

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of providing Adult and Youth Leagues to the citizens in and surrounding Federal Way including three seasons/sessions of Adult recreational softball. The contractor will have the flexibility to schedule adult and youth baseball and softball. One night Tuesday-Thursday must be dedicated to adult softball. All games will be played at the Celebration complex located at 1095 S 324th, WA 98003. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable:

Issue RFP	July 23, 2021
Deadline for Submittal of Proposals	August 20, 2021, 2:00pm
Preliminary Selection of Firm	August 23, 2021
Notify Firm Chosen	August 24, 2021

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

City Hall  
Attn: Jennifer Pettie, Finance Department  
33325 8th Ave S  
Federal Way, WA 98003-6325  
Jennifer.pettie@cityoffederalway.com

B. If submitted on paper, all proposals must be in a sealed envelope and clearly labeled in the lower left-hand corner. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFP Celebration Softball Complex.”

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened. Three (3) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of

the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. Cody Geddes, Recreation Manager or representative will notify the firm selected by the date stated in II. Time Schedule.

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility
- Specific experience of individuals relative to the proposed project.
- Completed Attachment A
- One year of prior experience running and managing all aspects of an Adult or Youth League.
  - Include references for verification – Name, E-Mail Address, and Phone Number.
- A proposed comprehensive league structure and format to include:
  - Season Length
  - Game Count per session
  - Number of fields needed March-October
  - Estimated participation(Team Count)
  - Session Dates
    - Days
    - Times
- A proposed outline of leagues financials
  - Fee structure
  - Cost per team
  - Cost per participant
- Marketing plan/outreach
- Umpire/Officials plan
- Data Sharing plan between contractor and agency
  - Team information and contact lists. (will only be used in the event of a weather or other possible cancellation)

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	35%
2. Compensation to City	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	35%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through four.

**V. TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves

the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

## **VI. SCOPE OF SERVICES.**

### **BACKGROUND:**

- The population in the City of Federal Way service area is estimated to be approximately 100,000.
- We currently have a strong little league program within the City of Federal Way and have no desire to compete with recreational youth baseball or softball programs.
- From the opening of Celebration Park until 2008, adult softball leagues were full with 16 teams per night Monday-Thursday. We have seen a slow decline in those numbers over the last 12 years. In 2019 we had a total of 39 teams across all leagues.
- Current League fees are \$800 plus tax for a seven-week double header league, plus playoffs for the top four teams. We run two seasons.
- Adult Softball seasons typically run in two sessions, March 1 – July 4 and July 5 – October 31.

### **CITY OF FEDERAL WAY Will Do or Provide the Following:**

- Schedule facilities for Contractor leagues.
- Schedule/offer Contractor with access to four softball fields at Celebration Complex between 4pm-11pm on Monday-Friday, beginning the second week of March and ending the third Friday in October. A total number of 960 hours will be included in annual contract amount. If additional field time is needed, usage can be negotiated at a rate of \$15 per hour per field.
- Allow Contractor to use and access City of Federal Way Team Sideline Scheduling Software by creating an administration account for Contractor
- Have a detailed description of agreed upon Contractor leagues on City of Federal Way sports page/adult sports page along with hyperlink on City of Federal Way website that connects an individual to Contractor registration page.

- Provide Contractor 48 hours' notice of cancellation or schedule changes (weather permitting).
- Provide a facility for all participants, including, at each game:
  - Playing surface will be groomed and maintained at current City of Federal Way standards for all leagues
  - Ensure that First Aid kits are available and stocked with proper medical supplies as required by WAC Guidelines (posted in each kit).
- City of Federal Way will communicate with City of Federal Way staff and fields crews for all field needs and use.

