



CITY OF CARSON, CALIFORNIA

701 East Carson Street, Carson CA 90745

REQUEST FOR PROPOSALS NUMBER: RFP 20-029

COMMUNITY SERVICES ACTIVITY AND FACILITY RESERVATION SOFTWARE

ISSUED: 11/19/20

Mandatory Pre-Bid Conference/Job Walk:	NA
Prospective Contractor Questions Due:	11/25/20 02:00 PM
Proposals Due (Electronic Only):	12/14/20 5:00 PM

ELECTRONIC PROPOSALS MUST BE SUBMITTED

NO LATE PROPOSALS WILL BE ACCEPTED. Proposals received after the due date and time will not be considered for this project. It is the policy of the City of Carson to reject any proposal that is received late.

- (1) REGISTER AS A VENDOR AND SUBMIT ELECTRONIC PROPOSALS AT:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

REQUEST FOR PROPOSAL RFP NO. 20-029

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ADDITIONAL DOCUMENTS AVAILABLE ON PLANETBIDS AS DOWNLOADS

1. Affidavit of Non Federal Lobbyist Requirements
2. Debarment and Suspension Certification
3. Affidavit of Non-collusion and Non-discrimination
4. Client Reference List

A. SUMMARY

The City of Carson Community Services Department seeks written responses to a Request for Proposal (RFP) for selection of software that facilitates recreation program registration; indoor and outdoor facility reservations; fitness and boxing program memberships; citywide youth sports league management, point of sale (POS), marketing, and reporting.

The City of Carson was incorporated as a California general law city on February 20, 1968. On November 6, 2018, with the City's voters' approval, the City of Carson became a California chartered city. Carson is considered one of the youngest municipalities in the South Bay region of Los Angeles County. Carson is located less than 20 miles south of downtown Los Angeles and is considered part of the South Bay section of Los Angeles County. The City's acreage is 19.2 square miles, and has grown considerably, beginning with a population of 61,000 in 1968 and with a current population of close to 100,000 residents.

Carson prides itself on being a culturally diverse community and is accessible by air, rail and freeway. The City is close to the Los Angeles International Airport, the Long Beach Airport, the Port of Los Angeles, and the Port of Long Beach. The four freeways that surround or run through the City are the Harbor (110); the San Diego (405); the Artesia (91); and the Long Beach (710). Additionally, the MTA Bus Line frequently stops in Carson on its route between Los Angeles and Long Beach and the City's owned bus system, the Carson Circuit, provides convenient bus transportation within the City. There is no other city in the Los Angeles-Orange County region that matches Carson's ease of accessibility. The City is home to many large, modern petrochemical, electronics, automobile, aerospace, trucking, and high-tech facilities. Many of these companies have won regional and local beautification awards. A number of multinational companies also call Carson their home by locating their corporate headquarters here. Through cooperative efforts between the City and businesses, the vitality and future of Carson continues to flourish.

The City is seeking proposals from qualified individuals, organizations and firms to provide recreation management software to install the necessary hardware (equipment) and to deliver software implementation services.

The project aims to:

- Provide customers with an easy-to-use online portal for all their Community Service's needs;
- Offer online facility scheduling for staff and customers;
- Enhance customer relations while continuing to offer customers' flexibility with the registration processing;
- Reduce manual processes to increase staff productivity;
- Provide integration between the recreation management software and other systems used by the City, including the City's financial program, Tyler-MUNIS;
- Take advantage of new trends in technology including biometrics for membership tracking, digital signatures, mobile applications, and mobile payment;
- Utilize mobile scanning for activities, leagues, and point-of-sale;
- Improve demographic reporting;
- Utilize marketing tools;

- Enhance communications with external customers; and
- Provide ease-of-use and access to customized reporting.

Software

The City is interested in software that facilitates recreation program registration; indoor and outdoor facility use reservations; fitness and boxing program memberships; citywide youth sports league management, point of sale (POS), marketing, and reporting.

Hardware (Equipment)

This project includes the purchase and installation of all of the required hardware (such as, but not limited to, card readers, POS units, printers, digital signature pads, etc.) to successfully implement the software. Payment chip/card readers must be Payment Card Industry (PCI) Data Security Standard (DSS) compliant.

Implementation Services

The City is interested in the necessary hands-on training to implement the software. Onsite training Online training for approximately 50 city staff is expected. As a part of this service, the Proposer shall have training manuals and visual aids available before and during the software deployment.

