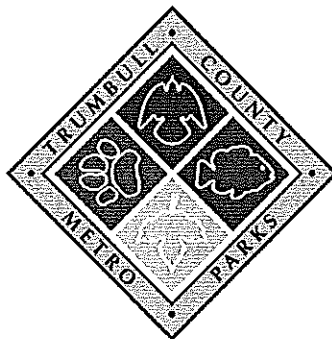


TRUMBULL COUNTY METROPARKS
Request for Proposal
Concessionaire Services at:
Canoe City MetroPark
RFP No. 2010-01



Contact Information:

Zachary Svette
Project Coordinator
330-675-3072
347 N Park Avenue
Warren, OH 44481

RFP Issue Date – December 17, 2009

Trumbull County MetroParks
347 N Park Avenue, Warren, OH 44481 330-675-3072
Request for Concessionaire Services – RFP#2010-01
Issue Date: December 17, 2009

Table of Contents

Advertisement – Legal Notice.....pg 3

- 1. Introduction.....pg 4**
- 2. RFP Due Date & Time..... pg 4**
- 3. The RFP.....pg 5**
- 4. General Terms and Conditions.....pg 5**
- 5. RFP Details.....pg 8**
- 6. RFP Requirements.....pg 10**
- 7. Evaluation and Award.....pg 11**

Appendix

- a. Acknowledgement**
- b. Statement of Qualifications- Individual/s or business Selection Questionnaire**

Legal Notice

Notice is hereby given that sealed '*Request for Proposals*' will be received by Trumbull County Metropolitan Park District until 2 pm local time, on Friday, February 12, 2010 for the following:

Name of Project: Concessionaire Services at Canoe City MetroPark

RFP Number: 2010-01

RFPs shall be delivered and addressed to:

Trumbull County MetroParks
347 N Park Avenue
Warren, OH 44481

There will be a meeting for all individual/s or businesses interested in submitting a Request for Proposal on Wednesday, January 13, 2010 at 3 p.m. at Canoe City MetroPark located at 74 North Leavitt Road, Leavittsburg, OH 44430-9550. For additional directions to the park, please call 330-675-3072.

The contract shall be let in accordance with the Request for Proposals Requirements on File at the offices of Trumbull County MetroParks. All documents can be viewed at Trumbull County MetroParks Office at 347 N Park Ave, Warren, OH 44481 or at www.trumbullmetroparks.org.

Successful applicants shall comply with all applicable federal and state laws and regulations pertaining to equal employment opportunities in performance of any contract entered into.

Trumbull County MetroParks is a governmental agency exempt from all local, state and federal taxes. RFPs must be submitted with the Request for Proposal No., Project Title and all required documents. No RFP may be withdrawn before sixty (60) days have elapsed after the RFP due date. The board intends to award a contract to the best RFP submitted in accordance with the requirements of these documents.

The board reserves the right to accept separate RFPs on various items of work, or to accept any combination of RFPs, or to reject any or all RFPs, and to waive any technical deficiencies or irregularities in the RFPs.

REQUEST FOR PROPOSAL No. 2010-01

Concessionaire Services at Canoe City MetroPark

1. Introduction

Trumbull County Metropolitan Park District (TCMP) appreciates your interest in this Request for Proposal (RFP) is issued by:

Trumbull County MetroParks (TCMP)
347 N Park Avenue
Warren, OH 44481
Phone : 330-675-3072

The RFP is for qualified individual/s or business to own/operate a concession at Canoe City MetroPark.

2. RFP Due Date & Time

There will be a meeting for all individual/s or businesses interested in submitting a Request for Proposal on January 13, 2010 at 3 pm at Canoe City MetroPark located at 74 North Leavitt Road, Leavittsburg, OH 44430-9550. For additional directions to the park please call 330-675-3072.

Time registered on Trumbull County MetroParks phone system will be considered the official time of day when determining exact time of submission.

RFPs received after the closing time will not be accepted and will be returned unopened.

All RFPs mailed in sealed envelopes need to be received by **(NOT POSTMARKED BY)** prior to date and time stated below.

RFP Due Date and Time:	Friday, February 12, 2010, 2:00 pm
-----------------------------------	---

The following information shall be on the outside of the sealed on envelope:

Concessionaire Services at Canoe City MetroPark
RFP No . 2010-01
and
Name and Address of individual/s or business submitting RFP.

3. The RFP

The RFP shall include all documents as set in Section 5.0 'RFP Details' and Section 6.0 RFP Requirements.

All RFP's shall be typed and must contain original signatures.

It may be necessary for a variety of reasons to issue addenda that may include, but not limited to: correction or clarification of the Request for Proposals, extension of the closing date, retraction or cancellation of the Request for Proposal.

