



Twin Falls Recreation Center Ad Hoc Committee Agenda

Friday, September 1, 2017, 12:00 PM

SPECIAL MEETING

City Council Chambers
305 Third Avenue East - Twin Falls, Idaho

Members: Bill Brulotte, Jon Myers, Bryan Wright, Dave Dickerson, Eric Smallwood, Daragh Maccabee, Jan Mittlieder, Brad Wills, Chris Scholes, Angela Heider, John Twiss, Kyli Goff, Trevor Morgan

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Consideration of Amendments to Agenda
- 3) General Public Input
- 4) Consent Calendar
Approve August 17, 2017 meeting minutes
 - a) Approve August 17, 2017 meeting minutes
Purpose: Action By:
- 5) Items of Consideration
 - a) Request For Qualification for feasibility study
Purpose: Informational By: Wendy Davis, Mitch Humble
- 6) Committee Reports/Announcements
- 7) Upcoming Meetings
October 2, 2017 12:00 pm
 - a) Monday, October 2, 2017; 12:00 pm
- 8) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Leila Sanchez (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

- 1.** Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall
 - wait to be recognized by the Mayor or Chairman
 - approach the microphone/podium
 - state their name and address, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
 - 2.** The Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Chairman.



Date: Friday, September 1, 2017
To: Recreation Center Ad Hoc Committee
From:

Request:

Approve August 17, 2017 meeting minutes

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

N/A

Analysis:

N/A

Conclusion:

Attachments:

1. Park and Recreation Ad Hoc Committee Minutes 20170817



Twin Falls Recreation Center Ad Hoc Committee Minutes

Thursday, August 17, 2017, 11:30 AM

Members: Bill Brulotte, Jon Myers, Bryan Wright, Dave Dickerson, Eric Smallwood, Daragh Maccabee, Jan Mittlieder, Brad Wills, Chris Scholes, Angela Heider, John Twiss, Kyli Goff, Trevor Morgan

1) Call Meeting to Order/Confirmation of Quorum

Wendy called the meeting to order at 11:45 AM

A quorum was present.

Wendy opened with a general idea of how the meeting will flow.

Committee members present: Chris Scholes, Angela Heider, John Twiss, Kyli Gough, Trevor Morgan, Brad Wills, Bill Brulotte, Jon Meyers, Bryan Wright, Dave Dickerson, Eric Smallwood, Daragh Maccabee.

Absent: Jan Mittlieder

Council Liaison: Nikki Boyd

City Staff: Mitch Humble, Wendy Davis, Nikki Miller

2) Consideration of Amendments to Agenda

N/A

3) General Public Input

N/A

4) Consent Calendar

No previous meetings or minutes.

5) Items of Consideration

a) Introductions

Each committee member introduced themselves and explained why they wanted to be on the Ad Hoc Committee. Staff also introduced each other.

b) Open Meeting Law Discussion

Mitch Humble went over what the Open Meeting Law entails. He explained that all discussions need to happen in public during the meeting, and that conversations with committee members outside of the meetings about the topics being considered is a violation of the open meeting law. He also cautioned the committee members about replying to "all-in" in an email as that can also be a violation.

c) Charter Review

Wendy presented the Charter Review and what the role of the committee is. Wendy will be inviting the members at large for the next meeting. This committee will review recreation center concept options, establish amenity priorities, review and identify potential locations for the center as well as recruit community partners and identify funding options. This committee may also actively participate in securing funding for a recreation center. Wendy also presented the Twin Falls Recreation Center Ad Hoc Committee Charter and discussed what the role of the committee is. This committee will review recreation center concept options, establish amenity priorities, review and identify potential locations for the center as well as recruit community partners and identify funding options. This committee may also actively participate in securing funding for a recreation center.

d) Request For Qualification for feasibility study

Wendy and Mitch presented what a Request for Qualification for Feasibility Study is and how it works. Discussion ensued. Wendy asked the committee to review the attachments that she provided with the agenda to be discussed at the next meeting.

Wendy also asked the committee members to submit a picture of themselves and a brief bio.

e) Set Meeting Day and Time

The Committee set the meeting days to the first Monday of the month at noon. There will be a special meeting Friday, September 1st at 12:00 pm as the first Monday of September is a holiday.

