NOTICE

REQUEST FOR PROPOSALS

Comprehensive Aquatic Risk Management Program

September 13, 2017

- The Northern Virginia Regional Park Authority (NOVA Parks) is requesting proposals for a Comprehensive Aquatic Risk Management Program.

- Sealed proposals for services must be received at the NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station VA 22039, no later than 2:00pm EST, Friday, October 6th, 2017. Proposals must be clearly marked “RFP – Comprehensive Aquatic Risk Management Program”

- Any questions about the request for proposals must be submitted in writing by e-mail to Director of Park Operations, Chris Pauley, at cpauley@nvrpa.org. All questions must be submitted no later than September 29, 2017.
### Proposal Timeline

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INTRODUCTION & BACKGROUND

The Northern Virginia Regional Park Authority (NOVA Parks) is a governmental agency supported by six local government member jurisdictions. In the late 1950s, the Northern Virginia Planning District Commission and a group of citizens from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl. These citizens, working with their local governments – Fairfax County, Arlington County and the City of Falls Church - organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority.

Today, NOVA Parks represents three counties and three cities - Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer Board members appointed from each jurisdiction and many friends of NOVA Parks working together, have preserved more than 12,200 acres within 32 regional park sites.

NOVA PARKS MISSION

NOVA Parks – the best of Northern Virginia through nature, history, and great family experiences

REQUEST FOR PROPOSAL - PURPOSE AND BACKGROUND

The purpose of this Request for Proposal is to solicit sealed proposals to establish a contract through competitive negotiation for a Comprehensive Aquatic Risk Management Program for NOVA Parks. NOVA Parks operates five outdoor waterparks within three counties and one city in Northern Virginia. Waterpark features include: tot pools, activity pools, waterslides, lap pools, zero depth activity areas, and one wave pool. NOVA Parks trains and employs approximately 225 lifeguards, 12-15 lifeguard instructors and serves approximately 335,000 visitors annually during its operating season from Memorial Day to Labor Day.

The Northern Virginia Regional Park Authority (NOVA Parks) is seeking a vendor to provide the following aquatic services and programs:

- Lifeguard and lifeguard instructor training
- Lifeguard management
- Onsite operational audits
- New or existing attraction inspection services
- Consultation to reduce or eliminate identified exposure and litigation support
- Risk management standards
SCOPE OF SERVICES

Training Program:

- Vendor shall provide an all-inclusive lifeguard training program that includes First Aid, CPR, lifeguarding, oxygen support and AED use into a single comprehensive curriculum including course materials and textbooks.
- Vendor shall provide NOVA Parks lifeguard staff a license with a validity period of one year from the date of course completion.
- Vendor shall provide NOVA Parks instructor staff with the ability to inactivate a license should a lifeguard fail to meet the requirements set forth in the license agreement.
- Vendor shall provide lifeguard licensure which requires lifeguard accountability protocols. Licensure shall require that all lifeguard staff remain rescue ready at all times.
- Vendor shall provide NOVA Parks with instructor level training programs on an as needed basis for NOVA Parks instructors.
- Vendor shall provide training program that mandates a minimum monthly in-service training requirement for all licensed lifeguard staff.
- Vendor shall provide training program that provides licensure for both pool and waterpark lifeguards.
- Vendor shall provide training program that has the option to use life like mannequins and/or other training stimuli as part of the initial lifeguard training and on-going training and assessment of the lifeguard’s ability to recognize and respond to an aquatic emergency if requested.

Audit & Reporting:

- Vendor shall provide mandatory unannounced aquatic safety audits at each aquatic facility. Audits should have the option to include videotape footage, as well as written documentation to support evaluations obtained during the audit. Vendor shall provide NOVA Parks with a written report as well as video footage (if used) at the conclusion of each audit.
Vendor shall meet with the NOVA Parks Aquatic Management staff at the conclusion of the audit to discuss results and provide finalized written report and video footage.

Vendor shall provide a minimum of 2 on-site audits per year to be conducted between Memorial Day and Labor Day. Each audit shall encompass all 5 aquatic facilities.

Vendor shall provide an audit program that encompasses: visual observations of lifeguard staff, skill assessments of lifeguard staff during simulated emergency drills, assessment of lifeguard staff's ability to recognize and respond to mannequin or other training stimuli (if requested), administrative assessment of facilities adherence to risk management policies and procedures and assessment of rescue equipment, emergency action plan and facility's supervisory staff.

**Risk Management Program:**

- Vendor shall provide NOVA Parks with a risk management program for aquatic facilities. Vendor shall provide handbook that includes detailed policies and procedures of the aquatic risk management program for NOVA Parks.
- Vendor shall provide aquatic facility safety inspections at the request of NOVA Parks for any park enhancements or attractions added to current facilities.
- Vendor shall provide aquatic accident investigation and litigation support services if the need arises. Litigation support shall include, but is not limited to, any assistance with local counsel in establishing defensive strategies and proactive measures to ensure safety at aquatic facilities.
- Vendor shall provide NOVA Parks access to a database online or by other means for lifeguard and lifeguard instructor licenses as well as additional program elements up to and including: activate/deactivate lifeguard licenses, submit course completion materials, setup class information, submit rescue statistical data, submit accident/incident reports and provide access to licensed instructors to access online instructor materials.
- Vendor shall assign NOVA Parks with a client manager to provide ongoing consultation on all items related to aquatic risk management.
- Vendor shall provide aquatic safety and risk management consulting services as part of the program.
- Vendor shall provide risk management program that requires that facilities regularly assess and update zones of protection to ensure swimmer protection and safety.