The City of Carson reserves the right to make changes in the Request for Proposal as it may deem appropriate. Any and all changes in the Request for Proposal shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the Request for Proposal. No oral changes will be permitted. Addendum issued during the proposal process will become a part of the original proposal. All request for proposals must be submitted by the date and time established for the opening of request for proposals. Requests for proposals submitted after the date and time established for the opening of request for proposals will be returned unopened to the sender. The City of Carson reserves the right to take any action considered to be in the best interest of the City of Carson.

A proposal may be withdrawn prior to the opening of proposals without prejudice upon written request to the Purchasing Office. No proposal may be withdrawn for a period of ninety (90) days once proposals have been opened by the Purchasing Manager.

No contract exists on the part of the City until the City Council has made the award and a purchase contract has been fully executed. The award, if made, will take place approximately within ninety (90) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. At such time a selection is made, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are defined by the contractor as business or trade secrets, and marked "Trade Secret," "Confidential," or "Proprietary," or if disclosure is required under the Public Record Act.

Any changes to the RFP requirements will be made by addendum.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (Planet Bids at 818-992-1771) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFP solicitation must be submitted online through Planet Bids within the date and time specified. Proposers are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFP other than through Planet Bids. Any City response for this RFP that is not posted through Planet Bids is unauthorized and will be considered invalid. Proposer is solely responsible for "on time" submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Proposers will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting "withdraw".

B. PROPOSAL SUBMITTAL

The proposals must be submitted in electronic format ONLY.

Submit proposals electronically on Planet Bids no later than **12/14/20 | 05:00 PM**. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of Planet Bids must be directed to Planet Bids.

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer's name and the City's Request for Proposal No. 20-029**

Required Proposal Sections and Documents		
1	Company Certification and Personnel Verification Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective contractor. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement	Required
2	Subcontractor List (if applicable) Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor	Required if Applicable

3	Cost Proposal Include all pricing information relative to the engagement on Contract Services Agreement, Exhibit “C”	Required
4	Client Reference List Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 3 references for work performed within the last 3 years in (download from PlanetBids)	Required
5	Modification, Changes or Exceptions to the City Contract of Service Agreement Template Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing in Contract Service Agreement, Exhibit “B”	Required if Applicable
6	Affidavit of Non-Collusion and Non-Discrimination (download from PlanetBids)	Required
7	Federal Lobbyist Requirements (download from PlanetBids)	Required
8	Debarment and Suspension Certificate (download from PlanetBids)	Required

The City may hold interviews with respondents prior to a final section of the project consultant. Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

Additional proposal requirements specific to this engagement are included in: **N/A**

C. QUESTIONS AND ADDENDUMS

All project scope questions must be posted to Planet Bids by the due date listed on the cover page of this Invitation. The City will coordinate responses and post them to Planet Bids 5 days prior to the bid deadline for all interested bidders to review.

The City’s Planet Bids portal:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

If discrepancies or omissions are found for this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addendum, which will be posted to Planet Bids no later than 5 days prior to the proposal deadline. The City reserves the right to extend the proposal deadline.

	Type of Question	Contact	Contact Info
1	Those related to the Project	Planet Bids	Post directly to Planet Bids
2	Use of Planet Bids	Planet Bids	(818) 992-1771

3	City's Purchasing Process	Sander Huang, Purchasing Manager	shuang@carson .ca.us 310-830-7600, Ext. 1233
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Proposers shall not contact other City employees or elected officials during the proposal process. Contacting other City employees or elected officials may result in disqualification.

D. PROPOSER QUALIFICATIONS

Proposers who do not meet the minimum qualifications will be disqualified.

Awarded contractor and subcontractors (if applicable) must pay the City's business license tax and submit required insurance documents prior to execution of the contract

E. PROCUREMENT LOCATION AND SCHEDULE

Job location: **Not Applicable**

Job Work Schedule: **Not Applicable**

Anticipated Procurement Schedule		
1	Award of Contract	TBD
2	Contract Execution & Notice to Proceed	TBD
3	Begin Engagement	01/01/2021
4	Complete Engagement	12/31/2024

F. OTHER REQUIREMENTS

The City's form contract is required (see Contract Service Agreement). Specific requirements are outlined in the form contract.

Prevailing Wage Required: NO

Performance Bond Required: NO

The majority of the work as required herein must be performed by the awarded contractor. The work may not be subcontracted to another contractor unless the subcontractor has been included in the Proposal, or a substitution has been approved in writing by the City's Contracting Officer in advance of work performed.

Additional Insurance Requirements (in addition to those in City's Contract Service Agreement)

[Insert additional insurance requirements]

G. COST PROPOSAL

Consultants must provide everything necessary at their own expense including, but not limited to labor,

materials, and equipment required to perform and complete the required work.

