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REQUEST FOR PROPOSAL

To: Management Firms

From: Todd McCoy, Parks & Recreation Director
City of Grand Island, Nebraska

Subject: Management and Operation of the Heartland Public Shooting Park

Date: August 1, 2023

The Grand Island Parks & Recreation Department is seeking Proposals for the Management and Operation of the Heartland Public Shooting Park.

The Proposals are due August 21, 2023 by 2:00 p.m. (Local Time). One (1) copy and one electronic 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 **Todd McCoy at (308) 308-389-0290**. We look forward to receiving your response to this request.

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR MANAGEMENT AND OPERATION OF THE
HEARTLAND PUBLIC SHOOTING PARK
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 **2:00 p.m. (local time) on August 21, 2023** for furnishing **Requests for Proposals for the Management and Operation of the Heartland Public Shooting Park** 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) 389-0290 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
HEARTLAND PUBLIC SHOOTING PARK**

FOR THE CITY OF GRAND ISLAND, NEBRASKA

Scope

The City is seeking individual operators, joint ventures, or firms who are interested in operating and maintaining the City owned shooting range facilities at Heartland Public Shooting Park (HPSP). The Shooting Park is located at 6788 W Husker Hwy, Alda, Nebraska 68810.

The Heartland Public Shooting Park (HPSP) consists of 420 acres of land. Improvements to the site include nine skeet ranges, ten trap ranges, Olympic bunker trap, a fifteen station sporting clays course, rifle and pistol ranges, a seven acre lake, RV campground and archery venue. HPSP hosts numerous regional and national shooting sports events which includes the National 4H Championships, Zombies in the Heartland, USPSA Area 3 Championships, and more. Volunteers play a major role in the operation of the facility.

Proposals will be received until **2:00 p.m. (local time) August 21, 2023**, 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 **one (1) copy and one electronic** of their proposals.

Proposals from responsible firms or teams must include a business plan for managing HPSP operations and related services, handling all maintenance needs (including detailed maintenance standards and specifications), excelling at customer service, effectively marketing the facility, growing events, hiring and supervising all staff, making facility improvements, and implementing strategies to ensure the long-term success of the facility. The management agreement will be administered by the City, under the direction of the Director of Parks and Recreation or designee.

Operating Experience/Minimum Qualifications

Upon request, the Proposer shall furnish to the City such additional information necessary to satisfy the City that the Proposer has the necessary experience, expertise, competent and qualified personnel, and adequate equipment to perform all requirements of the work in the event of an award. Failure to provide the requested information in sufficient form necessary to satisfy the City that the Proposer has the ability to perform the work may result in its proposal being rejected.

Submittal Requirements

The submittal must contain the following information:

In order to provide each firm with an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of your proposal must contain the following elements organized into separate chapters and sections. Failure to adhere to this format may result in the disqualification of your proposal(s).

- Title Page and Table of Contents
- Transmittal Letter

Operations and Business Plans to include general outlines of:

- Detailed financial proposal/operating budget
- Grounds maintenance
- HPSP marketing
- Staffing
- Financial Capability Reporting and Accountability
- Capital Improvement Proposals, if any
- References

Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility that rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. The Proposer's offer must be good for 60 days.

These elements parallel the basis of the City's proposal evaluation criteria. The City is not responsible for failure to locate, consider, and evaluate qualification factors presented outside of this format. The following paragraphs provide guidelines to each firm for information to include in the proposal.

A. Title Page and Table of Contents

The proposal should begin with a title page bearing the name and address of the Proposer and the name and number of this RFP. This should be followed by a table of contents for the proposal. Information, which is claimed to be confidential, is to be identified after the Title Page and before the Table of Contents.

B. Transmittal letter

The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The letter should include the address of the office that would provide the services requested, telephone number, fax, email address, and website, if applicable. The letter should be signed by an individual who is authorized to commit the Proposer to the services and requirements as stated in this RFP.

C. Operations/Business Plan

Proposers must provide the outline of a detailed operations/business plan for the future operation of HPSP.

Annual Operating Budget—Expense/Revenue

Proposers must include proposed expense/revenue projections for the first two years of operations under the contract.

Staffing Plan

Proposers should include an estimated number of full-time and seasonal employees, respectively, and the positions these employees will fill.

- An organizational chart showing all full-time and part-time positions planned denoting the salary ranges or wage scales and the employee benefits for each position.
- A detailed resume of the experience, education, and certifications of all supervisory staff.
- A detailed timeline for the hiring of all employees.

Other Required Elements of Operations/Business Plan Submission.

- Description of marketing/promotion approach.
- Description of customer service and approach.
- Event management.
- Maintenance and equipment plan.

D. Financial Capability, Reporting and Accountability

The Proposer should have a demonstrated record of financial responsibility and capability commensurate with the obligations contemplated under this RFP.

Proposers shall demonstrate how they propose to ensure full deposit and accountability for all revenue, and provide sample reports and reporting schedule to City on budget vs actual, patrons and events.

Selection Criteria

Proposers are advised that the City intends to select the Proposer that the City determines is the most responsive and responsible and will provide the City with quality management, efficient services, revenue income or lowest appropriation based on the criteria set out below.

Upon receipt of the proposals, an evaluation team will determine the best proposal deemed most qualified.

The evaluation team may request additional information or interviews as needed.

The evaluation team will rely on the information contained and presented in the proposals and the reference checks made. Selection criteria will be based on the following:

Evaluation Criteria (100-Point Potential Score)

The committee members will independently evaluate the proposals based on the following criteria and associated point values:

A. Proposed Operations and Business Plan	30
B. Operating Experience	15
C. Management Fee Structure	30
D. Financial Capability/Reporting and Accountability	15
E. References	10

Based on the committee members' evaluation of the proposals, a composite rating will be developed which indicates the committee's collective ranking of the highest rated proposals in descending order.

Upon review of the proposals, the City will score the proposals and may shortlist and interview the highest ranking Proposers. Upon completion of the interviews, the highest ranking Proposer will then be asked to enter into contract negotiations with the City. If an agreement cannot be reached with the highest ranked Proposer, the City will move to the next highest ranked Proposer. The same process will be repeated with the other ranked Proposers if no such agreement can be reached. The City reserves the right to not select a Proposer as part of this process if an agreement cannot be reached with the interviewed Proposers.

Proposers should contact Todd McCoy 308-389-0290 to schedule any requested site visits or questions regarding current and historical facility operations that may relate to staffing, schedules, or financial records.

GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualification therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

INSURANCE

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

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$500,000 Combined Single Limit
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3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 each occurrence
	\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$1,000,000 each occurrence
	\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor. Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract. The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

FAIR EMPLOYMENT PRACTICES

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

LB 403

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

FISCAL YEARS

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

QUALIFICATION TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the proposal. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all qualifications, to waive defects or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Laura McAloon
308-385-5444, extension 140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.