**GENERAL PROPOSAL INFORMATION**

As required by Virginia Public Procurement Act, Northern Virginia Regional Park Authority (NOVA Parks) is requesting competitive sealed proposals for the assessment outlined. **NOVA PARKS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF NOVA PARKS.**

**QUESTIONS ABOUT THE RFP**
Any questions about the RFP must be submitted in writing by e-mail to Chris Pauley, Director of Park Operations, at cpauley@nvrsa.org. All questions must be submitted no later than September 29, 2017. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the above deadline may not be answered.

SELECTION AND AWARD PROCESS

Based on the results of the preliminary evaluation of the proposals received, the highest rated vendor(s) may be asked by NOVA Parks to make an oral presentation to a selection committee in-person or by telephone.

NOVA Parks will select the top rated proposal and then enter into negotiations, in an effort to arrive at a mutually acceptable agreement and contract. In the event the negotiations are successful, a contract will be offered in accordance with NOVA Parks contracting procedures.

The award of contract may be made to the responsible vendor whose proposal is most advantageous to NOVA Parks, taking into account the minimum requirements and the evaluation criteria for the proposals. The award of a contract will be made based upon criteria which does not just include price.

EVALUATION CRITERIA

- Understanding of NOVA Parks requirements
- Relevant experience and qualifications of firm
- Approach and Work Plan
- Implementation Schedule
- References
- Cost Proposal

PROPOSAL SUBMITTAL

Name of firm submitting the proposal to include:

- Main office address, when organized, if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers.

Company Background and Statement of Qualifications

- Provide a statement of qualifications indicating ability to fulfill the scope of the RFP and understanding of NOVA Parks’ requirements.

Proposed Approach and Work Plan and Implementation Schedule
• Outline specific tasks and how each will be complete and who will be responsible for their completion.

Client References
• List a minimum of three client references. Please include the organization’s name, address, contact person, email address, phone number and a brief description of the project.

Cost Proposal
• Provide an itemized cost proposal broken out by service. Provide both an annual renewal cost, as well as a three and five year contract option.

Other Requirements
• List any requirements outside of the normal scope of work that will be required by the offeror or NOVA Parks.

INSTRUCTIONS TO OFFERORS
• AMENDMENT OF REQUEST FOR PROPOSALS: The Offeror shall acknowledge receipt of a request for proposals amendment by signing and returning the document by the specified due date and time.

• FAMILIARIZATION WITH SCOPE OF WORK: Before submitting a proposal, each offeror shall familiarize him/herself with the scope of work outlined in the request for proposals, laws, regulations and other factors affecting contract performance. The contractor shall be responsible for fully understanding the requirements of the subsequent Contract, and otherwise satisfy him/herself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

PREPARATION OF PROPOSAL
• The proposal shall be signed by a person authorized to submit an offer. An authorized signature shall constitute an irrevocable offer to sell the goods and/or service specified herein. Offeror shall submit any additional requested documentation, signifying intent to be bound by the terms of the agreement.

• It is the responsibility of all offerors to examine the entire request for proposals package and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.

• NOVA Parks will not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation.

• Offeror must list any subcontractors to be utilized in the performance of the
services specified herein. For each subcontractor, details on respective qualifications must be included.

PROPOSAL FORMAT AND REQUIREMENTS

- An original and (3) copies of the proposal should be submitted. The original copy of the proposal should be clearly labeled "Original" and should be single-sided, three hole punched and in a binder. Any confidential information submitted should be marked as such.
- The sections of the submittal should be clearly identifiable and should include a minimum of the following sections:
  - Background and Statement of Qualifications
  - Proposed Approach and Work Plan and Implementation Schedule
  - Client References
  - Cost Proposal
  - Other Requirements

Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal.

GENERAL TERMS PUBLIC RECORD

- All proposals submitted in response to this request for proposals shall become the property of NOVA Parks and shall become a matter of public record available for review subsequent to the award notification.

CONFIDENTIAL INFORMATION

- NOVA Parks is obligated to abide by all public information laws. If an Offeror believes that any portion of a proposal, offer, specification, protest or correspondence contains information that should be withheld, a statement advising of this fact should accompany the submission, and the information shall be so identified wherever it appears. NOVA Parks shall review all requests for confidentiality and may provide a written determination to designate specified documents “confidential” or the request may be denied. Price is not confidential and will not be withheld. If the confidential request is denied, such information shall be disclosed as public information, unless the offeror submits a formal written objection.

CERTIFICATION

- By signature on the Offer or cover letter accompanying the submittal documents, Offeror certifies:
  - The submission of the offer did not involve collusion or other anti-competitive practices.
  - The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
  - The Offeror has not given, offered to give, nor intends to give at any time
hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.

- The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.

WHERE TO SUBMIT PROPOSALS
- In order to be considered, the Offeror must complete and submit his/her proposal to NOVA Parks Headquarters at the location and manner indicated, prior to, or at the exact date and time indicated on the Notice of Request for Proposals page.

LATE PROPOSALS
- Late proposals will be rejected.

OFFER AND ACCEPTANCE PERIOD
- In order to allow for an adequate evaluation, NOVA Parks requires an offer in response to this solicitation to be valid and irrevocable for ninety (90) days after the proposal due date and time.

WITHDRAWAL OF PROPOSAL
- At any time prior to the specified solicitation due date and time, an offeror may formally withdraw the proposal by written letter or e-mail, from the Offeror or a designated representative. Verbal withdrawals shall not be considered.

DISCUSSIONS
- NOVA Parks reserves the right to conduct discussions with offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal, in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.

PROPOSAL RESULTS
- The name(s) of the successful contractor will be available upon request.