



REQUEST FOR PROPOSALS

**For the Management and
Operations of the
Silos Recreation Area
at Canyon Ferry Lake Near
Townsend, Montana**

**The County must receive proposals for this RFP no later than 4:00 PM
MST, January 20, 2021**

**Broadwater County Commission
Broadwater County Courthouse
515 Broadway St.
Townsend Montana 59644
(406) 266-9203
commissioners@co.broadwater.mt.us**

TABLE OF CONTENTS

1. INTRODUCTION.....	1
A. Revenue and Use Information	1
B. Scope of Work	2
2. INSTRUCTIONS AND IMPORTANT INFORMATION TO APPLICANTS	4
A. General Contractual Requirements	4
B. Proposal Submission.....	4
1) General.....	4
2) Tentative RFP/Selection Schedule.....	5
3) Proposal Contents/Format.....	5
4) Evaluations of Proposals.....	7

APPENDICES

Appendix 1	Location Map
Appendix 2	Site Map
Appendix 3	RFP Evaluation Instructions and Scoring Sheet

1. INTRODUCTION

The Broadwater County Commission (County) is seeking a qualified person(s) to operate and maintain facilities and provide management services for the entire Silos Recreation Area (SRA), excluding the day use areas. This opportunity is for a two (2)-year management operation under the terms of a management contract that will be reviewed annually, with a 5-year option extended annually.

The Silos Recreation Area (SRA) is located on the southwestern shore of Canyon Ferry Lake in Broadwater County, Montana, on federal lands owned by the Bureau of Reclamation (BOR) and is managed by Broadwater County. BOR constructed the 35,181-acre reservoir on the Missouri River in 1953 as a unit of its Pick-Sloan Missouri River Program. Management Agreement No. R13MA60006, from the BOR authorizes Broadwater County to develop, manage, operate, and maintain the SRA.

The SRA is located about 7.5 miles northwest of the City of Townsend and 23 miles southeast of the City of Helena. See [Appendix 1](#) for the location of the SRA and [Appendix 2](#) contains maps of the SRA itself. The SRA is open all year and supports recreational activities such as camping, boating, lake fishing, ice fishing, ice boating, swimming, picnicking, and day use activities.

The operating season for the SRA is now year-round and the facilities and services to be provided to the public will vary depending upon the season. Currently the “peak” operational season is from May 15 through the October 15, but this may be subject to change. Operations and management services during this “peak season” would include camping; boating facilities, marina, ramps, docks; providing visitor and directional information and collecting fees for campgrounds and boat launches.

Interested applicants should carefully read this document and the attached Appendices before submitting a proposal. All applicants are expected to be familiar with Canyon Ferry Lake, users’ recreational activities, the SRA itself, the management contract and the County’s performance expectations.

A. Revenue and Use Information

The historic operation and management of the SRA was traditionally for seasonal use during the peak summer months. The County is now looking at management on a year-round basis.

The following are the financial revenues for the SRA between 2014 and 2020.

REPORTED GROSS REVENUES (Financial number audited per Broadwater County)

Year	Gross Revenues
2020	\$64,000
2019	\$73,165

2018	\$75,995
2017	\$67,280
2016	\$31,366
2015	\$54,225
2014	\$37,997

The following are the visitation numbers for the SRA between 2015 and 2020 as reported by JSJ, Inc., the entity that managed the SRA for 12 years.

REPORTED VISITATION NUMBERS TO THE SRA

Year	Numbers
2015	2,700 camper nights including gazebos and camping sites
2016	2,900 camper nights including gazebos and camping sites
2017	4,371 camper nights including gazebos and camping sites
2018	4,375 camper nights including gazebos and camping sites
2019	4,362 camper nights including gazebos and camping sites
2020	5,932 camper nights including gazebos and camping sites

Interested applicants may identify additional services, not currently identified in the management contract, which may be needed by the public and potentially profitable. However, the County retains the right and authority to determine whether or not those additional services will be provided. All additional service proposals must be approved in writing by the County and the concurrence of BOR prior to placement, construction, or implementation. No entity other than the successful applicant will be contracted with by the County.

B. Scope of Work

The successful applicant will be responsible for providing public outreach, management, and the maintenance necessary to provide the services required by the management contract.

