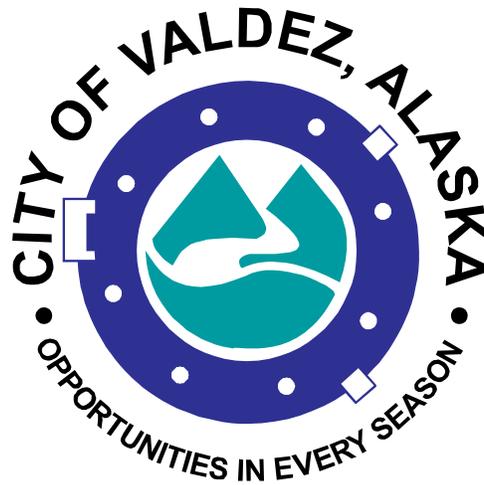


CITY OF VALDEZ
ALASKA

REQUEST FOR PROPOSALS

Project: Feasibility Study Multi-use Recreation Center/Indoor Recreation Facility

Issued Date: January 11, 2021



City of Valdez
Parks, Recreation and Cultural Services Department
314 Clifton Drive
P.O. Box 307
Valdez, Alaska 99686

Project Manager:
Nicholas Farline



REQUEST FOR PROPOSALS

Feasibility Study for Valdez Multi-Use Recreation Center/Indoor Recreation facility

10 INTRODUCTION/OVERVIEW

This is a Request for Proposals (RFP) to all qualified firms, partnerships and corporations, hereafter referred to as Respondent, to submit a proposal for a feasibility study for a multi-use recreation center/indoor recreation facility. The City desires to procure the services of Respondent to research, study, organize and report data in a comprehensive understandable written and presentational format. The Respondent supplying this service must be adept in recreation facilities operations management and experienced in economic, financial and market study or recreation facilities, recreational activities and multi-use recreation centers. The selected Respondent must be fully insurable to City of Valdez established levels of coverage, name the City of Valdez as an additional insured, and keep in effect all required coverages during the term of the procured study. Proposal will be reviewed by personnel from the City of Valdez, Parks, Recreation and Cultural Services Department.

The successful Respondent will enter into a professional services agreement with the City of Valdez for the period retained and abide-by all agreement conditions.

11 Issuing Office

The issuing office of this RFP is:

City of Valdez
Parks, Recreation & Cultural Services Department
314 Clifton Drive
P.O. Box 307
Valdez, AK 99686

12 Deadline for Receipt of Proposals

Proposals must be received on or before **5:00pm Alaska time, Monday, February 8, 2021**. Faxed copies will not be accepted. Failure to meet the deadline will result in disqualification of the proposal from review. The proposal, including all appropriate attachments, should be emailed or delivered in a sealed envelope with the subject line clearly labeled as follows:

**“PROPOSAL FOR FEASIBILITY STUDY”
COMPANY NAME**



Contact Persons

Questions regarding the contents and intent of this RFP should be addressed to:

Nicholas Farline
City of Valdez
Director of Parks, Recreation & Cultural Services Department
nfarline@valdezak.gov
P.O. Box 307
Valdez, AK 99686
Phone: (907) 835-2531

13 Questions and Addenda to this RFP

Questions that could substantially change the content of this RFP must be made in writing at least 5 working days before the deadline for the receipt of proposals. Answers to questions that significantly change the content of this RFP will be made available to all persons, groups or firms who have signed up for the plan holders list.

20 OBJECTIVE

Identify the local and regional feasibility of a public multi-use recreation center/indoor recreation facility.

- A. Does a larger multi-use recreation center/indoor recreation facility provide the best long-term value to the community?
- B. Will year round indoor recreation gym space add sufficient Return on Investment (ROI) for the community?
- C. What other community entities, programs and purposes create the best multi-use facility?

30 SCOPE OF SERVICES

The Respondent shall address and provide all the information requested under this proposal in connection and respect to the following goals, objectives, and provisions for the previously described project.

