

Cameron Station Community Association

Request for Proposal – Proposal for POOL Management Services

October 2020

You are invited to submit a proposal for Pool Management Services for the Cameron Station Community Association located in Alexandria, Virginia. The Cameron Station Community Association is a large mixed-use community consisting of 1,785 homes located in Alexandria, Virginia. The Community has a large community center of two floors which consists of a reception area where owners are to check in with the fitness staff, an indoor basketball court, an exercise facility, a large outdoor pool with a wading pool, men's and women's locker rooms, full kitchen, multiple conference rooms and management staff office space.

The following Pool Management Agreement attached as Exhibit Four and fully incorporated herein by reference, hereby establishes the standard contract for pool management for the Cameron Station Community. All the terms of this Pool Management Agreement are acknowledged and agreed to upon execution of the signature page at the end of Exhibit Four. This agreement shall be in effect for the period of May 26, 2021 to September 3, 2021.

EXHIBIT ONE - STATEMENT OF WORK

All work shall include all labor, materials, equipment, supplies and services necessary to perform this scope of work in the community's outdoor pool as it exists on the date of signed agreement. The Contractor shall always have a competent and dedicated onsite supervisor in charge and available to their staff. Work shall be performed per specifications and services as outlined below in a manner suitable to Cameron Station Community Association, hereinafter referred to as the "Association" and the bidder, hereinafter referred to as the "Contractor".

INTRODUCTION / BACKGROUND

Cameron Station Community Association is a Community of 1,785 homes in Alexandria, VA. The purpose of this solicitation is to procure pool management services for an outdoor pool located at Cameron Club – 200 Cameron Station Blvd, Alexandria, VA 22304

This Request for Proposal (RFP) seeks responses from licensed and high performing contractors with strong professional qualifications to provide pool management services for the Cameron Station Community Association.

PERSONNEL

- A. All personnel employed by the Contractor shall be employed solely by the Contractor and shall be the employees of the Contractor. The Contractor shall be responsible for advertising and recruiting help, payment to its employees and shall pay all social security, workman's compensation, and other taxes incident to the work of all Contractor employees.
- B. The Association agrees that it will cooperate in ensuring that any requests that it makes regarding personnel are in compliance with Equal Employment Opportunity Laws, wage and hour laws and other federal state and local requirements and agrees to identify contractor in the event that there is a violation of such laws because of the request of the owner.
- C. Owner agrees to inform contractor of any activities conducted at the pool during non-operating hours. The owner shall be liable for payment of any lifeguard and/or insurance during such activities. The owner should assume sole liability for any function held at the pool, in which alcohol is available, whether the function is during contracted pool hours or not.

- D. Should a Holiday fall on a day that the pool is normally closed, the pool will open on that Holiday and close on the following day.
- E. The pool company shall be responsible for ensuring that all staff assigned to the property comply with all directives from the Commonwealth of Virginia, City of Alexandria, and the Federal Government.
- F. Pool contractor shall screen for COVID-19 screening and social distance monitoring of guests.
- G. If Virginia is still subject to a State of Emergency, the pool company shall require their staff to do all of the following:
 - 1) Wear face coverings supplied by Contractor over their nose and mouth while on the Association property, except while in the water or responding to distressed swimmers.
 - 2) Wearing all personal protective equipment recommended by the Centers for Disease Control or the Commonwealth of Virginia.
 - 3) Comply with all OSHA requirements as establish by Virginia regulations
 - 4) Clean and disinfect shared equipment, including guard chairs, after each use.
 - 5) Report to the Association's managing agent within twenty-four (24) hours of any known COVID-19 infections of Contractor personnel or staff who have been on the Association property and to cooperate with Association in contact tracing efforts.
 - 6) Screen all personnel and staff before each shift and prohibit any from entering Association's property if any of the foregoing have a fever of 100.4 degrees Fahrenheit or higher; sense a fever; have a cough, shortness of breath, chills, sore throat or muscle aches that cannot be attributed to another health condition; or any combination of the foregoing. Daily screening logs shall be made available to Association upon request.
 - 7) Require personnel to frequently wash their hands with soap and water and/or using alcohol-based hand sanitizers with at least 60% alcohol.
 - 8) Maintaining social distancing of no less than 6 feet at all times.
- H. If additional hours of service are needed, or if additional staffing is needed, the Contractor, if requested by the Association, shall supply personnel for these additional hours of service. The fees for increased hours of regular service shall be in addition to the Basic Contract price and shall be billed at a rate mutually agreeable to all parties.
- I. Contractor's personnel shall maintain all necessary licenses at all times. All certificates must be visibly posted in the pool office. Qualifications for guards should be American Red Cross course lifesaving certification, at minimum, and management personnel shall, in addition, be certified pool operators.
- J. All pool contractor staff, including substitutes, will be familiar with the Rules and Regulations for pool usage. Pool management staff will be familiar with all terms and conditions of this contract.
- K. The Contractor agrees to conduct routine inspections during the full-time operation of the pool. A written inspection report will be completed weekly and a copy will be provided to the Association Assistant Manager for review. The Contractor will advise the Association of the general pool operations and any related maintenance issues that need to be addressed.
- L. Copies of all inspections, disciplinary actions taken and/or complaint forms should be forwarded to the management company within twenty-four hours of the occurrence.