**RESPONSIBILITIES OF THE CONTRACTOR:**

- Collect all registrations and liability forms necessary to meet Contractor and City of Federal Way requirements; provide forms to City of Federal Way when requested.
  - A-Registration Form
  - B - Liability Form
  - All Forms must be kept for a minimum of 7 years. Forms may be kept on City of Federal Way site if needed.
- Schedule, facilitate and operate at least one City of Federal Way Adult Softball program Tuesday-Thursday. (Preferred Thursday as current league is on Thursday)
- Schedule, facilitate, and operate select youth baseball or softball leagues.
- Contractor will provide onsite staff/game facilitator during all games.
- Provide City of Federal Way with evidence that Contractor has the required liability insurance naming City of Federal Way as an additional insured with limits no less than \$1 million for each occurrence and \$2 million aggregate on an "as occur" basis
- Provide City of Federal Way with a list of the names of all current players in the Contractor's leagues operated on City of Federal Way facilities.
- Provide City of Federal Way 48 hours' notice of cancellation or schedule changes (weather permitting).
- Contact City of Federal Way designated point of contact within 2 hours in the event of any incident, accident or injury. Continue efforts to make contact until contact is made.
- Scheduling of fields must be received by each Thursday before the following week.
- May use Team Sideline for all game scheduling. If an alternative scheduling platform is used, Contractor must allow City of Federal Way to have viewing access.
- Provide staff who possess current CPR and First Aid certification at all games.
- Provide umpires for all games held within the league.
- Administer and measure customer satisfaction of league and staff.
- Assessment of all programs, participants, contractor and staff will occur at the conclusion of each session.
- Contractor will provide and pay for all advertisement and promotional materials for all Contractor's leagues.
- Ensure all participants abide by City of Federal Way code of conduct and participant/spectator rules.
- Contractor will produce a summary report at the end of the season, which will include

attendance, games, number of people served, as well as survey results, as well as success and opportunities for improvement (if applicable).

**TERM OF AGREEMENT:**

- 24 months, with option to renew for one term of 24 months, pending potential for re-negotiation and mutual acceptance of terms. Evaluation will be made at the end of each season to assess completion of deliverables; see attached criteria for success.

**MEASURABLE OBJECTIVES:**

Surveys will be conducted at the end of each season to measure program objectives, with a target goal of 78% or greater responding “agree” or “strongly agree” to the following statements

- The overall program delivery provided a satisfactory experience.
- I had fun while being part of this league.
- Staff provided a welcoming and helpful environment for all participants entering the facilities.
- Umpires were knowledgeable/experienced and created a safe and fun environment.
- The value I received from the experience was aligned with the price point.
- Staff treated participants with respect and administered rules fairly.
- Expectations of rules for league play were explained or given prior to the beginning of the season.
- Teams were placed within appropriate division based on skill level.
- Marketing efforts were tailored to meet my needs and the registration process was clear and easy.
- I would recommend playing in this league to my friends or neighbors.
- I would register again for this league.

**VII. COMPENSATION.**

A. Please present detailed information of your proposed fee schedule for the specifications outlined in this RFP and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to the total compensation expected to be returned to the City for each season. The City expects a minimum return of \$32,000/year.

B. Installment payments shall be made to the City on a bi-monthly basis.

**VIII. PUBLICATION.**

Name of Publication:

Dates:

Federal Way Mirror

7/23/2021 & 7/30/2021

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**ATTACHMENT A**

Proposal Questionnaire

**Celebration Park Athletic Facility – SOFTBALL COMPLEX**

1095 South 324th, Federal Way, Washington

1. Proposed Season rent to be paid to the City (minimum \$32,000) \_\_\_\_\_
2. Is provider able to provide insurance with a minimum \$1,000,000 Aggregate and \$2,000,000 per incident insurance? YES / NO
3. Is provider able to name City of Federal Way as additionally insured? YES / NO
4. How many years of experience does provider have running and managing all aspects of an adult or youth league? \_\_\_\_\_
5. Complete table below, additional details should be attached on a separate sheet of paper

Request Season Length	
Game Count Per Session	
Number of fields needed March-October	
Estimated Participation (Team Count)	
Season Dates (Days/Times)	
Fee Structure	
Cost Per Team	
Cost Per Participant	

6. If there are any additional details to be provided as part of this RFP, please include on separate sheet of paper

\_\_\_\_\_  
Signature of bidder/date

\_\_\_\_\_  
Printed name of bidder and organization