



**Request for Proposals**

Southside Regional Park – Fall use of Athletic Fields

August 1- October, 2021-2024

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Due By: November 19, 2021 at 4:00 PM CST

Attention: Holly Heitkamp, Parks and Recreation Director

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## Request for Proposals

### Southside Regional Park - Fall use of Athletic Fields

August 1 – October, 2021 – 2024

**Primary goals for the Request for Proposal:** To select an athletic group that will maximize the use of Southside Regional Park athletic fields for youth sports during the fall season. The preferred group and city will enter into a 3-year agreement with option years possible for the space.

#### Process for the Submission / Selection of a Proposal:

- a. Please provide written materials answering each of the sections identified below.
- b. Proposals will be reviewed by an independent group of community members. Moorhead Parks Director and Park Maintenance Supervisor will be staffing the committee but will be non-voting members.
- c. If deemed necessary by the committee, an oral presentation may be necessary.
- d. The group that is selected from this committee will be forwarded to the Park Advisory Board who will then make a recommendation to the Moorhead City Council.

**General Instructions:** Submissions will be accepted through **November 19, 2021**. The questions will be weighted and responses scored by each team member. Please note that the order of each of the sub-categories is not given equal weighting nor order of importance. Respondents are expected to respond to each sub-category and will be scored on each sub category based upon internal weighting. Please note that proposal requirement 9 will not be scored, but is a pass/fail item. The failure to provide an answer to proposal requirement 9 will be deemed a fail and your proposal will not be scored.

#### Proposal Requirements:

- 1) Please give a brief overview of your organizational structure. Include:
  - i. Non-profit / For-Profit status.
  - ii. Governance, board makeup.
  - iii. Whether the organizations have their financial statements audited. If yes - what is the frequency?
  - iv. Number of years as an organization in Fargo-Moorhead area.

**2) Total Number of Participants that would use the *Moorhead facility*.**

- i. Estimate on the number of participants that are from Moorhead.
- ii. Estimate on Number of Participants that are from Fargo / West Fargo.
- iii. Estimate on Number of Participants from out of the Metro Area.

**3) Describe the type of service / program your group provides. Include:**

- i. Age range of participants - please break down age of your participants.
- ii. Whether your program service all genders.
- iii. What are your program fees per session to participants – Please provide supporting documents on the various fees you charge participants.
- iv. Do you offer financial assistance (scholarships) to your participants? If yes describe the number of kids that receive assistance and if it is partial or full fees that are covered.
- v. How do you include those with special needs?

**4) Provide a detailed request for the use of the athletic fields at Southside Regional Park from July 15 – Oct 31.**

- i. Please submit your intended use for August, September, and October. Use is defined as any practice, games, tournaments or any time you plan to use the fields. Payment for securing the fields will be an annual payment based on the number of fields x the number of days requested from this submission.

**5) Capital Improvements / Upgrades to Facility.**

- i. Willingness/ likelihood for your group to raise funds in support of facility upgrades. Address any grants that your organization is aware of and could write through your association that could assist with improvements.

**6) Please discuss the financial contributions your group has made to Southside Regional Park or Moorhead Parks and Recreation over the years? (Please provide documentation as an attachment if appropriate.)**

