidence of knowledge of current risk management best practices, community based programming, competitive swimming and event management.
12. Experience in successfully implementing aquatic risk management procedures that include at a minimum, facility operational audits, lifeguard performance audits, and vigilance awareness validation.
13. The Successful Offeror will be responsible for hiring the appropriate number of qualified personnel to conduct the daily operation and management of the facility and will comply with all federal, state and local laws related to minimum age, social security, nondiscrimination, Americans with Disabilities Act (ADA), unemployment compensation, and Workers' Compensation who will be employed exclusively for the performance of said contract. All personnel employed by the Successful Offeror shall be paid in accordance with the Federal Minimum Wage Law. The Successful Offeror shall be responsible for the payment of all employment taxes, social security taxes, and background checks related to the employment of said personnel. Personnel employed by the contractor shall be required to pass a criminal background check and a sexual offender background check. Evidence of each employee's successful passing of all background screenings will be required to be provided to the City prior to any employee working at the facility. Any employee not meeting this requirement will not be permitted to work at the facility.
14. City shall have the right to request replacement of any of the contractor's employees whose conduct, character, or performance is not in the best interest of the City. The contractor agrees to make replacement of said employees within five (5) calendar days.
15. All lifeguards will hold a minimum qualification of an advanced lifeguard certificate from a nationally recognized certification program. Said personnel will be furnished in a manner to operate the facility in the safest manner possible and in the best interest of the City.

The selected firm will be required to perform all aquatic facility management services as well as financial, accounting practices and procedures to accomplish the City's goals and expectations for the operations of the Roswell Aquatic Center. The firm will work with the City to develop a scope of services that meets the City's expectations and operations budget.

Project Funding

Funding for the project will be through the normal budgetary approval process.

Project Timeline

Project will begin as soon as the firm is selected and the contract is awarded.

V. SELECTION PROCESS

An Evaluation Committee will review the proposals received and select three to five (3-5) firms/teams to be interviewed. The preferred team will then negotiate with the City on fee and contract conditions. If a reasonable fee cannot be achieved with the team of choice in the opinion of the City, negotiations will proceed with the second choice team until a mutually agreed contract can be negotiated.

VI. CONTENTS OF PROPOSALS

RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.

Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter-size (8½ x 11") or tabloid-size (11 x 17") if folded to letter size. Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, etc. are not required.

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page.

Divider #1: Letters

The first page following the divider shall be a letter transmitting the response to the City and stating that the proposal set forth in it remains effective for a period of 120 calendar days. If the Respondent intends to subcontract for any of the services, the transmittal letter shall contain the names of all such proposed subcontractors. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

Divider #2: Firm Information

1. Firm name, addresses, and telephone numbers of all firm offices.
2. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
3. Years firm has been in business.
4. Names of principals in firm.
5. Primary contact.
6. Organizational description.
7. Description of firm's philosophy.

Divider #3: General Company History/Qualifications

1. A brief history of the Respondents' Firm.
2. An organization chart that explains team member responsibilities.
3. The resumes of all persons to be assigned to the project with their prospective roles identified.
4. List of all related awards and recognition that the Respondent or key team members of the firm have received.

Divider #4: Financial and Legal Status

1. Describe the general financial capability of the Respondent and attach a current financial statement and balance sheet (preferably 3 years of financials).
2. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
3. List all litigation against or involving the firm, its agents or employees with respect to any work performed.
4. All insurance coverage that the firm has which would be applicable to the work.
5. Jurisdictions in which your organization's partnership or trade name is filed.
6. Jurisdictions and trade categories in which your organization is legally qualified to do business. (Please indicate registration or license numbers)

Divider #5: Experience and References

1. Discussion of Respondent's experience with aquatic center management. This list must include work experience for each team member for both the organization and operations team.
2. List all comparable projects, including present and past contracts, including references for each. Please provide:
 - List of all facilities managed with contact name and location
 - Year completed
 - Short description of project

- Names, addresses, and telephone numbers of owner and contact person tasked with daily responsibilities of project
- Names, addresses, and telephone numbers of key individuals within the management firm
- Job description of manager position who will be responsible for day-to-day operations
- Summary of operational budgets for each of the current facilities managed
- Historical performance record including any contracts that were terminated prior to expiration of term and reason for termination