6) Committee Reports/Announcements

N/A

7) Upcoming Meetings

N/A

8) Adjournment

The meeting adjourned at 01:09: PM

Next meeting will be September 1, 2017, at the Council Chambers, 305 3rd Ave E. at 12:00 pm.



Date: Friday, September 1, 2017
To: Recreation Center Ad Hoc Committee
From: Wendy Davis

Request:

Request For Qualification for feasibility study

Time Estimate:

Presentation and discussion may take 30 minutes.

Background:

A request for qualifications (RFQ) is a process through which the scope of the project is identified, and interested parties have the opportunity to present their qualifications for review. This stage happens prior to a proposal and a bid or estimate for the work. The city will seek qualifications for a company to conduct a feasibility study for the recreation center in Twin Falls.

As part of this discussion, the committee will identify the scope of this project. That will be used for the project description in the RFQ. I have attached an RFQ for the fire station, as well as some ideas for the scope of work. Please come with your thoughts on what we want to accomplish with the feasibility study.

Approval Process:

Budget Impact:

Regulatory Impact:

History:

N/A

Analysis:

N/A

Conclusion:

Attachments:

1. Fire Station RFQ
2. Samples of scope of work



City of Twin Falls Fire Department Station(s) Remodel and Build

Request of Qualifications

This City of Twin Falls is requesting qualifications (RFQ) from all interested persons and/or firms for comprehensive architectural services for the design and development for the Remodel and Build of Fire Station(s).

ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS
Fire Station(s) Remodel and Build

The City of Twin Falls (City) is seeking qualified and experienced professionals to submit Statements of Qualifications to provide comprehensive architectural services as outlines in the Request for Qualifications.

Sealed proposals will be received in the City of Twin Falls – Office of the City Manager at:

103 Main Avenue East
P.O. Box 1907
Twin Falls, Idaho 83301

until 3:00 p.m. local prevailing time on June 15, 2017.

The criteria and procedures to be used for selection of qualified persons or firms to perform such services may be obtained at the City of Twin Falls – Office of the City Manager, as listed above. The City reserves the right to accept or reject any or all qualification statements.

This Notice is being published in compliance with Idaho Code Section 67-2320(2)(g).

Dated this May 1, 2017

Brian Pike
Deputy City Manager

Publish: May 4, 2017 & May 11, 2017
Open Through: June 15, 2017



City of Twin Falls

Request for Qualifications

May 2017

City of Twin Falls, Idaho in accordance with Idaho Code 67-2320 is soliciting “Requests for Qualifications” (RFQ) from architects to provide professional architectural and planning services to the City.

PROJECT INFORMATION

The successful firm selected through the City’s effort by this Request for Qualification (RFQ) will provide comprehensive architectural services for the following phases:

- A Needs Analysis
- The Design of Fire Stations Remodels (Station 1 and Station 3)
- Construction Management of the remodel project
- Design of a new Fire Station (Station 2)
- Construction Management of Fire Station 2
- Design of a new Fire Station (Station 4)
- Construction Management of Fire Station 4

The selected Architect will be required to perform the basic architectural services related the phased project. The contract agreement will provide for the aforementioned phases of work, completed in multiple potential contracts, without guarantee of any future contracts. It would be the intention of the City of Twin Falls to establish a long-term relationship with the selected firm.

The City anticipates that the selected firm will provide a full complement of architectural services. It is envisioned that the successful architectural firm will assist and guide the City in the planning, design and construction management of the projects. Required services should be substantially similar to those identified in the American Institute of Architectural document, B141, with modifications to meet City requirements.

The final projects must be designed to be cost effective and functionally efficient while relating aesthetically to and becoming an integral component of the overall City.

The successful architectural firm will be required to independently retain the services of licensed engineers and landscape architects to provide the City with the professional services required for the projects. The City reserves the right to approve engineering consulting service providers contracted directly with architectural service provider.

PURPOSE OF PROCEDURE

The City's "Qualification Based Selection" (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of:

- (1) Solicitation of professional qualifications,
- (2) Evaluation and ranking of qualifications,
- (3) Establishment of a ranked list of service providers, and
- (4) Negotiation of scope of services and fees.

