



**CITY OF HOUSTON  
INFORMATION TECHNOLOGY  
DEPARTMENT  
S23-Q23929  
NOTICE OF REQUEST FOR INFORMATION**



## **AQUATICS PROGRAMMING SERVICES**

The city of Houston is considering soliciting Invitation to Bid from Contractor(s) and invites comments, inquiries and information that will assist the Parks and Recreation Department in selecting participants to provide Aquatics Programming during the Summer Season. Prior to issuing the ITB, the Department would like to consider all companies/organizations interested in participating in this project. The presentation and all other related expenses must be at "NO COST" to the City and will be scheduled with each respondent to this RFI after it has closed.

Please review the general overview and requirements of the intended Scope of Services below. If you believe that your company/organization can provide recommendations to enhance the overall objective stated below and would be interested in conducting a presentation, please provide your companies/organizations contact information to include: Company/Organization Name, Contact Person, Address, Telephone No., Fax No. and E-mail Address. Please indicate your interest to this RFI requirement by submitting the requested information to Roy Breaux, Procurement Specialist, via one of the methods listed below by **3:00 p.m. CST, Friday, April 1, 2011**.

E-mail (Preferred Method): [Roy.Breaux@houstontx.gov](mailto:Roy.Breaux@houstontx.gov)  
Fax:: (832)393-8759  
Mail: City of Houston  
Strategic Purchasing Division  
Houston, TX 77002

### **OVERVIEW**

The City of Houston is currently considering privatizing its Aquatic Programming Services which encompass a Summer period of aquatics services and functions including open swim, Learn to Swim and Water Aerobic Fitness. The programmed services and activities are conducted and/or offered at 38, 21 of which have wading pools. The pools include multiple sizes and designs. All pools are chlorine conditioned with Aquasol Chemical Systems and internet monitoring devices, and are maintained by appropriate preventive and repair maintenance on an ongoing and annually basis. All facilities operate and are open to the public, beginning Memorial Day weekend and through Labor Day. Traditionally, Memorial Aquatic Center continues operation through the end of October or until the water temperature reaches a constant temperature lower than 72 degrees. All facilities combine during the Summer Season public operation period to attract and accommodate an estimated 250,000 guests who are provided the services of open swim; learn to swim; water aerobics and fitness; and water games. Current Summer Season operating schedule is Tuesday through Sunday, opening to the public at 1:00 p.m. and closing at 8:00 p.m. In accordance with current trend, each



**CITY OF HOUSTON**  
**INFORMATION TECHNOLOGY**  
**DEPARTMENT**  
S23-Q23929  
**NOTICE OF REQUEST FOR INFORMATION**



facility is closed to the public Monday, except Holidays, for any required maintenance.

The city of Houston's pools (construction and decking) range in ages of less than one year to more than 58 years. All pools operate daily and must be staffed in accordance to the state and national 1:25

ratio of staff to guests. Pool chemical deliveries will remain the responsibility of HPARD and will be made

on a weekly basis with minimum disruption of public operation during the summer season and on a scheduled basis during the non-season period. A master key will be issued to the Contractor (or his/her

designee) and two individual keys for each of the 38 facilities. It will be the responsibility of the Contractor to issue a facility key to an assigned staff person. Aquatics Programming Services will Include, but not necessarily be limited to the following:

- Maintain all 38 aquatic facilities, inclusive of 21 wading pools by cleaning, vacuuming, back-washing and maintaining proper (winter/summer) water conditions at not less than 1.5 ppm Chlorine (pool temperature of less than 30 degrees C or 3.5 ppm Chlorine (pool temperature of 30 degrees C higher); 7.4 to 7.6 pH; Alkalinity at a range of 90 – 110; Calcium Hardness ranges from 180 – 220; stabilizer (sulfuric acid) at a range of 30 – 50, not to exceed 80; and ORP range of 650 to 850.
- Cleaning deck surfaces are required to be maintained by cleaning, sweeping, bagging debris and removing growths of grass from expansion joints.
- Servicing restroom facilities are required to be cleaned, swept, sanitized and properly stocked for summer operation and any remaining supplies must be properly stored during non-operating period.
- Required to provide the appropriate number of certified pool staff to operate all 38 facilities in compliance with attendance requirements.
- Required to provide training forum for all staff at least one week and prior to the general opening date of operation.
- Required to ensure staffing of all pools 30 minutes prior to opening to public and close, lock and secure all facilities no later than 30 minutes after closing hours of 8 p.m.
- Required to ensure by a daily check list that a perimeter review of each Aquatic facility is made prior to opening for public operation, and prepare and submit a repair work order to the Aquatic office as required.



