

City of Dublin, Ohio Dublin Community Swim Team Request for Proposals

Introduction & Purpose

The City of Dublin is seeking proposals for the outsourcing of the current Dublin Community Swim Team (DCST).

DCST is a swim team that operates under the banner of USA swimming. The Sea Dragons program runs year round with 2 major seasons. The fall and winter season runs 5-6 months throughout the winter, training at the DCRC and competing at local and on occasion out of town competitions on weekends. The spring and summer season runs 4-5 months training both indoor and outdoor with both local and travel competitions available. The Sea Dragons are available to both new swim team members and experienced athletes who have set high goals for advancement within the sport of swimming. There is the expectation that swimmers do know some key fundamentals of competitive swimming before participating

Program Information

Incumbent programs should consider the following information when developing proposal:
Current team statistics:

2016 Fall/Winter	Enrolled	Practices per week		Expected Meets	Optional Meets	Team Fees		Booster Fees
		# of days	Practice Length			Res	SDR	
Mini	12	2	1.25 hrs	0	3	\$140.00	\$155.00	\$0.00
Age Group 1	37	3	1 hr	5	1	\$330.00	\$360.00	\$227.00
Age Group 2	43	4	1.25 hrs	6	3	\$370.00	\$405.00	\$308.00
Age Group 3	19	4	1.5 hrs	6	1	\$370.00	\$405.00	\$308.00
Green	23	4	1.5 hrs	6	3	\$400.00	\$445.00	\$335.00
White*	21	5	1.75 hrs	6	3	\$450.00	\$495.00	\$335.00
Orange*	19	5	2 hrs	6	5	\$550.00	\$605.00	\$335.00
Senior*	33	6	2.25 hrs	4	3	\$250.00	\$275.00	\$223.00

Program is limited to City of Dublin and Dublin School District residents only

**Denotes a higher level of competition*

The Sea Dragons Program is broken down into varying levels of capabilities:

Mini Dragons

Mini Dragons are first time swimmers under the age of 8 who want to experience a swim team and begin to learn the basic fundamentals of a few of the competitive strokes

Age Group 1-Age Group 2(7-10 years)

Are new and experienced swimmers who are already legal in the 4 competitive strokes.

They will also learn the skills necessary to compete in the sport of swimming such as working with teammates, following directions and listening to the coaches, more advanced drills, learning.

Age Group 3(11-14 years)

The purpose of this group is to teach all four strokes, develop flip turns, and develops starts for those older swimmers who are new to the sport or to refine skills for those who are too old for Age Group II but not ready for Green.

Green-Orange

Are highly committed groups and are composed of highly motivated swimmers ages 9 and up. As swimmers progress through these groups they advance to the top level for age group swimmers.

Senior

Swimmers must be in high school to participate in this group. The main focus is to train to get prepared for the high school season and set goals for the higher levels of USA swimming.

Miscellaneous Information:

The City of Dublin will maintain all required equipment for the facility (i.e. lane lines, diving blocks, flags, etc.). Anything outside of what is needed for our members and internal programming will need to be covered by incoming program. Fitness floor space not included; if desired will follow current membership fees.

Tentative Schedule of Work (revised 2/9/2016)

February 2017

- RFP's released to public

March 2017

- Review of RFP's with current booster presidents
- Interviews with qualified RFP candidates

April-June 2017

- Parent meeting to review findings and recommendations, solicit input
- Determination made whether or not to pursue an enhancement to the team structure
- If pursuing a change, service agreement and Pool Use policy finalized; presented to Council

June 2017

- If pursuing a change, parent meeting held to present transition details and answer questions

September 2017

- If pursuing a change, program implemented

RFP Submission Requirements

All interested programs shall include in their proposal the following information:

1. Commitment to:
 - a. Honor current residency policy; this program should serve Dublin community and school district residents
 - b. Retain current members of the team

- c. Provide opportunities for all skill levels
 - d. Interview and consider current coaching staff
 - e. Comparable Fee Structure, including fees and description of varying levels within program that will be available to participants. If increases are necessary must be equitable and weighted toward competitive level.
2. Proposed budget
 3. Proposed pool space needs;
 - a. Fall/Winter Approximate availability: 4,100 hours; approximately 5 lanes per day from 3:30-9pm September through November 1, then 5:30-9pm November through February. Weekend hours available as schedule allows; times vary.
 - b. Spring/Summer Approximate Availability: 2,500 hours; approximately 5 lanes per day 3:30-9pm April – May, 5 lanes, flexible times available June-July. Long course and outdoor pool space unavailable from City of Dublin.
 4. A timeline demonstrating the transition plan for program implementation.
 5. Presentation and interview with the City staff in order to demonstrate the program's related experience.

