

**Parks Board Meeting Agenda
Parks & Recreation**

Wednesday, July 24, 2019
At 7:00 p.m.
Forney Community Park
Mick Spellman, Jr. Park Building
241 FM 548 S
Forney, Texas 75126

1. CALL MEETING TO ORDER
2. INVOCATION/PLEDGE OF ALLEGIANCE
 - 2.I. INVOCATION/PLEDGE OF ALLEGIANCE- Jeremy Skellenger
3. CONSENT AGENDA
 - 3.I. Approval Of The March 2019 Minutes.

Documents:

[PARKBOARDMINUTES6.19.2019.PDF](#)

4. OPEN FORUM
 - a. Public Communication
 - b. Sports Committee Communication
5. ACTION ITEMS
 - 5.I. Discuss Park Facility Utilization For Fair And Equitable Usage Of The Park And Take Any Action Necessary.

Documents:

[PEER CITY SUMMARY DATA - FACILITIES.PDF](#)
[PEER CITY SUMMARY DATA - LEAGUES AND ASSOCIATIONS.PDF](#)
[PEER CITY SUMMARY DATA - PAVILIONS AND FIELDS.PDF](#)
[PEER CITY SUMMARY DATA - SPECIAL EVENTS.PDF](#)

- 5.II. V2025- Discuss Park Utilization For Residents And Non Residents And Take Any Action Necessary.

Documents:

[YOUTH SPORTS REGISTRATION TOTALS.PDF](#)

- 5.III. V2025- Discuss Amphitheater Usage And Take Any Action Necessary.
- 5.IV. Discuss And Consider Request For Proposal For Alcoholic Beverage Service At Special Events And Take Any Action Necessary.

Documents:

[RFP - ALCOHOL SALES.PDF](#)

6. DISCUSSION ITEMS

6.I. V2025- Discuss New Downtown Events.

7. DEPARTMENT REPORT

Parks Update- Witt/Curry

Special Events Update- Beasley/Curry

8. BOARD COMMUNICATION

9. ADJOURNMENT

If you are a qualified individual with disability that requires special arrangements and you plan to attend this meeting, please contact the City of Forney at 972-564-3148 at least 48 hours in advance of the meeting. You may also call Relay Texas at TDD 1-800-735-2989. The City shall give "primary consideration" to the request of a qualified individual with a disability when determining the type of auxiliary aids and services to be offered. The Mick Spellman, Jr. Parks Building is wheelchair accessible. **Braille** is not available.

I, Richard Curry, Director of Parks and Recreation for the City of Forney, Texas, do hereby certify that this Agenda was posted at City Hall, in place readily accessible to the general public at all times, on/or before the 24th day of July, 2019 at 7:00 p.m. and remained so posted for a least 72 continuous hours preceding the scheduled time of said meeting.

6/19/2019 - Minutes

1. CALL MEETING TO ORDER

Chairman Thomas Anich called the meeting to order at 7:04pm. Present were Commissioners Dianna Lawrence, Clint McNear, Thomas Anich and Mario Luna. Absent were Jeremy Skellenger and Toby Daniels. Also present were Parks and Recreation Director Richard Curry and Special Events Coordinator Alexa Beasley. Sports Coordinator Dodie Witt was absent.

2. INVOCATION/PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

3.I. Approval Of The March 20, 2019 Minutes

Commissioner McNear made a motion to approve the March 20, 2019 minutes. The motion was seconded by Commissioner Lawrence. The motion passed with 4 ayes and 0 nays.

4. OPEN FORUM

a. Public Communication- NONE

b. Sports Committee Communication- NONE

5. ACTION ITEMS

5.I. Consider Request For A Dog Park From FIDO And Friends Of Forney And Take Any Action Necessary.

Commissioner Luna made a motion to consider Eastside Park as the primary site for the future site of a dog park. The motion was seconded by Commissioner McNear. The motion passed with 4 ayes and 0 nays.

6. DISCUSSION ITEMS

6.I. V2025- Discuss Amphitheater Usage

6.II. V2025- Discuss Downtown Fall Festival

6.III. V2025- Discuss Park Utilization For Residents And Non Residents.

7. DEPARTMENT REPORT

Parks Update- Curry

Special Events Update- Beasley/Curry

8. BOARD COMMUNICATION

9. ADJOURNMENT

Commissioner Anich made a motion to adjourn at 8:30pm. The motion was seconded by Commissioner McNear. The motion passed with 4 ayes and 0 nays.

Minutes respectfully Submitted by
Dodie Witt, Sports Coordinator

City of Forney

PASSED AND APPROVED BY THE PARKS & RECREATION BOARD OF THE CITY OF FORNEY,
TEXAS this _____ day of _____, 2019.

