

**CITY OF VIRGINIA, MN
REQUEST FOR PROPOSALS**

WELLNESS CENTER FACILITY MANAGEMENT AT THE MECC

Sealed proposals for Management of the Wellness Center at the MECC will be received by the City of Virginia until **10:00 a .m.** on **Wednesday, June 30, 2021** at City of Virginia, 327 1st Street South, Virginia MN 55792

The City will accept sealed proposals to enter into an agreement with a qualified individual, group, company or joint venture to manage and staff the Wellness Center inside the newly constructed Miners Event and Convention Center (MECC).

A NON-MANDATORY Pre-Bid conference will be held on June 18, 2021 at 1:00 pm at the Kraus Anderson Construction Trailer, located at the MECC Construction site at 919 6th St S, Virginia MN 55792. Although it is not required to attend, this will be the only opportunity for a formal tour of the facilities.

A complete copy of the Request for Proposal packet may be obtained at www.virginiamn.us or by emailing plabine@virginiamn.us. All questions and comments should be directed in writing to the Park & Recreation Director, Brian Silber, at brians@virginiamn.us.

The City of Virginia reserves the right to waive informalities in any proposal, delete any proposal item in the project or extend the project within the limits of the work involved. The City of Virginia reserves the right to accept or reject any or all proposal

REQUEST FOR PROPOSALS

WELLNESS CENTER FACILITY MANAGEMENT AT THE MECC

INTRODUCTION

The Miners Event and Convention Center is a newly constructed facility located at 919 9th Street South, Virginia MN. The Miners Event and Convention Center (The MECC) will be a state-of-the-art community facility offering two full-size sheets of ice, a convention and conference center, fitness areas for community and sport teams, and a walking track.

This specification consists of the management, staffing and programming of the MECC Wellness Center, which includes two fitness rooms, fitness equipment facility, walking track and adjoining storage. The Community Center also has multi-use rooms that may be used for additional programming.

The sizes of the rooms are as follows: (site plan attached to this RFP as EXHIBIT A)

- CARDIO/STRENGTH ROOM – 1296 SF
- FITNESS ROOM - 1098 SF
- DRYLAND TRAINING ROOM – 1544 SF

INFORMATION AND CLARIFICATION

The City is seeking interested parties to manage and staff the fitness facility, assist with the Virginia Parks and Recreation Department to create a wide range of fitness/wellness programs for all ages. This management will be done on either a **monthly lease basis** or through a **contract for management services**. The successful proposer – using either method - shall provide services consistent with the Wellness facilities available.

Successful proposer shall be sole operator of the Wellness Center at the MECC, including the operation and management of the Wellness and Fitness portions of the facility. Proposer shall also be responsible for staffing and personnel required for successful Wellness Center operations. Hours of operation shall be coordinated with the City's Park & Recreation Director in order to serve the needs of the Community and facility operation.

A NON-MANDATORY Pre-Bid conference will be held on June 18, 2021 at 1:00 pm at the Kraus Anderson Construction Trailer, located at the MECC Construction site at 919 6th St S, Virginia MN 55792. Although it is not required to attend, this will be the only opportunity for a formal tour of the facilities.

The City will review the proposals received against the criteria listed and rank in order of desired attributes. At its option, the City may invite one or more interested parties for an interview. The City Council of the City of Virginia will make the final determination regarding interviews and selection of successful proposer.

It is the intent of the City to enter into contract negotiations with the successful proposer for the terms, payment, fee structure for users and other related items.

In order to ensure consistent information is provided to all, questions and requests for clarification should be directed in writing to the Park & Recreation Director, Brian Silber, at brians@virginiamn.us. Direct contact or solicitations of any kind with other City employees, including members of the City Council is discouraged.

DATA PRACTICES NOTICE

The City reserves the right to conduct negotiations with proposers for a contract that achieves the City's goal of offering an inclusive, welcoming and warming Wellness Facility. During this negotiation period, the City will not disclose any information derived from Request for Proposals submitted, or from discussions with other potential lessees. Once the selection has been made, the solicitation file and all materials contained therein are in the public record to the extent provided by law. The City reserves the right to select or reject any or all proposals.

Upon successful negotiation, all information submitted to the City of Virginia will be considered public information in accordance with Minnesota statues governing data practices. All submitted documents shall become the property of the City and will not be returned to the proposers.

SCOPE OF WORK

The City is seeking interested parties to manage and staff the fitness facility, assist with the Virginia Parks and Recreation Department to create a wide range of fitness/wellness programs for all ages. Any agreement entered into by the City shall cover and require all Wellness Center services to be performed in the MECC, including the outside recreational areas.

The selected firm shall:

- A. With the exception of fitness machinery and equipment, furnish all material, labor, supplies and supervision in performing all operations necessary in connection with the management, staffing and programming of the Wellness Center, which includes a fitness center, dryland training room, and cardio/strength room in complete and strict accordance with the specifications.
- B. Staff the Fitness Center with at least one floor attendant during all hours the Wellness Center is open.
- C. Provide a specific job description for the floor attendants outlining all their duties and responsibilities, including appropriate dialog and etiquette to follow during operations
- D. Work with Parks & Recreation Director or his Designee to select equipment requires for all fitness related programs, events and services as directed by the Park & Recreation Director, or designee, while making full use of the facilities.
- E. Submit any proposed activity, program, event and service, and all schedules for approval by the Parks & Recreation Director or his Designee prior to their implementation.
- F. A supervisor, other than the floor attendant, must be present at the facility a minimum of 20 hours a week, excluding vacations, sick days and emergencies.
- G. Provide all staff working in and for the Fitness Center a uniform which shall be worn by the staff at all times. The Parks & Recreation Director or his Designee shall approve the uniform prior to issuance.
- H. Provide the Parks & Recreation Director or his Designee with written communication of specific purchasing needs.
- I. Notify the Parks & Recreation Director or his Designee of any special maintenance requirements or equipment malfunctions within 24 hours of becoming aware of such problem.
- J. Comply with all applicable laws and regulations.
- K. All staff, including supervisors, shall undergo background screening by the City prior to their performing any service in the MECC and/or Wellness Center and for the City. The City reserves the right to suspend, bar or expel any employee, coach, volunteer, counselor, instructor, trainer or supervisor for any reason, at its sole discretion, without recourse from the subject person or the selected firm.

- L. Manage the Fitness Center staff, instructors, trainers, etc. to ensure they provide high quality customer service and perform at a professional level. The selected firm and the City shall have quarterly meetings, or as needed, with all Fitness Center staff to address deficiencies and improvements.
- M. Staff special events hosted by the Proposer as required in order to represent and promote the Wellness Center and related fitness programs.
- N. Attend Park & Recreation Commission meetings as required.

All of the selected firm's financial books and documents shall be kept in accordance with standard accounting procedures, and they shall be available to the City at all reasonable times for inspection and audit.

TERM

The term of the agreement shall commence upon final execution of the agreement by the City and continue for a period of three (3) years, with a two-year extension option if agreed to by both parties.

GENERAL REQUIREMENTS

The Proposal should respond to all the points outlined below. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the individual's or firm's capabilities to satisfy the requirements of the Request for Proposal. Please provide as much information as possible regarding qualifications and experience.

The following information must be included as part of the proposal:

- A. Name, contact, address, telephone and fax number, and email of your firm.
- B. Type of organization (i.e., individual, partnership, corporation, joint venture, etc.), year established, and address of home office if different than above.
- C. Proposed Agreement Type – specify whether proposal is for MONTHLY LEASE or CONTRACT FOR SERVICES.
- D. Operational plan shall include a proposed schedule of classes, activities, and registration fees for those classes. Final class registration fees will be determined by the agreement between Proposer and the City. Please submit the hours of operations and membership details as part of their proposal.
- E. Name, function, and qualifications of personnel in your organization who will be involved in this project. Please note, to receive further consideration, the contact person assigned to this project must, within the past three years, have conducted or been solely responsible for providing comprehensive recreational fitness services in a similar environment.
- F. Qualifications of firm and principals, including but not limited to: firm's history; number of years in business; quantity of programs, activities, and other coordinated wellness programs; safety record; and, local availability of key personnel.
- G. Provide all necessary licenses, permits and certifications relating to fitness facility management and programming.
- H. General and professional liability insurance, workers compensation, automobile liability
- I. References - All qualified firms must submit a list of at least three firms, organizations, or major customers to whom they have provided services within the past five years. Along with this information should be supplied the name, address and phone number of each reference listed. Letters of recommendation and references from other municipalities or public agencies are preferred.

- J. Information on any pending litigation against the firm or any of its principals as it relates to the services provided by the firm.
- K. Any in-kind services to be provided to City, Community and/or Facility.
- L. Any other information you feel is appropriate to assist in the selection process

SUBMITTAL INSTRUCTIONS AND DEADLINE

Sealed proposals must be received no later than **10:00 a.m.** local time on **Wednesday, June 30, 2021** at City Hall, Virginia, MN 55792.

Each sealed proposal should be clearly marked and identified as follows:

City of Virginia, MN
327 1st Street South
Virginia MN 55792
"FITNESS CENTER MANAGEMENT"

Each proposer shall submit one (1) original proposal, one (1) copy of the proposal and one (1) digital copy of the proposal (CD or USB Flash Drive in pdf format) proposal. All three items shall be in the sealed envelope titled "FITNESS CENTER MANAGEMENT". Documents may not be faxed nor emailed.

Proposals received after the deadline will not be accepted. It is neither the City of Virginia's responsibility nor practice to acknowledge receipt of any proposal. It is the proposer's/responder's responsibility to assure that a proposal is received in a timely manner by the City. The City is in no way responsible for delays caused by any delivery system or caused by any other occurrence.

The City will not reimburse any expenses incurred by the proposer/responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at any interviews, if required.

AWARD OF PROPOSAL

The City reserves the right to conduct negotiations with proposers for a contract that achieves the City's goal of offering an inclusive, welcoming and warming Wellness Facility. During this negotiation period, the City will not disclose any information derived from Request for Proposals submitted, or from discussions with other potential lessees.

Once the selection has been made, the solicitation file and all materials contained therein are in the public record to the extent provided by law. The City reserves the right to select or reject any or all proposals.

FACILITY NAMING RIGHTS

The City of Virginia is actively seeking partners who will sponsor the MECC Facility, including the Wellness Area. Naming rights may be granted with City Council approval and will not interfere with the operation, management, and/or lease of the Wellness Center space. It should be noted, the successful proposer will be required to offer discounted membership for facility sponsors.

NON-ASSIGNMENT

The successful lessee will not assign, transfer, convey, or otherwise hypothecate any interest, rights, duties, or obligations it will have under the agreement to be awarded, without the prior written consent of the City. The City may, at its option, terminate the Agreement immediately upon notice of such action by the Lessee.