TIMELINE:

RFQ Notice Publication	Thursday, May 4, 2017 & Thursday, May 11, 2017
RFQ Availability and Response Period	Thursday, June 15, 2017
RFQ Response Due	Friday, June 16, 2017 by 3 p.m.*
Evaluation and Ranking	Week of June 19, 2017
Interview Notice	Monday, June 26, 2017
Interviews Scheduled	Thursday, July 13, 2017
Selection Recommendation to Twin Falls City Council	Monday, July 24, 2017

* *Local Prevailing Time.*

PROPOSAL FORMAT CONTENT

At a minimum, proposals must include the following information in the sequence listed. Proposing firm to submit technical information to meet the requirements stated below. **Proposals need not be exhaustive in the information presented**, rather, the proposing firm is encouraged to present only concise information relevant to your pertinent qualifications.

1.0 General Information and Company Profile – 5 page maximum

In this section, please provide an introductory statement of your firm. Be sure to describe your firm's history, size, resources, philosophy of service, volume of current work, and management techniques and methods along with any other information that would be helpful to characterize the firm.

2.0 Approach To Project and Team Organization – 5 page maximum

Describe your approach to providing the required services indicated in the "Project Information" section of this RFQ. Discuss how you provide leadership to facilitate teamwork and communication among all parties. Provide a professional resume for the Lead Principal and Project Manager who will be assigned to the City's projects. Provide a brief description of each of your consultant firms' experience in Public Safety and City Facility projects. Include an organizational chart of the proposed project team. Describe the proposed roles and responsibilities of key architectural and consultant personnel for the City's projects.

3.0 Past Performance – 5 page maximum

Briefly describe other projects executed by your firm that demonstrate relevant experience. Extensive descriptions of vaguely related projects are discouraged. For each project listed, include the name, address, and phone number of a person who may be contacted regarding your performance on the project. Projects listed for which your firm worked in an associated capacity or in a teaming venture with another architectural or engineering firm should include the name, address, and phone number of a contact person for the associated firm along with a description of what services and responsibility that firm provided on the project. Only list the Idaho cities for which you have performed similar work in the past ten years.

4.0 Specific Information - 5 page maximum

Briefly respond to each of the following items:

Describe your experience in facilitating the preliminary planning process, including community based meetings and how your approach could be beneficial to the City of Twin Falls process. Indicate the individuals on your team who will lead this process including their roles, responsibilities and techniques.

Describe your experience and relationship with the the City of Twin Falls Building Department.

5.0 Local Knowledge - 5 page maximum

Preference will be given to those firms having local construction knowledge and experience.

6.0 Evaluators Discretionary Rating

Each selection committee member will have discretionary points to rate factors such as specificity, clarity and completeness of proposal, and level of professionalism.

EVALUATION CRITERIA

Submittal will be rated by the following point evaluation method; the total of all evaluators' points will be used to determine rankings.

	Maximum Value
1.0 General Information and Company Profile	5 Points
2.0 Approach to Project and Team Organization	10 Points
3.0 Past Performance	10 Points
4.0 Specific Information	10 Points
5.0 Firms with Local Construction Knowledge and Experience	10 Points
6.0 <u>Evaluator's Discretionary Rating</u>	<u>5 Points</u>
Total	50 Points

SELECTION PROCEDURE

A selection committee composed of City of Twin Falls Council Members and City employees will evaluate all submittals, tabulate the results, and prepare a shortlist of highest ranked respondents for interview by the selection committee. Prior to the interview, the short listed firms will be given a format to be followed during their presentation. The selection committee will make a final selection recommendation to the City Council.

The City will seek to negotiate a contract, a detailed scope of work, fees, schedule, etc. with the firm approved by the Board of Trustees. If unable to reach an agreement, the City has the right to terminate negotiations and commence negotiations with the second most qualified firm.

PROPOSAL SUBMISSION PROCEDURES

1. Written proposals in response to this RFQ will be accepted at the City of Twin Falls, Brian Pike, Deputy City Manager, 103 Main Avenue East, P.O Box 1907, Twin Falls, Idaho, Phone (208) 735-7205 or bpike@tfid.org until **3 p.m. Friday, June 16, 2017, local prevailing time**.
2. Submittals shall include six (6) hard copies of the proposal and one electronic copy. Electronic copies can be emailed to Brian Pike at bpike@tfid.org. Proposals must be sealed in an opaque package and clearly marked: "Request For Qualifications, Fire Station(s) Remodel and Build Architectural Services".
3. Proposals shall be composed of not more 25 numbered pages, bound, single-sided 8 ½" x 11", and printed in at least twelve (12) point font. The cover sheet is not included in the page count.
4. Questions regarding this project may be directed to Brian Pike, Deputy City Manager, 103 Main Avenue East, P.O Box 1907, Twin Falls, Idaho, Phone (208) 735-7205 or bpike@tfid.org

