

RESOLUTION 21-29

A RESOLUTION TO AUTHORIZE ISSUANCE OF REQUEST FOR PROPOSALS FOR THE MANAGEMENT AND OPERATIONS OF HISTORIC RIPPAVILLA


WHEREAS, the City of Spring Hill Board of Mayor and Aldermen owns the property known as Historic Rippavilla (“Property”); and

WHEREAS, the City desires the Property be operated in a financially self-sustaining manner for the promotion of historic tourism and accompanying purposes; and

WHEREAS, the City does not possess the breadth of expertise necessary to operate and manage the Property.

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen authorizes City staff to advertise a Request for Proposals attached hereto and accept Proposals for the Management and Operations of Historic Rippavilla.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of February, 2021.



Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



City of Spring Hill

Request for Proposals Rippavilla Management and Operations

Issue Date: February 16, 2021

Statement of Qualifications Due Date:
Thursday, March 11, 2021 at 2:00 pm CST

City of Spring Hill, TN
199 Town Center Parkway
Spring Hill, TN 37174

Request for Proposals

Rippavilla Management and Operations

Background

The City of Spring Hill is seeking Proposals from interested parties desiring to perform Management and Operations services for Historic Rippavilla (“Property”).

Historic Rippavilla consists of approximately 98.44 acres located in the City of Spring Hill, Tennessee, just south of TN State Route 396, “Saturn Parkway”. The property consists of primarily open space, agricultural and forest land. The property surrounds and forms the context for Rippavilla, a two-story brick antebellum-style plantation house with classic Greek Revival architecture constructed from 1852 to 1855.

Also located on the property are the Carriage house (currently serving as a Gift Shop for the museum), an original Slave Cabin, a Freedmen Bureau’s School House (circa 1870), Historic Cheairs Cemetery, Brown’s Stand (a historically accurate recreated log structure), Ikard Center, several barns and other structures supporting the agricultural use of the property, and Rayburn Amphitheatre.

In 1985, the Maury County Industrial Development Board purchased the property, along with over 2,000 additional acres, and leased the entire property to Saturn Corporation. Saturn Corporation leased the plantation house and 20 acres to the Maury County Government in 1995, who formed Rippavilla, Inc., a §501(C)(3) Non-Profit Corporation dedicated to historic preservation of the property. It was at this time that a restoration of the house was planned and completed. Rippavilla was listed on the National Register of Historic Places on July 19, 1996. (NRHP Reference #96000773). On April 13, 2017, Rippavilla, Inc placed a Conservation Easement with The Land Trust of Tennessee, Inc (“Conservation Easement”) for the purpose of protecting the conservation values of the property. On May 15, 2017, the City of Spring Hill Board of Mayor and Aldermen approved the conveyance of the property to the City of Spring Hill. Upon the acceptance of the property by the City of Spring Hill, the City of Spring Hill Board of Mayor and Aldermen completed annexation of the property into the municipal corporate limits of the City in October 2017.

The City is currently in the final stages for completing a Master Plan for the property in conjunction with Tuck-Hinton, the City’s consultant for the project. The Master Plan is currently tentatively scheduled to be presented to the Board of Mayor and Alderman in March 2021 and is tentatively scheduled to be adopted in March or April 2021. Additional information related to the Master Plan can be found at: <https://www.springhilltn.org/657/Historic-Rippavilla-Master-Plan>.

The proposed services will include the daily management and operations of the mansion and facilities located within the Property.

Management and Operational Services to be provided

The requested services and responsibilities may include, but are not limited to, the following:

- Staffing the Property with appropriate personnel and all associated human resource management related thereto (including, but not limited to, employee education, performance, evaluation, insurance, and compensation). All staff shall be considered employees of Proposer and not the City.
- Interpretation and Programming of the Property.
- Management of collections within the Property, including furnishings and artifacts, whether held, donated, or owned.
- Management of special events at the Property, including, but not limited to, weddings, private parties, community events and the like, scheduled in conjunction with the City's master calendar.
- Management of donors and volunteers.
- Operation and management of the Property's gift shop.
- General Property maintenance, defined as those repairs not exceeding \$500.00 for any single repair.
- Provision of all necessary operational supplies.
- Development and implementation of educational programming.
- Lawn care, landscaping, and farming operations of the Property.
- Payment for all utilities serving the Property, including, but not limited to, gas, electric, water, cable, and internet.
- Guidance and oversight of adherence to the Preservation Trust.
- Public relations, marketing, and tourism initiatives.
- Securing all appropriate and necessary insurance coverages (e.g., workers compensation, contents/renter's insurance, and general liability) related to the operation of Proposer. The City shall be named as an additional insured with regards to said policies and Proposer shall provide proof of same to the City on or before every June 30 this Agreement is in effect.
- Assist the City with initiation and maintenance of a capital fund as funds are available to support capital improvements related to the Property.
- Participation in annual financial audit preparation, as necessary.
- Carry out all duties and obligations pursuant to this Agreement in a professional manner and in compliance with all regulations and laws, whether local, state, or federal.
- Other responsibilities as agreed upon by the City and Proposer. Proposer must acknowledge additional responsibilities may be identified through adoption of Master Plan.

City Responsibilities

The City of Spring Hill will perform or provide the following for the selected Operating group.