The successful applicant is *required* to provide the following visitor services during the term of the management contract:

1. Outreach and communications with the public regarding:
 - Visitor/user management
 - Recreation information

2. Maintaining and operating:
 - Camping and day use facilities
 - Marina and docks
 - Courtesy dock
 - Boat ramps
 - Parking
 - Sanitary facilities including potable water system and vault toilets
 - Fee collection, accounting, and reporting
 - Collection and disposal of trash
 - Vegetation management, excluding day use areas

Any additional services proposed by the applicant not listed above may be considered by the County using the following criteria:

1. The service must directly serve the recreating public's use of the SRA.
2. The service must not present a hazard or nuisance to reservoir operations, to the public, or resources at the SRA.
3. The service must be legal and otherwise compatible with Federal, state, and local regulations.
4. Concurrence of BOR.

General Requirements

The successful applicant must keep the SRA, facilities, and improvements in an orderly, safe, and sanitary condition that is visually aesthetic and in a good state of maintenance and repair, as determined by County.

Enhancements to existing facilities and improvements may be proposed by the successful applicant. All proposals must be approved in writing by the County with concurrence of BOR prior to placement, construction, or implementation.

The successful applicant must operate the SRA with a high degree of professionalism, courtesy, and fairness to all users.

Contractual Requirements

The two (2)-year management contract that will be reviewed annually will terminate on a date yet to be determined. No renewals will be automatically granted to the existing successful applicant. Should the County determine that continued management services are necessary and appropriate, such business opportunity shall be advertised for public competition and a new management contract issued. No preferential right of renewal will be granted to the then existing successful applicant.

Operating and Maintenance Requirements

The successful applicant will provide a year-round recreation operation. Currently management takes place during the fully operational period from May 15 through the October 15, but this may be subject to change. The successful applicant, or a designated representative, will provide at a minimum the required services during daylight hours seven days a week during the fully operational recreation season, including Independence Day and

the Memorial Day and Labor Day holidays. Alterations to these hours are permissible only with prior written authorization from County.

The successful applicant will assume full responsibility for the SRA and is required to operate and maintain all facilities and equipment within the SRA, including those provided by County as well as those owned or provided by the successful applicant. The successful applicant shall act as the County's onsite representative for the term of the contract. County agrees to perform extraordinary maintenance and replacement of SRA facilities as described in the management contract.

Law enforcement at the SRA is currently provided by the Broadwater County Sheriff's Department under a contract with BOR. Fish, wildlife, and water safety laws are enforced by the Montana Department of Fish, Wildlife and Parks. The County is to be notified in writing within 24-hours if any SRA property is damaged or destroyed.

Insurance and Other Financial Requirements

The successful applicant must carry levels of liability and property insurance, to protect County owned property. The County shall be named co-insured on all coverage, and a copy of all policies will be provided to County as required in the management contract.

The successful applicant will be required to submit financial reports to the County on a monthly and annual basis. The reports will list the gross revenues, expenses, and net income for each service offered to the public, and any other management related revenue/expenses incurred by the successful applicant. The report will be in narrative and tabular form, dated, and signed by the successful applicant.

2. INSTRUCTIONS AND IMPORTANT INFORMATION TO APPLICANTS

A. General Contractual Requirements

The selected applicant will have 14 days from receiving written notification of selection, to present any items or issues the applicant would like to negotiate with the Board of County Commissioners. Once the negotiations are concluded to the mutual satisfaction of the parties involved, the applicant will have 14 days to sign the final negotiated contract.

B. Proposal Submission

1) General

If you have questions about this proposal, the SRA, this opportunity, or submitting a proposal, please present them in written form (email acceptable) to the County Commission at the addresses below. Written responses will be provided to the requestor, and copies of the questions and responses will be provided to all persons requesting a bidding packet. Questions submitted by January 11, 2021 will be responded to within 24-hours and any question submitted after that date will not be responded to.

Proposals must be submitted in a written and electronic format. Four (4) bound hardcopies of the proposal and a PDF version of the proposal placed on a thumb-drive must be submitted to the County Commission at the address below.

Broadwater County Commission
Broadwater County Courthouse
515 Broadway St.
Townsend, Montana 59644
(406) 266-9203
Email: commissioners@co.broadwater.mt.us

2) Tentative RFP/Selection Schedule

Proposals must be received at the above identified address by 4:00 PM MST, January 20, 2021. Any proposal(s) received after this date will not be accepted. The successful applicant will be notified on or about January 25, 2021.

All RFP proposals will be publicly opened at the next scheduled Commission following the submission deadline. The submitted information will be used to evaluate the applicant's ability to perform the services required. An applicant may refuse to complete any section of the proposal on the basis of Privacy Act exemption. Failure or refusal to supply the requested information will cause such proposal to be treated as non-responsive and it will be rejected. All proposals submitted in response to this RFP will be disclosed to any person under a Freedom of Information Act request.

