

**Office of City Administrator**

## **REQUEST FOR PROPOSALS**

### **Lease, Management, & Operation of Eldridge Skatepark & Community Center**

**Issued by: City of Eldridge**

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- **Introduction & Facility Overview**

The City of Eldridge (“City”) is soliciting proposals from qualified individuals, nonprofit organizations, and for-profit entities (“Proposers”) to lease and operate the Eldridge Community Center and Skatepark (“Facility”). The intent of this RFP is to identify an experienced and responsible operator who will manage, program, maintain, and operate the Facility in a manner that is financially sustainable, safe, and beneficial to the community.

The Eldridge Community Center and Skatepark is a city owned facility intended to support recreation, events, and community engagement. Key components include: An indoor skatepark, event & multipurpose spaces, restrooms, storage, bar/concessions, office areas, and a parking lot.

The selected Proposer will enter into a lease agreement with the City and assume day-to-day operational responsibility for the Facility.

Proposers are encouraged to conduct a site visit prior to submitting a proposal.

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- **Scope of Services**

The City seeks proposals that provide safe, well-managed skatepark and event center operations; offer programming that serves local youth, families, and the broader community; ensure the Facility is financially sustainable without reliance on City subsidies; maintain the Facility to a high standard; and activate the space through events, classes, leagues, competitions, and/or private rentals

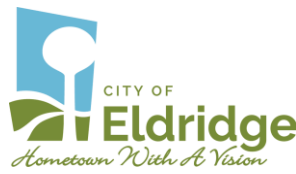
The selected Proposer will be responsible for the following (*and all costs associated*), at minimum:

#### **2.1 Operations**

- Daily operation and management of the Facility
- Staffing, supervision, and training
- Establishing hours of operation
- Customer service and guest experience

#### **2.2 Programming and Events**

- Skate programming (open skate, lessons, camps, leagues, competitions)
- Events and activities consistent with zoning and City policies
- Private rentals, parties, and special events



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- Inclusive and accessible programming (where feasible)

### 2.3 Maintenance and Upkeep

- Routine cleaning and janitorial services
- Preventative maintenance of skate features and facility systems
- Minor repairs and reporting of major maintenance needs to the City

### 2.4 Financial Management

- Collection of all fees, admissions, and rental revenues
- Payment of lease fees, sales commission, and utilities as outlined in the lease agreement
- Financial recordkeeping and reporting as required by the City

### 2.5 Safety and Compliance

- Compliance with all applicable laws, codes, and regulations
- Risk management and safety policies
- Required insurance coverage naming the City as additionally insured

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## • Lease Terms

The final lease terms will be negotiated with the selected Proposer but are expected to include: Initial lease term of one (1) year with option to renew/extend; monthly lease payment to the City; Operator responsible for utilities, staffing, and operating expenses; City retains ownership of the Facility throughout the term of the agreement; performance standards and termination provisions

Proposers may include proposed lease structures in their submission.

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## • Submission Requirements

Those intending to respond to the City of Eldridge Request for Proposals are required to submit the following items in order to be considered:

### 4.1 Cover Letter

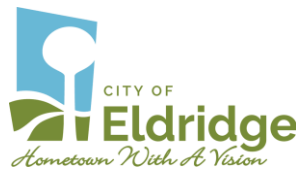
- Brief introduction of Proposer, statement of interest & commitment

### 4.2 Organizational Information *or Proposed Organization Information if not yet established*

- Legal name, address, and contact information
- Description of organization and ownership structure

### 4.3 Statement of Qualifications

- Experience operating a skatepark, recreation facility, event center, or similar venue
- Organizational and management capacity
- Financial capability to operate the Facility



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- Knowledge of skatepark culture, youth programming, and event management
- Acceptable credit references

### 4.4 Operating Plan

- Proposed hours of operation
- Staffing plan
- Skatepark rules and supervision approach

