

**REQUEST FOR PROPOSALS  
THE PHILLIPS COMMUNITY CENTER**



## **THE OPPORTUNITY**

The Minneapolis Park and Recreation Board (the Board) is seeking highly qualified tenants to utilize space at the Phillips Community Center. The Phillips Community Center is located at 2323 11<sup>th</sup> Avenue South. The Center has approximately 48,000 square feet of usable space. The parking lot accommodates 87 cars and the property is zoned R2B2. The Phillips Community Center gym, pool and cafeteria was built in 1972 as an addition to Phillips Junior High School. When the school was closed, the Minneapolis School Board took over the property and added the recreation center in 1986. The Boys and Girls Club leased the gym, pool and cafeteria space from the Park Board until the lease ended in 2007. The building was returned to the Minneapolis Park and Recreation Board. The Board recently completed renovations to the Phillips Community Center which included; a new HVAC system, a new roof, and upgrades to meet building code. The Center is structurally sound, however, the interior space that includes the swimming pool and the cafeteria is outdated and needs complete renovation.

The Minneapolis Park and Recreation Board has an interest in maintaining recreation programming and utilizing the gymnasiums at Phillips Community Center.

## **WHAT WE WOULD LIKE TO SEE**

- 1.) Community partners that will add programming and services that are compatible and complimentary to the Minneapolis Park and Recreation Board.
- 2.) Utilizing all the space available in the building for community use.
- 3.) A tenant or tenants that have a the vision and financial resources to renovate the interior and exterior of the building and provide rental income to offset the building utilities, operating costs and provide for long term building maintenance and operation of the project.
- 4.) A service provider with a strong interest in the community and a solid reputation for service.

## **PROPOSALS**

The proposals should clearly outline the hours of operation, the amount of space required and “where” applicable, the type of services to be provided, operating budget estimates, renovation estimates, rental proposal and other investments in equipment that will be made. The service provider must also include their experience, references and agree to allow the Minneapolis Park and Recreation Board to review financial information and complete credit checks.



## EVALUATION OF THE PROPOSALS

A committee comprised of Minneapolis Park and Recreation Board staff and community representatives will evaluate all of the proposals and will provide their recommendation(s) to the Minneapolis Park and Recreation Board of Commissioners. The recommendation(s) by the committee is advisory and the decision on entering into an agreement will be made by the Minneapolis Park and Recreation Board of Commissioners.

## PROPOSAL PRESENTATIONS

The committee may request a presentation by the proposal submitter to clarify the proposal. The Board may require Proposers to make a formal presentation of their respective proposals to the Board. An agenda of specific interest points identified by the Board may be provided to respondents prior to the presentation date.

## SCHEDULE

Listed below are the dates and times by which stated actions must be taken or completed. If the Board determines, in its sole discretion, that it is necessary to change any of these dates and times it will issue an Addendum to this RFP. All listed times are local Minneapolis, MN Time.

<b>Date/Time</b>	<b>Action</b>
<b>April 21, 2010</b>	<b>Board reviews and approves release of the Phillips Community Center Request for Proposals</b>
<b>May 12, 2010</b>	<b>Request for Proposals released.</b>
<b>June 7, 2010 5 PM to 7 PM</b>	<b>Walk through at the facility for interested parties</b>
<b>July 9, 2010 at 4 P.M.</b>	<b>Proposals Due 2117 West River Road Minneapolis, MN 55411</b>
<b>To be scheduled in July</b>	<b>Proposal Presentations to Committee</b>
<b>August 9, 2010</b>	<b>Committee Report due to Superintendent</b>
<b>August 18, 2010</b>	<b>Recommendations Presented to the Park Commissioners</b>
<b>September 1, 2010</b>	<b>Final Board Action</b>
<b>By October 1, 2010</b>	<b>Contract(s) Executed</b>



## **Board Rights**

The Board may reject any or all proposals or parts of proposals, to accept part or all of and to create a project of lesser or greater scope than described in this Request for Proposal, or the respondent's reply based on the financial components submitted. The Board also reserves the right to cancel the contract without penalty, if circumstances arise which prevent the Board from completing the project.

## **Proposer Background Checks**

The Board will require full criminal history background checks and credit history checks for all proposers.

## **Proposal Validity Period**

Any submitted proposal, shall in its entirety, remain a valid proposal for twelve (12) months after the proposal submission date.

## **Disposition of Proposals**

All proposals become the property of the Board and the Board shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of the proposal or any other material(s) submitted to the Board with the proposal that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will be exempted from the "open records disclosure requirements". The Board's selection or rejection of a proposal will not affect this exemption.

