



**REQUEST FOR PROPOSALS FOR
Nesting Place RV Park – Town of Rimbey
Manage, Operation and Maintenance Lease Agreement**

SERVICE: The Town of Rimbey is issuing a request for proposals from interested current non-profit community groups based in Rimbey to manage, operate and maintain the Nesting Place RV Park under a lease agreement.

ANTICIPATED CONTRACT TERM: April 15, 2013 to October 15, 2017

PROPOSAL PRESENTATION / INTERVIEW: The Town of Rimbey may require the lead or short-listed Proponent(s) to participate in an interview to present or discuss their proposal.

SUBMISSION INFORMATION:

Closing Date:	February 22, 2013
Time:	12:00 p.m. Mountain Standard Time
Location:	Town of Rimbey, Recreation Office PO Box 350, 5109 – 54 Street Rimbey, AB T0C 2J0
Fax:	(403) 843-4267
Email:	recreation@rimbey.com
RFP Name:	Nesting Place RV Park RFP
Attention:	Rick Kreklewich
Copies:	Three

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Attachments:

- “A” Campground Map

1. OVERVIEW

1.1 Purpose of the Proposal

The Town of Rimbey is issuing a request for proposals from interested non-profit community groups based in Rimbey to manage, operate and maintain the Nesting Place RV Park under a lease agreement.

1.2 Current Organizational Status/Situation/Structure

The Nesting Place RV Park is located on the south end of town, next to the Slo-Pitch Diamonds.

The campground currently has a total of 41 sites; 10 fully-serviced sites with power/water/sewer with 30 amp power, 25 power/water sites with 50 amp power and 6 sites with no services. All sites have picnic tables and fire pits. A map of the campground is provided in Attachment "A".

1.3 Scope of work

The Town of Rimbey requires that the Nesting Place RV Park be managed, operated and maintained to support a positive experience for campground visitors.

A. General Description of Services

The campground Operator is to provide general management, operation and maintenance services for the municipal campground.

B. Specific Deliverables

Reporting to the Director of Community Services of the Town of Rimbey, the Operator will provide the following campground services:

- Operate the campground based on the current rates provided by the Town of Rimbey. The rates are \$25/night for full-service, \$20/night for power/water sites and \$15/night for unserviced sites. The Operator may request a rate change by providing a written letter to the Town. If the Town approves the rate change, all rate correction on signage and promotional material must be implemented by the Operator at their own cost.
- Develop a regular cleaning scheduling to ensure the shower building is presentable and in good working order.
- Develop a regular yard maintenance schedule to ensure the park is mowed and trimmed. All garbage must be collected and the fire pits cleaned out on a regular basis.
- Provide all materials, supplies (firewood included), maintenance equipment and resources necessary for the operation, management and maintenance of the campground.
- Ensure all maintenance activities are performed in a timely manner.
- Perform services at a high quality to ensure an effective operation that enhances the image of the Town.
- Supply all the personnel and staff necessary to provide high quality, friendly and helpful service to the public at regular times at the park.
- Complete a full joint inspection of the Nesting Place RV Park with the Director of

Community Services prior to opening the park and upon closing the park each season and report any concerns.

- Post and promote a phone number for campground inquiries.
- Promote/advertise the campground at your discretion.

Additional Notes:

- Both on-site resident caretaker/campground host and off-site resident caretaker/campground host proposals will be considered.
- The Proponent will be required to enter into a contract with the Town of Rimbey.
- The term of the agreement will be 5 years. Either party may terminate the agreement by providing the other party with one year's written notice.
- The Town will pay all utilities, garbage collection fees and opening and winterizing costs at the beginning and end of each season. The Town will invoice the successful Proponent for all utilities, garbage collection fees and opening and winterizing costs at the end of each season for the duration of the contract.
- The Operator will keep all revenues from the operation of the campground, less expenses as previously outlined.

1.4 Performance Reporting

Prior to November 30th of each year of the term, the Operator will be required to submit a detailed annual report summarizing the activities for the operating season, including discussion on possible improvements, upgrades and suggested capital projects to enhance the campground, along with other information deemed necessary by the Operator.

2. PROPOSAL REQUIREMENTS – Mandatory Criteria

2.1 Proposal Specifications

- A. Provide a detailed, well thought out proposal plan, demonstrating an understanding of the RFP requirements and commitment to the project. The proposal must demonstrate an understanding of the role and responsibilities of the Operator.
- B. Outline in detail, a plan to operate the campground which will include procedures for fee collection, firewood provision and sales, communications, janitorial and campground maintenance, and explain how the Campground will be efficiently, effectively and safely operated to meet all operational and customer service standards. If necessary, list the number of sub-contractors or paid positions and staffing schedule. Any sub-contractor would need to purchase a Town of Rimbey business license.
- C. The Proponent must provide evidence that they are a current non-profit community group based in Rimbey.
- D. List any value-added services proposed that will meet one or more of the following:
 - i. Enhances Campground user satisfaction and experience;
 - ii. Increases Campground revenue; and,
 - iii. Creates efficiencies in Campground operations.

