



**THE RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 1  
Issued October 16, 2025**

RFP #239 – Maintenance, Operations, and Staffing of BREC’s Liberty Lagoon Water Park and Community

**Bid Opening: 11:00 A.M. CST October 28, 2025**  
Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

Addendum No. 1 is being issued to answer the following inquiries directed to the Recreation and Park Commission for the Parish of East Baton Rouge, BREC, in reference to the above reference solicitation. Addendum No. 1 is being issued as a response to the inquiries to clarify specific information. The bid opening for RFP #239 – Maintenance, Operations, and Staffing of BREC’s Liberty Lagoon Water Park and Community is scheduled for October 28, 2025 at 11:00 A.M. CST

**Part I: Questions and Answers (1 – 10)**

**Question #1: I did want to ask if there was a way I could view the sites or meet with a contact familiar with the operations?**

**Answer: Any vendor wishing to visit the sites must contact the individual listed below to schedule an appointment. Appointments may be scheduled between October 20, 2025 and October 23, 2025, during the available hours of 8:00 AM to 4:00 PM.**

**Ryan Reed:**  
**Mobile (225) 4135557 or Office (225) 272-9200 x1300**  
**Email: [Ryan.Reed@brec.org](mailto:Ryan.Reed@brec.org)**

**Question #2: What dates and hours are the pools desiring to be open through each year?**

**Answer: We’d like your proposal to include recommendations on dates and hours of operation for each pool, based on your expertise and knowledge of best practices in the field.**

**Question #3: Are any kind of programming or swimming lessons part of the contractor’s desired offering?**

**Answer: Swim lessons and programming should be included as part of your proposal. We’d like to see recommendations on what could be offered to enhance community use and participation.**

**Question #4: What chemical systems are each pool on so we can budget costs, etc.?**

**Answer: All of our pools use liquid Chlorine and Muriatic acid.**

**Question #5: Is the intent for the chosen contractor to also be in charge of fees/revenue collection?**

**Answer:** Yes, it is our intent that the chosen contractor will oversee fee collection and revenue management.

**Question #6: Will BREC allow the selected contractor and their subs access to janitorial and cleaning supplies or does the contractor need to supply those directly?**

**Answer:** The contractor is responsible for all daily custodial tasks and cleaning operations, including providing necessary supplies and equipment. The Scope of Services (Attachment A) states that the contractor will “perform daily custodial tasks, litter collection, pool cleaning, equipment inspections, and routine repairs.” This item is not specifically outlined in the RFP. BREC will review and discuss the proposed approach with the selected contractor and Aquatics subject matter experts during contract development to determine the most appropriate method based on operational requirements and best practices.

**Question #7: We see there is currently a contract in place for bulk pool chemicals at Liberty Lagoon. Will the selected contractor be responsible for supplying those chemicals or will the contract with the current supplier remain in place?**

**Answer:** The RFP does not specifically define responsibility for bulk chemical supply. BREC may retain existing vendor contracts for chemical procurement, while the contractor will be responsible for on-site storage, application, and water quality testing in accordance with regulatory standards. Any changes to supplier arrangements or procurement responsibilities will be reviewed with BREC’s Aquatics subject matter experts prior to contract execution.

**Question #8: If there are physical improvements such as a lifeguard first aid cabana, turnstiles, updated kitchen equipment, or other security equipment, is that the responsibility of the selected contractor or in partnership with BREC?**

**Answer:** The RFP does not specify responsibility for capital or structural improvements. Based on the scope, “turnkey maintenance, operations, and staffing” excludes new construction or major equipment installations. Any such improvements would remain under BREC’s authority or require a separate written agreement approved through BREC’s standard procurement process.

**Question #9: Will BREC supply equipment such as AED’s, lifeguard stands, backboards, and rescue tubes?**

**Answer:** The RFP does not specify whether BREC will provide these items. Based on the scope, the contractor is responsible for maintaining and providing safety and rescue equipment required for daily operations. Existing equipment, such as AEDs or lifeguard stands, may be supplied by BREC at contract initiation, with ongoing maintenance and readiness managed by the contractor.

**Question #10: Are there minimum certification requirements for lifeguards, management, and/or corporate management of the selected contractor?**

**\*\*This would be answered with Addendum No. 1.**



## Part II: Revision and Replacement of Schedule A – Scope of Services

The following changes are being made to the solicitation:

### 1. Current Solicitation

Remove page 24, Schedule A – Scope of Services

#### Revision

Replace page 24, Schedule A – Scope of Services with the following:

- Schedule A Revised

Page 24, Schedule A – Scope of Services and Page 24-2 (See Attachment)

BREC will accept the scanned copy; however, the company for award will have to get an original hard copy with all appropriate signatures and documents will be required to be notarized.