Selection of Program

A team consisting of City staff from the Department of Parks and Recreation and Dublin Community Swim Team Boosters will review the proposals. The criteria that the team will use in evaluating the proposals will include, but not be limited to the following:

1. Community needs being met
2. Fee Structure
3. Program design; team philosophy
4. Adherence to proposed timeline; implementation September 2017

Miscellaneous

As a condition for selection, the program is required to agree to the following:

1. The City reserves the right to accept or reject any or all proposals.
2. By submission of a proposal, the Program agrees that the proposal shall not be withdrawn nor altered without the written permission of the City for ninety (90) days after submission.
3. Furthermore, the Program, if selected, will enter into an agreement within thirty days after being selected under the terms, conditions, etc. consistent with the submitted proposal or said terms and conditions as mutually agreeable between the City and Program.
4. Comply with all requirements laid out in the City of Dublin Pool Use Policy Draft. Pool Use Policy Draft provided in Appendix A. Program would qualify as Priority 2 in Fee Schedule.
5. Loosely modeled on lane space above, modifications may be required dependent on program design.

Deadline for Submission of Proposals

Submit proposals to Kim Wigram, Aquatics Supervisor, 5600 Post Rd, Dublin, Ohio 43017
4:30 p.m. on Friday, February 24, 2017.

Panel interviews between staff and consultant(s) are expected to be scheduled during the first half of March 2017 with the final selection expected before the end of March 2017.

Community Aquatic Facility Use Policy

Purpose

The City of Dublin recognizes the considerable benefits of providing a variety of quality recreational aquatic programs, as they promote healthy childhood development and a heightened sense of community. To maximize these benefits, the City invests in resources necessary for positive, physical, psychological and social development across a broad spectrum of aquatic activities.

Resource allocation is a key principle in the city's decision-making process as it supports youth aquatic programs for its residents. On a finite budget, the city's responsibility is to balance the use of public resources in a manner that maximizes service to the greatest number of City residents and generates optimal benefit to the overall needs of the community.

This policy establishes the guiding principles, requirements, procedures and fees that govern the allocation and use of the Dublin Community Recreation Center (DCRC) aquatic facilities.

Priority of Use

The City's primary obligation to accommodating youth aquatic activities is to first serve City of Dublin programming.

Dublin City School District (DCSD) programs receive second priority in pool prioritization.

Accommodations for Dublin based organizations, non-profit and non-resident organizations are considered tertiary to the City's priority. The City recognizes the value of various offerings to the community; however, accommodations for tertiary activities will only be made if additional resources are available providing that the needs of the City and school district activities are met. To support this principle, the City will issue permits to other organizations and teams for competitive and semi-competitive level of play as resources are available. See appendix A

Requests by organizations to provide tertiary types of activities for aquatic facility use will be considered based on but not limited to affirmation of the following:

- Residency status of participants
- Population to be served
- Organizational make-up (i.e.: private, public, for-profit, non-for-profit, etc.)
- Other City-endorsed service/program schedules
- Participant fees and financial proceeds (i.e. fund raising, profitability, etc.)
- Compliance with Federal, State and City Laws/Ordinances
- Existing City Agreements/Contracts and other commitments to community stakeholders/partners
- Facility maintenance schedules (i.e. facility management practices, renovations, etc.)



- Intended use of requested resources and potential site impacts
- Risk/Liability concerns, including background checks of organization representatives
- Costs and availability of City services required
- Compliance with City policies

Policy

According to Ordinance 96.24 (COMMERCIAL ACTIVITIES):

- A. No person in a park shall sell or offer for sale any article, privilege or service without having first obtained written permission from the Director.
- B. No person in a park shall beg, peddle or solicit for money, a privilege or a service.

