

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

REQUEST FOR PROPOSALS FOR LEASE OF FREEDOM PARK SOFTBALL COMPLEX

The purpose of this Request for Proposals (RFP) is to select a Lessee to lease the softball complex located at Freedom Park, North Highlands, CA. The Lessee shall operate and maintain the site for outdoor recreational sports activities.

Monday, August 20, 2018

Request for Proposal Released

RFP will be mailed to prospective parties and made available at the District Office.

Tuesday, September 11, 2018 at 1:30 pm

Onsite Meeting

This meeting will provide the opportunity for prospective lessees to ask questions about the RFP and the lease. The meeting will be held at the Freedom Park Softball Complex and will end with a tour of the lease area.

Monday, September 24, 2018 at 4:00 pm

Deadline for Proposal Submission

All proposals must be received by the above date and time. The proposal requirements are listed in the RFP.

October 1 & 2, 2018 (Tentative)

Interviews

Interviews will be conducted at the North Highlands Recreation and Park District Office, located at 6040 Watt Avenue, North Highlands, CA 95660

October 11, 2018 (Tentative)

Contract Award

On or before this date, Lessee will be chosen and all prospective applicants who submitted proposals will be notified. NHRPD Board of Directors "may" award contract at its Regular October 11, 2018 Board Meeting.

November 19, 2018

Lease Commencement (Tentative)

The Lessee will commence operations and maintenance of the athletic fields. November 19, 2018 is a "tentative lease commencement date". The actual commencement date is to be determined; however, the new lease must commence no later than **January 1, 2019**.

If you have any questions about the information contained herein, please contact Larry Mazzuca, District Administrator at 916-332-7440 or larry@nhrpd.org

REQUEST FOR PROPOSALS FOR LEASE OF FREEDOM PARK SOFTBALL COMPLEX

1. INTRODUCTION

A. PURPOSE

The North Highlands Recreation and Park District, Sacramento County, is requesting proposals from prospective Lessees to lease the softball complex located at Freedom Park.

B. SITE DESCRIPTION

The Freedom Park Softball Complex, owned by the North Highlands Recreation and Park District, consists of four lighted regulation adult softball fields. Each infield is skinned. Average dimensions of the fields is approximately 280 feet to the outfield fences. The infields can accommodate base paths of 65 feet.

The total site acreage is approximately six (6) acres. There is a two-story building, approximately 2600 square feet, that houses maintenance storage, a kitchen/snack bar with storage, two restrooms, a utility room and two additional storage rooms on the ground level. On the second level, there are three scorekeeping/multi-purpose rooms overlooking three fields. In addition, an additional storage room (previously used as an umpire's room) is available.

There is no dedicated parking for the softball complex. The previous operator indicated that he used a large parking lot owned by an adjoining tenant (California Family Fitness) through a use agreement. The parking lot is adjacent to the softball complex and Freedom Park.

The entire softball complex is fenced with several double wide entrance gates that can easily accommodate service, maintenance and delivery vehicles.

2. SCOPE OF WORK

A. USE OF PREMISES

Lessee shall operate the site for softball and other recreational sports activities that are appropriate types of uses for this facility and for ancillary uses such as food and beverage service and special events.

Lessee shall have exclusive use of the entire softball complex for 50 weeks per year. The District reserves the right to program activities or allow the community to use the facility for up to, but to exceed, 2 weeks per year.

The District would provide the Lessee 180 days advance notification if/when it chooses to exercise its use of this facility. Note: In the past five (5) years, the District has not used this facility for any District sponsored activities; however, it has allowed the adjoining Aerospace Museum to use the facility for up to 2 days per year to launch fireworks from one of the infield areas.

Lessee will be responsible for the operation, maintenance, signage, and security and monitoring of the softball complex. Lessee will be required to adhere to all local, county and state permitting and inspection requirements. District reserves the right to periodically inspect the facility with 48 hours advance notice.