3. PROPOSAL FORMAT & RESPONSE

3.1 Title Page

Show the RFP name, Proponent name, address, telephone number, facsimile number, email address, and the name of the Proponent contact person.

3.2 Letter of Introduction

One page, introducing the Proponent, signed by the person(s) authorized to sign on behalf of, and bind the firm to, statements made in the proposal.

3.3 Proponent Profile/Project Team Qualifications/Skills/Experience

Indicate the Proponent's capabilities for the project. If subcontractors are being used, they must purchase a Town of Rimbey business license.

3.4 Revenues/Expenses

The Town of Rimbey will not provide any funding to support the campground for the duration of the contract. All revenues will be collected by the Proponent.

3.5 Proposal Length/Format

The format should match that of the RFP for ease of reading and finding the relevant and important information. A total of three (3) copies are required for submission.

3.6 Attachments

Attach any additional information.

Be sure to include and address all mandatory items/criteria as required in the Request For Proposals.

4. **EVALUATION OF PROPOSALS**

4.1 **Mandatory Criteria**

Proposals must demonstrate the following:

- Ability to meet the services as outlined in requirements

Proposals must provide the following information:

- Experience in relation to services requested

INSTRUCTIONS

5. **TERMINOLOGY**

- “Proponent” means any current non-profit community group based in Rimbey that submits or intends to submit a proposal response to the Request for Proposal.
- “Town” means the Town of Rimbey.
- “Operator” means the successful Proponent selected to manage, operate, and maintain the Nesting Place RV Park.

Additional terms will be defined by Addenda if necessary.

6. PROCESS & EVALUATION PROCEDURES

6.1 Communications & Submission

Direct all communications or requests for information in writing, prior to **February 21, 2013** to:

Rick Kreklewich, Director of Community Services
Town of Rimbey
PO Box 350, 5109 – 54 Street
Rimbey, AB T0C 2J0
Email: recreation@rimbey.com
Phone: (403) 843-3151

The Town **MUST** receive at least one copy of the proposal **no later than 12:00 p.m. Mountain Standard Time, Friday, February 22, 2013**. Any proposals received after that date and time will not qualify. Proposals must be submitted to:

Closing Date: February 22, 2013
Time: 12:00 p.m. Mountain Standard Time
Location: Town of Rimbey, Recreation Office
PO Box 350, 5109 – 54 Street
Rimbey, AB T0C 2J0
Fax: (403) 843-4267
Email: recreation@rimbey.com
RFP Name: Nesting Place RV Park RFP
Attention: Rick Kreklewich
Copies: Three

6.2 Short-list and Presentations/Interviews

The Town may require the lead or short-listed Proponent(s) to provide a presentation, or to participate in an interview to present or discuss their proposal. Reasonable notice will be given with more details on the presentation or interview process.

6.3 Mandatory Criteria

Mandatory information requested must be provided for the proposal to be evaluated.

6.4 Evaluation and Selection

Each proposal will be evaluated against the mandatory criteria. Subject to successful negotiation and signing of a contract, the Proponent with the best proposal will be awarded the contract subject to Council approval.

6.5 Estimated Timetable

Event	Anticipated Date
RFP issued	January 15, 2013
Closing date for proposal submission	12:00 p.m. MST on February 22, 2013
Short-list and Interview/Presentations	March 6, 2013
Contract term	April 15, 2013 – October 15, 2017

* This timetable may be shortened or extended at the discretion of the Town.

7. Proposal Conditions

7.1 Signed Proposals

The proposal must be signed by the person(s) authorized on behalf of the Proponent or Company and binds the Proponent to the statements made in the RFP response.

7.2 Irrevocability of Proposals

At the appointed closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be selected, the Proponent will enter into a contract with the Town.

7.3 Changes to the Proposal Wording and Content

The Proponent will not change the wording or content of its proposal after closing and no words will be added to the proposal, including changing the intent or content of the presentation of the proposal, unless requested by the Town.

7.4 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing the proposal, presentations of their proposal, and all other costs incurred presenting and negotiating their proposal.

7.5 Proposal Pricing

The Town of Rimbey will not provide any funding to support the campground for the duration of the contract. All revenues will be collected by the Proponent.

7.6 Acceptance of Proposals

The Town is not bound to accept the highest valued proposal or any of the submitted proposals. The Town reserves the right to waive informalities in or reject any or all Proposals, or accept the Proposal deemed most favourable in the interest of the Town, having regard to (but not limited to) price, service delivery, qualifications, and benefit to the community (if applicable).

7.7 Negotiations

If a written contract cannot be negotiated within thirty (30) days of notification to the frontrunner or lead Proponent, the Town, at its discretion at any time thereafter, may terminate negotiations with that Proponent and either negotiate a contract with the next most suitable Proponent, or cancel the RFP process and not enter into a contract with anyone.

