



MONTROSE RECREATION DISTRICT (MRD)

16350 Woodgate Rd, P.O. BOX 63

MONTROSE, COLORADO 81402

(970) 249-7705

www.montroserec.com

REQUEST FOR PROPOSALS (RFP)

Services & Programs at Montrose Rec District's FLEX REC space

The Montrose Recreation District (MRD) is seeking innovative proposals from qualified firms or individuals to provide on-site fitness, wellness and/or therapy services at MRD's Flex Rec Facility on the Colorado Outdoors campus. Services can include but are not limited to treatments, consulting, training and seminars. Term is for one year with the option to renew for three one-year renewal periods. Companies and individuals interested in pursuing this opportunity must provide the following in the form of a business proposal:

- Relevant Qualifications and Experience
- Business Plan Including Services & Pricing
- Demonstrated Ability to Meet Requirements

The deadline for proposals is **Monday, October 3rd at 5:00 pm MST**. Please email an electronic copy to Justin Mashburn at justin@montroserec.com

All inquiries regarding this RFP should be in writing and directed to Justin Mashburn, Facilities Manager at 970-249-7705 or justin@montroserec.com.

MARKET PROFILE

The Montrose Recreation District is located approximately 60 miles south of Grand Junction on the Western Slope of Colorado and comprises the District of Montrose as well as surrounding areas. The new Flex Rec is MRD's newest facility is located on the Colorado Outdoors Campus. Flex Rec is the "MRD's new home for advanced functional fitness. With athletes and outdoor enthusiasts in mind, programming includes high-intensity, strength, and agility based classes to push mental and physical limits. Bring your goals, grit, and a good attitude." The new facility is scheduled to open in late fall 2022.

MRD's primary market is a vibrant community of nearly 33,762 people in 15,130 housing units (2020). 20 percent of the population is Hispanic and 68% are between the ages of 18 and 74 years old.

Programs and Services

MRD offers a continuum of services and programs from passive to active. Our parks offer wonderful opportunities for walking and sports field activities. Our programs range from enrichment, to athletic to fitness for all ages, and our services encompass facility rentals, community events, program, and other quality of life choices. Strategic Priorities:

Flex Rec Facility Features

- A 1,600 sqft fitness room with a state of the art functional fitness rig
- A 1,300 sqft fitness room designed for group fitness classes and performance arts
- A 700 sqft program room with sink, refrigerator and separate exterior entrance.
- A 120 sqft wellness room.
- Three changing rooms each with its own sink, toilet & shower.
- MRD staff offices.
- Immediate access to the Connect Trail and Uncompahgre River

FACILITY LAYOUT

See Attachment B for facility layout & floor plan

SCOPE OF WORK

It is the intent of this Request for Proposals to identify and develop partnerships to deliver fitness, wellness & therapeutic services. The MRD is seeking qualified wellness businesses & professionals to effectively operate health, wellness, therapeutic and/or rehabilitation services at the Flex Rec. Services can include but are not limited to treatments, consulting, training and/or seminars.

MRD will offer fitness and wellness programs and services to the general public including, but not limited to; Weight room Drop-in, Circuit Training, Personal Training and Drop-in Group Fitness Classes. The successful applicant will provide the necessary management, supervision, equipment, and reception services to provide health, wellness and rehabilitation services in order to operate at the Flex rec. The applicant is permitted to install space improvements (approval required by the MRD) at their expense. Proposals for the financial arrangements between the MRD and the applicant will form part of the proposal.

The MRD will provide the successful applicant with access to the following

1. Exclusive use of the wellness room (10'8" x 12'5"). The purpose of the office space is to conduct business of the applicant, including but not limited to assessments and client treatment.
2. Exclusive use of the program room (24' x 30') & storage space (10'8" x 10'8") during prescheduled times of the day. Schedules will be arranged on a seasonal basis with the Facilities Manager, in consideration of other programs and services offered by MRD. Rental fees will be required for the use of multipurpose rooms, unless negotiated as part of the contract.
3. Non-exclusive access to the fitness rooms & changing rooms. These spaces are shared with public & member use of the Flex Rec.

The Flex Rec is scheduled to operate Monday through Friday from 6 am to 7 pm and on Saturday mornings from 8 am to 12 pm. The operator may operate within these hours.

APPLICATION

Please complete the application attached to this RFP for consideration of your service. The application contains the following elements which can be found in **ATTACHMENT A**

1. A business plan
2. Proposed services
3. Marketing initiatives
4. Experience providing proposed services
5. Proposed hours of operation & room/spaces required
6. Proposed service structure
7. Proposed revenue structure
8. Anticipated investment in equipment to provide the service
9. Desired outcomes and impact of the service
10. Desired assistance & support from MRD & Flex Rec

EVALUATION CRITERIA AND SELECTION PROCESS

1. Applying
 - a. Individuals, entities or corporations who are interested in contracting the space(s) must complete the application (Attachment A) and return via email to the parties listed on page 1 of this RFP.
 - b. The District will review the application and determine the viability of services offered.
2. The following evaluation criteria will be used to select successful applicants:
 - a. Quality and viability of the services outlined in the business plan
 - b. Qualifications & experiences of applicant
 - c. Experience creating and implementing programs & services.
 - d. Revenue and service structure
 - e. Quality of “fit” within Flex Rec and MRD’s mission and goals.
3. Preferred abilities, knowledge & experience of the applicant
 - a. Experience in health, wellness, and/or rehabilitation services
 - b. Proven ability to offer successful and viable health, wellness, therapeutic and rehabilitative services;
 - c. Proven ability of business owner(s) and/or Operator(s) to work together and with others, i.e., owner's project team, outside agencies, MRD staff and community groups
 - d. Proven education, certification and ability of listed key personnel (include details of any particular aspect or specific experience related to the provisions on wellness services).
4. Acceptance of Applicants:
 - a. Applications will be evaluated by MRD for the quality, service and value of the proposed service will bring to the overall mission of the district and Flex Rec facility.
 - b. MRD reserves the right to reject any or all applications received, or portions thereof and may take actions it deems to be in the best interests of MRD and our citizens.

