



**REQUEST FOR PROPOSAL
FOR CONSULTANT SERVICES**

**RECREATION CENTER
FEASIBILITY STUDY**

REDMOND, OREGON

FEBRUARY 2017

TABLE OF CONTENTS

INVITATION TO PROPOSE	1
CONTEXT OF ASSIGNMENT	2
PROPOSAL PROCESS	4
Proposal and Award Schedule	
Preparation of Proposals	
Evaluation of Proposals	
Withdrawal of Proposal	
Award of Privilege	
EXHIBIT "A"- SUBMISSION REQUIREMENTS.....	7

I. INVITATION TO PROPOSE

The Redmond Area Park and Recreation District (“District”) invites the submission of proposals for the preparation of a Feasibility Study (“Study”) and Building Location Analysis (“Analysis”) for a Recreation Center (“Center”) located in Redmond. The Center and other planned improvements are intended to strengthen Redmond’s reputation as a high quality family community while enhancing the area’s attractiveness as a residential location.

II. CONTEXT OF ASSIGNMENT

Project Overview:

The Redmond Area Park and Recreation District is an Oregon Special District that provides recreation programming and park services. Redmond is located in Deschutes County, with a service population of approximately 35,000. The District is governed by a Board of Directors comprised of five elected directors. The board acts as the Local Contract Review Board for the District.

The District operates a 25 meter swim facility that was constructed in 1979 along with a recreation facility. The district desires to build a Recreation Center that would include Aquatic and non-Aquatic amenities. With construction of a new facility it is anticipated that the current 25 meter swim facility would continue to be operated but the activities that are currently held at the recreation facility would be transferred to a new recreation Center.

The baseline program elements for the Center:

- Leisure pool with a zero depth entry
- Lazy river
- Spray pads
- Slides
- Other types of aquatic based amenities
- Space for child care
- Fitness equipment
- Space for fitness classes
- Gymnasium
- Men’s and woman’s shower/locker rooms
- Administrative office space
- Storage rooms
- Pool pump/mechanical equipment area and chemical storage areas.

While not a baseline program element, a therapy pool is an amenity that would be considered if the operations of the pool could be financially justified.

Feasibility Study Objectives:

The goal of the feasibility study is to determine the mix of amenities and programming, aquatic and non-aquatic, to reach an operational budget that is cost neutral.

- The consultant shall conduct a feasibility study that shall include a financial analysis for the Center and its baseline amenities. The study will include a fee and rate study for annual passes and drop-in patrons as well as the projected annual operations costs for the baseline facility.
- The consultant shall identify the methodology used to determine recommended rates for the fee and rates and provide a comparison of any similar facilities within Central Oregon and the State of Oregon.

- The consultant shall prepare an inventory of aquatic programs that would reduce the operations subsidy of the Center.
- The consultant shall prepare an inventory of non-aquatic programs (classroom space, fitness, etc.) that would reduce the operations subsidy of the Center.
- The consultant shall research and provide a financial analysis for a therapy pool to be located in the Center. As part of this effort, the consultant will provide projected annual operations costs and fee and rate schedule.
- The consultant, based on the determination of the aquatic and non-aquatic programming study, determine the size of the facility that can adequately accommodate the programming needs as well as the supporting functions (parking, etc.)
- The consultant shall explore potential financing options available.

Facility Site Analysis

- The consultant shall prepare a Facility Site Analysis that is based on the proposed amenities and adequately sized to accommodate those amenities. While a complete architectural study isn't necessary, a building analysis is required to determine the most appropriate site based on overall size of the facility.
- The consultant shall prepare a cost estimate for relocation of a current structure if a site has an existing structure on it.

Resources Available:

- The District/City of Redmond will provide the most recent feasibility study results
- The District will coordinate meetings and provide staff support.

PROPOSAL AND PRELIMINARY PROJECT TIMELINE

February 15, 2017	RFP Issued
March 8, 2017	Deadline to register and submit questions or requests for clarification.
March 29, 2017	District issuance of Addendum via e-mail to all registered proposers addressing submitted questions or requests for clarification.
April 12, 2017	Deadline for submission of proposals.
April 26, 2017	Target date for review of proposals
May 1, 2017	Target date for selection of firm
May 9, 2017	Target date for approval of contract by City

Registration to propose and submission of any questions or request for clarification must be made by e-mail to Katie Hammer, Executive Director, at katie.hammer@raprd.org by March 8, 2017.

Proposals must be received by Katie Hammer, Executive Director, Redmond Area Park and Recreation District, 465 SW Rimrock Drive, Redmond, OR 97756, by 4:00 PM Local Time on April 12, 2017. Late Proposals will not be accepted.