Any explanation desired by a firm must be requested of the City in writing, and if explanation is necessary, a reply will be made in the form of an addendum, a copy of which will be forwarded to each prospective firm that has requested that they it be furnished with a copy of each addendum. In order to receive addenda to the RFQ, the firm must email contact information to bpike@tfid.org and receive a confirming email that the request has been received. All questions must be emailed to bpike@tfid.org and received no later than June 15, 2017, at 10:00 a.m. local prevailing time.

5. The City is a Public Agency. All submittals, including bids, proposals, and any other information provided by a consultant may be considered a public record and, except as noted below, will be available for inspection and copying. Any information submitted to the City is subject to release as provided for by Idaho Public Records Law, Idaho Code, Title 9, Chapter 338 through 350.

The City will take reasonable efforts to protect any information marked "confidential", to the extent allowed by Idaho Public Records Law. Confidential information should be clearly identified. It is requested that the confidential information be placed in a separate envelope within the proposal to minimize accidental copying and release. Confidential information will be returned to the applicant upon request, after the award of the Agreement. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any proposal is subject to potential disclosure.

Should the Agency be challenged in court by a third party for a decision to withhold or redact information identified as proprietary by the professional or professional firm, by submitting a Qualification Statement in response to this request, the applicant agrees to indemnify, defend, and hold harmless the Agency for any judgments, attorney fees, and/or court costs associated with asserting the documents contain proprietary information. The applicant agrees and acknowledges that the Qualification Statement is a discloseable public record. The Agency reserves the right to make an independent discretionary decision whether or not the documents marked as proprietary contain trade secrets and to disclose the contents thereof pursuant to the Public Records Act. All documents not marked as proprietary are subject to release in compliance with the Public Records Act.

PROPOSAL GUIDELINES

1. The City will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract.
2. All Proposals and other materials will become the property of the City.
3. All Information contained in this RFQ and acceptable provisions of the selected firm's response will be made a part of the executed agreement for services.
4. Upon request, the submitting firm shall provide additional information as requested by the City.
5. The City reserves the right to: Waive any informalities or irregularities and reject any or all proposals received as a result of this RFQ; select all or part of the respondent's proposal; negotiate changes in the scope of work or services to be provided; conduct investigations required to determine the submitting firm's performance record and ability to perform the assignments specified as a part of this RFQ; negotiate separately with any source in a manner deemed to be in the best interests of the City.

GENERAL ARCHITECTURAL SERVICES QUALIFICATION STATEMENT

General Information:

Firm Name _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____ E-mail _____

Principal-In-Charge _____ Idaho License _____

Legal status of your company: ☐ Corporation ☐ Partnership ☐ Individual ☐ Joint Venture

Questions:

What types of licenses in accordance with Idaho Code 67-2320 exist within your firm: _____

Does your firm carry errors and omissions insurance? ☐ Yes ☐ No

What is the amount of your errors and omissions insurance liability limits? _____

What is the amount of your errors and omissions insurance deductible? _____

If yes to any of the following questions, please attach a separate sheet of explanation.

Does your firm have any conflict of interests regarding any City work? ☐ Yes ☐ No

Has your firm failed to complete a professional service contract? ☐ Yes ☐ No

Has your firm been involved in bankruptcy, litigation or arbitration proceedings? ☐ Yes ☐ No

Contact Regarding this Submittal (Principal, Partner, or Corporate Officer)

Name _____ Dated _____

Phone _____ Fax _____

Title _____

Signature _____

Sample 1: Fort Collins

1. GENERAL INFORMATION

Introduction The City of Fort Collins is seeking professional services of a qualified Architectural/ Planning team to conduct a Comprehensive Feasibility Study and Conceptual Design for a potential future municipally-operated cultural/arts/recreation/ fitness/ athletic/ aquatic center herein designated the Southeast Recreation/Cultural Community Center.

