



**REQUEST FOR PROPOSALS:
SOCCER FIELD UTILIZATION &
PROGRAMMING SERVICES**

PROPOSAL Due Date: June 29, 2021 at 2:00 PM

Sealed proposals will be received at East Ridge City Hall until the time specified above, at which time the names of proposing companies will be recorded and read aloud. All companies submitting proposals are welcome to attend, but attendance is not mandatory.

The proposal due date is promptly at the appointed time in the City Recorder's Office, located at the East Ridge City Hall, 1517 Tombras Avenue, East Ridge, TN 37412. No proposals may be submitted after the due date.

Emailed proposals will not be accepted.

Proposals must be delivered to Janet Middleton, City Recorder, 1517 Tombras Ave. East Ridge, TN 37412 prior to the appointed time of the due date. The City is not responsible for proposals delayed in the mail.

Request for Proposals

1.0 Purpose

The City of East Ridge, Tennessee is seeking competitive proposals from qualified companies to provide the City with soccer programming services at Camp Jordan. The term of this agreement is for 5 years, beginning on August 1, 2021 with one five (5) year extension option, if the option is exercised. The City of East Ridge is responsible for this project.

2.0 Competition Intended

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

3.0 Discrepancies and Questions

Should the proposing contractor have questions, find discrepancies in the plans and/or specifications, or be in doubt as to the meaning or intent of any part thereof, the contractor shall request clarification from the City in writing, not later than five (5) working days prior to the bid opening. These requests should be emailed to jmiddleton@eastridgetn.gov.

All questions will be answered and any changes will be communicated through a written addendum and posted to the City's website. It is the responsibility of the contractor to check the website for any of this information prior to submitting a proposal. Failure to request such clarification is a waiver of any claim by the contractor for additional expenses because its interpretation was different from the City's.

4.0 Proposer's Minimum Qualification

A qualified contractor is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance, and service contained within this RFP.

5.0 Instructions to Proposers

5.1 Definitions:

- 5.1.1 Proposer/Contractor: This term is used to encompass the party seeking to have an agreement with the City of East Ridge.
- 5.1.2 City: This term is defined as the City of East Ridge, Tennessee. All communications relating to the request for proposal process or the resulting purchase should be directed to the City Recorder or to their designated contact.
- 5.1.3 Purchase: This term means the agreement to be executed by the City and the successful contractor.

5.2 Proposal Preparation: All proposal responses shall be:

- 5.2.1 Prepared and submitted on the forms enclosed herein, unless otherwise prescribed.

- 5.2.2 Typewritten or completed in ink, signed by the proposing contractor's authorized representative with all erasures or corrections initialed and dated by said signer.
- 5.2.3 Each proposal constitutes an offer and may not be withdrawn except as provided herein. Prices are to remain firm for the period stated in the Request for Proposal.
- 5.2.4 The City of East Ridge assumes no responsibility for costs incurred in responding to this RFP.

5.3 Proposal Submission: Provide three (3) identical paper copies of the proposal (including any attachments), plus one electronic copy on a flash drive, in a Windows compatible format such as PDF. Response shall be:

- 5.3.1 Submitted in a single sealed envelope with the following information written on the outside of the envelope:
 - The name of the proposing contractor;
 - Identification of project being proposed;
 - Due date and time of proposals.
- 5.3.2 Delivered to the address shown in the RFP for receipt by the City by the stated deadline.
- 5.3.3 Proposals not received by the time and date specified will not be opened or considered, unless the delay is a result of the City, its agents, or assigns.
- 5.3.4 All proposals must be in a sealed envelope and marked "**Soccer Field Utilization & Programming Services; OPEN June 29, 2021 at 2:00 PM.**" The City assumes no responsibility for unmarked or improperly marked envelopes.
- 5.3.5 No proposal may be withdrawn for a period of sixty (60) calendar days after the date set for the opening thereof, unless approved in writing by the Purchasing Office. All bids shall be subject to acceptance by the Owner during this period.
- 5.3.6 All proposals must be reviewed by the East Ridge City Manager and the department(s) in charge of the project, with the recommended proposal award being forwarded to City Council for approval.
- 5.3.7 Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

5.4 Errors in Proposal: Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the contractor's own risk. In case of error in extension of prices in the proposal, the unit price shall govern. If an error is made before submitting the proposal, the error should be crossed out, corrections entered and initialed by the person signing the proposal. The City reserves the right to waive any informalities, technical defects, and minor irregularities in proposals received.

