



**CITY OF BAY CITY
REQUEST FOR PROPOSALS (RFP)
Riverside RV Park Lease and/or Management Services**

RFP Number: 01-2026

Issue Date: January 14, 2026

Proposal Due Date: February 27, 2026

I. INTRODUCTION

The City of Bay City, Texas (the “City”), is seeking proposals from qualified vendors to provide management services for Riverside RV Park, a municipally owned recreational vehicle (RV) park. The City is soliciting proposals under two potential delivery models, as described below. Respondents may submit a proposal for one or both options. **Riverside Park was funded by Texas Parks and Wildlife grant funding and must be maintained and used for Public Recreation.**

Option 1 – Lease Option: The vendor leases the property from the City and operates Riverside RV Park as a public RV park. The vendor pays the City a monthly lease fee, retains all operating revenue, and is responsible for all operating and maintenance costs.

Option 2 – Management Services Option: The vendor provides full park management services in lieu of City staff. The City retains ownership of the facility and all revenues, while the vendor is paid a management fee for services rendered.

Note: The City’s goal is to maximize the Parks revenue potential and get this Park known nationally through target marketing. The City’s goal is for Riverside Park to be self-supporting.

II. BACKGROUND

Riverside RV Park serves residents and visitors to Bay City and the surrounding region. The park includes RV spaces with utility hookups, common areas, and related amenities. The City desires to ensure the park is professionally managed, financially sustainable, and maintained to a high standard of quality and safety.

Additional background information regarding Riverside RV Park is provided in **Appendix A.**

III. SUMMARY SCOPE OF SERVICES

The successful respondent shall be capable of providing the following services, as applicable:

- Daily operations including reservations, guest check-in/check-out, and site management.
- Routine maintenance of grounds, utilities, and facilities.
- Customer service and enforcement of park rules and policies.
- Marketing and promotion of the RV park.
- Compliance with all applicable local, state, and federal regulations.
- Preparation of regular operational and financial reports to the City.

Option 1 – Lease Option Additional Responsibilities:

- Payment of a monthly lease fee to the City.
- Responsibility for all operating costs including staffing, utilities, maintenance, and supplies.
- Retention of all revenues generated by park operations.

Option 2 – Management Services Option Additional Responsibilities:

- Provision of qualified staff to operate the park on behalf of the City.
- Implementation of reservation, fee collection, and reporting systems.
- Coordination with City staff regarding capital improvements and major repairs.

IV. EVENTS & TIMELINE

Note: All dates are tentative, and the City reserves the right to change these dates at any time. At the sole discretion of the City, events listed in the Schedule of Events are subject to scheduling changes and cancellation. The City will make public any changes to the stated schedule.

Event	Date / Time
Approval to advertise	December 9, 2025
Solicitation Release Date	January 14, 2026
Pre-Proposal Conference	January 28, 2026 at 10:00 A.M.
Last Day for Questions	February 6, 2026 at 5:00 P.M.
Last Day to Issue Addendums	February 19, 2026 at 5:00 P.M.
Date Proposals are Due / Opened	February 27, 2026 at 2:00 P.M.
Date Proposal to be Awarded	March 24, 2026 at 6:00 P.M.
Anticipated Contract Start Date	October 1, 2026 or until contract finalized

V. PRE-PROPOSAL CONFERENCE

All potential respondents are encouraged to attend a Pre-Proposal Conference and Walk-Through of Riverside RV Park. Attendance is not mandatory but is strongly encouraged.

Date: Wednesday, January 28, 2026

Time: 10:00 A.M.

Location: RIVERSIDE PARK
7330 FM 2668
Bay City, TX 77414

Note: There is no opportunity for remote attendance of this meeting.

RSVP

Potential respondents planning to attend the Pre-Proposal Conference should RSVP in writing via email no later than **3:00 p.m., Tuesday, January 27, 2026.**

RSVPs shall include:

- Contact Name
- Company Name
- Telephone Number
- Email Address
- Indication of intent to attend (Yes / No)

RSVPs shall be sent to:

Gabriel Lopez

glopez@baycitytx.gov

VI. PROPOSAL REQUIREMENTS

A. General Proposal Instructions

Proposals must be complete, clear, and organized in the order outlined below. Proposers shall submit all information requested in this section. Failure to submit required information may result in the proposal being deemed non-responsive.

