



REQUEST FOR QUALIFICATIONS FOR THE OPERATION OF WOLFORD MOUNTAIN RECREATION AREA

QUALIFICATIONS DUE: JUNE 7, 2019

I. GENERAL INFORMATION

The Colorado River Water Conservation District (River District) is requesting qualifications to act as the concessionaire for the recreation area (Rec Area) and marina at the River District's Wolford Mountain Reservoir Project. The Rec Area is a popular destination located north of Kremmling, Colorado as evidenced by 2018 occupancy rates of 96% on weekends and holidays and 69% overall. The Rec Area consists of 77 individual campsites, 4 group campsites, a day use/ boat launch area, and marina. The primary basis for selection of a responsible Concessionaire will be the demonstrated ability to provide quality services to the public.

This is a 3 year contract beginning May 1, 2020. The deadline for submitting qualifications is 5:00 P.M. on June 7, 2019. All qualifications must be mailed, emailed, or hand delivered to the River District office, Attn: Hunter Causey, P.O. Box 1120, 201 Centennial Street, Suite 200, Glenwood Springs, CO 81602, hcausey@crwcd.org.

A mandatory pre-submittal conference will be held on May 31, 2019 at 9:00 a.m. at the Day Use Parking Lot.

The draft "Concession Contract," and complete advertisement are available on the River District's website at www.coloradoriverdistrict.org/wolford-mountain-reservoir. The Concession Contract, once executed, will govern the relationship between the parties. In the event of any conflict between this Request for Qualifications and the Concessionaire Contract, the provisions of the Concessionaire Contract will control.

II. OFFERING

This offering provides the successful concessionaire the opportunity to operate and manage the Rec Area at Wolford Mountain Reservoir as described in Section III. The concessionaire will be expected to continue to provide the public recreation opportunity and associated facilities and amenities currently offered at the Rec Area and Marina. The initial term for the agreement will be a 3 year term. The concessionaire will collect fees consistent with the fee schedule attached as Appendix A. The concessionaire will pay the River District 50% of the gross revenues derived from these fees. The concessionaire will pay 10 % of gross revenue derived from boat rentals, tube rentals, concession sales, and fuel sales to the River District. The concessionaire will submit monthly reporting of all rentals and sales to the River District. The River District will compensate

the Concessionaire \$40,000 annually for Aquatic Nuisance Species Inspection and Decontamination plus up to \$1,500 reimbursement for related supplies.

III. SITE DESCRIPTION

The Campground and Marina are located on River District Property. The campground consists of 77 campsites and four group areas with a range of amenities (see figure 1 below). There are two restroom blocks and one vault toilet located within the campground and several potable water stations (potable water is not available after September 30). At the Boat Launch/Day Use area there is a boat ramp, dock, restroom, fish cleaning station, picnic shelter, dump station, aquatic nuisance species (ANS) inspection station, and parking. Group Camp Areas A and B include a restroom block, picnic shelters, electric outlets, and docks. Group Camp area C includes a dock and tent sites. Group Area D is located at end of Day Use parking lot and is designated for tent use only. The Marina consists of three docks with 41 slips available for rental to the public, and a fuel station. The marina also includes a building available to the concessionaire for rentals and concessions and fuel sales.

The Rec Area is open year-round although the concessionaire will only be active from May 1 through November 30 each year. The contract begins on May 1 in order to allow for time to prepare for operations that begin on May 15.

