



State of Delaware  
Department of Natural Resources and Environmental Control  
**Delaware Division of Parks and Recreation**  
89 Kings Highway  
Dover, Delaware 19901

**March 19 2017**

**TO: ALL OFFERORS**

**FROM: REBECCA LOVIN**  
**CHIEF, OFFICE OF BUSINESS SERVICES**  
**DIVISION OF PARKS AND RECREATION**

**SUBJECT: CONTRACT NO.: NAT18002\_OUTDOOR RECREATION, PUBLIC RECREATION**  
**SERVICES AT THE LUMS POND EQUESTRIAN CENTER QUESTIONS AND**  
**ANSWERS**

**ADDENDUM # 2 Q&A**

**1. Please explain Multi-Partner Solutions.**

- Multi-Partner or “Joint Ventures” are covered on page 24 of the Request for Proposal. The Division is interested in providing the best opportunities for creative business concepts and potential capital improvements. We recognize that Joint Ventures may be a good opportunity for some Vendors. All Joint Ventures require a Primary Vendor (Prime Partner) who is solely responsible for fulfillment of any contract with the State as a result of this procurement. Any Joint Venture proposal must have a Business Association or Joint Venture Agreement included in their proposal. Subcontracting is not considered a Multi-Partner or Joint Venture.

**2. When will the contract be awarded?**

- Within ninety (90) business days of the bid opening. The goal is to award prior to that.

**3. Please explain utilities for the site.**

- Water – the facility is currently using a connection to the park’s water main. It ties in along the park entrance road where there is a shutoff valve, through the woods and between the 2 pastures to the old farmhouse in a small plastic line of approximately 1.25” diameter. The water is metered at the farmhouse (which meters flow to the entire facility) and bills are sent by the park for water use. The size of this service line would not be adequate for a fire hydrant. There is a public water main on Howell School Road (Artesian Water Co.) that could likely be connected to. There are at least 3 frost-free spigots on the grounds. Originally, there was a shallow well used for the farmhouse which a 1 ¼” line leads into the basement from and there is also a dug shallow well in the pasture next to the barn which also fed the water lines – this is also no longer used but is covered by a

concrete pit with a lid over it. The quality of the water that either of these wells would yield is very uncertain and they have been abandoned for over 12 years.

- Sewage - The farmhouse sewage is handled by a septic tank in behind the residence. This must be pumped out every 3 years. The Apartment/ Tack Shop is on a cesspool which is believed to be multi-stage (1 solids tank and 1 or more leaching tanks). It is unlikely that permits will be able to be obtained for any needed work on the cesspool system in the future so it would then need to be upgraded to a septic system or connected to the county sewer.
- Electric – The electric is metered by Delmarva Power. There are separate meters for the farmhouse, apartment/tack shop and the rest of the facility. Electric work has been done by previous owners of the property as well as in recent years. Some electric upgrades to lines and fixtures may be needed. There is some rust on the service entrance box in the basement of the farmhouse that should be monitored and the box may soon need to be replaced.

**4. Can we talk to the current Vendor about the site?**

- We do not restrict a Vendor from communicating with anyone, however, the current Vendor is a potential bidder and may choose not to talk about their business. That is at their discretion. The Division requests that all Vendors avoid any situation that may be considered collusion. Any proposal submitted must have a Non-Collusion Statement included.

**5. What equipment will stay with the site if awarded to a new Vendor?**

- Vendor owned inventory and equipment should be removed at the end of the contract provided all contract fees have been paid. Any equipment, inventory and/or personal property left on the premises beyond thirty (30) days from the expiration shall become property of the Division. Any transition will require the current Vendor, the Division and an incoming Vendor to coordinate.
- Areas provided by the Division are addressed on page 65 of the RFP.

**6. Housing vs. Leasing?**

- The RFP states that the Vendor may sublet rooms in the house or apartment for business use only. Under no circumstances shall any of the operation be sublet for residential lease purposes.

