

REQUEST FOR PROPOSAL
for
Recreation/Aquatics Center Needs Assessment and Feasibility Analysis
– City of Cañon City, CO

1. INTRODUCTION

The intent of this REQUEST FOR PROPOSAL (RFP) is to obtain proposals for selecting a firm or team, hereinafter referred to as "Consultant," to complete a *Recreation/Aquatics Center Needs Assessment and Feasibility Analysis* for Cañon City.

The consultant must be prepared/available to begin work immediately after under contract.

2. INQUIRIES AND CORRECTIONS

If your firm intends to bid on this project, please send an email with "*RFP: Rec Center N.A. & Feasibility*" as the subject line to dlswetlik@canoncity.org with the following information:

Firm Name
Project Name
Firm's Contact Person
Telephone Number
E-Mail Address
Postal Address

The City of Cañon City will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Cañon City as noted above, you will not receive any follow-up notification of any changes to the project.

All inquiries relating to this request shall be addressed to:

Cañon City Community Development Department
Attn: Deana Swetlik, AICP, Community Development Director
P. O. Box 1460
Cañon City, CO 81215
(719) 269-9011
dlswetlik@canoncity.org

Subject line of email: "RFP: Rec Center N.A. & Feasibility"

If the Consultant submitting a proposal finds discrepancies in, or omissions from the Request for Proposal, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change to the Request for Proposal will be made by written addendum. The City of Cañon City will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing.

It shall be the responsibility of each Consultant to verify that all addenda have been received prior to submitting a proposal.

3. SUBMITTAL SCHEDULE, DUE DATE, LOCATION, AND OPENING

All proposals must be received by the Finance Director of the City of Cañon City, 128 Main Street, P.O. Box 1460, Cañon City, CO 81215 prior to **5:00 PM, September 13, 2017**. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR PROPOSAL – Recreation Center Needs Assessment and Feasibility Analysis" and addressed to the Finance Director.

Request for Proposals Schedule*:

- August 25, 2017: RFP publish date
- September 1, 2017: Vendor questions due
- September 6, 2017: City response to questions sent to all registered vendors and posted on the City website
- September 14, 2017 at 5:00 p.m. Mountain Standard Time: Request For Proposals due to Cañon City City Hall.
- September 15-19, 2017: Proposal review period
- September 25, 2017: Interviews conducted 1-5 pm (if needed)
- September 26, 2017: Notice of intent to award contract
- October 2, 2017: Approval of contract by City Council
- Immediately After Contract Approval: Work begins
- January 31, 2018: Project complete

**Subject to change at discretion of City.*

4. LATE AND TELEGRAPHIC PROPOSALS

Late proposals will not be accepted under any circumstance, and any proposal so received shall be returned to the Consultant unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Consultants will be expected to allow adequate time for delivery of the proposal. Sole responsibility rests with the Consultant to see that their proposal is received on time.

5. CONDITIONS OF PROPOSAL SUBMITTAL

All Consultants shall comply will all conditions, requirements, and specifications contained herein. Any departure will constitute sufficient cause for the rejection of the proposal.

The proposal must be signed by a duly authorized official of the Consultant submitting the proposal or, if an individual, by the Consultant. No proposal will be accepted from any Consultant that is in arrears for any obligation to the City of Cañon City, or that is otherwise deemed irresponsible or unresponsive by the City.

Only one (1) proposal will be accepted from any Prime Consultant. All terms quoted must be firm for a period of ninety (90) days following the opening of the proposals.

The City of Cañon City, Colorado reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible Consultant as deemed in the best interest of the City of Cañon City.

The City of Cañon City, Colorado reserves the right to reduce the scope of the project based on available budget.

There is no expressed or implied obligation on behalf of the City to reimburse a Consultant for any expenses incurred in preparing proposals or in participating in an interview process in response to this request for proposal.

The City of Cañon City will not return proposals, or other information supplied to the City, to the Consultant.

6. EVALUATION OF PROPOSALS

All proposals will be evaluated by a group of representatives from City staff, the Cañon City Recreation and Park District, representatives from the Cañon City Rec. Center Feasibility Study Committee, and City Council. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. Staff may “short list” prospective Consultants on the basis of the proposals received for interviews. The City reserves the right to select a Consultant from submitted Proposals without undertaking a formal interview process. During the interview process, the City reserves the right to request additional information or clarifications from a Consultant or to allow corrections of errors or omissions. Prospective Consultants may be required to make oral presentations as part of the evaluation process. The successful Consultant will be chosen on the basis of apparent greatest benefit to the City, and not necessarily on the basis of lowest overall cost.

