



**REQUEST FOR PROPOSALS
RFP #22-011**

FOR

**AFTERSCHOOL SERVICES
CITY OF FAIRBURN PARKS & RECREATION DEPARTMENT**

INTRODUCTION

The City of Fairburn owns the Fairburn Youth Center located at 149 S.W. Broad Street, Fairburn, GA 30213. The facility is operated by the Fairburn Parks & Recreation Department. Our mission is to promote physical activity, positive social interaction, and outdoor exploration through leisure activities and recreation programs. The department is committed to excellence in serving City of Fairburn residents, businesses, and visitors. It is the goal of the department to build a successful and thriving partnership through clear and consistent communication with the selected provider.

The City of Fairburn is seeking the services of a qualified Afterschool Program Provider to provide after-school services at the Fairburn Youth Center. The City desires a provider that has extensive experience in implementing youth development programs, managing after-school programs, and providing measurable academic reinforcement for grades Kindergarten to Sixth.

GENERAL INFORMATION

DEFINITIONS

For the purposes of this Request for Proposal, "proposer" shall mean contractors, organizations, firms, or other persons submitting a response to this Request for Proposal.

PURPOSE

This Request for Proposal (RFP) provides guidelines and requirements for the submission of proposals in response to RFP for "Afterschool Services" Fairburn Parks & Recreation Department located at:

Fairburn Youth Center
149 S.W. Broad Street
Fairburn, GA 30213

PROPOSAL SUBMISSION AND WITHDRAWAL

The City will receive proposals at the following address:

Fairburn City Hall
56 Malone Street
Fairburn, Georgia 30213

To facilitate processing please mark the outside of the sealed envelope as follows:
Afterschool Services – Fairburn Parks & Recreation Department. ATTN: Chapin Payne

Proposers shall submit an original and seven (7) copies of the proposal in a sealed opaque

envelope marked as noted above. A proposer may submit by personal delivery or by mail; facsimile submittals will not be accepted.

THE CITY MUST RECEIVE ALL PROPOSALS BY 12:00 (NOON) on Tuesday, July 5, 2022.

Any proposal received by the City of Fairburn at City Hall after the established deadline will not be accepted.

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the designated proposal submittal date and time. After the deadline, proposals become a record of the City and will not be returned to the proposers.

INVITATION TO PROPOSE

The City solicits offers for the services of responsible proposers to Afterschool Services – Fairburn Parks and Recreation Department.

CONTRACT AWARDS

The City anticipates entering into a contract with the proposer who submits the proposal judged by the City to be most advantageous.

The proposer understands that this RFP does not constitute an offer or a contract with the proposers. A contract shall not be deemed to exist and would not be binding until proposals are reviewed and accepted by appointed staff and the best qualified proposal(s) has been identified by the appropriate levels of authority within the City and approved and awarded by City Council as formal Council action.

The City reserves the right to reject all proposals for any reason, to abandon the project and/or solicit and re-advertise for other proposals. The City may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

PREPARATION COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation and/or presentation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

INQUIRIES

Questions regarding this RFP must be submitted to Chapin Payne, Parks & Recreation Director, in writing by email at: cpayne@fairburn.com. The department will receive written requests for

clarification concerning the meaning or interpretations of this RFP, until **Tuesday, June 28, 2022 at 12:00 (Noon)**.

The City will record its responses to inquiries and any supplemental instructions in the form of writing posted on the City of Fairburn's website: <http://www.fairburn.com/parks-and-recreation/> under Afterschool Services RFP, Questions and Answers.

TIMETABLES

The City and proposers shall adhere to the following schedule in all action concerning this RFP:

- A. A pre-proposal conference will be held on **Tuesday, June 21, 2022, at 11:00 a.m.** at the Fairburn Youth Center (149 S.W. Broad Street, Fairburn, GA 30213).
- B. The City must receive the proposals before **12:00 (NOON) on Tuesday, July 5, 2022**.
- C. The City will open the proposals at **2:00 p.m. on Tuesday, July 5, 2022**.

DELAYS

The City may delay scheduled due dates if it is to the advantage of the City to do so. The City will notify proposers of all changes in scheduled due dates by written addenda.