**7) Discuss the economic impact your organizations activity would have for the City of Moorhead and Metro Area?**

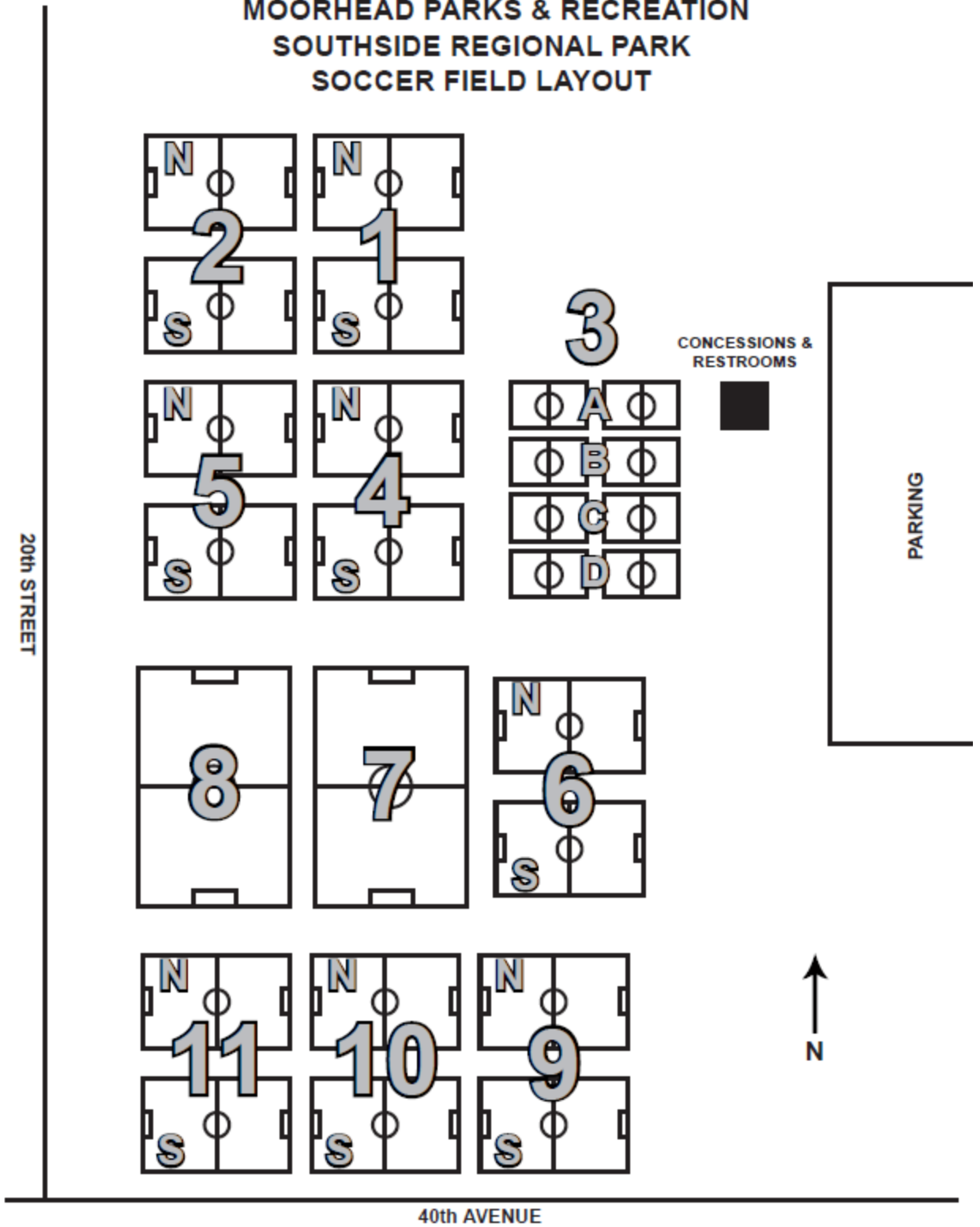
- i. Any tournaments / events that would draw out of town participants or spectators.

- 8) Please provide evidence that your organization can provide commercial general liability insurance naming the City of Moorhead as an additional insured. Identify the name of your insurance provider and your insurance agent.
- 9) Is the use of Centennial Athletic Complex green space (open field on the North of 15<sup>th</sup> Ave, and outfields of the ball diamonds) an option for use by your organization? Why or why not? *This question will not be scored but must receive a response.*