When Fossil Creek Park was built in Southeast Fort Collins, land was designated for a future Community Center. The City's Recreation Department and Cultural Services Department are interested in partnering on a future community center that would offer participation opportunities for citizens in the arts, fitness, athletics, and aquatics. The selected architectural planning team should have experience with both recreation facilities and cultural arts facilities, including aquatics and theaters. The proposed facility should meet the needs of the growing Southeast population of Fort Collins as well as fill gaps not currently covered by existing recreation and cultural facilities. The City of Fort Collins requires the actual construction project meet a minimum of LEED Gold certification standards.

2. SCOPE OF WORK

The consultant shall conduct the feasibility study and conceptual design and provide the following:

1. Needs Assessment: Research, Data Collection and Market Analysis including evaluation of community and citizen needs and preferences relative to the programs and associated amenities of the proposed facility through public and staff input meetings, on-line surveys, and open houses.
2. Space Use Plan: Facility Space Programming including identification of projected usage, size of program components (in square feet) and outdoor areas required.
3. Conceptual Plan: Conceptual Layout and site plan with Building Design including graphic representations of floor plan(s), and exterior building elevation(s). Should include estimate of architectural and construction cost.
4. Pro-Forma Budget: An economic analysis of the feasibility of the facility to operate successfully financially including: Operational Cost Analysis; Revenue Generation Analysis based on spaces, usage, rates, fees, and other income; and Cost Recovery analysis.
5. Provide artist's renderings and other collateral material to promote the project.

Sample 2: Arlington

I. Introduction

The City of Arlington is requesting proposals from professional consulting firms qualified to conduct a comprehensive feasibility study and provide conceptual designs for multiple facilities, including a potential future senior center, citywide recreation center and multi-generational recreation center. The desired program amenities to be housed in these facilities include: multiuse gymnasiums, various fitness and wellness amenities, multi-use classrooms/meeting rooms, banquet facilities with kitchen, indoor walking track, indoor aquatic center (leisure pool, therapy pool and lap lanes), children's play areas, theater, administrative offices with service counter, abundant storage and mechanical space, and outdoor aquatic facilities.

The consultant team selected for this project will provide leadership throughout the feasibility study process. This process will include but is not limited to conceptual design, site assessment, operational budget pro-forma, construction cost estimation and community engagement facilitation services for the development of a potential future senior center, citywide recreation center and/or multi-generational recreation center. The process will also include the development of a community engagement/educational plan for possible future bond referendum or sales tax election.

II. General City Information

The City of Arlington is located in Tarrant County, between the cities of Fort Worth and Grand Prairie. It is one of the 60+ municipalities that together constitute the Dallas/Fort Worth Metroplex. The 2015 population of Arlington is estimated to be 369,592 and is projected to grow to approximately 437,862 by the year 2030. Arlington is approximately 100 square miles in size, with 92 parks, 6 recreation/senior centers, 2 event/rental centers, 7 pools and 4 golf courses.

III. Scope of Services

The following is a preliminary scope of services that may be modified during contract negotiations with the selected consultant.

A. Department and City Reviews

1. Participate in a kickoff meeting with City staff to review project parameters, gather available materials, identify informal requirements, review preliminary community involvement strategy, and establish project timetable and products
2. Attend up to four (4) planning meetings with City staff, providing written and graphic materials as necessary
3. Present project updates at up to four (4) Park Board and/or City Council meetings

B. Needs Assessment

1. Evaluate results from City's online survey of amenity interests and preferences
2. Perform a demographic and market analysis of a 5-mile radius of each senior center site and 10-mile radius of each citywide recreation center site and multi-generational center site.

C. Public Involvement

This project will involve significant public involvement, with participation by the City Council, Parks and Recreation Board, City staff, identified stakeholders, other elected officials and interested citizens. Tasks will include:

1. Develop and implement a public involvement program that will encourage participation of all interested parties for the development of conceptual plans for senior and/or multigenerational recreation centers
2. Provide graphic and written information as required to support the public outreach efforts
3. Facilitate and conduct three (3) public information-gathering workshops to ascertain public sentiment toward needs, desires, opportunities and constraints, and later present the findings at a fourth, final public meeting; These workshops should be interactive and involve all participants in a variety of methods
4. Record and document stakeholder input
5. Follow up meeting with staff to review findings and initial project scope
6. Develop recommended concept(s) into video for marketing purposes

D. Site Assessment and Planning

1. Gather and review relevant background materials relating to the project, including existing site plans, master plans and studies
2. Conduct site visits with City staff and evaluate existing conditions, opportunities and constraints; Prepare summary report of findings
3. Assess topography, utilities, drainage, traffic circulation and access parameters
4. Meet with staff to review findings

E. Program Space Use Plans

A base program of requirements shall be prepared that addresses facility space programming, including identification of projected usage, size of program components (in square feet) and outdoor areas as required.