- Fund and oversee the completion of a Master Plan. Currently tentatively scheduled for Board of Mayor and Alderman review and adoption in March or April 2021.
- The City reserves the right to establish of an Oversight Committee to serve as the City's designee as well as an appropriate oversight mechanism relating to the Mission, Master Plan, and image of the Property. If no Oversight Committee is established, the Board of Mayor and Alderman shall provide oversight.
- Establishment of a capital fund in conjunction with selected firm to be managed by the City, including an authorization process for disbursements for capital improvements to the Property.
- Major Property maintenance defined as those repairs exceeding \$500.00 for any single repair.
- Maintenance and development of roads, trails, and fences on the Property.
- Security and fire protection.
- Securing and maintaining general liability and property insurance on the Property with appropriate minimum limits as prescribed the City's insurance provider.
- Any cost associated with City sponsored or hosted events.
- The City acknowledges additional City Responsibilities may become necessary following the adoption of the Master Plan.

Minimum Qualifications

Only those Proposers which meet the following minimum qualifications will be considered for selection.

- Authorized to do business in the State of Tennessee
- Ability to manage and operate the property in a manner that is financially self-sustaining.
- Ability to manage and operate the property in a manner that is consistent with the four distinct epochs as set forth in "Rippavilla: Telling the Whole Story of the Civil War Experience" prepared by the Tennessee Civil Way National Heritage Area, specifically:
 - Building of the Property
 - War and Reconstruction
 - Agricultural Innovation and Return to Prosperity
 - Modern Age

- Ability to provide interpretation and programming for Rippavilla that places an emphasis upon:
 - Rippavilla’s unique architecture.
 - Rippavilla’s place in Civil War history.
 - The lives and contributions of those enslaved at Rippavilla.
 - Rippavilla’s place in the agricultural history of the United States.

Evaluation Criteria

City staff will review Proposals received from each proposer to confirm completeness. The Board of Mayor and Alderman will review Proposals deemed complete by City staff. The Board of Mayor and Alderman will decide on a preferred Proposer and instruct City staff to move forward with contract negotiations. The City reserves the right to conduct interviews with one or more Proposers.

Criteria for evaluation of Proposal include:

- a. Qualifications and availability of personnel and subconsultants.
- b. Ability to manage and operate the property in a manner that is financially self-sustaining.
- c. Ability to manage and operate the property in a manner that is consistent with the four distinct epochs as set forth in “Rippavilla: Telling the Whole Story of the Civil War Experience” prepared by the Tennessee Civil War National Heritage Area, specifically:
 - a. Building of the Property
 - b. War and Reconstruction
 - c. Agricultural Innovation and Return to Prosperity
 - d. Modern Age
- d. Ability to provide interpretation and programming for Rippavilla that places an emphasis on:
 - a. Rippavilla’s unique architecture
 - b. Rippavilla’s place in Civil War history
 - c. The lives and contributions of those enslaved at Rippavilla.
 - d. Rippavilla’s place in the agricultural history of the United States.
- e. Project understanding and responsiveness to project description.
- f. Project Approach and Methodology.
- g. Prior relevant experience.

All proposals become the property of the City of Spring Hill upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the proposer. The City of Spring Hill reserves the right to reject all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

Submittals

The following minimum information shall be provided in the Proposal.

Project Team

- Name of proposer indicating contact person for the proposer including address, email and telephone/fax information.
- Key staff member resumes, with a maximum of one page per staff member.
- Listing of current commitments of proposer and key staff members.
- Organizational chart of management and operations team illustrating primary role(s) and responsibilities of key team members.

Relevant Project Experience

- Listing of property(ies) of similar scope and magnitude managed and operated by Proposer within the last five (5) years, including reference contact information.

Proposals must be received by **2:00pm CST on Thursday, March 11, 2021**. The Proposals submittal shall not exceed a total of ten (10) pages in double-sided format or twenty (20) pages in single-sided format excluding a cover letter that shall not exceed one (1) page, page dividers, and cover.

Proposals that do not adhere to these submittal requirements will be considered non-responsive. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

Three (3) original copies and one (1) digital/electronic (PDF) copy of the Statement of Qualifications shall be submitted to:

“Request for Proposal – Rippavilla Management and Operations”
April Goad, City Recorder
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

Questions regarding the RFP should be directed to Chuck Downham, Assistant City Administrator, City of Spring Hill, at 931-486-2252 (Ext. 257) or via email at cdownham@springhilltn.org or April Goad, City Recorder, City of Spring Hill, at 931-486-2252 (Ext. 206) or via email at agoad@sringhilltn.org. The City will maintain a list of questions and answers for periodic distribution in the form of an addendum published on the City’s website.

Questions will be accepted through Friday, March 5, 2021 to ensure that all parties have adequate time to review the answers. Proposals must be hand or USPS (using P.O. Box 789 for USPS) or courier delivered to City Hall located at 199 Town Center Parkway, Spring Hill, Tennessee, 37174.

Tentative Schedule

The following tentative schedule is anticipated for contract award.

RFP Issued	February 16, 2021
Proposals Due	March 11, 2021
Interviews (if required)	March 22, 2021
Contract Negotiation	March 29, 2021
Contract Approval from Board of Mayor and Aldermen	April 19, 2021

The schedule is subject to change based upon the need, or lack thereof, of the Board of Mayor and Aldermen scheduling public meetings to conduct interviews.

The schedule will be finalized during contract negotiations with selected firm.

Equal Employment Opportunity

The City of Spring Hill, Tennessee does not discriminate administering any of its programs and activities. The consultant(s) awarded the contract for professional design services for this project will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.