SUPPLIES

- A. Contractor shall obtain all chemicals necessary for the operation of the pool. Payment for such chemicals shall be the sole responsibility of the Contractor.
- B. Contractor shall obtain all supplies or materials needed, including but not limited to first aid equipment, paper supplies and regular janitorial supplies needed for the operation of the pool. Payment of such supplies shall be sole responsibility of the Contractor. Supplies other than paper and regular janitorial supplies, including, but not limited to buckets, brooms, etc., shall be purchased by the Contractor and paid by the Contractor.

OPENING OUTDOOR POOL – STANDARD CONTRACTOR SERVICES

Contractor will be responsible for preparing the outdoor swimming pool and facility for opening by completing the following standard services:

- A. Conduct and submit to the Association a written inspection report necessary to render the pool and filtration system is operational.
- B. Drain, clean and fill pool when necessary.
- C. Clean bathhouse and pool area.
- D. Place filtration and chlorination system in operation and check for proper operation.
- E. Arrange and be present at any local or state Health Department Pre-Opening Inspection required.
- F. Remove pool cover(s) and store at the facilities designated storage room.
- G. Contractor will advise Association of all needed repairs and supplies within thirty (30) days of the execution of this contract.
- H. Where required, the contractor will obtain Health Department, Fire, and Hazmat before opening.

EMERGENCY CLOSING OF POOL

The Association and or contractor may close the pool facility in an emergency situation or during inclement weather. Whether the pool closer is caused by mechanical failure, inclement weather, inadequate security for the protection of the life guard at the facility, or by any other causes outside of the contractors control, there will be no charge or adjustment in the compensation to contractor. In the event that the pool is closed for a period of more than ten (10) days because of mechanical failure, the necessity of extensive repairs or by order of any local or state regulatory body the contractor shall refund fifty percent (50%) of the per day operating cost from the eleventh (11) day until the pool is reopened for normal operation.

- A. For a major equipment failure or emergency, the Contractor may shut down the pool for the length of time required to repair the failure. Management will be informed immediately.
- B. Should more than three (3) days be necessary to perform repairs and/or restore the pool to normal operating condition, Contractor shall forego or refund eighty percent (80%) of the monthly contract cost, pro-rated on a daily basis for each day of non-operation beginning with the fourth (4th) day of non-operation, until such time as the pool resumes normal operation.
- C. In the event of an emergency closing of the pool, the contractor will notify representatives of the Management Company of such closing and the estimated time for reopening of the pool.
- D. In the event of closing for sanitary reasons, all health department regulations will be strictly adhered to. The contractor will also notify representatives of the Management Company of such closing and the

estimated time for reopening of the pool. Contractor will also notify residents of reopening times by written notice at entrance to pool.

DAILY MAINTENANCE AND OPERATION OF THE POOLS

A daily inspection and general cleaning shall be performed each morning prior to opening, on-going throughout the day and in the evening to include Cleaning and disinfecting shared equipment as recommended by CDC, Government mandates and Cameron Station Pool Operation Plan and Rules, please refer to EXHIBIT 4 Section I. Contractor will be responsible for the following:

- A. Maintain proper filter operation by backwashing and/or cleaning pump strainer as required
- B. Maintain water quality in conformance with required standards
- C. Maintain required Health Department records.
- D. Clean Bathrooms and Pool office as required.
- E. Clean pool area inside pool enclosure.
- F. Vacuum pool bottom, clean waterline tiles and skimmer baskets, as necessary.
- G. Provide curious, responsible, and mature enforcement of all the owner's written pool rules as are reasonable and in accordance with all federal, state, and local laws and regulations and safety factors. A copy of such rules shall be provided at the time of the signing of the contract and can also be found on at this web address: Cameronstation.org.
- H. Contractor is not responsible for any loses or damages caused when pool is not open, by those acts or omissions of third parties over whom contractor has no control or by failure of the owner to comply in a timely manner with its responsibilities under their contracted agreement.