3) Proposal Contents/Format

The applicant must follow the general format style indicated below and include the minimum information indicated. Additional information that the applicant believes is important to the evaluation of the proposal may be included in the document. Proposals will be evaluated based on the information submitted; therefore, the submitted information should be in sufficient detail to facilitate a comprehensive analysis.

Letter of Interest:

- Name of the company or individual(s) (applicant)
- Address
- Phone number
- Names, titles, addresses and phone numbers of company owners (if applicable)
- Month and year the proposal was prepared
- Signature of the applicant and date

i. Technical Ability:

- The applicant must address their experience and knowledge of the hospitality industry, campground management, boating and any other recreation business skills that will assist the County in determining the applicant's knowledge and ability to meet the terms and expectations of the management contract.
- Proposed plan of operation and staffing (detailed description of operation, staffing, staff training etc.). Types of management services to be offered (detailed description of actual business operations.)
- Public Outreach and Communications plan for effectively communicating with SRA users.
- Proposed improvements, services etc. (if applicable).
- Acknowledgment that the applicant is willing and able to accept the terms and conditions of the management contract, as well as the list of services and requirements discussed in the RFP. The final management contract may include additional items, provisions or clauses if deemed appropriate by County.

ii. Past Performance:

Narrative description of previous jobs and experiences that relate directly to this RFP.

- Include three (3) references including names, address, phone number, email, and relationship to applicant.
- A current law enforcement background check must be performed on the applicant and any employees working under the final contract. The selected applicant will be responsible for the cost of conducting the background check.

iii. Financial Ability:

How the proposed management practices will provide the opportunity for a financially viable management operation, based on unique experiences and knowledge of the management industry.

- Financial management and report (detailed description of how financial aspects of the operation will be reported to the County.)
- Current business and/or personal financial statements (income statement and balance sheet for the past two years).

- Current credit statement from a recognized credit reporting agency.
- Anticipated revenue/expense statements for the first two years of operation.
- Proposed financial record-keeping and reporting system.
- Grant writing experience and success.
- Any other financial information pertinent to the applicant's proposal and proof of financial stability.

Supporting Documents:

- The name and address of the applicant's proposed insurance carrier.
- Any other plans, data, or information that the applicant considers pertinent to the evaluation of their offer.

4) Evaluations of Proposals

Appendix 3 contains the instructions that will be used by the RFP Review Committee and a copy of the RFP Evaluation Scoring Sheet.

The County reserves the right to seek supplemental information from any applicant at any time, prior to awarding the management contract, for clarification or amplification of information furnished by the applicant. In addition, if no single applicant is judged to be clearly superior to the others, based on submitted information, the team may select some or all of the applicants for personal or telephone interviews to gather additional information.

While the County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. The County reserves the right to accept or reject any or all proposals and to waive any irregularities or informalities.

