



Recreation Division

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TO: Interested Operators of Christopher High School Aquatics Center Operations
850 Day Road, Gilroy
Project No.22-RFP-AD-463

FROM: Adam Henig, Project Manager
adam.henig@cityofgilroy.org

DATE: October 5, 2021

ADDENDUM

All prospective applicants are hereby notified that modifications and/or changes are to be made to the original Request for Proposal (RFP) for this project, as entitled above. The updates to the RFP for the above referenced project are as follows:

I. Operator Management Fee Allowed.

The City is allowing RFP applicants to provide a proposed management fee to be paid by the City. This fee would be in addition to the revenue generated (i.e., swim lessons, recreation swim) and retained by the operator. Proposals should include this fee in the following section:

Page 8, section “Proposal Content,” item 4) Programs, Services and Schedule” is amended to read “4) Programs, Services, ***Fee*** and Schedule” (see below). This new item does not change the scoring criteria or value of this specific section (see page 9 of the RFP for scoring criteria)

- 4) **Programs, Services, Fee and Schedule**: Provide a plan for the Christopher High School Aquatics Center for the summer. *Maximum five pages*. This should include the following:
- State your proposed hours of operations.
 - Describe your service offerings for each age group and range of skills and abilities.
 - Proposed fee schedule for participants for all classes and services to be offered to the community. State your approach to fee increases.
 - **List your proposed operator management fee to be paid by the City. This fee would be in addition to the revenue generated (i.e., swim lessons, recreation swim) and retained by the operator.**
 - Describe your ability to compare and maintain comparable fees of similar aquatic programs.
 - Describe how your agency will be able to serve individuals with economic hardship.

II. Modified the attachment, “Agreement for Services Non Design Non Eng Contractor over \$5K includes strike through of payment”

The following sections no longer have strikeouts in the attachment, “Agreement for Services Non Design Non Eng Contractor over \$5K.”

Article 4: Compensation

- A. Consideration
- C: Payment

Article 5: Obligations of Contractor

- F. State and Federal Taxes Bullets 1 and 3

Article 7: Termination of Agreement

- B. Termination by City for Default of Contractor
- C. Termination for Failure to Make Agreed-Upon Payments

Exhibit A: Specific Provisions

- IV. Payment of Fees and Direct Expenses

Exhibit D. Payment Schedule

III. RFP Schedule has been extended with new deadlines.

Please see revised schedule below.

Selection Process Actions	Target Date
RFP distributed and advertised	8/16/2021
(Initial) Deadline to submit RFP questions	9/7/2021
(Initial) Optional site walk*	9/14/2021
(Initial) Questions posted on the City’s website	9/16/2021
(Initial) RFP submissions due to City of Gilroy	3:00 p.m. 9/23/2021
RFP addendum amending initial RFP distributed and advertised	10/5/2021
(Revised/Extended) Deadline to submit RFP questions	10/18/2021
(Revised/Extended) Optional site walk	10/20/2021
(Revised/Extended) Questions posted on the City’s website	10/21/2021
(Revised/Extended) RFP submissions due to City of Gilroy	3:00 p.m. 10/26/2021
(Revised/Extended) Interviews	Week of 11/1/2021
(Revised/Extended) Award agreement at City Council meeting	December 2021
Aquatics programming available to community	May/June 2022