



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** January 10, 2019

**From:** Elizabeth Ayers, Director, Recreation and Sport Services      **File:** 11-7143-01/2018-Vol 01

**Re:** **Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)**

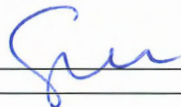
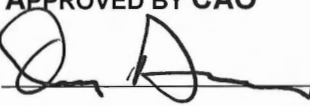
### Staff Recommendation

That:

- Staff be authorized to award a contract with LIT First Aid and Lifeguard Training for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report titled “Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)” dated January 10, 2019 from the Director, Recreation Services;
- The Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report, with LIT First Aid and Lifeguard Training.
- Staff be authorized to extend the current contract with LIT First Aid and Lifeguard Training for up to an additional six-month period to provide continuity of services until a new contract is executed.

*EAyers*

Elizabeth Ayers  
 Director, Recreation Services  
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REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Department	<b>CONCURRENCE</b> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> <i>EA</i>	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

Richmond's Aquatic Services requires Council's approval to enter into a contract with a service provider for the provision of lifeguarding, lifesaving, advanced instructional, first aid instructional and recertification programs, collectively referred to as Advanced Aquatic Courses. The current five-year agreement with LIT First Aid and Lifeguard Training ended in December of 2018.

Aquatic Services requires approval to both negotiate a new contract and to extend the current contract for up to six months while a new agreement is being negotiated, to ensure continuity of programming to the public.

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

1.2. *Program and service enhancements that improve community safety services in the City.*

1.3. *Improved perception of Richmond as a safe community.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

5.2. *Strengthened strategic partnerships that help advance City priorities.*

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

*Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.*

7.4. *Strategic financial opportunities are optimized.*

### Background

The City's Aquatic Services offers Advanced Aquatic Courses at four aquatic facilities: Watermania, South Arm Outdoor Pool, Steveston Outdoor Pool and Minoru Aquatic Centre. Each year over 2,500 individuals take part in these training courses to grow as current or future leaders in aquatics and support the delivery of important recreation services to the community. In addition, many of these courses support individuals working in Parks, Fire Rescue, Community Recreation, as well as the general public.

The City’s current contract with the service provider is a revenue-sharing agreement with the City earning approximately \$82,000 in net revenue for 2018.

**Public Request for Proposal Process**

The City issued Request for Proposal 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses to the BC Bid website on August 15, 2018. Two submissions were received by the closing time on September 7, 2018. The results of the Request for Proposal (RFP) process are summarized in Table 1 below.

**Table 1: Summary of RFP 6318P Bid Results**

Company	Revenue Sharing Option		
LIT First Aid and Lifeguard Training	Revenue Amount	Provider's Share	City's Share
	Up to \$22,000	65%	35%
	\$22,000–\$52,000	70%	30%
	Greater than \$52,000	75%	25%
St. John Ambulance	A flat rate cost of \$450–\$1,600 per class.		
	Rates are set per class. Revenue would be realized by the City once 11 or more participants are enrolled. Each enrollment after 11 is proposed to increase revenue by 10% of the cost paid to the Service Provider.		

LIT First Aid and Lifeguard Training’s submission includes the entire scope of the proposal while St. John Ambulance’s proposal provides first aid courses only.

**Proposal Evaluation**

Consideration was given to the proposed revenue sharing, capacity and competence to provide the necessary services, experience and references, qualifications of personnel, and ability to work with the City to fulfill all aspects of the contract.

After evaluation of the two submissions, it was determined that the proposal from LIT First Aid and Lifeguard Training offers the best value to the City as the proposed revenue sharing model generates higher revenue than the St. John Ambulance proposal.

LIT First Aid and Lifeguard Training was also evaluated to be more than capable of providing the equipment and staffing needed to fulfill all programming within the RFP.

LIT First Aid and Lifeguard Training has over 25 years of experience and operates in a variety of lower mainland locations with various municipalities and businesses. They are an industry leader with a solid reputation for providing high quality courses throughout the Lower Mainland and have access to a large pool of highly qualified instructors that can fulfill all required programming.

Staff also feel that one single provider of advanced aquatic courses provides the course participants with a consistent experience and allows City staff to be more efficient in program delivery.

Table 2: Estimated Revenue of Partnership Contract in 2019

<b>Aquatics Services Facility</b>	<b>Estimated Net Revenue to the City of Richmond</b>
Minoru Centre for Active Living	\$36,750
Watermania	\$54,000
South Arm Outdoor Pool	\$ 6,000
Steveston Outdoor Pool	\$ 750
<b>Total Net Revenue to the City of Richmond</b>	<b>\$97,500</b>

**Financial Impact**

The revenue associated with the delivery of the advanced courses is included in the 2019 Operating Budget.

The anticipated revenues to the City are outlined in Table 2 below. Final negotiations for the 2019-2023 contract may provide minor alterations to the totals, however they are not anticipated to change very much, if at all.

**Conclusion**

Richmond Aquatic Services’ previous contract for the delivery of Advanced Aquatic Courses, expired at the end of 2018 and a new contract is required. Staff recommend awarding RFP 6318P to LIT First Aid and Lifeguard Training, as it represents the best value to the City in terms of revenue sharing, experience and capacity to deliver the Advanced Aquatic Courses.

The process followed to procure a provider of the services is in compliance with the City’s procurement policy.

The length of the contract would be for a three-year initial term, with the option to renew two additional one-year terms at a total estimated annual tender amount of \$229,000 exclusive of GST and PST.



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