Trumbull County MetroParks shall not be responsible for any costs incurred by the individual/s or business in the preparation of the RFP, including costs to attend or provide any interview.

All RFP's shall be on 8 ½" X 11" format excluding any maps or brochures that may pertain to this RFP.

4. General Terms and Conditions

Freedom of Information Act

The individual/s or business hereby consents to the disclosure of the information contained in this RFP, pursuant to ORC 149.43 Freedom of Information Act (FOIA).

If an individual/s or business considers any part of the RFP proprietary, the individual/s or business shall clearly mark such page or section of the RFP as confidential. This procedure will not automatically protect the RFP from release, but will assist TCMP in making a determination on release if a request is made.

In the performance of this contract, the individual/s or business shall be an independent contractor.

The individual/s or business selected shall make no deviation from their RFP without the written approval of TCMP.

TCMP shall retain the right to ensure that an acceptable standard of use, service and operation is maintained. TCMP also reserves the right to communicate with one or more individual/s or business following the RFP closing date to clarify elements of submission.

If the individual/s or business is adjudged as bankrupt; or if individual/s or business should make a general assignment for the benefit of his creditors; or if a receiver should be appointed on account of individual/s or business insolvency; or if individual/s or business should except in case of any event beyond individual/s or business reasonable control, refuse or fail to supply enough properly skilled workmen or proper materials, after having received seven days notice in writing from TCMP to supply additional workmen or materials; or if individual/s or business should fail to make prompt payments to sub-contractors; or for materials; or labor; or persistently disregard laws, ordinances, or instructions from TCMP, or otherwise be guilty of a substantial violation of the provisions of the contract, then TCMP, upon notification to the individual/s or business that sufficient cause exists to justify such action, may without prejudice to any right or remedy, by giving the individual/s or business seven (7) days written notice, terminate the contract of the individual/s or business, and take possession of the work site, and all materials, tools and appliances therein.

Indemnification --

The individual/s or business shall indemnify TCMP, its agents and employees, against all actions, suits, claims and demands, which may be brought for any loss, costs, damages, changes or expenses whatsoever which may be sustained, incurred or paid by the TCMP, its agents or employees, by reason of the errors or omissions of the individual/s or business, in regard to this RFP or any contract which results, including any charges arising as a result of any health and safety violation on the part of the individual/s or business.

The individual/s or business hereby grants TCMP full power and authority to settle any action, suit, claim or demand on such terms as TCMP may deem advisable, and hereby covenants and agrees to pay TCMP on demand all monies paid by TCMP pursuant to any such settlement, together with the reasonable costs of TCMP or its solicitor in defending or settling any such action, suit, claim or demand.

Confidentiality

The individual/s or business recognizes that it will, by the nature of the goods and services being provided to TCMP, have access to confidential information. It is understood and agreed that the individual/s or business, its employees, agents, representatives and officers, shall hold all information, whether confidential or not, in the strictest confidence. The individual/s or business shall not disclose, nor permit by any act or failure to act the disclosure of, any information to any third party at any time during or after the term of its contract with TCMP. Nor will the individual/s or business use any information however obtained as a result of performing duties for TCMP for its own commercial, financial, or personal advantage.

Claims Against TCMP –

TCMP reserves the right not to accept a RFP from any person or corporation which includes all non arms length corporations who, or which, has a claim or legal proceeding against TCMP or against whom TCMP has a claim or legal proceeding with respect to any previous contracts, bid submissions, or business transactions who is listed as either the individual/s or business or sub-contractor within the submitted RFP.

Insurance

The individual/s or business shall maintain public liability, property damage, product liability, fire and theft insurance in amounts and from an insurer acceptable to TCMP, with minimum inclusive limits of \$1,000,000. This coverage must remain in place throughout the term and any extension of the Agreement. Certification of such insurance shall be filed with and approved by TCMP. The individual/s or business shall be responsible for all claims for damage and personal injury caused by his agents and employees, or omissions causing such injury or damage (including all claims for causing the death of any person).

Liability Insurance shall:

- a) have a limit of liability of not less than \$300,000 inclusive for any one occurrence unless renting canoes and kayaks which will require a limit of \$1,000,000;
- b) include insurance against liability for bodily injury and property damage caused by vehicles or equipment owned by the individual/s or business;
- c) be endorsed to provide that the policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to TCMP;
- d) name TCMP Board of Park Commissioners including its officers, employees and volunteers as additionally insured while performing their duties on behalf of the TCMP.

The individual/s or business shall pay for all premiums and expenses incurred for the insurance.

Ownership

All information, data, policies, plans, and documents prepared and collected by the successful individual/s or business shall become the property of TCMP. The successful individual/s or business shall deliver all information, data, policies, plans, and documents, including electronic versions to TCMP immediately upon completion or abandonment of the Project.