CLOSING AND WINTERIZAITON OF OUTDOOR POOLS

The Contractor agrees to close pool upon termination of the previous stated operating season and to winterize the swimming facility by performing the following services:

- A. Disconnect piping at fixtures as required and drain all piping which can be drained.
- B. Remove, clean and store skimmer baskets.
- C. Remove and store in compound the pool ladders, handrails, life guard chairs, safety ropes and diving board.
- D. Drain pool to appropriate water level. Contractor is responsible during winter months to keep water level below tile line.
- E. Open all valves in filter room with require opening.
- F. Backwash and drain filter tank and filter piping. Uncover and the drain hair and lint strainer.
- G. Inspect all visible plumbing. IF pipes are below, drain points, or behind walls or in ceilings which are not visible, contract or will not be held responsible for any freeze damage.
- H. If main water cut off is not accessible, or is in an unsecured area, contractor will not be held responsible for any freeze damage.
- I. Install winter algacide and motor protectants at contractor's expense.

- J. Store chlorinators, chemical feeders, and flow meters on premises.
- K. Store pool maintenance, testing equipment and supplies on premises.
- L. Store all pool deck furniture in bathhouse.
- M. On completion of pool closing, contractor will notify Association.
- N. Submit to the Association a detailed inspection report covering condition of pool facility and related equipment.
- O. Make monthly inspection of the pool facilities over the winter months. Any freeze damage shall be reported immediately to the Association.
- P. Schedule and conduct winterization walk through with Managing Agent no later than October 15th to verify completion of all required services

MAINTENANCE AND REPAIRS

- A. Contractor will perform preventive maintenance and minor routine repairs to the equipment and the Association shall pay for the cost of the parts and material upon prior approval of Management.
- B. All extensive repairs, replacements of equipment or other similar work needed during the season to continue the operation of the pool or to maintain health and safety standards will be at the Association's expense. It will be the responsibility and duty of Contractor to notify the Association of the need for repairs or work. Contractor will submit a written proposal for the Association's approval before starting the repair(s).
- C. The Association is not required to use the Contractor exclusively for such repairs.
- D. Contractor shall at all times strive to anticipate preventive maintenance needs and shall provide the same.
- E. Contractor shall perform any additional services requested by the Association, which services shall be extra and in addition to the fees provided herein. Such services beyond the contract shall be billed monthly.

UTILITIES

The Association shall provide water and electricity for the operation of the pool. The Association shall provide telephone service at the Association's expense.

HOURS OF OPERATION

Cameron Station Club House and Pool	
Days	Hours
Mon, Wed & Friday	12:00 PM – 7 :00 PM
Tuesday & Thursday	7:00 AM-2:00 PM
Saturday & Sunday	10:00 AM- 5:00 PM

Beginning June 5, 2021, the pool will open seven (7) hours a day. The hours of operation during the 7-hour day shall be:

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EXHIBIT TWO - COST PROPOSAL

Project Name: Pool Management Services Contract Date: _____

Contractor: _____

For the aforementioned services the Association agrees to pay the Contractor as noted below which includes labor and material for services described above.

Payment of an invoice shall be made by the Association's Managing Agent for the month worked within thirty (30) days of invoice receipt so long as no contract dispute exists.

Cameron Station POOL – Three Guards on duty at all times

Hourly Rate for Additional Guard: \$ _____

Hourly Rate for Maintenance Staff \$ _____

2021 Season (Year one)

Monthly Rate: \$ _____

Annual Contract Price: \$ _____

Hourly Rate for Additional Guard: \$ _____

Hourly Rate for Maintenance Staff \$ _____

Cost to extend pool management services for additional weekends (Sat/Sun) after Labor Day:
\$ _____ per additional weekend

Cost to extend pool management services for additional weekends (Sat/Sun) after Labor Day:
\$ _____ per additional weekend

2023 Season (Option Year two)

Monthly Rate: \$ _____

Annual Contract Price: \$ _____

Hourly Rate for Additional Guard: \$ _____

Hourly Rate for Maintenance Staff \$ _____

2022 Season (Option Year one)

Monthly Rate: \$ _____

Annual Contract Price: \$ _____

Cost to extend pool management services for additional weekends (Sat/Sun) after Labor Day:
\$ _____ per additional weekend

Cameron Station Community Association

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EXHIBIT THREE – PROPOSAL INSTRUCTIONS

The Association reserves the right to accept any proposal deemed to be in its best interest. The Association may also reject any and all proposals. Proposals must contain the following documents, each fully completed.