For hard copy submissions, proposals shall be organized using labeled tabs corresponding to each section listed below. For electronic submissions, proposals shall be provided in a clearly organized format with sections labeled to correspond to the tabs listed below.

Proposers may submit a proposal for **Option 1 (Lease Option)**, **Option 2 (Management Services Option)**, or **both options**. If submitting for both options, proposers shall clearly identify and separate option-specific information within the applicable sections.

All attachments and supporting materials shall be included within the applicable section of the proposal and clearly labeled. All required proposal forms shall be completed and included in the applicable section as identified in this Request for Proposals.

B. Required Proposal Sections

TAB 1 – Proposer Information and Authorization

This section shall include general information about the proposer and evidence of authorization to submit the proposal.

At a minimum, include:

- Proposer/Lessee name, address, telephone number, and email address
- Name and title of primary contact person
- Signature of the individual(s) authorized to bind the proposer

Form Requirement:

The following completed forms, provided in Appendix C, shall be included in this section:

- Proposer Information and Authorization Form
- Addenda Acknowledgment Form (if applicable)

TAB 2 – Experience and Qualifications

(Scored – 25 Points)

Proposers shall provide information demonstrating their experience, qualifications, and capability to successfully lease and/or manage Riverside RV Park.

At a minimum, include:

- Company profile and background
- Experience managing RV parks or similar facilities

- Description of comparable facilities or projects
- Qualifications of key personnel proposed for the project
- Resumes of key personnel (may be included as attachments within this section)

TAB 3 – Operational / Service Plan

(Scored – 20 Points)

Proposers shall submit an Operational / Service Plan describing how Riverside RV Park will be managed and operated.

At a minimum, the plan shall address:

- Staffing and personnel management
- Routine and preventative maintenance
- Customer service and guest relations
- Safety procedures and regulatory compliance
- Marketing and promotion of the RV park

TAB 4 – Financial Proposal

(Scored – 30 Points)

Proposers shall submit a Financial Proposal corresponding to the option(s) for which they are proposing.

At a minimum, include:

- Completed pricing information for the applicable option(s), including:
 - **Option 1 – Lease Option:** proposed annual lease payments by year
 - **Option 2 – Management Services Option:** proposed annual management fees by year
- Any necessary explanation or clarification of pricing assumptions
- Any proposed profit-sharing arrangements for Option 1 – Lease Option, if applicable.

Any proposed profit-sharing arrangements shall be described clearly and may be considered as part of the Financial Proposal evaluation.

Form Requirement:

The **Financial Proposal Form(s)** provided in **Appendix C** shall be completed and included in this section. Housing and utilities provided by the City shall be excluded for Option 2 – Management Services Option only, where specified.

TAB 5 – Compliance and Capacity

(Scored – 10 Points)

Proposers shall provide information demonstrating their ability to meet legal, insurance, financial, and operational requirements.

At a minimum, include:

- Evidence of financial capability to lease or provide management services
- Insurance information and a statement of the ability to obtain and maintain insurance coverage as may be required by the City.

TAB 6 – References and Past Performance

(Scored – 10 Points)

Proposers shall provide references and information demonstrating past performance on similar projects.

At a minimum, include:

- A list of comparable facilities managed
- A description of past performance and outcomes for those facilities
- Reference contact information

Form Requirement:

Completed **Reference Forms**, provided in **Appendix C**, shall be used to submit reference contact information and shall be included in this section.

TAB 7 – Value-Added Services

(Scored – 5 Points)

Proposers may submit information regarding additional services, enhancements, or improvements that would provide added value to the City.

Examples may include, but are not limited to:

- Capital investment proposals
- Service enhancements
- Innovative operational or marketing ideas

TAB 8 – Contract Exceptions

If the proposer takes exception to any requirement, term, or condition set forth in this Request for Proposals, including Appendix B, the proposer shall clearly identify the specific provision(s), state the reason for the exception, and propose alternative language

VII. SELECTION & SCORING CRITERIA

This Request for Proposals is issued in accordance with applicable provisions of the Texas Local Government Code, including but not limited to Chapters 252, 253, and 271, as applicable.

