



## City of Cambridge, Maryland

### Request for Proposals (RFP) Sailwinds Governors Hall Lease

The City of Cambridge seeks an not-for-profit organization or firm with experience in operating a community event venue to lease and manage the Sailwinds Governors Hall for one (1) year with a potential extension of one (1) additional year. The lessee will operate and maintain Governors Hall as a public venue and may use a portion of the building for the lessee's own activities. The property for lease includes Governors Hall (approximately 19,000 square feet), plus immediately adjoining outdoor space with parking excluding the newly renovated wharf. The lessee may utilize the wharf subject to following city guidelines.

#### **The organization is expected to:**

1. Offer Governors Hall as an event venue for rent to the public with fees and charges at rates not higher than those listed in the attached schedule.
2. Advertise availability of the venue and schedule events of all kinds.
3. Carry general liability insurance at \$1 million naming the City as additional insured.
4. Honor event reservations that have contracted with American Legion Post 91 after January 1, 2019, provided they are able to accommodate the kitchen equipment requirements.
5. Supervise any staff required to coordinate, monitor, or provide security for events.
6. Maintain the facility clean and compliant with building and health codes. Also, must allow city code enforcement or other city personnel access to inspect the facility for compliance.
7. Coordinate with Cambridge City Department of Public Works, Police Department and Fire Department for safety and security. When required, include in rental fees charges for security, including Police Officer presence.
8. Leave the building clean and code compliant at the end of the contract period, unless authorized to do otherwise by the City in writing.
9. Comply with all applicable Federal, State, and local laws.
10. Provide quarterly; a list of events, numbers of attendees, and maintenance projects during that same period.

Sealed proposals (3 copies) should be submitted to Cambridge City Hall, 410 Academy Street, Cambridge, Maryland 21613 by 2:00 pm on December 4, 2018; clearly marked on the outside "Proposal – Governors Hall Lease" and to the attention of the City Manager. A recommendation will be presented to the City Commission on December 10, 2018.

The City reserves the right to reject any and all proposals, or parts of proposals, when it judges to be in the best interest of the City.

All questions should be sent to:

Oden Wheeler, Director of Public Works  
1025 Washington Street  
Cambridge, MD 21613  
or e-mail at [owheeler@chooscambridge.com](mailto:owheeler@chooscambridge.com).

Question deadline will be Monday, December 3, 2018.

A. **SCOPE OF SERVICES:** The successful organization shall agree to contract with the City to provide the following: Operations, maintenance, and venue management of Governors Hall for public events.

B. **TERMS:**

1. One-year minimum lease with an extension up to one year if mutually agreed upon. The City intends to sell or lease the property to a developer and will likely want control of the property in two to three years.
2. The City has the option to cancel the agreement with six-month's notice.
3. Only proposals of a minimum payment of \$10,000 for one year broken into equal monthly installments of \$833.34 payable at the beginning of each month. A greater rental amount may be proposed. Also, a percentage of event revenue may be proposed.

C. **LESSEE'S QUALIFICATIONS:** Respondents to this RFP should have the following qualifications:

1. Have experience operating and maintaining large meeting or event facilities.
2. Have experience working with community groups in scheduling and supporting community events.
3. Experience of named individuals who will be directly responsible for managing Governors Hall and complying with the contract.
4. Demonstrated financial ability to meet the obligations under the contract

5. Have or have the ability to obtain necessary approvals and licenses (e.g. liquor, health department)
  6. Should be knowledgeable about the community
  7. Demonstrate excellent communication and public relations skills.
- D. **INSURANCE REQUIREMENTS:** The successful contractor must provide original certificates of insurance prior to commencing services, naming the City as additionally insured. The coverage levels must meet city approval. The contractor must provide proof of workers' compensation coverage.
- E. **EVALUATION AND AWARD PROCESS:** Issuance of the RFP and receipt of proposals does not commit the City of Cambridge to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to the RFP, or to negotiate with any organization submitting a proposal, or to cancel all or part of this RFP.
- F. **INTERVIEW/PRESENTATION:** Not-for-profit organizations or firms submitting a proposal in response to the RFP may be required to give a presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.
- G. **SELECTION CRITERIA**
1. Completeness of response to RFP as outlined in this solicitation.
  2. Experience as described above
  3. Ability of the organization to meet or exceed the requirements defined in the RFP.
  4. Regional reputation.
  5. Proposed lease compensation
- H. **RFP SUBMITTAL REQUIREMENTS:** By submitting a proposal, you represent that you have:
1. Thoroughly examined and become familiar with the scope of services outlined in the RFP; and
  2. Are capable of achieving a positive outcome attaining all of the City's objectives.

