

City of Fullerton, California

Notice of Request for Bids

Neighborhood and Recreation Facilities Lease Partners

EXECUTIVE SUMMARY

- Opportunity:** The City of Fullerton has several park buildings available for lease and is seeking for a profit or non-profit organization to provide neighborhood services and / or operate recreation based programs and services.
- Location:** Fullerton, California is located in Northern Orange County approximately 25 miles southeast of downtown Los Angeles with a population of over 140,000 residents. It is home to numerous higher education institutions, including California State University, Fullerton and Fullerton College. Our facilities are located throughout the City.
- Partnership Team:** Qualified partners must have significant experience and demonstrated ability to provide successful and high quality neighborhood services or recreation based programs or services. Partners may choose to submit proposals for one or several available facilities.
- RFB Process Tentative Schedule:**
- Phase I (March) – Proposal submittal and review
 - Phase II (April - May) – Respondent(s) who pass initial evaluation phase will be invited for interviews.
 - Phase II (June) – Finalize agreements and recommendations to the City Council.
- Contact Person RFB Questions:** Ginger Ivey: GIvey@cityoffullerton.com or (714) 738-3341
All Questions must be submitted by email by Wednesday February 17, 2021. Answers will be posted on the City's website. [Click here.](#)
- Proposals Due:** Submittals are due no later than 5:00pm on Monday, March 1, 2021, and must be delivered to:
- City of Fullerton
Attention: Purchasing c/o Jimmy Armenta
303 W. Commonwealth Avenue
Fullerton, California, 92832
Attention: Jimmy Armenta



Available Park Facilities

Facility	Address	Sq. Ft.	Built	Amenities
Category 1: Neighborhood Service Centers				
Gilbert Center	2120 W. Orangethorpe, 92833	1,440	2009	Portable building, classrooms, indoor restrooms
Maple Center	701 S. Lemon, 92832	4,224	1945	Restrooms, kitchenette, divisible multipurpose room, patio
Orangethorpe Center	1414 S. Brookhurst 92833	2,707	1970s	Restrooms, multipurpose room, storage area
Category 2: Recreation Buildings				
Chapman	2515 San Carlos, 92831	2,025	1973	Restrooms, multipurpose room, office
Hillcrest Recreation	1155 N. Lemon, 92831	4,327	1932	Two stories, kitchen, patio, restrooms, multipurpose room, dance room, office space
Red Cross @ Hillcrest Park	1207 N. Lemon, 92831	1,632	1927	Multipurpose room, restrooms
Independence Park Gym & Racquetball Courts	801 W. Valencia, 92832	8,600	1976	Restrooms, single gym, classroom, offices, kitchen, stage, lobby, concessions
Izaak Walton Cabin @ Hillcrest Park	1280 N. Harbor Blvd., 92831	3,200	1996	Rustic cabin, restrooms, multipurpose room, kitchen, stage
Lions Field	1440 Brea Blvd., 92835	1,590	2010	Attached restrooms, conference room and concession stand

INTRODUCTION

Intent of RFB

This Request for Bid (RFB) invites submittals from potential partners interested in leasing various park buildings to provide programming and services within the areas of art and culture, community services, education, events, food and beverage, health and wellness, recreation, sports and fitness and youth programming. The park buildings vary in size and amenities. Park buildings are available under two different programming categories: 1. Neighborhood Service Centers and 2. Recreation Buildings.

Category 1: Neighborhood Service Centers

Gilbert, Maple and Orangethorpe neighborhood service centers are located in disadvantaged communities. The City is seeking partners to continue providing vital neighborhood services and programming to their surrounding communities. Programming includes: youth and teen summer and after school programs, parenting classes, document and translation assistance, drug and alcohol prevention and youth nutritional meal service.

Category 2: Recreation Buildings

Recreation buildings located in Chapman, Hillcrest and Independence parks and Lions Field are available to profit and non-profit partners interested in offering programs and services in the areas of art and culture, community

services, education, events, food and beverage, health and wellness, recreation, sports and fitness and youth programming. Hillcrest Recreation and Red Cross buildings are historic buildings in Hillcrest Park, which is listed on the National Register of Historic Places. Partners interested in the recreation buildings must consider the park's environment and park patronage in their proposals.