Assignment

The individual/s or business shall not assign or sublet the contract or any portion thereof without the prior written consent of TCMP. Such consent shall not release or relieve the INDIVIDUAL/S OR BUSINESS from any of its obligations or liabilities under this Contract.

Errors and Omissions

It is understood and acknowledged that while the Request for Proposals includes specific requirements, a complete review and recommendation is required. Minor items not herein specified but obviously required, shall be provided as if specified. Any misinterpretation of requirements within this RFP shall not relieve the individual/s or business of the responsibility of providing the services as previously mentioned.

5. RFP Details

Scope of Services

The individual/s or business will provide to the visitors of Canoe City MetroPark a concession, which will provide a quality of life up-grade to the surrounding communities. The contract will run for a two year period commencing with the signing of the contracts.

The individual/s or business will also provide a concession that drives attendance from in and outside the county.

The individual/s or business will be responsible for all utilities that are required for operation of the concession at Canoe City MetroPark.

The individual/s or business will also be responsible for all upgrades for turning the building into an operational ready facility.

The individual/s or business can only provide the following services and/or products (can be in combination): pre-packaged foods, bait, souvenirs, canoe and kayak rentals.

TCMP will be responsible for all grounds maintenance which includes mowing, trimming, tree-cutting, trash pick-up and amenities.

The individual/s or business must layout a two-year marketing plan in their RFP.

The concessionaire must also provide back to yearly report describing the past year which will be due by January 1st of each year.

All Permits required to operate/own business will be procured by and paid for by the individual/s or business.

6. RFP Requirements

Operational Requirements

TCMP is seeking RFPs from an individual/s or business that is both interested and capable of undertaking the project. The onus is on the individual/s or business to show their knowledge, understanding and capability to conduct the project. The detail and clarity of the written submission will be indicative of the individual/s or business's expertise and competence. Please limit RFP submissions to no more than 10 pages including cover letter, covers and content.

Statement of Design Approach & Letter of Intent

Understanding of the project opportunities and challenges. Submit written narrative of the design concepts and approach that you may utilize for the project. Submit any sketches, layouts, renderings, or graphic materials that illustrate alternative approaches that may be considered for the project.

Acknowledgements

The individual/s or business must complete and submit Appendix A

Statement of Qualifications

Prime Individual/s or business - to submit Statement of Qualifications – Appendix B.

Sub-Individual/s or business & Joint Venture RFP

If the prime individual/s or business is proposing a joint venture or similar arrangement with another firm, the nature of the relationship shall be stated in the RFP.

References & Similar Projects

State the Full Name and Address of Your Organization and any other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, state whether it is licensed to operate in the State of Ohio.

Manpower

Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the study or project. Identify individuals by name and title that will do the work on this project. Resumes or qualifications are required for proposed project personnel.

State history of the individual/s or business, in terms of length of existence, etc.

Submit information on Similar Projects that your firm has designed. Include name, address, and phone no. of public/private agency, location, date of service, fees charged and client contact.

List specific types of experience individual/s or business have in the following areas:

Experience in working with public agencies.

Experience in creation and implementation of programs and events.

Experience in recreational and multipurpose facilities.

Current Status of Any Litigation

List the Current Status of Any Litigation or other major circumstances related to previous work performed that would be of concern to owner.

Agreement

The individual/s or business must enter into and sign a formal Agreement with TCMP.

Additional Information –

Include any additional information you feel will assist us in the evaluation of your firm's qualifications.

7. Evaluation and Award

RFP Accept/Reject

TCMP may accept a RFP in whole or in part, whether the RFP is the best or not, and may reject any or all RFPs. There will be no requirement of this RFP, implied or otherwise, that the RFP representing the best or most qualified will be selected or preferred. The Request for Proposal process is used as a means of evaluating a number of criteria.

In the event that a favorable RFP does not meet with the RFP requirements, TCMP reserves the right to enter into negotiations with the individual/s or business to arrive at a mutually satisfactory arrangement with respect to any modifications to the RFP.

Evaluation

This RFP shall be awarded based on an evaluation of the RFP, using the rating scheme listed below in Section 8.5. Some scores assigned to the various categories may be determined through reference checks and/or interviews with short-listed individual/s or business's. TCMP may investigate, as it deems necessary to determine the ability of the individual/s or business to perform the work. The individual/s or business shall furnish all such information and data for this purpose as requested. TCMP reserves the right to reject any RFP if the evidence submitted by or investigation of such individual/s or business fails to satisfy that the INDIVIDUAL/S OR BUSINESS is qualified to carry out the obligations of the contract.

RFP Clarification

TCMP reserves the right to contact any individual/s or business to seek clarification of the contents of submission.

