



**Request for Qualifications for
Community Center Feasibility Study**

Parks & Recreation Department

August 28, 2019

Response Due Date and Time:

September 20, 2019

3 pm, E.S.T.

Deliver to:

City of Upper Arlington

Parks & Recreation Department

ATTN: Debbie McLaughlin

3600 Tremont Road

Upper Arlington, Ohio 43221

REQUEST FOR QUALIFICATIONS

Date: August 28, 2019
Local Authority: City of Upper Arlington, Ohio
Project Name: Community Center Feasibility Study
Response Deadline: September 20, 2019
Time: 3 pm
Location: 3600 Tremont Road
Number Copies: 10 hard copies, 1 electronic
Inquiries: Debbie McLaughlin, Parks & Recreation Director
dmclaughlin@uaoh.net

The City of Upper Arlington is seeking qualifications for the necessary services to conduct a feasibility study for a multi-generational indoor recreation center and community gathering facility.

BACKGROUND

The 2018 Parks & Recreation Comprehensive Plan provides recommendations that guide decision-making relative to the department's provision of recreation services. A key recommendation—based on feedback throughout the process and supported through a statistically-valid community survey—is to conduct a study of the feasibility of an indoor recreation/community gathering center that serves all ages and segments of the population. Our City has a history of exploring recreation center concepts to no avail.

Upper Arlington City Council has established a resident-led Community Center Feasibility Task Force (Task Force) to undertake a review process that will include citizen perspective and add an additional level of study/analysis to the process.

1. Scope of Services:

The desired scope of services follows. **Note:** modifications to better meet project objectives may be provided, and will be evaluated as part of reviewing the firm's understanding and proposed approach.

- 1.1 **Project Schedule:** The Consultant shall prepare and maintain a project schedule that includes periods for public input, reviews, and approvals.



1.2 **Process:** The selected firm will work with the Task Force to develop and implement a process to conduct the feasibility study.

1.2.a. The Task Force is charged with presenting to City Council a complete and comprehensive report of their recommendations as to the potential for pursuing and implementing a community center that would provide our community with indoor recreation and gathering space. The Task Force's charge includes, but is not limited to:

- A review of the history of previous efforts to develop a community center in Upper Arlington;
- A review of the findings of the 2018 Parks & Recreation Comprehensive Plan;
- A review of existing facilities and programs including options for the replacement of the existing Senior Center;
- A review of possible locations for a community center;
- A review of other indoor recreation/community gathering centers outside Upper Arlington;
- An examination of prospective cost scenarios including possible amenities and associated costs; funding strategies for both capital and operating costs, including an examination of options for public/private partnerships for both capital and operating costs;
- To involve community participation in this feasibility study;
- Based on the finding of the feasibility study, to provide a recommendation to City Council on whether and how the City might proceed in the consideration of a community center for Upper Arlington.

1.2.b. The initial phase in this process will be to work with the Task Force to determine if the City should pursue a community center.

1.2.c. In addition to the specific focus of the Task Force, the process may include the following components:

- **Market Analysis:** assessment of market conditions to support a facility.
- **Program Identification:** supporting community interests, including the continued provision of existing program offerings.
- **Operational Analysis:** including revenue and expense projections.
- **Economic Impact:** assessment of the impact of recreational centers on a community, specific to attracting and retaining businesses and residents.



- 1.2.d. The selected consultant and the Task Force would have access to and opportunity to engage with additional community resources, including: the Parks & Recreation Advisory Board, Senior Advisory Council, Cultural Arts Commission, Upper Arlington School District, Upper Arlington Community Foundation, community leaders, businesses, community organizations, and City staff.

2. Submittal Requirements

- 2.1 Proposals will be received by the City until **3 pm E.S.T. on September 20, 2019.**

Submit Proposal Package to:

**City of Upper Arlington
Parks & Recreation Department
3600 Tremont Road
Upper Arlington, Ohio 43221**

**Attention:
Debbie McLaughlin, CPRP
Parks & Recreation Director**

Please be advised that failure to comply with the following criteria will be grounds for disqualification:

- 2.1.a. Receipt of submittal by the specified date and time.
- 2.1.b. Ten hard copies and one electronic copy of the proposal submittal, as specified.
- 2.1.c. Adherence to maximum page limits (this includes the proposal and cover letter).
- 2.1.d. Deposit of submittal in correct location (the City is not responsible for responses that are not received by the Parks & Recreation Director's Office at 3600 Tremont Road).
- 2.1.e. Prohibition against contact or communication with any elected official, representative, Task Force member, or employee of the City of Upper Arlington regarding this solicitation or the type of work contemplated therein, unless otherwise provided for within subsequent instructions.



Submittals are not returnable and will become the property of the City of Upper Arlington. Please be advised that once submitted, they may become “public record” and are available to all for inspection and copying, upon request.

2.2 **Proposal Format** (only the following format will be accepted):

- 2.2.a. Submit proposals in a sealed envelope. The firm name and project title shall be displayed on the front of the envelope. Ten copies and one electronic copy shall be provided.
- 2.2.b. Required contract terms are provided in this RFQ. Any contract terms the proposer disagrees with shall be noted clearly in submittal.
- 2.2.c. Do not submit a fee proposal.
- 2.2.d. Consultant shall limit the proposal to no more than ten (10) total pages including the cover letter. The 10 pages does not include the proposal cover, table of contents, or section dividers. A ‘page’ is one side of a sheet of paper with text, graphics, etc. If both sides of a sheet of paper have text, that is two pages.
- 2.2.e. The proposal shall be accompanied by a one-page cover letter that shall be bound with the proposal as the first page inside of the front cover.
- 2.2.f. All pages shall be 8-1/2” by 11”, with 1-inch margins (headers and footers may encroach with the margins).
- 2.2.g. The minimum font size shall be 11 point, Times New Roman or Arial.

2.3 **Questions**

- 2.3.a. Questions shall be submitted in writing and will be answered to all participants. Questions shall be submitted to Debbie McLaughlin, Parks & Recreation Director via email to dmclaughlin@uaoh.net.
- 2.3.b. Interested participants shall notify Debbie McLaughlin of their interest in receiving questions and responses.

3. **Evaluation Criteria**

- 3.1 **Project Team** (based on the training, education, experience, and availability of the individuals assigned to the project) (20 points)
- 3.2 **Past Performance** (Past performance on similar projects based on quality of work, ability to meet deadlines, previous communication history, organizations skills, and the ability to maintain a project budget) (30 points)
- 3.3 **Understanding of Project/Project Approach** (35 points)



3.4 ***Quality of RFQ response in terms of research, accuracy, graphics and following directions*** (15 points)

4. Selection Process and Schedule

The Task Force review team will evaluate and rank firms. Finalists will be selected for in-person presentations. The team will determine if any additional review is necessary after completing the evaluation and interview processes. The review team will determine the most-qualified firm to be selected, at which time a final discussion of the Scope and Fee for the work to be performed will be determined.

Insert “Required Contract Terms—RFP/RFQ Approved as to form by the City Attorney”