## **Independent Parties**

Except as expressly provided otherwise in the contract resulting from this RFP, if any, the Board and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

## **Performance Investigations**

As part of its evaluation process, the Board may make investigations to determine the ability of the Proposer to perform under this RFP. The Board reserves the right to REJECT any proposal if the Proposer fails to satisfy the Board that it is properly qualified to carry out the obligations under this RFP.

## **Interest of Members of Board**

The Proposer agrees that no member of the governing body, officer, employee or agent of the Board shall have any interest, financial or otherwise, direct or indirect, in the contract.



## **Employee Involvement/ Covenant Against Contingent Fees**

Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of the Board who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services thereunder. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the Board to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, the Board shall, subject to Proposer's rights, have the right, at its option, to annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by the Board under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to the Board under such contract, at law or in equity.

## **Data Practices**

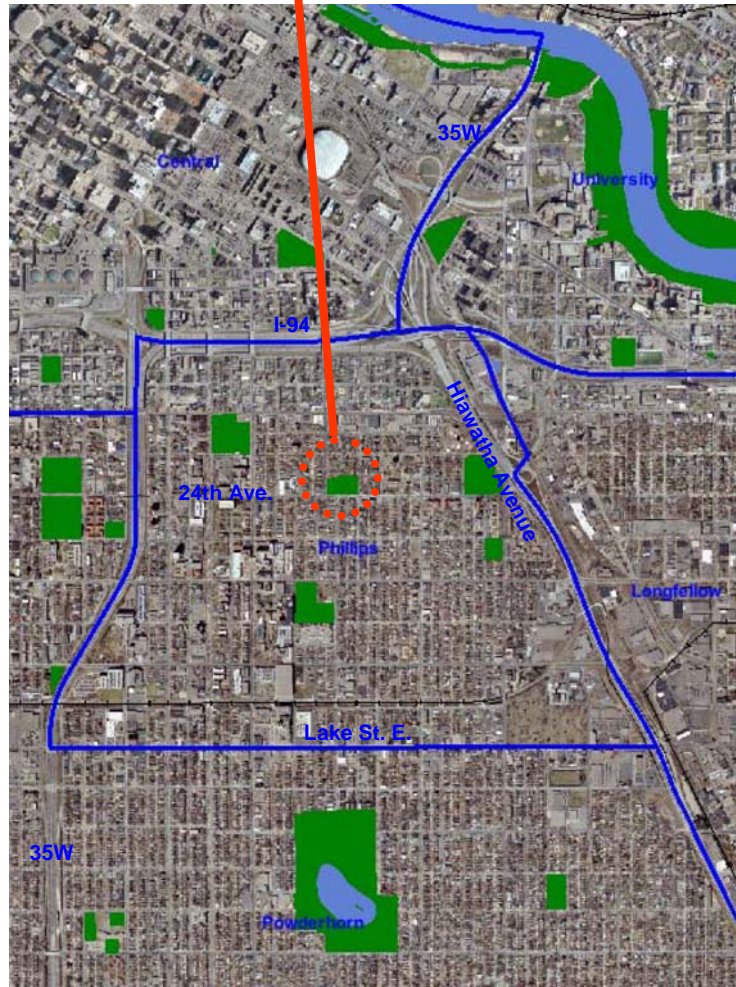
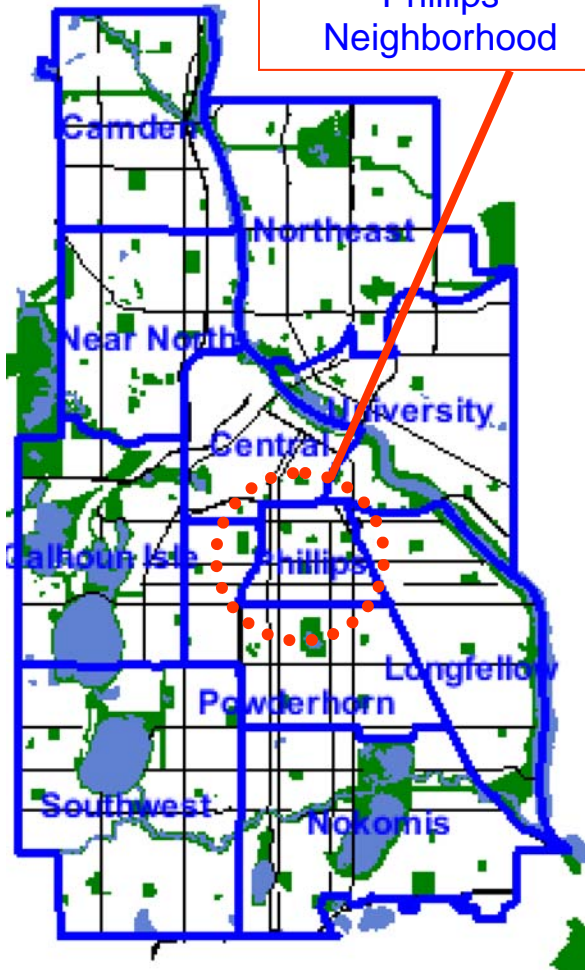
The Proposer agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Proposer shall immediately report to the contract monitor any requests from third parties for information relating to this agreement. The Board agrees to promptly respond to inquiries from the Proposer concerning data requests. The Partner agrees to hold the Board, its officers, department heads and employees harmless from any claims resulting from the Proposer's unlawful disclosure or use of data protected under state and federal laws.