INSURANCE REQUIREMENTS

The proposer shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

A. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

- 1. General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard.
- 2. Umbrella Liability: \$5,000,000 combined single limits per occurrence.
- 3. Builders Risk Insurance, if applicable: All Risk coverage on any buildings, structure of work and material in an amount equal to 100 per cent of the value of the contract. Coverage is to cover the City's interest and the City of Fairburn shall be named as Loss Payee.

B. DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insurance retentions must be declared to and approved by the Owner. At the option of the Owner, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers' officials, and employees; or the Contractor shall procure a bond guaranteeing payment of losses related to investigations, claim administration and defense expenses.

C. OTHER INSURANCE PROVISIONS

1. General Liability, Automobile Liability, and Umbrella Liability Coverage

The Owner and its officers, officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials, employees or volunteers.

The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the Owner and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverage: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be changed, cancelled, suspended, terminated or non-renewed except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to the City of Fairburn of said change of coverage, cancellation, suspension, termination / or non-renewal.

D. ACCEPTABILITY.

Insurance is to be placed with insurers with a Best's rating of no less than A: VII, or otherwise acceptable to the Owner.

E. VERIFICATION OF COVERAGE.

Contractor shall furnish the Owner with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies at any time.

F. SUBCONTRACTORS

Subcontractor means one not in the employment of the Contractor who is performing all or part of the services under this Agreement under a separate contract with the Contractor.

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Owner may request evidence of subcontractor's insurance.

Contractor is responsible for having all subcontractors comply with all terms and conditions of the Invitation to Bid.

G. WAIVER OF SUBROGATION

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against Customer. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

LICENSES

The proposer, both corporate and individual, must be able to be fully licensed and certified by all regulatory agencies (and subject to their guidelines), for the type of services to be performed. The proposer must possess a business license prior to start of operations of the after-school services.

PROGRAM ELEMENTS & OBJECTIVES

- Tracked & evaluated student academic achievement
- Academic reinforcement supported by Fulton County Schools
- High-quality participant experience
- Health and wellness initiatives and activities
- Arts and music activities
- Effective programming to develop Financial Literacy, Character Education, and Leadership Skills
- Offer healthy and nutritious snacks or meals
- Financial viability
- Effective and efficient program management

The selected vendor shall be granted the exclusive right to operate an after-school program at the Fairburn Youth Center.

Operation period: August 2022 – May 2023

Operation hours: 2:00 PM – 7:00 PM

Additional opportunities: Camps during school year breaks (i.e., Winter Break & Spring Break)

FACILITY DETAILS

The City of Fairburn, Georgia is located in South Fulton County and is part of the Atlanta metropolitan statistical area (MSA), which is the 9th largest in the country. Incorporated in 1854, Fairburn adopted its City Charter in August 1925. The City of Fairburn is located 10 miles from Hartsfield-Jackson Atlanta International Airport and 18 miles from downtown Atlanta.

The Fairburn Youth Center is located in the heart of downtown Fairburn right off Highway 29.

The Youth Center includes the following amenities:

- Basketball gymnasium
- Multi-purpose room
- Kitchenette
- Meeting space
- Men's and Women's restroom
- Onsite parking
- Storage closet

FINANCIAL MANAGEMENT

The selected Provider must be financially viable and not require supplemental financial support from the City. The City of Fairburn proposes two financial management options for consideration.

Option 1: Percentage split of gross revenue

Option 2: Flat Rate due Monthly

The City will be responsible for all utilities and services such as security, phone connection, water, electricity, and landscaping.

FINANCIAL MANAGEMENT

The project deliverables SHALL include the following scope (mandatory requirements):

- Submit a detailed outline of proposed operations, including but not limited to: A Operating Model (inclusive of staffing) and Hours of Operation: The proposal shall support the “community oriented” operating model in both operating hours and types of services.
- After-school program description includes retention, development, and marketing.
- Past after school and camp managed and financial outcomes.
- Marketing plan.
- Experience, capabilities, and performance
- Key Personnel
- Financial Plan and Viability