TOURS AND Q&A SESSION

The City will host three informational sessions for potential partners. The sessions will include the chance to ask City staff about the RFB process and the available park facilities. Park facilities will be open for potential partners to conduct self-guided tours immediately following each session. Facilities will remain open until 4:00 pm.

*Q&A sessions will adhere to all California and CDC guidelines.

- 1st Session – Neighborhood Service Centers
January 27, 2021 at 10 am
Maple Center Pavilion
701 S. Lemon St.,
Fullerton, CA 92832
- 2nd Session – Recreation Buildings
January 28, 2021 at 10 am
Hillcrest Recreation Patio
1155 N. Lemon St.,
Fullerton, CA 92833
- 3rd Session – Recreation Buildings
February 1, 2021 at 10 am
Independence Park Gymnasium
801 W. Valencia Ave.,
Fullerton, CA 92833

Potential partners who cannot attend these sessions may obtain a copy of the Q&A on the City's website. Please contact Ginger Ivey at (714) 738-3341 to schedule a visit for any of the sessions of the facilities.

currently manages or has managed within the past five (5) years. For each project, provide the following Information: **a)** name and location; **b)** nature/description of the facility; **c)** facility annual operating expense budget; **d)** dates served and the scope of the services provided; **e)** annual revenue report; **f)** owner's name and contact information; **g)** manner in which your organization was selected for management (bid or submittal or other method).

- 2) Provide a detailed description of your vision and strategy to implement your proposed management plan.
- 3) For each facility you are proposing to provide services at please include: staffing levels; proposed hours of operation; financial plan to pay for ongoing operations and maintenance costs.
- 4) Describe your proposed programs, activities and services in detail and explain how they will help address community need.

REQUIREMENTS

Partner Requirements

The respondents(s) shall be an established for profit or non-profit organization in any of the following fields:

- Art and Culture
- Community Services
- Event Venues
- Food and Beverage
- Health and Wellness
- Recreation
- Sports and Fitness
- Youth Programming

Submission Requirements

Respondents must provide all of the documents listed below. Responses must be sealed and clearly marked. All submittals must contain five (5) copies of the RFB, and one (1) copy on a flash drive.

- **Transmittal Letter** – A transmittal letter must be signed by the authorized representative of the Respondent, and include contact information for the Respondent's primary contact.
- **Executive Summary** - An Executive Summary, not exceeding three (3) pages, must be written in a non-technical style and contain sufficient information for reviewers to become familiar with the Respondent's proposal and its ability to satisfy all requirements.
- **Lease Terms** – Monthly lease payment, length of lease, tenant improvements and maintenance plans. Respondents shall verify that the proposed terms are their best offer.
- **Operational / Management Plan** – Provide a description of the relevant experience your firm or team possesses. Information should include:

1) Recreation Facility Management – Provide a detail work history and a list of all similar facilities that the Respondent

- **Description of Organization** – Provide management organizational chart including any partner organizations included on your staff at the proposed facility. Include a statement of why your firm or staff should be selected.
- **Financial Capacity** – Submit current audited financial statement for most recent three fiscal years or proposer's balance sheet, income statement and statement of cash flow.
- **References** – Provide with the offer, four (4) references from companies/communities for whom proposer has provided similar products/services in the last twenty-four (24) months.
- **Submission Delivery and Address** – All copies must be mailed or hand-delivered by the due date and time in a sealed envelope marked:

City of Fullerton
RFB #4361 Neighborhood and Recreation Facilities Lease Partners
Attention: Purchasing c/o Jimmy Armenta
303 W. Commonwealth Ave.
Fullerton, CA 92832

The City of Fullerton reserves the right to terminate this solicitation at any time, and by responding hereto, no person, firm or entity is vested with any rights in any way whatsoever. The City of Fullerton reserves the right to reject any or all proposals for not complying with the terms of this RFB.

SUPPLEMENTAL INFORMATION

Supplemental information, including floor plans, Q & A, and addendums to the RFB will be posted on the City's website. [Click here.](#)