All organized aquatic activities are applicable to City Ordinance 96.24, and require written permission for conducting such activities in City parks as the Dublin Community Recreation Center is located within Coffman Park. Organized activities are those that are represented or affiliated with an organization, private sports business or other types of structured programs. Such activities include all aquatic programming including, but not limited to, practices and meets, camps, clinics, tryouts, training sessions and other similar activities.

Specific requirements and documentation are required in order to enter into an agreement with the City of Dublin.

Aquatic Programming

All supporting documentation for aquatic programming must be received 30 days prior to start of program. Aquatic programming consists of scheduled meets, team practices, camps, clinics, tryouts, structured programs, etc. Agreements will be executed on an annual basis in accordance with the City's Aquatic Facility Use Allocation and Fee Schedule.

The following requirements and documentation must be submitted with all aquatic programming to be placed in appropriate Priority level. Organizations not meeting the requirements will automatically be positioned at the Priority 4 level.

1. Organizations must maintain their primary office address within the corporate limits of the City of Dublin **OR**;

Organizations must provide documentation of their tax-exempt status with the Internal Revenue Service (i.e., IRS determination letter). Organizations must demonstrate compliance with tax return filing requirements by submitting the most recent federal tax filing submitted to the Internal Revenue Service (Form 990). The City reserves the right to require additional documentation to affirm non-profit and tax-exempt status as necessary. Additionally, upon request by the City, organizations must disclose financial details of all direct and indirect affiliations with individuals or organizational entities associated with financial gain resulting from the use of City property, including but not limited to foundations, sports tournaments, organizations, corporate sponsorships, etc., that are not disclosed on the organization's federal tax filing forms.



2. Organizations must secure general liability insurance for the minimum amount of \$1,000,000 (or an amount deemed appropriate by the City), naming the City of Dublin as additional insured. Organizations must notify the City of Dublin immediately if the insurance has been canceled or changed. A copy of this insurance certificate must be submitted to the City prior to any activities on City property. Failure to maintain the appropriate insurance will result in immediate cancelation of facility use.
3. Organizations must submit their tentative schedule in writing regarding their lane space needed.
4. Criminal background checks are required for all organization representatives, including all coaches and Board of Director members. The process used to conduct such tests must be approved by the City in advance. Results and documentation of all background checks conducted must be submitted annually prior to the start of each fall season, and prior to the commencement of any new individual representing the organization throughout the year. The City reserves the right to conduct an additional independent background check for any individual and may determine the eligibility of participation or representation based on the results of such checks.
5. A copy of the following documents must also be submitted with the permit application:
 - a. A copy of the organization's Code of Regulations or Bylaws and roster of its Board of Directors;
 - b. The organization's written code of conduct for athletes, spectators and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations;
 - c. The organization's policy delineating established disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators;
 - d. The organization's emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any severe weather policies or emergency advisory systems. All programming within the facility must adhere to the DCRC Inclement Weather Policy;
 - e. The organization's previous year's meet schedules, indicating the number of meets at the DCRC as well as offsite;
 - f. Notifications of all registration fees;
6. Organizations are prohibited of "sponsoring" or representing any other organization for the purpose of altering the classification or facility use fee assessed to other businesses or organizations.
7. The City of Dublin reserves the right to require additional information relevant to the permit application process or to protect the interests of the City.

Organizations must inform the City of any changes to information provided upon entering into agreement including but not limited to league participation, levels of participation or other organizational modifications prior to implementation of such changes. Organizations making any such changes during the given agreement period will be required to notify the City of Dublin. Accommodations to any such modifications are not guaranteed in the DCRC, and must be approved prior to implementation.



Facility Use Fees

The City of Dublin charges non-refundable fees for each type of use as indicated in the attached Appendix A.

In order to prepare invoices, organizations must submit their entire team rosters including the address of every participant. Rosters must be complete, with accurate residency address information, and submitted within five business days of the activity end date. Final payments must be paid to the City before future applications will be considered for the following year. Depending on longevity of agreement, invoices can be paid in full or on monthly basis; agreements exceeding 3 months in length are eligible for monthly invoicing.

