

REQUEST FOR PROPOSAL

Spring Lake Management Services

City of Macomb
232 East Jackson Street
Macomb, Illinois



macomb
illinois

Small-town living. Community *driven.*

Sealed proposals are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Proposal Document, including:

- SECTION I:** REQUEST FOR PROPOSAL
- SECTION II:** PROJECT DESCRIPTION/SPECIFICATIONS
- SECTION III:** GENERAL INFORMATION AND INSTRUCTION
- SECTION IV:** PROPOSAL FORMAT
- SECTION V:** QUESTIONS OR PROPOSAL INQUIRIES
- SECTION VI:** ACCEPTANCE OF PROPOSAL
- SECTION VII:** CONTRACT NEGOTIATIONS
- SECTION VIII:** ACCEPTANCE OR REJECTION
- SECTION IX:** AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

Sealed proposals will be received only at the Office of the City Clerk, 232 E. Jackson St., Macomb, IL until TUESDAY JULY 5TH 10AM local time, at which time they will be reviewed for details hereunder listed and in accordance with the applicable specifications.



SECTION I REQUEST FOR PROPOSAL

Date of Request: June 7, 2022

Item Description: Management services for City of Macomb Spring Lake

Mandatory Site Visit: Tuesday June 21ST , 9AM at the Spring Lake caretakers house

Questions due: Thursday June 23th 5PM to City Administrator

Proposals due: Tuesday July 5TH, 10AM at Clerk's office in City Hall

All proposals must be delivered by the specified opening time of the proposal. Proposals arriving after the specified time will not be accepted. Mailed proposals, which are delivered after the specified time, will not be considered regardless of postmarked time on the envelope. All proposals must be in writing and must contain an original signature by an authorized officer of the firm - Electronic proposals (telephone, FAX, email, etc.) are **NOT** acceptable.

The City of Macomb reserves the right to amend, modify or cancel this RFP at any time. If the City decides to amend or modify the RFP, or otherwise provide additional information, an addendum will be issued by the City and furnished to all vendors who have notified the City of their interest in the RFP.

SECTION II PROJECT DESCRIPTION/SPECIFICATIONS

Spring Lake Park is a camping and tourist destination for the area, and the City of Macomb wants to partner with a Manager to continue the success. To this end, the City of Macomb is releasing a Request for Proposal for management of Spring Lake, which includes; the campground facility, the lake, Camp Chicagama, concession stand, cabins, house, bike/walking trails, and boat and dock rentals. The City owns approximately 1000 acres at the site with Spring Lake being the primary water source for the community.

The City intends Spring Lake to continue to be a full service campground and recreation area and the submittals should reflect how the Manager will propose to do that. The City will use a scoring system to select the successful Manager from the submittals. Upon selection, the City will then negotiate a final contract that will become effective January 1, 2023.



Notes:

- The City is proposing to enter into a five (5) year contract with the option to renew for up to an additional five (5) years.
- The Manager will pay all electrical utilities for the facilities listed in Section IV. Electrical usage for 2020 \$40,228, 2021 \$39,573
- The City is responsible for Law enforcement at the Park with fishing & waterfowl hunting enforced by IDNR. Fishing and waterfowl hunting to continue. No deer hunting or outfitters permitted.
- Spring Lake is the primary water source for the City and the Manager will work with the City to protect it per Chapter 9 of the Municipal Code.
- The Manager will establish all fees, rates and charges for camping, boating, hunting and other recreational activities at Spring Lake with the approval of City Administration. All fees, rates and charges will be comparable to surrounding areas.
- The Manager will provide amenities consistent with existing rentals such as pontoon, jon boats, golf carts, and kayaks.
- The Manager will provide rentals of Camp Chicagama with a preference to local scout troops and cross country team that have historically used the Camp.
- The Manager will provide all equipment necessary to fulfill the contract. Such equipment might consist of tractors, mowers, weed eaters, cleaning tools, supplies, and other common hand tools and power tools.
- The Manager will mow and maintain the areas currently maintained by the Spring Lake Manager including; campground, entry road ditches, MPD gun range, cross country track, Camp Chicagama, cross country course, ditches on 1600th Road.
- The Manager will continue to host cross country meets with WIU, MHS, and MJHS.
- The Manager shall establish such general routine maintenance standards and requirements for the land, buildings, and facilities covered by this agreement. The Manager will perform all routine and normal maintenance on the buildings and facilities of the City covered by this agreement. The City agrees to maintain all existing roadways in Spring lake park. In the event that any major repair or remodeling is necessary to infrastructure, the party's agree that the City is responsible for the cost. The parties further agree that the commencement of any major repair will be subject to the City's budgetary constraints. In the event that any addition of construction of new buildings or development is recommended,

the City and Manager agree this shall be undertaken at the discretion of the parties with the cost of such work mutually agreed upon at that time.