F. Operating Pro-Forma

Provide conceptual pro-forma for each of the three (3) facility options, including an economic analysis of the feasibility of each facility to operate in a successful financial position. This should include:

Operational Cost Analysis

Revenue Generation Analysis based on spaces, usage, rates, fees, and other income

Cost Recovery analysis.

G. Conceptual Plans

After completing the previous tasks and receiving direction from City Council, the consultant will utilize these images to develop two (2) sets of exterior elevation/rendering options for each of the three (3) facility types: senior center, multi-generational center, and senior/multigenerational center. In order to determine the most feasible designs for recreational activities, the consultant, as a minimum, should take into account its location, zoning, topography, adjacent property owners, and current/future uses of the sites. The plans should include conceptual layouts and site plans with building design including graphic representations of floor plans and exterior building elevations, as well as estimates of

architectural and construction costs. The renderings of proposed layouts should also accurately depict entryways, parking areas, facilities and landscape buffers.

IV. Recommendations and Deliverables

Successful completion of the feasibility study will require the following deliverables:

- A. Analysis of the three (3) proposed locations for future recreation center facilities. The City will provide assistance in providing maps, AutoCAD, and Arc Map files of existing conditions.
- B. All detailed drawings and maps in a .PDF and/or AutoCAD file format for City review.
- C. Operating Pro-Forma with all tables in Excel spreadsheet format
- D. Preliminary cost estimates for all concepts in an Excel spreadsheet format
- E. Program Space Use Plans – three (3) facility options for each of the three facility types
- F. Conceptual Plans – two (2) sets of rendering options for each of the three facility types
- G. Develop recommended concept(s) into video for marketing purposes
- H. Issue summary report
- I. Attendance at up to four (4) planning meetings with City staff from various departments throughout the duration of the project.
- J. Consultant presentations at up to four (4) Park Board and/or City Council meetings.
- K. Consultant presentations at up to three (3) public information-gathering meetings, and later present the findings of these three meetings at a fourth, final public meeting.

Sample 3: Windsor

I. PURPOSE: The Town of Windsor will require the services of a professional consulting firm for completion of a feasibility study regarding possible Community Recreation Center expansion. The aim of this RFP is to contract with a qualified firm who will agree to be available to provide quality, professional services in a timely manner to maximize efficiency.

II. PROJECTS:

The project is completion of a feasibility study which includes:

- Feasibility and construction estimate for natatorium expansion
- Feasibility and construction estimate for fitness / wellness expansion
- Feasibility for operation and maintenance estimate for natatorium
- Feasibility for operation and maintenance estimate for fitness / wellness
- Financing options summary (formal survey not required).

III. SCOPE OF SERVICE:

The selected firm shall furnish all expertise, labor and resources to provide complete services necessary for Work Order(s) issued during the Contract Term. All work orders shall be completed in accordance with the requirements of the Town's Parks and Recreation Master Plan, Comprehensive Plan, and other applicable Town codes. The following generally summarizes the types of scopes of services that the Firm may be required to perform, depending on the individual Work Orders.

A. The consultant may be required to complete any or all of the following:

1. Meet with Town Staff on site to review existing amenities and / or site constraints, and receive direction regarding specific requirements.
2. Review Partnership Policy, existing community / customer surveys, existing architectural, civil, landscape and any other pertinent plans or general plans.
3. Develop basic conceptual components for possible expansion of above mentioned components.
4. Research potential construction costs for possible expansion of above mentioned components.
5. Research of potential operational and maintenance costs for above mentioned components.
6. Summarize financing options using existing community / customer surveys and other pertinent data.
7. Conduct two (2) Public Presentations: The Design firm will provide a person or persons with experience and / or training in public presentations for each component:
 - a. Presentation to the Parks and Recreation Advisory Board.
 - b. Presentation to the Town Board.
8. Make any required modification to final study report based on input from above meetings.
9. Prepare 100% complete documents for utilization in determination of Community Recreation Center expansion.
 - a. Five (5) copies written and bound documents
 - b. One (1) digital copy with any attachments
10. Other types of professional services of a nature consistent with the intent of the RFP.