7. EVALUATION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, in terms of the scope of services offered.
- B. Experience completing needs assessments for recreation centers.
- C. Experience completing feasibility analyses for recreation centers.
- D. The degree to which the proposal meets or exceeds the terms of the Request for Proposal.
- E. The Consultant's fee structure based on the services to be provided.
- F. The Team's understanding of the project and the Cañon City context.

8. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Cañon City.

Proposals shall include the following in this order:

A. Cover Letter

Provide a cover letter stating the name, address, telephone number, and email address of the Consultant/Consultant representative, and bearing the signature of the Consultant or a duly authorized official. The cover letter should also include a statement as to whether the proposer can meet the City's General Conditions contract language as attached herein (**Attachment A**); and acknowledge any/all addenda by addenda number.

B. Statement of Qualifications

Provide a Statement of Qualifications to include:

1. a brief overview of the firm's/team's capabilities to meet the needs of this RFP (clearly identify Prime Consultant and any/all Sub-Consultants and respective roles); and
2. a summary of at least three (3) representative projects for each category below (write up and product excerpt (provide email link to final products from other jurisdictions if available online)):
 - Recreation center needs assessment; and
 - Recreation center feasibility analysis
3. a list of those key individuals who will be working on the project and identification of their primary role; and
4. provide a one (1) page resume for employees/subcontractors of the Prime Consultant. A brief statement of individual education, professional registrations and areas and years of relevant experience is required, as well as a brief list of representative clients.

There is no M/W/DBE requirement for this project.

C. Approach/Scope/Schedule

Provide a response that defines the methods and means by which the Consultant will perform the Scope of Services outlined in this RFP. Expand on the Scope of Work as outlined beginning on page 6 to include necessary details, sub-tasks, deliverables, and meeting times. Include a project timeline outlining the dates and specific tasks to be accomplished during the course of the project.

Clearly state any concerns with the scope/schedule outlined herein.

D. Project Budget

Provide a project budget by primary Task:

- Recreation center needs assessment; and
- Recreation center feasibility analysis

Provide enough break out to clearly identify level of effort per Task/Sub-Task, including meeting time.

Include an hourly rate sheet for any additional services.

E. References

Provide at least three (3) references for each firm on the team for which services of similar scope and nature have been provided including:

- Project name
- Project location
- Reference contact name
- Telephone number(s)
- Email address

Comprehensiveness coupled with brevity should be taken into consideration in providing all information for the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the Proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

9. NUMBER OF COPIES

Provide twelve (12) hard copies of the proposal.

10. GENERAL REQUIREMENTS OF SUCCESSFUL PROPOSING CONSULTANT

Professional services or creative work, including consultation, evaluation, planning, design, surveying, etc., must be performed only by those individuals licensed to practice in the State of Colorado as required by any Scope of Services requested herein.

The successful Consultant shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Cañon City.

The successful Consultant and its employees will operate as an independent contractor and will not be considered employees of the City of Cañon City.

11. PROJECT BACKGROUND

The City of Cañon City is a Home Rule Municipality with a current population of 16,679. It is the county seat of Fremont County, which has a population of 47,446. Cañon City is 100 miles southwest of Denver, 45 miles southwest of Colorado Springs, and 35 miles west of Pueblo, with US 50 traversing the City east-west. Cañon City boasts 250 annual days of sunshine compared to 245 in Denver and 205 for the United States. It sits at 5,312 feet above sea level. The Arkansas River trail system coming through the heart of the city is just one of over 50 miles of trails within five (5) miles of Main Street in downtown. There are nearly 300 acres of park land within City limits, plus three Cañon City mountain parks with over 6,500 acres: The Royal Gorge Park, Temple Canyon Park and Red Canyon Park.

The City currently does not have a Recreation Center. There is a seasonal outdoor pool (Icabone Swimming Pool), ropes course and programmed outdoor activities through the Cañon City Area Recreation and Park District, but limited indoor facilities/classes (see **Attachment C**).

