



BOARD OF DIRECTORS AGENDA REPORT

MEETING DATE: NOVEMBER 16, 2023 ITEM: 8C

SUBJECT: **Review of Equestrian Center RFP Scope of Work
Highlights and Discussion About Further Input**

DATE: November 9, 2023

FROM: Michele Richards, CEO

PRESENTATION BY: Michele Richards, CEO

Information/Action Item

BACKGROUND

At the September Board meeting, the Board directed staff to develop an RFP for an independent equestrian center operator to include all expenses, including maintenance and capital projects.

The Board also directed that if an independent operator for the equestrian center could not be identified from the results of the RFP, staff would notify users of the equestrian center's closing by March 31, 2024.

While staff drafted an RFP and shared the full details of that RFP with the Leadership Committee, because the RFP is a competitive bid document, it cannot be shared with the full Board or public before the RFP release date. As such, staff provides the following summary of the RFP's Scope of Work for the Board's review.

RFP Scope of Work to include:

- Mandatory job walk-through required for all potential bidders
- Agreement Terms – ~~Five (5)~~ **ten (10)** years with one (1) ~~five (5)~~ **ten (10)** year option to renew
- Minimum Qualifications
- Financial Information & References
- Proposed Plan for the EQC Operation
- Financial Proposal
- Technical Proposal
- Security Deposit Requirement
- Reimbursement of Utilities
- Capital, General and Deferred Maintenance at Bidders Expense
- Security and Janitorial at Bidders Expenses

- Minimum Rent Guarantee (fixed dollar amount per month or percentage guarantee, whichever is greater)
- No Camping or Overnight Stays for Staff, Clients or Service Provider Allowed; No Onsite Housing

RECOMMENDATION

At the Board of Directors' discretion.