

REQUEST FOR PROPOSALS

FIELD HOUSE OPERATIONS AND MANAGEMENT

CITY OF WORTHINGTON, MINNESOTA

INTRODUCTION

The City of Worthington is requesting proposals for operations and management for the City-owned recreation and sports field house located at 700 Second Avenue in downtown Worthington. Proposers are requested to craft creative proposals that address their needs while considering the City's goals, objectives and community benefits. The field house will have turf sports area measuring approximately 16,000 square feet and an ancillary area of approximately 6,000 square feet that will have restrooms, changing rooms, reception/office and family area.

GOALS AND OBJECTIVES

It is the goal of the City that the field house operations are financially self-sustaining without taxpayer assistance.

Desired programming includes dynamic and diverse turf sports and recreational activities for people of various ages, degree of physical ability and interests. Along with traditional team sports, the City's goal includes creative and innovative co-curricular and inclusive programs.

The Operator shall incorporate a regional marketing plan attracting participants beyond the immediate Worthington area. Programming and scheduling is expected to maximize usage of the facility and will not be limited to specific sports.

Proposals shall include detailed descriptions of how the operator will achieve the goals and objectives and a pro-forma that includes revenue and operating cost projections.

SUBMISSION REQUIREMENTS

- Cover Letter:
 - Identify key members of the team and operators.
- Team Qualifications
- Programming
 - A general overview of the type of activities, programming, and community and regional benefits that the proposer envisions.
- Marketing Plan
- Business Terms
 - Proposed deal structure. Indicate division of responsibilities, including financial, for the successful operation of the facility.
- Proposal Submission
 - The City desires succinct submittals addressing the specific information requested.
- Deadline for Submission of Proposal
 - Proposals in response to this RFP must be received by the City of Worthington by 5:00 p.m. (local time) on September 20, 2019.

EVALUATION

- All proposals will be evaluated for their ability to meet the City's goals and objectives. In addition, proposals will be reviewed for completeness, team experience, the proposed

management plan, as well as the ability of the respondent to finance, market and operate the facility.

- Upon receipt of proposals, the City Council Field House subcommittee will review the proposals and forward their recommendation to the full City Council. The City reserves the right to request clarification or additional information from proposal teams and request that they make presentations to the subcommittee or others.
- The City reserves the right to reject any and all submissions, waive irregularities or informality with respect to any proposal and to modify the review period.

Proposals shall be submitted by the date and time noted in the RFP to:

Steve Robinson
City of Worthington
303 9th Street
PO Box 279
Worthington, MN 56187

Dated: August 27, 2018