

REQUEST FOR PROPOSAL

Muskegon Charter Township is seeking proposals for the operation of its softball complex and/or concession facility located at 920 S. Mill Iron Rd, Muskegon, MI 49442. The complex, known as Softball World, consists of four (4) softball fields, including backstops, fencing and dugouts, associated parking lot, and a concession building with bar and restaurant facilities, including outside facing restrooms.

Proposals will be received until 12:00 p.m. on Thursday October 27, 2022 at Muskegon Township Hall, 1990 E. Apple Ave, Muskegon MI 49442. Proposals must be in a sealed envelope and clearly marked "Proposal for Softball World Operations".

Questions must be posed by email to the Township Supervisor, Jennifer Hodges, at jhodges@muskegotwp.org.

Muskegon Charter Township 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.

Muskegon Charter Township 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 Muskegon Charter Township and its citizens. Final determination will be made by the Muskegon Charter Township Board of Trustees.

INSTRUCTIONS FOR PROPOSAL

Contract Operations for Softball World

OVERVIEW

Muskegon Charter Township (Township) is seeking to partner with an organization, or organizations, that will manage and operate Softball World. Proposals received may be for operations of athletic facilities and food and beverage operations collectively or as individual proposals for one or both.

PROJECT SUMMARY

Muskegon Charter Township desires to procure the services of a facility operator, hereafter referred to as Responder, to manage, improve, and operate the athletic facilities and/or the food and beverage operations at Softball World, 920 S Mill Iron Rd, from January 1, 2023 to December 31, 2028. The Responder supplying this service must be able to operate an economical, effective, efficient, healthy, and safe public facility operation which complies with all applicable local, county, state, and federal policies, procedures, rules, regulations, codes, and laws. The Responder must be able to obtain all pertinent facility operational permits and licenses and pay all associated local, county, state, and federal fees, registrations, and taxes as required pertaining to the contracted operations. The successful Responder must be fully insurable to Township established levels and terms of coverage, naming Muskegon Charter Township as a policy co-insured, and keep in effect all required coverage(s) during the term of the leased facility agreement.

All Proposals received shall be subject to evaluation comprised of Township staff and board of trustees. The successful Responder must be able to enter into a facility lease agreement with the Township from January 1, 2023 to December 31, 2028, abide-by all lease conditions and satisfy all insurance requirements. The Township will provide the facility in an "As Is" condition unless otherwise specified, along with existing fixtures and furnishings. The Township has recently invested in upgrades to heating and cooling, fencing, and miscellaneous improvements and, depending on the proposal and agreement, may be willing to work collaboratively on future improvements. Softball World will be available for Responder inspections October 11, 2022 from 9 am to 12:00 pm, and October 18, 2022 from 1:00 pm to 4:00 pm.

GOALS

The Responder must have the ability, desire, and means to

1. Maintain pristine facilities at all times.
2. Maximize the facility's impact for the local softball community as well as the facility's use as a tourism attraction for softball organizations outside of the local area and possibly other entertainment.
3. Work collaboratively with the Township, putting the community's interest, first and foremost.
4. Organize and monitor league play, tournaments, and/or bar and restaurant services. Allow the Township to utilize the facility for occasional events to be determined at time of contract.

PROPOSAL INFORMATION

1. Five (5) proposals must be submitted in a sealed envelope marked plainly on the outside "Proposal for Softball World Operations." Proposals shall be delivered to Attn: Carrie Westbrook, Township Clerk, 1990 E. Apple Ave, Muskegon Mi. 49442 Questions shall be directed by email to the Township Supervisor, Jennifer Hodges, at jhodges@muskegontwp.org.
2. Proposals will be opened November 1, 2022 at 12:00 pm at Muskegon Township Hall, 1990 E. Apple Ave. Once opened, proposals are subject to disclosure under the Freedom of Information Act, Michigan Public Act 442 of 1976.
3. The Proposals will be evaluated by Township staff who will select the top candidates for interviews.
4. Final approval will be made by the Township Board of Trustees.
5. The successful Responder will be required to sign a 5 year contract/lease agreement, renewable on an annual basis. The terms and conditions will be discussed during interviews prior to final decision by the Township Board.
6. 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. Softball World will be available for Responder inspections October 11, 2022 from 9 am to 12:00 pm, and October 18, 2022 from 1:00 pm to 4:00 pm.
7. Responders must accept all applicable facilities in their present condition. If the Responder proposes to collaborate with the Township on repairs and maintenance plans all partnership requests should be listed in the proposal.
8. The submission of a proposal shall be deemed evidence that the Responder has carefully examined these instructions and is fully aware of the responsibilities of all parties. In addition, the Responder agrees to abide by all applicable laws relating to the operation of the concession if granted a contract for the concession facility.

REQUIRED PROPOSAL COMPONENTS

1. Contact Information
 - a) Name of Entity submitting proposal
 - b) Classification of entity (i.e., 501c3, Corporation, DBA, etc.)
 - c) Name and contact information of primary contact for entity
2. Describe past experience maintaining or operating similar facilities
3. Describe in detail your proposal for how the complex will be maintained and operated including but not limited to:
 - i. Facilities Maintenance Schedule pertaining to the proposal.
 - ii. Plans for trash removal.
 - 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.
 - v. Provide a detailed budget for operations and maintenance of the complex including all anticipated expenses and revenues.
 - vi. Plans for facilities use such as leagues, tournaments, other special events
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 estimated 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, judgments, suits, or claims against you or your businesses in the last 5 years.
7. Provide 3 professional references

REFERENCE CHECKS

The Township reserves the right to contact any reference or any persons or organizations listed in the documents for information which may be helpful to the Township in evaluating the Responders previous performance.

INTERVIEWS and NEGOTIATIONS

Township staff will review all proposals and select candidates for interviews. Upon completion of interviews, referral will be made to the Township Board to begin contract negotiations. Negotiations will focus on developing a detailed scope of services. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and another firm will be selected. This process will be followed until a mutually satisfactory agreement is reached or the shortlist of candidates is exhausted. Upon completion of negotiations, final contractual agreement(s) must be made by the Township Board.

SPECIAL PROVISIONS

The Township reserves the right to accept any proposal, to reject any or all proposals, to waive irregularities and/or informalities in any proposal, and to make the award in any manner the Township believes to be in its best interest. The Township also reserves the right to negotiate with any Responder, to reduce or increase the scope of the project, to rebid, and to negotiate with any Responder regarding the revised project. The Responder shall be responsible and responsive to the Township in its requirements within the scope of this RFP, and shall confer with and be guided by the directive of the Township through the designated representative. The Responder shall attend any special meetings with the Township Supervisor, Township Staff, or Township Board relating to questions, performance or negotiations concerning this proposal. In the event that it becomes necessary to revise any of this RFP, an addendum to this RFP will be provided to each Responder. The Township reserves the right to change submission date(s) for any reason, including an addendum or supplement to the RFP.

This page must be completed and included in the final submission. Proposals without this page will be disqualified from consideration.

I have read, understand, and will comply with all of the conditions of this RFP, as it applies to my company responsibilities, as noted and quoted in the proposal information.

Authorized Individual Signature: _____ Date: _____

Print Above Name: _____

Individual/Company Name: _____

Email Address: _____ Telephone: (____) _____

Address (Street and/or P.O. Box): _____

City: _____ State: _____ ZIP: _____