



REQUEST FOR PROPOSALS

SEALED PROPOSALS will be received in the Parks and Recreation Department at 6555 Shier Rings Road, Dublin, Ohio 43016 until 2:00 P.M. ET, **June 1, 2021**. All qualified firms are invited to submit proposals to the City of Dublin for the following:

Ice Skating Rink

SUBMIT: Three (3) bound copies OR a digital .pdf format file of all requested documentation must be received on or before 2:00 P.M. ET, June 1, 2021

ADDRESS BOUND COPIES TO: City of Dublin
Parks and Recreation Department
Attention: Marja Keplar
6555 Shier Rings Road
Dublin, Ohio 43016

E-MAIL DIGITAL COPY TO: mkeplar@dublin.oh.us

MARK OUTSIDE OR SUBJECT LINE: RFP– Ice Skating Rink

INTRODUCTION

General Information

The City of Dublin, Ohio is requesting sealed proposals from qualified Ice Rink Management Companies to purchase, install, operate, maintain and store an outdoor seasonal ice rink for public use.

The link of the contract shall be for a two (2) year contract with the right to renew for two (2) successive years. Renewal for each successive two (2) year term shall be based on acceptable contract performance under the terms of the contract. Such determination

shall be conducted no later than 30 days after the end of each skating season, at which time the City will notify the contractor of its intent to renew.

About the City of Dublin

Proposers are encouraged to visit the City’s website at <http://www.dublinohiousa.gov> to learn about the City’s history, events, activities, projects and initiatives.

Project Background

Envisioned as one of Dublin’s most important civic and natural spaces, the newly constructed Riverside Crossing Park encompasses both sides of the Scioto River at the interface between destinations, neighborhoods, the new pedestrian bridge and the river.

The East Plaza is the a center for activities and events, featuring a plaza landing, upper and lower terraces, pavilion building, greenspace, seating areas, overlooks, promenade, water features and an interactive bouldering play area.

The West Plaza landing connects the bridge and the heart of Historic Dublin. Still in its early planning stages, the west side of the park will accentuate the natural beauty of the riverbank, with connections to the Indian Run greenway, water access and trail systems.

For more information about Riverside Crossing Park, proposers are encouraged to visit the City’s website to learn more at <http://bridgestreet.dublinohiousa.gov/riverside-park/>

SCOPE OF WORK AND SERVICES

Summary

In accordance with sound engineering practices and acceptable methods of design associated with the ice rink industry in general, the successful operator will plan, operate, produce, direct and provide all services, labor and materials necessary for the ice rink, except those identified in section 2.5, and will work with the City of Dublin to provide a high quality seasonal ice rink skating experience for the public.

Period of Performance

The services shall be provided following the schedule below:

Rink Installation	November 1 – November 15
Open to the Public	November 15 – March 15 (weather permitting)
Rink Removal Window	March 15 – April 1

Operator Deliverable Materials

- a. Modular rink piping grid system for a minimum 40’ X 80’ ice rink. Skating surface must be all ice. Synthetic ice surface will not be accepted

- b. Acceptable refrigeration plant to achieve ice conditions to support operation in 55 degree Fahrenheit temperature or less, including all pumps, hoses, expansion tanks, etc.
- c. Propylene glycol coolant, transfer pump and storage containers
- d. Insulation and vapor barriers (as required)
- e. Modular railing system with clear acrylic panels
- f. Appropriately sized skate changing area immediately beside ice rink with benches, including rubber flooring sufficient to protect underlying surfaces
- g. Appropriate number of rental skates for use during the season. Supply and install racks to accommodate skates and equipment necessary for skate repairs
- h. Ice resurfacing equipment (Zamboni), various ice maintenance tools and staff to operate/maintain ice accordingly
- i. Certified electrician at site during installation to make all electrical connections to refrigeration unit (as required)
- j. Protection of all hoses and electrical cords associated with the ice rink operation in accordance with City Code
- k. Fencing or barricades to control entry/exit and around all equipment as necessary
- l. Ticket sales/skate rental office structure in very close proximity to the skate changing area/ice rink
- m. First aid supplies and general first aid response for public users
- n. Weather protected and secured storage of contractor's supplied tools and equipment during the term of the operation (Does not include refrigeration plant)
- o. Portable sound system/P.A. with appropriate holiday, family-friendly popular music selections and public safety announcements
- p. All labor, materials and designs set forth by the rink operator shall be in compliance with the latest published codes governed by local jurisdiction

Operator Responsibilities

- a. Project management to include installation, removal and storage of a modular ice rink and equipment
- b. Supervision and general labor of set up and strike
- c. Professional installation of all of the foregoing by competent technicians holding the appropriate licenses and certifications, as well as transportation and freight to and from the location of all equipment and supplies. In addition, all travel expenses for all out-of-town professional personnel
- d. All day-to-day management and operational staffing of the facility, including points of sale, skate rental functions, safety monitor function and maintenance of ice rink
- e. Upon reasonable notice, City of Dublin may require the operator to provide additional items necessary for the safe and efficient operation of the ice rink

City of Dublin Responsibilities

- a. Connection to electrical power to achieve continuous three-phase, 480-volt, 400-amp electrical capacity for connection of refrigeration system
- b. Single phase, 110-volt power source for installation, operation and strike

- c. Electrical and water utility fees associated with the ice rink operation
- d. Water supply nearby the site for water replenishment to ice rink
- e. All lighting features and decorations
- f. Coordination of all permits and licenses
- g. Grounds keeping around the outside of the ice rink, trash removal, etc.
- h. Restrooms nearby the ice rink operation
- i. All marketing and public relations support

Warranty

All labor and materials will be warranted for the entire seasonal operation. Any rink defects or deficiencies due to the installation or operation of the ice rink by the operator will be repaired and rectified in a reasonable time frame in order to minimize impacts to the day to day operation of the rink.