Divider #6: Management and Organizational Approach

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

1. Please describe your firm's understanding of the project(s).
2. Describe how the firm will organize to perform the services.
3. Describe how the firm will provide innovative programs and services to the Roswell Aquatic Center.
4. Provide suggested standards for the aquatic center facility along with examples of existing standards at other facilities.
5. Provide standards for hospitality and customer service.
6. Provide standards for equipment maintenance and facility maintenance.
7. Describe the firm's approach to communication with the City.
8. Outside of the two pages, please provide a written response to the following questions:
 - a. Beyond providing management services, describe any value-added services unique to your organization and not possessed by your competitors.
 - b. Please describe what your company views as its responsibilities and what you think are the responsibilities of the City.
 - c. Please provide brief descriptions of aquatics center programs and services your company is proposing and provide examples where appropriate. Please describe the aquatics center integration/relationship with the recreation center.
 - d. Describe the Company's key performance indicators to assess quality and effectiveness of services to its customers/clients as well as customer satisfaction.
 - e. Please describe the management services you have available including full operation of the facility, a hybrid of combined Contractor/City operations, and consulting services. Please detail the services provided in each model from the front of the house to the back of the house including all variations of service available.
 - f. How would you market our program? Who would be your target market?

Management Fee

The management fee **MUST** be provided in a separate sealed envelope clearly labeled to include the Offeror's name and address. Provide a summary of the annual management fee associated with managing the Roswell Aquatic Center. This amount is outside the operational budget which is developed jointly by the City of Roswell and the Management Firm. The Management Fee should also be divided to correlate with the three options of service.

VII. SELECTION CRITERIA

A maximum total of **150 points** are possible in scoring each proposal for the shortlist evaluation. The criteria used to evaluate the RFP responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

Qualifications of Firm (20 Points)

Qualifications of firm and team managing daily operations of the Roswell Aquatic Center.

Firm/Project Team Experience in Performing Similar Management Services (15 Points)

Related project experience of the firm, sub-consultants, and the individuals who would be assigned to this project. A minimum experience of managing one (1) facility, preferably of comparable size is required.

Management and Organizational Approach (10 Points)

Criterion includes use of organizational team, service and maintenance standards, examples of established short- and long-term goals and strategies, use of successful business models as well as other resources and methodologies commonly used by your firm for best practices and overall management success.

Demonstrated Ability to Provide Innovative, Unique, and Financially Successful Management Services, Operations, and Facilities (15 Points)

Includes documentation and examples of ability to creatively plan, organize, market, and execute programs and services for maximum financial success while providing outstanding hospitality and customer service programs.

Professional References (10 Points)

Criteria includes demonstrated success of aquatic center management including programs development and implementation, asset management plans, hospitality, financial reporting, and adherence requirements as well as the ability to fulfill provisions within the contract.

Management Fee (30 Points)

The management fee **MUST** be in a separately sealed envelope clearly marked.

Interview (50 Points)

For those firms chosen for the interview, notice to finalists will include the interview date and time and interview questions. Interviews are generally held at the City of Roswell offices, unless otherwise scheduled at the discretion of the committee. Scoring for the interview will be based on responses to the questions presented at the interview meeting as well as responses to the questions asked for in this proposal. Points will be allocated by each member. Each member's point totals will be translated into a numeric ranking of the interviewed firms. The rankings will be totaled and averaged to determine the overall ranking of firms for the interview.

Note: The City reserves the right to negotiate with one or more parties and shall not be obligated to enter into any contract with any respondent on any terms or conditions.

To enable the City to efficiently evaluate the responses, it is IMPORTANT that respondents follow the required format in preparing their responses.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM INSTRUCTIONS

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contribution given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILYMEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

DISCLOSURE OF CONTRIBUTIONS:

Contributions made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) made: _____

Amount(s) of Contribution(s): _____

Purpose of Contribution(s): _____

(If additional space is needed, please continue on the back of this form or on a separate page)

Signature

Date

Title

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title

CITY OF ROSWELL, NEW MEXICO
Purchasing Department
425 North Richardson
Roswell, NM 88201

PROPOSAL FOR

RFP #: RFP-18-013

GROUP: Roswell Aquatic Center Operations Management

DEPARTMENT: Parks and Recreation

DATE OF RFP OPENING: Tuesday, March 27, 2018

TIME OF RFP OPENING: 2:00 P.M.