Location Map  
Phillips Community Center  
2323 11th Avenue South  
Minneapolis, MN 55404



Phillips Community Center

Phillips Neighborhood

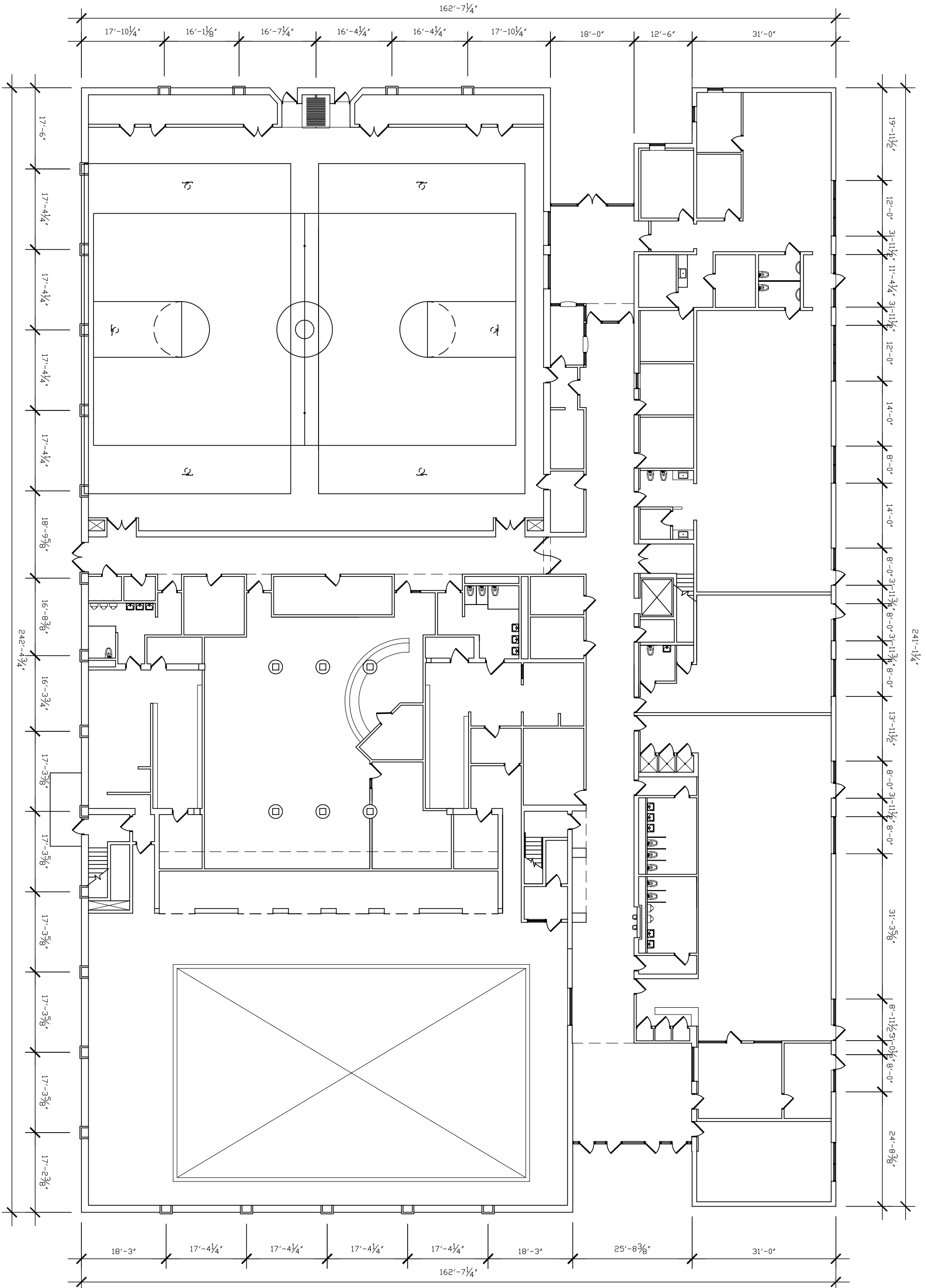