Proposals will be evaluated to determine the best value to the City based on the criteria set forth herein. **Proposals submitted under the Lease Option and the Management Services Option will be evaluated and ranked separately, and proposals will be evaluated only within the option under which they are submitted.**

The evaluation process may result in the identification of a highest-ranked proposal under each option. The City reserves the right, at its sole discretion and subject to applicable law, to select one option, both options, or neither option; to negotiate with one or more proposers; and to award a contract or lease that the City determines to be most advantageous. Any award of a lease involving parkland is subject to required findings and approvals by the City Council in accordance with Texas Local Government Code Chapter 253.

Experience and Qualifications (25 Points):	Demonstrated experience managing RV parks or similar facilities.
Operational Plan (20 Points):	Staffing, maintenance, customer service, safety, and marketing approach.
Financial Proposal (30 Points):	Lease revenue or management fee and overall financial benefit to the City.
Compliance and Capacity (10 Points):	Ability to meet legal, insurance, and reporting requirements. Proof of financial capacity to lease or provide managed services.
References and Past Performance (10 Points):	Quality of references and record of successful operations.
Value-Added Services (5 Points):	Enhancements, capital investment, or service improvements proposed.
Total Possible Score: 100 Points	

The City may request interviews, presentations, or best-and-final offers from one or more proposers.

VIII. SUBMISSION INSTRUCTIONS

Proposals shall be received by the City **no later than 2:00 P.M. on February 27, 2026**. Proposals received after this deadline will not be considered.

Proposals may be submitted **either** by physical delivery to the City Secretary's Office **or** electronically through **BidNet Direct** (www.bidnetdirect.com). Proposers shall submit proposals using only one method.

Physical Submission

Proposals submitted by physical delivery shall be submitted in a **sealed envelope** and delivered to:

City of Bay City
Attn: Jeanna Thompson
1901 5th Street
Bay City, Texas 77414

Physical submissions shall include:

- One (1) original proposal clearly marked “ORIGINAL”
- Four (4) additional copies
- One (1) USB flash drive containing an electronic copy of the complete proposal in PDF format

The sealed envelope shall be clearly labeled with:

- Proposer’s name
- “RFP – Riverside RV Park”
- “Lease and/or Management Services”

Electronic Submission

Proposals may be submitted electronically through **BidNet Direct** (www.bidnetdirect.com).
Public Opening

Proposals will be publicly opened immediately following the submission deadline at the City Secretary’s Office located at 1901 5th Street, Bay City, Texas. No virtual or remote opening will be conducted.

IX. ADDENDA

Any interpretations, corrections, or changes to this Request for Proposals will be made by written addenda issued by the City. Addenda will be posted on BidNet Direct and on the City’s website at baycitytx.gov under “Public Notices”

Proposers are responsible for checking BidNet Direct and the City’s website for any addenda issued prior to the proposal deadline. Only written addenda issued by the City shall be considered binding modifications to this Request for Proposals.

Proposers shall acknowledge receipt of all addenda as required in the Proposal Requirements.

X. GENERAL TERMS AND CONDITIONS

The City reserves the right to reject any or all proposals, waive informalities, and request additional information. Issuance of this RFP does not obligate the City to award a contract or lease.

The selected proposer shall submit a completed Certificate of Interested Parties (Form 1295) prior to execution of any contract or lease, as required by Texas Government Code § 2252.908.

XI. CONTACT INFORMATION

Questions regarding this RFP shall be directed to:

Name: Gabriel Lopez
Title: Engineering Technician
Phone: (979) 323-1659
Email: glopez@baycitytx.gov

APPENDIX A: Current Park Information

Current Park Amenities:

Park is located at 7330 FM 2668, Bay City, Texas 77414

Information on Riverside Park can also be found at www.campriverside.org

2 Story Ranger Station: Downstairs includes office area, lounge, staff restroom and laundry room with connected restrooms/showers and upstairs serves as current Ranger residency.

Maintenance Garage and Shed

Riverside Park currently has 74 sites which consist of:

Colorado Cove

40 Sites with 50-amp water, electrical and sewer (Full-Hookup)

Wilderness Area

34 Sites with 30/50-amp water and electrical

Group Primitive Area

Tent Camping Area

No water, electrical, or sewer

All sites in the Colorado Cove and Wilderness Areas have a picnic table and fire pit.

A dump station is located next to the Ranger Station.

