March 5th, 2024

Notice to Interested Youth Soccer Managers

Re: Request for Qualifications (RFQ)

Youth Soccer Management

Robinwood Park Soccer Fields and Daniels Soccer Fields

INTENT

The City of Bartlesville invites qualified organizations to submit a Request for Qualifications (RFQ) for the fiscally responsible administration of soccer leagues and activities at the Robinwood Park Soccer Fields and Daniels Soccer Fields and maintenance of all facilities. Respondents should have experience in organizing leagues and tournaments and be capable of providing upkeep for the fields and facilities. A map of the sites is included as "Addendum A" to this RFQ.

SERVICES SOUGHT

- Administer, manage, and offer appropriate soccer leagues and tournaments. As these are publicly funded facilities, primary consideration must be given to recreational level play.
- Establish and maintain a balanced and flexible schedule for field usage that accommodates both cricket, youth soccer, and competitive soccer activities, ensuring fair access, proper maintenance for each sport, and effective communication with relevant organizations for planning, scheduling, and conflict resolution.
- Governed by a volunteer Board of Directors focused on oversight of the association.
- Routine operations, maintenance, and repairs of fields, spectator areas, concession stands, and other facilities utilized during the soccer season.
- General clean-up and trash collection in and around all buildings, fields, and parking lots daily.
- Maintain high-quality playing surfaces on all soccer fields in good order for safety.
- Conduct regular mowing, and manage irrigation effectively, fertilization, aeration, and controlling weeds and pests keep the grass healthy, repairing damaged areas, leveling the surface, and cleaning debris are vital for safety.
- Responsibility for utilities at the fields, with baseline water usage provided by the City.
- Provide concession services for all games played at the fields.
- Ample restroom supplies, with regular cleaning and stocking.
- Annual financial report or audit to the City, detailing revenues, expenses, and disbursements.
- Provide all financial documents as requested by the City's Finance Department.

- Seasonal status reports and written schedules of all games and practices.
- Provide umpires or referees and other necessary personnel.
- Maintain a website with current information on local soccer leagues and tournaments.
- Support local businesses to the extent possible.
- Provided a dedicated staff point of contact for all communications.
- Provide necessary verification documentation to City staff upon request.

COMPENSATION TO CITY

The City requires no monetary compensation for the lease of the fields. The chosen organization will agree to make improvements to the fields using revenues obtained through its use. Details will be negotiated.

CONTENT OF QUALIFICATIONS

1. Organization details: Name, address, telephone number.
2. Description of organization, qualifications, and experience in soccer management and maintenance, with references.
3. Names and résumés of organization principals, identifying the lead administrator.
4. Financial statements and tax returns for the previous 3 years, or other financial documentation.
5. Detailed scope of services offered for each item under “services sought”.
6. Insurance requirements, with the City as co-insured.
7. Submission format: Five (5) bound copies in 8-1/2” x 11” format.

SUBMISSION AND SELECTION PROCESS

- Details of submission deadline and address.
- Evaluation criteria for the RFQ.
- Contact information for inquiries.

The City of Bartlesville reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates for submittal of proposals, or reject any and all organizations that submitted should it be deemed for its best interest. The response shall be limited to twenty (20) single-sided pages, not including resumes. Five (5) copies of the RFQ must be received by the City of Bartlesville by 11:20 a.m. March 29, 2024

City of Bartlesville
Attn: Community Development - Larry Curtis – Soccer Fields RFQ
401 S Johnstone Ave
Bartlesville, Oklahoma 74003

Once the proposals are reviewed and ranked, we will begin negotiations with the highest scoring organization and will continue until an agreement can be negotiated. We anticipate the process will be

completed by April 12, 2024. Interviews may be required for the final selection. Emphasis will be placed on the cooperation with the organization to comply with expectations and reinvesting in the improvement of the soccer facilities. At a minimum, initial and semi-annual inspections and an annual review meeting will be held to ensure guidelines and obligations are as required by the City of Bartlesville. The agreement will require a communication schedule to monitor and track the short and long-term investment progress of the organization.

