



REQUEST FOR PROPOSAL (RFP)

Edwards Field House Facility Use License

SUBMITTAL DEADLINE
2:00pm on July 15, 2022

Any questions regarding this Request for Proposal shall be submitted to the Executive Director, Janet Bartnik, by email at JBartnik@MountainRec.org or by phone at (970) 688-7335.

INVITATION TO BID
Lease of Space – Edwards Field House

Sealed proposals will be received until 2:00 p.m. on July 15, 2022, by Mountain Recreation Metropolitan District from qualified organizations interested in leasing a defined portion of the Edwards Field House recreation center encompassing approximately 1,687 SF. Proposal information is available via email at JBartnik@MountainRec.org.

The District reserves the right to reject any or all proposals and to waive informalities or deficiencies therein, to negotiate with any or all bidders or others for more favorable terms or rents, and to award a license agreement to other than the bidder submitting the best proposal, with or without negotiation and to determine which is the best and most responsive, to accept, at its option, any alternates.

INFORMATION IN THIS DOCUMENT
Commercial HVAC Preventative Maintenance Services

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**Mountain Recreation
Edwards Field House – Use of Space**

INTRODUCTION

Mountain Recreation Metropolitan District (“Mountain Rec” or the “District”) owns and/or operates three major recreational facilities in western Eagle County, including the Edwards Field House, 450 Miller Ranch Road, Edwards CO. A tenant licenses use of approximately 1,687 SF of space on the northeast portion of the Edwards Field House to operate physical therapy, wellness, and rehabilitation services. The space licensed includes an exclusive entry. The term of the current license agreement is set to expire October 31, 2023.

The District seeks proposals from community organizations desiring to the license the space to operate services beneficial to the community beginning November 1, 2023. Such proposals shall be submitted to the District, sealed, by July 15, 2022.

SPECIAL PROVISIONS

Term and Termination

Mountain Recreation recognizes that a stable location in which to offer services is most desirable. The initial term of the license agreement is anticipated to be for 60 months (November 1, 2023, through October 31, 2028) and will include termination and extension provisions. Proposals should indicate the length of term desired and termination and extension language preferred.

License Fees

The successful organization shall pay to the District a license fee. Bidders shall clearly state their proposed initial monthly license fee for each month during the first license year, together with a proposed annual license fee escalator for license fees due for the second and subsequent license years. Mountain Recreation reserves the right to correct any arithmetic errors. The total area to be licensed consists of approximately 1,687 square feet in the main lobby of the Edwards Field House, near the front desk and with its own entrance. It shall be the responsibility of the Bidder to verify the completeness of the proposal and other documents. Mountain Recreation shall not be held responsible for any omissions unless such omissions have been called to the attention of Mountain Recreation prior to the submission deadline of bids.

Facilities Included in the License

The organization will acknowledge that the license does not allow the organization to utilize any of the District’s facilities other than the licensed premises and common rest rooms. Uses of the District’s facilities by Contractor’s agents, employees and invitees shall be subject to the District’s normal hourly, daily, or annual pass rates unless otherwise negotiated. Organizations desiring to utilize other areas of the Edwards Field House must indicate in their proposal any other spaces are anticipated to be used, for what purposes, and general times for such use.

Licenses and Permits

The successful organization shall obtain and maintain any and all licenses and/or permits that may be required by applicable governmental entities having jurisdiction, including without limitation Eagle County, Colorado (the “County”), prior to the utilization of the premises.

Alterations

The premises, and any alterations made by the successful organization or the District during the term of the license, are and shall remain the sole property of the District, and the successful organization shall have no right, title, or interest therein. The successful organization shall obtain advance approval from the District for any improvements it intends to make to the premises prior to constructing such alterations.

Operations and Maintenance Expenses

The District anticipates providing electricity, hot and cold water, heat and air conditioning, snow removal for parking areas and building entryways, and general building cleaning and maintenance outside the licensed

premises. The successful organization is anticipated to be responsible for all janitorial and cleaning services necessary within the premises and the cost for any internet and telephone services used.