A committee comprised of City staff, City Council, Recreation and Park District representatives, and residents has been meeting for a few months to discuss the need for a recreation center, identify possible locations for such a facility, and compile a site evaluation matrix. Site selection assistance is not part of this RFP.

12. SCOPE OF WORK

General:

Complete a needs assessment and feasibility analysis for a recreation center to serve Cañon City and a logical surrounding service area.

Specific:

Task 1: Project Kick-off

1. Kick-off meeting in Cañon City
 - a. Staff: Contracting, schedule, project overview
 - b. Committee and staff: Meet with the Recreation Center Committee to talk through their efforts to-date.
2. Tour of the City: a tour will occur with key staff and the consultant team.

Task II: Needs Assessment/Program Identification

1. Gather readily available socio-economic/demographic information. Complete user group segmentation profiles, including identification of willingness to pay.
2. Review all relevant current plans and surveys, including a 2017 Citizen Survey with information available to the consultant team. (The survey is currently active. Results will be compiled and available to the selected consultant.)
3. Identify a viable service area.
4. Complete an inventory of existing available/competitor facilities and programs in the service area. This should include public, quasi-public and private offerings.
5. Review cities of comparable size to ascertain viability of a recreation center and how they have been performing.
6. Review and summarize industry standards and current trends.
7. Identify program: Taking into account all information from sub-tasks 1-6, determine specific programming needs and related size (square footage by use: gym, aquatics, cardio area, weight area, classes studio(s), common areas, meeting room(s), locker rooms, etc.) of a recreation/aquatic center for the Cañon City area.
8. Provide one draft (for review and comment) and a final Needs Assessment/Program Identification Report. Final report shall be delivered in native file format (as well as any related graphics/tables) as well as a PDF.
9. Meet in Cañon City to present and discuss the draft Needs Assessment/Program Identification. The draft shall be delivered to staff (via PDF) five (5) working days prior to the meeting.

Task III: Feasibility Study

1. Complete a financial feasibility study of a proposed recreation center utilizing the information from Tasks I and II.
 - a. Identify local land and construction costs (relevant to construction type).
 - b. Complete attendance estimates/fee structure including estimated revenue generation.
 - c. Complete analysis of funding, including partnership opportunities.
 - d. Complete operating cost projections.
 - e. Complete revenue/expenditure analysis.
 - f. Identify phasing as feasible.
 - g. Create one (1) draft and a final Feasibility Study Report.

2. Meet: Staff/Committee: Meet in Cañon City to present and discuss the draft Feasibility Study. The draft shall be delivered to staff five (5) working days prior to the meeting.
3. Create a final document. Compile the Needs Assessment and Feasibility Analysis into one (1) document, and include an Executive Summary. Provide a PDF of the full draft report to staff.
4. Council Presentation: Present the Needs Assessment and draft Feasibility Study to Council at the January 2018 General Government meeting (first Wed. after the first Council Meeting in January.)
5. Finalize any changes to the full draft report and delivery a final PDF, as well as the native file, to the City.

10. RESPONSIBILITIES OF THE CITY OF CAÑON CITY

The City of Cañon City will provide the Consultant with the following:

- Relevant GIS data, as it exists. **Attachment D** is a list of all GIS layers currently available to consultants.
- Any other documents pertaining to, or pertinent to, the completion of the work as represented in the Scope of Services.

11. INDEMNIFICATION

The Consultant agrees to indemnify and hold harmless the City of Cañon City and its officers and its employees from and against all liability, claims, demands and expenses, including court and attorney's fees, on account of any injury, loss or damage which may arise out of or are in any manner connected with the work to be performed, if such injury, loss or damage is caused, in whole or in part, by, or is claimed to be caused in whole or in part by, the negligent act or omission, error or professional error, mistake, accident or other fault of the Consultant, subcontractor of the Consultant, or any office, employee or agent of the Consultant.

12. NON-DISCRIMINATION & ILLEGAL ALIEN

By submitting a proposal, the Consultant agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Colorado involving non-discrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens.

13. RIGHT TO REFUSE PROPOSALS

The City of Cañon City reserves the right, without prejudice, to reject any and all proposals or any parts of any proposal.

Attachments:

- A) Cañon City General Conditions contract language
- B) 2017 Citizen Survey Rec Center questions
- C) 2017 Park and Recreation District indoor activities offered
- D) Existing GIS layers