

February 14, 2019



CITY OF IOWA CITY

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**Partnership Agreement  
with Iowa City Parks and Recreation  
for complementary social, recreational  
or educational services  
within 1,887 square feet of the  
Robert A. Lee Recreation Center**

**A. Introduction:**

The City of Iowa City Parks and Recreation Department is inviting statements of interest from qualified organizations to occupy through a partnership agreement an 1,887-square foot space at the Robert A. Lee Recreation Center (RALRC) at 220 S. Gilbert Street, Iowa City, Iowa.

It is anticipated that this space will serve Iowa City residents in a social, recreational, or educational capacity through the year, and the hours of operation should take place between 6:00 a.m. and 9:00 p.m.

**B. Background:**

The current racquetball and game room areas of the Robert A. Lee Recreation Center are being renovated by the City into a single use space with separate access from the general building. [See attached plan on page 5].

The City wishes to partner with organizations who will build-out the space then occupy to provide social, recreational or educational services to Iowa City residents. Services shall be supportive and complementary to the Iowa City Park and Recreation mission and the Recreation Division's goals, as described below.

The City of Iowa City Parks and Recreation's mission is to foster community engagement, and a sense of place and well-being through Iowa City allied with all residents and visitors regardless of age, race, sex, gender identity, sexual orientation, physical ability, economic background, country of origin or religious practices. The goal of the Iowa City Recreation facilities is to provide high-quality and a variety of leisure time recreational services to all populations, including organized activities and supervised play. The goals include increasing the number of people served, improving the quality of program delivery and advocating the benefits of recreational involvement to the general public. Striving for equity underpins it all.

**C. Mandatory Pre-Submission Conference**

Two Pre-Submission Conferences will be held at Robert A. Lee Recreation Center located at 220 S. Gilbert Street, Iowa City, Iowa. Attendance at one of the conferences is mandatory for an organization's proposal to be considered. The conferences will begin at 2:00 p.m. (local time) on Thursday, February 28, 2019 and 11:00 a.m. on Friday, March 1, 2019.

The Pre-Submission Conference will provide each organization with an opportunity to visit the site, discuss the renovations that the City will complete before partner organizations may occupy, learn about current operations of the Recreation Center, and ask questions that pertain to the partnership agreement.

**D. Submittal Requirements:**

Individuals or organizations wishing to submit a statement of interest must include the following in their submittal:

**1.) Cover Letter and Executive Summary**

Letter of submission: Letter shall include the name, address, phone number and email address of the person(s) who will serve as the Principal Contact with the City.

Summarize the organization's understanding of the partnership agreement, including the organization's efforts to make a positive commitment to fulfill the contract requirements in accordance with the terms of the proposal being submitted. This section should summarize the key points of the submittal. This letter should be signed by the person in the organization who is authorized to negotiate terms, render binding decisions, and commit the organization's resources.

**2.) Company Mission and History**

Include the name of the organization, description of services, number of years performing service to the Iowa City community, number of staff available to provide services for this partnership agreement, and the number of full-time and part-time employees that currently work for the organization. Include a detailed description of issues and services that address social and/or recreation needs of the community.

**3.) Proposed Use of Space**

Use of Space: Outline proposed use of space. Include intended population to be served, type of services or programs to be offered, typical fees to participants if program or service fees are anticipated, and proposed days and hours of service.

Experience: Clearly indicate the specific experience of the organization of similar scale and type relative to services or programs proposed for this space.

The proposer is responsible for all costs related to the preparation of the submitted proposal, any costs associated with the preparation of additional material, and any required visits to the City during the pre-award process.

**4.) Financial Terms and Responsibilities to Build-out the Space**

The awarded organization will be responsible for all costs associated with build-out of the space to suit the needs of the organization. Renovations must meet or exceed all applicable building codes and be approved by the Parks and Recreation Director, prior to building permit application approval from the Neighborhood and Development Services Department at the City of Iowa City.

As the lease space is in a government facility, Iowa Code may require signed and sealed plans by an Iowa Licensed professional. The selected organization(s) would be responsible for the cost and must provide these plans to the City for approval.

The awarded organization will be responsible for all utility costs of the space, custodial maintenance and services, parking costs, and fees. The organization will be responsible for removing all trash and recycling, this may require rental of dumpsters or a service.

The awarded organization will be responsible for providing all equipment and supplies for the operation of the facility.

Financials submittal: The organization should comment on their ability to build out the space, pay the rental and utility fees and sustain operations into the future.  
The organization should also indicate the desired length of lease for the space.

**E. Questions:** All questions, inquiries, requests for public information and clarifications regarding this Request for Information can be answered by **e-mailing** the following representative. In order to receive a response, questions must be in written form and be submitted via e-mail no later than **Wednesday, March 6, 2019 at noon (local time)**.