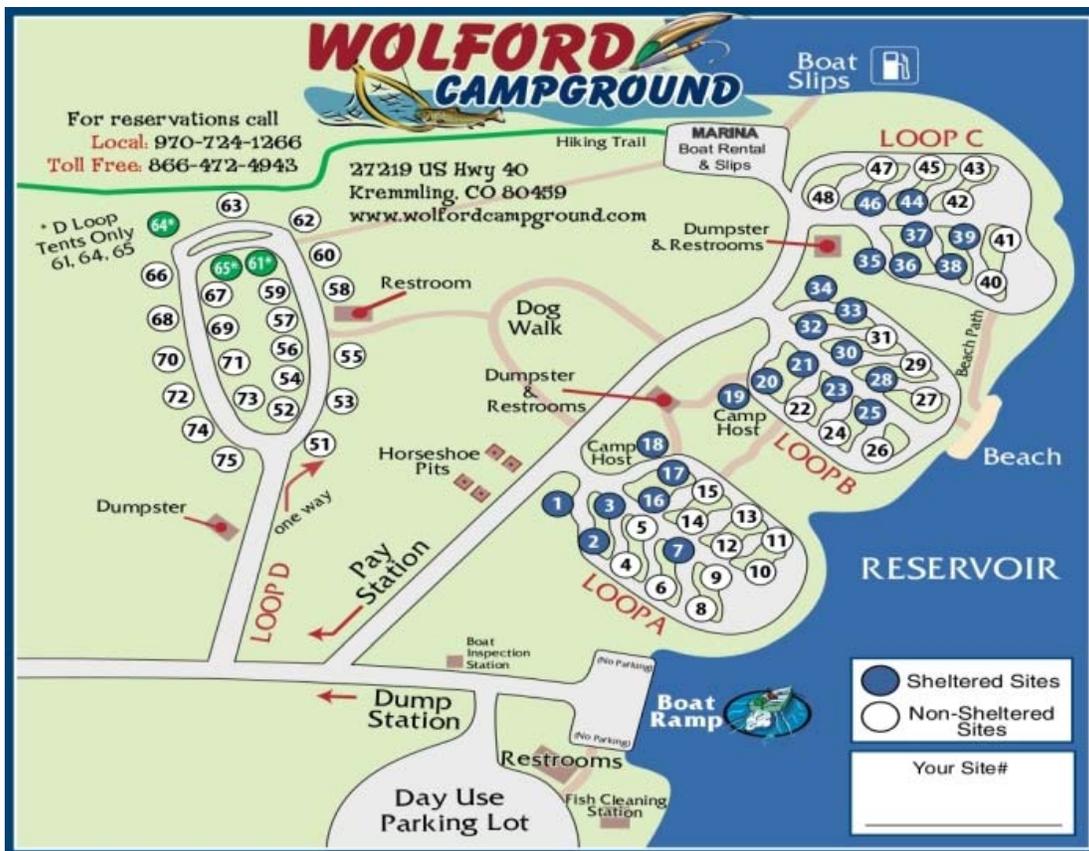


Figure 1- Rec Area Map

IV. OPERATIONS

The Concessionaire is responsible for operating and maintaining the Rec Area and Marina. The following are more detailed responsibilities and duties:

- i. ensure that Host Camp personnel are on-site and available May 15 through November 30 each year;
- ii. from May 15 through November 30 each year, reasonably promote the Rec Area to the public through a website and weekly report in the local paper;
- iii. provide toll-free and online reservation services for the camp site and group use facilities;
- iv. to the extent feasible, limit camping past October 15 to A Loop Camp Area;
- v. provide fee collection for both day use and campground use, and ensure the public's compliance with the fee requirements and posted campground rules;
- vi. provide on-site maintenance of composting toilet facilities including daily inspections for trash, removal of trash, inspect lights, fans, pumps, and sprayers, rake the materials flat, and remove compost as needed;
- vii. provide daily, or as-needed, clean up of campsites including washing of tables, cleaning of concrete pads, raking of gravel, cleaning of fire pits, weed trimming, and trash pickup;
- viii. provide for, at a minimum, weekly trash collection of five (5) dumpster locations: Day Use Parking Area, A-B Loop, B-C Loop, D Loop, and Group Camp Area;
- ix. provide all needed consumable supplies (*e.g.*, toilet paper, cleaning supplies, wood chips for composting toilets, etc.) necessary for the operation of the campground and Rec Area;
- x. provide concessions including firewood, ice, camping supplies, fishing tackle, beverages, and snacks;
- xi. Provide fuel sales and maintain fuel storage and distribution system consistent with all applicable federal, state and local laws and regulations;
- xii. Provide fuel at wholesale cost for River District uses.
- xiii. maintain records of all fees collected and number of visitors and submit those records monthly to the contract administrator;
- xiv. from May 15 through October 15 each year, inspect, and decontaminate if necessary, every vessel launched to prevent aquatic nuisance species invasion in the Reservoir; and
- xv. from May 15 through October 15 each year, inspect, and decontaminate if necessary, every vessel launched to prevent aquatic nuisance species invasion in the Reservoir; and
- xvi. from May 15 through October 15 each year, provide fee collection for ANS permits and ensure the public's compliance with the fee requirements.

