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SPORTS COMPLEX MANAGEMENT SERVICES WITH OPTIONAL LEASE

NOTICE OF REQUEST FOR PROPOSALS

The City of Lindsay formally invites interested parties to submit proposals to provide Sports Complex Management Services with optional lease for the McDermont Field House (Complex) located at 365 N. Sweetbriar Ave., Lindsay, CA 93247.

CITY'S OBJECTIVE

The City is looking for a sports complex management services provider (Respondent) to privatize the operations and management of the Complex. Currently, the Complex provides recreational services to not only Lindsay residents and school children, but also to visitors, school children, sports leagues, sports camps, special events and concerts from across the Central Valley and California. The Complex's unique mix of physical fitness activities and entertainment venues makes it prominent part of Lindsay culture. The City wants to partner with the Provider who can best operate, manage and improve the Complex as a destination, economic driver and valuable part of the community.

Interested parties should carefully review this notice and adhere to each requirement to be considered for this opportunity.

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SUBMITTAL LOGISTICS

Number of submitted copied	One (1) unbound, hardcopy of proposal, not to exceed 30 pages One (1) electronic copy of proposal in PDF
Send submittal to	Bret Harmon, City Clerk bharmon@lindsay.ca.us 251 E. Honolulu, Lindsay, CA 93247
Envelope or Package	RFP No. 2017-11 Sports Complex Management Services

PDF Name	Respondent – RPF No. 2017-11 Sports Complex Management Services
Due Date and Time	Tuesday, November 21, 2017 by 4:00PM
Communications & Inquiries	Via email only to the City Clerk: bharmon@lindsay.ca.us
Reserved Rights	The City reserves the right request additional information or clarifications from respondents, or to allow corrections of errors or omissions; to retain all proposals submitted, and to use any ideas in a proposal regardless of whether that proposal is selected; and, to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of said City.
Protection	The City affirmatively ensures Minority Business Enterprises; Disadvantaged Business Enterprises (DBE), as defined in 49 CFR, Part 26; and qualified disabled persons will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against based on race, color, national origin, ancestry, handicap, gender, or religion in any consideration leading to the award of contract.

RFP SCHEDULE

Notice of RFP Release Date	October 26, 2017
Mandatory Conference	November 7, 2017
Proposals Due	November 21, 2017
Interviews	November 28-29, 2017
Evaluations	November 30, 2017
Negotiations	December 5-6, 2017
Final Selection	December 7, 2017
Council Approval	December 12, 2017
Contract Start	January 1, 2018

Each respondent must participate in the mandatory conference for the City to consider its proposal. The conference will be held at Lindsay City Hall at 251 E. Honolulu, Lindsay, CA 93247 on November 7, 2017 at 10AM. The meeting is expected to last no longer than two hours, depending on questions from the attendees.

BACKGROUND

The City converted the McDermont packing house into the McDermont Field House in the late 2000s, turning an empty facility into an economic engine for the City and area. It was a time of development and growth in the community. Construction of the Complex coincided with the construction of the Wellness Center a short distance from the Complex. The Wellness Center provides the community swimming pool and health-related offices and meeting venue, which makes it a complementary facility to the Complex. Currently, the Complex offers some membership levels that allow for joint use of the Complex and the Wellness Center.

Each year thousands of school children, sports camp participants and visitors from the surrounding area flood the Complex. The City has not had the resources to market and advertise effectively over the life of the Complex. Consequently, under the City's management, the Complex has neither reached its potential financially nor occupancy capacity. The City recognizes the need for a private entity to operate and manage the Complex.