Thomas Anich, Chairman

DRAFT



Peer City Facility Research - August 2018

	2010	2018	% Change														
	Population Census	Population Estimate		Youth Baseball/T-ball	Youth Girls Softball/T-ball	Youth Soccer	Youth Football	Other Youth Athletic Fields	Adult Softball	Adult Soccer	Adult Flag Football	Other Adult Fields	Game Only Fields	Game/Practice Fields	Recreation or Community Center	Aquatic Facility	Splash Pad
Addison	13,056	15458	15.5%	0	0	0	0	0	0	0	0	NO	YES	YES	YES	NO	
Balch Springs	23,728	25357	6.4%	2	1	2	0	0	2	0	0	NO	YES	YES	NO	YES	
Burleson	36,690	46145	20.5%	5	16	3	0	0	3	0	0	NO	YES	YES	YES	NO	
Celina	6,028	6028	0.0%	1	7	13	2	0	0	0	0	NO	YES	YES	NO	NO	
Cleburne	29,337	30230	3.0%	7	3	21	0	0	2	0	0	NO	YES	YES	YES	YES	
Coppell	38,659	41941	7.8%	6	15	4	0	0	4	0	0	NO	YES	YES	YES	YES	
Corinth	19,935	21152	5.8%	3	8	2	1	0	0	2	0	NO	YES	NO	NO	NO	
FORNEY	14,661	20336	27.9%	13	5	29	4	0	1	1	0	YES	YES	NO	NO	YES	
Glenn Heights	11,278	13084	13.8%	3	3	0	0	0	0	0	0	NO	YES	NO	NO	NO	
Kaufman	6,703	7826	14.3%	0	3	9	0	0	0	0	0	NO	YES	NO	NO	NO	
Little Elm	25,898	46548	44.4%	7	3	11	2	2	2	0	0	NO	YES	YES	NO	YES	
Mansfield	56,368	68928	18.2%	10	4	27	2	0	8	0	8	YES	YES	YES	NO	YES	
Midlothian	18,037	25254	28.6%	5	4	32	3	0	0	0	0	YES	YES	NO	NO	NO	
Murphy	17,708	20673	14.3%	5	1	9	0	0	0	0	0	NO	YES	YES	NO	YES	
Prosper	9,423	22055	57.3%	13	3	35	1	1	0	0	0	YES	YES	NO	NO	YES	
Rockwall	37,490	44208	15.2%	15	0	3	0	0	1	0	0	NO	YES	YES	YES	YES	
Rowlett	56,199	62868	10.6%	11	4	16	2	0	4	0	0	NO	YES	YES	YES	YES	
Sachse	20,329	25937	21.6%	2	4	3	0	0	2	0	0	NO	YES	NO	NO	NO	
Terrell	15,816	17842	11.4%	6	4	10	2	0	4	2	1	NO	YES	YES	YES	NO	
Waxahachie	29,621	35340	16.2%	9	6	31	1	0	0	0	0	YES	NO	NO	YES	YES	
Wylie	41,427	49826	16.9%	12	4	22	3	2	0	0	0	YES	YES	YES	NO	NO	

28.6% 95.2%

61.9% 38.1% 52.4%

4th Fastest growing amongst peer cities behind; Prosper - 57.3%, Little Elm - 44.4%, Midlothian - 28.6%, FORNEY - 27.9%

2010 Census ranks FORNEY 16th of 21 in population

2018 Population Estimate ranks FORNEY 16th of 21 cities in population

Forney ranks 4th in number of baseball fields.

Forney ranks 3rd in number of girls softball fields.

