

# City Of Morehead

## **REQUEST FOR PROPOSAL (RFP)**

Recreation Facility Best Use, Management and Marketing

LAUGHLIN HEALTH BUILDING COMMUNITY CENTER

City Of Morehead

314 Bridge St

Morehead, Kentucky 40351

Phone: 606-784-8505 | Fax: 606-784-2216

Mayor@morehead-ky.gov

**RFP ID: LHB2018**

**Prepared By: Mayor Jim Tom Trent**

**Date: May 15, 2018**

REQUEST FOR PROPOSAL  
LAUGHLIN HEALTH BUILDING COMMUNITY CENTER  
Morehead – Kentucky

**RFP ID:** LHB2018

**SUBMISSION DEADLINE:** June 4, 2018 12:00 p.m. EST

Questions may be submitted in written form to:

**RFP Contact Name:** Jim Tom Trent

**Contact Address:** 314 Bridge Street  
Morehead, Kentucky 40351

**Telephone Number:** 606-784-8505

**Email Address:** Mayor@morehead-ky.gov

#### INTRODUCTION

The City Of Morehead invites and welcomes proposals for use, management and marketing of the Laughlin Health Building. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE" and in a sealed envelop marked "Laughlin Health Building RFP".

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

#### PROJECT AND LOCATION

The bid proposal is being requested for Laughlin Health Building which is located on the campus of Morehead State University at 150 University Blvd., Morehead, KY 40351.

#### PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Finances, contact:

**Name:** Glen Teager

**Phone:** 606-784-8928

**Email:** [gteager@morehead-ky.gov](mailto:gteager@morehead-ky.gov)

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to maximize the usefulness and potential of the Laughlin Health Building.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

To evaluate Laughlin Health Building on the campus of Morehead State University for the following:

Best Use of the facility

Management Structure for the facility

Revenue Estimates both direct and indirect

Marketing Strategies

Areas of Interest: Tournaments, Seniors, City Parks and Recreation, Local Community Uses,

Bowling,

Concessionaire.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

## **MILESTONE DATE**

**Start of the Project:** July 1, 2018

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

City Of Morehead shall award the contract to the proposal that best accommodates the various project requirements. City Of Morehead reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either City Of Morehead or to any Bidder offering or submitting a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by City Of Morehead no later than 12:00 p.m. EST on June 4, 2018, for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections.

Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of City Of Morehead.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Kentucky (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to City Of Morehead

#### **Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

#### **Proposed Outcome**

- Summary of timeline and work to be completed.

#### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

## References

- Provide 3 references

Bidder agrees that City Of Morehead may contact all submitted references to obtain any and all information regarding Bidder's performance.

The City of Morehead is an Equal Opportunity Provider and Employer.