**7. What is the cost share that the Division is willing to provide for capital projects as defined in the RFP?**

- For approved capital projects that complement the site and Lums Pond State Park, the Division may engage in a cost share. Cost share is defined as the Division creating a purchase order and paying for partial elements of an approved capital improvement. Cost share may be in the following amounts:
  - \$100,000.00 - \$150,000.00 in capital expenditures = \$50,000.00 cost share
  - \$151,001.00 - \$250,000.00 in capital expenditures = \$75,000.00 cost share

- Over \$250,000.00 in capital expenditures; negotiated with the Division for amounts over \$75,000.00 for cost share

**8. Are there any current improvement permits or discussions with the County?**

- No. All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

**9. Is the State seeking an Equestrian only operation?**

- Any proposed Plan shall compliment current Lums Pond State Park activities and programs. The Division is looking for innovative ideas that will enhance Lums Pond State Park and attract visitors for day use and extended camping stays at the newly renovated campground. Potential services identified by the Division include, but are not limited to: Equestrian, Adventure Sports (i.e., Mountain Biking, Paintball and Rockwall), Agriculture Education (i.e. 4H, Community Supported Agriculture, Animal Yoga), or Bed and Breakfast.

**10. Provide basic information on buildings and condition:**

- Farmhouse – the main section of the building is very old and has a more modern single story addition. The entire building just had a new roof installed approximately 1 year ago and some windows have been replaced. Several renovations and repairs are likely needed throughout the building. The building has an oil furnace for heat.
- Apartment/Tack Shop – the building has an upstairs apartment with 2 exterior stairways. There is an interior stairway leading to the downstairs shop which is currently blocked off. The building uses electric heat.
- Stables – in fair condition.
- Barn – In usable condition. The stairs to the loft could use some added support beams for better stability.
- Pen for farm animals – this fenced in area was once a swimming pool which was filled in.
- Fields – The fields have a few low areas and there is an old pump pit in the field next to the barn where a well pump used to be.
- Shelters – there are 3 horse shelters in the pastures.

**11. What kind of security is available at the site? How do I know my time, investments, and business will be safe?**

- Per the terms and conditions of the RFP, Vendor shall be responsible for security of its animals, equipment, software and any credit card services while contracting with the Division. Vendors may install or arrange for security.

**12. On average, what has been the cost of the current utilities provided to the site- water, electric, etc?**

- Electric is paid directly by the Sunset Stables and tenants directly to Delmarva Power – the Division does not have access to those bills.
- Water is provided by the Artesian Water Company from a line past the park’s main meter, so the park bills the equestrian center for their portion of the water usage through a sub-meter. At this time, there is no additional billing from the park other than the cost of water per gallon. For the past 2 years, average monthly usage is 16,778 gal. As of the most recent bill, per gallon amount is \$7.66 per thousand gallons, which is an average of \$128.52 per month for water.
- The septic tank for the farmhouse has to be pumped at least every 3 years which is approximately \$250 for this service.

**13. What amount of business does the current vendor actually do at the site- from a financial stand point and a total head count of clients? If you aren't allowed to disclose actual figures, which I completely understand, would you be able to give a range? What has been the lowest amount of business the current vendor has ever brought in within a 3-6 month time span? What has been the highest?**

- Some of the data you have requested is not available. We do have the following business data for the current operation for 2017 that may be helpful.
  - 2017 gross is estimated at \$75,982.00
  - Lessons: 717
  - Pony Up: 108
  - Pony Party: 30
  - Trail Rides: 414
  - Scouts: 113
  - Camp: 93
  - Day Care: 1
  - Misc. Shows/Events: 1

**14. In regards to the wet area to the back right corner of the site, was that something that was put in intentionally or did it naturally form? If it were put in intentionally, what is its purpose? How deep is it and is there any specific type of footing to the bottom of it should a horse walk through it?**

- This low area has been there as long as the park has owned the property. It may be just a low area or it may have been created by a previous owner; however, we have no knowledge of any grading or excavation in that area.

**15. Which way does the wind primarily blow in from in relation to the buildings and their doorways?**

- The wind is out of the west more so than from other directions but the most damaging winds are usually when it is out of the northeast.

**16. What are the actual measurements/dimensions of the riding ring?**

- The ring is approximately 100 feet wide by 195 feet long.