Forney ranks 4th in number of youth soccer fields

Forney ranks 2nd in number of youth football fields



Youth and Adult Athletic Leagues

	2010 Population Census	2018 Population Estimate	% Change	Leagues	League Use Fees	Concessions	Other
Addison	13,056	15458	15.5%	No Leagues! Kids go to other cities			
Balch Springs	23,728	25357	6.4%				
Burleson	36,690	46145	20.5%	Ran by associations	Receive a % of registrations per player	None	
Celina	6,028	6028	0.0%	City ran leagues		Parks reserves exclusive rights to concessions	
Cleburne	29,337	30230	3.0%	Youth ran by associations, Adult leagues ran by City on same fields	\$ 18 per kid/season Associations pay additional fees for mounds, lights, etc. Adults \$ 300 per team	\$ 60 week thru season	
Coppell	38,659	41941	7.8%	City ran Adult leagues. YMCA uses City Fields for Youth. Associations use City Fields for Youth.	\$15 for resident and \$35 for non resident per season	None	For additional maintenance after normal business hours, the associations can pay at a rate of \$25/manhour, minimum 2 hours. An example would be a weekend tournament where they want additional striping/prepping. 20% of gross tournament receipts are collected by the City.
Corinth	19,935	21152	5.8%				
FORNEY	14,661	20336	27.9%				
Glenn Heights	11,278	13084	13.8%				
Kaufman	6,703	7826	14.3%				
Little Elm	25,898	46548	44.4%				
Mansfield	56,368	68928	18.2%	Ran by associations	\$ 7/per child/per season Resident. \$ 10/per child/per season, Non-Resident	5% of net sales or \$ 100, whichever is greater. Non-sponsored fees are higher	For City sponsored associations: Field Marking is \$50-75 per field. Dragging is \$300 per occurrence. Tournaments are \$ 10/ game or \$ 80/field for 8+ games (plus light fees). Camps and clinics are \$ 10/field or \$ 80/ for 8+ hours (plus light fees). Non Sponsored fees are higher.
Midlothian	18,037	25254	28.6%	Ran by associations	\$ 5/ residnet/season, \$ 20/Non-Resident per season	None	Non sponsored leagues pay regular rental rates and must work outside Sponsored league schedules
Murphy	17,708	20673	14.3%	Ran by associations	None	None	
Prosper	9,423	22055	57.3%				
Rockwall	37,490	44208	15.2%	City ran leagues			
Rowlett	56,199	62868	10.6%	City runs Youth basketbal, volleyball, baseball, softball, adult basketball and volleyball. Associations run Youth soccer, Youth and adult roller hockey and adult softball. City partners with 2 organizations for baseball and softball tournaments	\$ 70 per child for youth and \$250-350 per adult team. Associations - \$ 7.50 per resident, \$ 9.50 per Non-resident.	City gets 17.5% of Gross receipts	
Sachse	20,329	25937	21.6%	Ran by associations	\$ 1,000 /yr for fields and concessions	None	
Terrell	15,816	17842	11.4%	Ran by associations	\$ 5 per child	None	
Waxahachie	29,621	35340	16.2%	Ran by associations. Adults ran by City	\$ 8 per child, \$ 400 per team for adults	City hires concessionaire and receives 20% of sales	
Wylie	41,427	49826	16.9%				

Note: Celina, Little Elm, Mansfield & Midlothian charged for Sand volleyball courts, tennis courts and bootcamps



Pavillion Rentals

Residents

Non-residents

	2010 Population Census	2018 Population Estimate	% Change	Residents			Non-residents		
				Deposit	Fee	Hrs	Deposit	Fee	Hrs
Addison	13,056	15458	15.5%	\$ 150	\$ -	3 hr max		not allowed	
Balch Springs	23,728	25357	6.4%						
Burleson	36,690	46145	20.5%	\$ 125	\$ 63	2 hr min	\$ 125	\$ 85	2 hr min
Celina	6,028	6028	0.0%		\$ 83	4 hr min		\$ 83	4 hr min
Cleburne	29,337	30230	3.0%	\$ -	\$ -	No min	\$ -	\$ -	No min
Coppell	38,659	41941	7.8%	\$ 100	\$ 117	4 hr min	\$ 100	\$ 117	4 hr min
Corinth	19,935	21152	5.8%	\$ 50	\$ 25		\$ 50	\$ 25	
FORNEY	14,661	20336	27.9%	\$ 50	\$ 50	3 hr min	\$ 50	\$ 100	3 hr min
Glenn Heights	11,278	13084	13.8%						
Kaufman	6,703	7826	14.3%						
Little Elm	25,898	46548	44.4%	\$ 100	\$ 40	2 hr min	\$ 100	\$ 60	2 hr min
Mansfield	56,368	68928	18.2%		17.50/hr	87.50/5+ hrs		\$25/hr	
Midlothian	18,037	25254	28.6%		\$20/hr	2 hr min		\$ 60	2 hr min
Murphy	17,708	20673	14.3%		\$ 25	2 hr min		\$ 50	2 hr min
Prosper	9,423	22055	57.3%	\$ 100	\$ 53	4 hr min	\$ 100	\$ 500	4 hr min
Rockwall	37,490	44208	15.2%		\$ 40	8 hr min		not allowed	
Rowlett	56,199	62868	10.6%	\$ 53	\$ 80	4 hr min	\$ 53	\$ 160	4 hr min
Sachse	20,329	25937	21.6%		\$ 25	4 hr min		not allowed	
Terrell	15,816	17842	11.4%	\$ 100	\$ 50	2 hr min		not allowed	
Waxahachie	29,621	35340	16.2%						
Wylie	41,427	49826	16.9%		\$10/hr			\$10/hr	

