

**Sandusky County Park District
Request for Proposals
2018-2021 White Star Park Scuba Diving Operation**

Section 1 - General Information

A. Objective

The purpose of this request for proposals (RFP) is to obtain contractor qualifications and proposals for:

1. Operation of scuba diving at White Star Park.

B. Issuing Office

This RFP is issued by the Sandusky County Park District. All correspondence regarding this RFP must be addressed to:

Sandusky County Park District
Attn: Andrew Brown, Director
1970 Countryside Place
Fremont, Ohio 43420

Phone: 419-334-4495 Fax: 419-334-9508
E-mail: ABrown@sanduskycountyparks.com

C. White Star Park

White Star Park is located in Sandusky County on State Route 300 at the southern edge of the Village of Gibsonburg. The 800-acre park contains natural areas and facilities for a variety of active and passive recreational uses. A 15-acre quarry is located within the park and is utilized for swimming, fishing, boating and scuba diving. A 48-site campground is located within the park. The Sandusky County Park District operates a swimming beach on the West Side of the quarry with annual visitation of 20,000-30,000 swimmers. Fishing is permitted in all areas of the quarry except designated swimming areas and scuba access points. A boat launch is available in the NE corner of the quarry for non-gasoline powered boats. Scuba access points are provided in the SE and NE corners of the quarry. A variety of items, including boats, platforms and vehicles, have been placed on the quarry floor for divers. A scuba concession building is located on the east bank of the quarry. The quarry is traditionally open for diving April 1 - December 31 of each year.

The Sandusky County Park District employs 15 full time employees; four of whom are fully certified Ohio Peace Officers (Rangers). These Rangers routinely patrol all Park District facilities to provide visitor assistance and enforce the rules and regulations of the Park District and the laws of the State of Ohio.

D. Park District Responsibilities

The Park District will provide the following to the scuba contractor:

1. Exclusive right to operate scuba diving at White Star Park.
2. Access to 200-amp 220-volt electric service.
3. Exclusive use of the Scuba Convenience Building.
4. Facility maintenance (restrooms, trash receptacles, trash removal, roadways, parking facilities, diving access points, signs, changing rooms, picnic facilities, utility access)
5. Regular Ranger patrol and enforcement of Park District Rules, Regulations and laws of the State of Ohio.
6. Exclusive access to fee collection canister.
7. Access to dive area bulletin board.
8. Inclusion of scuba diving and Contractor contact information on Park District marketing materials.
9. One (1) campsite, chosen by the Park District, (with electric service) in the White Star Park Campground. The campsite location may change from time to time, based upon the needs of the Park District. Camper must remain in good condition and adhere to all rules and regulations. Firewood not included. Must work with Park District on upkeep and maintenance of the campsite.

E. Contractor Responsibilities

The scuba contractor agrees to:

1. Name the Sandusky County Park District as additional or co-insured on a liability insurance policy in an amount of at least \$1,000,000 insuring all aspects of Contractor's activities and services at White Star Park.
2. Operate all aspects of scuba diving at White Star Park for the 2018, 2019, 2020, and 2021 dive seasons. (The contract may be renewed for an additional two (2) years upon written consent of the Park District and the Contractor). At a **minimum**, the quarry shall be open for diving daily (8:00am-sunset) from April 1 – December 31. Other dates negotiable.
3. Contractor services must include an air fill station. **Minimum** hours of air fill station operation:

A. May 1 through May 27	9:00 AM - 1:00 PM Saturdays and Sundays
B. May 28	9:00 AM - 1:00 PM
C. June 1 through August 31	Choice of four (4) consecutive hours on each of one (1) weekdays per week 8:00 AM - 5:00 PM Saturdays and Sundays
D. Sept. 1 through Sept. 30	9:00 AM - 1:00 PM Saturdays and Sundays
4. All equipment utilized in the air fill station must meet or exceed all industry standards and inspection requirements.
5. Utilize only documented P.S.I. or equivalent trained personnel to fill air bottles.
6. Visually inspect, in accordance with current industry standards, all air bottles filled. All bottles filled must have current hydrostatic test labeling.
7. Take air samples from air fill system and have them tested by an independent testing facility a minimum of twice per year. A copy of test results must be sent directly to the Park District from the testing facility within 15-days of test completion.
8. Pay all costs for electricity utilized through the scuba area meter.
9. Obtain and maintain any and all permits, certifications and licenses required for activities and services provided by Contractor.