- The Manager is to provide an annual report to the City of the its activities., recommendations, operations, and usage of the park.
- The Manager will provide a website showcasing Spring Lake.
- The Manager will continue to offer WIFI at the campground.

SECTION III GENERAL INFORMATION AND INSTRUCTION

1. The Vendor's proposal may be withdrawn at any time prior to the proposal opening. No proposal may be withdrawn after the proposal opening.
2. The Vendor's proposal should be prepared in a concise manner and provide adequate detail and descriptions of the vendor's capabilities to satisfy the requirements of this RFP. Vendors who deviate from these instructions may be considered non-responsive and risk being disqualified at the discretion of the City of Macomb.
3. Vendors are advised to become familiar with all conditions, instructions, and specifications governing their proposal. Once the award has been made, a failure to have read all the conditions, instructions, and specifications of their contract shall not be cause to alter the original contract or for vendor to request additional compensation.
4. Vendors agree to defend, save and hold harmless the City of Macomb from and against all demands, claims, suits, costs, expenses, or damages, as based on the activities of this contract.
5. Successful Vendor shall not assign the contract or subcontract the whole or any part of the contract without express written consent of the City of Macomb. Such consent shall neither relieve the bidder from their obligation nor change the terms of the contract.
6. The City of Macomb will be the sole and exclusive judge of quality, compliance with proposal specifications or any other matter pertaining to their proposal. The City of Macomb reserves the right to award their proposal in any manner it deems to be in the best interest of the City of Macomb.

SECTION IV PROPOSAL FORMAT

Proposals should be organized into the following sections and provide sufficient detail for the City of Macomb to make an informed decision and comparison of all proposals. Additional information, such as marketing brochures and promotional materials, may be included at the end of the proposal.

Clearly label on the outside of the envelope- Proposal to Manage Spring Lake

Three (3) paper copies and one (1) electronic copy to be submitted.

One (1) paper copy of the cost proposal to be submitted in a separate envelope.

1. **Executive Summary:** A brief narrative stating the vendor's proposed solution.
2. **Company Background:** Provide company background information, including products and services offered by the company. The City requests that proposing vendors provide a contact person, such as a designated account executive or relationship manager, including an alternative.
3. **Proposed Scope of Services:** Clearly identify the scope of services to be provided. At a minimum, provide details regarding the following topics:
 - a) Listed below are the facilities the contractor will be responsible to manage:
 - i) 102 site campground
 1. 36 full service
 2. 66 30 amp
 3. Multiple primitive sites
 - ii) Concession stand
 - iii) Boat docks
 - iv) Camp Chicagama with shower house and storage building
 - v) 5 cabins
 - vi) 2 Shower houses
 - vii) Caretaker house
 - viii) Garage/shop
 - ix) 12 miles of biking/walking trails
 - x) 2 picnic shelter houses
 - xi) Playground area
 - xii) 7 active duck blinds included in 25 blind areas
 - xiii) Boat, golf cart, and kayak rentals
 - xiv) Manage hay fields to the East of camp sites
 - xv) Maintain cross country course

4. **Written Management Plan:** Provide a written management plan with:
 - a) Anticipated staffing levels and assignment of duties
 - b) Anticipated subcontracts
 - c) List of equipment to fulfill the contract obligations
 - d) Public relations/advertising plan. Describe how the Manager will increase awareness of the facility
5. **References:** Provide a list of client references of similar accounts that you have serviced for the past two years and are currently serving. A contact person, telephone number and email address will need to be provided for each client
6. **Cost Proposal:** Provide the subsidy from, or payment to the City of Macomb required by year for each of the next five years. Submit the cost proposal in a separate sealed envelope.
7. **Certificate of Compliance:** Provide signed certificate.

The City of Macomb pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification number E9995-1614). Vendors should therefore exclude such taxes from proposals.