The lump sum proposal price must include all necessary labor, materials, and fees to complete the work required by Project Scope and Specifications. Permits, licenses and fees must be obtained at the awarded Contractor's sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total proposal price.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Include hourly rates for additional work which may be authorized by the City's Contract Officer.

FOR INFORMATION PURPOSES ONLY: The following table represents revenues for the past three (3) fiscal years. The City of Carson's fiscal year begins July 01 and ends June 30. For example: July 01, 2020 – June 30, 2021.

Fiscal Year	2017	2018	2019
Grand Total	\$3,377,928.22	\$3,552,652.73	2,808,216.54

H. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT

All proposals will be opened publicly in the Office of the City Clerk on the date and time noted on the Notice of Request for Proposals. Proposals will be considered confidential until a contract recommendation is made to City Council.

Proposal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award a contract. Evaluation criteria will include qualifications, experience, price and past performance; and will be based on guidelines in the City's Municipal Code (CMC §2611(b) (c).

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City reserves the right to reject any and all proposals. Evaluation of proposals pursuant to this section shall be conducted and determined by the City in its sole discretion.

Specific Evaluation Criteria For Award of Contract Will Be As Follows:

Award to the Lowest Responsive and Responsible Bidder. Unless all bids are rejected as provided in the City's purchasing ordinance, all contracts of the City shall be awarded to the lowest responsive and

responsive bidder. “Lowest responsible and responsive bidder” means the bidder who submits the lowest monetary bid that responds to the terms upon which bids were requested, and who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract per CMC§2610(i). For purposes of this RFP, “bid” and “bidder as used in this paragraph are synonymous with “proposal” and “proposer.”

Equal bids. If prices quoted or received in two (2) or more sealed bids are equally the lowest bidder, including application of the local preference pursuant to CMC§2611.1, then a bidder may be chosen that is deemed to serve the best interest of the City pursuant to CMC§2610(J). In the event of equal bids, the City intends to use the following criteria to evaluate proposals:

PLEASE RESPOND TO THE EVALUATION CRITERIA FOR EQUAL BIDS.

No.	Evaluation Criteria for Equal Bids	Points
1	Understanding the scope of services	10
2	Demonstrated professional skill and credentials Will the software updates affect operation hours? Does your software offer virtual tours for facility reservations?	15
3	Related experience Does your program integrate with TylerMunis Financial Software? What options do you provide for importing data? How long do you hold information for? For report purposes, is the data kept forever or Is data removed after (X) amount of years>	20
4	Quality of proposal	15
5	Approach to performing these type of services Do you have the ability to offer a mobile app? Do you have the ability to use biometrics to check-in or use mobile check-in? Does the hardware you provide have contactless payment options for in-person users? Do you have export options for activity program guides?	10
6	Familiarity with City, County and State procedures	20
7	References/satisfaction of previous clients Do you have a support center? What are the days and times (time zones)? What is the average turnaround time on resolved trouble ticket?	10
	TOTAL	100

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures.

PROJECT SCOPE AND SPECIFICATIONS
COMMUNITY SERVICES ACTIVITY AND FACILITY RESERVATION SOFTWARE

OVERVIEW

The City is seeking an “off-the-shelf” software package to support the key functions performed by the department. An acceptable solution will provide functionality to meet these key areas:

- Activity Registration
- Customer Management
- Facility Booking and Reservations
- Memberships
- Sports League Management
- Instructor Management
- Marketing and Outreach
- Payments and Refunds
- Point of Sale
- Registration Reporting
- Financial Reporting
- Financial Accounting
- System Monitoring (Auditing)
- Attendance Tracking
- Camp Registration
- Scholarship Tracking

Each Proposer must provide a software solution that meets the key areas listed above.

The City is interested in the Proposer identifying any specific hardware requirements needed to work in concert with the software. This may include point of sale devices, badge/card readers, biometric devices, etc.

The City is looking for a contractor to implement the software at the City. The contractor shall provide the methodology and timeline to implement the new software.

The implementation methodology should include **at a minimum** the following tasks through the Go-Live Date:

- Project management services
- Implementation planning
- Software installation, if applicable
- Software configuration, if needed
- Interface development between the application and other City systems (e.g. Tyler-MUNIS)
- Data import from current system
- System testing approach
- Training plan, including online training of department staff
- Documentation (e.g. software “how to manuals”)
- Final deployment and go-live support

Proposer shall clearly state if the proposed software will be hosted locally or remotely. The City maintains ownership of the data, and should have access to any and all information upon request.