8. Additional Terms and Conditions

8.1 Subcontracting

Subcontracting will be allowed in the anticipated contract. Proposed subcontractors must be listed. Joint proposal submission must indicate which Proponent has overall responsibility for the contract.

8.2 Liability for Errors

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive.

8.3 Agreement with Terms

The Proponent, through the submission of a proposal, agrees to all terms and conditions of this RFP.

8.4 Modification of Terms

The Town reserves the right to modify the terms of the RFP at any time at its sole discretion.

8.5 Confidentiality of Information

Information pertaining to the Town obtained by the Proponent as a result of participation in this contract is confidential and must not be disclosed without written permission from the Town.

9. Specific Contract Clauses

9.1 Workers' Compensation Board (WCB)

The successful Proponent and any subcontractor will need to be registered and be in good standing with the Workers' Compensation Board (WCB). WCB coverage must be maintained for the duration of the contract.

9.2 Laws of the Jurisdiction

Any contract resulting from this RFP will be governed by and will be interpreted in accordance with the laws of the Province of Alberta.

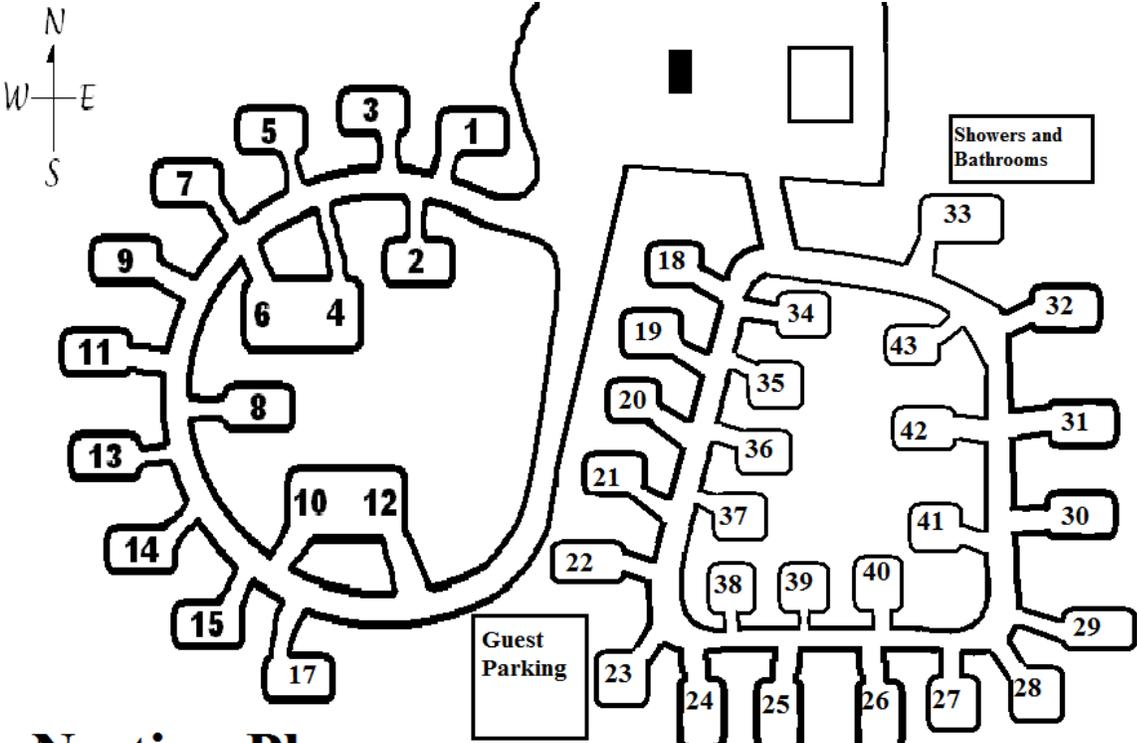
9.3 Indemnity & Insurance

Any contract arising out of this Request for Proposal will require that the Operator, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the term of the contract specific types of insurance with insurers licensed in the Province of Alberta. The Operator will be required to provide the Town with a Certificate of Insurance. The Operator shall at its sole cost and expense place and maintain during the term of the agreement the following insurance:

- Insurance against loss or damage by fire and such additional perils as they are defined in a standard fire insurance contract on all improvements, furnishings, property, equipment and contents owned by the Operator.
- **Comprehensive General Liability** insurance protecting and indemnifying the Operator and the Town against any and all claims for injury or damage to person or property of for loss of life occurring upon, in or about the Leased Premises, for an amount of not less than \$5,000,000.00 and which policy shall name the Town as an Additional Insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving the Town 30 days prior written notice.
- **Automobile Liability** on all vehicles owned, operated or licensed in the name of the Operator, or used in the management, operation and maintenance of the Campground, in an amount of not less than \$2,000,000.

Attachment A

Campground Map



Nesting Place Campground