- A. Respondent shall, at a minimum, include and provide the following information:

Market analysis

1. Define the impact of a new multi-use recreation facility and the competitive advantages and disadvantages of the proposed facility within the City of Valdez.
2. Conduct a comparative assessment of Valdez recreation and indoor recreation activities and describe the advantages or disadvantages to a new indoor recreation facility on different user groups.



Socioeconomic analysis

1. Develop a 5-year, profile of the local/regional population and economic trends and the relative impacts on recreation facility and other potential multi-use facility partners.

Community Engagement

1. Conduct community and stakeholder meetings to share and assess the findings of the feasibility study.
2. Conduct focused meetings with other potential partners, stakeholders and organizations whom could share physical space in the multi-use recreation facility.
3. Identify and connect private and public funding sources with strategies that combine the resources for optimum project value including but not limited to:
 - a. Special interest groups;
 - b. Economic development groups;
 - c. Naming rights;
 - d. School district
 - e. Local organizations and local partner boards and groups; and
 - f. Key City officials

Building Project Assessment

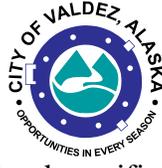
1. Identify three (3) potential locations
2. Identify and recommend internal amenities and design features along with conceptual plans.

Operational, Financial, Economic analysis

1. Identify and develop strategic enterprise revenue resources such as individual, user groups, community partners and outside resources.
2. Identify and develop detailed revenue projections and a base fee structure for daily, monthly and annual facility use along with current programming and opportunities including lease/rental space, using the proposed multi-use recreation facility.
3. Develop a cost recovery model based on potential revenue projections.
4. Develop detailed estimates for annual costs of operating the facility.

Final Report and Deliverables:

1. Kick-off Meeting;
2. Bi-monthly conference calls with project lead and/or meetings



with City staff and specified stakeholders;

3. Two update presentations to Recreation Commission
4. Develop three locations for proposed facility, recommended size of facility and conceptual plans.
5. Draft a report of Market Analysis, Competitive Market Analysis, Building Project Assessment, Operational, Financial, Economic analysis for City project lead review and input;
6. Presentation of findings to City of Valdez staff, City Council, Recreation Commission and Key Stakeholders; and
7. Final written report including five hard copies and one digital PDF file.

B. City Provided Accommodations

The City will provide access to staff and current facility budgets pertaining to analysis of the requested information, contact information for key stakeholders, known user groups, Parks and Recreation Master Plan, updated Comprehensive master plan data, and other documents on file for needed feasibility study background.

31 SOLICITATION PROCESS, PROPOSAL REQUIREMENTS AND PROPOSAL EVALUATION

Overview

The City will evaluate proposals using the criteria listed in section 3.16 and select the apparent successful respondent for negotiations. If negotiations with the apparent successful respondent are unsuccessful, the City may decide, at its sole discretion, to terminate negotiations. The City may then decide to enter into negotiations with the next highest ranked respondent or reissue the RFP or terminate all further work towards issuance of an agreement.

32 Required Review

All Respondents should carefully review the RFP, without delay, for defects and questionable or objectionable matter. Questions, objections, or comments should be made in writing and received by the issuing office contact person no later than 5 working days before the proposal opening deadline so that any necessary addenda may be distributed to all interested parties. Protests based upon omissions, errors, or the contents of this RFP may be disallowed if not made known prior to this deadline.

33 Addenda to the RFP

Any addenda to this RFP will be in writing and made available to all persons who have signed up for the plan holders list.

34 Incurred Costs

The City is not liable for any costs incurred by the Respondent prior to issuance of an



approved agreement. All costs incurred as a result of responding to this RFP are the sole responsibility of the Respondent.

35 Disclosure of Proposal Contents

AS 09.25.110 and Valdez City Code Chapter 2.76, require public records to be open to reasonable inspection by the public. All proposals and other materials submitted, excluding proprietary information protected from disclosure by Valdez City code 2.76.040E, become the property of the City. Selection or rejection of the proposal does not affect that right. Detailed cost and pricing information will be held in confidence until notice of award. All proposals will be kept on file for a period of two years.

36 Right of Rejection

The City reserves the right to reject any proposals that do not address all the requirements of the RFP. The City reserves the right to waive any irregularities or informalities in a bid and to reject any and all bids.

