

5

Memorandum

Department of Planning, Public Works & Parks

To: Michael Herring, CA
From: Mike Geisel, DPPW & P
Date: 4/13/2012
Re: Bid Recommendation



As we do each year, the Parks Division sought proposals for the maintenance services at the Chesterfield Aquatic Complex. These services consist of two components. The first component is a fixed annual fee for the physical maintenance, start-up, operation, and closing of the water amenities. The second component is an hourly fee quoted for unscheduled repairs that arise throughout the year. A more detailed description of the proposals and services is provided by parks staff in their recommendations attached hereto.

I concur with Superintendent of Parks & Recreation - Tom McCarthy in recommending acceptance of the lowest and best cost proposal as submitted by Capri Pools for the 2012 - 2014 three year season. The annual not to exceed fees are 2012 - \$36,163, 2013 - \$36,574 and 2014 - \$ 37,937 respectively. It should be evident that the first component is bid to be slightly higher in the Capri Pool proposal, however the difference is more than offset by charges for services under the second component in labor and materials. We have contracted with Capri Pool for this work the last three years and they have performed satisfactorily.

If you have any questions or require additional information, please advise.

Concurrence: Brian Whittle
Brian Whittle, Finance Director \Asst. City Administrator

Attachment

Cc Tom McCarthy, Superintendent of Parks and Recreation.

✓ JZJ
4/15/12
cc: → Mike Geisel
Add to P/R COMMITTEE
AGENDA (4/26)

MEMORANDUM

TO: Mike Geisel, Director of Planning, Public Works & Parks

FROM: Thomas McCarthy CPRP, Parks and Recreation Director

DATE: April 11, 2012

SUBJECT: Professional Service Contract-Family Aquatic
Center Maintenance Operations



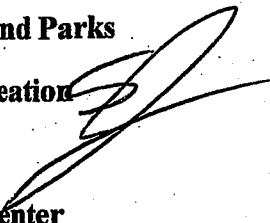
Mike, Steve solicited bids for the pool maintenance services for the Chesterfield Family Aquatic center, after review of Steve's memo and attached information I agree and would like to recommend that request to move forward and secure the contract with Capri Pools for the seasons of 2012-2014.

The separation of the two operations at the pool makes good sense and it seems to keep things with overall pool operations in a good balance. Capri's maintenance fees are slightly higher than West Ports, but will be quickly offset by the labor cost difference in West Ports bid during the pool season with the ongoing maintenance issues that arise at the pool throughout the season.

*Attached is the bid tabulation sheet

Please let me know if you have any questions or require additional information.

MEMORANDUM

TO: Mike Geisel, Director of Planning, Public Works and Parks
FROM: Steve Jarvis, Assistant Director of Parks and Recreation 
DATE: April 10, 2012
SUBJECT: Professional Services Contract - Family Aquatic Center
Maintenance Operations

As you are aware, over the past three seasons we altered our approach to the Management and Maintenance Operations of the Family Aquatic Center. Previously, we executed one contract, with one firm, for both the Management and Maintenance Operations portions of work at the Aquatic facility. Three years ago, we decided to separate those responsibilities and contracts were subsequently awarded to two different firms.

Staff has reviewed and made assessment over these past three seasons and it has become very evident that this approach has improved the operations at the Family Aquatic Center. This approach has improved the operations and accountability at the Family Aquatic Center.

With the success of this approach, staff solicited professional services proposals from aquatic firms for services related to maintenance operations of the Family Aquatic Center for 2012 through 2014 with an option to renew for 2015 and 2016. This would include pool startup and closing, preventative maintenance (mechanical systems, play features, slides, diving boards, pipes, pools, etc.), and maintenance repairs (mechanical systems, play features, slides, diving boards, pipes, pools, etc.).

Two firms responded for the request for proposals, Westport Pools and Capri Pools & Aquatics.

Capri Pools & Aquatics proposed cost breakdown;

Year	Maintenance Fee	Labor	Material
2012	\$36,163	\$67.50/\$57	10% plus shipping
2013	\$36,574	\$68.85/\$58.14	10% plus shipping
2014	\$37,937	\$70.23/\$59.03	10% plus shipping

Westport Pools proposed cost breakdown;

Year	Maintenance Fee	Labor	Material
2012	\$34,341	\$104/\$142	20%
2013	\$34,341	\$104/\$142	20%
2014	\$34,341	\$104/\$142	20%

After receipt of proposals, staff reviewed the proposals and a preferred firm was selected. The scope of work was refined and a negotiated fee proposal was provided for this scope of work. The contract is intended to provide the full range of services associated with the maintenance of the Family Aquatic Center.

Accordingly, I recommend engaging the firm of Capri Pool & Aquatics for professional services related to the maintenance operations of the Family Aquatic Center for 2012 to 2014. Capri Pool has provided this service the last three years. It has been valuable to have another company on hand to balance the Pool management company. Capri has built the renovations to the pool and is currently renovating the spray ground. They are familiar with the operation of the pool and have provided exceptional service. The Maintenance fee is slightly higher, but the labor and material fees are lower. With typical pool repairs, the savings in labor and material cost will more than make up the difference in the fee.

This three year term will coincide with the length of the Management contract. The 2012 "not to exceed" amount would be \$36,163.00 annually. The 2013 "not to exceed" amount would be \$36,574.00 annually. The 2014 "not to exceed" amount would be \$37,937.00 annually. The contract would also provide the option to renew the contract for an additional year for two years. Furthermore, the Contract also establishes maintenance rates on a "Time and Material" basis for the repair of items not covered within the scope and provisions of the "Basic Services".

Staff is excited about continuing the relationship with Capri Pools and Aquatics.

Funds have been budgeted in the 2012 Parks Operations budget 119-084-5261 for professional services related to the Family Aquatic Center maintenance.

As always, if you have any questions, please advise.

Concurrence:



Tom McCarthy, Parks and Recreation Director