SUBMITTAL REQUIREMENTS

Organizations should submit one (1) signed proposal PLUS one (1) electronic copy for a total of two (2) copies of their proposal by 2:00pm on July 15, 2022. Please mark your submittal "SEALED PROPOSAL – EDWARDS FIELD HOUSE FACILITY LICENSE" and send it to:

Janet Bartnik
Mountain Recreation
PO Box 1891
Edwards, Colorado 81632

Hand delivery to the Edwards Field House, 450 Miller Ranch Road, Edwards, is preferred.

Proposal Forms Required

Proposal packets must include a Proposal Narrative and Proposal Forms A-D attached with this RFP. Proposals must be submitted utilizing the forms attached herein unless otherwise directed. All information called for must be furnished and must be written in ink or typewritten. Proposals submitted in any other manner, or which fail to furnish all information required, may be rejected.

Proposal Form A	REQUIRED	Validity and Commitment to Sign Agreements
Proposal Form B	Substitute allowed	Narrative and Supplemental Questions
Proposal Form C	Substitute allowed	References
Proposal Form D	Substitute allowed	Proposed License Fees

Proposal Narrative

The Narrative statement included as a part of the Proposal submission must include a general description of the proposed use for the space within the Edwards Field House that is the subject of this RFP. Criteria for selection have been developed that reflect the District's intent for sharing of the space with a community organization. Respondents are asked to carefully self-score their proposals' fit to the criteria and to provide a written justification for the score proposed. Please see the "CRITERIA FOR SELECTION" section below.

Late Qualifications

A late proposal is one received after the 2:00 p.m. local time, at the time and delivery address as stated. Proposals received after the deadline date and time will be returned unopened. It shall be the responsibility of those submitting a proposal to assure themselves that their proposal has been received by Mountain Rec.

Waiver of Informalities

The District may, at its election, waive any minor informalities or irregularities in proposals received or reject any or all proposals.

CRITERIA FOR SELECTION

Mountain Recreation's Board of Directors has determined that use of publicly funded community space should provide benefit of the community. The selected organization will demonstrate a strong commitment to serving the community, offering services that enhance those offered by the District, and may even provide community services in partnership with Mountain Rec. Each submittal will be evaluated, and a shortlist established using the criteria listed below. Proposals shall include self-scoring with narrative justification for each criterion score proposed. Short-listed organizations may be called to interview with District staff in July.

- Organization type
- Service benefit type
- Leveraging of off-peak times
- Partnership opportunity

- License fee amounts proposed
- Perceived ability of the organization to deliver on community benefits proposed (via references).

ANTICIPATED TIMEFRAME FOR SELECTION PROCESS MILESTONES

Opportunity Published	June 20, 2022
Recommended Site Visit	Please schedule with Janet Bartnik
Proposals Due	2:00pm, July 15, 2022
Proposal Review	July 16-23
Short-listed Firm Interviews	late July, if needed
Award Notification	August 17 (Mountain Rec Board meeting)

For questions, please contact Janet Bartnik at (970) 688-7335 or via JBartnik@MountainRec.org.

Required Representations

In submitting this RFP, the Organization makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

1. The Organization will possess all applicable professional and business licenses required to perform work in Eagle County, Colorado.
2. The Organization represents that it has no conflicts of interests with Mountain Rec if awarded the license, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the District.
3. The Organization represents the rents offered and other information submitted in connection with its proposal were arrived at independently without consultation, communication, or agreement with any other offeror or competitor.
4. The Organization will ensure that employees, applicants for employment, and individuals served are not discriminated against because of their race, color, religion, creed, national origin, ancestry, gender, age, sexual orientation, and physical or mental disability, or any other category protected by law.
5. The organization represents that issuance of this RFP does not commit Mountain Recreation to award a License Agreement for the space in the Edwards Field House, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a License Agreement

PROPOSAL FORM A

PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS

I (authorized agent) _____ having authority to act on behalf of (Organization name) _____ do hereby acknowledge that (Organization name) _____ will be bound by all terms, fees, and conditions of this proposal for a period 90 days from the date of submission; and commit to sign the Agreements.

Organization Information

Name of Organization	
Email	
Street Address	
City, State, Zip	
Mailing Address	
City, State, Zip	
Contact Person	
Phone	
Local Website	

Identification Information

Employment Security Number	
Federal Tax ID Number	

DATE: _____
(Month-Day-Year)

Signature of Officer/Title

DATE: _____
(Month-Day-Year)

Signature of Officer/Title

PROPOSAL FORM B

NARRATIVE AND SUPPLEMENTAL QUESTIONS

The Organization submitting this Proposal shall provide a narrative responsive to the selection criteria described in the rubric in the table on the next page and answer the following supplemental questions. This form may be used, or an alternate may be submitted.