### 4.5 Programming and Event Plan

- Description of skate and event programming

### 4.6 Financial Proposal

- Proposed lease payment
- Fee structure (admissions, rentals, memberships, etc)
- Business plan or Operating budget

### 4.7 Insurance and Legal Compliance

- Proof of ability to obtain and maintain required insurance coverage
- Proof of ability to obtain required liquor license, if applicable
- Disclosure of any litigation or violations

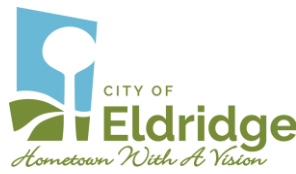
**Minimum Insurance Requirements:** The selected Proposer shall, at its sole cost and expense, procure and maintain insurance coverage meeting the following minimum requirements throughout the term of the lease: **Commercial General Liability Insurance** with an occurrence limit of not less than **\$1,000,000** and a general aggregate limit of not less than **\$2,000,000**, covering bodily injury, property damage, personal injury, and contractual liability; **Umbrella or Excess Liability Insurance** with a limit of not less than **\$1,000,000** per occurrence/aggregate. - **Liquor Liability Insurance** with limits of not less than **\$1,000,000** per occurrence if the operator serves, sells, or allows the consumption of alcoholic beverages at the Facility.

The **City of Eldridge shall be named as an Additional Insured** on the Commercial General Liability and Umbrella/Excess Liability policies. Such coverage shall be **primary and noncontributory** with respect to any insurance maintained by the City.

All required insurance policies shall include a **waiver of subrogation in favor of the City of Eldridge**. Certificates of insurance and required endorsements shall be provided to the City prior to execution of the lease agreement and upon renewal of policies.

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- Evaluation Criteria

The City of Eldridge will evaluate each proposal fairly and impartially based on the following list of criteria. An evaluation committee consisting of elected officials and staff will be utilized to evaluate all proposals received.



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- Experience and Qualifications
- Quality and feasibility of operating and programming plan
- Financial sustainability
- Proposed lease terms
- Community benefit and alignment with City objectives
- Overall completeness and clarity of proposal

The City reserves the right to interview finalists and request additional information.

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- Timeline and Submittal Information

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|--------------------------------|---|
| • Tuesday, February 3, 2026:   | Issue Request for Proposal                              |
| • Thursday, February 12, 2026: | Site Visit: 3:00pm                                      |
| • Friday, March 13, 2026:      | Deadline for Questions by 4:30pm                        |
| • Friday, March 20, 2026:      | Proposals Due by 4:30pm                                 |
| • March 23 – April 10, 2026:   | Evaluation of Proposals                                 |
| • April 13 – 16, 2026:         | Interviews with Finalists, <i>if applicable</i>         |
| • Monday, April 20, 2026:      | Recommendation of Selection to City Council             |
| • Wednesday, July 1, 2026:     | Anticipated Lease Start, <i>subject to negotiations</i> |

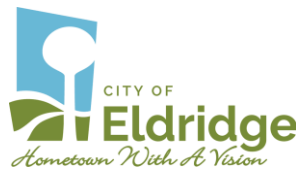
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- Submission Instructions

- All questions related to this request for proposal must be submitted in writing to Nevada Lemke at [nlemke@cityofeldridgeia.org](mailto:nlemke@cityofeldridgeia.org) no later than 4:30pm on **Friday, March 13, 2026** and responses may be shared with all Proposers
- Proposals must be sealed and submitted in hard copy no later than 4:30pm on **Friday, March 20, 2026** to the following address:

City of Eldridge  
Attn: City Clerk  
305 N 3<sup>rd</sup> Street, P.O. Box 375  
Eldridge, Iowa 52748

- Proposals must reference “RFP for ECC Lease & Operations” on the exterior of the sealed bid
- Any proposal received after the due date and time will not be considered
- Any proposal received that is incomplete will not be considered
- Prior to the final selection, Proposers may be required to submit additional information regarding the Proposer’s qualifications and experience that the City may deem necessary to further evaluate the Proposer’s qualifications



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- **Reservation of Rights**

The City reserves the right to reject any or all proposals and waive informalities or minor irregularities. The City also reserves the right to choose the proposal that is deemed in the best interest of the City based on any or all criteria, etc. Additionally, the City reserves the right to negotiate any or all items and terms of the proposal and to do so with one or more Proposers. Lastly, the City reserves the right to cancel or modify this RFP at any time.

