

**Chartiers Township  
Washington County, Pennsylvania**

Request for Proposals for Facility and Event Management Services  
for the Chartiers Township Community Center



**Submission Deadline: April 21, 2023, 12:00 PM**

**Chartiers Township, Pennsylvania  
Request for Proposals  
Chartiers Township Community Center  
Facility and Event Management Services**

**General Requirements**

Chartiers Township is seeking proposals from individuals or firms for the management of the Chartiers Township Community Center.

Request for proposal packets may be obtained at the Chartiers Township Municipal Building at 2 Buccaneer Drive Houston, PA 15342 or online at [www.chartierstwp.com](http://www.chartierstwp.com), or by calling (724) 745-3415.

Technical questions regarding this Request for Proposal may be directed to the Township Manager.

Sealed responses will be received by the Township Manager at 2 Buccaneer Drive, Houston, PA 15342 or [jnoble@chartierstwp.com](mailto:jnoble@chartierstwp.com) , until **12:00 PM** on **April 21, 2023**. Responses shall include one unbound original.

All proposal responses shall be placed in a sealed envelope, which is clearly marked "Facility Management." Responses by fax will not be accepted. Responses received via email must be followed with a hard copy response to the above address.

Chartiers Township is committed to providing equal opportunity in contracting services.

Chartiers Township reserves the right to cancel this request or reject any and all proposals submitted or to waive any minor formalities if in the judgment of the Board of Supervisors the best interest of the Township would be served.

No respondent may withdraw their proposal after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding ninety (90) days.

## **Introduction**

The Chartiers Township Community Center is a 9,000 square foot facility with banquet space that seats up to 200+, seating and tables for the same, a meeting/conference room, an activities room, a professionally equipped kitchen and food prep area, as well as easy access to a Gazebo and outdoor space in Arnold Park. The Township wishes to maximize use and return of the facility in terms of rentals and community programming / use opportunities.

## **Services Requested**

The services created through this proposed contract will be primarily responsible for facilitating the functions at the Chartiers Township Community Center including, but not limited to marketing and managing building rentals and reservations, creating and implementing programming, recommending procedure revisions as necessary, opening and closing of the facility for renters and special events, as well as onsite supervision when required and assistance during the same. The service provider will work under the direction of the Township Manager and the Board of Supervisors, in consultation with the Township Parks Committees where appropriate =.

Services requested include but are not limited to:

1. Recommendations for Procedure and rental protocol revisions (if any).
2. Supervision of the Community Center during open and operating hours.
3. Processing of designated park facility rental inquiries and applications as well as subsequent reservations. This includes, but is not limited to telephone inquiries and reservations, arranging onsite visitation by potential renters, scheduling of facility rental and mailing of information packets and rental contracts to potential renters, as well as processing successful rental applications and satisfying their needs.
4. .
5. Promotion of public use of recreation facilities, areas, and equipment for group and individual activities, recreation and relaxation through a continuing program of public education.
6. Maintenance of systematic, complete, and accurate records as directed by the Township Manager.
7. Maintenance of the appearance of recreational areas before, during and after programs, special events and rentals.

The proposer is encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to obtain a high quality plan at the lowest possible cost. All changes shall be listed and explained. However, the scope of work proposed, at a minimum must accomplish the goals and work outlined above. The township will be the sole determiner if the proposal has met that basic criteria.

**Center Visitation / Inspection:** Individuals or firms are urged to contact the Township to arrange for a visit/tour of the Community Center prior to responding to this request for proposal. Visitation can be arranged by contacting the Township office at 724-745-3415 or [jnoble@chartierstwp.com](mailto:jnoble@chartierstwp.com).

### **Approximate Timeline\***

Request for Proposals Issued:	April 1, 2023
Proposals Due:	April 21, 2023
Board Award:	April or May 2023
Contract Signing:	April or May 2023
Services to Commence:	Upon contract signing

- Timeline beyond the RFP due date is proposed / approximate and is subject to change.

### **Proposal Content**

The Proposal shall include at a minimum the following.

#### **A. Letter of transmittal including**

1. A statement indicating the individual or firm's understanding of the work to be performed
2. An affirmation of the individual or firm's qualifications for professionally and competently conducting the work as understood.
3. The contact person for the proposal, a telephone number and email address where the person can be reached.

#### **B. Profile of Individual/Firm**

Include a brief statement indicating the individual or firm's experience in conducting work of the nature sought by this RFP. (Advertising brochures on the firm may be included with the profile provided they specifically address the experience of the firm related to the work to be performed.) In addition, the profile shall include:

1. The location of the individual or firm's office that will provide the proposed services.
2. Resumes of the individual of firm consultants or employees proposed to conduct the work and the specific duties of each consultant or employee relative to the proposed work.
3. Other information about the individual or firm may be included as it relates to the capabilities and expertise in performing the work outlined by RFP.

#### **C. Experience**

Please provide a comprehensive list and description of the individual or firm's experience in managing facilities, creating program and serving the public. Include a brief reference list of other entities for which the firm provided similar consulting services including contact information.

**D. Approach for Work to be Performed**

The proposal must include a detailed description of the individual or firm's approach to handling the facility management, including, procedures and methods you propose to use to provide the facilities management services requested by the Township. This is important because the approach, methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.

**E. Cost**

Full cost information should be provided. Cost structure and proposed approach should be fully explained. This may include any hourly rates, any flat fee or success fee structures or revenue sharing proposed by the individual or firm to provide the facility management services. Proposers should feel free to suggest alternative fee structures as options in their proposal. This cost explanation shall include the handling of any out of pocket expenses incurred.

**EVALUATION CRITERIA**

All proposals will be evaluated based on the expertise and experience of the individual or firm in facility management and programming, the proposed method and the procedures for completion of the work and the cost of the proposal. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

**Experience and References**

The Technical expertise and experience of the firm will be determined by the following factors:

The overall experience of the firm in managing similar facilities or programs, similar to the work being requested by the Township.

The expertise and professional level of the individuals proposed to conduct the work for the Township.

The clarity of completeness of the proposal and the apparent general understanding of the work to be performed.

**Cost**

The cost will be weighed in relation to the other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the township and the overall level of expertise of the specific firm's personnel proposed to do the work for the township.

**Interview**

The Board of Supervisors will conduct interviews of the individuals and firms deemed to be most qualified to perform work. It is expected that the Board will interview approximately three (3) individuals or firms before making a determination.

**Information**

Questions regarding this Request for Proposal(s) may be directed to the Township Manager at (724) 745-3415.

**Contract**

The successful contractor must enter into a Professional Services Agreement with the Township.

It is the Township's intent to enter into an initial contract lasting approximately one calendar year. The Township reserves the right to extend this contract for an additional number of years, extending in 12 month increments after mutual agreement.