

RESOLUTION NO. 2015 - 358

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 15-66 AND TO EXECUTE AGREEMENTS FOR SOLOMON CALHOUN COMMUNITY POOL PROGRAMS AND SERVICES

RECITALS

WHEREAS, the County desires to enter into contract with YMCA of Florida's First Coast, Inc., St. Augustine YMCA Branch to provide Solomon Calhoun Community Pool Programs and Services for St. Johns County in accordance with RFP No. 15-66; and

WHEREAS, the scope of the services will be aquatic management services; and

WHEREAS, through the County's formal RFP process, YMCA of Florida's First Coast, Inc., St. Augustine YMCA Branch was selected as the highest ranked firm to enter into a contract with the County to perform the work referenced above; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

WHEREAS, the contract will be finalized after negotiations but will be in substantial conformance with the attached draft contract.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP 15-66 YMCA of Florida's First Coast, Inc., St. Augustine YMCA Branch, and to conduct negotiations to provide the services set forth therein.

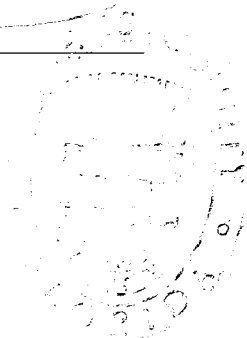
Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFP 15-66.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 1 day of December 2015.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: [Signature]
Chair



ATTEST: Hunter S. Conrad, Clerk

By: [Signature]
Deputy Clerk

RENDITION DATE 12/3/15



MASTER CONTINUING CONTRACT AGREEMENT

BID NO: _____;

Master Contract #: _____

This Contract Agreement is made as of this _____ day of _____, 2015, by and between **St. Johns County, FL**, a political subdivision of the State of Florida, with principal offices located at 500 San Sebastian View, St. Augustine, FL 32084, hereinafter referred to as “**St. Johns County**” or “**County**”, and **YMCA of Florida’s First Coast, Inc., St. Augustine Family YMCA Branch** authorized to do business in the State of Florida, hereinafter referred to as the “**Contractor**”, with mailing address 500 Pope Road, St. Augustine FL 32080, Phone: (904)471-9622, Fax: (904) 296-4744 and email: phicks@firstcoastymca.org.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

ARTICLE 1 – DURATION and RENEWAL

This Contract Agreement shall become effective on _____, shall be in effect for an initial contract term of three (3) calendar years, and may be renewed for up to a maximum of three (3) one (1) year periods, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. While this Contract Agreement may be renewed as stated in this Article, it is expressly noted that St. Johns County is under no obligation to renew or extend this Contract Agreement. It is further expressly understood that the option of renewal is exercisable only by St. Johns County, and only upon the County’s determination that the Contractor has satisfactorily performed the Services noted in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term “Contract Documents” shall consist of all Bid Documents and any addenda/exhibits thereto; all Specifications; this Contract Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all duly executed Change Orders. Any representations, whether verbal or written, that are not included in the Contract Documents do not form part of this Contract Agreement.

ARTICLE 3 - SERVICES

The CONTRACTOR’s responsibility under this Contract Agreement is to provide all labor, materials, and equipment necessary to perform aquatics management programs and services for the SJC Recreation Department in accordance with RFP No:15-66 and as otherwise provided in the Contract Documents.

Services provided by the Contractor shall be under the general direction of the St. Johns County Recreation Department, or an authorized designee, who shall act as St. Johns County’s representative, along with the SJC Purchasing Department representative during the performance of this Contract Agreement.

ARTICLE 4 – SCHEDULE

The Contractor shall perform the required services as specified in the Contract Documents. The Contractor shall be required to comply with the schedule set forth in the specifications, and as coordinated with the authorized designee(s) in each respective SJC Department, throughout the duration of the contract. No changes to said schedule shall be made without prior written authorization from one of St. Johns County’s representatives.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

- A. St. Johns County shall compensate the Contractor based upon _____, as submitted in the proposal, accepted by the County, and provided herein on Exhibit A-1. The maximum amount available as compensation to the Contractor under this Contract Agreement shall not exceed the annual amount budgeted by the St. Johns County _____ Department, unless additional funds become available, or are properly transferred, for services satisfactorily performed in accordance with the Contract Documents.
- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, the Contractor’s compensation shall be based upon the Contractor’s adhering to the Scope of Services, detailed in the Contract Documents. As such, the Contractor’s compensation is dependent upon satisfactory completion of services stated in the Specifications, and included by reference in this Contract Agreement.
- C. The Contractor shall bill the County at the end of each month, for Services satisfactorily performed. The County reserves the right to pro-rate or refuse payment of any submitted invoice where services were not satisfactorily

performed.

- D. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Services, and as specified in the Bid. The County may return a bill/invoice from the Contractor, and request additional documentation/information when necessary to validate payment. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. Unless otherwise notified, bills/invoices should be delivered to:

- F. **FINAL INVOICE:** In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "final invoice" on the final bill/invoice submitted to the County for payment. Such indication establishes that all Services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Contract Agreement.

ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Contract by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and cost used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract.

The said rates and costs shall be reduced to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rate, or due to inaccurate representations of fees paid to outside subcontractors. The County may exercise its rights under this Article 4 within eighteen (18) months following final payment.

ARTICLE 7 – TERMINATION

- A. This Contract may be terminated by the County without cause upon at least _____ () calendar days advance written notice to the Contractor of such termination without cause.
- B. This Contract may be terminated by the County with cause upon at least _____ () calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 8 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the Contractor fail to perform (default) under the terms of this Contract, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than _____ () consecutive calendar days in which to cure the default. Failure by the Contractor to cure the default, or take acceptable corrective action within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Contract.
- B. It is expressly noted that, should the County issue more than one notice of default to the Contractor during the term of this Contract, such action shall constitute cause for termination of this Contract.
- C. Consistent with other provisions in this Contract, Contractor shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
 - 1. Stop work on the date to the extent specified.
 - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 - 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 9 – PERSONNEL

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All of the Services required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Services shall be performed by skilled and competent personnel to the highest professional standards in the field.

ARTICLE 10 – SUBCONTRACTING

St. Johns County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 11 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Contractor. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Contract Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Contract Agreement.

ARTICLE 12 – AVAILABILITY OF FUNDS

St. Johns County's obligations under this Contract Agreement are subject to the availability of lawfully appropriated funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Contract Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 13 - INSURANCE

The Contractor shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by St. Johns County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, Fl 32084

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under

this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor.

The Contractor shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

ARTICLE 14 - INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officers, and employees, from all liabilities, damages, losses, and costs arising under this Contract Agreement, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, act, or omission of the Contractor or any other person employed or utilized by the Contractor, whether intentional or unintentional.

ARTICLE 15 - SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract Agreement. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

ARTICLE 16 - REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 17 - CONFLICT OF INTEREST

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify St. Johns County, in writing, by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within 30 days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Contract Agreement.

ARTICLE 18 - EXCUSABLE DELAYS

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited

to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, St. Johns County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Contract Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

ARTICLE 19 - ARREARS

The Contractor shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract Agreement.

ARTICLE 20 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Contract Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by St. Johns County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Contract Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 21 - INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Contract Agreement, an independent contractor, and not an employee, agent, or servant of St. Johns County. All persons engaged in any of the work or services performed pursuant to this Contract Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to St. Johns County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

ARTICLE 22 - CONTINGENT FEES

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Contract Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract Agreement.

ARTICLE 23 - ACCESS AND AUDITS

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work

for at least three (3) years after completion of this Contract Agreement. St. Johns County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 24 - NONDISCRIMINATION

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 25 - ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Contractor agree that this Contract Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Contract Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Contract Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

ARTICLE 26 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Contract Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 27 - AUTHORITY TO PRACTICE

The CONTRACTOR hereby represents and warrants that it has and shall continue to maintain all license and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 28 - SEVERABILITY

If any term or provision of this Contract Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Contract Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 29 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Contract Agreement shall be valid unless in writing and signed by each of the parties.

St. Johns County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon Contractor's receipt of notification from the County of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Contract Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 30 - FLORIDA LAW & VENUE

This Contract Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract shall be held in St. Johns County, Florida.

ARTICLE 31 - ARBITRATION

The Owner shall not be obligated to arbitrate or permit any arbitration binding on the Owner under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 32 - NOTICES

All notices required in this Contract Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Jaime Locklear, CPPB, Contract Administration Manager
500 San Sebastian View
St. Augustine FL 32084

and if sent to the Contractor shall be mailed to:

St. Augustine Family YMCA
YMCA of Florida First Coast
ATTN: Pete Hicks, Executive Director
500 Pope Road
St. Augustine FL 32080

ARTICLE 33 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Contract Agreement, or affect its meaning, construction or effect.

ARTICLE 34 – PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Contractor’s performance under this Agreement constitutes an act on behalf of the County, Contractor shall provide access to all public records made or received by Contractor in conjunction with this Agreement. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
 - (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services described herein;
 - (2) Provide the public with access to public records related to this Agreement on the same terms and conditions that the County would provide the records, and at a cost that does not exceed the costs provided in Chapter 119, Florida States, or as otherwise provided by applicable law;
 - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public disclosure are not disclosed except as authorized by applicable law; and
 - (4) Meet all requirements for retaining public records, and transfer at Contractor’s sole cost and expense, all public records in the possession of Contractor upon termination of this Agreement. Contractor shall destroy any duplicate records that are exempt or confidential and exempt from public disclosure requirements in accordance with applicable State and Federal provisions. Any public records stored electronically must be provided to the County in a format that is compatible with information technology systems maintained by the County.
- C. Failure by Contractor to grant such public access shall be grounds for immediate, unilateral termination of this Agreement by the County. Contractor shall promptly provide the County notice of any request to inspect or copy public records related to this Agreement in Contractor’s possession and shall promptly provide the County a copy of Contractor’s response to each such request.

ARTICLE 35 – NO THIRD PARTY BENEFICIARIES

Both the County and the Contractor explicitly agree, and this Contract explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 36 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

ARTICLE 37 – SURVIVAL

It is explicitly noted that the following provisions of this Contract Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Contract Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

IN WITNESS WHEREOF, authorized representatives of the County, and Contractor have executed three (3) original copies this Contract Agreement on the date and year below noted.

ST. JOHNS COUNTY, FL:

CONTRACTOR:

Dawn Cardenas, Purchasing Manager

Company Name

Date

Name (Type or Print)

LEGALLY SUFFICIENT:

Assistant County Attorney

Signature

Date of Execution

Title

Date

**ATTEST:
CLERK OF COURT**

Deputy Clerk

Date

EXHIBIT "A"

BID NO: _____ ; _____

BASIS OF COMPENSATION

Basis of compensation shall be made in accordance with _____ as submitted on the proposal and approved by the County. The Price shall include all direct costs, indirect costs, and reimbursable expenses necessary to complete the scope of work. Requests for additional services or additional line items shall be submitted in writing and approved by St. Johns County *prior* to any work being implemented and shall be added to the applicable Contract Amendment.

Pricing adjustments will be considered on an annual basis at the time of contract renewal and must be mutually accepted by both the Contractor and the Owner. Price adjustment requests shall be based upon the Consumer Price Index (CPI) in affect at the time of renewal. All accepted and approved price adjustments shall become effective on the first day of the applicable renewal period.

EXHIBIT "A-1"

BID NO: _____ ;

PRICING

EXHIBIT "B"

BID NO: _____ ;

CONTRACT SCHEDULE

The Contract Period for this scope of work shall be as follows:

Initial Contract – Shall become effective on _____, and shall remain in effect for a period of _____ () year, or until funds may become exhausted.

Contract Renewal/s – The contract may be renewed for _____ (), _____ () year terms upon satisfactory performance by the Contractor, mutual agreement by all parties, the availability of funds and the continued need of the County for services.



St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF INTENT TO AWARD

November 9, 2015

RE: RFQ 15-66 Solomon Calhoun Community Pool - Programs & Services

Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract to YMCA of Florida's First Coast, Inc., St. Augustine Family YMCA Branch, as the top ranked firm, for RFQ 15-66 Solomon Calhoun Community Pool – Programs and Services. This notice will remain posted **St. Johns County Purchasing Department bulletin board** until 2:00 PM, Thursday, November 12, 2015.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award a contract.

Please forward all correspondence, requests or inquiries directly to my attention, Karen R. Fullerton, Procurement Supervisor, in the Purchasing Department at kfullerton@sjcfl.us.

If you have any questions regarding this Notice of Intent to Award please contact Dawn Cardenas, Purchasing Manager, St. Johns County Purchasing Department at (904) 209-0152.

Sincerely,

St. Johns County

Board of County Commissioners

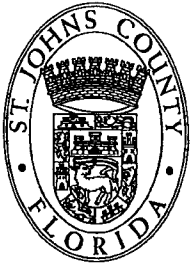
Karen R. Fullerton

County Representative Signature

Date: 11/9/15

Karen R. Fullerton, Procurement Supervisor

Name & Title (Printed)



ST. JOHNS COUNTY
PURCHASING DEPARTMENT
500 San Sebastian View
St. Augustine, Florida 32084

INTEROFFICE MEMORANDUM

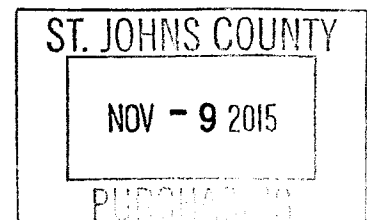
TO: Wil Smith, Director Parks & Recreation
FROM: Dawn Cardenas, Purchasing Manager
SUBJECT: RFP 15-66 Solomon Calhoun Community Pool – Programs & Services
DATE: October 28, 2015

Attached is a copy of the RFP Package received for the above referenced project for your review.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval Wil Smith
Date 10/29/15
Budget Amount \$306,650.00
Account Funding Title AQUATICS CONTRACTUAL
Funding Charge Code 0089-53120
Award to YMCA - ST. AUGUSTINE BRANCH
Award Amount _____



PART VII:- ADMINISTRATIVE FORMS

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

COVER PAGE

SUBMIT ONE (1) ORIGINAL AND FIVE (5) COPIES TO:

PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084
ATTN: Karen Fullerton, Contract Coordinator

COMPANY NAME: YMCA of Florida's First Coast, Inc., St. Augustine Family YMCA Branch

DATE: July 21, 2015





FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

July 21, 2015

Karen Fullerton
SJC Purchasing Department
500 San Sabastian View
St. Augustine, FL 32084

Dear Karen:

The YMCA of Florida's First Coast is pleased to submit the attached bid application and proposal in response to RFP #15-66 for the Solomon Calhoun Community Pool Programs and Services. The YMCA of Florida's First Coast is involved in helping people improve the quality of their lives through programs and services that provide opportunities for them to reach their highest potential, to develop positive attitudes toward themselves and others, to appreciate good health and fitness, and to maintain a spiritual awareness that manifests itself in daily life.

The YMCA aquatics programs at the Solomon Calhoun Community Pool will include family and open swim, lap swim, aqua aerobics, swim lessons, swim clubs, high school swim programs, USA swimming sanctioned events, aquatic professional trainings, and pool rentals, according to YMCA-USA standards. When implementing schedules and programs, the YMCA will consider input from St. Johns County residents and community organizations to best serve the community as a whole in a fiscally responsible manner. We have enjoyed a great relationship with the county for the last 6 years.

All YMCA of Florida's First Coast Lifeguards are certified through our Y- Lifeguard Training program including American Safety and Health Institute (ASHI) First Aid, ASHI CPR for the Professional Rescuer, O2 and AED certifications. In-service training is necessary to retain, improve, and employ their skills and knowledge so that their performance is maximized.

Where action or inaction may be critical to life, it is critical that the skills and judgment of the aquatics staff are immediate and precise. This requires regular practice and review of both normal (i.e., scanning, rule enforcement, conflict recognition/resolution, conditioning, monthly audits, and other responsibilities) and emergency (i.e., CPR, first aid, water rescue, spinal injury management, etc.) skills. All guards are required to participate in mandatory in-service training on a monthly basis to improve the lifeguard's skills and to better prepare them for emergency situations. These practices insure consistency in our staff and help to promote a safer environment for all participants.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Page 2
Karen Fullerton
July 21, 2015

We appreciate the opportunity to submit a full proposal for this project, and are enclosing a packet that includes detailed project and organization information that will describe the YMCA's approach to aquatics management. The cost of services included in this bid packet in response to the specifications in RFP #15-66, will total \$292,103 per year for Calhoun. The cost includes \$228,533 in labor costs and \$63,570 in costs for materials and supplies. If you have any questions regarding the RFP, please contact Peter Hicks directly at (904) 471-9622.

Sincerely,

Eric K. Mann
President & CEO
YMCA of Florida's First Coast, Inc.

Peter Hicks
Branch Executive Director
St. Augustine Family YMCA
500 Pope Road
St. Augustine, FL 32080
Phone: (904) 471-9622

Section 3

Contractor's Profile:

YMCA of Florida's First Coast, Inc.
12735 Gran Bay Parkway W Ste 250
Jacksonville, FL 32258
pzuber@firstcoastymca.org
(904) 296-3220, F- (904) 296-4744

St. Augustine Family YMCA Branch
500 Pope Road
St. Augustine, FL 32080
phicks@firstcoastymca.org
(904) 471-9622, F-(904) 471-2975

Services Offered:

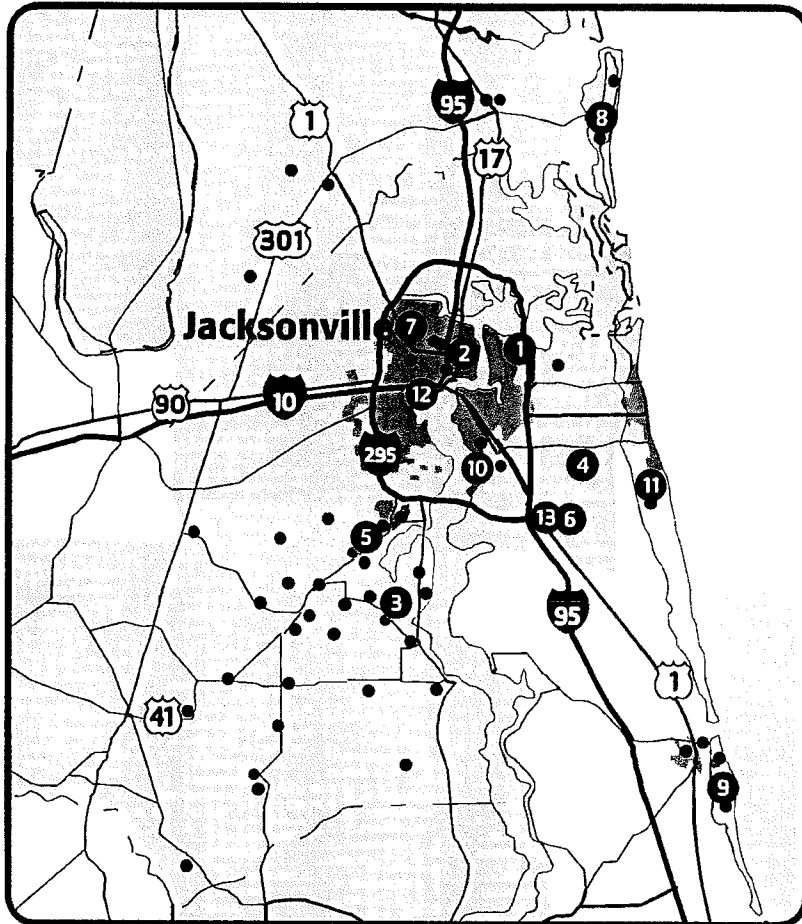
The YMCA serves the entire Northeast Florida area regardless of age, race, sex, faith, ethnicity, physical ability, income, or geographic location with a variety of YMCA programs and services designed to meet the unique needs of each community. The YMCA offers financial assistance to ensure access for all who want to participate in YMCA programs, which include services targeting positive youth development, childcare, health enhancement, and special needs services that are targeted to each branch's community needs, resources, and interests. Programs include youth sports, tutoring, mentoring, *Take Stock in Children*, day and resident camp, Minority Achievers, after school care, fitness and health education programs, as well as the Daystar day treatment program for adults with severe mental and physical disabilities.

