

CITY OF O'FALLON YOUTH SPORTS TOURISM TOURNAMENT PROPOSAL

The intent of this document is to solicit Statements of Proposals from organizations interested in organizing tournaments that provide opportunities for teams from outside of the area for extended stays to participate in tournaments at the Ozzie Smith Sports Complex (baseball/softball) and/or O'Fallon's Sports Park (soccer) facility for the City of O'Fallon.



O'Fallon Parks & Rec

HEALTHY LIVING • FAMILY FUN

RFP # 23-009

Attachment 1:

Certification of non-segregation

Sample Copy of Rating Sheet.

CITY OF O'FALLON

JANUARY 2023

REQUEST FOR PROPOSALS FOR SERVICES TO PROVIDE TOURNAMENTS AT OZZIE SMITH SPORTS COMPLEX AND/OR THE O'FALLON SPORTS PARK FOR THE PURPOSE OF ATTRACTING VISITORS TO THE CITY OF O'FALLON THROUGH OPPORTUNITIES FOR TEAMS TO TRAVEL TO THE CITY OF O'FALLON TO PARTICIPATE IN YOUTH SPORTS

INTENT

The purpose of this document is to solicit Request for Proposals (RFP's) from qualified organizations who can program, recruit, and market youth sports events to be played at the Ozzie Smith Sports Complex (baseball/softball) and/or the O'Fallon's Sports Park (soccer) in O'Fallon, Missouri, with the primary purpose of scheduling events that attract teams from outside the area who will provide an economic impact on the City of O'Fallon.

Completed Proposals must be received by the City of O'Fallon's Purchasing Agent, Christine Grabin at 100 North Main, O'Fallon, MO 63366, no later than 2 p.m. local time on March 7, 2023. Sealed proposal packets should be clearly marked **O'Fallon Youth Sports Tourism Tournament Services**.

The City may select a qualified organization to provide tournament or similar services for the Ozzie Smith Sports Complex (baseball/softball) and/or the O'Fallon's Sports Park (soccer) to the specifications of the City of O'Fallon. The City's intent is to utilize the selected firm(s) to schedule, market and produce athletic tournaments in benefit to the City's economic goal to begin in 2023/2024 and end in a time to be negotiated. The City reserves the right to select a single firm or a team of firms to accomplish the stated goals. Once a selection is completed, an agreement will be negotiated, with the organization(s), based on a mutually agreed upon scope of services. The City also reserves the right to reject any and all proposals should they not meet the expectations of the O'Fallon City Council.

BACKGROUND

Ozzie Smith Sports Complex is a 76-acre, seven-field softball/baseball complex located approximately one mile north of I-70 on T.R. Hughes Boulevard in the City of O'Fallon, Missouri. The lighted fields are arranged in a "3-plex," with a concession stand including bathrooms on the north side of the park and a "4-plex," which includes two larger adult-sized baseball fields with a concession stand including bathrooms on the south side of the park. All seven fields are lit with metal halide bulbs with six standards per field. The park features a playground and parking to accommodate more than 390 vehicles. All

fields are currently grass with dirt infields, but the City would consider options for turfing infields as part of these proposals.

O'Fallon's Sports Park is a 95-acre park located on Highway K approximately two miles from I-64 and three miles from I-70. The park features a 12-field soccer complex, restrooms and two concession stands. The park also includes the 66,000-square-foot Renaud Center, two playgrounds, two pavilions and a Children's Garden. Sports Park has parking to accommodate more than 515 vehicles. All fields are currently grass and unlit, but the City would consider options for turfing and/or lighting a number of fields as part of these proposals.

Currently, the City's fields are used by local teams for baseball, softball (slow pitch and fast pitch) and soccer leagues as well as rented to local teams, leagues and organizations for practices and games. The weekends are mostly booked for tournaments and leagues but draw teams from the local area therefore creating minimal additional economic impact.

The City sees the potential economic benefit to offering tournaments at one or both complexes that would entice teams from outside of the current service area to play soccer or softball/baseball for multiple days at a time. In order to meet this goal, the City would consider options for turfing the infields of baseball/softball fields and turfing and lighting Sports Park soccer fields. Organizations are encouraged to propose partnership or other opportunities to accomplish those goals as part of this proposal.