III. PROPOSAL PROCESS

The deadline to register and submit questions or request for clarifications is March 8, 2017. The deadline for Proposals is 4:00 PM Local Time on April 12, 2017. Proposals must be delivered to Katie Hammer, Executive Director, Redmond Area Park and Recreation District, 465 SW Rimrock Drive., Redmond, OR 97756. Each Proposal must be in the form set forth in the RFP, including all required Attachments. Envelopes shall be clearly marked "Recreation Center Feasibility Study." Late Proposals will not be accepted.

The District requires one (1) original and three (3) copies of the Proposal. It is at the discretion of the Proposer as to what form the proposals will be presented. It is also highly encouraged for Proposers to be practical and economical in presenting the information requested.

General

Any Proposal submitted as provided herein shall be subject to negotiation at the option of the District. It is specifically understood that the District can accept any Proposal in its entirety without negotiation and the Proposer shall be obligated to enter into an Agreement with the District reflecting that Proposal.

The District shall not be obligated to respond to any Proposal submitted or legally bound in any manner whatsoever by the submission of a Proposal. Any and all agreements arising out of Proposals submitted hereunder and negotiations that follow shall not be binding or valid against the District, its officers, employees or agents unless executed by the District and the Successful Proposer in accordance with applicable laws.

Information provided in this request for proposals is for informational purposes only. This information is not to be considered as a basis for making a proposal or executing a contract. This information has been assembled from sources considered by the District to be reliable. However, the District does not assume any responsibility for the accuracy of this information, and any use of this information for any purpose by any interested party is at its sole risk.

Preparation of Proposals: *Exhibit "A" Proposal Requirements* lists the questions and requests for information necessary to complete the Proposal. Proposal information must be submitted as the Proposal Requirements document states. Proposals shall be complete and free from ambiguity. All appropriate information requested must be provided and the Proposal shall be signed in ink by the Proposer or its legally authorized officer or agent. In case of conflict between words and numerals, the words, unless obviously incorrect, shall govern.

Examination of Proposal Specifications: The submission of a Proposal shall be considered evidence that the Proposer has investigated all the conditions described in the RFP documents and the Proposer is aware of the circumstances, procedures, and requirements affecting the proposals. The attention of the Proposer is specifically directed to, and the Proposer will be conclusively presumed to have read and become familiar with, all the RFP documents. No claim for adjustment of the provisions of the Agreement shall be honored after execution on the grounds that Proposers were not fully informed as to the conditions which exist.

Addenda and Interpretation: No verbal interpretation given to any Proposer as to the meaning or consequence of any portion of the RFP documents shall be considered binding. Every request for clarification of the RFP documents shall be made in writing and delivered via email to the Executive Director, Katie Hammer at katie.hamer@raprd.org. All such requests must be received no later than March 8, 2017. Any response by the District to a request by a Proposer for clarification will be sent via e-mail to all registered parties no later than March 29, 2017. All Addenda so issued shall become part of the RFP Documents. The District will not be responsible for any oral instructions, interpretations or explanations.

Evaluation of Proposals: The determining considerations in the award of the concession will include:

Evaluation Considerations	Maximum Points
Understanding of assignment and proposed approach	25
Relevant experience of personnel assigned to manage and oversee each component of the assignment (including quality of references)	25
Firm capacity to complete task within desired time frame and budget	10

Disqualification and Rejection of Proposal: Any of the following causes may be considered as sufficient for the disqualification of a Proposer and the rejection of the Proposal:

- Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same or different names. Subcontractors may however, participate as members of competing primary consultant teams.
- Evidence of collusion among Proposers
- A Proposer's default or arrearage under any previous existing agreement with the District.
- Existence of any unresolved claims between the Proposer and the District.

The District may consider informal any Proposal not prepared and submitted in accordance with the provisions of the RFP Documents. Any alteration, omission, addition or any unauthorized conditions, limitations or provisions attached to a Proposal may render it informal and may be sufficient cause for its rejection. The District may also consider the Proposal informal and may reject it if:

1. The Proposal Form furnished herein is not used or is altered by addition or deletion of items and/or information requested or if the evidence and/or information requested is not submitted in the form requested.
2. There are alternate Proposals submitted which were not called for or irregularities of any kind which may tend to make the Proposal incomplete, indefinite, or ambiguous as to its meaning.
3. The proposed price is obviously unbalanced either in excess of or below reasonable values.
4. Any documents necessary for Proposal purposes are not complete, are improperly executed, or are missing.

The District specifically reserves the right to reject any and all proposals for any reason or for no reason and the right to waive technicalities if such waiver is in the best interests of the District and the public.

Withdrawal of Proposal: No Proposal may be withdrawn after it has been submitted to the District unless the Proposer so requests in writing and such request is received by the District prior to 2 pm on the last date set for receiving Proposals. No Proposal may be withdrawn after the scheduled due date for a period of ninety (90) days.

Award of Privilege: The District will select the Proposal that in the District's sole judgment is deemed most advantageous to the public and the District over the term of the Agreement even though such Proposal may or may not offer the lowest price. The District reserves the right to reject any or all Proposals, accept a Proposal in full or in part, or to negotiate for the modification of any Proposal with its Proposer.