The YMCA is known nationally as a leader in both aquatics programming and quality care for school aged children, including after school care and summer day camp. These initiatives provide the core to current program offerings which include group exercise classes, summer & day camps, youth and adult sports, health screenings and programming, special events and family outings. The YMCA of Florida's First Coast's broad family-centered curriculum also includes pre-school activity classes, teen programming, active older adult fitness and wellness activities and inclusive programs for special needs populations. The primary focus of YMCA programs and services is to build strong kids, strong families, and strong communities.

Number of Years in Business: 107 years

Number of Employees: 1826 for the Association, 123 for St. Augustine Family YMCA

OUR LOCATIONS



At the Y, we make sure every child has a chance at a brighter future, provide opportunities for the young and the young at heart to achieve better health and well-being, and give everyone a place to belong, regardless of any financial barrier that may exist.

- 1 ARLINGTON YMCA**
10131 Atlantic Boulevard
Jacksonville, FL 32225
904.744.2233
- 2 BANK OF AMERICA TOWER YMCA**
50 North Laura Street
Jacksonville, FL 32202
904.356.9622
- 3 BARCO-NEWTON FAMILY YMCA**
2075 Town Center Boulevard
Fleming Island, FL 32003
904.278.9622
- 4 BROOKS YMCA**
10423 Centurion Parkway North
Jacksonville, FL 32256
904.854.2000
- 5 DYE CLAY FAMILY YMCA**
3322 Moody Avenue
Orange Park, FL 32065
904.272.4304
- 6 FLAGLER CENTER YMCA**
12735 Gran Bay Parkway West, Suite 201
Jacksonville, FL 32258
904.370.9622
- 7 JOHNSON FAMILY YMCA**
5700 Cleveland Road
Jacksonville, FL 32209
904.765.3589
- 8 MCARTHUR FAMILY YMCA**
1915 Citrona Drive
Fernandina Beach, FL 32034
904.261.1080
- 9 ST. AUGUSTINE YMCA**
500 Pope Road
St. Augustine, FL 32080
904.471.9622
- 10 WILLIAMS FAMILY YMCA**
10415 San Jose Boulevard
Jacksonville, FL 32257
904.292.1660
- 11 PONTE VEDRA YMCA**
170 Landrum Lane
Ponte Vedra Beach, FL 32082
904.543.9622
- 12 YATES FAMILY YMCA**
221 Riverside Avenue
Jacksonville, FL 32202
904.355.1436
- 13 METROPOLITAN OFFICE**
12735 Gran Bay Parkway, Suite 250
Jacksonville, FL 32258
904.265.1775

ST. AUGUSTINE YMCA

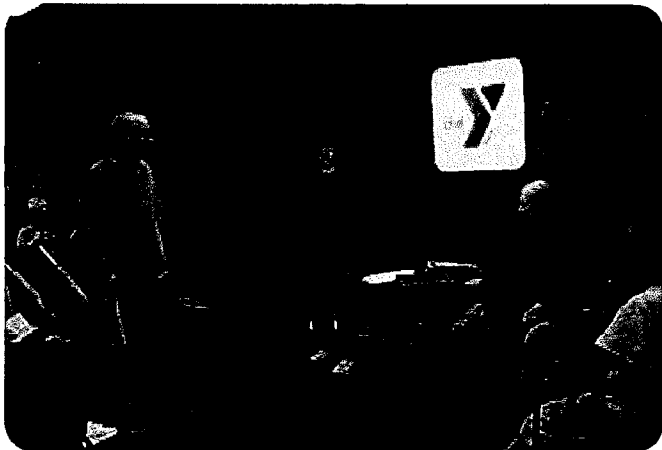


**500 Pope Road
St. Augustine, FL 32080
904.471.9622**

Property Age: Merged with YMCA of Florida's First Coast in 1985; 117 years in St. Augustine

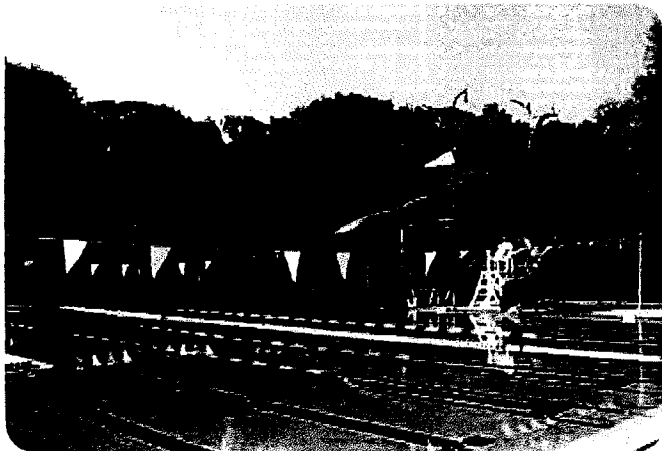
28,000 square feet

- On Anastasia Island on leased property at no cost to the Y
- State-of-the-Art Strength and Cardio Equipment
- Free Weights
- 2 Group Exercise Studios
- Outdoor Pool
- Gymnasium
- Outdoor Basketball Court
- Locker Rooms
- Modular Camp Building / KidZone (1,400 square feet)



Offsite Aquatics

- Galimore Pool managed in partnership with the City of St. Augustine
- Calhoun Pool managed in partnership with St. Johns County



HISTORY OF THE Y ON THE FIRST COAST

More Than 100 Years of Service to Florida's First Coast

Anchored in more than 10,000 neighborhoods around the country, the YMCA has the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change.

Here on the First Coast, our story began in 1908 in downtown Jacksonville when the first Y opened on the corner of Laura and Duval Streets with just 12 members. Four years later, membership had grown to more than 1,300. Later, in the 20s, the YMCA closed due to the Great Depression, but re-opened in 1941, and expansion plans began. From there, the YMCA of Florida's First Coast continued to grow, building new Ys and expanding services outside of Duval to Baker, Clay, Nassau and St. Johns counties.

We are now embarking on our Vision 2025 Strategic Plan which will focus on strengthening the foundations of communities by developing youth potential, promoting healthy living, and encouraging social responsibility.

As we look forward to meeting the challenges of the future, we appreciate the rich tradition of our past, and are forever grateful to the thousands of volunteers, donors, staff and community members who have supported our efforts. Together, we are the YMCA.



**First Coast Games Closing Ceremony on
the River Walk in Downtown Jacksonville**

WE ARE THE Y

The Y is a powerful association of men, women and children of all ages and from all walks of life joined together by a shared passion: to strengthen the foundations of community.

Together, we're changing the lives of children, adults and families across the First Coast at more service locations than you may realize:



13 Membership Facilities



1 Resident Camp



1 Charter Elementary School



35 School-based Childcare Sites



2 Facilities for People with Developmental Disabilities



2 Youth Development Campuses



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KNOW YOUR CHILD'S SWIM LEVEL

Free Swim Testing

Drowning is the second leading cause of death in the U.S. for children between the ages of 1 and 14. At the Y, we're working to change all that.

By swim testing your child, you will have a better understanding of their swim level. Your child's swim level will give you the vital information you need to make decisions regarding swimming lessons. We know that taking part in formal swimming lessons reduces the risk of drowning, and our goal is to help you keep your child safe in and around the water.

DATE _____

NAME _____

TEST ADMINISTERED BY

MY LEVEL IS: Red Yellow Green

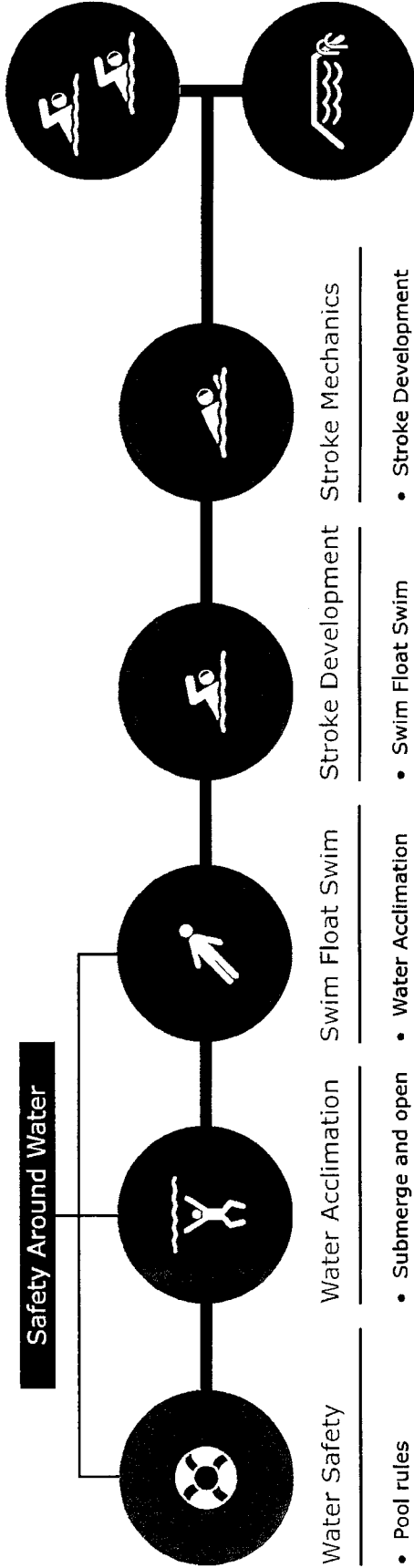
FirstCoastYMCA.org



Y Swim Lessons

Competitive

Safety Around Water



Water Safety	Water Acclimation	Swim Float Swim	Stroke Development	Stroke Mechanics	Recreation
<ul style="list-style-type: none"> Pool rules Reach, throw, don't go Call 911 CPR Pool drains Backyard pools Lif jackets Boating and open water 	<ul style="list-style-type: none"> Submerge and open eyes under water Front float/launch Jump, push, turn, grab Back float - assisted 	<ul style="list-style-type: none"> Water Acclimation skills Front paddle, 10 feet Back float, 10-20 seconds Back paddle, 10 feet Roll over back to front and front to back Swim, float, swim sequence, 20 feet 	<ul style="list-style-type: none"> Swim Float Swim skills Rhythmic breathing Jump in, paddle, turn, paddle, grab wall Float on front and back for 40-60 seconds each Tread water, 20 seconds Front Crawl with rhythmic breathing, 10-15 yards Backstroke, 10-15 yards Elementary Backstroke, 10-15 yards Breaststroke, 10-15 yards 	<ul style="list-style-type: none"> Stroke Development 1 skills Diving Resting Stroke / survival float Tread water with scissor kick and whip kick, 1 minute total Safety Swim, 15 yards any stroke wearing street clothes Front Crawl, 25 yards Breaststroke, 25 yds Backstroke, 25 yards Elementary Backstroke, 25 yards Sidestroke, 25 yards 	

Section 4:

Staff Qualifications and Team Organization

Company Organizational Chart (see attached)

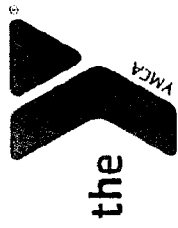
Project Organization Chart (see attached)

Key Personnel Resume (see attached)

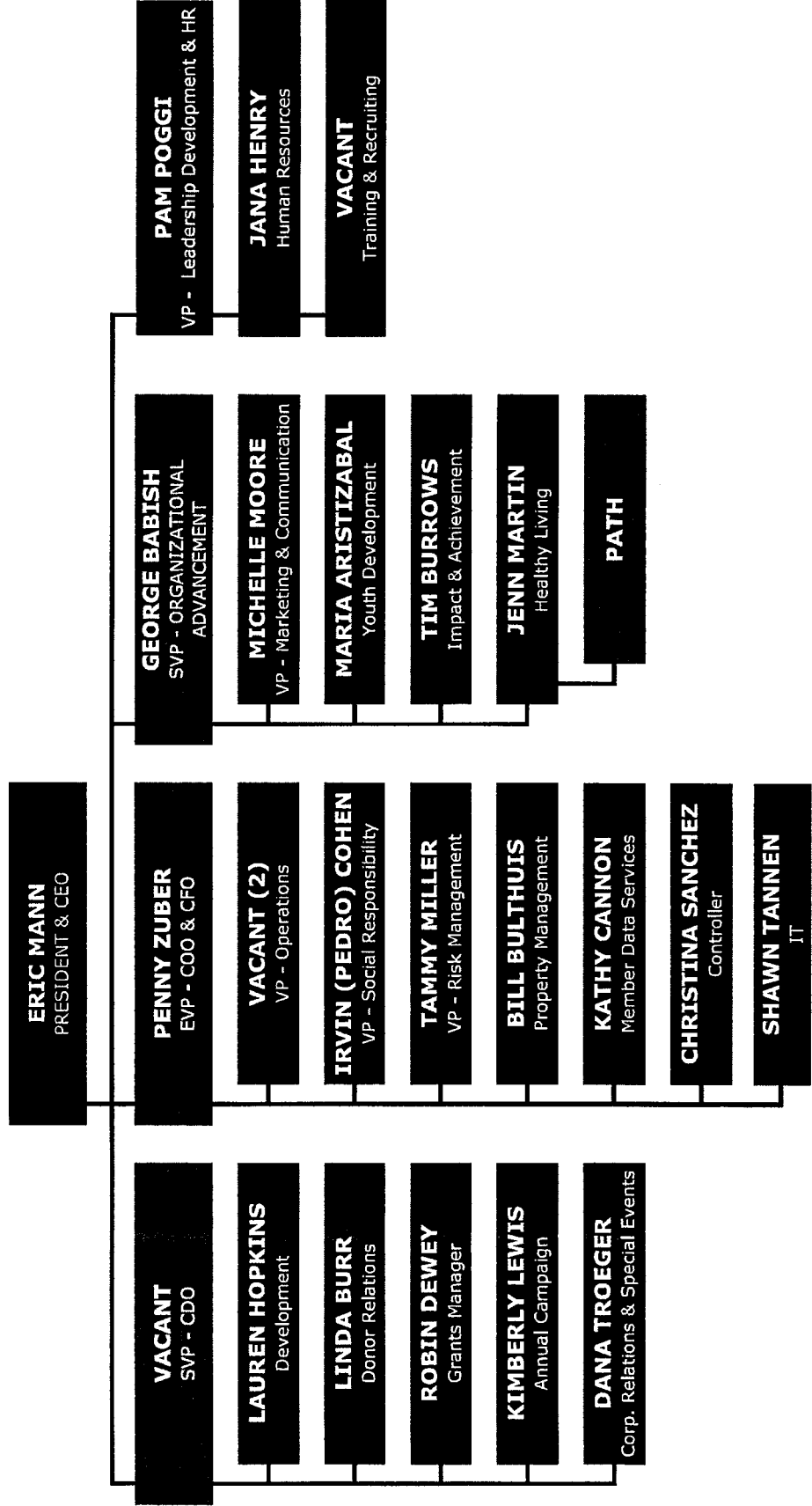
Primary Contact:

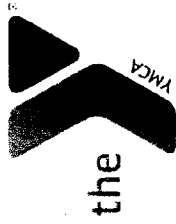
Tia Loftin, St. Augustine Family YMCA
Aquatics Director
tcraig@firstcoastymca.org, (904) 476-0913

Proof of required certifications (see attached)

