

VILLAGE OF RIDGEWOOD

REQUEST FOR PROPOSALS

RECREATIONAL PROGRAM INSTRUCTION
WITH THE DEPARTMENT OF
PARKS AND RECREATION
CONTRACT YEAR 2018

ISSUE DATE: OCTOBER 16, 2017

DUE DATE: MONDAY, NOVEMBER 20, 2017

TIMOTHY J. CRONIN
Director of Parks and Recreation
Village of Ridgewood
259 North Maple
Ridgewood, NJ 07451
(201) 670-5560
recreation@ridgewoodnj.net

The Village of Ridgewood is requesting proposals (RFP) from interested persons and/or firms for various recreational program instruction of various interests; including, but not limited to, science enrichment, art, music, aviation, nature, nutrition, health, fitness, equestrian, sports, self-defense, etc.

VILLAGE OF RIDGEWOOD
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
RECREATIONAL PROGRAM INSTRUCTION AND ENRICHMENT

NOTICE IS HEREBY GIVEN, for applicants in the position of providing recreational instruction and enrichment, that the following factors will be taken into consideration by the Department of Parks and Recreation of the Village of Ridgewood as the basis of an award for professional services most advantageous to the Village:

*I. **SERVICES REQUIRED***

The successful candidate/s will provide services in a professional and timely manner as determined by seasonal session agreements. A seasonal commitment for weekly sessions and complete program detail is necessary.

Contract term will be for one year, commencing January 1, 2018 through December 31, 2018.

A certificate of \$2,000,000 liability insurance, which names the Village of Ridgewood as additionally insured, may apply. A Hold Harmless Agreement must be submitted by successful candidates.

A NJ Business Registration Certificate is required.

Criminal background checks on **all** individuals providing instructional services to the Parks and Recreation Department are required and must be completed privately through an independent contractor. Written proof is to be provided prior to program commencement.

Specific requirements which apply to various program offerings are as follows:

Art – Instructor must hold vast knowledge in all areas of art media, history, relative timeline, individual artists and their contribution and specific time period. Each course curriculum must consist of art education, related art projects and accompanying music.

Instrumental Instruction – Professional staff required to instruct pre-school/elementary students in music theory with an introduction to musical instruments (guitar, piano, et al.). Curriculum must be provided by instructor.

Nature – Certified educator and/or naturalist must possess expert knowledge in the fields of flora/fauna, ornithology, ecology, and environmental science and must be able to share this expertise with young children on a weekly basis. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, may be required.

Hobbies (e.g. Aviation, Scrapbooking) – A diversity of projects consisting of model building, scrapbooking, arts and crafts, printmaking, etc. will be presented to school age children each week. Comprehension of systems building and ability to follow directions will be emphasized. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, may apply.

Academic Enrichment (e.g. Math, Science, Language Arts). The instructor must be a certified educator with extensive knowledge and experience in teaching children the specifics of detailed subject. Accompanying data and information is required. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, may be required.

Nutrition, Health & Fitness – Education in the value of proper health, fitness and nutrition principles and the appropriate respective delivery of this doctrine to different audiences (young children, adults and senior citizens). Specialized instruction in specific areas such as meditation, yoga, nutrition counseling, Pilates, weight training and walking will be presented weekly. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, must be provided.

Equestrian - In addition to instruction, proposal shall include providing/transporting horses to the Village of Ridgewood for scheduled instructional sessions. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, must be provided.

Tennis – A comprehensive background in tennis as a certified tennis professional, one able to orchestrate staff, facility and instruction to both children and adults on a seasonal basis is necessary. Instruction must include an emphasis on eye-hand coordination, proper stroke development, techniques, and strategies of the game. A certificate of

\$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, must be provided.

Golf – Professional staff required to instruct all aspects of the game of golf to both children and adults, morning and afternoons weekly. Instruction must include swing fundamentals, stance, rules, etiquette and safety to all levels of play on a weekly basis. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, must be provided.

Multi-Sports - A comprehensive program with certified staff to promote an atmosphere of integrity, self-esteem, positive values and good sportsmanship while exploring the basics of movement, eye-hand coordination and an introduction to a wide variety of sports for young children ages 3 through 14. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, must be provided.

Self-Defense – Program requirements for staff are instructors with a black belt degree, able to instruct beginners through advanced children in self-defense techniques. Curriculum specifics should also include karate, self esteem, self discipline, defense and safety awareness. Instructors are to meet weekly for course after school hours. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, must be provided.

Kayak Instruction – Knowledgeable instructor must have vast experience in canoe/kayak instruction, safety, skill development and expertise on the water and outdoor environments in a group setting. Curriculum should include instruction, in the water training and specifics for a paddle tour off premises.

Specialty Sport – Professional staff will be required to instruct all aspects of the game offered; technique, strategy, scoring, rules, etc. A certificate of \$2,000,000 liability insurance, naming the Village of Ridgewood as additionally insured, must be provided.

II. QUALIFICATIONS

Send resume and letter application for program instruction to include:

- a. Experience, qualifications and reputation in the field for the position sought. A copy of your professional license must be submitted if applicable.
- b. Professional and support staff, location of firm's offices. Point of contact for questions/problems must include telephone, fax, and email address.
- c. Curriculum for review.
- d. Availability to accommodate required meetings.
- e. References in general.
- f. Itemized fees to be charged to the Department of Parks and Recreation for instruction and materials if applicable.
- g. Proof of recent positive background check on employees directly involved in program instruction.

III. SUBMISSION

- a. Responses should cover all information requested. Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent.
- b. Submit one ORIGINAL proposal.
Faxed or E-Mailed proposals will NOT be accepted.
- d. Submit all materials in a sealed envelope addressed to the Village of Ridgewood, c/o Timothy J. Cronin, Director of Parks and Recreation, 259 North Maple Avenue, Ridgewood, NJ 07451 to be received on or before 2:00 p.m. on Monday, November 20, 2017. Questions regarding this request for proposal should be directed to Timothy J. Cronin in writing via recreation@ridgewoodnj.net.

IV. **SELECTION**

Selection of professionals shall be based on the criteria set forth in this document. The Department of Park and Recreation reserves the right to negotiate terms to obtain the most advantageous situation for the Village of Ridgewood.