10. Remain on-site during all night dives (Dependent upon Ranger Schedule).
11. Provide the Park District with a schedule of operation by April 1 of each season.
12. Provide services in a non-discriminatory manner.
13. Not intentionally frustrate other permitted public uses of White Star Park.
14. Provide free diving privileges to members of the Sandusky County Search and Rescue Team (by Special Use Permit from Park District)
15. Secure release of liability, naming Park District as a released entity, from each diver for each day's dive. Maintain all such releases for a minimum of three (3) years.
16. Provide a report on dive attendance, by month, once a year.
17. Collect and retain all dive fees.
18. Pay the Park District the contract fee in two equal payments, the first payment due on or before August 15th and the second payment due on or before December 1st of each year.
19. Comply with all Park District rules, regulations and policies.
20. Recommend rules and policies.
21. Comply with Park District underwater scuba attraction policy.
22. Actively participate in on-site emergency planning and training conducted by the Park District and local first responders.
23. Any and all Park District logos and media content are the sole property of the Park District and the district retains the right to have said content removed, edited, etc.

F. Proposals

To be considered, all proposals must be submitted using the format outlined in this RFP.

1. Proposal Format

- a. The proposal should be typed and presented in a double space format.
- b. The proposal must contain submitter contact information including:
 - Name (Business)
 - Name (Owner/operator)
 - Address
 - Telephone
 - Fax (if available)
 - E-mail (if available)
- c. The proposal must be signed in ink by an official authorized to bind the submitter to its provisions.
- d. The proposal must include a statement as to the time period during which the proposal remains valid.
- e. The proposal should include a listing of additional equipment, supplies and/or services requested to be supplied by the Park District
- f. The proposal must clearly identify the total annual fee to be paid to the Park District.
- g. The proposal should present intended hours of operation and services to be provided.
- h. The proposal should include evidence of the ability of the contractor to meet the insurance requirements outlined above.
- i. The written proposal should present information about contractor qualifications including:
 - Education, certifications and experience, of personnel who will work at White Star.
 - Special qualifications or advantages offered by Contractor
 - Previous experience and involvement with similar operations
 - Availability of personnel and equipment necessary for operation
 - List of references.

2. Proposal Deadline

- a. The proposal must be received, by mail or hand delivered, at the office of the Sandusky County Park District, 1970 Countryside Place, Fremont, Ohio, 43420, by 4:00 PM on Thursday, November 30, 2017. Proposals received after this time will not be considered.

G. Acceptance of RFP and Proposal Content

The contents of this RFP and the proposal will become the basis for contractual obligations. If within 45 days of the contract award date, the Park District and the contractor of the top proposal cannot reach an agreement on the terms of the contract, the Park District reserves the right to negotiate with the next highest scoring proposal or to request new proposals.

H. Selection Process

An evaluation committee composed of Park District staff and select county agency staff members will review the proposals.

Selection Criteria

- 1. Qualifications and experience
- 2. Operations proposal (Hours of Operation, services provided, etc.)
- 3. Additional equipment, supplies and/or services requested from the Park District.
- 4. Fee Proposal

I. Timeline

Proposal submission deadline:	November 30, 2017
Proposal Review:	December 1-14, 2017
Contract Award:	December 20, 2017
Contract Start Date:	January 1, 2018
Contract End Date:	December 31, 2021 (Renewable)*

* (The contract may be renewed for a maximum of two (2) additional years upon written consent of the Park District and the Contractor).