Request for Proposal
Outdoor Ice Skating Rink Operations

The City of Niagara Falls is seeking proposals for the management and programming of an outdoor ice skating rink in Downtown Niagara Falls, NY (November 2018 - March 2019)
Thank you for considering the City of Niagara Falls as an outdoor winter event opportunity. The city, and a coalition of community stakeholders, are planning a series of Winter 2018 public events, primarily focused on the weekends of November 30, December 14 and December 21. This is an opportunity to bring community activity and commerce to our city during the “tourism shoulder” season. To that end, we are seeking an operator and programmer for an outdoor ice skating rink in the municipal parking lot at First Street and Rainbow Boulevard (Adjacent to Niagara Falls Visitor Center).

The City of Niagara Falls will prioritize proposals that include a strong open skating schedule, self-sufficient power source and on site management plan. We look forward to bringing exciting events to Niagara Falls this winter!

Sincerely,
Seth Piccirillo
Director, Community Development
The City of Niagara Falls Community Development Department is seeking competitive proposals for an operator and programmer for an outdoor ice skating rink in the municipal parking lot at First Street and Rainbow Boulevard (Adjacent to Niagara Falls Visitor Center).

The City of Niagara Falls Community Development Department is procuring an outdoor ice skating rink that will feature a railing based boundary rather than ice hockey boards. Rink dimensions will be 77 x 180. The ideal use of this rink is public open skating and related events rather than organized hockey. The City of Niagara Falls will be responsible for site preparation and leveling of the subsurface. The equipment vendor will supervise installation. An operator’s proposal that include the ability to install and disable rink equipment will be given favorable consideration. The operator will be responsible for the provision on utility services, daily maintenance, skate rental, admittance, security and programming of the space.

We welcome interested and qualified seasonal outdoor event providers, with experience in events management/hosting, to respond. Selected operators will manage, operate and maintain the event space in accordance with a formal contractual agreement.

The Proposals are required to include public programing to begin no later than November 30, 2018. Weather depending, should include a management plan that concludes in March 2019.

Proposals will be accepted at The City of Niagara Falls Community Development Department, the Carnegie Building – 1022 Main Street, Niagara Falls, New York, on or before 12:00PM on Wednesday, October 10, 2018. All developers submitting proposals will be notified of the selection of the successful developer by mail on or around Thursday, October 18, 2018.
RFP Requirements

Proposals should contain specific information organized as follows:

Cover Letter/Executive Summary
Provide an overview of major contents of the proposal, at a minimum including:
• Overview of proposal team;
• Narrative summarizing the overall proposal; and
• Table summarizing proposed uses by type.

Proposal Team
Provide a summary of the Proposal Team, with a complete organizational chart of key team members.
• Names, addresses and telephone numbers of those individuals who may be contacted during the period of proposal evaluation.
• Resumes of key professionals (no more than one page in length).
• Description and list of past projects, including cost of development, with drawings and photos.

Event/Financial Plan
The Event Plan must fully describe the schedule and operations plan for the site
A written description of the proposed events, including:
• Any temporary structures that will need to be constructed on site
• Staffing plan for event operations
• Event Security
• Hours of operation for the proposed events
• Ability to provide insurance for proposed events
• Price structure for public admittance into the event space
Projected operating/maintenance expenses and net operating income;
Project timetable, including dates, for acquiring insurance, becoming operational and eventually vacating the site.
RFP REVIEW

The City, in its sole discretion, will evaluate the proposals on the following basis:

1. Extent that the proposal represents the highest and best use for the site
2. Extent that the planned events are open and marketed to the public
3. Extent that the proposal provides events on the targeted dates
4. Extent that the proposal provides a self-sufficient power and on site management plan
5. The provision of outdoor skating and ice skate rentals

RIGHT OF REJECTION

Please note that the City may, in its sole discretion, reject a proposal from any person or entity who is in arrears in taxes or otherwise indebted to the City, or who has defaulted upon a contract or obligation to the City.

SUBMISSION OF PROPOSALS

RFP respondents are required to submit six copies of their proposal. Proposals will be accepted at The City of Niagara Falls Community Development Department, the Carnegie Building – 1022 Main Street, Niagara Falls, New York, on or before 12:00PM on Wednesday, October 10, 2018. All developers submitting proposals will be notified of the selection of the successful developer by mail on or around Thursday, October 18, 2018.

The proposal must contain the information requested in the submission requirements. Six copies of the proposal shall be sent as directed below:

Seth Piccirillo

LATE SUBMISSIONS

Submissions received after the date and time prescribed will not be considered.

REVIEW

All complete proposals shall be reviewed by the Selection Committee and selection of a preferred developer will be chosen on or about October 18, 2018.

RIGHT OF REJECTION

The Selection Committee reserves the right to reject any or all proposals in whole or in part. Proposal rejection is at the sole discretion of the City Administration and shall not incur any direct or indirect financial exposure to the City of Niagara Falls for the costs incurred unless such eligible costs are contained in the DSA as authorized by the City Council in due session authorizing such.
The items previously described herein must be submitted by all respondents to be considered for exclusive development rights. Failure to place relevant information in the structure outlined in the RFP shall be deemed non-responsive. Additional information regarding the site and the proposal requirements, and scheduling of site visits, can be coordinated through NF CD. Questions should be directed to:

Seth Piccirillo, Director  
Niagara Falls Community Department  
seth.piccirillo@niagarafallsny.gov  
716.696.0794