The following information must accompany your proposal:

1. List years in business, previous names of the organization, if any.
2. If a Not-for-profit organization: Name of organization, tax ID, last IRS Form 990, years in existence – prior names if any, copy of the latest organization audit.
3. Description of your organization including size, location, number and nature of the professional staff to be assigned to the City of Cambridge – Governors Hall; staff experience and training, including a brief resume for each key person listed.
4. Experience in managing and maintaining public venues.
5. List of at least three references where and when your organization rented a venue for a large event (at least 200 people). Please describe the event and provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your organization.
7. Listing of current litigation, outstanding judgements, and liens.
8. Proposed annual rent to be paid to the City (note terms above).
9. Any requirements you may have to perform the operating and management services.
10. Must expect to provide your own coolers or refrigerators, necessary kitchen equipment, and any other equipment – trash cans, vacuum cleaners, floor washers, tables, chairs, etc.

To be issued: November 2018

**Sailwinds Immediate Work Plan Proposal For 2019**  
**To: City Manager Of Cambridge, Maryland**  
**From: Troy Hill 410-310-3693 and**  
**Grady Wilson 443-225-9047**

**Goal: Sailwinds Profile:** Re-build the image of Sailwinds and Governors' Hall as a viable community center and entertainment venue in Dorchester County and surrounding regions and states.

\*11,000 TO BE PAID TO  
CITY OF CAMBRIDGE FOR LEASE

**Objective 1:** Secure immediate funding to hire and develop a strong staff to support Sailwinds Goal as reflected above (and the city of Cambridge)

**Action Steps:**

1. Identify minimum staff size and funding requirements
2. Secure funding from government, public and private sectors
3. Hire staff as needed to fill positions
4. in house trainings for staff and Board members on the following topics:
  - a. *How to write a business plan*
  - b. *How to fund raise,*
  - c. *How to market*
  - d. *How to book entertainment*

**Objective 2:** To develop an active, involved and caring Board of Directors to better utilize Governors Hall at Sailwinds Park to its full potential.

**Action Steps:**

1. Board Members to complete the board affiliation form in order to determine where our board weaknesses lie, and in what areas we need to pursue new members
2. Recruit qualified candidates for Board of Directors who are accountants, lawyers, business and corporate employees, patrons, and/or service providers as determined by the board affiliation format above, to allow us to reach and maintain our minimum/maximum number of board members

Troy Hill Grady Wilson

3. Appoint Nominating Committee to review resumes and recommend prospective board members to the Executive Committee.
4. The nominating committee will make recommendations to the Executive Committee.
5. The Executive Committee will make recommendations and have the selected candidates voted upon by the full board.
6. Notify selected new members of their appointments to the board effective immediately.

**Objective 3:** To establish and develop committees to include: Membership, Funds Development and Grant Solicitation, Volunteer Recruitment, and Promotions and Events, as well as sub-committees as needed.

**Action Steps:**

1. Develop individual committee guidelines for each committee.
2. Appoint board members to committees as needed including Chairperson and Executive Director as Ad Hoc positions on ALL committees
3. Appointment Chairmen for each committee and distribute guidelines developed in #1 above.
4. Determine and schedule non-conflicting meeting dates for each committee.

**Notes for later**

- Develop work plan for 2019 as well as a set of goals and objectives that CAN BE achieved for the following 2-year period.
- Recruit Volunteers to support the park and its events, as well as the staff
- Develop effective marketing strategy to increase name recognition
- Publish quarterly Newsletter of upcoming events and goings on in the community
- Participate in public awareness events to promote Sailwinds image and their charitable endeavors
- Website/Facebook development and enhancement of existing formats
- Sailwinds will work with the other non-profit agencies within our communities to mutually aid and benefit all concerned parties. When possible, discounts shall be given to reflect our community support.

# TROY HILL

410-310-3693 | troyhill@verizon.net | 304 Cedar Street | Bridgeville, Delaware 19933

## SUMMARY

- Dependable and detail-oriented leader with experience achieving company goals through decisive team management, motivating employees, and managing risks
- Highly charismatic people-person known for actively engaging with employees, building highly productive teams and creating a positive and productive environment critical to success
- Exceptional organizational habits and time management skills in a fast-paced environment, with a talent for strategic planning and exceeding objectives