Rating Scheme & Selection Process

These steps will be used for selection process:

1. Receipt and review of Request for Proposals will be completed by a minimum of 3 TCMP Board Members.
2. Narrow selection to three individual/s or business which will be achieved through calculations of raw scores through the rating scheme below will be completed by a minimum of 3 TCMP Board Members.
3. Ranking of the top individual/s or business to identify the best qualified individual/s or business. Will be completed by full TCMP Board at a meeting TBD
4. As necessary, interview with the best qualified individual/s or business.
5. Negotiation with top-ranked individual/s or business for scope of service.
6. Approval

Trumbull County MetroParks
347 N Park Avenue, Warren, OH 44481 330-675-3072
Request for Concessionaire Services – RFP#2010-01
Issue Date: December 17, 2009

ITEM	SCORE
Submission Document • Compliance with the submission requirements	15%
Experience • The individual/s or business's relevant experience with this type of work • Sub-contractor provision	30%
Individual/s or business's Approach • Detailed approach & methodology • Expertise & abilities of the team assembled to undertake the work • Current project workload restrictions.	25%
References • Past success (will include information provided by references)	20%
Relation of concession to TCMP mission statement.	10%
TOTAL	100%

RFP CHECKLIST

The individual/s or business is responsible for ensuring that the RFP is complete, by providing the following:

One (1) original (unbound – suitable for photocopy) and seven (7) copies.

Complete Request for RFP shall include the following documents: Statement of Design Approach and Letter of Intent	
Appendix A	Acknowledgements
Appendix B	Statement of Qualifications – Individual/s or business Selection Questionnaire
Current status of any Litigation	
Attachments – Examples of work	
Additional Information	

Appendix A (MUST BE SUBMITTED WITH RFP)

Acknowledgement

Trumbull County Concessionaire Services at Canoe City MetroPark
RFP Number: 2010-01

ACKNOWLEDGEMENTS I/WE ACKNOWLEDGE that the matters stated in the said RFP, are in all respects true.

I/WE ACKNOWLEDGE and have carefully read the Documents as per the Request for Proposal, and are otherwise satisfied as to the conditions under which the work is to be carried out, and do hereby submit a RFP for and offer to enter into a contract with the TCMP to undertake the **Trumbull County Concessionaire Services at Canoe City MetroPark**

I/WE ACKNOWLEDGE that I/We have carefully examined the locality and site of the proposed works as well as all the addenda issued relating to the said contract, and hereby acknowledge the same to be part and parcel of any contract to be let for the work therein described or defined and do hereby submit a RFP and offer to enter into a contract to do all of the work and to provide all of the labor and to provide, furnish, deliver, place and erect all materials mentioned and described or implied therein..

I/WE ACKNOWLEDGE and hereby agree to comply in all respects with the General Conditions and Specifications herein, which terms and conditions are to be read with and form part of this RFP.

I/WE ACKNOWLEDGE that addenda have been received for this Request for Proposal document and are attached to this submission, and that I/WE understand it is the Proponent's ultimate responsibility to ensure all addenda issued have been received.

I/WE ACKNOWLEDGE that acceptance of this RFP and the issuance of a purchase order shall be considered a binding contract upon both parties. If specified at any time by the TCMP, it is acknowledged and agreed that the terms and conditions and any representations made in reference to this RFP shall be incorporated in a contract to be executed by the parties once the TCMP has formally accepted the RFP offer.

I/WE ACKNOWLEDGE and warrant that the RFP price shall be valid and binding for a period of sixty days from the date of RFP closing.

individual/s or business Name

Signing Authority (print)

Telephone and Fax Number

Title

Signature

Address

Date

Trumbull County MetroParks
347 N Park Avenue, Warren, OH 44481 330-675-3072
Request for Concessionaire Services – RFP#2010-01
Issue Date: December 17, 2009

**Appendix B - STATEMENT OF QUALIFICATIONS *CONSULTANT SELECTION*
*QUESTIONNAIRE***

This questionnaire is to be completed separately by the prime consultant and any major sub-consultants who would be utilized. Sections that are not applicable should be marked as such.

Date: _____

GENERAL

1. NAME OF Individual/s or Business

2. MAIN OFFICE

ADDRESS

PHONE NUMBER

3. BRANCH OFFICE

ADDRESS

PHONE NUMBER

4. LICENSED TO PRACTICE PROFESSIONALLY IN THE STATE(S) OF:

5. LENGTH OF TIME IN BUSINESS

6. OWNERSHIP STRUCTURE (CORPORATION, PROPRIETORSHIP, PARTNERSHIP, OTHER (EXPLAIN))

7. STATE IN WHICH BUSINESS IS REGISTERED

8. NUMBER OF EMPLOYEES

9. ARE YOUR PRESENT COMMITMENTS SUCH THAT THIS PROJECT CAN BE STARTED WITHOUT DELAY?