For more than four decades, the City of O'Fallon has been one of the fastest-growing cities in the St. Louis metropolitan area. With a total population of more than 91,000, and a growth rate of 11.4%, statistics showing the City's population growth, household income, and educational attainment indicate the outstanding growth potential for business. O'Fallon has nearly 35,000 households and a median household income of \$92,498.

With more than 1,850 businesses calling O'Fallon home, including over 160 restaurants and 375 shops, O'Fallon has everything needed to satisfy the tastes and styles of almost everyone. Shopping and dining experiences range from large retail chains to small independent businesses. O'Fallon is home to seven hotels with 646 guest rooms ranging from standard double rooms to luxury extended stay suites and several hotels also have meeting rooms. These hotels include the Comfort Inn & Suites, Hilton Garden Inn, Holiday Inn Express & Suites, Residence Inn by Marriott, Staybridge Suites, Sleep Inn & Suites and Super 8. The belief that the opportunity to live, work and play within the same community should be readily available supports the strong family values that are O'Fallon's greatest asset and the foundation on which the city continues to build its future.

PURPOSE:

To obtain an appropriate contract from a lessee with genuine interest in providing events focusing on attracting teams or groups from outside the Metro area that will increase the

economic impact of the Ozzie Smith Sports Complex and/or Sports Park. This will include but not be limited to:

- Provide quality tournaments and events seasonally, primarily but not exclusively during weekends
- Market these events to teams and groups from outside the O’Fallon, Missouri, area
- Work with hotels, restaurants and other businesses within the City limits in conjunction with these tournaments and events
- Work with local athletic groups to provide opportunities to use the facility when not scheduled with events and tournaments

CONTENT OF PROPOSAL

1. The City requests a response through mail or delivery at City Hall before 2:00 p.m. CST Tuesday, March 7, 2023. Along with the statement of qualifications, the City requests a sealed proposal for the programming, marketing and recruitment of tournaments and events that will draw teams and groups from outside the O’Fallon, Missouri, area. It is the sole responsibility of the proposer to ensure the proposal arrives on time and at the correct location. A duly authorized officer of the business must sign the proposal, and include the completed qualification and proposal packages, clearly identified as follows:

City of O’Fallon, Missouri

Attn: Christine Grabin, Purchasing Agent

RE: RFP #23-009 O’Fallon Youth Sports Tourism Tournament Services

100 North Main Street

O’Fallon, MO 63366

2. Submit five (5) bound copies of the submittal, of no more than 15 pages in length, on 8 ½” x 11” sheets of paper with the following information:
 - a. Organization’s information including: name, address, telephone number and e-mail address of your organization; type of business organization, years in business, and primary contact. Including a list of all organizations partnering and all information for each as shown above.
 - b. A brief description of the organization and its history, including relevant qualifications, certifications, and special expertise that can be applied to this proposal. The same information shall be submitted for all additional organizations partnering on this project.
 - c. Quality and extent of services the Organization is able to provide.

- d. Proposed monetary payments to the City. The City will consider various proposals for monetary payments and applicants are encouraged to include any and all potential payments, including, but not limited to:
 - a. Annual/Monthly rental fees
 - b. Potential contributions to cover the cost of turf
 - c. Revenue sharing opportunities
 - d. Maintenance fees
 - e. The City is open to additional funding options. Please feel free to propose alternatives not mentioned above.
 - e. Project experience in working with governmental entities over the last 5 years with respect to similar agreements entered into by the organization. Agreements list should identify owner of facility, location, costs, time period, and scope of agreement. Provide a minimum of five client references corresponding to the tournaments or leagues. Provide client's name, address, contact person, and contact's phone number.
 - f. Names and roles of the key personnel to be involved on the project including the City's direct contact. For each, provide abbreviated resumes indicating special expertise, certifications, and relevant project experience. This shall also include all members of other organizations that shall be utilized on the project as a partner, if utilized.
 - g. Provide the completed E-Verify Documentation in accordance with all Federal mandates and regulation.
 - h. Submit the Certification of Non-segregation affidavit attached
 - i. Any other information that you feel is appropriate to assist in selection.
3. Submit one (1) electronic copy of the submittal in Adobe PDF format on a flash/thumb drive.