The City encourages all respondents to walk the Complex prior to submitting proposals to understand the scale and scope of these amenities and attractions:

Attractions & Courts	Physical Fitness Amenities	Facility
Indoor surfing	Cross Fitness gym	Full kitchen
Laser tag arena	Traditional gym	Concessions
50' realistic rock wall	Free weights	Private party rooms
Arcade	Exercise machines	Dance room
Two indoor soccer fields	Cardio / Spin class studios	Meeting rooms
Boxing / martial arts arena	Children's gymnastics area	Administrative offices
Basketball courts	Childcare facility	Observation decks
Volleyball Courts	Locker rooms with showers	Vendor spaces

The Complex's website is www.mcdermontfieldhouse.com.

NATURE OF SERVICES REQUIRED

The successful respondent, as a private entity, would assume all management and operational responsibilities and duties for the Complex including all direct and indirect costs, staffing, financial management, maintenance, repairs, applicable taxes and business license. Respondents also have the option to propose a lease agreement with the City to give the respondent more flexibility in enhancing and utilizing the Complex.

The City is willing, but not requiring, to work in partnership with the successful respondent as a public-private partnership for a short period of time.

CONTENT REQUIREMENTS

Respondents should organize their proposals according to the order and requirements of each of these sections:

General Information	<ol style="list-style-type: none"> 1. Company name, address, telephone number and fax number. 2. Account Representative or contact person for clarification of any item contained in the proposal. Include telephone and fax numbers, if different from above. 3. Specify type of organization (individual, partnership or corporation) and if applicable indicate whether you are: <ol style="list-style-type: none"> a. Small Business. b. Disadvantaged Business. c. Minority and/or Women-Owned Business. 4. Provide your Federal Tax ID Number. 5. Personnel of the Proposer's company must be identified in the proposal with background information, and the company must give assurances of continuity of its personnel. A contact person needs to be identified. 6. Provide surety information for all sureties – General and Automobile Liability, E/O and Worker's Compensation. 7. References and referrals
Proposed Approach	<ol style="list-style-type: none"> 1. Summarize your approach and understanding of the requested services and any special considerations of which the City of Lindsay should be aware. Indicate clearly, the levels of participation you will expect from City staff in the fulfillment of the contract. Please indicate the proposed timetable for the operational management transition. 2. Meeting(s) 3. As an option, provide a maximum of two (2) pages containing additional information not included, nor requested, in the RFP, if you feel it may be useful and applicable to the project.
Staff Qualifications and Related Experience	<p>This section should demonstrate the qualifications of all professional personnel to be assigned to this project by providing resumes/experience summaries describing education, credentials, related experience and proposed roles for this contract.</p> <p>Note: Respondent may substitute any member of the project team, provided they have equal qualifications, without prior written approval of the City.</p> <p>Include descriptive information concerning the experience of the company. Include information about previous experience in recreational management and / or operational management.</p>
Conflict of Interest	<ol style="list-style-type: none"> 1. Disclose any financial, business or other relationship with the City or any member of the City staff that may have an impact on the outcome of the project.

	2. List current customers who may have a financial interest in the outcome of the project.
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SELECTION CRITERIA

Criteria	Demonstrated by	Weight
Proposal / Interview	Thoroughness and approach	10
Knowledge & Expertise	Staff, team and experience	25
Revenue Sharing / Cost	Maximized revenue sharing	25
Record of Past Performance	References	25
Number of Services Offered	Number of operational components in proposal	15

Prior to the award of contract, the City must be assured that the proposer(s) selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with the skills required, equipment/materials and financial resources sufficient to provide services called for under this contract. If, during the evaluation process, the City is unable to assure itself of the proposer(s)'s ability to perform under the contract, if awarded, the City has the option of requesting from the proposer, any information that the City deems necessary to determine the proposer's capabilities. If such information is required, the proposer will be notified and will be permitted seven (7) working days to submit the requested information.

GENERAL CONDITIONS

During the mandatory conference, the City will share its sample contract, insurance requirements and other legal requirements associated with the privatization of the Complex. It is essential for all proposers to attend the mandatory conference.

The City looks forward to reviewing proposals, conducting the mandatory conference and interviewing respondents. The Complex is and will continue to be a vital part of the City's culture and economic strategy.