THE CITY OF

EDINBURG

REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed proposals to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

Proposals will be received until **3:00 p.m. Central Time**, on **Monday, October 17, 2011**, shortly thereafter all submitted proposal will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. The Proposal shall be for:

RFP NO. 2012-05
OPERATION OF THE DRAG STRIP (RACETRACK) AT SOUTH TEXAS INTERNATIONAL AIRPORT AT EDINBURG

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of Edinburg web page address: www.cityofedinburg.com, or may obtain copies of same by contacting the office of:

LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, Edinburg, TX 78541 by calling (956) 388-8972 or by e-mailing your request to the following e-mail address: lfuentes@cityofedinburg.com

If you have any questions or require additional information regarding this proposal, please contact Mr. Tomas Reyna, Assistant Director of Public Works, at (956) 388-8210.

Hand-delivering Proposals: 415 West University Drive,
c/o City Secretary Department (1st Floor)

If using Land Courier (i.e., FedEx, UPS): City of Edinburg
c/o City Secretary
415 West University Drive
Edinburg, Texas 78541

If Mailing Proposals: City of Edinburg
c/o City Secretary
P.O. Box 1079
Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities and to accept the proposal deemed most advantageous to the City, and hold the proposals for a period of **60** days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the proposal envelope with corresponding proposal number and title.

CITY OF EDINBURG
REQUEST FOR PROPOSALS

The City of Edinburg owns and operates the South Texas International Airport at Edinburg and on the South Texas International Airport at Edinburg is an abandoned taxiway utilized as a Drag Strip (Racetrack) (Edinburg International Racetrack) ("Premises"). The City of Edinburg is seeking proposals from a qualified organization or individual(s) to operate the Drag Strip (Racetrack) and must be an active member of the National Hot Rod Association (NHRA). The intent of this Request for Proposal (RFP) is to determine the most qualified operator for the Drag Strip (Racetrack) and the proposal that best benefits the community and provides revenue to the Airport's fund.

1. **Premises.** The Drag Strip (Racetrack) Premises includes an access road, vehicle parking area, spectator viewing area and an abandoned taxiway used for conducting drag races and other related events. The following improvements are part of the Drag Strip (Racetrack) Premises:

   - Quarter mile asphalt track
   - Control Tower
   - Spectator Seating
   - Ticket Booth
   - Concession Stand
   - Permanent electrical installations

2. **Shared Premises.**

   A. The City reserves the right to use the premises, or authorize the use of the premises to another party, when there is no event scheduled at the Drag Strip (Racetrack).

3. **Agreement.** Any subsequent agreement resulting from this RFP shall be carried out under a City of Edinburg Agreement. The City reserves the right to negotiate with any respondent to ensure that the City enters into the best possible contract for itself and the public.

4. **Insurance.** In addition to other requirements, the operator will be required to carry insurance policies that meet City requirements and name the City as an additional insured on such policies.

   A. Must adhere by the National Hot Rod Association Insurance Standards,

      a. Wavier and Release From Liability

      With respect to racing events at NHRA Member Tracks, the tracks must maintain a system of regularly secure signed Waiver and Release forms from participants allowed to enter restricted areas and to prevent restricted area credentials from being issued before participants have properly signed and executed the Waiver and Release form. For minor participants drivers (under eighteen (18) years of age), the member track must have a system to secure Minor Waiver and Release forms signed by the parent(s) or legal guardian(s).

      b. Where used, the policy must include the following definitions:

      Restricted area may not be more inclusive than the advance staging area, burn out area, competition area, shut down area, staging lanes, return road area, and any other area with barriers, fences, and/or structures separating the general public from the racing activities, and which requires

special authorizations, credentials, or permission to enter, or any area where the general public is restricted or prohibited. The definitions of the above terms are as follows:

1. Advanced staging area – means the area between the staging lanes and the burnout area.
2. Burnout area – means the area between the advance staging area and the competition area where participants conduct the usual preparation and testing of racing vehicles immediately preceding a racing event.
3. Competition area – means the racing surface beginning at the starting line and ending line at the finish line.
4. Shut down area – means the area located from the finish line and beyond where the racing vehicles enter the return road area.
5. Return road area – means the area where the racing vehicles exit the shut down area and proceed to the pit area.
6. Pit area – means the area used to register the participants and prepare the racing vehicles for competition.

The participants definition should be defined to include racing vehicle drivers, mechanics, crew members, pit persons, officials of the race event, announcers, ambulance crews, wrecker truck crews, new persons, photographers, pit gate workers, motor sport event promoters, and all other persons involved in the actual event, other than members of the general public.

E. Participant Accident Insurance – This is coverage for participants in drag racing events and includes excess Accident Medical Insurance, Accidental Death and Dismemberment Insurance and Weekly Accident Disability Benefits.

a. Participant Accident Insurance or approved Self-Insurance must contain the following minimum coverage, conditions and terms:
    1. $10,000 Accidental Death & Dismemberment Benefit to participants injured at NHRA Member Tracks (no deductible paid by the participant).
    2. $15,000 Blanket Accident Medical Expense benefit on an Excess or Primary basis to participants injured at NHRA Member Tracks (no deductible paid by the participant).
    3. $100 Weekly Disability benefit payable up to 52 weeks.

b. The policy must feature at least the coverages and benefits outlined below, and must, at a minimum, include all coverages provided by the NHRA's Catastrophic Accident Policy, a copy of which is available from NHRA:
    1. Coverage for all participants with no licensing or age restrictions.
    2. No jet truck exclusion.
    3. No suspension of insurance clause.
    4. $5,000 benefit for loss of sight in one eye, loss of on limb, or loss of use of one limb.
    5. Tuning and Testing benefits at the same minimum NHRA Member Track Medical and AD&D limits.