**At this time, all other terms, conditions and specifications shall remain the same.**

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's bid or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to the proposal deadline in an envelope marked with the sealed bid number, bid deadline date and time. If you have not submitted your proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

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(Company)

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(Date)

## **Attachment A**

### **Scope of Services**

The selected contractor will provide turnkey maintenance, operations, staffing, for Liberty Lagoon Waterpark and BREC's community pools in accordance with industry best practices, the CDC, Model Aquatic Health Code, and all applicable Louisiana state regulations. All work must reflect the highest standards of safety, customer service, and facility care. Any deviation from the minimum specifications is acceptable only if it exceeds the stated requirements or enhances the quality and reliability of service. Failure to comply with these standards may result in termination of the contract.

The contractor's responsibilities include managing all daily operations during scheduled hours while ensuring professional, consistent enforcement of safety rules and policies. Exceptional guest service and community engagement are expected, supported by unannounced audits and live rescue drills to maintain operational readiness.

Staffing duties include recruiting, certifying, scheduling, and supervising lifeguards, instructors, guest service teams, and managers. The contractor will provide professional development and ongoing in-service training, maintaining staffing levels that meet or exceed industry safety standards.

Facility maintenance and water quality management are integral to this scope. The contractor will perform daily custodial tasks, litter collection, pool cleaning, equipment inspections, and routine repairs, while testing and documenting water chemistry to meet regulatory standards. Any emergency or out-of-scope repairs must be coordinated with BREC, which reserves the right to engage alternative providers as needed. The contractor will be responsible for damage caused by misuse of equipment or chemicals.

The contractor will collaborate with BREC to expand outreach and ensure equitable access to aquatic opportunities.

The contractor will retain authority to close facilities when inclement weather, unsafe conditions, or mechanical issues arise, with notice to BREC within one hour of the decision. In such cases, charges to BREC will be reduced or waived as appropriate.

Finally, the contractor will maintain clear and timely communication with BREC staff. Monthly invoices must detail costs, services provided, and any credits due to closures. Incident reports, maintenance logs, and chemical records must be submitted as required. BREC reserves full access to verify service quality and may require resolution of deficiencies within forty-eight (48) hours.

**Subject:** Clarification of Certifications and Qualifications Required for Onsite Management Staff

**Purpose of Addendum**

This addendum is issued to clarify and expand the minimum certification and qualification standards for individuals responsible for onsite management and operational oversight of BREC's Liberty Lagoon Waterpark and Community Pools, as referenced in Attachment A – Scope of Services.

**Onsite Management Qualifications**

The selected contractor must ensure that all individuals providing onsite management, operations supervision, and safety oversight at any BREC aquatic facility hold appropriate and current professional certifications relevant to the aquatics industry.

At a minimum, onsite management personnel shall:

1. Possess current Aquatic Facility Operator (AFO) certification issued by the National Recreation and Park Association (NRPA), or Certified Pool Operator (CPO) certification issued by Pool & Hot Tub Alliance (PHTA), or an equivalent certification.
2. Possess current Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) certification issued by the National Recreation and Park Association (NRPA).
3. Demonstrate knowledge of national standards consistent with the Commission for Accreditation of Park and Recreation Agencies (CAPRA) for operational best practices.
4. Maintain valid CPR, First Aid, and Lifeguard Instructor certifications, as applicable to their supervisory role.
5. Have a minimum of three (3) years of experience in aquatic facility management or operations, including direct supervision of staff.
6. Participate in or maintain membership with at least one of the following recognized professional organizations to ensure ongoing professional development and adherence to national standards:
  - National Recreation and Parks Association (NRPA)
  - World Waterpark Association (WWA)
  - Pool and Hot Tub Alliance (PHTA)
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**Professional Development and Training**

The contractor must provide documentation verifying certifications for all onsite management staff prior to contract initiation and ensure that certifications remain current throughout the contract term. Continuing education and in-service training plans should demonstrate alignment with best practices promoted by the related professional organization.

**Summary**

These qualifications are intended to ensure that all onsite management staff demonstrate the technical expertise, operational competence, and professional accountability required to maintain safe, efficient, and high-quality aquatic facilities consistent with BREC's mission and Imagine Your Parks 3 vision.