Accountability

The City of Dublin reserves the right to deny permit holders any future or existing scheduled use, assess additional fees according to the respective fee schedules, and/or require compensation for costs associated with damages to city property if it has been determined that one or more of the following has occurred:

1. Required documentation is not submitted, or inaccurate documentation/information is submitted.
2. Facility use fees are not paid within the specified time frame.
3. Lack of good stewardship that contribute to unnecessary facility damage.
4. Discrimination because of race, religion, color, gender, national origin, age, disability or any other basis prohibited by state or federal law.
5. Participants of the requesting organization have demonstrated dangerous and/or violent behavior towards others or among themselves, and/or participants/organizations whose literature or stated philosophy promotes hatred and/or violence.
6. Condemnation of other individuals or organizations permitted to use the DCRC aquatic facilities, or preventing others from participating in activities offered by such organizations.
7. Subleasing or transferring of facility use permit to an unauthorized entity or individual without prior approval from the City of Dublin.
8. Failure to comply with the policies and procedures outlined within this Policy.
9. Disrespectful behavior toward City staff, other DCRC users or the general public.
10. Conducting activities on City property that are not included as the intended permitted use.
11. Unauthorized solicitation on City property of any kind, including the recruitment of individual swimmers, coaches or teams of Dublin-based organizations for the purposes of joining another organization.
12. Any other occurrence that is deemed to be inconsistent with the intent of this policy and the parameters herein.

Miscellaneous

Agreements will be reached based on the above mentioned criteria; however, additional criteria may also be considered prior implementation. These criteria include, but are not limited to, conflicts with City sponsored events, facility conditions, DCRC maintenance programs, facility capacity issues or other conflicts as determined by the Director of Recreation Services or designee.



All outstanding fees must be paid prior to consideration of any new agreement. Agreements only authorize the use of available facilities, and do not guarantee facility availability due to unforeseen circumstances. The City reserves the right to close permitted facilities at any time and for any reason.

Dive blocks and lanes are provided with each agreement. Additional needs such as the timing system, must be coordinated with the Aquatics Supervisor. Use of the timing system will incur an additional fee; meet setup can be arranged by the Aquatics Supervisor. Personal equipment needed for activities cannot be stored on site.

General facility management shall be solely provided by City staff and will be based on the City's facility maintenance schedule. Any services that are in addition to this maintenance schedule may be subject to additional fees. The City of Dublin may seek further payment to compensate for any damages outside of general aging of equipment and future facility use may be jeopardized. Aquatic facilities may only be used if conditions are appropriate. The City of Dublin reserves the right to cancel or postpone scheduled activities based on facility conditions.

All rules, regulations, codes of conduct, protocols and guidelines established by the City for the sake of administering this policy must be adhered to at all times. Behavior and conduct of individuals representing or participating in activities associated with a permit are the responsibility of the permit holder.

Evaluation

It is the responsibility of the City's Director of Recreation Services to monitor and evaluate the intended outcomes of this policy annually. Based on results of such analysis the Director of Recreation Services has the discretion to appropriately modify the administrative processes and parameters herein in order to maintain the intent of this Policy.



Appendix A

Aquatic Facility Use Allocation and Fee Schedule

	Priority 1	Priority 2	Priority 3	Priority 4
Organization Provider	City of Dublin	Dublin City Schools and City preferred Swim Team Organization	Dublin-Based and/or Non-Profit Organizations	Non-Resident Organizations
Residency Requirement (Dublin/DSD)	100% Dublin/DSD	100% Dublin/DSD	Minimum 90% Residents	No Restrictions
Fee per hour/lane	Waived	\$6	\$20	\$40
Use of Timing System/day	Waived	\$40	\$40	\$40
Non-Resident Fee Per Swimmer/Season	N/A	N/A	\$100	\$100
Programs located at DCRC	All Programs	All Programs	Up to 60%	TBD
League Meet Travel Restrictions	Limited to Central Ohio	Limited to Central Ohio	No Restrictions	No Restrictions
Exclusionary Tryouts	Not Permitted	No Restrictions	No Restrictions	No Restrictions
Age Restrictions	No Restrictions	Grades K – 12	5 & Up	No Restrictions
Team Coaching Restrictions	Part Time Paid	School Contracts	No Restrictions	No Restrictions

*The City of Dublin has the ability to restrict pool use when necessary.
 Fee per hour/lane in accordance with City of Dublin Ordinance 54-11.