## EXPERIENCE

MTS Broadcasting  
Cambridge, MD  
2000 - 2018

### GENERAL MANAGER

- Managed a staff of 18-25 employees at 4 radio stations, harnessing talent for team-building and motivating others to build a positive, unified culture of collaboration and productivity
- Demonstrated ability to see the big picture by taking measured risks and planning 5 years ahead for the company to ensure long term success
- Established company budget and rewrote official company handbook to guarantee a safe and efficient workspace
- Exhibited sound judgement while conducting interviews and making final hiring decisions
- Assisted sales department with making decisions and evaluating personnel and talent, resulting in an increase of sales
- Wrote, voiced, and produced radio copy and created promotional events (NTR)
- Displayed ability to constructively solve problems by writing new company plans after 9/11
- Emphasized outstanding interpersonal skills by counselling and mentoring employees, taking time to know them personally and help them achieve individual goals
- Hosted morning show and public affairs radio show, as well as many community events as an energetic public speaker
- Expertly delegated organizational tasks, giving others the ability to make decisions and effectively manage their own departments to ensure deadlines were consistently met
- Earned the company \$25-30,000 per month by selling advertising for the company, increasing previous sales results
- Recognized as business leader of the year in Dorchester county in 2007 and served as President of the Dorchester Chamber from 2004 - 2008

Jake Einstein  
Annapolis, MD  
1998 - 2000

### SALES/ANNOUNCER

- Acted as on air talent voicing radio copy, using energetic and personable attitude to engage with listeners and create a memorable impression
- Utilized talent for music to DJ for wedding and parties
- Responsible for selling advertising, and speaking at/MCing public shows

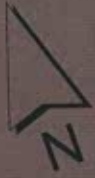
WAAI/  
(APEX-ASSOC)  
Hurlock, MD  
Federsburg, MD  
1990 - 1997

### OPERATIONS MANAGER

- Directly supervised a staff of 9, handled all aspects of the interview process, acted as public relations director, and build a cohesive and motivated team
- Demonstrated exceptional communication skills by acting as morning show host, writing radio copy, and clearly explaining instructions and tasks to employees
- Used creative talent to develop successful yearly promotional events

## EDUCATION

Small Business Management - Delaware Tech Community College, Georgetown, DE



1 inch = 100 feet







SAILWINDS WEST, INC.

200 Byrn St, Cambridge, MD 21613

Phone: 410-225-6283 410-443-6276

**LICENSEE INFORMATION**

DATE OF CONTRACT: \_\_\_\_\_ DATE & DAY OF EVENT: \_\_\_\_\_

Organization/Renter: \_\_\_\_\_

Name of or Agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Phone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email \_\_\_\_\_



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**RENTAL FEES: Base License Fee**

1. \$600.00 base rental fee for up to four (4) hours (less than 200 people)  
Additional time per hour \$100.00 \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

2. \$950.00 base rental fee for up to four (4) hours Sunday-Thursday (more than 200 people)

Additional time per hour: \$175.00 \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

3. \$1,000.00 base rental fee for up to four (4) hours (Friday & Saturday)

Additional time per hour: \$210.00 \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

**EVENT SECURITY (Board Approved)**

NUMBER OF PERSONNEL REQUIRED FOR EVENT: (Base on events)

# of Police/Security Personnel \_\_\_\_\_ cost per hour \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**



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**RENTAL FEES: Utility Usage Fees**

1. \$410.00 per event base period for **HEAT** (4 Hrs.)  
\$100.00 each additional hour X \_\_\_\_\_ **TOTAL \$**\_\_\_\_\_
  
2. \$410.00 per event base period for **A/C** (4 Hrs.)  
\$150.00 each additional hour X \_\_\_\_\_ **TOTAL \$**\_\_\_\_\_

**NOTE: \*\*\*\*\***

Minimum charges for Utilities equals two hours @ hourly rate  
Events using excessive electricity/water will incur additional utility  
fees as per advanced agreements

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**RENTAL FEES: ADDITIONAL FEES**

\$1.00 per chair (renter will be responsible for set up/break down)

# of Rental Chairs \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

\$8.00 per table (renter will be responsible for set up/break down)

# of Rental Tables \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Clean up charge \$250 TOTAL: \$ \_\_\_\_\_

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\$400.00 for KITCHEN (4Hours) (\$100.00 each additional hour)

Ice \$1.50 Bucket

\$200.00 for use of P/A System

\$200.00 use of Drapery, Piping, etc

\$20.00 per hour Bartender Fees

Number Of Bartenders \_\_\_\_\_ Number of Hours \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

*For events that utilize excessive electric/water, Sailwinds West, Inc. reserves the right to charge additional fees per advanced arrangements. Rates subject to change*

*A Non-refundable deposit of \$550.00 is required for all bookings*



SAILWINDS WEST, INC.

200 Byrn St, Cambridge, MD 21613

Phone: 410-225-6283 410-443-6276

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GOVERNOR'S HALL AND FESTIVAL GROUNDS AT SAILWINDS WEST, INC.**

200 Byrn St, Cambridge, MD 21613

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