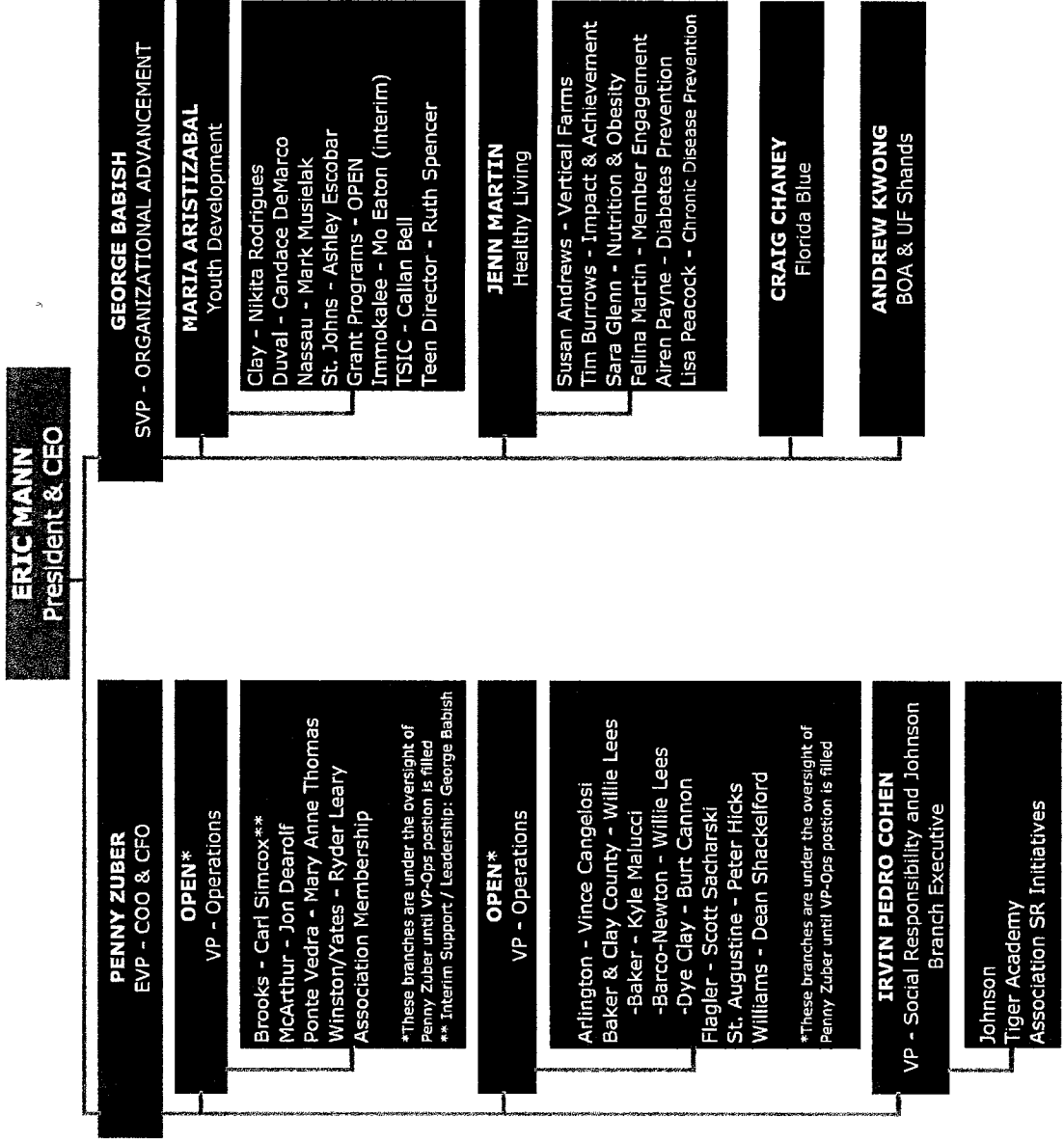


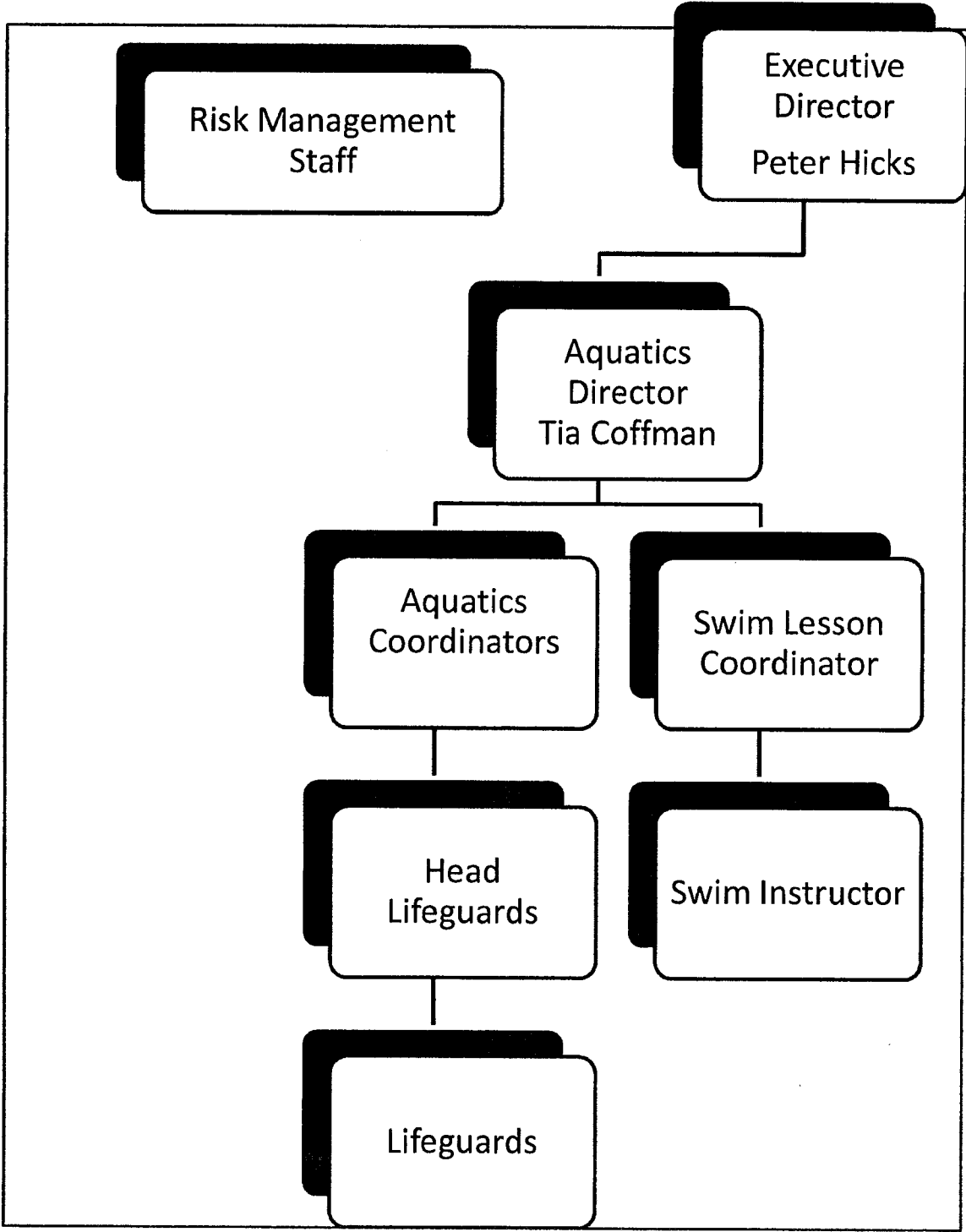
YMCA OF FLORIDA'S FIRST COAST Metro Services





YMCA OF FLORIDA'S FIRST COAST Branch Operations





Tia Loftin

Objective

To demonstrate my passion for the field of Aquatics with a career that will sharpen not only my leadership skills, but my organizational skills as well. To create a environment that will develop a strong staff and help the team create an excellent member experience.

Aquatics Director, Solomon Calhoun Pool: July 2012 to Present

Professional Experience

- 15 years experience in customer service management including retail and aquatic environments
- 7 years continuous experience in lifeguarding and swim instruction
- 4 years experience lifeguard instruction and swim instructor training

Aquatic Environment Management

- Develops and executes pool event planning such as swim meets, swim lessons, lap swim and special community events including groups of 400+ participants.
- Creates swim lesson schedules, table files and lesson plans for all three Saint Augustine pools.
- Partners with St. Johns County schools to provide in school swim lessons and field-day events.
- Partners with County Parks and Recreation Department to ensure an understanding of the county contract to maintain a safe well maintained facility.
- Adheres to both the standards of Y of the USA and YMCA of Florida's First Coast for safety policy and procedures.
- Maintains chemical analysis on all Saint Augustine YMCA pools. Corrects any chemical issues and maintains a suitable saturation index to ensure the proper mechanical operations. Collects water samples for the City Water Management department and partners with the City and County to analyze the results

Staff Development Management

- Introduced performance based scheduling with measureable key performance indicators for lifeguards, swim instructors and cashiers.
- Develops and organizes staff trainings that challenge the problem solving skills of the group, and creates an environment for personal growth while developing the staff's lifesaving skills. Introduced weekly inservices to help the staff obtain the 4 hour monthly inservice requirement.
- Creates staff schedule based on monthly budget and the needs of the facility

Fiscal Management

- Follows all cash handling and deposit procedures set by the YMCA of Florida's First Coast
- Demonstrates budget management skills through accurate payroll forecasting, researching and planning pool program material purchases.
- Creates revenue generating programs and community partnerships.

Certifications

YMCA Aquatic Management	Exp 10/29/2016
YMCA Lifeguard Instructor	Exp. 09/11/2015
YMCA Swim Instructor TR	Exp. 03/28/2016
Certified Pool Operator	Exp. 2016

904.476.0913•TCraig@firstcoastymca.org

Tia Coffman-Craig

Education

Est. graduation date fall 2016	B.S. Public Administration	Flagler College, St Augustine, FL
August 1999	A.A liberal Arts	Valencia State College, Orlando, FL

References

References are available on request.



the YMCA of the USA OFFICIAL TRAINING TRANSCRIPT

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Tia Coffman-Craig
Person ID: 489052
YMCA: St. Augustine Branch Family YMCA

Certifications Achieved

Certification Name	Date Achieved	Expiration Date*	Status
2011 Edition Lifeguard Certification	9/11/2011	8/21/2015	Active (Current)
2011 Edition Lifeguard Instructor Certification	9/11/2011	6/19/2016	Active (Current)
Y-USA Trainer Skills Certification	9/23/2010		Active (Current)
4th Edition Lifeguard Instructor Certification	5/23/2010	5/23/2013	Expired
Swim Lessons Trainer Certification	3/28/2010		Active (Current)
Strength & Conditioning Instructor Certification	6/16/2007	6/16/2010	Expired
Swim Lessons Instructor Certification	5/6/2007	5/31/2016	Active (Current)
4th Edition Lifeguard Certification	4/29/2007	2/12/2013	Expired

* Expiration Date assumes that all underlying certifications and licenses are kept current. If a certification does not have an expiration date, it does not expire, though its underlying certifications and licenses may expire. See your Certification Status page for more information.

Outside Licenses Submitted

License Name*	Expiration Date	Status
AED for Aquatics	9/4/2015	
AED for Health & Well-Being	9/4/2015	
CPR for Aquatics	9/4/2015	
CPR for Health & Well-being	9/4/2015	
First Aid	8/21/2015	

Oxygen

8/21/2015

* Outside licenses displayed on the YMCA Transcript are the most recent licenses submitted. These licenses are issued by a license-certifying agency and not YMCA of the USA.

Classes, Tests, & Assessments Completed

Course Name	Sanction ID	Date Completed	Grade	Lead Trainer	Delivery Method	Credits
Introduction to Fiscal Management	C96K44G	9/12/2014	Pass	Michael Bodenhausen	Classroom	16
2011 Edition YMCA Lifeguard Recertification	C86D78N	8/21/2013	Pass	Alexandra Cramer	Classroom	7
Introduction to Leading Others	C53Q91N	3/20/2013	Pass	Jennifer Silvers	Classroom	16
<i>Course previously known as: YMCA Supervision (old edition), YMCA Supervision</i>						
Introduction to Leading Others: Interviewing Guide	C62H33Y	3/11/2013	Pass	Trainer TBD	eLearning	1
Leadership Competency Assessment - Team Leader	C81U40Y	12/31/2012	Pass	YMCA Staff	External Test	0
YMCA Swim Lessons Trainer eFresh	C00H28W	12/31/2012	Pass	YMCA Staff	External Test	0

YMCA Aquatic Management	C51P30H	10/29/2011 Pass	Alexandra Cramer	Classroom	23
<i>Course previously known as: YMCA Aquatic Mgmt Renewal</i>					
2011 Edition YMCA Lifeguard Instructor	C11P07J	9/11/2011 Pass	Alexandra Cramer	Classroom	24
<i>Course previously known as: LGI 2011</i>					
2011 Edition YMCA Lifeguard	C58W48E	9/11/2011 Pass	Alexandra Cramer	Classroom	36
4th Edition YMCA Lifeguard	C77W13R	2/12/2011 Pass	Tia Coffman-Craig	Classroom	30
Stroke Mechanics	C28G40D	2/5/2011 Pass	Tia Coffman-Craig	Classroom	7
Principles of Competitive Swimming & Diving	C82Z11K	11/8/2010 Pass	Laura Burk	Classroom	5
Facilitation Skills	C04Z35T	9/23/2010 Pass	Amy Kienle	Classroom	8
Adult-Learning Concepts	C67C83B	7/27/2010 Pass	Trainer TBD	e-Learning	2
4th Edition YMCA Lifeguard Instructor	C61A65G	5/23/2010 Pass	Alexandra Cramer	Classroom	20
4th Edition YMCA Lifeguard	C36M01D	5/23/2010 Pass	Alexandra Cramer	Classroom	30

Principles of Y Aquatics Leadership	C83B90P	5/20/2010 Pass	Alexandra Cramer	Classroom	4
<i>Course previously known as: PAL, Basic Aquatic Leadership Course</i>					
YMCA Swim Lessons Trainer	C49V89G	3/28/2010 Pass	Ruth Smith	Classroom	45
<i>Course previously known as: YSL Trainer</i>					
YMCA Swim Lessons Instructor	C69K36D	3/28/2010 Pass	Ruth Smith	Classroom	24
<i>Course previously known as: YSL Instructor</i>					
Orientation to the Y Training System	C29Z85D	2/12/2010 Pass	Trainer TBD	eLearning	2
Stroke Mechanics	C91A14C	4/25/2009 Pass	Alexandra Cramer	Classroom	7
4th Edition YMCA Lifeguard	C17H24A	3/28/2009 Pass	Alexandra Cramer	Classroom	30
Foundations of Strength & Conditioning	C03W53T	6/16/2007 Pass	Maria Posey	Classroom	16
Principles of YMCA Health & Fitness (retired course)	C37D50S	6/14/2007 Pass	Maria Posey	Classroom	4
<i>Course previously known as: HF300B - YMCA Healthy Lifestyle Principles</i>					

Peter R. Hicks

phicks4n@gmail.com 3 Willow Dr., St. Augustine FL 32080 (409) 365-0740

Professional Experience:

YMCA of Florida's First Coast, Inc.

6/15-Present

St. Augustine Family YMCA

Executive Director

Responsible for the direction of the \$1.7 million dollar branch with 3,400 members.

- Supervision of 7 full time staff, 100 part time employees

YMCA of Southeast Texas, Port Arthur, TX

8/09-10/14

CEO/President

Responsible for the strategic direction of the Association and stewardship of the \$2.2 million dollar annual budget with 9,000 members.

- Supervision of 11 full time staff, 110 part time employees.
- Restructured debt program to save over \$7,000 per month and executed a plan to pay off the debt early.
- Growth in overall budget from \$1.5 million in 2009 to \$2.2 Million in 2013.
- Supervised 16 Childcare After School Care locations.

Created a culture of fundraising:

- Grew Annual Giving Campaign from \$30,000 to \$100,000.
- Increase United Way allocation from \$30,000 in 2009 to \$140,000 in 2014.
- Completed a \$1.1 Million dollar Volunteer lead Capital Campaign to renovate current 30 year old facility.

Developed and implemented strategic plan to expand service area:

- Achieved a growth in membership units over 400 since 2009.
- Managing 2 local pools with municipalities.
- Expanded After School Care to offer in 6 school districts.
- Developed Literacy After School Care program in collaboration with a local school district and the United Way that focuses on getting students reading at grade level.

YMCA of the Capital Area, Baton Rouge, LA

6/04-7/09

Branch Executive Director - Paula G. Manship YMCA, Lamar Tennis Center, Lamar Dixon YMCA

Responsible for multi-branch budget of \$3.5 million dollar annual budget with 8,000 members.

- Direct supervision of 11 full time staff, 150 part-time employees.
- Achieved growth of \$1,800,000 in income in 60 months.
- Currently Serve as Metro Risk Management Director for Association (2008-2009).
- Responsible for growing Annual Support Campaign from \$24,000 in 2004 to \$60,000 in 2009.
- Achieved membership growth from 2700 Units to 3400 Units in 16 months while maintaining 68% Retention.
- Completed construction of a 20 court state of the art Tennis Center and 5,000 square foot Teen Center.

- Completed expansion of a 4,000 square foot fitness center, 1,000 square foot Spinning Studio, 16,000 square foot gymnasium and wellness expansion
- Started Tennis Outreach Program for kids who want to learn the sport of Tennis from the inner city.
-

YMCA of Greensboro, Greensboro, NC

4/01-6/04

Associate Executive Director, Guilford College Community/Alex W. Spears III Family YMCA

Responsible for branch operations with a budget of \$3.8 million with 14,000 members.

- Direct supervision of 14 full-time staff, 150 part-time employees.
- Responsible for management and facility construction.
- Responsible for development of committees and timeline schedules for Finance, Operations, and Building requirements for the new facilities.
- Directed Metro-wide Youth Sports Core and served as YMCA of the USA Network Coordinator for Sports
- Maintain accountability for fiscal management, membership retention, development of facility operations, and scholarship campaign fundraising.
- Developed operations Performa for capital campaign project new 54,000 sq. ft. full-service facility.
- Responsible for recruiting and developing a strong Board of key community leaders.
- Served on the United Way Program Allocation Committee

Sports Program Director, Guilford College Community YMCA

8/96-4/01

Responsible for the Sports Department with a budget of \$400,000 serving over 3,000 children in Youth Sports.

- Supervised 2 Full-time Directors.
- Recruited over 300 Volunteers/Coaches.
- Designed sports brochures.
- Developed largest winter basketball program in Central North Carolina.
- Developed Rules, Policies, & Procedures for Sport programs.
- Trained, recruited, and supervised over 200 Referee's and part-time staff.

TRAININGS & CERTIFICATIONS:

YMCA of the USA Program Director; YMCA of the USA Senior Director (Organizational Leader); YMCA of the USA Super Sports Trainer; YMCA Volunteerism Trainer; Executive Development Institute (St. Louis, MO); YMCA New CEO Institute (Chicago, IL)

EDUCATION: B.S., SPORTS & EXERCISE STUDIES, Greensboro College -Concentration in Coaching & Sports Behavior

AFFILIATIONS: Red Stick Kiwanis Club / Louisiana Senior Olympics State Board Member / APD Member / United Way/ AAU / Exchange Club / Baton Rouge Kids Clinic / Rotary / Baton Rouge Athlete Society/ North Port Arthur Rotary/ Gulf Coast Soccer Board of Director/ Nederland Little Dribblers Board of Director

REFERENCES:

Liam Behrens, CEO, Hanover Area YMCA, (Former Supervisor in Baton Rouge & Greensboro, NC)	(717) 476-3124	lbehrens@hanoverymca.org
Bob Jacobs, CEO, YMCA of the Capital Area (Baton Rouge)	(225) 803-2599	bjacobs@ymcabatonrouge.org
Greg Jones, CEO, YMCA of Greensboro (NC)	(336) 854-8413	greg.jones@ymcagreensboro.org

Chris Seilkop, CEO, YMCA of Golden Crescent (TX)	(386) 801-0352	cseilkop@ymcavictoria.org
Don Clark, District Executive Director, AC Lewis YMCA	(225) 301-6669	dclark@ymcabatonrouge.org
Nathan Donald, Executive Director, Chickasha YMCA	(225) 572-2096	nathan.j.donald@gmail.com



YMCA of the USA OFFICIAL TRAINING TRANSCRIPT

FOR YOUTH DEVELOPMENT ®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Peter Hicks
Person ID: 23549
YMCA:

Certifications Achieved

Certification Name	Date Achieved	Expiration Date*	Status
Organizational Leader Certification	12/22/2009	3/15/2015	Inactive (Suspended)
Multi-Team or Branch Leader Certification	12/21/2009	3/15/2020	Active (Current)
Working with Youth Ages 5-12 Trainer Certification	9/24/2007		Inactive (Action Required)
Introduction to Volunteerism Trainer Certification	4/6/2006		Inactive (Action Required)
Super Sports Trainer Certification	2/21/2003		Inactive (Action Required)

* Expiration Date assumes that all underlying certifications and licenses are kept current. If a certification does not have an expiration date, it does not expire, though its underlying certifications and licenses may expire. See your Certification Status page for more information.

Outside Licenses Submitted

License Name*	Expiration Date	Status

* Outside licenses displayed on the YMCA Transcript are the most recent licenses submitted. These licenses are issued by a license-certifying agency and not YMCA of the USA.