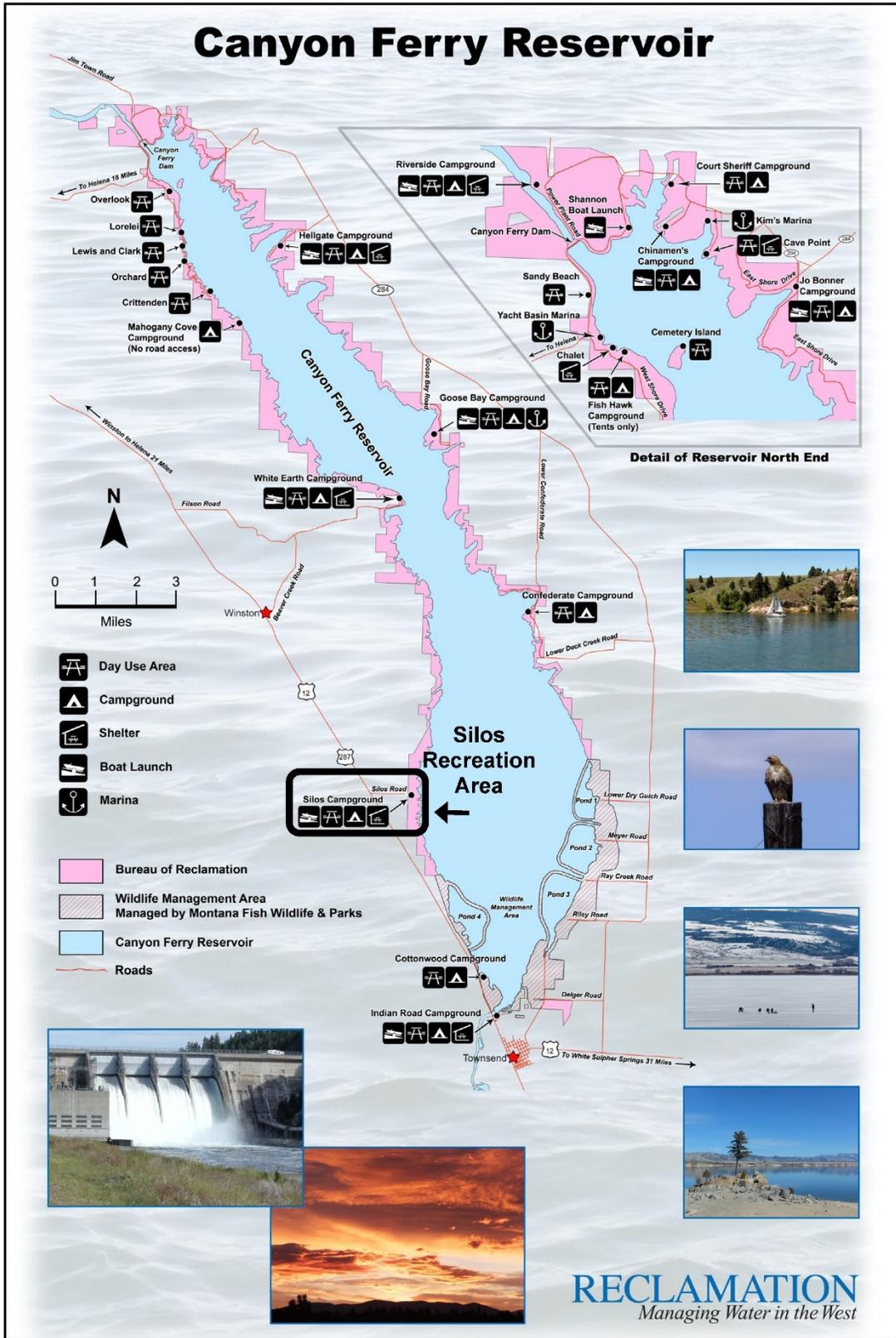
Broadwater County is an Equal Opportunity Employer.

Broadwater County shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked applicant and/or award of contract and/or rejection of a proposal. By submitting a proposal each applicant agrees to be bound in this respect and waives all claims to such costs and fees.

APPENDIX 1

Location Map

Canyon Ferry Reservoir



Source: BOR, <https://www.usbr.gov/gp/mtao/canyonferry/>, accessed March 2020.