- 1) Contractor must respond to all required elements contained in Exhibit Two, Cost Proposal; and Exhibit Three, Proposal Instructions. Proposals that do not comply may be deemed non-responsive.
- 2) Introduction letter outlining the Contractor's professional specialization, and provide past experiences to support their qualifications
- 3) Cost Information: Cost information must be submitted with your proposal. Proposals are requested to have separate pricing for each specific required element of work as outlined in Exhibit Two.
- 4) Client References: Three client references for which contractor has provided similar services in the past 18 months. References must include, as a minimum, the client name, contact information (phone number, e-mail address) and a brief description of services provided.
- 5) Contractor must provide proof that it is licensed to do business in Virginia and carries minimum liability and workman's compensation.

Site visits are encouraged and may be arranged by contacting Janeva Sharps, Onsite Assistant Community Manager via e-mail at managers@cameronstation.com or at 703-567-4881.

RFP TIMETABLE

The anticipated schedule for this RFP and contract approval is as follows:

October 7, 2020	RFP Issued
October 30, 2020	Response due 4:00PM.
November 24, 2020	Board of Directors Review and Contract Award
May 23, 2021	Contract Start Date

E-mail submittals are acceptable and preferred; please submit your proposal or any questions regarding this solicitation to managers@cameronsation.org. If you are sending your proposal via US Mail or courier please submit to the address below to arrive no later than 4:00p.m on Wednesday, October 30, 2020.

Cameron Station Community Association

Attn: Janeva Sharps

Onsite Assistant Community Manager, CAMP

200 Cameron Station Blvd

Alexandria, VA 22304

EXHIBIT FOUR – POOL MANAGEMENT AGREEMENT

I. CONTRACTOR AND COVID-19 RELATED DUTIES

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Association has implemented preventative measures required by the Commonwealth of Virginia and recommended by health agencies (including the Centers for Disease Control and Virginia Department of Health) to reduce the spread of COVID-19 among users of the communal areas within the Association. However, the Association cannot guarantee that the communal areas, such as pools, gyms, computer room, and club house facilities (the “communal areas”), will not become infected with COVID-19. Further, using the communal areas could increase the risk to users of contracting COVID-19.

It is understood that Contractor has agreed to perform the following additional obligations as a result of Federal, State and Local ordinances related to the communal areas. The Parties understand that these obligations may change and to the extent they do and additional action(s) is/are required for communal areas to be open, the Parties shall work together to negotiate revisions to the Contract if needed. Contractor shall be solely responsible for ensuring their employees and agents adhere to all COVID-19 Guidelines, including but not limited to:

1. Wearing face coverings supplied by Contractor over their nose and mouth while on the Association property.
2. Wearing all personal protective equipment recommended by the Centers for Disease Control.
3. Cleaning and disinfecting shared equipment after each use.
4. Reporting to the Association’s managing agent within twenty-four (24) hours of any known COVID-19 infections of Contractor personnel or staff who have been on the Association property and to cooperate with Association in contact tracing efforts.
5. Screening all personnel and staff before each shift and prohibiting any from entering Association’s property if any of the foregoing have a fever of 100.4 degrees Fahrenheit or higher; sense a fever; have a cough, shortness of breath, chills, sore throat or muscle aches that cannot be attributed to another health condition; or any combination of the foregoing. Daily screening logs shall be made available to Association upon request.
6. Requiring personnel to frequently wash their hands with soap and water and/or using alcohol-based hand sanitizers with at least 60% alcohol.
7. Maintaining social distancing of no less than 10’ feet at all times.
8. Using gloves to remove any trash or debris from the communal areas and properly disposing of all trash.
9. Following all regulatory requirements, including safety measures, issued by the Commonwealth of Virginia to protect employees and/or patrons accessing areas where Contractor is performing services.

II. USE AND FACILITIES

1. Two lanes will be marked for lap swim or water exercise and will be limited to one person per lane. The remainder of the pool is available for open swim, provided all users remain at least 10 feet away from people who are not members of their household.