V. CONCESSIONAIRE EXPENSES

The following are potential costs associate with acting as the Concessionaire. Prospective Concessionaires shall identify and consider all costs prior to submitting qualifications.

- i. River District revenue percentage
- ii. payroll
- iii. contract labor
- iv. taxes
- v. maintenance
- vi. supplies
- vii. insurance
- viii. fuel

VI. INSURANCE REQUIREMENTS

The Concessionaire will purchase and maintain insurance which will protect it and the River District.

Contractor's Commercial General Liability, Automobile Liability, and Workers' Compensation and Employer's Liability insurances required herein shall be written for limits of liability as follows:

- i. Commercial General Liability:
 - a) Bodily Injury & Property Damage:
 - \$1,000,000 each event
 - \$1,000,000 aggregate
 - b) Personal Injury:
 - \$1,000,000 each event
 - \$1,000,000 aggregate
- ii. *Premises Pollution Liability Insurance:
 - \$1,000,000 each event
 - \$1,000,000 aggregate
- ii. Automobile Bodily Injury & Property Damage Liability:
 - \$1,000,000 each event
- iii. Workers' Compensation and Employer's Liability:
 - a) Worker's Compensation: Statutory
 - b) Employer's Liability:
 - \$100,000 each accident
 - \$100,000 disease - each employee
 - \$500,000 disease - policy limit

*Premises Pollution Liability Insurance is subject to discussion and negotiation

VII. CONCESSIONAIRE SELECTION

The River District will select the best qualified Concessionaire based on demonstrated ability to provide quality public services at comparable operations. More specifically, the River District will evaluate the following criteria:

- i. Applicable Business Experience
- ii. Financial Statement
- iii. Business References
- iv. Operating Plan

VIII. QUALIFICATIONS

Qualifications must include the following information:

- i. Applicable business experience including descriptions of experience and how it relates to this operation. Include dates, description of operations and services, location, name of operation, and volume of business.
- ii. Financial Statement including most recent financial statement (balance sheet and P&L). Also include any material changes in ownership, structure or acquisitions in the past two years.
- iii. At least three references with description, name, phone number, and email address.
- iv. Operating Plan which describes how you will accomplish the work described in Section IV. This should include staffing, subcontracting, promotion, maintenance, sales and rentals, and any other activities.

APPENDIX A

The fee schedule for Wolford Mountain Reservoir Rec Area is as follows:

<u>INDIVIDUAL CAMPSITE FEE:</u>	\$ 35.00 per night for campers or trailers \$30.00 for tent camping \$240.00 per week \$900.00 per month
Late Checkout Fee	\$10.00 (noon to 6 p.m.)
<u>DUMP FEE NON-CAMPING</u>	\$30.00
<u>GROUP CAMP AREA: A&B</u>	\$250.00 per day for 8 camping units (by reservation only)
Extra camping unit fee	\$25.00 per unit
Max capacity 60 people	
Long term discount	20% for 2 weeks or longer
<u>GROUP CAMP C /PICNIC AREA:</u>	\$200.00 per day (by reservation only) for 8 camping units
Extra camping unit fee	\$25.00 per unit
Max capacity 60 people	
<u>GROUP CAMP D AREA:</u>	\$150.00 per day for 8 camping units
Extra camping unit fee	\$20.00 per unit
Max capacity 60 people	
<u>DAY USE/CAMPING:</u>	\$ 10.00 per vehicle per day
<u>DAY USE ANNUAL PASS:</u>	\$100.00 valid for daily entry May 1-April 30 of following calendar year (not including camping fees). After October 1, Annual Day Use Pass is \$30.00 but expires April 30
<u>CAMPING CANCELLATION FEE:</u>	\$10.00

BOAT DECONTAMINATION FEE :

\$25 per decontamination

MARINA SLIP RENTAL FEE

Weekday (Mon-Thurs)

\$25 per night

Weekend Fri-Sun)

\$45 per night

Weekly (7 days)

\$100 per week

Season (May15- Oct 15)

\$1000 per year

Includes annual day pass, season ANS fee, and trailer parking. Limited to same calendar year.

DRY BOAT STORAGE (MARINA ONLY) FEE

\$50 weekly

Long term discount

20% for 2 weeks or longer

SPECIAL EVENTS: Special Events and large groups will be considered on a case by case basis and fees/conditions for each event must be approved in writing by the River District prior to the event.