Athletic Fields

baseball	softball	soccer	football	sand volleyball	turf	synthetic turf	multi-purpose	athletic fields	tennis	parcels	Non Resident Fee	Field Lights (hourly)	Game Prep	Tournaments	Other
\$ 25	\$ 25	\$ 25	\$ 25									No			
\$ 15	\$ 15	\$ 10	\$ 10					\$ 5			YES	20	30/field	300/day	after 11pm, 1 Parks rep must be on site
\$ -	\$ -	\$ -	\$ -									25	100/field		
												No			Does not rent game or practice fields
\$ 20	\$ 20	\$ 20	\$ 20				\$ 10					50			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
\$ 30	\$ 30	\$ 30		\$ 15								20	50/field	400 day	
\$ 15	\$ 15	\$ 15	\$ 15									25	300/field/day		for non City-sponsored leagues, field dragging is \$300 per occurrence. Field marking is \$100-150 per occurrence.
												30	100/field/day		
\$ 15	\$ 15														Sundays - open play, no reservations. Teams must have 40% residents
					\$ 35	\$ 70									Teams must have 80% residents. Fields closed Wednesday and Sunday for Maintenance
\$ 10	\$ 10											10		City Run	
\$ 6	\$ 6														
\$ 10	\$ 10											20		150/field/day	
												18			

Simplified data by converting to hourly rates



Special Event Fee Research

	2010 Population Census	2018 Population Estimate	% Change	Special Event Application				Additional Permits		Additional Fee		Equipment Rentals			
				Special Event Application Fee	Non-Profit Discount (Y/N)	Deposit	Temporary/Special Use Application Fee	Tent Permit	Event Alcohol Permit	Personnel Fee (Y/N)	5K Fee	Do they rent equipment? (Y/N)	Temporary Stage Rental (Y/N)	Barricade/Cones	
Addison	13,056	15458	15.5%	\$75-\$250	NO	10% Rental	-	-	-	YES	Current Pay	-	NO	-	-
Balch Springs	23,728	25357	6.4%	-	-	-	\$25	-	-	NO	-	-	NO	-	-
Burleson	36,690	46145	20.5%	\$250	NO	\$0	\$50	\$100	/2 TABC Fee	YES	Current Pay	-	YES	YES	NO
Celina	6,028	6028	0.0%	\$50	NO	\$0	-	\$150	-	YES	Set Rate	-	NO	-	-
Cleburne	29,337	30230	3.0%	\$0	NO	\$0	-	-	-	YES	Reinbursement	-	NO	-	-
Coppell	38,659	41941	7.8%	\$250	NO	\$0	\$50	\$30	-	YES	Set Rate + Overtime	YES	YES	NO	\$0
Corinth	19,935	21152	5.8%	\$50	YES	\$1,000	-	\$35	-	YES	Reinbursement	-	YES	Reinbursement	
FORNEY	14,661	20336	27.9%												
Glenn Heights	11,278	13084	13.8%	\$25	YES	\$250	-	\$50	-	YES	Set Rate	-	YES	YES	NO
Kaufman	6,703	7826	14.3%	\$100	NO	\$0	\$100	-	-	NO	DO NOT PROVIDE	-	NO	-	-
Little Elm	25,898	46548	44.4%	\$75	NO	\$500-\$1000	-	-	\$75	YES	Set Rate	YES	YES	NO	\$15 each
Mansfield	56,368	68928	18.2%	\$0	NO	\$0	-	\$60	-	NO	Directors Discretion	YES	YES	YES	NO
Midlothian	18,037	25254	28.6%	\$50	NO	-	\$35	-	-	NO	DO NOT PROVIDE	-	YES	NO	\$10 deposit
Murphy	17,708	20673	14.3%	\$50	YES	\$100-\$1500	-	\$100	100	YES	Set Rate	-	NO	-	-
Prosper	9,423	22055	57.3%	\$100	YES	\$1,000	-	\$75	-	NO	Directors Discretion	-	NO	-	-
Rockwall	37,490	44208	15.2%	\$60	YES	\$0	-	\$0	-	YES	Reinbursement	-	NO	-	-
Rowlett	56,199	62868	10.6%	\$100	NO	\$0	\$35	-	/2 TABC Fee	NO	-	-	NO	-	-
Sachse	20,329	25937	21.6%	\$0	NO	\$0	-	\$50	-	NO	-	-	NO	-	-
Terrell	15,816	17842	11.4%	-	-	-	\$0	-	-	NO	-	-	NO	-	-
Waxahachie	29,621	35340	16.2%	\$0	NO	\$0	-	-	-	NO	Directors Discretion	-	NO	-	-
Wylie	41,427	49826	16.9%	\$50	NO	\$0	\$0	\$0	-	NO	Directors Discretion	-	NO	-	-
				\$98.0	25% YES		\$49	\$72		50% YES			35% YES		