REQUIREMENTS

At a minimum, the proposed solution must address the following requirements:

General

The proposed recreation management software system must:

- Be mobile compatible with both iOS and Android platforms, including mobile enrollment and payment.
- Be web friendly for both MS Windows and iOS
- Have document upload/storage capability

It is highly desirable that the recreation management software system meet Web Content Accessibility Guidelines (WCAG) 2.0 Level A, AA for public facing websites. In addition, WCAG 2.1 standards are encouraged to address accessibility on mobile devices.

The following specific categories have corresponding requirements.

Activity Registration

The City uses a distributed approach for course and activity management. Each recreation/community center supports all of these functions — activity setup, registration management, wait-list management, payments, instructor assignment and management, attendance, etc. A proposed solution must have the ability to easily register for activities both in person or securely online. A system should include a fully designed registration page to visually match our department website, along with an easy-to-use and search course catalog. Activity registration must have the capability to manage “waitlist” and “wish list” information for all Department activities.

Calendar Sync

The proposed system must have the ability to export event information to end-user Google and Outlook calendars.

Customer Management

The City has customer records between RecPro, Safari, and Book King. As part of individual customer management, the proposed system must be able to track and manage the required annual signing of participant/facility liability waivers.

Facility Booking and Reservations

The City rents indoor and outdoor facilities to the public at over 20 locations, including, but not limited to, classrooms, auditoriums, banquet halls, kitchens, picnic areas, gymnasiums, baseball diamonds, multi-purpose athletic sports fields, open park spaces and pools. Each community center/department location manages its own facility rentals. All other rentals are managed by the facilities registration section of the department.

The proposed system must have the ability to reserve a variety of facilities in person and online. Facility permitting approvals must be in a process that separates reviews and approvals by system roles and responsibilities.

The proposed system must have the ability to allocate, organize, and reserve facility assets, such as chairs, tables, A/V equipment, and related equipment.

Memberships

The City requires membership functionality for managing facility use (i.e. fitness areas) by its customers. The ability to create a variety of memberships; sell memberships (seasonal/non-seasonal), punch cards, or key-fobs in-house or online; and scan members in and out of facilities is required.

Boxing and Fitness – Memberships are sold for gymnasium use at the following facilities: Veterans Sports Complex, Foisia Park Boxing Center, Carson Park Gym, and Stevenson Park Gym. Currently, Membership ID cards are printed for each individual member. Each card contains a customer’s name and picture. The proposed software must provide various ways to confirm membership status which may include biometrics, bar code scanning and magnetic stripe scanning, QR codes, and manual keyboard entry. Any solution must track user history and account status.

League Management

The City requires the ability to set-up registrations by team or individual, manage assessments, track game results, and auto-schedule games and tournaments with drag-and-drop adjustments.

Data Import

The City requires the import of data/content from the current database into the new system, including but not limited, to future bookings, all activities, and active memberships. Proposal must include a data import strategy.

Merchant Options/Credit Card Processing

The proposed system must include the ability to process both credit and debit card transactions. All transactions must be in compliance with the PCI DSS mandates. The payment process must have the ability to pass on a service fee to the customer to cover the cost of processing the transactions. The processing system must be able to show PCI compliance according to industry standards.

It is desired that the processing of both credit and debit card transactions will integrate with the **Forte** Payment Gateway and the City’s own Merchant Account. The vendor may offer other Gateway and Merchant Account options which will be evaluated as to its benefit.

Marketing and Communication

In order to integrate the City’s marketing and communication functions into the recreation management software system, the following functionality is essential:

- Email/Text Communication Platform (automatically send to participants)
- Customer List Tool (ability to create and export lists in .csv format)
- Site builder AND/OR HTML Editor (ability to edit public facing website)
- Email Analytics:
 - Number of delivered emails
 - Number of opened emails
 - Number of “clicks” of included web links

- Bounce-back and unsubscribed email addresses
- Geographical data
- Google (or similar) Website Analytics:
 - Number of sessions
 - Number of organic searches
 - Number of direct searches
 - Demographic data
 - Device tracking/recognition
 - Time spent
- Google (or similar) Tag Manager:
 - Set website goals (track registration steps)

Payments and Refunds

The proposed solution must be able to accept cash, checks, and credit and debit card payments for all activities and facility use permits. The system must be able to generate daily transaction reports to reconcile payments with activity/facility use permit activity. In the event that refunds are requested, the system must be able to credit a customer's account as a refund option.

Note: Must demonstrate compliance with PCI DSS standards.

Point of Sale

The point of sale (POS) feature must have the ability to sell merchandise and keep track of inventory and shall work with cash drawers, barcode readers, receipt printers and credit card readers with touch screen capabilities.