Supplemental Questions:

1. Please provide a concise description of your organization and its core services, including mission, vision, service outcomes, and how long the organization has been serving Eagle County.
2. Provide demographic information describing those proposed to be served from this location by your organization. Include historical service population demographics applicable to this submittal.
3. Provide outcomes data describing your organization's impact on the community or individuals served that is relevant to the services proposed to be housed in this location.

Narrative: The rubric below will be used to evaluate Proposals received. Proposers shall indicate in the table below what score for each criterion is believed to fit the Proposal. Using a narrative, proposers shall describe the justification for each criterion score.

CRITERIA	SCORING RUBRIC	RESPONDENT'S PROPOSED SCORE
<p>Organization Type. As a publicly funded facility, Mountain Rec desires to weight scores toward those organizations that are governmental agencies or that qualify for public charity status under the IRS Code 501C3 designation.</p>	<p>Governmental Agency: <i>15 points</i></p> <p>Non-Profit Organization: <i>10 points</i></p> <p>Other Organizations: <i>5 points</i></p>	
<p>Service Benefit Type. Activities proposed to occur in the space shall be reviewed and scored based on the continuum of individual to community benefit received. Those organizations proposing to use the space for greater community benefit shall be awarded a higher score.</p> <p>Community benefit shall be defined as those services benefiting the community as a whole and not solely provide benefits to individuals.</p> <p>Services provided in the space that benefit the community or individual shall be considered direct. Services coordinated in the space with benefits delivered outside the space are considered indirect for the purposes of this RFP.</p>	<p>Direct Community Benefit: <i>30 points</i></p> <p>Indirect Community Benefit: <i>20 points</i></p> <p>Direct Individual benefit: <i>10 points</i></p> <p>Indirect Individual Benefit: <i>0 points</i></p>	
<p>Leveraging of Off-Peak Times. The Edwards Field House's peak use hours occur from November through April and from 4pm to 10pm. Those proposals leveraging off-peak times for providing services shall be afforded a higher score for this criterion.</p>	<p>More than 50% of services are provided during off-peak times: <i>10 points</i></p> <p>Less than 50% of services are provided during off-peak times: <i>5 points</i></p> <p>Less than 10% of services are provided during off-peak times: <i>0 points</i></p>	
<p>Partnership Opportunity. Proposals offering Mountain Rec the opportunity to partner in the provision of services in alignment with Mountain Recreation's mission and vision shall be awarded a bonus score in proportion to mission alignment and expansion of service levels.</p>	<p>Sliding scale from <i>0 – 25 points</i>, with 25 points awarded for a partnership opportunity fully in alignment with Mountain Rec's mission and vision <u>and</u> affording a service to the community that the District is not yet offering to the public.</p>	
<p>Rent Amounts Proposed. Each proposal shall be awarded a score proportional to the rents proposed against market rates for space in Eagle County.</p> <p>For the purposes of this RFP: Market rate shall be considered \$12.50/SF/Month Approximately 1,687SF</p>	<p>81-100% market rate rents: <i>20 points</i></p> <p>61-80% market rate rents: <i>10 points</i></p> <p>Less than 60% market rate: <i>0 points</i></p>	
	<p>RESPONDENT PROPOSED SCORE:</p>	<p>_____ of 100 possible points</p>

PROPOSAL FORM C

REFERENCES

Please provide a minimum of 3 references that can provide assurance of your organization's ability to deliver on community and/or individual benefits described in the narrative. Please include ONLY the following information:

- Name
- Contact
- Title
- Mailing Address
- Telephone Number
- Describe how this reference is familiar with your organization's services

PROPOSAL FORM D

PROPOSED LICENSE FEE SCHEDULE

Proposed initial year license fees: \$ _____ per square foot per month

Proposed escalator to monthly license fees in subsequent years:

Proposed Initial License Term: _____ months

Proposed terms for extension or termination:

Organization Name

Name of Representative

Representative Signature