Youth Sports Registrations

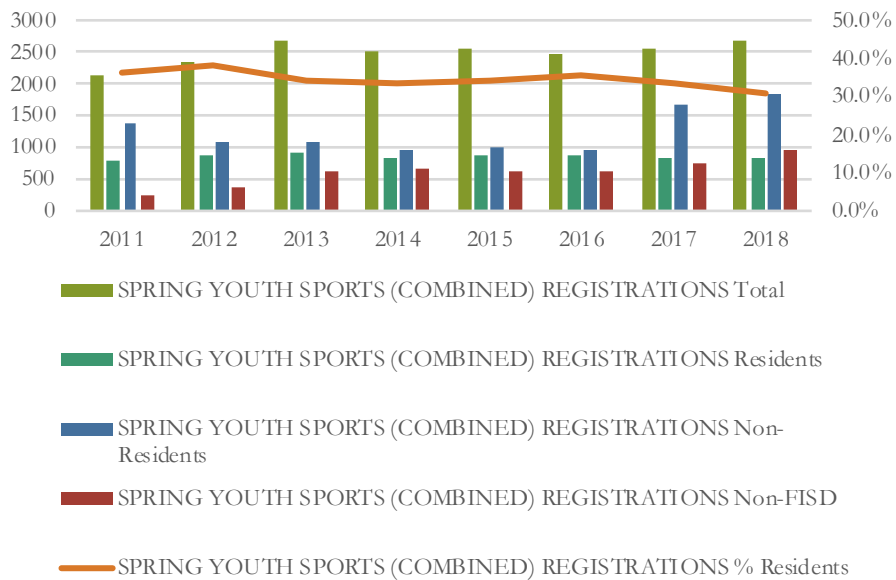
Parks Recreation

YOUTH SPORTS (COMBINED) REGISTRATIONS

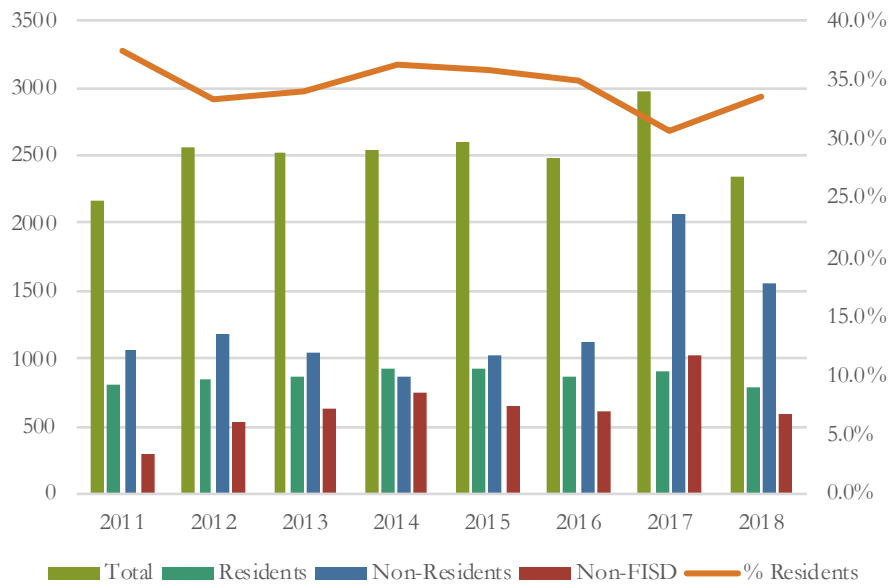
SPRING	Total	Residents	Non-Residents	Non-FISD	% Residents
2011	2152	780	1372	245	36.2%
2012	2344	895	1076	373	38.2%
2013	2660	916	1104	640	34.4%
2014	2493	839	973	681	33.7%
2015	2535	861	1017	637	34.0%
2016	2452	879	951	622	35.8%
2017	2540	852	1688	730	33.5%
2018	2680	826	1854	964	30.8%

FALL	Total	Residents	Non-Residents	Non-FISD	% Residents
2011	2159	808	1054	297	37.4%
2012	2559	852	1185	522	33.3%
2013	2529	861	1040	628	34.0%
2014	2544	920	871	753	36.2%
2015	2599	929	1026	644	35.7%
2016	2479	866	1130	619	34.9%
2017	2971	911	2060	1030	30.7%
2018	2337	785	1552	586	33.6%

Youth Sports Combined - Spring Registrations



Youth Sports Combined - Fall Registrations



REQUEST FOR PROPOSALS



Forney Parks & Events Department is requesting proposals for:

ALCOHOL BEVERAGE SERVICES AT SPECIAL EVENTS

RELEASE DATE: August 8, 2019

RESPONSE DUE: August 29, 2019



Request for Proposal (RFP) Alcohol Beverage Services at Special Events

1.0 SUMMARY

1.1 Request for Proposals: Firms with proven experience and expertise performing **Alcohol Beverage Services at Special Events** are invited to submit profit sharing proposals to provide the operation and management of the sale of alcoholic beverages at designated events within the City of Forney.