Reporting

The City requires a wide range of reporting capabilities. For example, participation and attendance report information is used for planning purposes, and financial information is required to reconcile participant information with collected revenue. The software will provide completely customizable reports that can be saved, emailed or exported in a .csv format.

Integration

The proposed system must have the ability to integrate any/all data from the recreation management software with City systems (i.e. Tyler-MUNIS). A proven integration utilizing Tyler Cashiering to Tyler Accounts Receivable and General Ledger is highly preferred. This integration must include the update and reconciliation between these City's applications and the vendor's proposed solution.

System Monitoring (Internal Controls)

The proposed system must have key internal control capabilities to ensure the reliability of system information and allow users to demonstrate compliance with the City's policies and procedures. The system should also have the ability to perform a variety of monitoring and reporting functions. Examples of key internal controls include, but are not limited to:

- Ensure adequate segregation of duties to ensure no single (non-system administrator role) has the ability to create, edit/delete, and reconcile any activity or transaction in the system.
- Ability to communicate alerts and/or require specific authorization from a higher level user when transactions meet a certain dollar amount threshold;
- Ability to generate reports based upon transaction history by activity and by system user.
- Ability to create an audit trail for every transaction in the system.

System Implementation

The vendor must provide the following implementation services:

- Assignment of a dedicated Project Manager to the City's engagement. Vendor's Project Manager will be the single point of contact for communications, project coordination and vendor accountability issues.
- Provision of a Project Schedule in MS Project 2010 or 2013 format, organized by phase, with milestone deliverables clearly identified.
- Attendance by the vendor's Project Manager at project status meetings and other meetings as requested by the City's Project Manager to facilitate and coordinate planning, implementation, testing and training activities.
- Preparation and/or maintenance of other project records as requested by the City's Project Manager.
- Coordination with the City's Project Manager for management of the project budget.

Change Orders

Any additional work identified during the course of the project that is deemed necessary, but outside the original Scope of Work, must be recorded as a Change Order and approved by the City's Project Manager before work is started.

PROJECT LOCATION

Main Location:

City of Carson Corporate Yard
Community Services and Recreation Department
18601 South Main Street, Carson, CA 90746

Facility Locations:

In addition, the City has up to 20 public facilities city-wide that require recreation management software POS (credit card/chip readers) equipment.

Facility Locations:

In addition, the City has up to twenty (20) public facilities city-wide that require recreation management software POS (credit card/chip readers) equipment.

FACILITY	ADDRESS
City Hall	701 E. Carson Street, Carson, CA 90745
Community Center(Includes the Stroke Center and Senior Center)	801 E. Carson Street, Carson, CA 90745
Veterans Sports Complex	22400 Moneta Avenue, Carson, CA 90745
Corporate Yard	18601 South Main Street, Carson, CA 90746
Anderson Park	19101 Wilmington Avenue, Carson, CA 90746
Calas Park	1000 E. 220 th Street, Carson, CA 90745
Carriage Crest Park	23800 S. Figueroa Street, Carson, CA 90745
Del Amo Park	703 E. Del Amo Boulevard, Carson, CA 90745
Carson Park	21411 S. Orrick Avenue, Carson, CA 90745
Dominguez Park	21330 Santa Fe Avenue, Carson, CA 90810
Dolphin Park	21205 Water Street, Carson, CA 90745
Foisia Park/Fabela Chavez Boxing & Fitness Center	23410 Catskill Avenue, Carson, CA 90745
Hemingway Park	700 E. Gardena Boulevard, Carson, CA 90746
Mills Park	1340 E. Dimondale Drive, Carson, CA 90746
Stevenson Park	17400 Lysander Drive, Carson, CA 90746
Veterans Park	22400 Moneta Avenue, Carson, CA 90745
Carson Pool	21436 S. Main Street, Carson, CA 90745
Dominguez Aquatic Center	21330 Santa Fe Avenue, Carson, CA 90810
Foisia Pool	23410 Catskill Avenue, Carson, CA 90745
Hemingway Aquatic Center	16605 S. San Pedro Street, Carson, CA 90746

DURATION AND SERVICE DATES

The Project Schedule must be coordinated with the City’s Community Services Department and not interfere with seasonal activity registration time periods. The City intends to award a three –year contract with the option for three (3) additional two- year extensions. Upon contract award, the completion timeline will be finalized.

The vendor shall include a proposed work schedule to indicate duration of phases along with any project milestone and or deliverables needed to complete the project within the timeframe.

Vendor shall also include an estimate on the amount of time to be spent with City staff for implementation team training.

The initial term of the contract resulting from this RFP shall be for three (3) years from the date of execution by the City. The contract may be extended three (3) times for an optional two-year extension period for each extension, subject to the approval of the City.