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REQUEST FOR PROPOSAL

To:

From: Steve Paustian, Parks & Recreation Director
City of Grand Island, Nebraska

Subject: Management and Operation of the Racquet Center

Date: February 22, 2010

The Grand Island Parks & Recreation Department is seeking Proposals for the Management and Operation of the Racquet Center.

The Proposals are due March 11, 2010 by 4:00 p.m. (Local Time). Five (5) copies of the proposal shall be submitted to:

RaNae Edwards, City Clerk
City Clerks Office
P.O. Box 1968
Grand Island, NE 68802

Any questions in responding to this RFP should be directed to **Steve Paustian at (308) 385-5444 extension 290**. We look forward to receiving your response to this request.

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR MANAGEMENT AND OPERATION OF THE RACQUET CENTER
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

Sealed proposals will be received by the City Clerk, City Hall, 100 E. First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802 until **4:00 p.m. (local time) on March 11, 2010** for furnishing **Requests for Proposals for the Management and Operation of the Racquet Center** for the City of Grand Island. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposals. Contact the Parks & Recreation Department at (308) 385-5444 ext. 290 for further information.

The award winning offeror will be required to comply with the City's insurance requirements.

Proposals will be evaluated based upon qualifications, previous experience of similar scope, contract terms and conditions and operation plan. Proposals shall remain firm for a period of sixty (60) days after proposal due date. The City of Grand Island reserves the right to refuse any or all proposals and to select the proposal deemed to be in the City's best interest, at its sole discretion.

RaNae Edwards, City Clerk

**REQUEST FOR PROPOSALS FOR
MANAGEMENT AND OPERATION OF THE RACQUET CENTER
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

SCOPE OF WORK

The Parks & Recreation Department of the City of Grand Island, Nebraska, is soliciting proposals for the **Management of Operation of the Racquet Center** owned by the City of Grand Island, Nebraska, and directed under the Parks and Recreation Department. The proposed use of the facility shall continue to function as a tennis facility with the allowance for other activities as authorized by the City. Proposals that offer activities that conflict with City programming will be discounted, in the evaluation process.

The Racquet Center is located at 2204 Bellwood Drive, Grand Island, Nebraska. The existing facility has three indoor tennis courts and one artificial turf court and two outdoor tennis courts. There is also a lounge area and both men's and women's locker rooms located within the facility.

The purpose of this proposal is to provide for the City of Grand Island a management and operation proposal for the Racquet Center so that it can continue in operation. It is anticipated that the City will be willing to negotiate a lease of the facility for a five year term with renewal options depending upon the proposal's conditions.

Proposals will be received until **4:00 p.m. (local time) March 11, 2010**, and sent to the City Clerk, City Hall, 100 E. First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802. Proponents are requested to submit **five (5) copies** of their proposals.

PROPOSAL SPECIFICATIONS

The proposal shall include:

- a. The proposed rent for the facility by the contractor to the City of Grand Island.
- b. A detailed outline of all repairs that contractor proposes to perform including a timeline for specified repairs during the initial contract period.
- c. A showing of the ability to meet the expenses for making the necessary repairs that demonstrates the ability to perform obligations specified under item b.
- d. Long term development plan beyond initial 5-year period.

OVERVIEW

The proposal should contain an overview statement as to how the management and operation of the facility will be performed. The background, experience and qualifications in both the management of a business and knowledge of tennis and any tennis certification should be clearly outlined for each of the individuals responsible for the day to day operation of the facility. It is anticipated that the proposal will include:

- 1 The proposed hours of operation of the Racquet Center for the entire calendar year, including both winter and summer operation hours.
- 2 Proposed uses of the facilities including non-tennis and how and when such uses of the building would be allowed.
3. A proposed listing of proposed tennis leagues, lessons and other proposed uses of the facilities including open play.

The contractor shall be responsible for furnishing at contractor's expense, all labor, materials, equipment and other items necessary to carry out the terms of its proposal. The contractor shall further be responsible for all supplies and equipment used in the facility.

It is anticipated further that the contractor shall furnish duly qualified and experienced workers to carry out the work to be performed under its proposal. The proponent should provide a qualified professional and shall at all times enforce strict discipline and maintain good order among the workers engaged in such work at the facility. It is further anticipated that all Federal, State and Local law be complied with at all times and that contractor shall not discriminate against any employee on the basis of race, religion, sex, national origin, political affiliation, disability or age, and shall comply with all applicable employment laws.

The proposal shall include the responsibility to maintain insurance for the racquet facility. The anticipated insurance required would include a comprehensive general public liability insurance policy in the amount of not less than One Hundred Thousand Dollars (\$100,000.00) for one person or Three Hundred Thousand Dollars (\$300,000.00) for any one accident involving injury to more than one person, property damage of not less than Fifty Thousand Dollars (\$50,000.00) for any one accident and furthermore, the proponent would hold the City harmless for any and all damages arising out of any act of the proponent and/or contractor.

FEES

The proposal is to include a proposed schedule of fees and prices applying to the use of tennis and other activities of the Racquet Center. The City of Grand Island reserves the right to review the schedule of fees and prices for the use of the tennis and other facilities of the Racquet Center. Such fees shall be negotiated between the parties and any changes to such fees after they are set shall once again be negotiated and agreed upon by the parties.

EVALUATION CRITERIA

The proposals will be evaluated with the following considerations:

- 20% Qualifications of personnel to be assigned to the management and operation of the facility based upon information available at the time of submittal. Other information may be requested by the City at a later date;
- 10% Previous experience with facilities of similar scope and nature;
- 25% Proposed lease terms and conditions;
- 20% Proposed approach and scope of services;
- 25% Ability of proposer to meet its commitment.

PROPOSAL PROTOCOL

Steve Paustian, Parks & Recreation Director will be the City's contact for additional information on this project, (308) 385-5444 ext. 290. The proposals must remain firm for sixty (60) days from the proposal due date. The City reserves the right to reject any and all proposals and to select the proposal which is deemed to be in the City's best interest at its sole discretion.

LEASE NEGOTIATIONS

The evaluation will rank the proposals. Staff recommendations and reports will be forwarded to the City Council for the City of Grand Island for approval. The Purchasing Division of the Legal Department and the Parks & Recreation Department will, upon direction of Council, try to negotiate a lease with the highest ranked proposer. If a satisfactory lease cannot be negotiated with the highest ranked proposer, then an attempt will be made to negotiate a lease with the next highest ranked proposer.