1.2 The Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Following the selection of the successful bidder (hereafter referred to as “Contractor”), the City of Forney (hereafter referred to as “City”), and the Contractor will negotiate a contract including a scope of services.

1.3 Services to Be Performed: The Contractor’s services will consist of a single company capable providing operation and management of necessary equipment, employees, sales items, sales receipts and reports, permits, furnishings and all other materials required for the full operation of beverage and alcohol stands at special events, as specified within this RFP.

1.4 Information release: All proposers are hereby advised the City of Forney may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all Proposers agree to such activity and release the City of Forney, its members, and its agents and designees from all claims arising from such activity. Proposals submitted shall be considered part of the public record.

1.5 Notice to all Respondents: During the bid process it is forbidden to communicate information regarding this bid packet with other members of City Staff (except those staff members listed as the contact person(s) for the bid). It is also forbidden to communicate information regarding this bid packet with any elected, or appointed, official representing the City of Forney. By doing so, you risk immediate disqualification for this bid.

2.0 BACKGROUND

2.1 City Profile: Forney has been described as a community defined less by boundaries on a map than by the sense of shared values held by residents. Forney strives to balance its pioneering past with the forward-thinking vision of the future, maintaining a vibrant family-centered lifestyle, helping entrepreneurs reinvent its historic downtown, continuing to invest in new parks, trails and roads, and attracting the amenities its growing population demands.

Although Forney may be considered a small community, it offers big options when it comes to recreation and events. Our 127-acre community park boasts multiple sporting fields, playgrounds, trails and the 5,000 seat Spellman Amphitheater. The City currently hosts several



Request for Proposal (RFP) Alcohol Beverage Services at Special Events

events, festivals and concerts throughout the year, and is planning for that number to continue to increase over the upcoming years.

2.2 City's Purpose of Project: The purpose of the project is to provide the sale of alcoholic beverage to event patrons of designated events within the City of Forney. With a profit sharing plan in place the city would hope to offset event costs with a portion of the gross sales.

2.3 Information to be provided to Contractor by the City: The City will provide the Contractor with event dates, times and locations and the general scope of each event.

3.0 ENVISIONED SCOPE OF PROJECT

3.1 Scope: The Contractor will have exclusive rights to the sale of beer, wine and other alcohol during the specified City of Forney events. The selected operator is also encouraged to offer soft drinks. However, food trucks and other vendors also operating in the park will also be allowed to sell non-alcoholic drinks to their customers.

3.1 GENERAL

- a. City of Forney Special Events**
- b. Operation and Management**
- c. Equipment**
- d. Furnishings**
- e. Signage**
- f. Employees**
- g. Sales Items**
- h. Receipts and Reports**
- i. Permits**

3.2 SPECIFICATIONS

- a. City of Forney Special Events**
 - i. Forney BBQ Cook-off & Festival: Held the first weekend of June at the Forney Community Park (241 South F.M. 548 | Forney, TX 75126). This two-day event features 50+ BBQ teams from all over the state, vendors, bbq sampling, and live music featuring local, regional and national acts. This free event was added in 2015 and continues to grow each year. The estimated attendance of this event is 5000 patrons.
 - ii. Independence Day Celebration: Held at Forney Community Park (241 South F.M. 548 | Forney, TX 75126) the Saturday before July 4th, this event is currently the longest running and largest event produced by the City of Forney. This free community event features live music, bounce houses, food



Request for Proposal (RFP) Alcohol Beverage Services at Special Events

trucks and a renowned fireworks display. This event is on its 12th year and has an annual attendance of 25,000-30,000 patrons.

