



Request For Qualifications,
SUBLEASE OR PARTNERSHIP OF
COMMUNITY CENTER,
Norman C. King
South Vallejo Community Center

REQUEST FOR QUALIFICATIONS
DEADLINE FOR APPLICATION: September 16, 2022, 5:00pm

401 Amador Street, Vallejo CA 94590

BACKGROUND

The Greater Vallejo Recreation District (GVRD) is a separate government agency from the City of Vallejo that provides parks and recreation programs for children, families, and seniors in Vallejo. GVRD operates primarily by means of locally controlled funding and receives revenue from fees for services, park entrances, programs, and facility rentals. Grants and park dedication permit fees assist in the provision of new park development projects and ongoing maintenance.

GVRD manages 407 acres of public park space including 33 parks, an Olympic-size swimming pool, children's instruction pool and four community centers. GVRD maintains over 1,000 acres of public land and offers programs that benefit over 120,000 Vallejo residents of all ages each year.

GVRD consists of two primary divisions, Recreation and Parks/Facility Maintenance. GVRD provides a wide range of services and offerings to the community and surrounding region, including youth and adult sports, afterschool care, break camps, community centers, a large-scale aquatics facility, and much more.

MISSION

The mission of GVRD is to build community and enhance the quality of life through people, parks, and programs.

GVRD's 10-Year Master Plan, adopted in October 2021, recommends developing an annual communication and marketing plan as well as increasing community awareness of parks and recreational facilities and services.

PROJECT BACKGROUND

GVRD manages four community center buildings from the City of Vallejo. GVRD is interested in subleasing or creating a use agreement for one of them, the Norman C. King (South Vallejo) Community Center located at 545 Magazine Street, Vallejo CA 94590. Currently, the facility is the hub for several programs, user groups, offices, public and private events. This Request for Qualifications (RFQ) is intended to identify those businesses, non-profits or other organizations which have similar goals or mission to GVRD and are interested in managing, maintaining, and operating the facility under a sublease or shared use agreement. (See attached Exhibit A for facility floor plan).

SCOPE OF WORK

GVRD is seeking proposals from interested parties for the daily operation of the Norman C. King (South Vallejo) Community Center. The agreement would be for two (2) years with an option to renew based on the sublessee's uses of the facility and qualifications. The sublease price is negotiable, per month with a potential annual increase each renewal

year. The renter will be responsible for the operations of the facility and will integrate programs that align with the District's mission, vision, values and goals. Any long term contracts at the site may be discussed and negotiated.

Maintenance of the building envelope and interior, and the grounds, will remain the responsibility of GVRD, except that sublessee must promptly repair at its own expense any damage to the interior or exterior of the building caused by sublessee or its agents, contractors, guests and invitees. All such repairs must be approved in advance by GVRD. Sublessee will be responsible for all janitorial and cleaning work.

MASTER LEASE WITH CITY OF VALLEJO

GVRD manages the facility from the City of Vallejo under the terms of an agreement from 1984. a copy of which can be found at GVRD.ORG. The sublease/use agreement contemplated by this RFQ shall at all times be subject to the terms of the Lease. GVRD and the City of Vallejo have begun discussions about modifying the Master Lease, and this property, but at this time no modifications have been agreed to.

SUBLEASE TERMS

The sublease will contain the following terms among others (note that these are brief descriptions of future sublease provisions and not the future contractual language):

1. Payment of fair market value rent based upon building's condition, required level of investment, and length of term proposed.
2. Lease/use termination in the event of a default.
3. Facilities and premises must be appropriately insured. Certificates of Insurance must be provided to GVRD upon sublease execution. All policies must name GVRD and City of Vallejo as an Additional Insureds, except Workers Compensation and Employer Liability.
4. Sublessee must agree to indemnify GVRD and City of Vallejo for personal injury and property damage liability, and provide liability insurance with limits no less than \$2 million naming GVRD and City of Vallejo as Additional Insureds.
5. GVRD reserves the right to reject or cancel any event at the facility or other adjacent facilities included in the sublease where the GVRD, in its discretion, deems the event or activity a threat to visitors, or otherwise conflicting with GVRD's mission and values.
6. Sublessee must comply with applicable laws, ordinances and GVRD policies unless waivers are requested and granted.
7. In case of an emergency the site may be used as a cooling or warming shelter, or temporary center for a disaster. GVRD may provide staff to facilitate relief.

