



Event Center Committee Agenda

Tuesday, May 27, 2025, 12:00 PM

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

Members: Jayde Wilson; Anna Scholes; Ben Lyda; Curtis Hansen; Eric Smallwood; Michele McFarlane; Kennedy Esume; Shawn Barigar, Council Member Spencer Cutler

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Consent Calendar
 - a) **ACTION ITEM:** Request to approve Event Center Committee Minutes 2025 April 22.
By: Rachael Long, Administrative Assistant
- 3) Items of Consideration
 - a) **ACTION ITEM:** Consideration of approval to seek proposals to a Request for Qualifications for a feasibility study.
By: Shawn Barigar, Economic Development Director
- 4) General Public Input
- 5) Upcoming Meeting
- 6) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si Desae Esta information in Español, Por favor llama a Josh Palmer al telephone (208) 735-7312.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin falls shall:
 - a. Wait to be recognized by the Mayor or Chairman.
 - b. Approach the microphone/podium.
 - c. State their name, and whether they are a resident or property owner of the City of Twin Falls and proceed with their input.
2. All public input will be limited to two (2) minutes. Individuals are not permitted to give their time to other speakers.
3. All presenters shall remain respectful.

Public input will not be about any of the items that were on this agenda, personnel, or a personnel-related issue. All issues involving City personnel should be directly communicated with the mayor and/or the City Manager.

Anyone failing to follow these rules will be provided with one (1) warning. Should the speaker continue to disregard these rules after the warning, they will have the microphone muted and they will be asked to return to their seats.



Twin Falls Event Center Committee Minutes

Tuesday, April 22, 2025, 12:00 PM

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

1) Call Meeting to Order/Confirmation of Quorum

Present: Jayde Wilson, Anna Scholes, Ben Lyda, Curtis Hansen, Eric Smallwood, Michele McFarlane, Kennedy Esume, and Spencer Cutler

Staff Present: Economic Development Director Shawn Barigar, Administrative Assistant Rachael Long

Shawn Barigar called the meeting to order at 12:00 PM. A quorum was present.

2) Items of Consideration

a) Introduction of Committee Members

Economic Development Director Barigar asked each member to introduce themselves with a quick statement about themselves and what they bring to the committee.

Barigar explained to all of them why they were picked for this committee with the backgrounds that they hold. Urban renewal will be working with the committee to see if there is a place that they can find together and move forward.

b) Legal Briefing on Public Meeting rules

Deputy Prosecuting Attorney Wells gave instructions and rules on open public meetings and what is allowed and not allowed, along with public records request law, explaining that members need to speak their minds during the meeting so that it is clear if they need to ever make recommendations to the city council.

Discussion ensued on the following:

Barigar added more clarification about not speaking to the public about this committee and explained the executive session and what they are.

c) Charter Overview for the Event Center Study

Economic Development Director Barigar went over the charter for the Event Center Study with the committee and what the committee will be doing going forward.

Discussion ensued on the following:

Committee Member Esume asked if this would be a full 12 months starting today.

Council Liaison Cutler thanked everyone for being willing to serve on this committee so that we can get something important built.

3) General Public Input

4) Upcoming Meeting

a) Tuesday May 27, 2025, 11:30

5) Adjournment

The meeting adjourned at 12:37 PM

Rachael Long, Administrative Assistant

****If you wish to have a full accounting of this meeting, please listen to the recording that is located on our website. **** Tfid.org



Date: Tuesday, May 27, 2025
To: Honorable Mayor and City Council
From: Shawn Barigar, Economic Development Director

ACTION ITEM

Request:

Consideration of approval to seek proposals to a Request for Qualifications for a feasibility study.

Time Estimate:

Background:

As part of the work of this committee, a comprehensive feasibility study is needed to analyze the potential development of a Multi-Use Event Center. There are many qualified firms across the country that provide these types of services.

In order to select an appropriate firm with expertise to assist the committee, staff has drafted a Request for Qualifications (RFQ) that is attached in your packet. This RFQ begins 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 committee is asked to review the draft RFQ and provide any input on corrections, clarifications, or additional information prior to the RFQ being distributed publicly for interested parties to submit proposals.

Approval Process:

A majority vote of the committee members present at a meeting where a quorum is present.

Budget Impact:

The solicitation of proposals does not have a material cost, beyond staff time.

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends the committee approve the Request for Qualifications and authorize staff to distribute the request publicly to solicit proposals.

Attachments:

1. Multi Use Event Center Request for Qualifications DRAFT

**CITY OF TWIN FALLS, IDAHO
REQUEST FOR QUALIFICATIONS (RFQ)
MULTI-USE EVENT FACILITY FEASIBILITY STUDY**

INTRODUCTION

The City of Twin Falls, recognizing the importance of supporting a vibrant and growing community, is initiating a comprehensive feasibility study for the potential development of a Multi-Use Event Center. This facility is envisioned to serve as a versatile venue for conferences, conventions, sporting events, cultural activities, and community gatherings, addressing a long-standing need for flexible, modern event space.