- iii. Summer Music in the Park Series: With the opening of the Spellman Amphitheater at Forney Community Park (241 South F.M. 548 | Forney, TX 75126) in 2012 the City of Forney started holding an annual summer music series. The season currently consists of 6 free regional concerts with an attendance of 800-1200 patrons.
 - iv. Spellman Amphitheater Ticketed Concerts: Starting Fall of 2019 the City of Forney will be using the Spellman Amphitheater at Forney Community Park (241 South F.M. 548 | Forney, TX 75126) for 3 annual ticketed concerts. Capacity of the Spellman Amphitheater is 5000.
- b. Operations and Management:** The Contractor will work with the City of Forney to determine the number of and location of service areas with in the event grounds for each event. This City of Forney will have the final approval of number, location and hours of service areas. The Contractor will be responsible for the set-up, tear-down and management of each location.
- c. Equipment:** The Contractor is responsible for providing, at their sole expense, all items necessary to provide onsite sale of alcohol. The selected Contractor shall be responsible for the items' upkeep, maintenance, repairs and replacement. All items purchased by the Contractor shall remain the property of the Contractor. The contractor is responsible for the setup, tear down and clean-up of all equipment used and shall remove said equipment from the event grounds within 48 hours of the conclusion of every event.
- i. POS
 - ii. Tents or canopy's
 - iii. Tables and chairs
 - iv. Coolers or troughs for beverage sales
 - v. Bars or beverage stands
 - vi. Golf carts or mode to transport product from parking lot to the beverage station
- d. Furnishings:** The Contractor is responsible for providing all furnishings unless otherwise negotiated before the event. Examples include custom event cups or sponsored product.
- i. Utensils
 - ii. Beverage serving ware
- e. Signage:** All prices shall be prominently posted at each serving location.
- f. Employees:** Contractor is responsible for providing the necessary trained staff and personnel for each event. All staff will be required to wear a uniform, festival t shirt and or credential for identification purposes. Apparel and personal cleanliness shall be suitable and in keeping with the atmosphere associated with the proposed operation



Request for Proposal (RFP) Alcohol Beverage Services at Special Events

- d. Sales Items:** The contractor will be the exclusive seller of alcohol on the event grounds at the previously listed events. List of brands sold, and prices are to be negotiated. Prices and brands should reflect market trends and should be comparable to similar events. The vendor is solely responsible for the delivery and handling of alcoholic beverages. Glass containers are not permitted.
- e. Receipts and Reports:** Contractor is responsible for maintaining a system of tracking sales. Contractor shall provide the City, immediately following the event, the statements showing gross sales and reports including the number of units of each item sold at each designated location and for what cost. The contractor shall provide the City, no more the 30 days following the event, a post event report including all sales numbers and plans or ideas for the future of the event.
- f. Permits:** The contractor is responsible for securing all licensing and permits to ensure all sales and product conform to local, state and federal codes and requirements. The contractor shall maintain current knowledge of the City of Forney ordinances regarding the sale of alcohol.

3.3 CITY PROVIDED SERVICES

The City will provide the following equipment and services for City events to the selected contractor.

- a. Utilities –** The City will provide power to beverage stations for cash registers and lights, if needed by vendor.
- b. Dumpster –** The City shall provide and service a dumpster(s), which shall be available for use by the selected contractor for trash generated solely by the operation for the specified City events.
- c. Trash cans –** The City will provide and place trash receptacles adjacent to the sales counters. City staff will dump these cans as necessary.

For Technical Questions regarding this job please contact:

Alexa Beasley
Forney Parks & Events
972-564-7328
abeasley@cityofforney.org

4.0 DELIVERABLES

4.1 Deliverable #1: The Contractor is to provide for a Project kickoff meeting – The first deliverable of the project will entail an initial meeting to discuss the scope of the project as outlined in the proposal and perform and site tours or inspections.



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4.2 Deliverable #2: The Contractor is to provide all contract documents, recommendations for items sold and beverage station locations, change order documents, project schedules, QA and QC activities, site observation and payment requests.

4.3 Deliverable #3: The Contractor is to provide the sale of alcoholic beverages at the designated City events in accordance with the scope of work listed in Section 3.0 of this document.

4.4 Deliverable #4: The contractor is to provide receipts and reports after each event in accordance with the scope of work listed in Section 3.0 of this document. The contractor is to include recommendations for changes or improvements to the event.

5.0 COMMERCIAL

5.1 Insurance Requirements: Any contract entered into as a result of this RFP shall require the Contractor to obtain and maintain certain minimum insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent contractors hereunder, shall be fully responsible for providing Worker's Compensation, General Liability, Professional Liability, and Automotive Liability coverages.

The successful proposer must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include name and address of insurance company (must be authorized to conduct business in Texas or be named on the List of Authorized Insurance maintained by the Texas Department of Insurance), policy number, and liability coverage and amounts. The City of Forney shall be named as additional insured in the minimum amounts and areas of coverage as stated in this section and shall maintain such coverage throughout the duration of this agreement.

The Contractor shall be responsible for any deductibles associated with the above policies, and shall bear all loss to the Contractor's equipment, supplies and vehicles.