2. The wading pool shall remain closed until otherwise determined by the Board of Directors.
3. All occupants of the pool area shall be required to wear a mask when not within the swimming pool, except for (a) children five (5) and under; and, (b) people with medical conditions that prevent them from wearing a mask, provided the person requesting the medical exemption signs a form certifying they have such a medical condition.
4. The locker rooms will be open for access to sinks, showers and toilets. However, the lockers will be blocked off and are not to be used.
5. No pool toys or items that may be shared are allowed in the pool area (to prevent the spread of COVID-19).
6. No community pool-deck furniture will be put out to minimize the chance of spreading COVID-19 (and to reduce the cleaning demand on the clubhouse staff). Patrons may bring their own pool-deck furniture.
7. The drinking fountain on the pool deck will be secured and is not to be used.

III. SOCIAL DISTANCE MONITORING

1. All persons shall remain at least 10 feet away from any person who is not a member of their own household. This requirement applies to all locations in the pool, on the pool deck, or in any other accessible facilities of the Association, including the entrance through the Cameron Club and the bathroom.
2. Each person using the pool shall be required to socially distance as set forth in Paragraph D.1. and must follow the direction of any lifeguard, pool attendant or any other similar person to maintain social distance in the event they become too close to another person who is not a member of their household.
3. Sitting/gathering areas for individuals or family units that live together will be marked on the pool-deck with tape. These areas will be spaced to maintain 10 feet of social distancing. All patrons must remain within their designated area unless using the swimming pool or bathroom facilities.

IV. CONTRACTOR ADDITIONAL RESPONSIBILITIES:

1. Non-assignment

This Agreement is intended to be an agreement solely between the above-named parties and is not assignable without the express written consent of the Association.

2. Services

The services required are set forth in the pool management agreement. Such services are to be performed in good workmanlike manner.

3. Reservation and Entrance System

- All persons using the pool are required to register for a block of time during which they may use the pool. Reservations may be made beginning three (3) days prior to the intended date of use of the pool.
- Reservations system will utilize Omnify scheduling software, and reservations will be made in 1.5 hour increments, with 30 minutes allowed for cleaning at the end of the 1.5 hour reservation period. The last reservation period of the day shall be for 1 hour.
- No more than 20 patrons will be permitted in the pool at the same time. The Board of Directors reserves the right to increase the level of occupancy of the pool up to the maximum permitted under the then-current Executive Order issued by the Governor.

- Each time a resident enters the pool, the resident will be required to complete a "Health Screening Form and Assumption of Risk Agreement." If the resident is accompanied by minors (under age 18), the resident will also be required to sign forms on behalf of the minors.
- Residents shall only be permitted to bring minors from their same household to the pool. Any minors who reside in a different household than the adult who is accompanying them to the pool will be denied entry.
- No guests will be permitted entry into the pool.
- All persons admitted to the pool must display a valid Cameron Station ID card displaying a 2020 Cameron Station sticker.
- All persons entering and exiting the pool shall enter and exit through the Cameron Club entrance door near the multipurpose court - where the front desk is located.
- Signs will be posted at the pool and the entrance through the Cameron Club as required by the Commonwealth of Virginia.

I. CHARGES AND PAYMENTS

In return for the satisfactory delivery of services by the Contractor in accordance with this Agreement, the Association agrees to pay the Contractor upon receipt of invoices pursuant to the payment schedules as stated in the pool management agreement. Invoices shall be presented for payment in accordance with the payment schedules in the agreement.

II. DURATION OF AGREEMENT

This Agreement shall benefit both parties to the Agreement and shall be in effect from _____ through _____. This Agreement may be terminated with or without cause by the Association or Contractor upon thirty (30) days written notice. There will be no termination fee charged by either party if the Agreement is terminated by either party.

III. NOTICE PROVISION

In the event notice is required in connection with this Agreement, said notice shall be deemed given when delivered personally in writing or when mailed postage prepaid certified return receipt requested as follows:

If the Contractor: _____

If the Association: _____

Heather Graham, Executive Vice President
Community Association Management Professionals (CAMP)
Agent for Cameron Station Community Association
4114 Legato Road, #200
Fairfax, VA 22033

IV. ENTIRE AGREEMENT

The parties agree that this Agreement with the _____ Agreement is the entire Agreement between the parties, and that any change to the provisions of the Agreement must be made in writing and signed by both parties.

V. INTERPRETATION

The Laws of the State of Virginia shall govern the interpretation and all matters relating to this contract.

In witness whereof, Cameron Station Community Association, has caused its name to be signed by its President, all pursuant to due and proper authority duly heretofore had and _____ which is Contractor, has caused its name to be signed by its President, all pursuant to due and proper authority, all as of the date first written above.

Signature – Cameron Station Community Association

Date

Signature – [Contractor Name]

Date