



CITY PARK

CONSERVANCY

INVITATION TO REQUEST FOR PROPOSALS (RFP) NOTICE

Bicycle and Paddleboat Rental Concession Services

Instructions for Proposers

I. INTRODUCTION

City Park Conservancy ("CPC") is issuing this Request for Proposals (RFP) to solicit responses from qualified and experienced operators to provide Bicycle and Paddleboat Rental Concession Services.

CPC is a 501(c)(3) nonprofit organization responsible for managing the day-to-day operations of New Orleans City Park, a 1,300-acre public park with over 170 years of history.

The selected operator will provide high-quality recreational rental services while ensuring safety, operational efficiency, and an exceptional visitor experience.

Required Rentals Offerings:

- Paddleboats
- Two-wheeled bicycles
- Three and four wheeled bicycles
- Surrey bicycles.

II. PROCUREMENT TIMELINE

- **RFP Release Date:** April 17, 2026
- **Non- Mandatory Pre-Proposal Meeting / Site Visit:** 4/27/2026 @ 10:00am
- **Deadline for Questions:** April 30, 2026
- **Responses to Questions Issued:** May 4, 2026
- **Proposal Submission Deadline: May 15, 2026 – 12:00 pm (Noon – CST)**
- **Anticipated Award Date:** May 22, 2026

CPC reserves the right to modify this schedule at any time through written addenda.

III. SCOPE OF SERVICES

The selected operator shall provide all labor, equipment, materials, and management necessary to operate the concession, including but not limited to the following:

Operations

- Daily operation during park hours
- Staffing with trained and qualified personnel
- Customer service and guest engagement

Equipment

- Provision and maintenance of bicycles (two-wheel and surrey-style) and paddleboats
- Minimum initial capital investment of \$100,000 in equipment
- Routine inspection and maintenance of all equipment

Safety

- Provision of U.S. Coast Guard-approved life jackets
- Implementation of safety procedures and staff training
- Incident reporting and emergency response protocols



Facilities

- Operation within designated concession area/building
- Maintenance of cleanliness and organization of site
- Maintain the areas immediately surrounding the Premises that are regularly utilized by operator, including any portion of the banks of Big Lake used by operator. CPC shall retain control of Big Lake itself.

Food & Beverage

- Sale of pre-packaged food and non-alcoholic beverages (subject to CPC approval). City Park reserves the right to sell food and beverages in the Big Lake area.

Technology

- Point-of-sale (POS) system
- Optional online reservation capability

IV. FINANCIAL TERMS

- Minimum capital investment: **\$100,000**
- Minimum annual payment to CPC: **\$40,000 + 10% of gross revenue above \$100,000**
- Annual increase tied to CPI (South Region), capped at 3%

V. HOURS OF OPERATION

Operations must occur within City Park hours: From 30 minutes before daylight until 11:00 pm

CPC reserves the right to require temporary suspension of operations due to events or operational needs.

VI. CONTRACT TERM

- The term of this agreement shall begin upon execution of the agreement and shall run for a term of five (5) years from date of contract.
- The agreement may be extended by mutual consent for one additional five (5) year period, for a possible maximum term of ten (10) years.
- Subject to termination for cause or convenience as defined in the contract
- The selected respondent will enter into a Contract with City Park Conservancy (see attached Draft – Exhibit B)



VII. MINIMUM QUALIFICATIONS

Proposers must demonstrate:

1. Minimum of five (5) years experience in similar operations
2. Knowledge of applicable federal, state, and local regulations
3. Financial capacity to meet investment and operational requirements
4. Registration to do business in Louisiana

VIII. INSURANCE REQUIREMENTS

The selected operator must maintain, at minimum: - General Liability Insurance (\$1,000,000 per occurrence / \$2,000,000 aggregate) - Workers' Compensation Insurance - Automobile Liability Insurance (if applicable) - Watercraft/Marine Liability Insurance

City Park Conservancy must be named as an additional insured.

IX. PROPOSAL FORMAT

Proposals must include the following:

1. Executive Summary
 - Company overview and organizational structure
2. Experience and Qualifications
 - Relevant project experience
 - References (minimum of three)
3. Operations Plan
 - Staffing plan
 - Maintenance plan
 - Safety procedures
 - Customer experience approach
4. Financial Proposal
 - Investment plan
 - Annual payment proposal
 - Revenue sharing (if proposed)



5. Key Personnel

- Resumes of key staff

6. Financial Stability

- Financial statements (last 2–3 years)

7. Required Documents

- Certificate of Good Standing (Louisiana)
- Proof of insurance
- Corporate authorization (if applicable)

XI. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals may be submitted as follows on or before **12:00 pm CST on May 15, 2026**:

- Emailed in PDF format to: procurement@nocp.org
Subject Line: *Bicycle and Paddleboat Rental Concessions Proposal*

- Hand delivered to:

City Park Conservancy

Attn: Courtney Charbonnet

Manager of Purchasing and Contract Services

Administration Building | 1 Palm Drive

New Orleans, LA 70124

Late submissions will not be accepted.

XII. TERMS AND CONDITIONS

- CPC reserves the right to reject any or all proposals
- CPC may waive informalities or irregularities
- This RFP does not guarantee award of a contract
- Addenda may be issued during the solicitation period



XIII. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Quality and feasibility of operating plan
- Financial Proposal
- Safety and maintenance approach
- References

XIV. SIGNATURE

Business Name: _____

Print Name & Title: _____

**Authorized
Signature:** _____

Date: _____

CONTACT INFORMATION

For questions regarding this solicitation, please contact:

Courtney Charbonnet

Manager of Purchasing & Contract Services

procurement@nocp.org

City Park Conservancy encourages participation from small, minority-owned, women-owned, and disadvantaged business enterprises (DBE, MBE, WBE, SBE).