The City Council has established the Twin Falls Multi-Use Event Center Ad Hoc Citizen Advisory Committee to guide this process, ensuring robust community involvement and alignment with strategic objectives. This committee is charged with evaluating community needs, prioritizing facility features, assessing potential locations, identifying funding opportunities, and recommending viable management structures for both construction and long-term operations.

This feasibility study will provide critical market analysis, financial assessments, and operational planning to determine the viability of a facility that enhances economic development, increases tourism, and supports local organizations. Ultimately, this project will help achieve the City's Prosperous Community goals.

PROJECT OVERVIEW

Twin Falls is a regional hub known for its quality of life, growing economy, and vibrant community. Recognizing the need for expanded conference, convention, special event, and sports amenities, the City seeks a qualified consulting firm to assess the feasibility of developing a new facility that enhances economic opportunities, attracts regional events, and meets the recreational and business needs of the community.

PURPOSE OF PROCEDURE

This RFQ is issued to ensure a fair, open, and competitive selection process based on qualifications. The City of Twin Falls will utilize a Qualifications-Based Selection (QBS) process to:

- Solicit Statements of Qualifications from interested and qualified firms.
- Evaluate and rank qualifications based on published evaluation criteria.
- Establish a ranked list of service providers.
- Negotiate the scope of services, fees, and terms with the highest-ranked firm.

This process follows the guidelines of Idaho Code 67-2320 governing the procurement of professional services by public agencies through QBS. Selection is based on competence and qualifications, not cost proposals. Only after selection will the City negotiate fees and contracts.

ANTICIPATED SCOPE OF SERVICES

While a specific scope of services will be finalized with the successful selected consultant, a general expectation would be a feasibility study to include the following:

Market Feasibility Analysis

- Conduct project kickoff meetings and stakeholder interviews
- Assess local and regional market demand for conference, convention, and sports facilities.
- Benchmark comparable facilities and communities to identify gaps and opportunities.
- Evaluate existing facility assets within the region, including capacity, functionality, and market utilization.
- Develop recommendations for facility components, including size, amenities, and optimal configurations.

Operational & Financial Analysis

- Assess potential public-private partnership and management options.
- Provide event and attendance projections based on identified market demand and facility types.
- Prepare a detailed financial operating pro forma including revenue, expenses, and long-term capital needs.
- Analyze potential funding options, including (but not limited to) public financing, auditorium districts, private partnerships, and Tax Increment Financing districts.
- Evaluate long-term capital maintenance needs and financial sustainability.

Economic & Fiscal Impact Analysis

- Estimate potential economic impacts, including job creation, personal earnings, tax revenues, visitor spending, and economic multipliers.
- Provide a comprehensive financial and economic impact report.

PROPOSAL REQUIREMENTS

At a minimum, proposals must include the following information in the sequence listed. Proposing firms should 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.

Proposals must include the following sections (maximum 25 pages):

1. **General Information & Company Profile:** Provide an introductory statement of your firm, describe your firm's history, size, resources, philosophy of service, volume of current work, and management techniques and methods.

2. **Approach to Project & Team Organization:** Describe your approach to providing the required services of this RFQ. Discuss how you provide leadership to facilitate teamwork and communication. Describe the proposed roles and responsibilities of key personnel and provide a professional resume for the Lead Principal and Project Manager who will be assigned to this project.
3. **Past Performance & Relevant Experience:** Briefly describe other projects executed by your firm that demonstrate relevant experience. For each project listed, include the name, email, address, and phone number of a person who may be contacted regarding your performance on the project.
4. **Specific Information on Community Engagement & Study Approach:** 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.
5. **Local Knowledge & Experience:** Describe your specific knowledge of Twin Falls and Idaho as well as any local experience your firm or personnel have in the area.

SUBMITTAL INSTRUCTIONS

Submit **seven (7) hard copies** and **one (1) electronic PDF** of the proposal to:

City of Twin Falls – Economic Development
P.O. Box 1907
Twin Falls, Idaho 83303-1907

Submittals may also be made in person:

Twin Falls City Hall
Economic Development Department – 3rd Floor
203 Main Avenue East
Twin Falls, ID 83301

Proposals must be received by **3:00 PM MDT on July 16, 2025**. Clearly mark submittals:
“RFQ – Multi-Use Facility Feasibility Study”

EVALUATION CRITERIA

Evaluation Factor	Points
General Information & Company Profile	5
Project Approach & Team Organization	10
Past Performance & Relevant Experience	10
Community Engagement & Study Approach	10
Local Knowledge & Experience	10
Evaluator’s Discretionary Rating	5
Total	50

SELECTION PROCEDURE

The Selection Committee will evaluate submissions, develop a ranked list, and may interview shortlisted firms. The City will negotiate scope and fees with the top-ranked firm. If no agreement is reached, negotiations will proceed with the next highest-ranked firm.

PROJECT SCHEDULE (TENTATIVE)

Milestone	Date
RFQ Issued	May 28, 2025
Proposals Due	July 16, 2025 (3:00pm MDT)
Evaluation and Ranking	Week of July 28, 2025
Interview Notice	August 4, 2025
Interviews Scheduled	Weeks of August 11 & 18, 2025
City Council Selection	Early September 2025

CONTACT FOR QUESTIONS

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Economic Development Director
City of Twin Falls
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