SECTION V QUESTIONS OR PROPOSAL INQUIRIES

Any questions and inquiries should be directed to:

Scott Coker
City Administrator
232 E Jackson St.
Macomb IL 61455
309 837-0501
scoker@cityofmacomb.com

Questions must be received in writing on or before Friday June 24 at 5:00 p.m. Responses to any questions or inquiries will be provided to all Vendors who have provided contact information to the City Clerk.

SECTION VI



ACCEPTANCE OF PROPOSAL

Vendor proposals will be based on the following criteria:

1. Clarity of Proposal and demonstrated success, especially for those proposals who have experience working with municipalities.
2. Responsiveness to achieving the City's objectives and scope of work.
3. The vendor's technical ability, capacity, and time-frame to perform the scope of work.
4. Vendor location and maintenance response time.
5. Innovative items proposed to increase the recreational usage of Spring Lake.
6. Total cost of proposal.

City staff shall review all proposals submitted by the proposal due date. City staff shall then make a recommendation to City Council for approval of the Vendor determined to have presented the best proposal. The City reserves the right to reject all proposals and reserves the right to waive technicalities where such action best serves the interest of the City of Macomb. The City may request additional information to aid in the analyzation of a specific proposal or to take part in additional rounds of more detailed submittals before making their final selection.

SECTION VII CONTRACT NEGOTIATIONS

The City of Macomb reserves the right to negotiate a contract with the successful Vendor after selection and approval by City Council. Selection will be based only on the proposal submitted and any subsequent interviews conducted. The submission of a proposal shall be deemed a valid offer, which may be accepted within ninety (90) days of the opening of the proposals.

The successful Vendor shall provide a Certificate of Insurance listing the City of Macomb as an additional insured. Additionally, the successful Vendor shall comply with the Illinois Prevailing Wage Act, as applicable.



SECTION VIII ACCEPTANCE OR REJECTION

The City of Macomb reserves the right to accept or reject any or all proposals, either in part or in whole, as deemed to be in the best interests of the City. Any submission that is deemed non-responsive or does not meet the requirements is subject to rejection.

SECTION IX AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

The City of Macomb is an Equal Employment Opportunity Employer. The City is required by various Federal & State Rules and Regulations, to ensure that all those who are contracting with the City of Macomb to provide a service or to start and complete the project, comply with those same rules prohibiting discrimination in hiring and employment of members of protected groups. If a contractor/subcontractor/professional service provider is found in violation of the anti-discrimination provisions of the law, and fails to remedy the situation, the contract may be brought before the City of Macomb City Council, which may subsequently result in cancellation of the contract or the withholding of monies until the contractor/subcontractor/professional service provider comes into compliance.

As part of the efforts by the City of Macomb to comply with the requirements for Equal Employment Opportunity, as mandated by State and Federal law, the City of Macomb has adopted an *Affirmative Action Plan and Equal Opportunity Policy* which states in part:

It is the policy of the City of Macomb to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, citizenship status (with regard to employment), ancestry, age (40 and over), order of protection status, marital status, physical or mental disability, arrest record, military status, sexual orientation and unfavorable military discharge from military service, or any other protected class.

The successful bidder assures compliance with the policies contained in the City's *Affirmative Action Plan and Equal Opportunity Policy*. Vendors may request copies of the policy and required forms by contacting the City Clerk.

Certificate of Compliance

The City of Macomb shall require all contractors, subcontractors and professional service providers doing business with the City to submit to the City, as part of its bid proposal, a signed Certificate of Compliance in the form attached hereto as Exhibit A. Their statement shall indicate their willingness and intention to uphold Equal Employment Opportunity policies in regard to the selection, hiring, and promotion of members of the protected class, not excluding other such practices as mandated by State and Federal law.

Questions relative to Affirmative Action should be addressed to:

Scott Coker
City Administrator
City of Macomb
232 East Jackson Street
Macomb, IL 61455
scoker@cityofmacomb.com
(309) 837-0501



Exhibit A

CERTIFICATE OF COMPLIANCE FORM

This is to certify that the following contractor is willing to uphold the City of Macomb's Equal Employment Opportunity policies and execute all required forms, concerning the selection, hiring, and promotion of members of protected classes, not excluding other such practices as mandated by State and Federal law, specifically including but not limited to, Title VII of the Civil Rights Act, the Illinois Human Rights Act and Executive Order 11246.

Name of Contractor

By Corporate Officer (Printed Name and Title)

Signature

Date

Please be aware that any information provided herein may be subject to disclosure under the Freedom of Information Act upon request.

