

## REQUEST FOR PROPOSAL

The City of Gladewater is seeking proposals for the operation of its Ball Park Sports Complex located at 1006 E. Pacific in Gladewater, Texas. The complex consists of 3 baseball fields, 3 softball fields, 1 multi-use field, associated parking lot, and restroom/concession facilities. Proposals will be received until 12:00 p.m. on Friday, January 29, 2021 at Gladewater City Hall, 519 E. Broadway Avenue, Gladewater, Texas 75647.

Proposals must be in a sealed envelope and clearly marked "Proposal for Operation of Ball Park Sports Complex."

Questions must be posed by email to the City Manager at [rtow@cityofgladewater.com](mailto:rtow@cityofgladewater.com).

The City of Gladewater encourages Disadvantaged Business Enterprises to participate. Gladewater is an equal opportunity employment provider and does not discriminate based on race, color, national origin, gender, religion, age, or disability in employment or the provision of services. Gladewater reserves the right to accept or reject any or all submittals, to waive technicalities, and to take whatever action is in the best interest of the City of Gladewater and its citizens.

# INSTRUCTIONS FOR PROPOSAL

## Contract Operations for Gladewater Ball Park Sports Complex

### OVERVIEW

The City of Gladewater is seeking to partner with an organization that will manage and operate the Gladewater Ball Park Sports Complex located at 1006 E. Pacific Avenue, Gladewater, Texas. Construction of the complex was completed in 2015 and consists of 3 baseball fields, 3 softball fields, 1 multi-use field, parking lot, and restroom/concession facilities (refrigeration and shelving not included).

### GOALS

1. Maintain a pristine facility at all times.
2. Maximize the facility's impact for the local baseball and softball community as well as the facility's use as a tourism attraction.
3. To select an operator who will partner with the City, putting the community's interest, first and foremost.
4. To select an operator with experience in baseball and softball facilities, their maintenance, operations, and associated agreements (i.e., naming rights, sponsorships, etc.).
5. Schedule 10 tournaments annually (30 team minimum).
6. Maintain active baseball/softball seasons for Gladewater/Union Grove Youth Baseball Association and Gladewater Girls Softball Association, at no charge to the association. Maintaining the season includes scheduling District tournaments as applicable. Operator will coordinate potential regional tournaments and associated fees with the association.

### PROPOSAL INFORMATION

1. Proposals must be submitted in a sealed envelope marked plainly on the outside "Proposal for Operations at Gladewater Ball Park Sports Complex." Proposals shall be delivered to Attn: Judy Van Houten, City Clerk, Gladewater City Hall at 519 E. Broadway Avenue, Gladewater, Texas 75647 no later than 3:00 p.m. on Friday, January 8, 2021. Questions shall be directed by email to the City Manager at [rtow@cityofgladewater.com](mailto:rtow@cityofgladewater.com).
2. The Proposals will be evaluated on previous experience and financial ability. The contract will be for 5 years, renewable on an annual basis afterwards.

3. The successful proposer will be required to sign a contract. The terms and conditions stated in the enclosed sample contract are to be considered as requirements for this Request for Proposal.
4. It is recommended that applicants make a personal visit to the complex to determine the conditions to be encountered, plus any factors affecting the operation. In so doing, it is best to contact the City Manager by email at [rtow@cityofgladewater.com](mailto:rtow@cityofgladewater.com). Proposals received from applicants who fail to do this do not, as a rule, receive favorable consideration.
5. Proposers must accept all concession facilities in their present condition (refrigeration and shelving not included). Do not expect that the City will perform any repairs or remodeling unless specifically stated in this Request.
6. The submission of a proposal shall be deemed evidence that the bidder has carefully examined these instructions and is fully aware of the responsibilities of the contractor. In addition, the proposer agrees to abide by all applicable laws relating to the operation of the concession if granted this concession contract.

## **PROPSAL SCORING**

Proposals will be scored by a review committee appointed by the Gladewater City Council using the following criteria.

1. Experience and ability to operate and maintain the complex in good repair – **25** points
2. Ability to program/schedule practices, leagues, and tournaments at the complex – **25** points
3. Financial proposal – **35** points
4. Professional references and other relevant professional experience – **15** points

## **REQUIRED PROPOSAL COMPONENTS**

1. Contact Information
  - a) Name of Entity submitting proposal
  - b) Classification of entity (i.e., 501c3, Corporation, DBA, etc.)
  - c) Name of primary contact for entity
2. Describe past experience maintaining or operating similar sports facilities
3. Describe, in detail your proposal for how the complex will be maintained and operated including but not limited to:
  - i. Maintenance Schedule
  - ii. Chemical Application Schedule
  - iii. Indicate who will be responsible for maintenance and repair of each major component of the complex.

- iv. Indicate what equipment will be used to maintain and operate the complex as well as who will be responsible for acquisition and maintenance of said equipment.
  - v. Provide a detailed budget for operations and maintenance of the complex including all anticipated expenses and revenues.
- 4. Describe the entity's financial capacity to operate and maintain the complex including any anticipated investments and sources of funding for equipment and improvements.
  - a) Provide a capital improvement plan for the facility indicating the necessary improvements, their costs, and sources of funding. Please specify any milestones, qualifications, or contingencies that would need to be met prior to execution of any given improvement project.
- 5. Describe your marketing plan.
- 6. Describe any litigation, bankruptcies, liens, judgements, suits, or claims against your or your businesses.
- 7. Submit proof of insurance coverage in the following amounts:
  - a) General Aggregate \$1,000,000
  - b) Personal Injury \$1,000,000
  - c) Occurrence \$1,000,000
  - d) Workers Compensation Statutory
  - e) Automobile Statutory
- 8. Provide Statement of Credit in a minimum amount of \$30,000 prepared by a licensed financial institution.