



**Request for Proposal
Recreation Center Feasibility Study**

**Falls City Parks &
Recreation Department
April 24, 2023**

Response Due Date and Time:

**May 24, 2023
3 pm C.S.T.**

**Deliver to:
City of Falls City
Attn: Anthony Nussbaum
2307 Barada Street
Falls City, NE 68355**

REQUEST FOR PROPOSAL

Date: April 24, 2023
Local Authority: City of Falls City, NE
Project Name: Recreation Center Feasibility Study
Response Deadline: May 24, 2023
Time: 3 p.m.
Location: 2307 Barada Street, Falls City, NE 68355
Number Copies: 1 hard copy and 1 electronic copy
Inquiries: Anthony Nussbaum, City Administrator
a.nussbaum@fallscityne.us

The City of Falls City is seeking proposals for the necessary services to conduct a feasibility study for a multi-generational indoor recreation center.

BACKGROUND

In 2022, Falls City Public School District was approved for a Communities for Kids grant to expand childcare capacity in the community and early childhood learning for the school district. In stakeholder discussions with community leaders, the need for a recreation/wellness center was encountered. An Ad Hoc Recreation Committee of community stakeholders was informally developed and began discussions on the possibility of a joint recreation/wellness center. The ad hoc committee traveled to other recreation/wellness centers in the region to gain knowledge of the basic understanding of services being provided and operational management. The primary target for a recreation/wellness facility is to renovate an existing 9,000 SF city owned building and expand the facility to connect to our nearby Prichard Auditorium which is a 2000-person capacity gymnasium that received a \$1.5M renovation in year 2000. In early 2023, the City of Falls City received a planning grant through the Civic and Community Center Financing Fund to begin the overall planning 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. The selected consultant will be required to prepare a comprehensive Needs Assessment and Feasibility Study for the proposed Center. The study should include the following components:

A. Research and Market Analysis:

- a. Evaluate current recreational facilities and programming in and around the Falls City community.
- b. Evaluate community and residents needs and preferences relative to the programs and associated amenities of a proposed Center.
- c. Assess partnership opportunities, including identification of collaborative partners in the public, private and not-for-profit sectors, and how such partnerships and program synergies/coordination and asset sharing may

impact the funding, spatial needs, and operations of a Center.

- B. Public Outreach & Community Engagement - The selected consultant shall engage the community and conduct necessary research and analysis to identify and evaluate community need for a Center. Engagement to include, but not be limited to: review of 2014 Comprehensive Plan, interviews with key Town Staff, Board of Park Commissioners, Community Medical Center representatives, Falls City Public School and Falls City Sacred Heart School representatives, Falls City Parks & Recreation entity. Recommendations for this public outreach and engagement component should be included in the response to this RFQ.
- C. Examine the 1820 Barada Street building site to determine adequacy to accommodate existing and future programs and services. Highlight potential deficiencies at the facility, such as structural and utility conditions, health/environmental concerns, available interior space, parking sufficiency.
- D. Provide design alternatives and an estimate/range of the total project cost to reuse/renovate/repair the existing building, to include hard and soft costs, financing, site preparation, demolition, etc.
- E. Evaluate the current building location or potential alternative sites suitable for the construction of a new center to accommodate existing and future programs and services.
- F. Determine several scoping options regarding facility and program scope, size, features and amenities. Estimate/range of the total project cost for each scoping options to include hard and soft costs, financing, site preparation, demolition, etc.
- G. A final report to the Town
- H. Assist in the preparation of a Request for Proposal (“RFP”) for the construction and operation of the Center.

2. **Submittal Requirements**

2.1 Proposals will be received by the city until **3 pm E.S.T. on May 24, 2023.**

2.2 **Submit Proposal Package to
City of Falls City
Attn: Anthony Nussbaum
2307 Barada Street
Falls City, NE 68355**

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

- 2.2.a. Receipt of submittal by the specified date and time.
- 2.2.b. One hard copies and one electronic copy of the proposal submittal, as specified.
- 2.2.c. Deposit of submittal in correct location (the city is not responsible for responses that are not received by the City hall at 2307 Barada Street, Falls City, NE 68355).

- 2.2.d. Prohibition against contact or communication with any elected official, representative, committee member, or employee of the City of Falls City 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 Falls City. Please be advised that once submitted, they may become public record and are available to all for inspection and copying, upon request.

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

- 2.3.a. Submit proposals in a sealed envelope with firm name and project title displayed on the front of the envelope. Provide one printed and one electronic copy.
- 2.3.b. Do not submit a fee proposal.

2.4 **Questions**

- 2.4.a. Questions shall be submitted in writing and will be answered to all participants. Questions shall be submitted to Anthony Nussbaum, City administrator via email: a.nussbaum@fallscityne.us no later than 3 p.m. May 5, 2023.

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

4. Selection Process and Schedule

The committee's review team will evaluate and rank firms. 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.