Lessee will not permit athletic activities on the Premises after 10:00 pm. Lessee will not permit overnight activities, including, without limitation, camping, in either Freedom Park or the Premises without prior written permission from the District.

B. MAINTENANCE

Lessee will be responsible for all regular maintenance of all fields and facilities located within the softball complex and weed abatement extending ten (10) feet from the outside of the fenced area. This includes but is not limited to mowing, weeding, painting and trash removal. All utilities shall be the responsibility of the Lessee.

Lessee shall create, install and maintain appropriate signage at the site with prior written approval by the District. Seating, shade areas and other public amenities located within the Premises of the softball complex is the responsibility of the Lessee.

C. TERM

The District prefers a minimum lease of five (5) years, although a longer term may be negotiable. In consideration of faithful performance by both parties, District, may, if mutually agreed upon with Lessee, provide an extension of the contract. Such an extension must be agreed to in writing a minimum of 180 days prior to the end of the lease agreement.

D. RENT

The previous Lessee paid the District \$4,400 per month for rent and \$450 per month for food and beverage operation. The District wishes to consolidate both fees into a single fee. District and Lessee shall negotiate the rental terms based upon the Proposal provided by Lessee. Lessee shall be required to provide the District with a cash deposit equal to one month's rent.

E. INSURANCE

Lessee, at its sole cost and expense, will procure and maintain for the duration of its occupancy of the Premises insurance coverage per standard District requirements.

F. ASSIGNMENT/SUBLEASE

Lessee will not sublet, encumber, assign or otherwise transfer the lease, or any interest in the lease, or any right of interest in the Premises, without first obtaining written consent of the District.

G. TERMINATION

This Agreement may be terminated before expiration of its term by (a) mutual agreement of the parties, expressed in writing, or (b) either party upon giving to the other party at least 30 day's written notice of termination.

H. INDEMNITY

Lessee agrees to indemnify, defend, protect and hold harmless District, and its officers, employees and agents from and against any and all liability, loss, damage, expense, penalties, and costs (including attorney fees, investigation costs and litigation costs) arising out of or in connection with: (a) the use and occupancy of the Premises by Operator and its employees, agents, contractors, guests and invitees; (b) the condition of the Premises; (c) any building, structure, alteration, addition, improvement, fixture, furnishing, material, furniture or equipment constructed, made, installed or placed in or on the Premises at the request or direction of Operator or of any perform or otherwise comply with any provision of this Agreement; but excepting any loss or damage caused by the sole negligence or willful misconduct of District. This indemnification provision will survive the expiration or termination of this Agreement for any occurrence or event occurring prior to the expiration or termination.

3. PROPOSAL REQUIREMENTS

A. General Information

The deadline for Proposal submission is September 24, 2018 at 4:00 pm.

All Proposals shall be submitted in two (2) copies and sent to:

North Highlands Recreation and Park District
Attn. Larry Mazzuca, District Administrator
6040 Watt Avenue
North Highlands, CA 95660

B. Contents

Cover Sheet: The cover sheet shall begin "PROPOSAL: LEASE OF FREEDOM PARK SOFTBALL COMPLEX AT FREEDOM PARK." The cover sheet should also have the name of the company or organization and the name, title, business address, and telephone number of the person authorized to obligate the company or organization.

General Information: The Proposal shall explain the company or organization's interest in the lease, including a description of the programs and services it will provide. It should contain background information about the company or organization.

Maintenance: The Proposal shall describe a general plan for the maintenance of the lease area which consists of the fields and building.

Attachments and Exhibits: The Proposal includes the following Attachments and Exhibits:

ATTACHMENT A	- Insurance Requirements
ATTACHMENT B	- Bidders Qualification Form
ATTACHMENT C	- Bid Form
ATTACHMENT D	- Facility Improvements
EXHIBIT A	- Overhead View of Softball Complex

4. AWARD OF CONTRACT

A. Award Criteria

District will not necessarily award this contract to the Prospective Lessee that submits the highest bid. The Prospective Lessee that provides the highest bid and, in the opinion of the District, best meets the requirements set out herein will be awarded the contract.