**CITY OF HOUSTON**  
**INFORMATION TECHNOLOGY**  
**DEPARTMENT**  
S23-Q23929  
**NOTICE OF REQUEST FOR INFORMATION**



- Required to ensure that all emergency equipment is accessible at all times that the pool is operational.
- Ensure that all emergency equipment is in good working condition and is checked regularly for defects and need for maintenance and replacement.
- Ensure that written emergency procedures are in place and all aquatic staff are trained as to their role in handling major emergencies.
- Ensure that written procedures are in place for handling emergencies efficiently, safely and having regard for staff including:
- Ensure that emergency telephone is available and is designated for contacting emergency services.
- Ensure that First Aid Equipment is available and checked regularly, and kept stocked to required levels.
- Ensure that maximum bather loads are maintained at 1 person per 1.5 square meters and in compliance with facility capacity.
- Maintain compliance of all Rules and Regulations. See Appendix A.
- Report any missing or required signage, pool rules and regulations information promptly and ensure that all signage is appropriately displayed and readable at all times.
- Require all staff meet the certified qualifications and that appropriate documentation is maintained and available for review by HPARD management.
- Require all operating systems are checked and functioning in proper working and safe order, and maintain daily documentation of results.
- Maintain all pool chemistry (e.g. chemical levels; chemical controllers; chemical testing equipment; chemical records; oxidation reduction potential levels; and super chlorination and oxidizers) are functioning safely and in compliance with standard guidelines.
- Maintain all lifeguard chairs/stands; outlet covers; play equipment; and wading pools and ensure that all are in safe and working order prior to opening for public operation, and report any unsafe condition to the Aquatic office for repairs.



**CITY OF HOUSTON**  
**INFORMATION TECHNOLOGY**  
**DEPARTMENT**  
S23-Q23929  
**NOTICE OF REQUEST FOR INFORMATION**



- Will ensure appropriate water clarity is sufficiently clear that the pattern of the pool drain can be clearly seen by a person standing on the edge of the pool at the deep end or is clearly visible from as far away as 10 yards.

The City is not interested in receiving a sales pitch. Contractors should be advised that the audience for the this presentation is the Aquatics and Facilities Maintenance staff charged with requirements development for the upcoming ITB and should consider this an opportunity to provide recommendations for the selection process.

All respondents to this RFI may be contacted and invited to conduct a presentation to the Aquatics and Facilities Maintenance group. Contractors interested in meeting with the City's staff will be required to present their information in a Microsoft PowerPoint format at the time of the presentation. Ten printed copies and three electronic copies on DVD-ROM will be required. Furthermore, vendors may have a maximum of three representatives in attendance at the presentation session with city staff. The time allotted for the presentation will range from one to not more than two hours, depending upon the overall number of presentations that are scheduled. If a vendor is unable to make a presentation, they may submit documentation and informational materials that detail their services, and/or also provide printed and electronic copies of a PowerPoint presentation.

The objective of this effort is to guide the City in improving its Aquatics Programming and Activities to the public.

**All recommendations and comments are welcomed and will be reviewed and considered. All recommendation(s) of good merit and clear business logic and methodology may be used and incorporated into the final ITB solicitation document.**



**CITY OF HOUSTON  
INFORMATION TECHNOLOGY  
DEPARTMENT  
S23-Q23929  
NOTICE OF REQUEST FOR INFORMATION**



**APPENDIX A**

**CITY OF HOUSTON  
PARKS AND RECREATION DEPARTMENT**

**SWIMMING POOL**

**RULES & REGULATIONS**

**FAILURE TO OBEY A LIFEGUARD ON DUTY MAY RESULT IN YOUR REMOVAL  
FROM THE PREMISES BY LAW ENFORCEMENT.**

1. **SWIMSUITS**, swim-diapers or swim trunks only. NO shorts, T-shirts, diapers or thongs.
2. **SHOWER** before entering pool.
3. AN ADULT must accompany children under 8 in the pool.
4. NO DIVING
5. NO RUNNING, horseplay or rough play.
6. NO CUTS, open sores, bandages or infectious diseases.
7. NO SMOKING, eating or drinking, except in designated picnic areas.
8. NO GLASS containers. NO alcoholic beverages.
9. NO PROFANITY.
10. NO ANIMALS or pets, except Seeing Eye Dogs or K-9 Officers.
11. NO FLOTATION DEVICES, except U.S. Coast Guard approved lifejackets.
12. NO PATRONS allowed in Office or mechanical areas, except in emergencies.
13. NO GROUP ACTIVITIES allowed (day camps, private lessons or swim teams) without prior approval from the Director of the Parks and Recreation Department, or designee. Organized groups must provide at least one adult chaperone in the pool per eight swimmers under age 8.
14. AQUATIC STAFF are not responsible for lost, misplaced or unattended items.
15. POOL SHALL CLOSE IMMEDIATELY at first sign of thunder or lightning, and may re-open 30 minutes after thunder and lightning have ended.
- 16.

**RESPECT OTHERS AND ENJOY YOUR VISIT!**