PROPOSAL SUBMITTALS

a. Required Content

Failure by any Proposer to respond to a specific requirement may result in disqualification. The City of Dublin reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from the proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of the RFP and the applicable law and/or regulations will not be processed.

All costs incurred by the Proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The information provided by the contractor selected for contract award will form the basis for negotiation of a contract. The City of Dublin reserves the right to issue a contract without further negotiation using the information contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

b. Proposal Format

The proposal format requirements are designed to aid Proposers in their proposal development to provide a structured format for reviewers to systematically evaluate multiple proposals.

Proposals must be submitted in either three (3) bound copies of the proposal packet or a digital file in .pdf format.

The Proposer is to demonstrate the technical capabilities, professional qualifications, past project experiences and knowledge within the industry. Proposals must address all the point outlined herein as required, in the following order.

1. **Transmittal Letter:** A transmittal letter must be submitted with the proposal which shall include:
 - a. The RFP subject "Ice Rink Proposal"
 - b. Name of the company responding, including mailing address, e-mail address, telephone number and name of the primary contact representative
 - c. The name AND signature of the representative authorized to make decisions, binding the firm into a contract

2. **Qualifications and Experience:** To better understand the team who will be assigned to this project, please provide the following:
 - a. A brief description of the company, organization structure, location of principal offices, number of professional personnel
 - b. A qualification summary containing a description of the company's qualifications and the personnel supporting the operation
 - c. The name and relevant experience of the principal in charge
 - d. A minimum of three (3) past projects completed that are similar in size and scope. Please include pertinent information about each of the ice rink operations such as number of participants, size of rink, pictures, number of incidents/accidents/injuries and insurance claims
 - e. Include any unique approaches that have been successfully implemented to overcome challenges with previous ice rink operations

3. **Project Understanding and Approach:** Describe the overall approach to be used to meet the scope of services identified in this RFP, to include:
 - a. Details of deliverable materials, including type and age of equipment
 - b. Submit a proposed layout of the rink area and all supporting operation structures, equipment, trailers, etc.
 - c. Provide a detailed schedule for the project within the provided period of performance

4. **Business Model:** Revenues associated directly with the operation of the ice rink are to be collected and attained by the operator. Describe the business model that will be executed to perform the services included in this RFP, to include:
 - a. Preferred hours of operation for each day of the week
 - b. Skate rental fee and amount of time allotted to each skate rental
 - c. Protocols put in place to accommodate up to date guidelines related to the COVID-19 pandemic as suggested or required by State, County and Local agencies
 - d. Estimated number of skaters at one time on the ice under current social distancing requirements AND under normal operations (pre/post-pandemic restrictions)
 - e. Cross-promotional opportunities and/or partnership ideas with local businesses, not-for-profit organizations and/or the City for the benefit of the operator, the Dublin community and local economy

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated based on the factors outlined within this section, which shall be applied to all eligible, responsive proposals in selecting the successful Proposer.

The evaluation criteria will be based on a point system associated with the following factors:

- a. Qualifications and Experience** (Maximum of 10 points for each item)
 1. Qualifications, knowledge and experience of the Company and staff assigned to the operation
 2. Assessment of the availability and ability of the personnel to perform the project scope in a timely and efficient manner
 3. Past experience with projects of similar size and scope
 4. Demonstrated knowledge of ice rink standards and familiarity with ice rink operations
 5. Unique approaches to overcoming challenges that have been successful elsewhere

- b. Project Understanding and Approach** (Maximum 10 points for each item)
 1. Contractor's understanding of the overall project and ability to produce high quality deliverables
 2. Proposed layout of the ice rink, operation structures, trailers, equipment, etc.
 3. Submitted schedule for the project

- c. Business Model** (Maximum of 10 points for each item)
 1. Preferred hours of operation for each day of the week
 2. Skate rental fee and amount of time allotted to each skate rental
 3. Protocols put in place to accommodate up to date guidelines related to the COVID-19 pandemic as suggested or required by State, County and Local agencies
 4. Estimated number of skaters at one time on the ice under current social distancing requirements AND under pre/post-pandemic restrictions.
 5. Cross-promotional opportunities and/or partnership ideas with local businesses, not-for-profit organizations and/or the City for the benefit of the operator, the Dublin community and local economy

DEADLINE

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. EMAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

PROPRIETARY AND/OR CONFIDENTIAL INFORMATION

Your proposal or bid is a public document under the Ohio Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid or proposal.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12 point type, in the upper right hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

QUESTIONS AND COMMUNICATION

This Request for Proposal is being issued by the City of Dublin Parks and Recreation Department. Please direct all questions or request for clarification of this RFP via email only to mkeplar@dublin.oh.us.

SELECTION PROCESS

A selection team will review and evaluate the proposals. The selection team members will complete evaluation forms, scoring each item giving consideration to information provided in the proposals.

The selection team may elect to interview firms short-listed but reserves the right to award the contract based upon the City's review and ranking of proposals.

The City of Dublin reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meet the needs of the City of Dublin.

GENERAL TERMS AND CONDITIONS

a. Public Record

After an award is made, copies of the proposals will be available for public inspection, under the supervision of the City's Parks and Recreation Department from 8:00 a.m. to 5:00 p.m., Monday through Friday, at 6555 Shier Rings Road, Dublin, Ohio.

b. Proprietary Information

The contractors are asked for any restriction on the use of data contained in their responses and told that proprietary information will be handled in accordance with applicable laws, regulations and policies of the City of Dublin. All proprietary information shall be labeled as such in the proposal.

c. Acceptance of Proposal Content

Before submitting an offer, each respondent shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the offer will rely. If the offeror receives an award as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the consultant for additional compensation.