In determining the successful Lessee, the District will consider the ability, capacity or skill of the Prospective Lessee to perform the contract and provide the service required; the character, integrity, reputation, judgment, experience and efficiency of the Prospective Lessee and its employees; the quality of the performance of previous contracts and services; the level of benefit to the general public.

Prospective Lessees are to respond to all District requests for clarification of bid information or additional information within four (4) calendar days of notification.

B. RESERVATIONS AND STIPULATIONS

District reserves the right to award a contract only if the best interests of the District can be achieved. District reserves the right to accept the proposals in whole or in part, to reject any and all proposals and to negotiate in an effort that best serves the District's interests.

ATTACHMENT "A"
INSURANCE REQUIREMENTS

<u>TYPE</u>	<u>LIMITS</u>	<u>SCOPE</u>
General Liability	\$1,000,000 per occurrence	At least as broad as ISO Occurrence form CG00
Workers compensation and employer's liability	Statutory limits	
Property insurance for Operator's improvements	Full replacement cost	

The general liability policy will be endorsed to name District, its officers, employees and agents as additional insureds regarding liability arising out of this Agreement. Operator's coverage will be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, will be excess and will not contribute with Operator's insurance. Each insurance policy will be endorsed to state that coverage will not be canceled, except after 30 days prior written notice to District. Insurance is to be placed with insurers with a current A.M. Best's rating of A: VII or better unless otherwise acceptable to District.

ATTACHMENT "B"

BIDDERS QUALIFICATION FORM

All questions must be answered and the data given must be clear and comprehensive. If necessary, use additional blank sheets. The bidder may provide any additional information deemed relevant.

Company Name _____

(Indicate type of company – corporation, partnership, etc.)

Address: _____

Phone: _____

Email: _____

Number of years in business _____

List any past or current field/softball complex leases or rentals (use additional sheet if necessary)

<u>Owner</u>	<u>Representative</u>	<u>Address</u>	<u>Phone</u>	<u>Lease Dates</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been required to post a performance bond? Yes No
(Circle Y or N)

If yes, have you ever defaulted on a performance bond? Yes No
(Circle Y or N)

Have you ever failed to complete a contract/use agreement? Yes No
(Circle Y or N)

If any of the above answers is "Yes", please explain _____

Attach a copy of your company's Balance Sheet and Profit and Loss Statement. If unavailable, substitute latest tax return. If you do not have a tax return for your business, please explain _____

Please sign below and attach to Proposal

Signature

Name and Title

Date

ATTACHMENT "C"

BID FORM

Based upon a five (5) year lease, please indicate your proposed annual rent payment to North Highlands Recreation and Park District for each of the following years.

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Annual Rent (Fixed Dollar Amt.)	\$_____	\$_____	\$_____	\$_____	\$_____

Please sign below and return attached to the Proposal

Signature

Name and Title

Date

ATTACHMENT "D"
FACILITY IMPROVEMENTS

Since July 1, 2018 the following facility improvements at Freedom Softball Complex have been made or will be completed prior to the signing of the lease:

1. Softball field irrigation valves have been upgraded to a battery operated system. Previously, they were manually operated.
2. Licensed contractor(s) have/will repaired/replaced dry rot, replaced building siding, made roof repairs and replaced roof gutters.
3. Steps to the second floor of the building have been "capped" with metal step covers.
4. Exhaust fans have been repaired or replaced.
5. Bathroom partitions, sinks and toilets replaced.
6. Bathroom floors have been repainted.
7. Building exterior has been painted.
8. Licensed electrical contractor has tested the electrical system and made repairs where necessary.
9. Ballfield lights and ballasts have been replaced (those that were previously out).
10. Debris left behind by the previous Operator has been removed for the complex.

EXHIBIT "A"

ARIAL VIEW OF SOFTBALL COMPLEX

Exhibit "A"
Attached next page