Two Pavilions with restrooms, playground, day use picnic sites, boat launch, beach area, kayak rental kiosk, walking trail and exercise trail.

Riverside Park has direct access to the Colorado River with no designated swimming area – swimming is at own risk, not guarded and not supervised.

Fishing is allowed in accordance with all State of Texas Regulations, managed by Texas Parks and Wildlife and LCRA.

Programs and Special Events:

Events and Programs are hosted throughout the year. Programs include Go Wild (outdoor education), Fishing 101 and SeniorFish. Special Events include Zombie and Wilderness Runs (October and February); Christmas in the Park and the Trail of Lights (December); Movies in the Park; Smoke Off (March); and Rally on the River/Fishing Tournament (April). These events would be coordinated with awarded vendor.

APPENDIX A Continued: Current Park Information

Current rates:

Monday – Sunday; Check-in time is 3 p.m./check-out time is 2 p.m.

Rates are for one RV and 1 car per site

Colorado Cove

Daily	\$45
Weekly	\$280
Monthly	\$600
Additional vehicle	\$10/day

Wilderness Area

Daily	\$30
Weekly	\$180
Monthly	\$400
Additional vehicle	\$10/day

Group Primitive Area

Tent	\$5/tent
Vehicle	\$10/day

Day Use	\$10/vehicle
Yearly Pass	\$100/vehicle

Pavilions – Tejas and Colorado Cove

Rates – up to 50 people and 20 cars

Deposit (refundable)	\$50 – due at the time of reservation
Fee	\$100 – due 5 days prior to reservation

Current Staffing: 1 FT Park Ranger who lives onsite; 1 Assistant Park Ranger; 1 FT Temporary Employee in Summer

Do not consider existing employees when submitting proposal. All staff will be supplied by contractor or lessee.

APPENDIX B: LEASE AND CONTRACT PROPOSED STRUCTURE OVERVIEW

Option 1 – Lease Agreement Outline (Public RV Park Operation)

- Term: Initial term (3–5 years) with renewal options.
- Lease Payments: Fixed monthly lease payment paid to the City.
- Use: Operation of Riverside RV Park as a public RV park.
- Revenue: Lessee retains all operating revenue.
- Operating Costs: Lessee responsible for all staffing, utilities, maintenance, equipment, and supplies.
- Maintenance: Lessee responsible for routine and preventative maintenance; capital improvements by City unless otherwise negotiated.
- Insurance and Indemnification: Lessee to carry required insurance and indemnify the City.
- City maintains insurance for catastrophic events
- Compliance: Lessee must comply with all federal, state, and local laws.
- Reporting: Monthly or quarterly operational and occupancy reports to the City.
- Termination: Termination for cause and convenience provisions.
- Assignment/Sublease: Subject to City approval.

Option 2 – Park Management Services Contract Outline

- Term: Initial contract term (3-5 years) with renewal options.
- Compensation: Fixed monthly or annual management fee charged to City.
- Use: Operation of Riverside RV Park as a public RV park.
- Revenue: All revenues retained by the City. Contractor recommends changes to fee schedule.
- Operating Costs: Lessee responsible for all staffing, maintenance, equipment, and supplies.
- City provides trash (dumpster services) and utilities
- City provides reservation system software and training
- Duties: Reservations, guest services, rule enforcement, routine maintenance, and reporting.
- Capital Improvements: City responsibility.
- Insurance and Indemnification: Contractor to meet City requirements.
- City maintains insurance for catastrophic events
- Performance Standards: Service levels and key performance indicators.
- Reporting: Regular financial and operational reports.
- Termination: Termination for cause and convenience.

APPENDIX C: REQUIRED PROPOSAL FORMS

**City of Bay City
Request for Proposal 01-2026**

Management and Operation of Riverside RV Park and Campground

Are you responding to Proposal 1, Proposal 2. Or both? _____

Proposal Option 1 – Lease Option: The vendor leases the property from the City and operates Riverside RV Park as a public RV park. The vendor pays the City a monthly lease fee, retains all operating revenue, and is responsible for all operating and maintenance costs and other provisions in sample contract.

Proposal Option 2 – Management Services Option: The vendor provides full park management services in lieu of City staff. The City retains ownership of the facility and all revenues, while the vendor is paid a management fee for services rendered. Please review sample contract.

