



October 21, 2022

Notice to Interested Youth Baseball and Softball Managers

Re: Request for Qualifications (RFQ)
Youth Baseball and Softball Management
Price Fields

INTENT

The City of Bartlesville is inviting qualified organizations to submit a Request for Qualifications (RFQ) relating to the fiscally responsible administration of baseball and softball leagues and activities at the Price Fields sport complex (COMPLEX) and maintenance of all COMPLEX facilities. Respondents shall have experience in organizing leagues and tournaments, and be capable of providing for the upkeep of the COMPLEX fields and facilities. A map of the complex is included as an addendum to this RFQ.

SERVICES SOUGHT

- Administer, manage and offer appropriate baseball and softball leagues and tournaments. As this is a publicly funded facility, primary consideration must be given to recreational level play.
- Governed by a volunteer Board of Directors focused on oversight of the association.
- Routine operations, maintenance, and repairs of COMPLEX fields, bleachers, concession areas, and any other facilities utilized during youth baseball and softball season at the COMPLEX.
- General clean-up and collection of trash and debris in and around all buildings, fields, and parking lots at the end of the last game each day and before the beginning of the first game on the following day.
- Maintain the high quality of playing surfaces on all baseball and softball fields at the COMPLEX in good working order sufficient to ensure the safety of the players, spectators, coaches, managers, and all other officials and personnel at all times.
- Be responsible for utilities at the COMPLEX. City will provide water up to a baseline that shall be based upon historic usage at COMPLEX.
- Provide concession services for all games played at COMPLEX.
- Provide ample restroom supplies for each restroom. Stock and clean the COMPLEX facility restrooms prior to each usage, including both league, practice, and tournament play.
- An annual financial report or third-party audit to the City detailing the organization's revenues, expenses, and disbursements for that year.
- Provide all tax returns and other financial documents as requested by the City's Finance Department staff. All financial documents, records, and detailed accounts of financial operations shall be open to the City's Finance Department for review and/or audit.

- Provide seasonal status report
- Written schedule of times and dates of all league and tournament games and practices. Every effort should be made to play all scheduled games. In the event of weather cancellations, all games should be made up at a later date.
- Provide umpires or referees and other necessary personnel.
- Maintain a website providing current information to the public regarding Bartlesville youth recreational and competitive league and tournament information.
- To the extent possible, utilize and support local Bartlesville businesses.
- Provide necessary verification documentation to City staff upon request.

COMPENSATION TO CITY

The City requires no monetary compensation for the lease of the COMPLEX. Instead, the organization chosen by the City will agree to make certain improvements to the COMPLEX using the revenues obtained through the use of the COMPLEX. Specified improvements will be negotiated and mutually agreed upon by both parties.

CONTENT OF QUALIFICATIONS

The Qualifications must include, but are not limited to the following:

1. Name, address, and telephone number of your organization.
2. A complete description of your organization, including qualifications and experience over the last five (5) years with respect to baseball and softball administrative management and maintenance, including reference contacts names, phone numbers, and addresses.
3. Names of the principals of your organization, and the résumés of each. Identify the principal who will be in charge of the administration.
4. Financial statements and tax returns of the organization for the previous 3 years, or if a new organization, for all years available or other documents demonstrating the ability of the organization to financially fulfill the “services sought”.
5. Detail the scope of services offered for each item previously identified under “services sought” and include a timeline or commentary that evidences the ability to begin and complete requirements in a timely manner.
6. Organizations shall insure the subject premises against loss by personal injury or property damage. Such insurance shall be at the Organization’s cost and in an amount not less than one million dollars (\$1,000,000) and shall name the City of Bartlesville as co-insured.
7. Respondents shall submit five (5) copies of the qualifications in a bound submittal in 8-1/2" x 11"

The City of Bartlesville reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates for submittal of proposals, or reject any and all organizations that submitted should it be deemed for its best interest. The response shall be limited to twenty (20) single-sided pages, not including resumes. Five (5) copies of the RFQ must be received by the City of Bartlesville by 4:00 p.m. November 28, 2022 at:

City of Bartlesville
Attn: City Clerk – Price Fields RFQ
401 S Johnstone Ave
Bartlesville, Oklahoma 74003

Once the proposals are reviewed and ranked, we will begin negotiations with the highest scoring organization and will continue until an agreement can be negotiated. We anticipate the process will be completed by January 3, 2023. Interviews may be required for the final selection.

Emphasis will be placed on the cooperation with the organization to comply with expectations and reinvesting in the improvement of COMPLEX facilities. At a minimum, initial and semi-annual inspections and an annual review meeting will be held to ensure guidelines and obligations are as required by the City of Bartlesville. The agreement will require a communication schedule to monitor and track the short and long-term investment progress of the organization.

The RFQ submittal will be evaluated on the following:

- Organizational Experience related to Sports Administration (30 points)
- Organizational Experience related to Facility Maintenance (20 points)
- Verifiable References of Sports Management (20 points)
- Ability of Organization to Increase Participation and Develop Youth Programs (10 points)
- Availability of Organization to Cooperate and Comply with Agreed Responsibilities (10 points)
- Familiarity with the Community and Organization of the City of Bartlesville (10 points)

The City wishes to thank you in advance for your interest and submittal of RFQ. Please direct comments, questions, and any requests for information to Jason Muninger at jsmuninger@cityofbartlesville.org.

