



RFQ No.: HLVRA-2026-01

Issue Date: September 15, 2026

Submittal Deadline: October 15, 2026

Request for Qualifications: Qualified Pool Operator

The Honey Lake Valley Recreation Authority ("Authority" or "HLVRA") is requesting Statements of Qualifications (SOQs) from qualified and experienced swimming pool management and maintenance companies to provide routine pool operations, maintenance, water chemistry management, equipment monitoring, cleaning, and related services for the Honey Lake Valley Community Pool, located at 800 South Street, Susanville, California.

The Authority is seeking a qualified pool operator capable of providing reliable, professional, and cost-effective services for an outdoor community aquatic facility serving residents throughout the Honey Lake Valley and Lassen County. The primary pool season generally occurs from May through September, weather permitting, although the Authority may modify the operating season based on weather, staffing, programming, facility conditions, or other operational considerations.

The Authority intends to retain responsibility for daily pool operations and public-facing activities while utilizing a qualified contractor to provide additional maintenance, technical expertise, and qualified pool operator support. The Authority will provide daily visual inspections, daily/regular water chemistry testing, chemical adjustments, daily cleaning, monitoring of equipment and keeping of operational records.

The selected operator will work in coordination with the Authority's Executive Officer, Pool Manager, and other designated Authority staff.

Anticipated Scope of Services

The following scope represents the Authority's anticipated needs. The Authority may modify, expand, or reduce the final scope based upon the qualifications and capabilities of the selected operator.

- Water Quality & Chemical Management
- Comprehensive Pool Cleaning and Preventative Maintenance
- Chemical System Inspection, Equipment Inspection and Maintenance
- Seasonal Opening and Closing Activities
- Recordkeeping and Reporting
- Troubleshooting and Emergency Response

Certifications/Qualifications

Respondents shall identify all licenses, certifications, registrations, and other qualifications applicable to the proposed services.

Depending upon the services proposed, the selected contractor and its personnel may be required to possess applicable California certifications, including appropriate pool operator, water treatment, safety, or other credentials.

Respondents shall identify the certifications held by personnel who would be assigned to the HLVRA account.

Experience and References

Respondents shall provide information for at least three (3) current or recent public pool clients for whom the firm has provided comparable services. For each reference, provide client name; facility name; location; contact person; telephone number; email address; dates of service; services provided; approximate facility size; and whether the facility is seasonal or year-round.

The Authority reserves the right to contact references and other public agencies for information regarding the respondent's qualifications and performance.

Approach to Services

Respondents should provide a detailed description of their proposed approach to scope of services requested in maintaining the Honey Lake Valley Community Pool and recommend an appropriate service schedule based on their professional experience.

A facility information sheet is available for review at www.honeylakepool.com

Insurance Requirements

The selected contractor shall maintain insurance coverage acceptable to the Authority throughout the term of the agreement. At a minimum, the contractor should anticipate requirements for: Commercial General Liability; Automobile Liability; Workers' Compensation; Employer's Liability; and Professional or Errors and Omissions Liability, if applicable to the services provided.

The Authority will require the Honey Lake Valley Recreation Authority to be named as additional insureds as appropriate, specific insurance requirements will be included in the final agreement.

Indemnification

The selected contractor shall be required to indemnify, defend, and hold harmless the Authority, its officers, directors, employees, agents, and representatives from claims, damages, losses, liabilities, costs, and expenses arising from the contractor's negligent acts, errors, omissions, or willful misconduct in the performance of the agreement, to the extent provided by applicable law. Specific indemnification language will be included in the final agreement.

Submittal Requirements

Statement of Qualifications should include pertinent business information, qualifications, relevant experience, proposed team, approach to services, service schedule and references. Respondents are encouraged to provide sufficient fee information for the Authority to understand the anticipated cost of services.

Questions and Clarifications

All questions regarding this RFQ shall be submitted in writing to Jolene Arredondo, Executive Officer of the Honey Lake Valley Recreation Authority via email to jaredondo@cityofsusanville.gov

A facility information sheet is available for review at www.honeylakepool.com

Submission Deadline and Delivery

Statements of Qualifications must be received no later than: **4:00 P.M. on October 15, 2026**

SOQs shall be submitted electronically to: jarredondo@cityofsusanville.gov with subject line: **RFQ – Honey Lake Valley Community Pool Operator**

If hard copies are required, submit to:

Honey Lake Valley Recreation Authority
66 N. Lassen Street
Susanville, CA 96130
Attn: Jolene Arredondo

Late submissions may be rejected.

The Authority reserves the right to reject any or all SOQs, waive minor irregularities, request clarification or additional information, interview respondents, negotiate with one or more qualified respondents, and select the firm determined to be in the best interest of the Authority.

SOQs submitted in response to this RFQ may be subject to disclosure under the California Public Records Act.

Respondents should clearly identify any information they believe is exempt from disclosure under applicable law. The Authority does not guarantee that information identified as confidential will be exempt from disclosure.

The selected contractor shall comply with all applicable federal, State, and local laws regarding nondiscrimination and equal employment opportunity.

Respondents shall disclose any actual or potential conflict of interest that may arise from providing services to the Honey Lake Valley Recreation Authority.