Contractor Information/Lessee Information

Individual/Company Name:			
Address:			
Phone:		Email:	
Contact Name:		Title:	

Bid Representative Signature

ADDENDUM ACKNOWLEDGMENT FORM

**City of Bay City
Request for Proposals (RFP)
Riverside RV Park Management Services
RFP No. 01-2026**

The undersigned proposer acknowledges receipt of the following addenda issued by the City of Bay City in connection with the above-referenced Request for Proposals. By signing below, the proposer confirms that the addenda listed have been reviewed and are incorporated into the proposal submitted.

Addendum No(s). Received (check all that apply):

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5
- No addenda were issued for this RFP.

Proposer Information:

Legal Name of Proposer: _____

Authorized Representative Name & Title: _____

Signature: _____

Date: _____

This form must be completed and included with the proposal submission as required by the Proposal Requirements of the RFP.

RESUME AND PRIOR EXPERIENCE REFERENCES

Please include a current **Resume** and list two **(2) professional references at minimum**. The third reference may be personal reference or professional. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

REFERENCE ONE

COMPANY NAME or INDIVIDUAL NAME:

ADDRESS:

CONTACT PERSON AND TITLE:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

SCOPE OF WORK:

REFERENCE TWO

COMPANY NAME or INDIVIDUAL NAME:

ADDRESS:

CONTACT PERSON AND TITLE:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

SCOPE OF WORK:

REFERENCE THREE

COMPANY NAME or INDIVIDUAL NAME:

ADDRESS:

CONTACT PERSON AND TITLE:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

SCOPE OF WORK:

Financial Proposal

LEASE OPTION 1:

The Lessee will pay an annual lease payment to the City.

_____ agrees to lease Riverside Park and perform duties and requirements as described in the **Request for Proposals No. 01-2026 and any bid addenda** for the total lump sum of:

	Year 1 Lease	Year 2 Lease	Year 3 Lease	Year 4 Lease	Year 5 Lease
Numeric					
Written					

In addition, for Lease proposals, the City is interested in **profit sharing** proposals.

If proposing profit sharing, describe the proposed structure, percentage, and basis (gross or net revenue) in an attachment to this Financial Proposal.

MANAGEMENT SERVICES OPTION 2:

The Contractor will manage and operate Riverside Park an annual price (**excluding the value of the house and utilities**) each year.

_____ agrees to provide labor to manage Riverside Park and to perform duties and requirements as described in the **Request for Proposals No. 01-2026 and any addenda issued by the City** for the total lump sum of:

	Year 1	Year 2	Year 3	Year 4	Year 5
Numeric					
Written					

Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a government entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the government entity. The disclosure of interest parties will be submitted online via Form 1295 and must be submitted to the government entity prior to any signed contract and/or vote by the governing authority.

The Filing Process:

1. Prior to award by City Council, Respondent will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/filinginfo/1295/index.php#efa_collapse1 and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a “Certificate Number.” Respondent **MUST** Print, Sign, and Notarize Form 1295.
3. Respondent will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract, or make modifications and/or amendments to City of Bay City contract.

Instructions and information are available at

https://www.ethics.state.tx.us/filinginfo/1295/index.php#efa_collapse1

or you may call the Texas Ethics Commission at (512) 463-5800

Your Form 1295 ID# is 01-2026

Proposal Checklist

The following checklist is provided to assist proposers in confirming that all required components of the proposal have been included. Proposers are responsible for ensuring their submission complies with all requirements of this Request for Proposals.

1. TAB 1 – Proposer Information and Authorization (Appendix C forms completed and signed, including Addenda Acknowledgment Form if applicable)
2. TAB 2 – Experience and Qualifications, including company profile, relevant experience, and key personnel information
3. TAB 3 – Operational / Service Plan
4. TAB 4 – Financial Proposal, including completed Financial Proposal Form(s) for applicable option(s)
5. TAB 5 – Compliance and Capacity information
6. TAB 6 – References and Past Performance, including completed Reference Forms (Appendix C)
7. TAB 7 – Value-Added Services (if any)
8. TAB 8 – Contract Exceptions (if any)

Submission of all required items is the responsibility of the proposer. Failure to include required information may result in the proposal being deemed non-responsive.