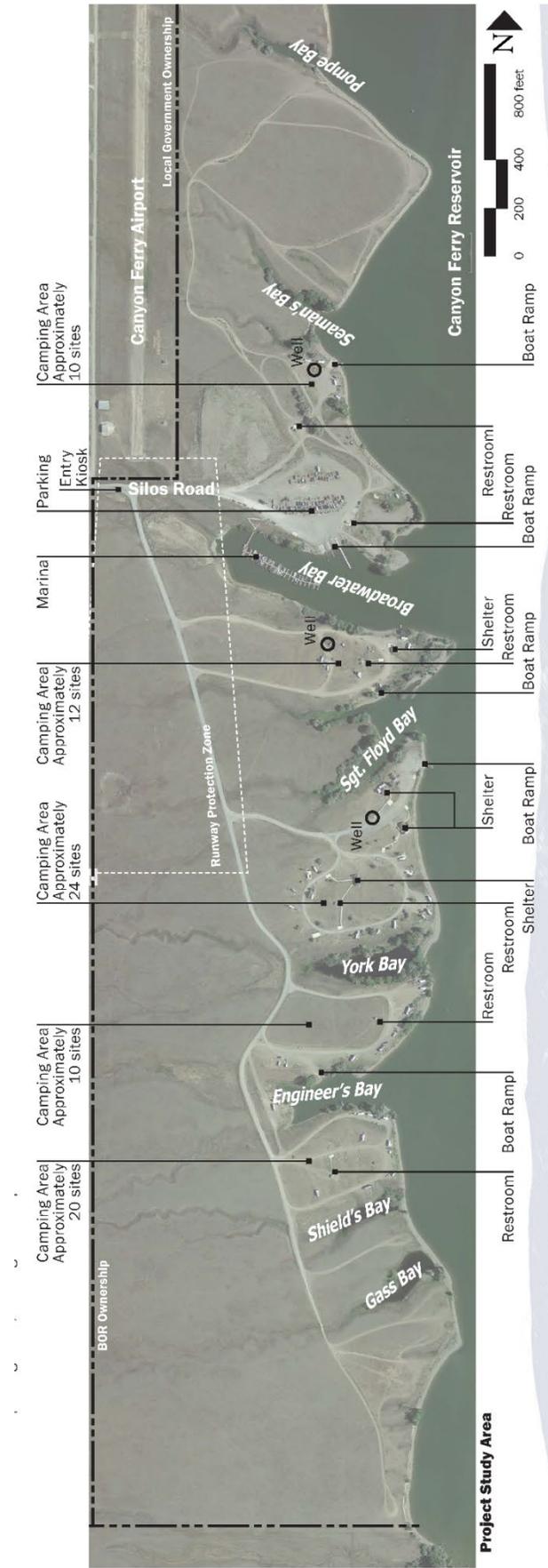
RECLAMATION
Managing Water in the West

APPENDIX 2

Site Maps



Project Context



Camping Area
Approximately
20 sites

Camping Area
Approximately
10 sites

Camping Area
Approximately
24 sites

Camping Area
Approximately
12 sites

Marina

Parking
Entry
Kiosk

Camping Area
Approximately
10 sites

BOR Ownership

Canyon Ferry Airport

Local Government Ownership

Runway Protection Zone

Silos Road

Engineer's Bay

Shield's Bay

Gass Bay

York Bay

Sgt. Floyd Bay

Broadwater Bay

Seaman's Bay

Pompe Bay

Canyon Ferry Reservoir

Project Study Area



Boat Ramp

Restroom
Restroom
Boat Ramp

Shelter
Restroom
Boat Ramp

Shelter
Boat Ramp

Restroom
Shelter

Restroom
Boat Ramp

Restroom
Boat Ramp

APPENDIX 3

Silos Recreation Area (SRA) Management and Operations

RFP Evaluation Instructions and Scoring Sheet

Instructions to Silos Recreation Area (SRA) RFP Review Committee:

Procurement Method

The selection of a contract manager for the Management and Operation of the Silos Recreation Area (SRA) will be based on a competitively negotiated method of procurement.

In the event that two or more proposals are considered by the Review Committee to be basically equal in their technical merit, the evaluated cost or price becomes more important; in such a case, cost or price may ultimately be the deciding factor. Accordingly, the Review Committee may not necessarily make a recommendation to award to the applicant with the highest technical ranking nor make a recommendation to award to the applicant with the lowest Price Proposal, if doing so would not be in the overall best interest of the County and the users of the SRA.

Evaluation Approach

The evaluation will include considering the applicant's: (1) practical ability; (2) past performance (reference checks); (3) financial ability; and (4) interviews with key staff. The Committee members should use the attached form to evaluate the technical proposals.

Scoring Proposals

In each category, the maximum number of points that can be awarded is listed in the second column. The following are scoring recommendations:

- If an applicant met all the technical standards required in the proposal, one-half of the points should be awarded.
- If an applicant excels in addressing each requirement and offers the County superior value, award up to the maximum number of points, at the evaluator's discretion.
- If an applicant addresses all technical requirements but fails to achieve a level of accomplishment in describing how it will perform under the contract, award less than one-half of the points at the evaluator's discretion.

You may use the attached blank sheet to record key notes during your review. It would be particularly helpful if you added notations regarding superior scores or scores that are lower than average.

Silos Recreation Area (SRA) Management and Operations RFP Evaluation Scoring Sheet

Evaluation Factor	Points	Insert Applicant Name:			
Technical Ability					
1. Experience, Knowledge, and Success in Operating Similar Businesses	25				
2. Proposed Plan of Operations and Staffing	25				
3. Proposed Outreach and Communications Plan	15				
4. Proposed Improvements or New Services	15				
5. Ability to Meet the Contract Terms	20				
Subtotal - Technical	100				
Past Performance					
Reference Checks	50				
Subtotal – Past Performance	50				
Financial Ability					
Financial Ability to Undertake Management	15				
Financial Plan for Operations and Repairs	15				
Financial Management and Reporting Skills	10				
Annual Operating Cost Estimates	5				
Grant Writing and Reporting Experience	5				
Subtotal – Past Performance	50				

Interviews with Key Staff					
Interviews with Key Staff	100				
Subtotal – Interviews	100				
Total – All Evaluation Points	300				

Reviewer Name: _____

Title: _____

Reviewer Notes

Use this sheet to record any notes while you read and evaluate proposals. All notes become part of the procurement history file.