Classes, Tests, & Assessments Completed

Course Name	Sanction ID	Date Completed	Grade	Lead Trainer	Delivery Method	Credits
Small & Mid-Size YMCA Executive Conference	C79D69Q	2/21/2014	Pass	Anthony Fragale	Classroom	16
New CEO Institute	C31U43U	11/20/2009	Pass	Duane German	Blended	40
Working with Youth Ages 5-12 Trainer	C15J72S	9/24/2007	Pass	Patricia Osborn	Classroom	7
New Employee Orientation	C87X59K	3/8/2007	Pass	Trainer TBD	eLearning	1.5
Membership by Design	C66T12A	8/29/2006	Pass	Alice Sawyer	Classroom	8
Introduction to Volunteerism Trainer	C00N73K	4/6/2006	Pass	Cindy Sofarelli	Classroom	29
<i>Course previously known as: Volunteerism & the YMCA Trainer, Volunteerism: LTL Trainer</i>						
Introduction to Volunteerism	C61G74C	4/6/2006	Pass	Cindy Sofarelli	Classroom	16
<i>Course previously known as: Volunteerism & the YMCA, Volunteerism: Living the Legacy</i>						
Introduction to Volunteerism	C57P73R	8/30/2005	Pass	Frederick Donaldson	Classroom	16
<i>Course previously known as: Volunteerism & the YMCA, Volunteerism: Living the Legacy</i>						

Executive Development Institute	C85X80Y	5/21/2005	Pass	Virginia Woodruff	Classroom	40
<i>Course previously known as: Executive Development Program</i>						
Recruiting, Orienting & Involving YMCA Board Members	C16C09C	9/28/2004	Pass	Lisa Drouin	Webinar	8
<i>Course previously known as: ROI</i>						
Youth Super Sports Trainer	C22M66A	2/21/2003	Pass	Kim Tuschak	Classroom	19
Youth Super Sports Director	C03U30J	2/21/2003	Pass	Kim Tuschak	Classroom	14
Senior Director Status	C36A12J	11/27/2001	Pass	YMCA Staff	Classroom	0
<i>Course previously known as: Senior Director Status - Aurora University, Lindenwood University, Southern University, Gardner Webb University</i>						
Introduction to Leading Others	C39B31T	9/26/2001	Pass	Lynn Lomax	Classroom	24
<i>Course previously known as: YMCA Supervision</i>						
Program Management & Development	C90P11C	8/14/2001	Pass	Elaine Petrosino-Roehm	Classroom	16
<i>Course previously known as: Program Planning & Management</i>						

Strategic Planning	C68L21D	6/21/2001	Pass	Denise Berceli	Classroom	16
Introduction to Not-for-Profit Marketing	C61J03R	4/24/2001	Pass	Gary Rick	Classroom	8
Pricing	C80P04N	4/23/2001	Pass	Gary Rick	Classroom	8
Training Others I	C50U59H	2/5/2001	Pass	Kevin Bottomley	Classroom	3
<i>Course previously known as: Program Trainer Orientation</i>						
Introduction to Volunteerism	C37L25A	10/22/2000	Pass	Emily Crozier	Classroom	16
<i>Course previously known as: Volunteerism & the YMCA, Volunteerism: Living the Legacy</i>						
Group Work	C82V35G	10/20/2000	Pass	David Douglas	Classroom	16
Principles & Practices	C16Z42R	11/10/1999	Pass	Mickey Finn	Classroom	40
<i>Course previously known as: CDP-International Module, CDP-Basic Core, Basic Core Understandings, Core Competency Certificate</i>						
Working with Youth Ages 5-9	C29D45Y	10/15/1999	Pass	Jeff Knox	Classroom	4

National Meetings & Conferences Attended

Event Name	Certification	Date Completed	Location	Credits
NAYDO Conference	Organizational Leader Certification	4/28/2012	Pittsburgh, PA	16
Association Assembly	Organizational Leader Certification	3/27/2012	Dallas, TX	12
International Conference		10/29/2011	San Francisco, CA	
Advancing Our Cause Regional Meetings	Organizational Leader Certification	5/10/2011	Dallas, TX	8
General Assembly of YMCAs	Organizational Leader Certification	7/11/2010	Salt Lake City, UT	20
NAYDO Conference	Organizational Leader Certification	4/30/2010	Charlotte, NC	16
General Assembly of YMCAs	Organizational Leader Certification	7/30/2006	Chicago, IL	20

Tammy D. Miller

tmiller@firstcoastymca.org 12735 Gran Bay Pkwy W. Ste. 250; Jacksonville, Florida (904) 265-1805

Professional Experience:

- YMCA of Florida's First Coast:** **1998 - 2015**
VP Risk Management 3/2008 – 7/2015
Director of Risk Management 2/2004 – 2/2008
- Supervision of Aquatic Resource Manager and Risk Management Assistant
 - Responsible for claims management and insurance related issues
 - Support staff in offering safe programs by conducting department/facility audits; preventing potential injuries or deviations from standards.
 - Assist aquatic directors in measuring staff readiness and determining areas for improvement by holding semester emergency pool drills to be ready for emergencies.
 - Educate Branch Teams during semiannual facility walk-throughs safety concerns that can be addressed to keep staff and members safe in our buildings.
 - Assist branches in keeping staff current regarding annual Child Abuse Prevention and Bloodborne Pathogens trainings
 - Send branches list of staff who are CPR certified to insure standard is met – New
 - Arrange required annual training courses for applicable aquatic and property staff including Lock-Out Tag Out, Respirator, and Medical Testing for Respirator use
 - Hold Association-wide Lifeguard Training and Swim Instructor Training
 - Staff leadership for NE Florida D2L Coalition which is working to prevent child sexual abuse through prevention training .
 - Provide leadership for Aquatic Growth and Impact Team to meet strategic and budgetary goals including Drowning Prevention Initiative
- St Augustine YMCA Branch Executive Director* 10/1998 – 1/2004
- Responsible for all aspects of the branch operations of the St. Augustine Family YMCA
 - Supervision of 4-5 full time staff
- YMCA of Martin County** **1987 - 1998**
Associate Director 1997 – 1998
- Second in charge of facility operations. Directly responsible for membership department, development and retention. Responsible for marketing of all departments.
- Senior Program Director* 1993 – 1997
- Leadership of 5 Directors, 10-15 support staff and volunteers. Oversee programs concerning fitness, child care, adult/youth sports, after school programs, camps, aquatics, transportation and financial assistance.
- Program Director* 1987 - 1992
- Responsible for youth and adult sports leagues. Organization and supervision of summer camp programs.

Certifications/ Affiliations:

- Florida Chapter 27 Association of YMCA Professionals - Board Member – 2013 to present
- CDC Concussion in Youth Sports -2015
- OSHA 10 Hour General Industry Training – 2013
- Certified Pool Operator – 2004 - 2014
- YMCA of the USA Organizational Leader – Achieved 2009
- Executive Development Program – Completed 1993
- YMCA of the USA Senior Program Director – Achieved 1993
- YMCA of the USA Program Director - Achieved 1989
- Sunrise Rotary Club 1999 – 2003, Paul Harris Fellow
- ASHI CPR PR, O2, First Aid

Education

M.S. Exercise and Sport Science
University of Florida

December 1996
Gainesville, Florida

B.S. Physical Education with Honors
University of Florida

May, 1995
Gainesville, Florida



YMCA of the USA OFFICIAL TRAINING TRANSCRIPT

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tammy Miller
Person ID: 20198
YMCA: Florida's First Coast YMCA - Metropolitan

Certifications Achieved

Certification Name	Date Achieved	Expiration Date*	Status
Organizational Leader Certification	12/22/2009	3/7/2020	Active (Current)

* Expiration Date assumes that all underlying certifications and licenses are kept current. If a certification does not have an expiration date, it does not expire, though its underlying certifications and licenses may expire. See your Certification Status page for more information.

Outside Licenses Submitted

License Name*	Expiration Date	Status

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Classes, Tests, & Assessments Completed

Course Name	Sanction ID	Date Completed	Grade	Lead Trainer	Delivery Method	Credits
Cultural Lenses: Building Relationships Through Cultural Lenses	C87B59P	5/26/2015	Pass	Leslie Drish	Classroom	8

Leadership Competency Assessment - Organizational Leader	11/9/2014	Pass	Trainer TBD	External Test	0	
Leading & Coaching Others	C33Z28S	4/22/2014	Pass	Virginia Woodruff	Blended	24
Financial Planning for Retirement	C59Q20W	11/20/2013	Pass	Robert Hastedt	Classroom	6
Leading Change	C40P27H	10/18/2013	Pass	Virginia Woodruff	Blended	42
Executive Development Institute	C79G84Y	4/30/1994	Pass	YMCA Staff	Classroom	40
<i>Course previously known as: Executive Development Program</i>						

National Meetings & Conferences Attended

Event Name	Certification	Date Completed	Location	Credits
Risk Management Conference	Organizational Leader Certification	9/27/2013	Dallas, TX	16



the YMCA of the USA OFFICIAL TRAINING TRANSCRIPT

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Alexandra Cramer

Person ID: 19984

YMCA: Florida's First Coast YMCA - Metropolitan

Certifications Achieved

Certification Name	Date Achieved	Expiration Date*	Status
Facilitation Skills Trainer Certification	3/31/2015		Active (Current)
Swim Lessons for Individuals with Disabilities Instructor Certification	9/9/2012		Active (Action Required)
2011 Edition Lifeguard Faculty Certification	6/7/2011		Active (Action Required)
2011 Edition Lifeguard Trainer Certification	6/7/2011		Active (Action Required)
Aquatic Management Trainer Certification	4/10/2011		Active (Current)
2011 Edition Lifeguard Instructor Certification	4/8/2011	2/23/2017	Active (Action Required)
2011 Edition Lifeguard Certification	12/11/2010	8/22/2015	Active (Action Required)
Y-USA Trainer Skills Certification	8/26/2010		Active (Current)
Swim Lessons Faculty Certification	2/25/2008		Inactive (Action Required)
Swim Lessons Instructor Certification	3/19/2006	4/23/2016	Active (Action Required)
Swim Lessons Trainer Certification	3/19/2006		Inactive (Action Required)
4th Edition Lifeguard Instructor Certification	4/1/2003	4/1/2012	Expired
4th Edition Lifeguard Certification	5/11/2002	4/1/2011	Expired

* Expiration Date assumes that all underlying certifications and licenses are kept current. If a certification does not have an expiration date, it does not expire, though its underlying certifications and licenses may expire. See your Certification Status page for more information.

Outside Licenses Submitted

License Name*	Expiration Date	Status
AED for Aquatics	8/26/2015	Nearing expiration
AED for Health & Well-Being	8/26/2015	Nearing expiration
CPR for Aquatics	8/26/2015	Nearing expiration
CPR for Health & Well-being	8/26/2015	Nearing expiration
First Aid	8/22/2015	Nearing expiration
Oxygen	8/22/2015	Nearing expiration

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Classes, Tests, & Assessments Completed

Course Name	Sanction ID	Date Completed	Grade	Lead Trainer	Delivery Method	Credits
Facilitation Skills Trainer	C50F09C	3/31/2015	Pass	Anna Schemmel	Classroom	11
2011 Edition YMCA Lifeguard Recertification	C37P25P	8/22/2013	Pass	Lida Smiley	Classroom	7
YMCA Swim Lessons Trainer eFresh	C00H28W	12/31/2012	Pass	YMCA Staff	External Test	0
YMCA Swim Lessons for Individuals with Disabilities Instructor	C41P75P	9/9/2012	Pass	Thomas Christenson	Classroom	16
Course previously known as: YSL Disabilities Instructor						
Academy Assessment	C58V65P	12/31/2011	Pass	YMCA Staff	Classroom	0
2011 Edition YMCA Lifeguard Trainer	C87F13J	8/25/2011	Pass	Lida Smiley	Classroom	33

2011 Edition YMCA Lifeguard Instructor	C06A50A	8/25/2011	Pass	Lida Smiley	Classroom	24
<i>Course previously known as: LGI 2011</i>						
2011 Edition YMCA Lifeguard Faculty	C72N71W	8/25/2011	Pass	Lida Smiley	Classroom	33
2011 Edition YMCA Lifeguard	C33M65U	8/25/2011	Pass	Lida Smiley	Classroom	36
2011 Edition YMCA Lifeguard Trainer	C59K85C	6/7/2011	Pass	YMCA Staff	Classroom	33
2011 Edition YMCA Lifeguard Faculty	C37K27A	6/7/2011	Pass	YMCA Staff	Classroom	33
YMCA Aquatic Management Trainer	C89L32V	4/10/2011	Pass	Teresa Johnson Alcorn	Classroom	28
YMCA Aquatic Management	C16J27W	4/10/2011	Pass	Teresa Johnson Alcorn	Classroom	23
<i>Course previously known as: YMCA Aquatic Mgmt Renewal</i>						
2011 Edition YMCA Lifeguard	C67G54H	4/8/2011	Pass	Lida Smiley	Classroom	36
2011 Edition YMCA Lifeguard Instructor	C35Z44N	4/8/2011	Pass	Lida Smiley	Classroom	24
<i>Course previously known as: LGI 2011</i>						
2011 Edition YMCA Lifeguard	C32M47N	4/8/2011	Pass	Lida Smiley	Classroom	36

YMCA Aquatic Management	C73U95B	2/4/2011	Pass	Lida Smiley	Classroom	23
<i>Course previously known as: YMCA Aquatic Mgmt Renewal</i>						
YMCA Swim Lessons Trainer eRefresh	C95F78H	12/31/2010	Pass	YMCA Staff	External Test	0
2011 Edition YMCA Lifeguard	C11M67W	12/11/2010	Pass	Lida Smiley	Classroom	36
Facilitation Skills	C15X97P	8/26/2010	Pass	Amy Kientle	Classroom	8
Adult-Learning Concepts	C67C83B	8/23/2010	Pass	Trainer TBD	eLearning	2
Orientation to the Y Training System	C29Z85D	3/30/2010	Pass	Trainer TBD	eLearning	2
4th Edition YMCA Lifeguard	C55G72B	4/1/2009	Pass	Lida Smiley	Classroom	30
4th Edition YMCA Lifeguard Faculty	C39N35P	4/1/2009	Pass	Lida Smiley	Classroom	25
4th Edition YMCA Lifeguard Instructor	C21X30M	4/1/2009	Pass	Lida Smiley	Classroom	20
Training Others I Trainer	C75D67H	4/1/2009	Pass	Lida Smiley	Classroom	6
<i>Course previously known as: Program Trainer Orientation Trainer</i>						
4th Edition YMCA Lifeguard Trainer	C82M83B	4/1/2009	Pass	Lida Smiley	Classroom	25

Training Others I	C48P18T	4/1/2009	Pass	Lida Smiley	Classroom	3
<i>Course previously known as: Program Trainer Orientation</i>						
4th Edition YMCA Lifeguard	C91X80B	3/18/2009	Pass	Alexandra Cramer	Classroom	30
YMCA Swim Lessons Trainer eFresh	C01E19A	12/31/2008	Pass	YMCA Staff	External Test	0
YMCA Swim Lessons Faculty	C51Z47H	2/25/2008	Pass	Arlinda Quinones	Classroom	45
<i>Course previously known as: YSL Faculty</i>						
YMCA Swim Lessons Instructor	C11X41T	2/25/2008	Pass	Arlinda Quinones	Classroom	24
<i>Course previously known as: YSL Instructor</i>						
YMCA Swim Lessons Trainer	C10N03J	2/25/2008	Pass	Arlinda Quinones	Classroom	45
<i>Course previously known as: YSL Trainer</i>						
4th Edition YMCA Lifeguard	C59J45Q	3/31/2007	Pass	Alexandra Cramer	Classroom	30
4th Edition YMCA Lifeguard Instructor	C66K04K	3/11/2007	Pass	Donald Grove	Classroom	20
4th Edition YMCA Lifeguard	C34P63T	3/11/2007	Pass	Donald Grove	Classroom	30

4th Edition YMCA Lifeguard	C16F19S	3/19/2006	Pass	Donald Grove	Classroom	30
YMCA Swim Lessons Instructor	C71K46C	3/19/2006	Pass	Arlinda Quinones	Classroom	24
<i>Course previously known as: YSL Instructor</i>						
YMCA Swim Lessons Trainer	C70P62R	3/19/2006	Pass	Arlinda Quinones	Classroom	45
<i>Course previously known as: YSL Trainer</i>						
Basic Swim Instructor Trainer	C97A65K	1/5/2005	Pass	Lida Smiley	Classroom	21
Basic Swim Instructor	C36Q89Y	1/5/2005	Pass	Lida Smiley	Classroom	18
<i>Course previously known as: YMCA Swim Instructor - 03 Field Test, YMCA Basic Swim Instructor (2005 version)</i>						
4th Edition YMCA Lifeguard Instructor	C34F73U	5/9/2004	Pass	Alexandra Cramer	Classroom	20
4th Edition YMCA Lifeguard	C32W71C	5/9/2004	Pass	Alexandra Cramer	Classroom	30
4th Edition YMCA Lifeguard	C09T14L	3/7/2004	Pass	Roxanne Erke	Classroom	30
4th Edition YMCA Lifeguard Trainer	C12F57P	4/5/2003	Pass	Ruth Smith	Classroom	25
4th Edition YMCA Lifeguard	C92A05J	4/5/2003	Pass	Ruth Smith	Classroom	30

4th Edition YMCA Lifeguard Instructor	C88M62H	4/5/2003 Pass	Ruth Smith	Classroom	20
4th Edition YMCA Lifeguard Instructor	C52L47Q	4/1/2003 Pass	Terrie Maines	Classroom	20
4th Edition YMCA Lifeguard	C53U61M	4/1/2003 Pass	Terrie Maines	Classroom	30
Swim Lessons: Preschool Instructor	C03R88R	2/20/2003 Pass	Arlinda Quinones	Classroom	8
Swim Lessons: Parent/Child Instructor	C03B13V	2/18/2003 Pass	Arlinda Quinones	Classroom	8
Swim Lessons: Youth & Adult Instructor II	C74A60J	2/12/2003 Pass	Arlinda Quinones	Classroom	12
4th Edition YMCA Lifeguard	C63Q66A	5/11/2002 Pass	Christine Hamilton	Classroom	30
3rd Edition YMCA Lifeguard	C16G11U	5/29/2000 Pass	Mariann Mullen-Bradley	Classroom	16
Youth & Adult Swimming Lessons Trainer	C21Y29L	5/12/2000 Pass	Zack Tolbert	Classroom	24
Preschool & Parent/Child Swimming Lessons Trainer	C61U01L	5/10/2000 Pass	Sean Cogan	Classroom	28
Swim Lessons: Preschool Instructor	C56R92J	4/16/2000 Pass	Sandra Austin	Classroom	8
Fundamentals of YMCA Swim Lessons	C98J47N	4/15/2000 Pass	Sandra Austin	Classroom	16
3rd Edition YMCA Lifeguard Instructor	C82W57J	4/2/2000 Pass	Mariann Mullen-Bradley	Classroom	21