Phillips Community Center

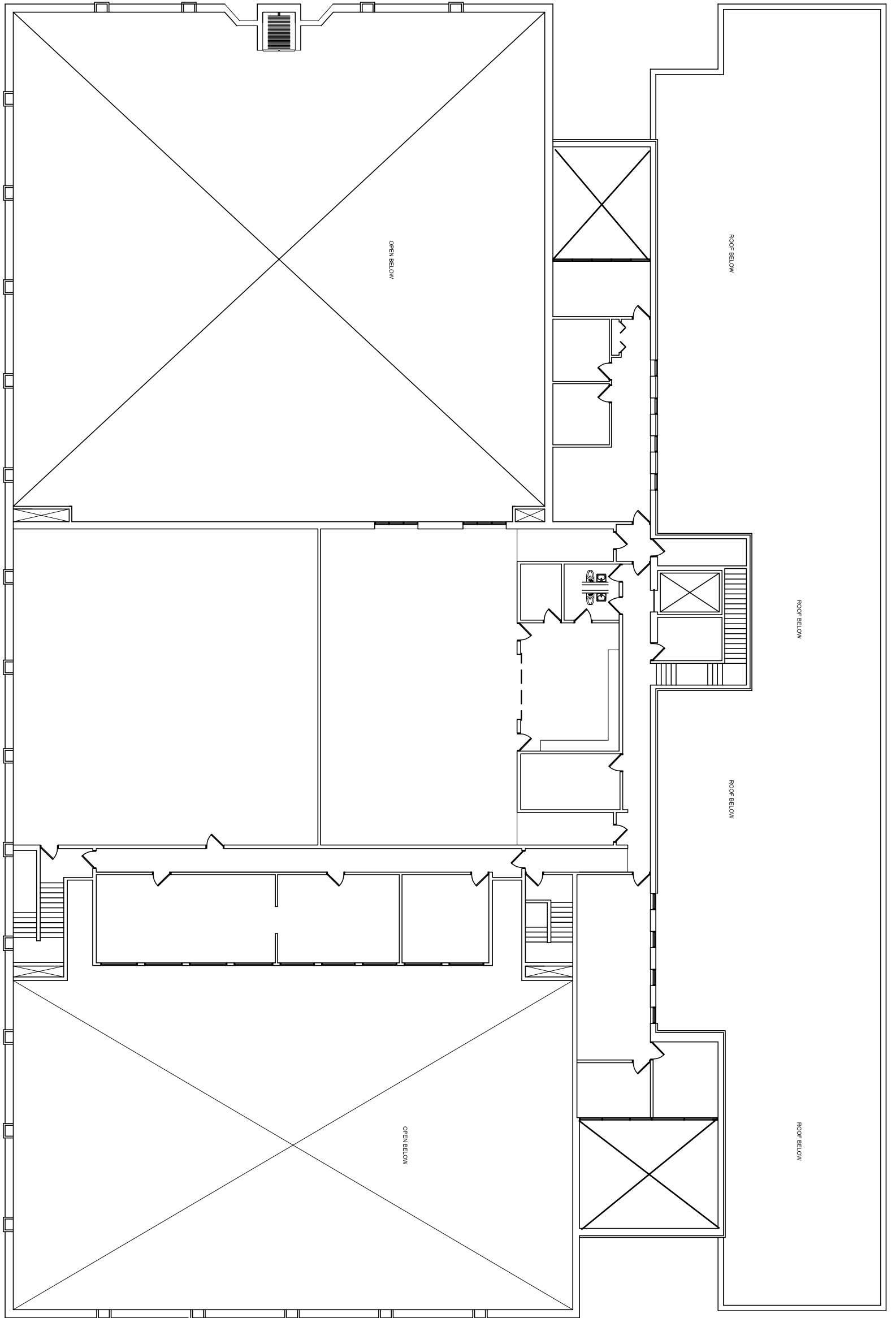


24th St E

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SCALE: 1:20



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