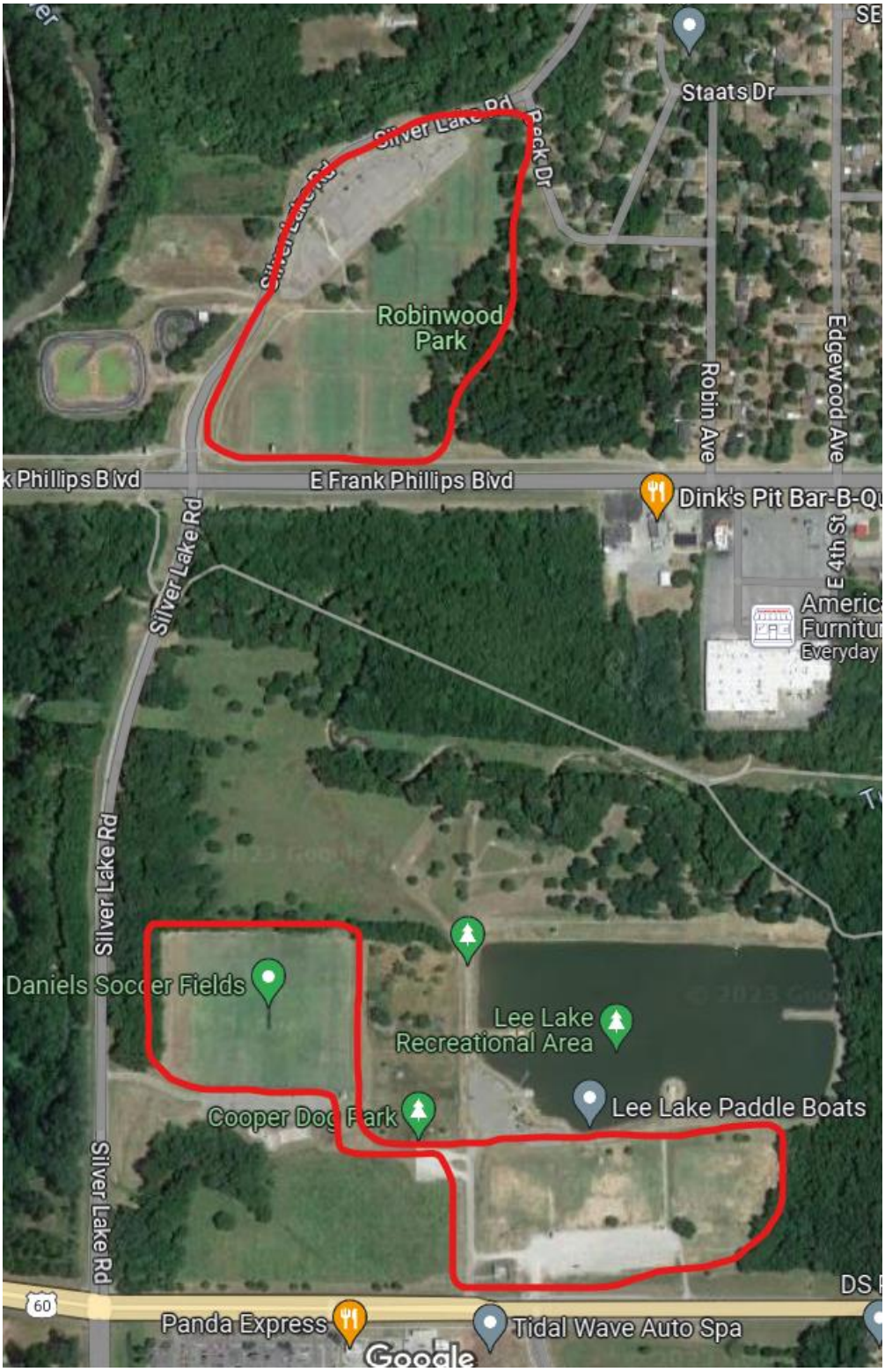
The RFQ submittal will be evaluated on the following:

- Organizational Experience related to Sports Administration (30 points)
- Organizational Experience related to Facility Maintenance (20 points)
- Verifiable References of Sports Management (20 points)
- Ability of Organization to Increase Participation and Develop Youth Programs (10 points)
- Availability of Organization to Cooperate and Comply with Agreed Responsibilities (10 points)
- Familiarity with the Community and Organization of the City of Bartlesville (10 points)

The City wishes to thank you in advance for your interest and submittal of RFQ. Please direct comments, questions, and any requests for information by e-mail to Larry R. Curtis at lrcurtis@cityofbartlesville.org.

Addendum A

Robinwood Park Soccer Fields, Daniels Soccer Fields, and Virginia Fields



Virginia Fields

And Repair
S Penn Ave
S Virginia Ave
Frontier Swimming Pool
Temporarily closed
W 4th St
S Seminole Ave
Boys & Girls Club
of Bartlesville
Veterans' Park
W 5th St
W 5th St
W 5th St
S Penn Ave
S Virginia Ave
Kaw Ave
AbilityWorks of
Oklahoma Thrift Store
Thrift store
Employability
Shred Services
Top-Flight Athletics
S Penn Ave
S Virginia Ave
S Seminole Ave