- c. MRD may waive any informalities or overlook irregularities in any applications received, and may award in whole or in part to one or more applicants.
- d. Each applicant will be notified if their application has been accepted or denied, and/or whether subsequent negotiations will occur.
- e. Applicants may be asked to interview or provide additional info at MRDs discretion and request.
- f. MRD will require a background check for all chosen service providers; a favorable background check is required before a Contract may be signed.
- g. Chosen providers will be required to sign a District contract.

SITE MEETING

An optional site meeting is scheduled for applicants on Tuesday, September 20, 2022, at 1:00 pm at the Flex Rec, 1309 Mayfly Dr. MRD staff will be available to answer any questions and to complete a walkthrough of the site.

DEADLINE FOR SUBMISSION

The deadline for proposals is **Monday, October 3 at 5:00 pm MST**. Please email an electronic copy to Justin Mashburn at justin@montroserec.com

APPLICANT PRESENTATION

MRD may ask selected applicants to make a short presentation regarding their proposal. It is anticipated that the interviews will be scheduled the week of October 3, 2022. MRD will contact selected applicants to schedule presentations.

GENERAL TERMS AND CONDITIONS

1. **TERM.** If an Applicant is chosen, a contract will be established for an initial period of one year with the option to extend for 3 additional years
2. **EXPENSES:** Unless otherwise agreed, Contractor shall be responsible for all expenses incurred while performing services under this Contract
3. **HOLD HARMLESS AND INDEMNIFICATION:** It is understood and agreed that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Contractor agrees to indemnify and hold harmless the District and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and/or (c) the performance of the work by Contractor or those for whom Contractor is legally liable. Upon written demand by the District, Contractor shall assume and defend at Contractor's sole expense any and all such suits or defense of claims made against the District, its agents, volunteers, servants, employees or officials. The Contractor agrees to defend and save the District, its agents, officials, volunteers and employees, harmless from liability of any nature or kind, for use of any copyright,

composition, secret process, patented or unpatented invention, goods and/or services or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee, to the same extent as provided in the above paragraph.

4. **INSURANCE:** The District will require insurance for the services to be provided. The Contractor shall secure any necessary insurance required by the District naming MRD as an additional insured.
5. **LAWS AND REGULATIONS:** The operator shall keep fully informed of all federal, state and local laws, ordinances and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations.
6. **TERMINATION FOR CAUSE:** In the event that Contractor shall for any reason or through any cause be in default of the terms of this Contract, the District may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in Section XIV. Contractor shall have thirty (30) days from the date such notice is mailed to cure the default. Upon Contractor's failure to cure the default, the District may immediately cancel and terminate this contract as of the mailing date of the default notice. In the event of violations of law, safety, or health standards or regulations by the Contractor, this Contract may be immediately cancelled and terminated by the District and the provisions herein with respect to the opportunity to cure default shall not be applicable.
7. **RIGHTS AND REMEDIES NOT WAIVED:** In no event shall the making by the District of any payment to the Contractor, or the waiver by the District of any provision under this contract including any obligation of the Contractor, constitute or be construed as a waiver by the District of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the contractor, and the making of any such payment by the District while any such breach or default exists shall not impair or prejudice any rights or remedies available to the District.
8. **INDEPENDENT CONTRACTOR:** The Contractor and any employees, agents, or other persons or entities acting on behalf of the Contractor shall act in an independent capacity and not as officers, employees, or agents of the District. Contractor waives any and all claims to benefits otherwise provided to District employees, including, but not limited to, medical, dental, or other personal insurance, retirement benefits, unemployment benefits, or any liability, workers' compensation or other insurance. Nothing herein intended, and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, or association between the District and the Contractor.
9. **ENTIRE AGREEMENT:** The contract resulting from this competitive application and any additional or supplementary documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

Describe any marketing and promotional initiatives for the proposed services at Flex Rec:

Describe your experience providing these services previously:

Describe the proposed hours of operation and spaces/rooms necessary for the proposed services:

Describe the format/structure and times of the proposed services specific to Flex Rec (walk ins, appointment only, referrals etc):

Describe the proposed fee structure for services offered:

Describe the proposed revenue structure to MRD & Flex Rec (per client %, hourly rate, monthly lease ETC):

What anticipated investment in equipment will you need to provide the services?

How will you evaluate the success of your service?

How will you evaluate the impact your proposed service has (estimated clients/participants desired outcomes etc.)?

What assistance do you need/expect from MRD to make the service a success?

QUALIFICATIONS AND REFERENCES:

Applicant must present evidence that they are qualified and have experience in the field that they are proposing to instruct or offer services in. Please attach relevant copies of certifications, licenses and/or references etc.

ATTACHMENT B

