



**REQUEST FOR PROPOSALS
FOR
OPERATION, MAINTENANCE AND GROUND LEASE OF ATHLETIC FACILITIES**

The City of Rollingwood is the owner of an 8.934 acre municipal park, locally known as "Hatley Park" (the "Park"), which is located within the incorporated city limits of the City, and which is available for the recreational benefit and use of residents and property owners in the City and the general public. There are, at the present time, athletic fields and a fieldhouse located within the boundaries of the Park (the "Athletic Facilities") that have traditionally been used for organized youth athletic activities.

The purpose of this Request for Proposals (RFP) is to select a Lessee to operate, maintain, and improve the designated athletic facilities. The City's intent in awarding this operation to a private operator is to provide high quality athletic field services to the public while contributing to the sustainable management of these valuable City assets. The performance period of this contract is anticipated to run from January 1, 2020 – December 31, 2024.

The Lessee shall operate and maintain the athletic facilities for outdoor recreational sports activities in compliance with the restrictive covenants, which state:

The use of the fields for baseball, football, soccer and girls' softball by Westbank areas associations, which are primarily for youth within the Eanes Independent School District shall be given priority.

Please read the RFP carefully and take note of the following important dates:

PROPOSAL SCHEDULE

Event	Date
Request for Proposals Published	Friday, October 25, 2019
Due Date for Clarification of Requirements	Thursday, November 14, 2019
Final Date for Submitting Proposal	Thursday, November 21, 2019 at 4:00 p.m.
City Council Approval of Contract and Interviews (Tentative)	December 18, 2019
Operations and Maintenance of Athletic Facilities Commences for Lessee	January 1, 2020





Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Proposal for Operation, Maintenance, and Ground Lease of Athletic Facilities" and the name of the firm submitting the proposal. Nine (9) copies and one electronic version of the proposal must be submitted by 4:00 p.m. CST on Thursday, November 21, 2019 to the following address:

Rollingwood Municipal Building
403 Nixon Drive
Rollingwood, Texas 78746
Attn: Amber Lewis, City Administrator

The City of Rollingwood reserves the right to reject any and all proposals and to waive any informality in proposals received.

RFP documents are available for review/inspection or can be picked up during regular business hours at City of Rollingwood City Hall, 403 Nixon Drive, Rollingwood, Texas. RFP documents can be accessed electronically on the City's website at, www.rollingwoodtx.gov.

If you have any questions about the RFP, please submit your inquiries in writing, preferably via e-mail to:

Amber Lewis, City Administrator
alewis@rollingwoodtx.gov

I. Introduction

The City of Rollingwood is located directly adjacent to the city limits of Austin and Westlake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five alderpersons elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

In 1993, the Optimist Club sold the 8.934-acre park land to the City of Rollingwood. The warranty deed specifies its use in the deed for "park and recreational purposes primarily for youth within the Eanes Independent School District." The Lessee shall have the right to use the Leased Premises only for organized youth athletic activities sponsored by the Lessee and





other organizations approved by the City, and such other uses as may be approved by the City in writing. The Lessee shall comply with any and all rules and regulations imposed by any governmental entity which affect the operation and maintenance of the Athletic Facilities, including any rules, regulations or ordinances established from time to time by the City. The rules and regulations to be established by the City shall be established by ordinance or such other manner as authorized by the City Council of the City and shall specifically include, but not be limited to, limitations on hours of operation and use of the Athletic Facilities, restrictions on exterior lighting, and restrictions on signage. Between seasons and at such times as events are not scheduled by the Lessee or its permitted subleases, the Athletic Facilities may be used for park and recreational purposes by the City and the citizens of the City. The City shall not cause damage to the Athletic Facilities and shall cause all trash generated by such use to be cleaned up promptly after any City-sponsored event.

The City of Rollingwood is proud of having extremely high standards encompassing unexcelled design, maintenance and operations, and effective partnerships. Our goal is to ensure that our contractors meet the same standards. This results in a park experience for guests that is SAFE, CLEAN, FUN, and BEAUTIFUL. This RFP is being issued as we have a fundamental responsibility to see that all park assets are maintained, programmed, and used by the public. We have made significant investments into the quality design and construction of the park.

Further, we are constantly focusing on improvement of our existing facilities for both aesthetic and utilization purposes. The City adopted the Rollingwood Park Master Plan in June 2018, which should guide capital improvement additions. The plan can be located on the City's website, www.rollingwoodtx.gov, or at this link, <https://www.rollingwoodtx.gov/bc-pc/page/rollingwood-park-master-plan-2018>.

We are looking for a proven, experienced, and accountable Lessee to not only operate and maintain the facilities, but to help The City identify and implement ongoing improvements to the park. We believe that the leased assets can continue to be a valued gathering place for community youth athletics, Rollingwood residents and all park visitors. Proposals will be evaluated against this goal.

II. DESCRIPTION OF ATHLETIC FACILITIES

The Hatley Park Athletic Fields sit on 8.93 acres in the heart of Rollingwood, located on the north side of Rollingwood Drive between Gentry Drive and Wallis Drive. There are 5 athletic fields which have been used as baseball and softball fields, with fields 3, 4, and 5 serving as a mixed-use off-leash dog park during times when no games are scheduled. Field 1 is a baseball field with a grass infield. Field 2 is a softball field with a dirt infield. Fields 3, 4, and 5 are field suitable for younger children playing either baseball or softball. Fields 1, 2, 3, and 4 have backstops, and fields 1, 2, and 3 have dugouts. Each field has one or two bleachers facing the fields.