3rd Edition YMCA Lifeguard	C22B17Q	4/2/2000	Pass	Mariann Mullen-Bradley	Classroom	16
Swim Lessons: Youth & Adult Instructor I	C18D92Y	3/23/2000	Pass	Jane Ferber	Classroom	12
3rd Edition YMCA Lifeguard	C44K52W	4/25/1999	Pass	Todd Rosenbaum	Classroom	16
Financial Development	C83C57P	8/14/1998	Pass	Robyn Furness-Fallin	Classroom	16
Principles & Practices	C22Y02N	3/30/1998	Pass	Mickey Finn	Classroom	40
<i>Course previously known as: CDP-International Module, CDP-Basic Core, Basic Core Understandings, Core Competency Certificate</i>						
Progressive Swimming Lessons Trainer	C72X97N	5/9/1997	Pass	Marianne Mackey-Smith	Classroom	21
Progressive Swimming Lessons Instructor	C96H50X	5/9/1997	Pass	Marianne Mackey-Smith	Classroom	16
Progressive Swimming Lessons Instructor	C06N93C	5/9/1997	Pass	Marianne Mackey-Smith	Classroom	16
Skippers Swimming Lessons Instructor	C31L26Y	5/6/1997	Pass	Marianne Mackey-Smith	Classroom	16
Skippers Swimming Lessons Trainer	C47F22L	5/6/1997	Pass	Marianne Mackey-Smith	Classroom	21
Skippers Swimming Lessons Instructor	C90F33N	5/6/1997	Pass	Marianne Mackey-Smith	Classroom	16

Training Others I Trainer <i>Course previously known as: Program Trainer Orientation Trainer</i>	C10L54A	5/3/1997	Pass	Tom Massey	Classroom	6
Progressive Swimming Lessons Instructor	C49Z39F	4/29/1997	Pass	Ann Maki	Classroom	16
Skippers Swimming Lessons Instructor	C31X89X	4/28/1997	Pass	Ann Maki	Classroom	16
3rd Edition YMCA Lifeguard Instructor	C07V89X	11/10/1996	Pass	Kevin Pearson	Classroom	21
3rd Edition YMCA Lifeguard	C07B32B	11/10/1996	Pass	Kevin Pearson	Classroom	16
Training Others I <i>Course previously known as: Program Trainer Orientation</i>	C20V39B	11/8/1996	Pass	Kevin Pearson	Classroom	3
Principles of Y Aquatics Leadership <i>Course previously known as: PAL, Basic Aquatic Leadership Course</i>	C43X44J	11/7/1996	Pass	Kevin Pearson	Classroom	4
3rd Edition YMCA Lifeguard	C72R23B	5/18/1996	Pass	Kevin Pearson	Classroom	16
Day Camp Director	C44P49D	5/10/1996	Pass	David Dewkett	Classroom	16

Youth Super Sports Director	C36X91H	11/18/1995	Pass	Michael Yarranton	Classroom	14
<i>Course previously known as: Youth Sports Director</i>						
Working with Youth Ages 5-9	C02K78L	11/17/1995	Pass	Susan Cress	Classroom	4
Group Exercise Instructor (retired course)	C92Q10N	11/11/1995	Pass	Matthew Kelley	Classroom	16
<i>Course previously known as: YMCA Exercise Instructor, YMCA Advanced Exercise Instructor</i>						
Principles of YMCA Health & Fitness (retired course)	C71P34Y	9/23/1995	Pass	Matthew Kelley	Classroom	8
Fitness Instructor (retired course)	C10D63L	11/20/1993	Pass	Matthew Kelley	Classroom	16
<i>Course previously known as: Fitness Leader, Fitness Leader Trainer/Faculty, Fitness Instructor Trainer</i>						

National Meetings & Conferences Attended

Event Name	Certification	Date Completed	Location	Credits
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Thomas N. O'Hare

618 Old Beach Road, St. Augustine Beach, Fl. 32080 | H: (904)814-7852 | C: (904)814-7852 | tnohare@att.net

Summary

I have swim coaching experience with age group and senior level swimmers, as well as head coaching high school swim teams. I have coached both USS and YMCA swim teams and am very knowledgeable of how to build and maintain a multilevel program. As Aquatics Operations Manager at Georgia Tech, I trained and certified the swim instructors as Swim America instructors through United States Swimming.

Highlights

- YMCA Lifeguard Instructor
- YMCA Swim Instructor
- CPR, O2, and First Aid certified
- Florida licensed EMT
- Swim America instructor
- Aquatics Facilities Operator
- Florida Teaching license

Experience

St. Augustine Branch of First YMCA Aquatic Coordinator	March 1- Current
Georgia Tech I was originally employed as the Aquatics Coordinator, however the Pool Operator resigned and I added those responsibilities to my duties. Beginning March 1, 2013, I was promoted to the newly created position of Aquatics Operations Manager. In this position, my responsibilities included overseeing the day to day operation of three pools and two spas, including the maintenance and water chemistry; setting up and breaking down from swim and dive meets; scheduling staff and payroll for 100+ student employees; and designing and overseeing training for lifeguards, swim instructors, and pool technicians.	March, 2012-February, 2014
Teacher/Coach St. Johns County Schools	August, 1982 - February, 2012
Crookshank Elementary School Physical Education teacher	August, 1982 - June, 2001
St. Augustine High School Head Swim Coach	1982-1989
Pedro Menendez High School Health and Physical Education teacher Head Swim Coach	August, 2001 - February, 2012 2000-2005
St. Augustine YMCA Head Swim Coach	May, 1982 – February, 1990
St. Johns County Marine Rescue Seasonal beach lifeguard	1993-2009

Education

Bachelor of Science: Health and Physical Education Appalachian State University	Boone, N.C.	1974
St. Johns River Community College Fire Fighter 1 Emergency Medical Technician		



the YMCA of the USA OFFICIAL TRAINING TRANSCRIPT

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Thomas O'Hare
Person ID: 571785
YMCA: St. Augustine Branch Family YMCA

Certifications Achieved

Certification Name	Date Achieved	Expiration Date*	Status
2011 Edition Lifeguard Instructor Certification	2/23/2015	2/23/2017	Active (Current)
Swim Lessons Instructor Certification	4/27/2014	4/27/2016	Active (Current)
2011 Edition Lifeguard Certification	3/24/2014	2/23/2017	Active (Current)
4th Edition Lifeguard Certification	5/6/2009	2/12/2013	Expired

Outside Licenses Submitted

License Name*	Expiration Date	Status
AED for Health & Well-Being	2/23/2017	
CPR for Health & Well-being	2/23/2017	
First Aid	2/23/2017	
Oxygen	2/23/2017	
AED for Aquatics	2/23/2016	
CPR for Aquatics	2/23/2016	

Classes, Tests, & Assessments Completed

Course Name	Sanction ID	Date Completed	Grade	Lead Trainer	Delivery Method	Credits
2011 Edition YMCA Lifeguard Recertification	C02Y31Z	2/23/2015	Pass	Alexandra Cramer	Classroom	7
2011 Edition YMCA Lifeguard Instructor	C83H46P	2/22/2015	Pass	Alexandra Cramer	Classroom	24
<i>Course previously known as: LGI 2011</i>						
Adult-Learning Concepts	C67CS3B	1/30/2015	Pass	Trainer TBD	eLearning	2
Orientation to the Y Training System	C29Z85D	1/30/2015	Pass	Trainer TBD	eLearning	2
YMCA Swim Lessons Instructor	C97S32Z	4/27/2014	Pass	Tia Loftin	Classroom	24
<i>Course previously known as: YSL Instructor</i>						
2011 Edition YMCA Lifeguard Crossover	C54S54S	3/24/2014	Pass	Joshua Bowman	Classroom	15
4th Edition YMCA Lifeguard	C77W13R	2/12/2011	Pass	Tia Loftin	Classroom	30
4th Edition YMCA Lifeguard	C94E30P	6/6/2009	Pass	Alexandra Cramer	Classroom	30

National Meetings & Conferences Attended

Event Name	Certification	Date Completed	Location	Credits

National Recreation and Park Association

Let it be known that

Tom O'Hare

has demonstrated a high level of competence in the area of Aquatic Facility Management and Operations by meeting the standards set forth by the AFO Certification Committee and is hereby granted certification as an

Aquatic Facility Operator



Julianne R. Holton
CHAIRPERSON

Barbara Tolpelt
NRPA PRESIDENT AND CEO

October 16, 2012

DATE CERTIFIED

105127

CERTIFICATION NUMBER

December 31, 2017

EXPIRATION DATE



the YMCA of the USA OFFICIAL TRAINING TRANSCRIPT

FOR YOUTH DEVELOPMENT ®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Kurt Johnson
Person ID: 674588
YMCA: Florida's First Coast YMCA - Metropolitan

Certifications Achieved

Certification Name	Date Achieved	Expiration Date*	Status
2011 Edition Lifeguard Instructor Certification	2/22/2015	3/29/2017	Active (Current)
Swim Lessons Instructor Certification	10/5/2014	10/5/2016	Active (Current)
2011 Edition Lifeguard Certification	3/3/2012	2/23/2017	Active (Current)

* Expiration Date assumes that all underlying certifications and licenses are kept current. If a certification does not have an expiration date listed, it may expire, though its underlying certifications and licenses may expire. See your Certification Status page for more information.

Outside Licenses Submitted

License Name*	Expiration Date	Status
AED for Health & Well-Being	2/23/2017	
CPR for Health & Well-being	2/23/2017	
First Aid	2/23/2017	
Oxygen	2/23/2017	
AED for Aquatics	2/23/2016	
CPR for Aquatics	2/23/2016	

* Outside licenses obtained in the past 60 days are the most recent licenses submitted. These licenses are listed by their license number and date.

Classes, Tests, & Assessments Completed

Course Name	Sanction ID	Date Completed	Grade	Lead Trainer	Delivery Method	Credits
2011 Edition YMCA Lifeguard Recertification	C02Y31Z	2/23/2015	Pass	Alexandra Cramer	Classroom	7
2011 Edition YMCA Lifeguard Instructor	C83H46P	2/22/2015	Pass	Alexandra Cramer	Classroom	24
<i>Course previously known as: LGI 2011</i>						
Adult-Learning Concepts	C67C83B	2/7/2015	Pass	Trainer TBD	eLearning	2
Orientation to the Y Training System	C29Z85D	2/6/2015	Pass	Trainer TBD	eLearning	2
YMCA Swim Lessons Instructor	C96M58Q	10/5/2014	Pass	Tia Loftin	Classroom	24
<i>Course previously known as: YSL Instructor</i>						
2011 Edition YMCA Lifeguard Recertification	C25R17Q	3/1/2014	Pass	Tia Loftin	Classroom	7
2011 Edition YMCA Lifeguard Crossover	C80G74S	3/3/2012	Pass	Tia Loftin	Classroom	15
National Meetings & Conferences Attended						
Event Name		Certification		Date Completed	Location	Credits



the YMCA of the USA OFFICIAL TRAINING TRANSCRIPT

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Garrett Fairbanks
Person ID: 766185
YMCA:

Certifications Achieved

Certification Name	Date Achieved	Expiration Date*	Status
Swim Lessons Instructor Certification	3/20/2015	3/20/2017	Active (Current)
2011 Edition Lifeguard Instructor Certification	10/26/2014	3/29/2017	Active (Current)
2011 Edition Lifeguard Certification	4/5/2014	10/26/2016	Active (Current)

*Expiration Date assumes that all underlying certifications and licenses are kept current. If a certification does not have an expiration date it does not expire, though its underlying certifications and licenses may expire. See your Certification Status page for more information.

Outside Licenses Submitted

License Name*	Expiration Date	Status
First Aid	10/26/2016	
Oxygen	10/26/2016	
AED for Health & Well-Being	4/5/2016	
CPR for Health & Well-being	4/5/2016	
AED for Aquatics	10/26/2015	
CPR for Aquatics	10/26/2015	

*Although this transcript displays all of your YMCA Transcripts and the classes and licenses submitted, these licenses are not valid for a membership in a local YMCA.

Classes, Tests, & Assessments Completed

Course Name	Sanction ID	Date Completed	Grade	Lead Trainer	Delivery Method	Credits
YMCA Swim Lessons Instructor	C26R54A	3/20/2015	Pass	Tia Loftin	Classroom	24
<i>Course previously known as: YSL Instructor</i>						
2011 Edition YMCA Lifeguard Instructor	C81E23D	10/26/2014	Pass	Alexandra Cramer	Classroom	24
<i>Course previously known as: LGI 2011</i>						
Adult-Learning Concepts	C67C83B	10/9/2014	Pass	Trainer TBD	eLearning	2
Orientation to the Y Training System	C29Z85D	10/9/2014	Pass	Trainer TBD	eLearning	2
2011 Edition YMCA Lifeguard	C63R47W	4/5/2014	Pass	Tia Loftin	Classroom	36

National Meetings & Conferences Attended

Event Name	Certification	Date Completed	Location	Credits

Section 5: Related Experience

1: Solomon Calhoun Center Pool

2010-Present

Owned by Saint Johns County Parks and Recreation

Contact: Willie Cooper wcooper@sjcfl.us

2: Willie Gallimore Center Pool

2013-Present

Owned by City of Saint Augustine

Contact: Jim Piggott jpiggott@citystaug.com

3: Camp Chownwaw Pool, Clay County, FL

2014-Present

Owned by Clay County

Contact: Jeff Boyer or Ann Stodola, (904) 529-8085

4: Pope Road YMCA Pool, Saint Augustine Beach

The Pope Road YMCA pool has been owned and operated by the YMCA for decades.

Contact: Tia Loftin tcraig@firstcoastymca.org, (904) 476-0913

5: Ponte Vedra Family YMCA Pool, Ponte Vedra Beach

The Ponte Vedra Family YMCA Pool has been owned and operated by the YMCA for decades.

Contact: Tara Weaver tweaver@firstcoastymca.org

Section 6: Project Approach and Understanding

“To put Christian principles into practice through programs that build healthy spirit, mind and body for all” –mission statement of the YMCA.

The YMCA believes in enriching and fostering communities at all levels of wealth, age and ability through a variety of community services and programs, including but not limited to water safety orientation, adult water fitness and adaptive aquatic partnerships. Over the last five years, the YMCA has produced eight or more programs each and every month for the benefit of our diverse and dynamic community at the Solomon Calhoun Center alone, all within the guidelines of YMCA-USA ratios and best practices. This has allowed us to form mutually beneficial partnerships with a variety of schools, day cares, summer camps and governmental entities to meet their needs and to provide additional revenue for Saint John’s County all in an environment of reliable safety and managed risk.

The YMCA will continue our great service to the citizens of St. John’s County. Each day the YMCA will maintain daily logs, cleanliness of the pool and surrounding area will be a continued priority, and the chemicals will be maintained daily. The YMCA will maintain the Pool Mechanical systems and report any and all issues to the Property Manager and the St. John’s County Site Supervisor.

Our approach to risk management includes facility operation audits (called quick checks), the introduction of emergency action plans (EAPs), and lifeguard performance audits through drop drills and vigilance awareness validation via Simulated Emergency Management scenarios. These are conducted at random and without warning, and when applicable, by people the on-site staff will recognize. Our extremely experienced risk management team currently manages 18 pools run by the First Coast Family YMCA Association in the Northeast Florida area. Our Director of Risk Management and Aquatic Resource Manager have a combined 35 years of experience in our Association alone, and are passionate about ensuring the services we offer to the community are safe.

The safety and quality of our services can only be as good as our people. To the ends of continuing to serve the community, the YMCA maintains skilled and experienced year-round staff and is also able to meet the high demand for the number of seasonal employees required to maintain the minimums of 2 lifeguards on duty and a 1:25 lifeguard to patron ratio. This requires a large and diverse staff of Coordinators, Head Lifeguards, Lifeguards and Swim Instructors, each with their own levels of training. All employees go through rigorous background checks and are drug tested to maintain a Drug-Free Workplace.

Lifeguards are trained in CPR, first aid and emergency O2 through the American Safety and Health Institute and Lifeguard certified through the YMCA of the USA. Lifeguards go

through a 32 hour certification course over 5 days, and then must shadow certified Lifeguards for two weeks before their training is complete. Lifeguards are expected to recognize a victim in distress in 10 seconds or less, reach the victim in another 10 seconds and immediately begin implementing the appropriate rescue procedure. Daily responsibilities include: cleanliness of the pool including the pool deck, maintain all safety equipment, daily records of any rescues and incident reports, and accurate records of all pool participants. Additionally, Lifeguards are expected to act proactively to prevent incidents, manage onlookers in an emergency and interact with the community appropriately.

Swim Instructors are trained in CPR, first aid and emergency O2 through the American Safety and Health Institute and Swim Instructor certified through the YMCA of the USA. Swim Instructor certification is a 28 hour course that also provides aquatic safety assistant (basic lifeguard) skills. Swim instructors are also held to YMCA-USA ratio standards based on the age and swim level of the child.

Head Lifeguards have the same training and expectations as Lifeguards, as well as responsibility for maintaining daily pool chemical logs, establishing Lifeguard rotations, cleanliness of the facility and generally manage the staff for that shift.

The site coordinator will be required to inventory all chemical testing reagents needed for water quality testing and will be responsible for ordering bleach, acid and dry chemicals needed to maintain the water quality balance required by the Health Department. Daily inspections of all safety equipment will be performed by the site coordinator or head lifeguard. This will include testing of all ADA equipment.

Coordinators are trained in CPR, first aid, and emergency O2 through the American Safety and Health Institute; are Lifeguard certified through the YMCA of the USA and are state-certified CPOs. Coordinators are further trained to properly record and adjust pool chemicals in accordance with Health Department standards, and are additionally trained to properly maintain a pool's Langelier Saturation Index to protect the pool walls, plumbing and pumps from both corrosion and build-up. Coordinators serve as on-site managers to quickly react to issues involving customer service, personnel, pool chemistry, fecal contaminations, and minor issues with the mechanical components of the pool's systems.

The YMCA maintains all Health Department records including but not limited to state inspections, operation licenses, daily chemical logs, MSDS for all chemicals and participates in biannual water testing and inspections as required by the City of Saint Augustine. Additionally, the YMCA follows strict protocols (through The Redwoods Group) for blood borne pathogens and other potential incidental contaminants. Documentation is necessary not only to prove the safe operating history of a facility, but also to predict possible issues in the future and allow for the smooth operation of the facility for all programs and community members.

In summary, the YMCA is dedicated to maintaining a documentable safe pool for the greatest possible use of all sections of the community. The YMCA will provide all lifeguard services while maintaining a minimum of 39 hours per week in the Fall and Winter Months and a minimum of 56 hours per week in the Spring and 103 hours per week in the Summer. The YMCA will continue to offer quality programming with a minimum of 8 programs per month. Each Lifeguard will be certified under the YMCA of the USA Lifeguard Certification process. They will maintain this certification and will have in service trainings throughout their employment to maintain their skills and keep up to date on proper procedures.