TO: Air Freight Address: Chief Procurement Officer
City of Roswell
425 North Richardson
Roswell, NM 88201

The undersigned, doing business in the City of Roswell, submits herewith, in conformity with the instructions, conditions and specifications for the above listed proposal:

WILL TAKE THE PROPOSAL OR PROPOSALS WHICH ARE IN THE BEST INTEREST OF THE CITY.

Submit 1 original of proposal plus 5 copies to be given to the evaluation committee.

Proposal must remain valid 120 days after proposal opening unless otherwise stated herein.

Dated:	_____	Name of Proposer:	_____
Telephone:	_____	Mailing Address:	_____
Fax:	_____		_____
Signature:	_____	E-mail Address:	_____



Purchasing Office Use Only: VENDOR NO.: _____

CITY OF ROSWELL, NEW MEXICO

Vendor Information Form for: REQUEST FOR PROPOSAL OR BID

COMPANY INFORMATION (Please Type or Print Legibly) :		REMITTANCE Information (if different):	
Name:		Pay to:	
DBA (If applicable) :		Address:	
Address:		Address:	
City /State / Zip:		City /State/Zip:	
Email Address:		Contact Name:	
Phone #:		Phone #:	
Fax #:		Email Address:	
What type of Business is your company? (Example: Street Construction, Bldg Construction, Supplier/type, Service/type, etc.)			

TAX IDENTIFICATION NUMBER:			
Federal Tax ID # (Business):	New Mexico CRS ID #:	Social Security # for INDIVIDUAL ONLY:	
Check the box which indicates your type of organization:			
Individual/Sole proprietor	<input type="checkbox"/>	C Corporation	<input type="checkbox"/>
Limited liability company	<input type="checkbox"/>		
or single-member LLC	<input type="checkbox"/>	S Corporation	<input type="checkbox"/>
		C=Corporation S=S Corp P=Partnership	_____
Partnership	<input type="checkbox"/>	Other :	

PURCHASING DEPARTMENT INFORMATION (If different from Company Information):	
Contact Name: _____	Phone #: _____
E-mail address: _____	Fax #: _____
Mailing Address: _____	
City/State/Zip Code: _____	

Purchasing Office Use Only:	
NTTC TO BE ISSUED: YES <input type="checkbox"/>	NO <input type="checkbox"/>
1099 TO BE ISSUED: YES <input type="checkbox"/>	NO <input type="checkbox"/>

(Revised: February 2018)

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) City of Roswell PO Box 1838 Roswell, NM 88202
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	- -
or	
Employer identification number	
	- -

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Broker's Name and Address	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Insured's Name and Address	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY		SAMPLE			EACH OCCURRENCE \$1,000,000
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$1,000,000
						GENERAL AGGREGATE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	AUTOMOBILE LIABILITY		SAMPLE			COMBINED SINGLE LIMIT (Ea accident) \$
<input checked="" type="checkbox"/>	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	SCHEDULED AUTOS NON-OWNED AUTOS					\$
<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	SAMPLE			EACH OCCURRENCE \$1,000,000
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED. <input checked="" type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		SAMPLE			<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Name and Address of School District

and as Additionally Insured

PSCOC - PSFA, 1312 Basehart Road, SE, Suite 200, Albuquerque, NM 87106

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)

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Checklist

- ☐ One (1) original and five (5) copies of the proposal to include the following:
- ☐ Proof of ability to obtain Contractual Liability Insurance coverage
- ☐ Completed and signed Campaign Contribution Disclosure form
- ☐ Completed and signed Vendor Information Form
- ☐ Completed and signed W-9 Form
- ☐ The management fee in a separate, sealed envelope clearly labeled
- ☐ Checklist