



# **REQUEST FOR EXPRESSIONS OF INTEREST**

## **Ice Rink Rental and Management Services**

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City Manager

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## SECTION ONE: GENERAL INFORMATION

### 1.1. Purpose

The City of Charleston is soliciting Expressions of Interest (“EOI” or “Proposals”) from qualified firms to provide equipment rental and full management services relating to the operation of an outdoor ice rink in a public park.

### 1.2. Background

The City of Charleston is West Virginia’s capital and largest municipality. The city limits span approximately 33 square miles, and it has a resident population of just under 50,000. The system of government is a Strong Mayor/City Council structure. The City Manager is the Chief Administrative Officer for the City and is appointed by the Mayor with approval by the Council.

The City recently invested \$3.5 million to renovate a public park in the heart of its downtown district: the park is known as City Center at Slack Plaza. The park features access to public transit, downtown shopping, restaurants, and City parking. The park was designed for year-round use, including ice skating. Water and electric utility services are located within the park, and vehicular access to the park is accomplished either by Summers Street to the east or Laidley Street to the west.

Additional information about the park may be found here: [News - City Center at Slack Plaza](#).

## SECTION TWO: SCOPE OF SERVICES

### 2.1. Expectations

The successful firm will be expected to perform the following activities:

- Supply all equipment necessary to install and operate a temporary outdoor ice rink of a suitable size to fit within City Center at Slack Plaza. (Recommend size: 34’ X 50’)
  - Necessary equipment includes, but is not limited to, the following:
    - ice-mat cooling grid (with necessary hardware)
    - portable chiller

- electrical transformer, if needed
  - all necessary hoses and pumps for refrigeration
  - appropriate number of rental skates of varying sizes (youth & adult sizes)
  - skate sharpener
  - skate racks
  - modular handrail system
  - rubber matting for skate change area (up to 1,000 square feet)
  - suitable ice maintenance equipment
- Manage the operation of the ice rink on behalf of the City of Charleston:
  - operate the ice rink from mid-November through Valentine’s Day each year;
  - hours of operation are flexible, but it is anticipated that the ice rink will be generally available to the public for an 8-hour period Monday through Thursday and as much as 12 hours Friday through Sunday;
  - provide sufficient operational labor and management oversight;
  - handle admission and skate rental receipts on behalf of the City;<sup>1</sup>
  - provide monthly financial statements to the City;
  - maintain a safe environment; and
  - comply with all applicable federal, state, and local laws.

## SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS

### 3.1. The Proposal

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<sup>1</sup> Admission and rental costs will be set by the City. The vendor will not be entitled to any admission or rental receipts, except as agreed to between the City and vendor to pay operational costs.

Consultants interested in being considered for work must submit an Expression of Interest to the City Purchasing Director.

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm's capabilities to satisfy the City's service needs. Emphasis should be placed on completeness and clarity of content.

The EOI should include the following items:

- Statement of the firm's history and experience;
- Statement of the firm's overall capabilities to handle the proposed work, including personnel to be assigned to the work, their qualifications, and their current workload;
- Statement regarding the firm's financial management process, including how it will manage the City's financial affairs relating to operating the ice rink;
- Proposed draft budget for carrying out the service agreement, including equipment rental costs, management fees, and operational expenses. (Please state any assumptions the firm is making in preparing the draft budget, such as the number of staff expected to operate the facility, wages, benefits, insurance, etc.);
- Sample service contract;
- Statement that the firm's Workers' Compensation and Unemployment Accounts are in good standing;
- Statement regarding any debarment status (whether debarred by any federal, state, or municipal agency);
- Statement regarding whether the firm would be willing to hold its rental and management fees firm for a 3-year period; and
- 2 letters of reference from clients for whom the firm has provided comparable services within the last 3 years.

NOTE: Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City and are subject to the West Virginia Freedom of Information Act, unless the content is proprietary in nature such that

it is excluded from production. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

### 3.2. Questions About the Solicitation

All questions must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing [Jamie.Bowles@cityofcharleston.org](mailto:Jamie.Bowles@cityofcharleston.org).

**Firm representatives are prohibited from communicating with elected City officials or City staff (excluding the Purchasing Director, City Engineer, and the City Manager) from the time the solicitation is advertised until the Evaluation Committee makes its final selection.**

### 3.3. Submission of Proposal

All proposals must be submitted in electronic PDF format.

Proposals must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing [Jamie.Bowles@cityofcharleston.org](mailto:Jamie.Bowles@cityofcharleston.org).

Files exceeding **15 MB** should be transferred via a secure sharable link (such as through Microsoft OneDrive, SharePoint, Dropbox, etc.).

## SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST

### 4.1. Evaluation Committee

All EOIs will be reviewed by an Evaluation Committee established by the City Manager.

The Evaluation Committee will consider the statements of qualifications and performance data and other material submitted by the interested firms. The Evaluation Committee will select no more than 3 firms that, in the committee's opinion, are the best qualified to perform the desired services.

The shortlisted firms will be invited to participate in interviews.

### 4.2. Shortlisted Firm Evaluation

The Evaluation Committee will conduct interviews of the shortlisted firms and evaluate each firm based on the following scoring criteria.

Evaluation Criteria

**Experience & Qualifications.....30 pts**

- Experience providing comparable services (10 pts)
- Professional competence / References (20 pts)

**Implementation Services..... 60 pts**

- Cost / proposed budget (30 pts)
- Current workload and ability to complete work (15 pts)
- Quality / completeness of services offered (15 pts)

**Oral Interview.....10 pts**

- Demonstrated thoughtfulness in how the firm will administer its services (5 pts)
- Explanation of services offered (5 pts)

NOTE: The Evaluation Committee will notify each shortlisted firm of the results of the scoring process, including the name of the selected firm.

**SECTION FIVE: SCHEDULE OF EVENTS**

Release of the EOI.....	May 17, 2022
Written Questions Submission Deadline.....	May 30, 2022, 4:00 PM (EDT)
Addendum Issued .....	June 3, 2022
Expressions of Interest Due Date.....	<b>June 17, 2022, 4:00 PM (EDT)</b>
Estimated Date for Interviews of Shortlisted Firms.....	Week of June 27, 2022

NOTE: The schedule is subject to change. Please visit the following City website for updates:  
<https://charlestonwv.gov/bids-purchasing/current-bids>