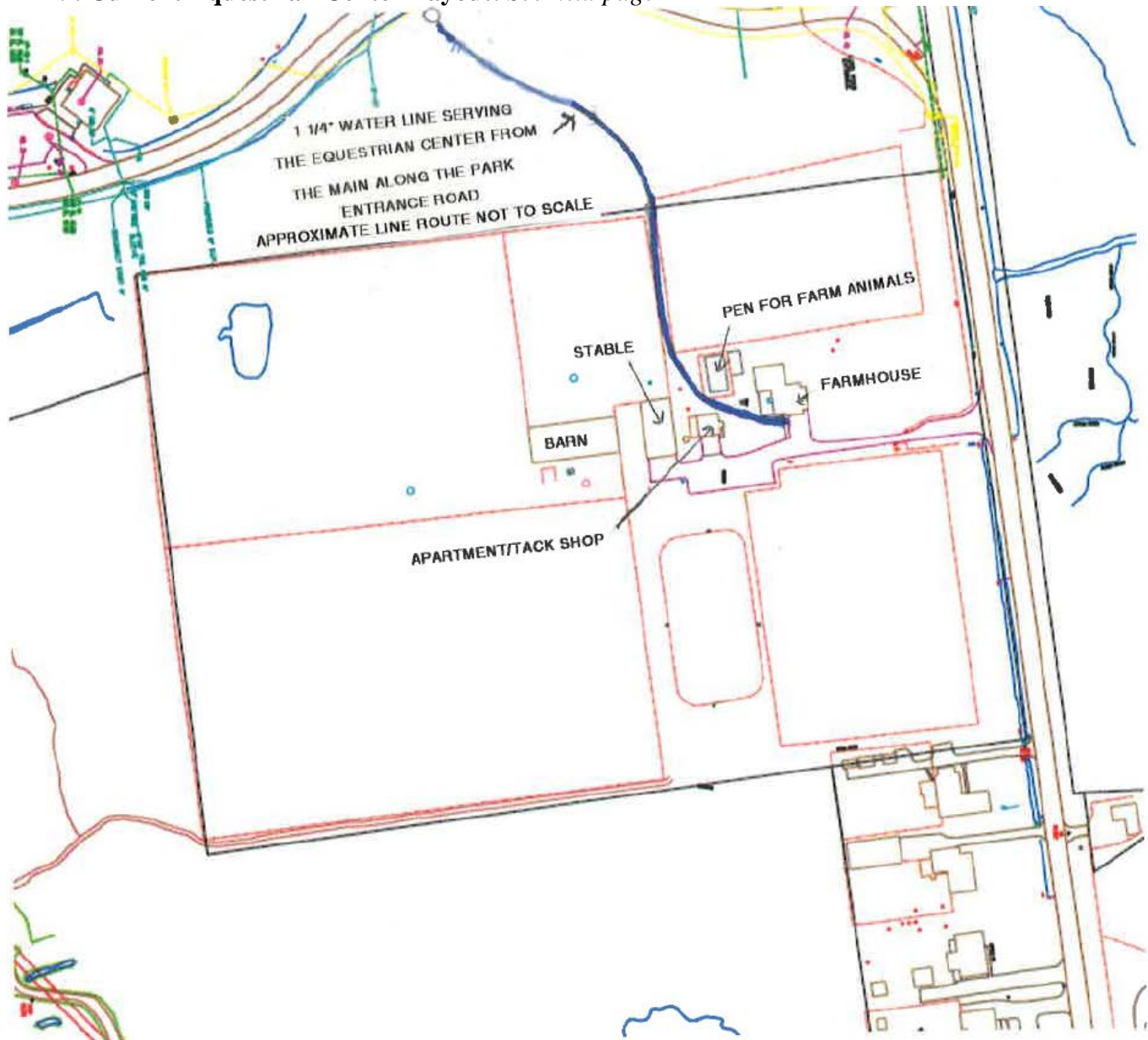
**17. How many feet are between the back wall of the little white barn straight out to the fence line along the woods closest to the Lums Pond State Park main entrance?**

- It is approximately 200 feet from the back wall of the barn/stable closest to the apartment to the hedge row and fencing directly west of the back wall of that stable. (Estimated measurements were taken from the Google Earth™ ruler function).

**18. At the meeting you touched on cost sharing when it comes to capital investments and mentioned certain dollar amounts towards those. Where in the RFP do I find those price breakdowns per capital investment cost that the Division may or may not be willing to do?**

- Please see item number #7 in this Q&A document.

**19. Current Equestrian Center Layout: See next page**



Note:

In the back SE corner of the property, there is a trail leading to the Park's Little Jersey Trail.