5.2 Indemnification: Contractor shall: (1) faithfully perform said Contract on Principal's part and satisfy all claims and demands incurred for the same; (2) fully indemnify and save harmless the City from all costs and damages which said City may suffer by reason of failure to do so; and (3) fully reimburse and repay said City all outlay and expenses which said City may incur in making good any default.

The Contractor shall protect, defend, indemnify and save harmless the City and its' employees, collectively referred to as "Indemnitees", from and against costs and suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including



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in part attorney fees, incidental to the defense of such suits, actions, claims, sickness, including death, to any person, or damage to property, including in part the loss of use resulting there from, arising from any act or omission of the Contractor, or his employees, servants, agents, subcontractors or suppliers, or anyone else under the Contractor’s direction and control, and arising out of, occurring in failure of performance of any work or services called for by the Contract, or from conditions created by the performance or non-performance of said work or services. The Contractor’s indemnification hereunder shall apply without regard to whether acts or omissions of one or more of the Indemnitees would otherwise have made them jointly or derivatively negligent or liable for such damage or injury, expecting only that the Contractor shall not be obligated to so protect, defend, indemnify and save harmless if such damage or injury is due to the sole negligence of one or more of the Indemnitees.

6.0 SUBMITTAL REQUIREMENTS

6.1 General: Please submit one original and two copies (total of three copies) of your proposal in a sealed envelope, no later than **2:00 PM CST, August 29, 2018** to the attention of:

MAIL

Finance Department
City of Forney
P.O. BOX 826
Forney, TX 75126

IN PERSON

Finance Department
First Floor City Hall
101 E. Main St
Forney, TX 75126

ELECTRONICALLY

cwilson@cityofforney.org

A formal bid opening will be done shortly after the **2:00 PM CST, August 30, 2018, deadline.**

In the interest of fairness to all proposing contractors and to facilitate timely review of all the proposals by the City, proposals received after the scheduled receipt time stated above will not be considered. All proposals received become the property of the City and will not be returned.

6.2 Proposal Organization: To facilitate the City’s objective review of the proposals from different Contractors, the Contractors are requested to organize the main document as follows. If the Contractor wishes to submit additional information in support of or to strengthen the proposal, please provide such information separately in Appendices.

6.2.1 A letter on company letterhead indicated that the proposal represents an offer by the firm to provide services for a stated profit sharing according to the stated schedule. A Principal of the firm authorized to commit the firm must sign the letter.

6.2.2 Table of Contents

6.2.3 Information of the following topics:



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6.2.3.1 Executive Summary: Should address the highlights of the proposal, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of this project. A list of municipalities or events the contractor has previously or is currently working with should be included. Please limit the summary to no more than two pages.

6.2.3.2 Technical Proposal: Identify and describe the services to be provided and the approach/methodology proposed to be used, including QA/QC procedures.

6.2.3.3 Financial Compensation: City requests a profit-sharing compensation for this project. Please provide the percentage based on the envisioned scope of work and project deliverables describe in Sections 3 and 4 of this RFP, respectively, with any additional qualifications and clarifications that you may deem appropriate.

6.2.3.4 Schedule: Please provide the proposed time schedule for the completion of the project. The schedule should be detailed enough to show the sequence and duration of implementation of the various tasks involved, any tasks to be performed or information to be provided by the City including their timings, the anticipated critical path, float times provided to accommodate unanticipated delays and other contingencies, and scheduled project milestones.

Note: submittal of qualifications shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

7.0 SELECTION OF CONTRACTOR

7.1 General: This RFP does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City will require the selected proposer, if any, to participate in negotiations and to submit such cost, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services decied in this RFP with its own work force.

7.2 Selection Criteria: Proposals will be evaluated, scored, and ranked based upon the following criteria. The City reserves the right to request an interview for any potential Contractors during the selection process. Should the City see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.



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- 7.2.1 Responsiveness to the City’s RFP; _____ **0-10 points**
- 7.2.2 Relevant experience, expertise, and qualifications; _____ **0-10 points**
- 7.2.3 Technical proposal; _____ **0-10 points**
- 7.2.4 Cost estimate; and _____ **0-30 points**
- 7.2.5 Scheduled availability to complete job _____ **(0-30 points)**

- _____ **100-point Maximum Score**

7.3 Schedule for the Selection Process: The following is the anticipated schedule for the Contractor selection process.

Item	Date
City issues RFP	August 8, 2019 @ 8:00 am
Completed Proposals due to City	August 29, 2019 by 2:00 pm
City Council Awards Contract	September 17, 2019
Submittal by the selected Contractor to the City of complete and signed Contract documents.	September 27, 2019