The YMCA will continue to offer great service to the community. This great partnership will continue to grow by communicating with the county and the community and continuing to have adaptable programs and staff, the YMCA and Saint John's County Parks and Recreation can significantly enrich the lives of the community served by the Solomon Calhoun pool by offering a premier facility for the fitness, safety, education and recreation of the entire community.

Section 7: Quality & Schedule Control

Please see attached seasonal schedule sample.

The YMCA has decades of experience managing projects both large and small. The St. Augustine Family YMCA is part of the YMCA of Florida's First Coast association, which manages 18 pools in the northeast Florida area. The aquatics department uses several quality control measures to ensure that our programs and staff are exceptional. As part of a larger association, the YMCA is overseen by Operational leadership and an association Aquatics Director. The YMCA has implemented program participant surveys that allow parents and participants to offer feedback about lessons, programs and facility needs. Each new program that we develop is reviewed by a small focus group that contains members of the community, staff members, and members of our risk management department. Our staff is evaluated several times throughout the year using our balanced scorecard system. This system of review offers a fair and objective evaluation of our staff's customer service performance, problem solving skills and inclusion (working with diverse groups). Our rescue staff is evaluated through drop drills, simulated emergency medical scenarios, quick checks and balanced scorecards.

Our Risk Management department offers an objective look at facility needs, and our quick checks are used to track facility needs such as medical supplies, equipment testing, certification verification and any liability issues that may arise. The site coordinator and directors receive copies of these inspections and quickly respond to all concerns. The site currently uses the Redwoods group liability waiver that all swimmers and visitors fill out once a year and is kept on property to check each visit. The YMCA also requires a sign in for each visitor each visit so that our staff has an accurate count of the number of participants on property in case of emergency.

Participant program evaluation can be used to modify any and all programs. Feedback from the community can help determine the organization of the pool and its programs, this feedback can effect scheduling of lessons, swim team practice and swim meets. We also have used email lists in the past to deliver important information about severe weather closures, special pool events and community lap swim organization.

Work order requests are sent to the facility director as soon as detected. That work order is then sent to Willie Cooper and Mike Dalton to help maintain communication between the Parks and Recreation department and the YMCA. A follow up email is sent if no work order is received within about 3 days.

Pool deck locker rooms are maintained by the YMCA staff. All supplies are purchased by the YMCA and a monthly supply order of cleaning supplies is ordered the first week of the month. Chemical delivery is contracted to the Dumont Company. The Solomon Calhoun Center is currently on a 4 week rotation of delivery. The site director uses the CES site report and a physical inventory of the chemicals to prepare an accurate and fiscally responsible order.



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2015 SUMMER POOL SCHEDULE

SOLOMON CALHOUN CENTER POOL | JUNE 7- AUGUST 8

Day	Lap Swim	Water Aerobics	Family Swim	Swim Lessons	Swim Team
Monday	6:00am-7:00pm	11:00am-12:00pm	10:00am-7:00pm	9:00am-12:00 *see swim lesson schedule for details	7:00am-9:00am 4:30pm-7:00pm
Tuesday	6:00am-7:00pm		10:00am-7:00pm	9:00am-12:00 *see swim lesson schedule for details	7:00am-9:00am
Wednesday	6:00am-7:00pm	11:00am-12:00pm	10:00am-7:00pm	9:00am-12:00 *see swim lesson schedule for details	7:00am-9:00am 4:30pm-7:00pm 6:00pm-7:00pm <i>Ray Club</i>
Thursday	6:00am-7:00pm		10:00am-7:00pm	9:00am-12:00 *see swim lesson schedule for details	7:00am-9:00am
Friday	6:00am-7:00pm	11:00am-12:00pm	10:00am-7:00pm	9:00am-12:00 *see swim lesson schedule for details	7:00am-9:00am 6:00pm-7:00pm <i>Ray Club</i>
Saturday	9:00am-5:00pm		10:00am-5:00pm	9:00am-12:00 *see swim lesson schedule for details	8:00am-10:00am
Sunday	1:00pm- 5:00pm		1:00pm- 5:00pm	<i>Private Lessons throughout the day</i>	2:00pm-3:00pm <i>Ray Club</i>

Please note:

Lap Swimming is based on pool capacity. Times listed are times that the facility is able to offer an extra lane. At all other times, the aquatic staff will work with all programs to free up a lane for lap swimmers. Please see a lifeguard for assistance.

Family Swim availability will vary throughout the day depending on pool usage from programming. We appreciate your understanding and cooperation during this busy season.



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2014 FALL POOL SCHEDULE

EFFECTIVE AUGUST 18 – NOVEMBER 15

Day	Lap Swim	Water Aerobics	Family Swim	Swim Lessons	Swim Team
Monday	6:00am-8:00am 10:00am-1:00pm 3:00pm-7:00pm	11:00am-12:00pm	10:00am-1:00pm 3:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Tuesday	6:00am-8:00am 10:00am-1:00pm 3:00pm-7:00pm		10:00am-1:00pm 3:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Wednesday	6:00am-8:00am 10:00am-1:00pm 3:00pm-7:00pm	11:00am-12:00pm	10:00am-1:00pm 3:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Thursday	6:00am-8:00am 10:00am-1:00pm 3:00pm-7:00pm		10:00am-1:00pm 3:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Friday	6:00am-8:00am 10:00am-1:00pm 3:00pm-7:00pm	11:00am-12:00pm	10:00am-1:00pm 3:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Saturday	10:00am-3:00pm		10:00am-3:00pm	<i>Private Lessons throughout the day</i>	8:00am-10:00am
Sunday	1:00pm- 4:00pm		1:00pm- 4:00pm		

Please note:

Lap Swimming is based on pool capacity. Times listed are times that the facility is able to offer an extra lane. At all other times, the aquatic staff will work with all programs to free up a lane for lap swimmers. Please see a lifeguard for assistance.

Family Swim availability will vary throughout the day depending on pool usage from programming. We appreciate your understanding and cooperation during this busy season.

ST. AUGUSTINE FAMILY YMCA

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2014 WINTER POOL SCHEDULE

EFFECTIVE NOVEMBER 16 – JUNE 7

Day	Lap Swim	Water Aerobics	Family Swim	Swim Lessons	Swim Team
Monday	6:00am-8:00am 10:00am-1:00pm 4:00pm-7:00pm	11:00am-12:00pm	10:00am-1:00pm 4:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Tuesday	10:00am-1:00pm 4:00pm-7:00pm		10:00am-1:00pm 4:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Wednesday	6:00am-8:00am 10:00am-1:00pm 4:00pm-7:00pm	11:00am-12:00pm	10:00am-1:00pm 4:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Thursday	10:00am-1:00pm 4:00pm-7:00pm		10:00am-1:00pm 4:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Friday	6:00am-8:00am 10:00am-1:00pm 3:00pm-7:00pm	11:00am-12:00pm	10:00am-1:00pm 4:00pm-7:00pm	<i>Private Lessons throughout the day</i>	6:00am-8:00am 3:30pm-7:00pm
Saturday	10:00am-3:00pm		10:00am-3:00pm	<i>Private Lessons throughout the day</i>	8:00am-10:00am
Sunday	1:00pm- 4:00pm		1:00pm- 4:00pm		

Please note:

Lap Swimming is based on pool capacity. Times listed are times that the facility is able to offer an extra lane. At all other times, the aquatic staff will work with all programs to free up a lane for lap swimmers. Please see a lifeguard for assistance.

Family Swim availability will vary throughout the day depending on pool usage from programming. We appreciate your understanding and cooperation during this busy season.

ST. AUGUSTINE FAMILY YMCA

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Section 8

Cost Proposal

Revenue

Program Service (Swim Lessons)	\$9,902
Estimated Daily Fees	\$16,318

Expenses

Salaries	\$202,769
Employee Benefits	\$6,520
Payroll Taxes	\$19,244
Professional Fees	\$1,035
Supplies	\$20,200
Telephone	\$1,324
Occupancy	\$624
Equipment Cost	\$3,216
Printing & Promotion	\$225
Conf/Meetings	\$4,100
Insurance	\$4,000
Intra YMCA Allocation	\$28,846

Total Cost Estimate \$292,103

** This estimate includes the pool closing
for December-January for repairs

State of Florida

Department of State

I certify from the records of this office that THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF FLORIDA'S FIRST COAST, INC. is a corporation organized under the laws of the State of Florida, filed on April 22, 1964, effective January 14, 1942.

The document number of this corporation is 707184.

I further certify that said corporation has paid all fees due this office through December 31, 2015, that its most recent annual report/uniform business report was filed on April 21, 2015, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of April, 2015*



Ken Detjmer
Secretary of State

Tracking Number: CC1111953533

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Consumer's Certificate of Exemption

DR-14
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8012621116C-5	07/31/2013	07/31/2018	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

YOUNG MENS CHRISTIAN ASSOCIATION OF
FLORIDAS FIRST COAST INC
12735 GRAN BAY PKWY W STE 250
JACKSONVILLE FL 32258-4499

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/10/2015

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 Harden and Associates 501 Riverside Avenue, Suite 1000 Jacksonville FL 32202	CONTACT NAME: Casey Dowell	
	PHONE (A/C, No., Ext): 904-354-3785	FAX (A/C, No.): 904-634-1302
	E-MAIL ADDRESS: cdowell@hardeninsight.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED YMCA of Florida's First Coast 12735 Gran Bay Parkway W, Suite 250 Jacksonville FL 32258	INSURER A: Zenith Insurance Co	13269
	INSURER B: American Guarantee & Liability	26247
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 593258752

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC			PRA102650000	3/31/2015	3/31/2016	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$15,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COM/POP AGG	\$1,000,000
								\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PRA102650000	3/31/2015	3/31/2016	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							\$1,000 Comprehensive	\$1,000 Collision
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0			AUC011380100	3/31/2015	3/31/2016	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Z067450811	7/1/2015	7/1/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$500,000
							E.L. DISEASE - EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000

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

CERTIFICATE HOLDER

CANCELLATION

Proof of Insurance

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

Casey Dowell

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**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

Company Name: YMCA of Florida's First Coast, Inc., St. Augustine Family YMCA Branch


**St. Johns County Board of County Commissioners
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

YMCA of Florida's First Coast/St. Augustine Family YMCA Branch does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.



Eric K. Mann, President & CEO

July 15, 2015
Date

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

Company Name: YMCA of Florida's First Coast, Inc., St. Augustine Family YMCA Branch

**St. Johns County Board of County Commissioners
CONFLICT OF INTEREST DECLARATION**

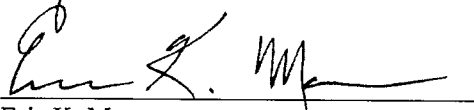
for RFP 15-66

(Name of firm/organization)

		YES	NO
1	Do you, your immediate family, or your business partner have financial or other interests in St. Johns County or the recipient(s) of the proposed services?		X
2	Have gratuities or anything of monetary value been offered or exchanged between you, your immediate family, or your business partner and any employee of SJC?		X
3	Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with, SJC or the recipient(s) of the proposed services?		X
4	Are there any other conditions which may cause a conflict of interest?		X

If you checked "yes" after any of the above questions, please explain your answer. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct and complete to the best of my knowledge and belief, and I will notify SJC's Purchasing Manager in writing in the event of any change affecting such correctness or completeness.


Eric K. Mann

July 15, 2015
Date

President & CEO
Title

YMCA of Florida's First Coast, Inc
Company

REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

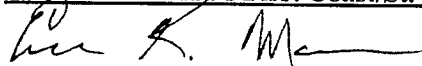
The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS, Before me, the undersigned authority, personally appeared Eric K. Mann who, being duly sworn, deposes and says he is President & CEO of YMCA of Florida's First Coast, Inc./St. Augustine Family YMCA Branch the respondent submitting the attached proposal for the services covered by the RFP documents for

RFP No: 15-66, SOLOMON CALHOUN COMMUNITY POOL.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

YMCA of Florida's First Coast/St. Augustine Family YMCA Branch



Eric K. Mann

President & CEO

STATE OF FLORIDA

COUNTY OF ST. JOHNS

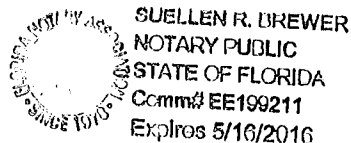
Subscribed and sworn to before me this 15th day of July, 2015, by Eric K. Mann
who personally appeared before me at the time of notarization, and who is personally known to me or who has produced
_____ as identification.



Notary Public

My commission expires:

5-16-16



VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL

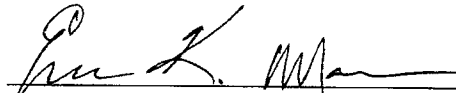
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF THE YMCA of Florida's First Coast/St. Augustine Family YMCA Branch,

being of lawful age and being duly sworn I, Eric K. Mann, as President & CEO hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 15th day of July, 2015.


Signature of Affiant

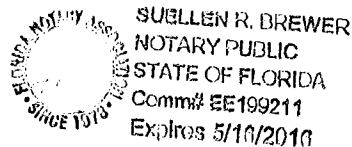
STATE OF FLORIDA

COUNTY OF ST. JOHNS

Subscribed and sworn to before me this 15th day of July, 2015, by Eric K. Mann
who personally appeared before me at the time of notarization, and who is personally known to me or who has produced
_____ as identification.


Notary Public

My commission expires:
5-16-16





St. Johns County Board of County Commissioners

Purchasing Division

July 7, 2015

ADDENDUM #1

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP No. 15-66 Solomon Calhoun Community Pool - Programs & Services

This Addendum #1 is issued for further bidder's information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda.

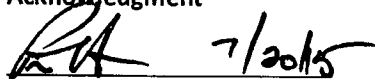
Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Contract Coordinator; 500 San Sebastian View; St. Augustine, FL 32084.

The mandatory pre-proposal meeting scheduled for July 9, 2015 at 9:30AM is canceled.

RFQ Due Date remains July 23, 2015 at 4:00 P.M.

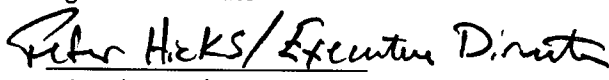
Acknowledgment

Sincerely,



7/20/15

Signature and Date

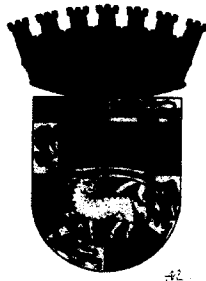
Karen R. Fullerton
Contract Coordinator


Peter Hicks/Executive Director

Printed Name/Title


Company Name (Print)

END OF ADDENDUM NO. 1



**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**RFP NO: 15-66
REQUEST FOR PROPOSALS**

**Solomon Calhoun Community Pool
Programs and Services**

**St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084**

FINAL: 06/19/15

REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL
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ST. JOHNS COUNTY, FL – RFP NO: 15-66 SOLOMON CALHOUN COMMUNITY POOL

PART I: ADVERTISEMENT

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 15-66 Solomon Calhoun Community Pool**. Interested and qualified respondents may submit RFP Packages according to the requirements described herein to the St. Johns County Purchasing Department located at 500 San Sebastian View, St. Augustine, FL 32084. All RFP Packages are due by or before 4:00PM (EST) on **Thursday, July 23, 2015**. Any packages delivered to or received by the SJC Purchasing Department after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

In accordance with Florida Statutes, Section 287.055 Consultant's Competitive Negotiation Act (CCNA), St. Johns County Board of Commissioners solicits responses from qualified and experienced firms to provide the management of the Solomon Calhoun swimming pool, including programs and daily maintenance, on behalf of the St. Johns County Recreation Department as specified herein, from sources of supply that will give prompt and efficient service.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website www.demandstar.com, or by calling 800-711-1712 and request Document **#15-66**. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department, upon request via email at kfullerton@sjcfl.us or fax to (904) 209-0163. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

Any and all questions or requests for information relating to this Request for Proposal shall be **submitted in writing** by or before close of business (5:00PM) on **Thursday, July 9, 2015**.

Contact Information: Karen Fullerton, Contract Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
Email: kfullerton@sjcfl.us
Fax: (904) 209-0163

Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.

A **Mandatory** Pre-Proposal Meeting will be held on **Thursday, July 9, 2015 at 9:30 a.m.** at Solomon Calhoun Community Center Pool located at 1300 Duval St., St. Augustine Florida 32084. A site visit will be available following the Pre-Bid meeting.

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **RFP No: 15-66 Solomon Calhoun Community Pool**. For convenience, affix label provided, found at the end of RFP package, to sealed envelope/container. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) original and five (5) copies, for a total of six (6) sets, of the RFP Package which shall include all required documents and any supplemental information.

Deliver or Ship RFP Packages to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084.

Vendors shall not contact, lobby or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or request for qualifications, shall file with

the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

PART II: INTRODUCTION

A. Purpose:

St. Johns County, Florida solicits the services of a qualified firm to provide the management of the Solomon Calhoun swimming pool, including programs and daily maintenance, on behalf of the St. Johns County Recreation Department as specified herein, from sources of supply that will give prompt and efficient service.

B. RFP Contact Information for Questions:

Any and all questions or requests for information relating to this Request for Proposal shall be **submitted in writing** by or before close of business (5:00PM) on **Thursday, July 9, 2015**.

Contact Information: Karen Fullerton, Contract Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
Email: kfullerton@sjcfl.us
Fax: (904) 209-0163

Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.

C. Addenda:

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on www.demandstar.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

D. Pre-Proposal Meeting:

A **Mandatory** Pre-Proposal Meeting will be held on **Thursday, July 9, 2015 at 9:30 a.m.** at Solomon Calhoun Community Center Pool located at 1300 Duval St., St. Augustine Florida 32084. A site visit will be available following the Pre-Bid meeting.

E. Due Date & Location:

Packages submitted in response to this Request for Proposal must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) on **Thursday, July 23, 2015**. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

RFP Packages shall be delivered to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

F. RFP Response Packaging Instructions:

1. To be considered, submit one (1) original and five (5) copies of the RFP proposal, which shall include all required documentation and any supplemental information.
2. RFP Packages must be in a **SEALED** envelope/container and clearly marked on the exterior of the package: "RFP No:

15-66 Solomon Calhoun Community Pool”.

- 3. Each package submitted must also have the respondent’s company name and mailing address marked plainly on the exterior of the envelope/container.
- 4. For convenience, affix label, found at the end of this RFP document, to sealed envelope/container.

G. Evaluation of Responses:

All properly submitted RFP Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a set of all of the RFP Packages submitted, a copy of the RFP Document with all issued Addenda, an Evaluator’s Score Sheet, and Evaluator’s Score Narrative Sheet. The Team shall then evaluate each RFP Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFP Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual. Scores for each Respondent shall be recorded on the Evaluator’s Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the firms’ scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to / negotiate with the firm whose proposal best serves the interest of the County.

H. Evaluation Criteria:

It is the intention of St. Johns County to evaluate, and rank the respondents that submit RFP Packages from highest to lowest utilizing the evaluation criteria listed below.