5.5 Award Criteria: The award shall be made to a contractor who submits the highest scoring proposal, taking into consideration product quality and compliance with the stated terms, conditions, and specifications. Notwithstanding the foregoing, the City of East Ridge reserves the right to reject any or all proposals, to accept any proposal submitted, to waive any informality, and to negotiate with the best qualified proposal on any changes which the City of East Ridge considers necessary or desirable for its own interests. The City alone shall make such determination. The City reserves all alternatives, terms and conditions as set forth therein.

5.6 Compliance with laws: The successful proposer shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance, and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances, and rules during the performance of any purchase between the contractor and the City. Any such requirement specifically set forth in any purchase document between the contractor and the City shall be supplementary to this section and not in substitution thereof.

5.7 Suspension and Debarment: The Proposer certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state or local agency. Where the Proposer is unable to certify to any of the statements in this certification, such Offeror shall attach an explanation to this proposal.

5.8 Subcontractors: The awarded contractor agrees that they shall not delegate, subcontract or assign all or any portion of the project to any third party without the express written consent of the City.

5.9 Brand Name: The use of a brand name is for the sole purpose of describing the standard of quality, performance, and a characteristic desired and is not intended to limit or restrict competition.

5.11 Local Providers: Proposers should keep in mind the City's goal of supporting local businesses and supply houses for materials and labor whenever practicable, so long as pricing and other contract conditions are not adversely affected.

6.0 Scope of Services

6.1 Introduction:

It is the intent of this RFP to obtain proposals from qualified organizations interested in providing soccer field utilization and programming services. The method of provision would be to enter into a partnership to utilize City of East Ridge facilities. The City of East Ridge will be responsible for field maintenance and field reservations. The City of East Ridge will work in conjunction with the proposer on future renovations. Currently, the City of East Ridge Parks and Recreation department operates, along with East Ridge Futbol Club, a youth recreation soccer league in the spring and fall. All facility usage is subject to availability.

6.2 Services:

Interested parties should submit a proposal for one or more of the following program operations to include a brief description of each.

- 6.2.1 The operation of a competitive soccer league, including registration and officiating.
- 6.2.2 The operation of a recreational/instructional soccer league for youth (spring and fall leagues).
 - 6.2.2.1 The participant fee for recreational youth soccer must not be prohibitive to the East Ridge community at large.
 - 6.2.2.2 Participant fees must be reasonable and amenable to the City in regards to cost per season per participant.
 - 6.2.2.3 If City raises fees in its other recreation programs, Contractor would be allowed to match.
 - 6.2.2.4 Term for the agreement for recreation league would be for 2 years, plus additional 1-year options.
- 6.2.3 The operation of a recreational soccer league for adults (spring and fall), including registration and officiating.
- 6.2.4 The full operation of tournaments (local, state, regional, and national).
- 6.2.5 Other programs including volunteer assistance, coaching clinics to improve the quality of coaching at all levels, referee clinics, tournament assistance and guidance and other assistance, if applicable.

6.3 Compensation: Interested parties should indicate the amount of annual monetary compensation they would be willing to pay for the use of a designated number Camp Jordan soccer fields, including any additional factors such as funding for the purchasing of equipment and field enhancements.

6.4 Capital Improvements/Project Partnerships: Proposers should indicate on the bid form whether they are willing to assist with Capital Improvements and Project Partnerships and how the potential project or capital partnership would look.

6.5 Safety Measures:

- 6.5.1 The Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. The City reserves the right to require the Contractor to remove and/or not to assign any employee the City deems incompetent, careless, insubordinate, or otherwise objectionable to working on City projects.
- 6.5.2 All personnel shall be equipped with required Personal Protective Equipment as required by safety standards, provided by the vendor.

6.6 Facilities Care:

6.6.1 The Contractor should keep all City facilities and fields that it uses in good condition and shall refrain from causing damage to such. In the event that the Contractor or its members cause any damage to any City facilities and/or fields then the Contractor should pay to repair all such facilities and fields

6.6.2 The City shall have the right to terminate use of any City fields by Contractor in the event that any fields are damaged or become worn that restriction of use of such fields is determined appropriate by the City.

6.6.3 The Contractor should clean up any debris or other materials left behind following any games, clinics or tournaments created by teams. City will clean spectator areas following any games or tournaments.

6.7 Materials:

6.7.1 City owns and will provide goals, nets, field maintenance, and field paint where feasible or applicable. Club will be responsible for lining fields.

6.7.2 Club must provide soccer balls, officials, drinking water, and tents. Clubs must also provide additional goals and other equipment for extra fields.

6.8 Scheduling:

6.8.1 City has other sports leagues, tournaments and events that use the fields and facilities. Contractor will need to coordinate dates and times for games, clinics, and tournaments.