METHOD OF AWARD:

The City shall select the proposal offering the best overall opportunities and value to the City taking into consideration, quality and level of services, qualifications, experience, responsiveness to the terms and conditions provided herein, other evaluation criteria described in this request, and any other information or circumstances deemed relevant by the City. The City requests the proposer's best and final proposal, and the City reserves the right to negotiate the terms and conditions of the proposer's proposal. The City reserves the right to waive any irregularities and to waive any variances from the original proposal specifications. Alternative proposals may be submitted and may be considered or accepted or rejected by the City; the City reserves the right to accept certain portions of the proposal and reject some or all of the alternatives. The City may reject any and all bids as deemed appropriate by the City. The City reserves the right to resolicit bids at a later time as deemed appropriate by the City.

EVALUATION CRITERIA

The criteria which will be considered in the evaluation of the Statements of Qualifications shall include, but not necessarily be limited to:

- a. Experience and competence related to the development, marketing and management of tournaments and events designed to bring people to the O'Fallon area for multiple overnight stays.
- b. Proposed monetary payments to the City.
- c. Past record of performance on similar partnerships, including quality of work and success of partnership.
- d. Quality of information based on completeness, relevance, conciseness and organization of materials.
- e. References

An example evaluation form with the above criteria and weighting is provided at the end of this document.

SELECTION PROCESS

Written Proposals submitted will be distributed to members of a selection committee as well as the City's Parks and Recreation Board and City Council. The committee will review the Proposals and rank them based on a set criteria. Based upon this ranking, the selection committee can select the most qualified organization, or, up to three organizations may be selected for further interviews if the City deems that interviews will be necessary. The Owner is under no obligation to grant interviews to any respondent receiving a copy of this RFP and/or submitting a written proposal in response to this RFP.

Based upon results from this process, the City may pursue entering into contract negotiations with the most qualified organization. If an agreement cannot be reached with the top ranked organization, the City may enter negotiations with the organization of next highest rank, and so on until an agreement is reached, or the City may decide not to enter into an agreement with any of the respondents.

The timeline for the selection process is:

- a. Request for Proposals sent out on Friday, January 27, 2023.
- b. Deadline for questions from respondents is 4 p.m. prevailing central time on Friday, February 10, 2023.

- c. Responses to questions will be issued no later than Wednesday, February 15, 2023.
- d. Respondent submittals due no later than 2:00 p.m. prevailing central time on Tuesday, March 7, 2023.
- e. Distribution of Statements of Qualifications to selection committee members by Friday, March 10, 2023.
- f. Selection committee determines if firms will be interviewed by Wednesday, March 16, 2023.
- g. If interviews are deemed necessary, interview of firms completed by Friday, March 31, 2023.
- h. Notification of selected consultant and commencement of agreement negotiations by Friday, April 7, 2023.
- i. Council presentation and approval tentatively scheduled for Thursday, May 11, 2023.

Any questions of interpretation with respect to this Request for Proposals should be directed in writing to:

City Purchasing Agent
Attn: Christine Grabin
100 North Main Street
O'Fallon, MO 63366
CGrabin@ofallon.mo.us

Any questions and the corresponding responses will be provided to all respondents in writing.

Contact with other City of O'Fallon personnel regarding this project is prohibited throughout the RFP and selection process and may be grounds for disqualification.

CERTIFICATION OF NON-SEGREGATION

O'Fallon Youth Sports Tourism Services

By submission of this bid I certify that I do not maintain or provide for my employees any segregated facilities at any of my establishments, and that I do not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I certify further that I will not maintain or provide for my employees any segregated facilities at any of my establishments, and that I will not permit my employees to perform their services at any locations, under my control, where segregated facilities are maintained. I agree that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom or otherwise. I further agree that I will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that I will retain such certifications in my files, and that I will forward this notice to such proposed consultants.

SIGNED:

Consultant: _____

By: _____

Date: _____

Attachment 1: Sample Copy of Rating Sheet

City of O'Fallon, MO

Youth Sports Tourism Proposal

Date

Reviewers Name

Criteria	Max pts	Firms				
		Firm 1	Firm 2	Firm 3	Firm 4	Firm 5
		Points	Points	Points	Points	Points
Quality and Extent of Services	25					
Monetary Payments	25					
Relative Experience and References	25					
Past record of performance on similar governmental partnerships, including success in providing tournaments and events that attract out of town guests.	20					
Quality of information based on completeness, relevance, conciseness and organization of materials	5					
Total Pts	100					