5. <u>Request for Proposals</u>.

The Request for Proposal should include a transmittal letter signed by an individual having the authority to negotiate and sign agreements on behalf of the organization or individual(s). Proposals should contain no more than thirty (30) pages of material and shall be stapled or otherwise bound, and

assembled in organized sections that include a table of contents and tabs with each section title. Pages should be numbered for reference. The Request for Proposal should include the following information:

A. Operation of Drag Strip (Racetrack). A written statement outlining the proposed plan for operation of the Drag Strip (Racetrack). The respondent must demonstrate they have the ability to operate the Drag Strip (Racetrack) and they have trained and qualified staff to assist with the operation.

B. Qualifications and Experience. Respondent qualifications and experience with Drag Strip (Racetrack) operations.

C. Revenue Sharing. Respondent's plan for a revenue sharing agreement with the City.

D. Financial Plan. Respondent's financial plan for operation of the Drag Strip (Racetrack). Respondent should show their understanding of the economic liabilities and assets related to operating and maintaining all aspects of the Drag Strip (Racetrack) (racetrack).

E. Relocation of Drag Strip (Racetrack). The respondent's plan for the relocation of the Drag Strip (Racetrack) off Airport property as indicated in the Airport's 30 year Master Plan. Respondent's plan should include a time line for phasing the Drag Strip (Racetrack) off Airport property, provide a financial plan for relocating the improvements, and show the ability of respondent to muster broad community support for the move and show respondent's innovation to provide for sustainability of the Drag Strip (Racetrack) over the long term.

F. Insurance. A letter from respondent's insurance company stating that insurance will be provided in the manner and at the limits required by the City

G. References. Three (3) references, include name, title, address, and phone number of reference. The references should include one that can confirm financial ability (i.e., bank, credit union, accountant) to carry out the operation and two that can confirm technical ability to carry out these activities.

6. Evaluation of Request for Proposal.

Respondents must present evidence that they are fully competent, have the necessary experience, organization, and financial capacity to operate, manage, and maintain the Drag Strip (Racetrack) at the South Texas International Airport at Edinburg. The submittals will be reviewed and ranked by the City using the following selection criteria:

A. Respondent's plan for operation and maintenance of the Drag Strip (Racetrack). 20 Points maximum

B. Respondent's qualifications and experience with Drag Strip (Racetrack) operations. 20 Points maximum

C. The guaranteed revenue return to the Airport. 20 Points maximum

D. Financial ability of the respondent to operate and maintain the Drag Strip (Racetrack). 20 Points

maximum

E. Respondent's plan for relocation of the Drag Strip (Racetrack) off Airport property. 10 Points maximum

F. Respondent's ability to procure insurance that meets the City's requirements. 5 Points maximum

G. The conforming of the proposal to all the terms, conditions and prerequisites set forth in the Request for Proposal documents. 5 Points maximum

When determined to be in the City's best interest, the City reserves the right to reject any and all proposals received in response to this RFP and to waive minor noncompliance in a proposal. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all operators submitting proposals in response to this RFP.

The City's evaluation committee will evaluate all pertinent information and will endeavor to make a recommendation of the most qualified organization or individual(s) to the City Council for approval. If a favorable ranking and recommendation cannot be made on the basis of the proposals alone, the organizations or individuals deemed most qualified will be contacted for additional information and, if warranted, interviews. The City assumes no obligation in the solicitation of this Request for Proposals and all costs shall be borne by the interested firms.

7. **Schedule.** The schedule below is provided for reference only. The City reserves the right to amend the schedule below as deemed necessary or appropriate by City staff.

Publication of RFP ..... September 30, 2011 & October 7, 2011
RFPs received by City ..... October 17, 2011
Review and analysis of RFP complete ..... October 24, 2011
Consideration of contract by City Council ..... November 1, 2011

8. **Submittal of RFP.**

Five (5) complete sets of the response no larger than 30 bound pages must be submitted no later than the date and time indicated on the cover page. The RFP is to be placed in a sealed envelope indicating that its contents are in response to the Request for Proposals for the **"OPERATION OF THE DRAG STRIP (RACETRACK) AT SOUTH TEXAS INTERNATIONAL AIRPORT AT EDINBURG"**.

9. **Contact Information.**

Technical questions should be directed to:
Debora Melvin, Airports Manager
1300 East FM 490
Edinburg, Texas 78542
Phone: (956) 292-2047
Fax: (956) 292-2016
Mobile: (956) 522-3580
dmelvin@cityofedinburg.com

Procedural questions should be directed to:
Lorena Fuentes, Purchasing Agent
415 W. University Dr.
Edinburg, Texas 78541
Phone: (956) 388-8972
Fax: (956) 383-7111
lfuentes@cityofedinburg.com