There are two batting practice cages. The entire field area is fenced with 4' chain-link fencing. The fields are natural turf, with its own dedicated irrigation system. Parking for the fields is located on both the north end, and south end of the fields, and along the eastern edge. There is also street parking in certain areas proximate to the fields.

The Rollingwood Doyle Moore Field House is located at 3111 Gentry Drive, facing athletic fields 1 and 2. The 1800 square foot building is a native stone masonry construction, with a metal roof and architectural detailing. It has two roll-up concession doors and wrought iron security gate. It houses a food service line, cast-in-place counter tops, commercial shelving, a refrigerator, small deep-freeze, electric instant water heater, and floor drain. There is a lockable storage cage for equipment, and a small storage room for grounds maintenance equipment. Also contained within the field house are men's and women's lavatories which service the park and the athletic fields, and a high/low ADA accessible water fountain. The lavatories have commercial grade flush-mount toilets and urinals, sinks, and hand dryers. Across the front of the field house is a porch overhang with picnic tables, all weather concrete flooring and ceiling fans.

III. PROPOSAL FORMAT

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Proposal for Operation, Maintenance, and Ground Lease of Athletic Facilities" and the name of the firm submitting the proposal. Nine (9) copies and one electronic version of the proposal must be submitted by 4:00 p.m. CST on Thursday, November 21, 2019 to the following address:

**Rollingwood Municipal Building
403 Nixon Drive
Rollingwood, Texas 78746
Attn: Amber Lewis, City Administrator**

The cover sheet shall begin "PROPOSAL: ATHLETIC FACILITIES" and should also have the name of the company or organization and the name, title, business address, and telephone number of the person authorized to act on behalf of the company.

The Proposal shall explain the company or organization's interest in the lease, including the following:

1. A description of the programs and services it will provide, including the system the company or organization would implement to schedule programming on the athletic facilities.
2. Background information about the company or organization and its experience in running similar facilities.





3. A general plan for the maintenance of the lease area that consists of the athletic facilities. Proposals should include an outline of the type of turf to be grown, a financing plan for these land improvements, and a long-term maintenance plan to ensure the viability of this turf for the duration of the contract term.

4. A financial plan describing the utilization of this site including general utility costs, maintenance costs, staffing costs, program costs, insurance/risk management, fees and forecasted revenue. All proposals should include a proposed five- year structure for lease fees.

5. Identify capital improvements that will be effected to the Athletic Facilities at the sole cost and expense of the Lessee during the Term of this Agreement. All permanent improvements, now on or hereafter placed by the Lessee on the Leased Premises shall become the property of the City and shall remain upon the Leased Premises at the termination of this Agreement.

6. The acquisition and maintenance of general liability insurance with limits of coverage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, to include coverage for sexual abuse and sports excess accidents with the same minimum limits of coverage; directors' and officers' coverage with a limit of not less than \$1,000,000 per occurrence; and crime coverage with a limit of not less than \$35,000 per occurrence covering the Leased Premises and use thereof. The City shall be included as an additional insured in each such policy of insurance.

7. As noted in "II. Description of Athletic Facilities", the Fields 3, 4, and 5 serve as a mixed-use off-leash dog park during times when no organized sports are occurring on the fields. The Master Plan for Rollingwood Park includes a separate "Pet Off Leash" area (shown in Attachment B), which if implemented, would provide an alternative location for pets to be off-leash during all park hours. Identify any alternatives to the details proposed in response to paragraphs 1-6: (i) in the event that the separate "Pet Off Leash" area is implemented with mixed use of Fields 3, 4, and 5 during times when no organized sports are occurring on the fields; and (ii) in the event that all off-leash options at Rollingwood Park are moved to the separate "Pet Off Leash" area.

8. Identify proposed capital investments that align with the City of Rollingwood's Park Master Plan, and how the capital investments are proposed in relation to proposed lease lengths.

VI. AWARD OF CONTRACT

The City 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 City, best meets the requirements set out herein will be awarded the contract. In determining the successful Lessee, the City, will consider the following:





Minimum Qualifications:

To be considered for selection, proposing service providers must meet at least the following qualifications:

- Demonstrated experience related to the provision of park and recreational programming primarily for youth within the Eanes Independent School District.
- Ability, capacity or skill of the prospective Lessee to perform the contract, provide the service required and to meet the required service levels described in this RFP.
- Annual fee structure for the lease.
- Demonstration of an implementation plan for the addition of capital improvements that fit the City's Master Park Plan and the value of capital improvements to be added each year for the term of 5 years.
- Any other factors not previously described which are in the City's best interest to consider. Prospective Lessee proposals will be evaluated against the specifications presented in this RFP. A prospective Lessee may be eliminated from consideration for failure to comply with any of the requirements, depending on their critical nature.

Proposals are due on the dates outlined in the PROPOSAL SCHEDULE. Late submissions or delivery via facsimile will not be considered. Late proposals will be returned to prospective Lessee unopened.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from service providers. At the discretion of the City, service providers submitting proposals may be requested to make oral presentations as part of the evaluation process. The City reserves the right to investigate the qualifications of the prospective Lessee, as it deems appropriate.

The City reserves the right to reject any or all proposals, to waive technicalities or formalities, and to accept any proposal deemed to be in the best interest of the City. Where two or more prospective Lessees are deemed equal, the City reserves the right to make the award to one of the two prospective Lessees.





Attachment A: Athletic Facilities Map