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points per Evaluator:</u>
A. Cost (Dollars)	
B. Cost (Score)	10
C. Quality of Submittal	5
D. Staff Qualifications & Team Organization	30
E. Related Work Experience	25
F. Project Approach & Understanding	20
G. Quality & Schedule Control	<u>15</u>
Total Points Possible:	105

I. Contract Award:

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

J. Contract Performance:

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records of performance to ensure that the Consultant is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Consultant no longer possesses the financial support, equipment and organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

PART III: GENERAL REQUIREMENTS

A. Background:

The County has established minimum specifications which include special and specific firm qualifications to assure and maintain the quality of the programs provided at the County facility. The successful aquatic management contractor shall possess municipal swimming pool management skills and experience with swimming facilities that are similar to the County pool. They shall have the ability to perform quality work, as solely determined by St. Johns County, which qualifies it to manage and maintain the pool as specified. The Solomon Calhoun Community Center Pool is a Jr. Olympic sized swimming pool located at 1300 Duval St., St. Augustine Florida 32084.

B. Scope of Work:

St. Johns County is seeking a Contractor to provide Solomon Calhoun Community Pool as required by contract and by the Recreation Director. These services will include, but may not be limited to, the following:

1) Pool Maintenance Services Responsibility:

a) Services:

- Daily morning and closing logs will be complete before the opening of the pool to the public and at the end of the day.
- Daily: Brush tiles, vacuum pool when pool is open and clean gutters. Any damaged material/parts will be brought to the attention of the County.
- Daily: Pool and water activity area will be cleaned before the public enters.
- Daily cleaning and caring for pool deck furniture: to include chairs being washed twice weekly during summer months with fresh water (not pool water); to remove presence of such damaging "agents" like: sun-block lotion, sweat and chlorine.
- Perform daily visual inspection of all pool mechanical systems and immediately report any problems to the SJC site Supervisor or Property Manager.
- Maintain cleanliness of all areas of the facility, including locker rooms, rest rooms, pool decks, and allotted office space during operational hours to remove debris caused by customers. This shall include routine janitorial duties.
- Maintain the pool in accordance with the Florida Department of Health requirements.
- Maintain water balance in accordance with Florida Department of Health Standards and maintain complete set of logs. All items on the DOH Monthly Swimming Pool Report must be completed daily.
- Maintain correct water chemistry including: chlorine, calcium hardness, PH, total alkalinity, and total dissolved solids.
- Maintain pump area, pool equipment storage room and chemical storage area in a clean and orderly fashion.
- Install, remove and maintain pool covers when pool heat is in use.
- The pool deck will be pressure washed, at a minimum, every three (3) weeks.
- Operate the filter equipment in accordance to Florida Department of Health requirements and per manufacturer's recommendation.
- Backwash the filter system as required by law and, at minimum, as recommended by manufacturer, to maintain minimum required flow rates through the filtration system.
- Operate all related mechanical systems in accordance with the manufacturer's recommended guidelines.
- Company shall provide the County with a full detailed list of the inspection performed. Inspection shall be performed in accordance to regulatory laws.
- Check and test all safety equipment.
- Check filtration system flow rate, pool water pH and free chlorine levels for code compliance no less than three times daily and keep complete logs of findings. Immediately contact St. Johns County Site Supervisor or Property Manager any time that the pool mechanical systems will not maintain pH or free chlorine levels are outside of the appropriate ranges or if the flow rate drops below that required by code. If necessary, close the pool to patrons until water chemistry and filtration flow rate have returned to safe levels.

b) Supplies & Inventories:

- Purchase chemicals and other reagents to properly adjust and maintain chemicals at proper levels; IE, CL, PH, TA, Calcium Hardness, and Stabilizer. Maintain chemical storage.
- Maintain and stock all other supplies normally used for pool maintenance, such as and not limited to: tile cleaner and tiles brushes. The County has a vacuum and leaf nets for daily pool cleaning that the contractor

- may use, but any repairs or replacements will be the responsibility of the contractor.
- Purchase and maintain safety equipment and supplies.

2) Swimming Pool Lifeguard Responsibility:

a) Services:

- Daily: Maintain cleanliness of all areas of the facility, including pool deck during operational hours and to remove debris caused by customers.
- Daily: Check and test all safety and ADA equipment.
- Contractor will respond to fecal accidents in the pool in accordance with Florida Department of Health standards. Recommended Guidelines for Fecal Incident Response as established by the CDC (Center for Disease Control) has been included as part of the Bid Specifications. These are recommendations and may not include, nor do they replace, all existing regulations and guidelines from local, state or other federal regulatory agencies.
- The Contractor will be responsible for ensuring full compliance with all the pertinent and applicable rules and regulations when performing these services.
- Contractor will clean all blood and vomit on the pool deck with an appropriate disinfectant. Vomit in the pool will be responded to per DOH and CDC recommendations and guidelines.

b) Supplies & Inventory:

- Provide, maintain and replace all emergency response equipment, including rescue oxygen, rescue tubes, backboards, supplies, etc.
- Supply adequate inventory of first aid kits adequate to the size and operation of the pool. The County will provide initially.
- The County will provide an Automatic External Defibrillator (A.E.D.) for the pool site. The Contractor shall maintain and regularly service the A.E.D. ensuring proper calibration and testing as required by law. Contractor will maintain all related documentation showing the equipment being tested and approved for use. Any repair shall be at the Contractor's expense. The County will reimburse for the purchase of any new equipment, as appropriate and as approved in advance.

3) Reports & Record Keeping:

- The Contractor shall obtain and maintain all certifications and licenses as may be required for the operation of the swimming pool area.
- The Contractor shall keep detailed records of any pull outs/rescues, and describing the circumstances surrounding the incident and denoting the specific location of pullout/rescue.
- The Contractor will complete daily documented (written) safety check list of the Pool.
- Daily logs will be completed as required.

4) General Administration:

a) Pool Maintenance:

- The Contractor must have a Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) on site at all times that the pool facility is open to the public.
- Experience in successfully implementing an aquatic risk management system that includes at a minimum, facility operations audits, lifeguard performance audits, and vigilance awareness validation.

b) Swimming Pool Lifeguard:

- The Contractor shall provide all Lifeguard services each day the site is open. The pool is open to the public a minimum of 39 hours/week in the Fall/Winter months, 56 hours/week in the Spring, and 103 hours/week in the Summer. Extraordinary conditions may warrant additional time spent to properly service the respective area. Hours of operation will be determined by the County.
- The Contractor shall provide for all Lifeguards at the Solomon Calhoun facility.
- The Contractor shall follow the American Lifeguard Association recommendation of a minimum of two (2) lifeguards on duty, with a 1:25 ratio of lifeguards to patrons, at all times.
- The Contractor shall provide on-site or on-call management and lifeguard services may be required during permitted special events.

- The Contractor will be responsible for all Lifeguard equipment, such as enumerated in Item #2 Supplies and Inventory.
- The Contractor must have experience in the planning, organizing, and running of USA Swimming sanctioned competitions.
- The Contractor is to provide pool programs and Lifeguard services. Contractor will provide, monthly, a minimum of eight (8) programs.
- The Contractor shall develop, implement and supervise a swim instruction program for all ages and abilities, including those with special needs. Swim program must meet Health Department Regulations and 1:10 ratio.
- The Contractor will purchase all supplies for all programs.
- The Contractor shall develop, implement and supervise aquatic activity programs and special events for community and community groups.
- The Contractor shall provide set-up and take-down for special events, including swim meets.
- The Contractor shall develop and implement an in service training program as per guidelines of a nationally certified program.
- The Contractor shall develop and monitor user group schedules and lane assignments to maximize pool use and income.
- The Contractor shall determine scheduling of courses and programs offered at the facility to maximize service, revenue, and participation and to satisfy clients.
- The Contractor shall develop and implement an on-going advertising/marketing plan.
- The Contractor shall have a Lifeguard Instructor certification from a nationally recognized agency.
- The Contractor shall have a Swim Instructor trainer certification from a nationally recognized agency.
- The Contractor shall complete all projects in a competent manner using Health Department and industry standards as appropriate and ensure proper recording of time spent at site and all materials.
- The highest standards of safety, hospitality, courtesy and instructional excellence is required. The facilities shall be managed so that the needs and desires of “class participants”, “open swimmers” and “swimming teams” are recognized and accommodated.
- The Contractor will recruit, hire train, schedule and supervise lifeguards and head lifeguards/duty managers.
- The Contractor shall provide the required lifeguards, instructors, lesson coordinators, marketing, and any other employees which are required and necessary to operate the facilities.
- The Contractor will be required to participate in a complete aquatic review program as provided by a proven nationally recognized program. (Proposer shall provide information regarding such programs with proposal). The costs to participate in such programs shall be borne by the Contractor.

c) General:

- The Contractor shall manage customer service complaints or inquiries according to County protocol. Report all complaints to the Recreation Department's designee.
- The Contractor shall take all necessary precautions to protect the building's adjoining surfaces and equipment from damage incurred during operations. All existing structures, utilities, services, roads, trees, shrubbery, etc. shall be protected against damage or interrupted service at all times by the Contractor and the Contractor shall be held responsible, at no cost to the County, for immediately repairing any damage to property caused by his operations on the property.
- The Contractor shall notify the Site Supervisor or Property Manager immediately of any damaged or malfunctioning equipment, as well as any necessary repair or maintenance concerns. If not reported, Contractor shall be responsible for damages.
- The Contractor will be responsible for all maintenance costs associated with the proper upkeep and continued operation efficiency of all parts and equipment necessary to perform the required services. For example, this includes but is not limited to (as needed) replacement of rescue oxygen; rescue tubes; backboards; first aid kits; leaf nets.
- The Contractor is to respond to all emergency situations related the facility and coordinate with the necessary emergency response department and County Administration liaison.
- The Contractor shall provide on-site or on-call management staff for after-hours emergency. The contractor shall respond to the facility site requiring emergency service no later than two (2) hours from the time of notification.
- No physical improvements or changes or repairs to any of the facilities will be allowed without written quotations or prior to authorization by the County.

- All employees must pass a national criminal background check, including sexual offender checks and drug screen prior to the start of the contract (or their start date) and by April 1 of each year. The County, in its sole discretion, reserves the right to conduct random background investigations including criminal records check and drug screenings of all Contractor personnel. The Contractor will establish a Drug Free Workplace. Drug testing will be at the expense of the Contractor and shall be administered in accordance with applicable Federal State Statutes.
- The County shall have the right to request replacement of any of the Contractor's employees whose conduct, character or performance is detrimental to the best interest of the County, and the Contractor agrees to make such replacement within the five (5) days.
- All Federal (OSHA), State and St. Johns County standards must be followed for both the employees and participants/citizens (with respect to Blood-borne Pathogens and infectious diseases).
- The Contractor shall develop and implement an emergency action plan for all possible emergencies, including procedures for heightened security alerts and hurricane preparedness.
- The Contractor shall develop and implement an operating policy and procedures, for approval by the County Administration or their designee.
- All employees are required to have First Aid and CPR Certification. Instructors providing lessons are required to have Life Guard and Water Safety Instructors (WSI) certification, or the equivalent, as well as training or certification in adaptive aquatics for the handicapped.
- The Contractor shall furnish an appropriate number of personnel, as determined by the County, in compliance with federal or state statutes, or local ordinances, for the operation(s) of a safe and sanitary Aquatic Facility and who will be employed exclusively for the performance of said contract.
- All management personnel (pool manager, and head guards) and lifeguards shall be trained and certified in operation of Contractor owned "Automatic External Defibrillator" unit.
- All personnel employed by the Contractor shall be paid in accordance with the minimum Federal Wage and Hour Laws. The Contractor shall be responsible for the payment of all employment taxes and Social Security taxes related to the employment of said personnel.
- All employees will be expected to perform their duties in a professional service oriented manner. Adherence to quality standards will be required.
- Adequate personnel will be on duty at the facility daily to assure safety and good service and fulfill the Contractor's emergency action plan.
- The Contractor shall provide detailed inclement weather policy including conditions that determine temporary, partial day or full day closing. Fine tuning to maximize revenues and minimum costs must be an ongoing priority. The County retains the right to reduce or extend operating hours based on budgetary decisions.
- All Contractor personnel must be properly attired in company uniforms, identified at all times.
- The Contractor will retain a record of all problem situations (mechanical, structural, or in regards to staffing issues) as well as any incidents and/or claims that are brought to their attention and the steps taken to rectify the problem. The County will be provided a copy of the log to review weekly. Contractor will provide the County a copy of any background documentation and/or records related to incidents and claims information for each facility quarterly
- The Contractor, at its own expense, shall provide all personnel necessary to perform the services of this contract; none of whom shall be employees of, nor have any contractual relationship with St. Johns County. All of the services hereunder will be performed by the Contractor under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.
- Stock and supply staff apparel.
- At least twice per year, inventory will be taken and a report on the general condition of equipment shall be generated. Notwithstanding this or any other section, nothing shall prevent the County from the right to inspect the pool, fixtures, improvements, furnishings, machinery or equipment at any time, that are part of this contract.

C. Minimum Requirements:

The On-site Manager for the Contractor and the Management Team must have, AT A MINIMUM, the following expertise, certification, or proven capability:

a) Pool Maintenance Services (MUST have these minimum requirements):

- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.

- Minimum five (5) years experience in managing a similar aquatic facility of comparable or greater size and budget.

b) Swimming Pool Lifeguards (MUST have these minimum requirements):

- All lifeguards will hold a minimum qualification of an Advance Lifeguard certificate from a nationally recognized certification program (such as Red Cross, Ellis or Starfish Aquatics), and be at least 18 years of age. Said personnel will be furnished in a manner to operate the pool facility in the safest manner possible and in the best interest of the County.
- Lifeguard Instructor certification from a nationally recognized agency.
- Swim Instructor Trainer certification from a nationally recognized agency.

c) General (MUST have these minimum requirements):

- Proficient with computerized aquatic systems. Proficient with computers, database software and other necessary software.
- Experience in successfully implementing an aquatic risk management system that includes at a minimum, facility operation audits, facility operations, lifeguard performance audits, and vigilance awareness validation.
- Experience in the planning, organizing, and running of USA Swimming sanctioned competitions.
- Minimum five (5) years of experience in managing similar aquatic facilities and programs of comparable or greater size.
- Evidence of knowledge of current aquatic industry standards of care and related lifeguard best practices; use of adjunct equipment (i.e. Emergency oxygen, Automated External Defibrillator, etc.); Risk Management practices; Community based programming, Competitive Swimming and Event Management.
- All management personnel (pool manager and head guards) and lifeguards shall be trained and certified in operation of Contractor owned "Automatic External Defibrillator" (A.E.D) unit. The County reserves the right to approve or disapprove any proposed staffing schedule.

D. Hours of Operation:

Contractor shall provide for the operation of the one facility seven (7) days per week. The County shall provide to the Contractor a schedule of the Hours of Operation; this schedule may include seasonal changes. Fine tuning to maximize revenues and minimum costs must be an ongoing priority. It shall be recognized that County budget decisions may reduce or extend operating hours.

E. Requirements of County:

- The County will be responsible for obtaining and maintaining all related permits for the pool facility.
- The County will provide office space for on site manager, lifeguards and first aid.
- The County will provide a fee schedule, including fees for special events outside of normal operating hours, upon contract.
- The County will provide wiring for telephone service; however, the Contractor shall purchase telephone service for the Aquatic Offices.
- The County will not provide for either computer or phone equipment at the site.
- The County will be responsible for repairing and replacing all malfunctioning equipment and ensuring structural and operational integrity to the swimming facility.
- The County will be responsible for the operational integrity to the swimming facility. This includes, but is not limited to: system changed mandated by the Florida Department of Health; repair or complete renovation of the pool and its equipment systems; install or repair pumps; motors, filter systems, pool lights and plumbing parts; install or repair the pool heating system (as applies); repair or replace any tiles, pool or deck area; repair or replace any leaking pipes; repair or replace diving boards; repair chemical feeder; main pool drain; pumps; piping; above or below water marcite repairs/replacement; flow meters and water probes.
- The County reserves the right to approve or disapprove any proposed staffing schedule.
- Recreation Department will supervise all County employees assigned to work at the pool facilities.
- The County reserves the right to approve or disapprove any proposed staffing schedule.

F. Deliverables:

- Contractor shall provide details of the firm's representative(s) who will deal directly with the County on a day-to-day basis. The name of the firm's Aquatic Manager (the resident manager who will assume day-to-day management) his/her experience, background and qualifications.

- Contractor shall provide an organizational chart that provides a visual delineation of the Firm's organizational structure and the names of those who are part of the management team.
- Contractor shall provide a description or outline of the proposed structure to manage facility operations in accordance with the scope of services. This should include assignment of personnel (by position not name).
- Contractor shall provide detailed records of any pull outs/rescues, and describing the circumstances surrounding the incident and denoting the specific location the pull out/rescue.
- Contractor shall keep and maintain proper and adequate books, records and accounts which accurately reflect injuries, staff dialogue of daily occurrences, payroll records, and all necessary data to properly manage the facility. These records are to be available for review by the County upon notice.

G. Sub-Consultants:

If the Consultant elects to sub-contract with any firm, for any portion of the work, the Consultant shall be responsible for all work performed by any sub-contract and the Consultant shall not be relieved of any obligations under this Contract.

Each Respondent shall submit a list of proposed sub-contracts to be used if awarded the contract. Each Respondent must provide a list of Sub-Consultants, under Section 4: Staff Qualifications and Team Organization, and attach a copy of any and all licenses and certificates for each sub-contract listed and submit with each copy of the RFP Package. If no sub-contracts are proposed, so state there on.

At any time, the County may, at its discretion, require any Respondent to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-contracts to furnish and perform the work proposed.

Prior to the award of the Contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Respondent then may, at his option, withdraw his RFP Package, or submit an acceptable substitute at no increase in price. If the Respondent fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the Respondent, at no cost to the County.

The County reserves the right to disqualify any Consultant, Contractor, Sub-contractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-contracts and other persons and organizations proposed by the Respondent and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

PART IV: CONTRACT REQUIREMENTS

A. Insurance Requirements:

The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Certificates shall specifically include the COUNTY as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
 500 San Sebastian View
 St. Augustine, FL 32084

1) Standard Contract for Service: \$500,000 or less with no unusual hazards

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the CONTRACTOR from claims for

damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

2) Major Contract for Service: \$500,000 or more with unusual or high hazards

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

B. Licenses, Permits & Fees:

The Contractor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

C. Contract Agreement & Term:

The Contract Agreement for the Solomon Calhoun Community Pool shall be on a form furnished by St. Johns County. The Contract Term shall be for a period of three (3) calendar years, and may be renewed for up to a maximum of three (3) one (1) year periods, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. The extension of this Contract Agreement beyond the stated term shall be contingent upon satisfactory performance by the Consultant and the approval of the SJC Parks & Recreation Department, and Purchasing Department Manager.