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- **General Terms and Conditions**

- A proposal may not be withdrawn before the expiration of sixty (60) days from the proposal due date
- Any lease agreement resulting from this RFP will be made only by written authorization from the City of Eldridge upon approval by the City Council. The agreement between the City and the Proposer shall consist of (1) the Request for Proposal and any amendments thereto and (2) the proposal submitted by the Proposer in response to the RFP. In the event of a conflict in language between these two documents, the provisions and requirements set forth and/or referenced in the RFP shall govern. The City also reserves the right to clarify any contractual relationship in writing with the concurrence of the Proposer, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Proposer's proposal. IN all other matters not affected by the written clarifications, if any, the RFP shall govern.
- **Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the agreement, the Proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder
- **Incurred Expenses:** This RFP does not commit the City to award an agreement or contract, nor shall the City be responsible for any cost or expense that may be incurred by the Proposer in preparing and submitting the proposal called for in the RFP, or for any travel and/or per diem costs that are incurred, or for any other associated costs incurred by the Proposer prior to the execution of a contractual agreement
- **Insurance:** The selected Proposer must provide the City a Certificate of Insurance with the aforementioned coverage limits and must maintain said coverages at all times during the term of the agreement. The City shall be named as an additional insured and with all provisions outlined in subsection 4.7 above.
- **Independent Contractor:** Nothing contained in this RFP is intended to or should be construed as creating the relationship of co-partners or joint ventures within the City. The Proposer shall remain an independent contractor and all employees of the contractor or its subcontractors shall remain employees of the contractor or subcontractor and shall not become employees of the City.
- **Nondiscrimination:** All Contractors agree that during the life of the agreement, the Contractor shall not discriminate against any employee or applicant for employment because of race, color,



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creed, national origin, sex, marital status, disability, sexual orientation, age, religion, or status with regard to public assistance, and shall intend a similar provision in all subcontracts entered into for the performance thereof.

- Confidentiality: RFQ's and the responses thereto are considered public records and are subject to the Iowa Freedom of Information Act.
- Right of Entry & Inspection: The City, its officers, employees, agents, and authorized representatives shall have the right, at any reasonable time and without prior notice where reasonably necessary, to enter the facility during the term of any lease agreement resulting from this RFP for the purpose of inspecting the condition, use, operation, and maintenance of the facility; determining compliance with the terms of the agreement and applicable laws, regulations, and permits; performing City inspections; and making any repairs, alterations, or improvements that the City is permitted or required to make under the terms of said Lease or by law. Such entry shall not unreasonably interfere with Tenant's lawful use of the facility.
- Damage or Destruction: The terms of any lease agreement resulting from this RFP shall state that in the event the facility, or any portion thereof, is damaged or destroyed by fire, casualty, or any other cause, the City shall promptly determine the estimated cost of repair or restoration. If the City determines that the cost to repair or restore the facility equals or exceeds fifty percent (50%) of the fair market value of the property immediately prior to the occurrence of such damage or destruction, the City shall have the sole and absolute discretion to determine whether the facility shall be repaired, restored, demolished, or not rebuilt. If the City elects not to repair or restore the facility, the City may terminate said lease agreement upon written notice to Tenant and said lease agreement shall terminate as of the date specified in such notice, without further obligation or liability of either party, except for obligations that expressly survive termination. Tenant shall vacate the facility as directed by the City.