6.8.2 Contractor must schedule any events a minimum of two weeks in advance.

6.8.3 The City reserves the right to cancel or postpone events due to inclement weather or similar circumstances.

6.9 Branding:

6.9.1 Proposers should include marketing designs and plans as part of proposals.

7.0 Proposal Format

To facilitate review of your proposal by the City of East Ridge, it is requested that your submission conform to the following format. The proposal shall not exceed sixteen (16) pages, including the cover, back page, letters of introduction and table of contents. Clear, external binder pages shall not be included in the page count. Font size shall be no smaller than ten (10). Proposals exceeding the sixteen (16) page count may be returned and not considered, at the sole discretion of the City of East Ridge.

7.1 Coversheet: List title, the name of your contractor, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.

7.2 Qualifications & Experience of the Contractor: Brief history and organization of the contractor, legal entity that will enter into the contract, location of the office of the

contractor and/or organization, and the name and title of the person that is authorized to enter into a master contract agreement (must be an officer, partner or member of the contractor/organization).

7.3

Background Questionnaire

Please provide brief descriptions for the following:

1. History and philosophy
2. Governing Body (e.g. board of directors)
3. Staff (organizational chart)
4. Accomplishments
5. Experience Operating and/or Recruiting Soccer Tournaments
6. Vision of Soccer in East Ridge
7. Branding plan for East Ridge league and tournaments
8. Additional Comments

7.4 Legal, Safety, Insurance, and Financial: The contractor's submittal shall provide documentation of any history of litigation associated with project performance or professional liability during the past ten years. A statement or other information to describe the contractor's general financial standing and current insurance coverage.

7.5 Other Supporting Data: Include any other information you feel to be relevant to the selection of your contractor.

8.0 Evaluation

8.1 All responses are subject to a determination of "responsive" and "responsible" prior to award. The City is the sole judge as to the proposer's "responsiveness" and "responsibility." The City reserves the right to request additional information.

8.2 The City will review all proposals and reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the City's best interests.

8.3 The City's evaluation team may elect to interview one or more proposing companies before making an award. The City shall not reimburse the contractor for the costs associated with the interview process. The City of East Ridge assumes no responsibility for costs incurred in responding to this RFP.

8.4 The City's evaluation team may elect to first rank proposals with a simple numeric score and then detail score only the top tier of proposals. The categories are below:

- A. Proposed Methodology
- B. Professional Qualifications
- C. Sports Programming/Tournament Experience
- D. Proposed Annual Compensation Level
- E. Proposed Marketing Plan
- F. Proposed Capital Improvements/Additional Partnerships
- G. Oral Presentation Q/A (If required by City)

9.0 Terms & Conditions

9.1 Insurance: Contractor agrees that Contractor shall maintain general liability insurance in the amount of at least \$2,000,000 per incident/occurrence and \$2,000,000 in aggregate for all incidents/occurrence during the policy period.

Contractor also agrees that Contractor shall provide, in a form acceptable to City, certificates of General Liability Insurance.

9.2 Indemnification: Contractor shall indemnify and hold harmless the City from and against all liability, loss, damages, or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, to the extent arising from Contractor's or its subcontractors' (i) negligent performance of the Work under the Final Contract; (ii) intentional misconduct, negligent acts, or omissions during performance of the Work; and (iii) breach of any term, covenant, representation, or warranty of the Final Contract.

9.3 Tennessee Open Records Act: All proposals will be public information, per state guidelines.

9.4 Excluded Companies: Proposals from companies may be excluded for any of the following reasons:

- Reason to believe collusion exists among the companies
- The contractor is involved in any litigation against the City
- The contractor is in arrears on any existing contract or has defaulted on a previous contract with the City
- Lack of financial stability
- Failure to perform under previous or present contracts with the City

THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED

10.0 Proposal Sheet

We, the undersigned, do hereby affirm that we have read and understand the enclosed requirements and specifications; and do submit this bid for the items listed below:

Camp Jordan Soccer Complex

- Proposal of Annual Utilization and Compensation Funding, including number of desired fields (attach pages if needed).

- Annual Funding for Equipment \$_____

Capital Improvements/Project Partnerships: Indicate (X) whether you are willing to assist with Capital Improvements and Project Partnerships

- YES _____
- NO _____
- If YES is selected, please use space provided to describe methods for assistance and project ideas along with funding (attach pages if needed).

Contractor (legal name): _____

Name: _____ Title: _____

Signature: _____ Date: _____

Telephone Number: _____ Fax Number: _____

Address: _____

Email: _____

Proposers should submit 3 copies of Bid Sheet, along with all other documents requested in the RFP.