**Parks & Recreation Department:**

Juli Seydell Johnson

Director of Parks & Recreation

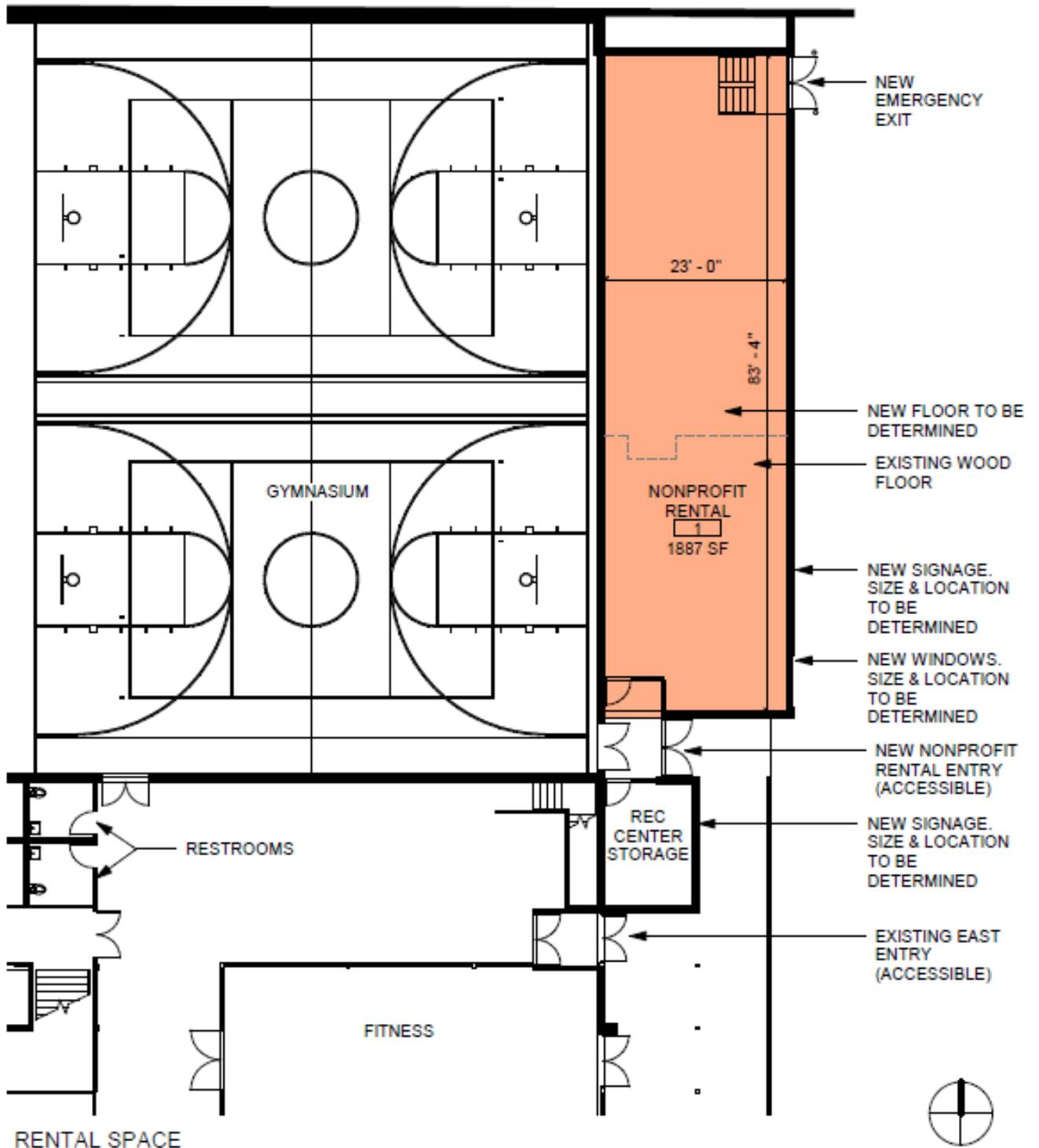
[juli-sjohnson@iowa-city.org](mailto:juli-sjohnson@iowa-city.org)

(319) 356-5104

**This Request for Information is a non-binding solicitation and is intended solely as an outline of general terms and the basis for further discussion and does not contain all matters upon which agreement must be reached in order for the transaction to be effectuated.**

**F. Address Statements of Interest:** Attention of the City Clerk's Office, City Hall, 410 E. Washington St., RM 140, Iowa City, IA 52240-1826. Proposals shall be sealed and clearly marked on the front "Request for Information of Programming Space – Robert A. Lee Recreation Center, RFP #19-161." **Faxed and e-mailed submittals will not be accepted.**

**Proposals are due by 3:00 p.m. on Friday, March 15, 2019.**



RENTAL SPACE



Sheet Name  
**NONPROFIT RENTAL SPACE PLAN**  
 Project  
**ROBERT A LEE RECREATION CENTER REMODEL**  
 CITY OF IOWA CITY

OPN Project No. **18404000**  
 Sheet Issue Date **02/12/19**  
 Sheet Number