In the event that a Contract Agreement is attached to the RFQ, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFQ, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFQ. It is further understood, no Respondent (whether selected or not) may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorney's fees) borne by any Respondent, during the entire RFQ process. Such expenses, costs, and/or fees (including attorney's fees) are the sole responsibility of the Respondent.

D. Governing Laws & Regulations:

It shall be the responsibility of the Consultant to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

E. Termination:

Failure on the part of the Consultant to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Consultant shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Contractor.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Consultant.

F. Indemnification:

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, a Subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subconsultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Subconsultant under workers' compensation acts, disability benefits acts or other employee benefit acts.

G. Trade Secrets:

To invoke the provision of Florida Statute 624.4213, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must

complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

H. Public Records:

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

I. Use of County Logo:

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

PART V: REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS

A. Respondent Responsibilities:

Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Qualifications. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imburement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposals shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Qualifications, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

B. RFP Package Submittal Format:

All RFP Packages must follow the same format, and shall be evaluated partially based on the Respondent's ability to follow the instructions herein. To receive points from evaluation, the RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

All RFP Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	RFP Qualification Cover Page
2	Cover Letter
3	Contractor Profile
4	Staff Qualifications & Team Organization
5	Related Experience
6	Project Approach & Understanding
7	Quality & Schedule Control
8	Cost Proposal
9	Additional Information
10	Administrative Information

C. RFP Package Components:

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) original and five (5) copies, a total of six (6) sets, on 8 1/2" X 11" pages, numbered, with headings typewritten with no

smaller than 10 size font and sections and sub-sections identified appropriately. All documentation shall be **exact order and format as shown below**. No exceptions to this format will be accepted. The goal of the required format is to simplify the proposal preparation and evaluation process, and to ensure that all proposals receive the same orderly review.

Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package. Should a package be submitted with the County's seal/logo included, the County reserves the right to find the submitting firm non-responsive to the requirements stated herein, which may result in the respondent being removed from consideration for award of a contract under this RFP.

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified as follows:

Section 1: RFP Qualification Cover Page (Complete and Submit)

Section 2: Cover Letter

Provide a one or two page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal.

The cover letter should include the following:

- The Respondent's Company type (sole proprietorship, partnership, corporation, joint venture, etc.), Company name and business address – must include location address of office that will administer this Contract
- All contact information, including name, title, phone number, fax number, e-mail address, and street address of any contact person(s) in Respondent's organization who will respond to questions regarding the submitted RFP Package
- Highlights of the Respondent's qualifications and ability to perform the project services

Section 3: Contractor Profile

Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number, and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the office or offices that would provide the project services
- Professional Affiliations
- A brief statement of the firm's background

Section 4: Staff Qualifications and Team Organization

In this section, respondent shall provide evidence that the firm has qualified and experienced staff and other resources necessary to successfully perform the Solomon Calhoun Community Pool required for this project. Provide key personnel assigned to the project defined in the Scope of Work.

Provide the following:

- Provide a Company Organizational Chart and Project Organization Chart
- Include resumes with credentials and related experience for each key personnel
- Identify the primary contract
- Include a list of sub-consultants with credentials and related experience
- Proof of professional memberships
- Proof of required certifications
- Proof of Continuing Education and Professional Re-Certification Requirements

Section 5: Related Experience

In this section, respondent shall provide a list of the five most significant facilities which the respondent's firm has provided management services to in the past three years. The facilities should be similar in scope and size as outlined in the RFP specifications. Include the name of the organization and the name of the contract person for each project for references.

Section 6: Project Approach and Understanding

In this section, respondent shall provide a narrative (limit narrative to 3-4 pages) describing the proposed project approach and understanding of this project. The narrative must provide a synopsis which demonstrates an understanding of the scope of services and the intent of the project. Briefly describe the approach the firm intends to take to successfully implement and operate the Solomon Calhoun Community Pool facility.

Section 7: Quality & Schedule Control

In this section, the respondent shall provide a written narrative (limit narrative to 2 pages) of the respondent's project management methods to establish, monitor and track quality control methods including coordinating of sub-consultants, and ability to meet schedules in a timely manner.

Section 8: Cost Proposal

In this section, the respondent shall provide unit pricing as provided herein.

Section 9: Additional Information

In this section, at the respondent's discretion, include additional information to support the proposal. However, choose the additional information carefully, because this section of the proposal should not constitute the bulk of the submission.

Section 10: Administrative Information

Please include the following:

- Proper and valid licensing to conduct business in the State of Florida
- Proof of Liability Insurance and Limits
- Drug Free Work Place Form (Complete and Submit)
- Conflict of Interest Declaration (Complete and Submit)
- RFP Affidavit (Complete and submit)
- RFP Affidavit of Solvency (Complete and Submit)
- Acknowledged Addenda

PART VII:- ADMINISTRATIVE FORMS

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

COVER PAGE

SUBMIT ONE (1) ORIGINAL AND FIVE (5) COPIES TO:

**PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084
ATTN: Karen Fullerton, Contract Coordinator**

COMPANY NAME: _____

DATE: _____

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

Company Name: _____

**St. Johns County Board of County Commissioners
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Signature

Date

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

Company Name: _____

**St. Johns County Board of County Commissioners
CONFLICT OF INTEREST DECLARATION**

for _____

(Name of firm/organization)

		YES	NO
1	Do you, your immediate family, or your business partner have financial or other interests in St. Johns County or the recipient(s) of the proposed services?		
2	Have gratuities or anything of monetary value been offered or exchanged between you, your immediate family, or your business partner and any employee of SJC?		
3	Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with, SJC or the recipient(s) of the proposed services?		
4	Are there any other conditions which may cause a conflict of interest?		

If you checked "yes" after any of the above questions, please explain your answer. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct and complete to the best of my knowledge and belief, and I will notify SJC's Purchasing Manager in writing in the event of any change affecting such correctness or completeness.

Name

Title

Company

Date

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____. Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 15-66, SOLOMON CALHOUN COMMUNITY POOL.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Proposer)

By _____

(Title)

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20____, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Notary Public

My commission expires:

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex. CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ____ day of _____, 20____.

Signature of Affiant

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Notary Public

My commission expires:

PART VIII: RFP ATTACHMENTS

Recommended Guidelines for Fecal Incident Response as established by the CDC (Center for Disease Control)

Healthy Swimming

Fecal Incident Response Recommendations for Pool Staff*

What do you do when you
find poop in the pool?



*Check for existing guidelines from your local or state regulatory agency before use. CDC recommendations do not replace existing state or local regulations or guidelines.

- These recommendations are for responding to fecal incidents in chlorinated recreational water venues.
- Improper handling of chlorine-based disinfectants can cause injury. Follow proper occupational safety and health requirements when following these recommendations.
- **Pool Closures:** Fecal incidents are a concern and an inconvenience to both pool operators and patrons. Pool operators should carefully explain to patrons why the pool needs to be closed in response to a fecal incident. Understanding that pool closure is necessary for proper disinfection and protection of the health and safety of swimmers is likely to promote support rather than frustration. Pool closures allow chlorine to do its job — to kill germs and help prevent recreational water illnesses (RWIs).

www.cdc.gov/healthyswimming

Last updated November 15, 2010



Important background info...

WHAT ARE RECREATIONAL WATER ILLNESSES (RWIs)?

What is the first thing that pops into your head when you think about water safety? Drowning? Slipping? Lightning? All good answers, and all are very important. But, did you know that germs can contaminate swimming water? These germs cause RWIs that have made many people sick.

RWIs are caused by germs such as "Crypto" (KRIP-toe), short for *Cryptosporidium*, *Giardia* (gee-ARE-dee-uh), *E. coli* O157:H7, and *Shigella* (Shi-GEL-uh).

HOW ARE RWIs SPREAD?

RWIs are spread by swallowing pool water that has been contaminated with fecal matter. How? If someone has diarrhea, that person can easily contaminate the pool. Think about it. Pool water is shared by every swimmer. Really, it's communal bathing water. It's not sterile. It's not drinking water.

The good news is that germs causing RWIs are killed by chlorine. However, chlorine doesn't work right away. It takes time to kill germs and some germs like Crypto can live in pools for days. Even the best maintained pools can spread illness.

SHOULD ALL FECAL INCIDENTS BE TREATED THE SAME?

No. A diarrheal fecal incident is a higher-risk event than a formed-stool incident. With most diarrheal illnesses, the number of infectious germs found in each bowel movement decreases as the diarrhea stops and the person's bowel movements return to normal. Therefore, a formed stool is probably less of a risk than a diarrheal incident that you may not see.

A formed stool may contain no germs, a few, or many that can cause illness. You won't know. The germs that may be present are less likely to be released into the pool because they are mostly contained within the stool. However, formed stool also protects germs inside from being exposed to the chlorine in the pool, so prompt removal is necessary.

Germ Inactivation Time for Chlorinated Water*

Germ	Time
<i>E. coli</i> O157:H7 Bacterium	Less than 1 minute
Hepatitis A Virus	About 16 minutes
<i>Giardia</i> Parasite	About 45 minutes
Crypto Parasite	About 15,300 minutes or 10.6 days†

SHOULD YOU TREAT A FORMED FECAL INCIDENT AS IF IT CONTAINS CRYPTO?

No. In 1999, pool staff volunteers from across the country collected almost 300 samples from fecal incidents that occurred at water parks and pools.^{††} CDC then tested these samples for Crypto and *Giardia*. None of the sampled feces tested positive for Crypto, but *Giardia* was found in 4.4% of the samples collected. These results suggest that formed fecal incidents pose only a very small Crypto threat but should be treated as a risk for spreading other germs (such as *Giardia*). Remember a diarrheal fecal incident is considered to be a higher-risk event than a formed-stool fecal incident.

* 1 part per million (ppm) or mg/L free chlorine at pH 7.5 or less and a temperature of 77°F (25°C) or higher.

† Shields JM, Hill VR, Arrowood MJ, Beach MJ. Inactivation of *Cryptosporidium parvum* under chlorinated recreational water conditions. J Water Health 2008;6(4):513-20.

†† CDC. Prevalence of Parasites in Fecal Material from Chlorinated Swimming Pools — United States, 1999. MMWR 2001;50(20):410-2.

What do I do about...

formed stool in the pool?

Formed stools can act as a container for germs. If the fecal matter is solid, removing the feces from the pool without breaking it apart will limit the degree of pool contamination. In addition, RWIs are more likely to be spread when someone who is ill with diarrhea has a fecal incident in the pool.

diarrhea in the pool?

Those who swim when ill with diarrhea place other swimmers at significant risk for getting sick. Diarrheal incidents are much more likely than formed stool to contain germs. Therefore, it is important that all pool managers stress to patrons that swimming when ill with diarrhea is an unhealthy swimming behavior.

1. For both formed-stool and diarrheal fecal incidents, close the pool to swimmers. If you have multiple pools that use the same filtration system — all pools will have to be closed to swimmers. Do not allow anyone to enter the pool(s) until the disinfection process is completed.
2. For both formed-stool and diarrheal fecal incidents, remove as much of the fecal material as possible (for example, using a net or bucket) and dispose of it in a sanitary manner. Clean and disinfect the item used to remove the fecal material (for example, after cleaning, leave the net or bucket immersed in the pool during disinfection).

VACUUMING STOOL FROM THE POOL IS NOT RECOMMENDED.

3. Raise the free chlorine to 2 parts per million (ppm), if less than 2 ppm, and ensure pH 7.5 or less and a temperature of 77°F (25°C) or higher. This chlorine concentration was selected to keep the pool closure time to approximately 30 minutes. Other concentrations or closure times can be used as long as the contact time (CT) inactivation value* is achieved (see next page).
4. Maintain free chlorine concentration at 2 ppm and pH 7.5 or less for at least 25 minutes before reopening the pool. State or local regulators may require higher free chlorine levels in the presence of chlorine stabilizers,† which are known to slow disinfection. Ensure that the filtration system is operating while the pool reaches and maintains the proper free chlorine concentration during the disinfection process.
3. If necessary, before attempting the hyperchlorination of any pool, consult an aquatics professional to determine the feasibility, the most optimal and practical methods, and needed safety considerations.
4. Raise the free chlorine concentration to 20 ppm[‡] and maintain pH 7.5 or less and a temperature at 77°F (25°C) or higher. The free chlorine and pH should remain at these levels for at least 12.75 hours to achieve the CT inactivation value of 15,300.** Crypto CT inactivation values are based on killing 99.9% of Crypto. This level of Crypto inactivation cannot be reached in the presence of 50 ppm chlorine stabilizer, even after 24 hours at 40 ppm free chlorine, pH 6.5, and a temperature of 77°F (25°C).†† Extrapolation of these data suggest it would take approximately 30 hours to kill 99.9% of Crypto in the presence of 50 ppm or less cyanuric acid, 40 ppm free chlorine, pH 6.5, and a temperature of 77°F (25°C) or higher.
5. Confirm that the filtration system is operating while the water reaches, and is maintained, at the proper chlorine level for disinfection.
6. Backwash the filter after reaching the CT inactivation value. Be sure the effluent is discharged directly to waste and in accordance with state or local regulations. Do not return the backwash through the filter. Where appropriate, replace the filter media.
7. Allow swimmers back into the water only after the required CT inactivation value has been achieved and the free chlorine and pH levels have been returned to the normal operating range allowed by the state or local regulatory authority.



Establish a fecal incident log. Document each fecal incident by recording date and time of the event, whether it involved formed stool or diarrhea, and the free chlorine and pH levels at the time of observation of the event. Before reopening the pool, record the free chlorine and pH levels, the procedures followed in response to the fecal incident (including the process used to increase chlorine levels if necessary), and the contact time.

* CT inactivation value refers to concentration (C) of free chlorine in ppm (or mg/L) multiplied by time (T) in minutes at a specific pH and temperature.

† Chlorine stabilizers include compounds such as cyanuric acid, dichlor, and trichlor.

‡ Many conventional test kits cannot measure free chlorine levels this high. Use chlorine test strips that can measure free chlorine in a range that includes 20–40 ppm (such as those used in the food industry) or make dilutions with chlorine-free water when using a standard DPD test kit.

§ If pool operators want to use a different free chlorine concentration or inactivation time, they need to ensure that CT inactivation values always remain the same (see next page for examples of how to accomplish this).

** Shields JM, Hill VR, Arrowood MJ, Beach MJ. Inactivation of *Cryptosporidium parvum* under chlorinated recreational water conditions. J Water Health 2008;8(4):513–20.

†† Shields JM, Arrowood MJ, Hill VR, Beach MJ. The effect of cyanuric acid on the chlorine inactivation of *Cryptosporidium parvum*. J Water Health 2008; 7(1): 109–114.

Pool disinfection time...

How long does it take to disinfect the pool after a fecal incident? This depends on what type of fecal incident has occurred and at which free chlorine levels you choose to disinfect the pool. If the fecal incident is formed stool, follow Figure 1, which displays the specific time and free chlorine levels needed to inactivate *Giardia*. If the fecal incident is diarrhea, follow Figure 2, which displays the specific time and free chlorine levels needed to inactivate Crypto.

Figure 1 *Giardia* Inactivation Time for a Formed-Stool Fecal Incident

Free Chlorine Level (ppm)	Disinfection Time*
1.0	45 minutes
2.0	25 minutes
3.0	19 minutes

* These closure times are based on 99.9% inactivation of *Giardia* cysts by chlorine at pH 7.5 or less and a temperature of 77°F (25°C) or higher. The closure times were derived from the U.S. Environmental Protection Agency (EPA) Disinfection Profiling and Benchmarking Guidance Manual. These closure times do not take into account "dead spots" and other areas of poor pool water mixing.

Figure 2 Crypto Inactivation Time for a Diarrheal Fecal Incident

Free Chlorine Level (ppm)	Disinfection Time*†
10	1,530 minutes (25.5 hours)
20	765 minutes (12.75 hours)
40	383 minutes (6.5 hours)

* Shields JM, Hill VR, Arrowood MJ, Beach MJ. Inactivation of *Cryptosporidium parvum* under chlorinated recreational water conditions. *J Water Health* 2008;8(4):513-20.

† At pH 7.5 or less and a temperature of 77°F (25°C) or higher.



The CT inactivation value is the concentration (C) of free chlorine in ppm multiplied by time (T) in minutes (CT inactivation value = C x T). The CT inactivation value for *Giardia* is 45 and the CT inactivation value for Crypto is 15,300 (pH 7.5 or less and a temperature of 77°F [25°C] or higher). If you choose to use a different free chlorine concentration or inactivation time, you must ensure that the CT inactivation values remain the same.

For example, to determine the length of time needed to disinfect a pool after a diarrheal incident at 15 ppm, use the following formula: $C \times T = 15,300$.

Solve for time: $T = 15,300 \div 15 \text{ ppm} = 1020 \text{ minutes}$ or 17 hours. It would take 17 hours to inactivate Crypto at 15 ppm.

PART IX: OPTIONAL CHECKLIST

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**


SECTION	ATTACHMENT NAME	CHECK BOX	ST. JOHNS COUNTY USE
Section 1	RFP Qualification Cover Page		
Section 2	Cover Letter		
Section 3	Contractor Profile		
Section 4	Staff Qualifications and Team Organization		
Section 5	Related Experience		
Section 6	Project Approach and Understanding		
Section 7	Quality and Schedule Control		
Section 8	Cost Proposal		
Section 9	Additional Information		
Section 10	Administrative Information that includes the following:		
	Proper and Valid Licensing for conducting business in State of FL		
	Proof of Liability Insurance and Limits		
	Drug Free Work Place Form		
	Conflict of Interest Declaration		
	RFP Affidavit		
	RFP Affidavit of Solvency		
	Acknowledged Addenda		

PART X: SEALED BID MAILING LABEL

**REQUEST FOR PROPOSALS (RFP) NO: 15-66
SOLOMON CALHOUN COMMUNITY POOL**

**Cut along the outer border and affix this label
to your sealed bid envelope to identify it as a
"Sealed Bid"**

SEALED BID • DO NOT OPEN	
SEALED BID NO.:	RFP 15-66
BID TITLE:	Solomon Calhoun Community Pool Programs and Services
DUE DATE/TIME:	By 4:00PM – July 23, 2015
SUBMITTED BY:	_____ Company Name
	_____ Company Address
	_____ Company Address
DELIVER TO:	St. Johns County Purchasing Dept. ATTN: Karen Fullerton 500 San Sebastian View St St. Augustine FL 32084



END OF DOCUMENT



St. Johns County Board of County Commissioners

Purchasing Division

July 7, 2015

ADDENDUM #1

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP No. 15-66 Solomon Calhoun Community Pool - Programs & Services

This Addendum #1 is issued for further bidder's information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Contract Coordinator; 500 San Sebastian View; St. Augustine, FL 32084.

The mandatory pre-proposal meeting scheduled for July 9, 2015 at 9:30AM is canceled.

RFQ Due Date remains July 23, 2015 at 4:00 P.M.

Acknowledgment

Sincerely,

Signature and Date

Karen R. Fullerton
Contract Coordinator

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 1