The selected proposer shall have (5) business days from the date of the receipt of the final Agreement negotiated between the Proposer and the District to execute and return said agreement. All such documents must be executed and delivered by the Proposer and approved by the District before the Agreement will be executed and returned to the Proposer by the District. The District reserves the right to cancel the award without liability.

Failure upon the part of the selected Proposer to execute and deliver the Agreement and other documents required above within ten (5) business days after the date of written notice of award shall be just cause for cancellation of the award by the District. The award of the concession may be made to another Proposer or all Proposals rejected at the District's sole discretion.

Proposal Requirements for Submission

The following requirements must be met and completed in full as a condition of the Proposal.

1. Understanding of Assignment and Proposed Approach:

Please describe your team's understanding of the assignment and your proposed approach. For each of the tasks, outline the major subtasks you anticipate undertaking and your team's schedule for completing these tasks. Please describe any challenges you anticipate in completing any of the tasks and your firm's proposed approach to addressing these challenges. Also describe any proposed deviations from the anticipated work plan and the reasons for these proposed deviations.

2. Experience of Personnel:

For each task, please specify the names and titles, responsibilities, and estimated hours for each staff member who will be performing significant work. If sub-tasks within each task will be staffed differently, please provide information at the sub-task level. Please include summaries of the relevant experience of all staff who will be performing significant work.

3. Firm Capacity to Complete Work Within Desired Time Schedule:

Please provide a timeline for completing the assignment including each task and major sub-tasks. Please describe the availability of staff to work on the project to meet the timeline, including any significant constraints. Please describe the capacity of principal staff to oversee the project, attend necessary meetings, and work with City staff to address challenges, including any significant constraints.

4. Price:

Please specify the estimated price for each of the major tasks as well as a proposed total price for the Assignment. If significant deviations from the proposed scope are proposed, please price these deviations separately.

5. Firm References:

Please provide contact information for three references. These should be clients who can speak to the firm's experience and performance conducting similar or otherwise relevant assignments. Please include the name, title, organization, address, phone number and e-mail address and a description of the work performed for the reference.

6. Certification:

Please include the following certification along with the Proposal and have this certification executed by an authorized representative of the Proposer:

The undersigned having (1) examined carefully the RFP document; (2) become familiar with all terms and conditions specified in the RFP document; and (3) completed answers to all forms and responded fully to the RFP document, hereby submits this Proposal for consultant services.

Signed _____ Title _____

Printed Name _____

7. Acknowledgment of Addenda Received

Please include the following certification for any Addenda Received:

*Proposer acknowledges that Addenda numbered _____
(insert number of each addendum received)
have been received and examined as part of these RFP documents.*

8. Acknowledgment of the Proposal

Please include the following acknowledgement of the Proposal:

The undersigned represent and warrant to the District as follows: (a) the undersigned person(s) are authorized representatives of Proposer; (b) all information submitted by Proposer in the Proposal package is complete, accurate, and truthful. (Note: If Proposer is a joint venture, all joint venture partners must sign; if Proposer is a corporation, at least Proposer's president and secretary must sign.)

Signed _____ Title _____

Printed Name _____

Signed _____ Title _____

Printed Name _____

Signed _____ Title _____

Printed Name _____

ATTESTED BY:

Secretary _____

_____, being first duly sworn upon oath, deposes and says:

Individual Only: That he is an individual doing business under the name of

_____, at
_____, in the City of
_____, State of
_____.

Partnership Only: That he is the duly authorized representative of a partnership doing business under the

name of _____, in the City of
_____, State of
_____.

Corporation Only: That he is the duly authorized, qualified and acting

_____ of _____, a corporation, organized and existing
under the laws of the State of _____.

And that he, said partnership, or said corporation, is filing herewith a proposal to Redmond Area Park and Recreation District.

Individual Only: Affiant further states that the following is a complete and accurate list of the names and addresses of all persons interested in said proposed contract:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____

Partnership Only: Affiant further states that the following is a complete and accurate list of the names and addresses for the members of said partnership:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____

EXHIBIT A
PROPOSAL
REQUIREMENTS

Corporation Only: Affiant further states that the following is a complete and accurate list of the names and addresses of the officers and directors of said corporation:

	<u>Name</u>	<u>Address</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Directors	_____	_____
	_____	_____
	_____	_____
	_____	_____

And, that the following officers are duly authorized to execute contracts on behalf of said corporation:

Affiant further states that the bid approval filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that said Proposer has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone other than representatives of its Licensor to fix the bid price of said Proposer or of any other Proposer; that all statements contained in such bid are true; that said Proposer has not, directly or indirectly, submitted his bid price or any breakdown thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, or to any member or agent thereof except representatives of its Licensor.

Signature _____

Title _____

SUBSCRIBED AND SWORN to me this _____ day of _____ 2010

By _____

Notary Public for State of Oregon

Title

My Commission expires