**Attachments:**

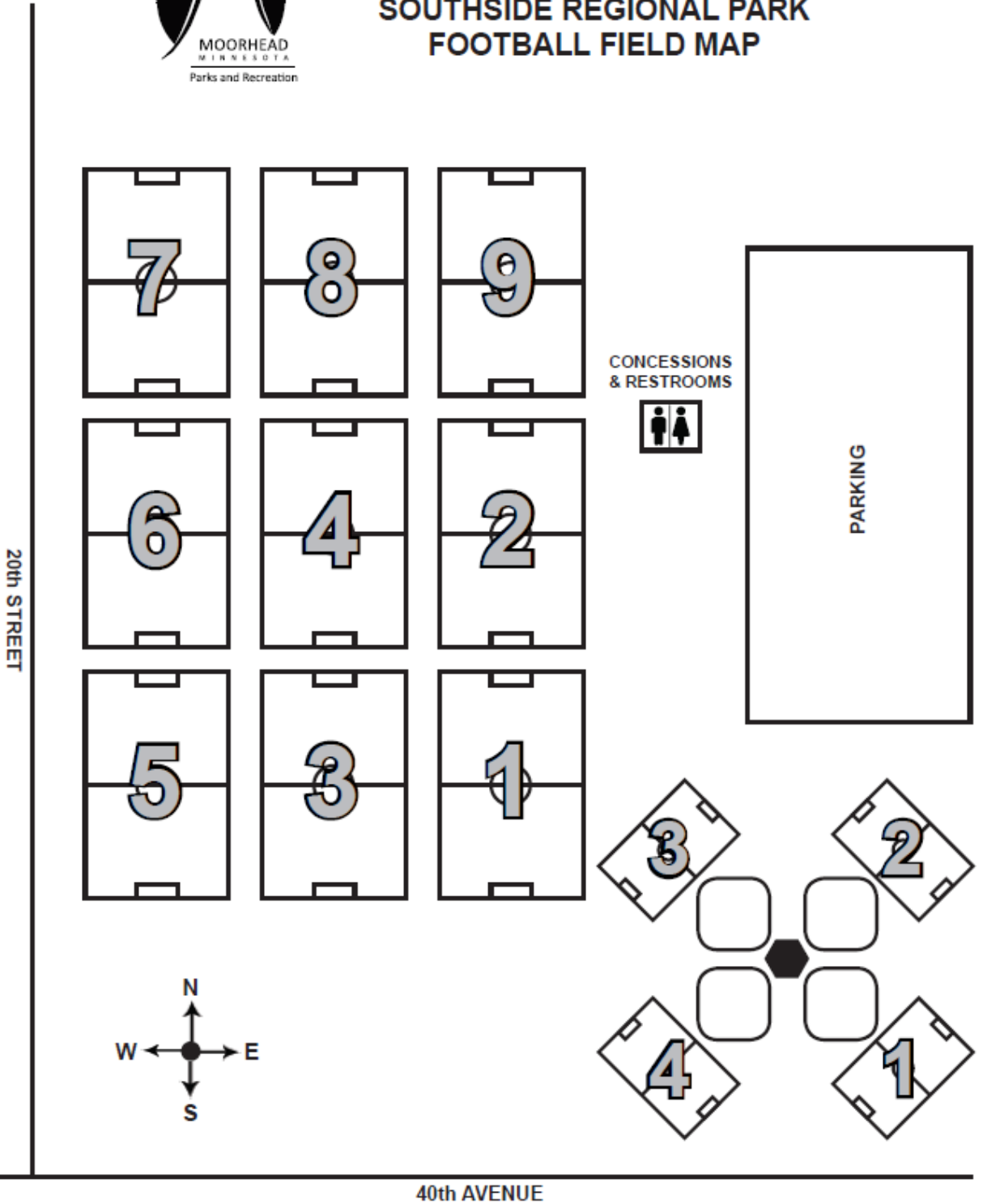
- Soccer Field Map - Southside
- Football Field Map – Southside
- Green Space – Soccer - Centennial

MOORHEAD PARKS & RECREATION  
SOUTHSIDE REGIONAL PARK  
SOCCER FIELD LAYOUT





# MOORHEAD PARKS & RECREATION SOUTHSIDE REGIONAL PARK FOOTBALL FIELD MAP



# Potential Fall Soccer Fields at Centennial Park