37 Evaluation of Proposals

All proposals received will be reviewed and evaluated based on the evaluation criteria outlined in Section 3.16 by one or more persons from the issuing office.

38 Interviews

The City reserves the right to independently interview Respondents if the preliminary evaluation results in two or more Respondents being equally qualified. The interviews will be scheduled at the convenience of the issuing office and will be limited to clarification to insure a mutual understanding of the proposal's contents.

39 Negotiations

If the preferred Respondent fails to provide the necessary information for negotiations in a timely manner, or negotiate in good faith, or cannot perform as specified in the RFP or in the Respondent's proposal, the City may terminate negotiations and negotiate with the next highest ranked Respondent, or terminate award of the Permit.

310 Notice of Intent to Award

After completion of the evaluation process or preliminary permit negotiations, the City will issue to all respondents, a written Notice of Intent to Award. This notice will contain the names and addresses of all Respondents including the intended recipient of the agreement. Final agreement award is dependent upon completion of negotiations and approval of the agreement by the City Council.

311 Additional Terms and Conditions

The City reserves the right to include additional terms and conditions during the course of permit negotiations. These terms and conditions must be within the general scope of the original RFP.



3.12 Authorized Signature

The proposal must be signed by an individual authorized to bind the Respondent to its provisions. The proposal must remain valid for at least 60 days.

3.13 Respondent's Certification

By signature of their proposal, Respondents certify that they are complying with:

- 1) The laws of the State of Alaska;
- 2) The applicable portion of the Federal Civil Rights Act of 1964;
- 3) The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government; and
- 4) All terms and conditions set out in the RFP.

If any Respondent fails to comply with 1-4 of this paragraph, the City reserves the right to disregard the proposal, terminate the permit, or consider the Respondent in default.

3.14 Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individual working under the agreement has a possible conflict of interest. If there is a conflict of interest or appearance of conflict of interest, a brief description of the nature of the conflict must be included in the statement.

3.15 Submission of Application & Proposal

Valdez encourages disadvantaged, minority and women-owned consultant firms to respond.

Submit four (2) hard copies and one (1) electronic copy to:

City of Valdez, Alaska, Director of Parks, Recreation & Cultural Services
PO Box 307
Valdez, AK 99686
nfarline@valdezak.gov

Companies or corporations submitting the applications must sign using the name of the appropriate executive officer, together with the official address. An individual must sign his or her name and furnish the address of his or her place of residence or business.

Responses will be limited to page requirements below:

- | | | |
|------|----------------------|---------------------|
| i. | Cover Letter | 1 page maximum |
| ii. | Response to Criteria | 10 page maximum |
| iii. | Resumes | 1 page each maximum |

One page is defined as one side of a standard 8 ½" x 11" sheet of paper. Submittal shall be presented in 8 ½" x 11" format. A limited number of larger sheets may be included if folded to 8 ½" x 11" format. Larger sheets will count as two pages. Tabs and/or



divider pages do not count against the maximums. Font may be no smaller than 10 point.

If you do not submit the required information and signatures, your application will be considered non-responsive and **WILL BE REJECTED**.

Applicants shall submit the following:

1. Respondent's name, address, and telephone number;
2. Type of services which Respondent is qualified to provide;
3. Example of similar work completed
4. Name qualification and experience of key personnel available for this project; and
5. Furnish at least three references with names, addresses, and phone numbers of completed work(s) of similar in nature.
6. Comprehensive pricing plan

3.16 Selection of Successful Respondent

The objective is to select the Respondent whose Proposal best serves the City of Valdez.

Proposed Timeline & Pricing Plan (40 Points)

- Does the proposed timeline seem reasonable in terms of the scope of the project?
- Is the fee in line with similar projects of this size and scope?

Respondent's Experience (40 Points)

- Does the Respondent's resume, references, current or past performance in this kind of project indicate confidence for high quality products?

RFP PACKET SUBMISSION (20 Points)

- Did the Respondent provide the City with all required material?
- Did the Respondent submit a through visually appealing submission?