RESTRICTIONS ON RENEWAL

Sublessee has no preferential right of renewal for the sublease.

CONDITION OF THE PREMISES

Norman C King (South Vallejo) Community Center will be delivered, "As is with all faults." All improvements, repairs, maintenance, and alterations undertaken by the sublessee must be approved and coordinated in advance with GVRD'S General Manager or designee.

GVRD has recently performed the following improvements to the property: HVAC, flooring upgrades, restroom upgrades, and ADA upgrades.

COSTS:

1. FAIR MARKET VALUE RENT

Applicant's offer must state the amount of rent proposed to be paid to GVRD. The sublessee will be required to pay near fair market value rent to GVRD. Rent will be determined after selection of the best proposal and will be based upon an appraisal or other study conducted by or at the request of GVRD. GVRD may provide rental offsets for capital improvements.

2. SHARED SERVICES AND UTILITIES

GVRD and sublessee will negotiate costs associated with shared services and utilities.

3. TAXES AND ASSESSMENTS -

Sublessee is responsible for all applicable taxes and assessments on the leased facilities imposed by federal, state, or local agencies. Successful proposer shall complete/and or provide all required paperwork, including but not limited to the following:

- Insurance Certificates and Endorsements, on forms acceptable to GVRD
- EEO Certification
- Sexual Harassment Policy
- W-9
- Abuse Prevention Program Certification
- Certification of Safety Compliance
- California Drug Free Workplace Certification

EXHIBITS

A. Floor plan

CONTRACTING

The sublessee will be an independent contractor and not an agent or partner of GVRD. Sublessee must possess a valid business license, valid non-profit status verification, and, prior to being awarded a sublease, must be registered with the California Secretary of State's Office to do business in the State of California, if not already so registered. The registration form may be obtained from the California Secretary of State, [Contact Information: California Secretary of State](#).

AGREEMENT REQUIREMENTS

The selected sublessee will be required to execute a sublease with GVRD on the terms and conditions required by the District.-

SELECTION

Proposals received by the District will be reviewed by a selection committee. The selection committee will use the following criteria and point system to evaluate all the proposals received.

CRITERIA

Proposals will be evaluated and ranked based on proven experience, expertise, and technical merit for the requested services. Added consideration will be given to those applicants who have successfully completed similar projects for special districts.

1	Demonstrated knowledge of GVRD’s Parks and Recreation programs and facilities, Comprehensive Master Plan, annual goals, and the vision and mission of the District.	30 Points
2	Demonstrated ability to produce and distribute targeted marketing and communication materials and successfully and positively engage the community.	20 Points

3	Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, and ability to meet schedules.	30 Points
4	Evaluation of how the cost of the proposal aligns with the District's proposed budget and how the proposed cost compares with the services and products provided.	20 Points
	TOTAL	100 Points

Proposals should include no more than three (3) professional references

EVALUATION PROCEDURE

Following the evaluation of the proposals, the selection committee may request an interview and/or demonstration from proposers. The selection committee will make a recommendation to the General Manager who will make a final decision.

CONTRACT NEGOTIATIONS

Following the evaluation, interview, and demonstration, the selection committee will recommend an applicant to move forward with contract negotiations. GVRD will begin negotiations with its first preferred applicant, but may meet with other contractors, if contract negotiations are not productive.

DELIVERY OF PROPOSALS

Address proposal to:
Gabriel Lanusse, General Manager
Greater Vallejo Recreation District
401 Amador Street
Vallejo, CA 94590

You may also email proposals to: glanusse@gvrd.org

Deadline to submit proposals is September 16, 2022, at 5pm.
Any qualification statements received after the above specified time will not be considered.

GVRD reserves the right to cancel this request in whole or in part at any time, or otherwise reject any submissions for reasons deemed by GVRD to be in GVRD's best interest.

Norman C. King South Vallejo Community Center

