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REQUEST FOR PROPOSAL

To: Interested Associations

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

Subject: Leasing of the Ashton Street Ball Field

Date: March 30, 2012

The Grand Island Parks & Recreation Department is seeking Proposals for the Leasing of the Ashton Street Ball Field.

The Proposals are due April 17, 2012 by 4:00 p.m. (Local Time). Three (3) 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 LEASING ASHTON STREET BALL FIELD
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 April 17, 2012** for furnishing **Requests for Proposals for the Leasing of the Ashton Street Ball Field** 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 LEASING ASHTON STREET BALL FIELD
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 **Leasing of the Ashton Street Ball Field** owned by the City of Grand Island, Nebraska, and directed under the Parks and Recreation Department. The proposed use of the field shall continue to function as a baseball field 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 Ashton Street Ball Field is located at the corner of Ashton and Oak Streets, Grand Island, Nebraska. The existing facility has one (1) baseball field.

The purpose of this proposal is to provide for the City of Grand Island a management and operation proposal for the Ashton Street field 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) April 17, 2012**, 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 **three (3) 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 upgrades that contractor proposes to perform including a timeline for specified upgrades during the initial contract period.
- c. A showing of the ability to meet the expenses for making the necessary upgrades 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 field will be performed. The background, experience and qualifications should be clearly outlined for each of the individuals responsible for the day to day operation of the field. It is anticipated that the proposal will include:

1. Proposed uses of the field and by whom.

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 at 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 to protect the City. 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.

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 field 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 fields 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.