



Twin Falls Recreation Center Ad Hoc Committee Agenda

Friday, April 6, 2018, 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, Sherry Murray, Nikki Boyd

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Consideration of Amendments to Agenda
- 3) General Public Input
- 4) Consent Calendar
- 5) Items of Consideration
 - a) Discussion of process for developing the RFQ for professionals to provide comprehensive services related to a feasibility study for the design and development of a community recreation center.
Purpose: Discussion By: Wendy Davis
- 6) Committee Reports/Announcements
- 7) Upcoming Meetings
- 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, April 6, 2018
To: Recreation Center Ad Hoc Committee
From: Wendy Davis

Request:

Discussion of process for developing the RFQ for professionals to provide comprehensive services related to a feasibility study for the design and development of a community recreation center.

Time Estimate:

Discussion may take up to an hour.

Background:

On April 24, 2017, the Twin Falls City Council approved the charter for the creation of the Twin Falls Recreation Center Citizen Involvement Ad Hoc Committee. On July 24, 2017, Twin Falls City Council confirmed the appointment of 15 members to the Ad Hoc Committee.

The Committee held its first meeting on August 8, 2017. The committee's first task was to develop and RFQ for professional services to conduct a comprehensive feasibility study for the design and development of a community recreation center. The committee worked to define the scope of work necessary to give them the information they needed in order to ultimately make a recommendation to council regarding the design and development of a recreation center.

On September 26, 2017, the Notice for the RFQ was published and five proposals were received by October 26, 2017. The Ad Hoc Committee formed a sub committee to review the proposals. That committee selected three firms to present their proposals to the entire committee. Proposals were heard on Friday, November 17, 2017 and the top firm was selected and presented to council on November 27, 2017 where authorization to negotiate a contract was given.

On March 5, 2018, City Council voted to table the approval of the contract with Pivot North to conduct a feasibility study, asking for more information regarding the scope of the study and the process.

This discussion is intended to provide an opportunity for Council to interact with the Ad Hoc Committee members, ask questions, clarify the process, and explore the currently defined scope of the study. Additionally, it is anticipated that Council and the Committee will identify the information needed in order for the Ad Hoc Committee to make a recommendation to Council, and for Council to make a decision regarding development of a community recreation center.

Attached, please find the Ad Hoc Committee Charter and the Request for Qualifications for your information and reference, as well as a letter from Committee Member Bill Brulotte who cannot attend the meeting.

Approval Process:

This is a discussion.

Budget Impact:**Regulatory Impact:****History:**

N/A

Analysis:

N/A

Conclusion:

It is the expectation that, as a result of this discussion, Council Member's questions will be answered and Council will be equipped with the information necessary to make a decision regarding the future of the feasibility study

Attachments:

1. Ad Hoc Charter draft
2. RFQ Feasibility Study - Final
3. RecreationCenterCommittee letter Brulotte

Twin Falls Recreation Center

Citizen Involvement Ad Hoc Committee Charter

The City of Twin Falls is initiating a capital investment exploration focused on the development of a recreation center. 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.

Background:

Interest in a recreation center for Twin Falls has been growing since the first committee was formed in 2011. Twin Falls City Council strongly supports the concept of a recreation center and has asked for recommendations on design and a plan for funding it.

Need:

The steady growth Twin Falls has been experiencing brings increased demands on limited facilities, as well as expectations of expanded facilities and services. The Citizens Survey, Twin Falls Parks and Recreation Master Plan, and the Strategic Plan all support the need for a community recreation center. The climate in Twin Falls is ripe for such an endeavor and the growing culture of wellness supports it. The Recreation Department sees increasing demands for court space for open gym basketball, volleyball and other court activities that the current school district spaces cannot accommodate. The community support for indoor pool space is increasing, and interest in expanding recreation programming for all ages demands classroom space and multiuse spaces.

The following community assets are not adequate to meet the increasing demands for recreation programs and facilities:

- Harmon Park blue building
- First Presbyterian Church gym
- Twin Falls City Pool
- Twin Falls School District gyms

The City of Twin Falls has participated in the National Citizen Survey, and adopted a Parks and Recreation Master Plan and Strategic Plan. Data collected during these processes support the value of a recreation center in the community. Results from the National Citizen Survey indicate that 49% of respondents felt that the quality of recreation centers or facilities was fair to poor, 49% indicate that they participate in moderate or vigorous physical activity, and 57% report that their health is very good to excellent.

Respondents to the Parks and Recreation Master Plan survey indicated that family time and exercising were most important to them. Indoor recreation and open gym space was identified as a need in the community. The Twin Falls Parks and Recreation Master Plan states “Having indoor facilities to facilitate youth programs (especially basketball), walking and running during bad weather, and classroom space are also important. The development of a recreation center seems to have some good support from many in the community.” When asked about their support for various funding mechanisms, respondents expressed willingness to support them.

The City’s Strategic Plan supports the development of a recreation center through the objectives in the Healthy Community and Learning Community Goals. Objective HC1.1E: Develop a strategy for funding development of a recreation center in partnership with other organizations specifically addresses the City’s commitment to a recreation center. Objective HC1.2B: Reduce health risks through expansion of physical activity programs provided by the city and/or in partnership with others, and the Learning Community Goal Objective LC1.1B: Provide, encourage and financially support lifelong learning programs both encourage development of programs to support healthy living that would be well served by a community recreation center.

Committee Objectives:

The City has identified the following objectives for the project:

- Prepare an RFQ for architectural services to design a recreation center and conduct a feasibility study
- Review recreation center concept options
- Establish amenity priorities to be included in a community recreation center
- Consider locations for a community recreation center
- Identify and recruit community partners
- Identify potential funding sources for building a recreation center
- Actively participate in securing funding for building a recreation center

Citizen Involvement:

The need for indoor, family focused recreation programs and facilities for the Twin Falls community, and the current and anticipated levels of usage of a community recreation center suggest a significant level of public interest in a capital investment project in this area.

To provide an effective mechanism to access community input on the identification, design and construction of a community recreation center, the Twin Falls City Council

hereby creates an Ad Hoc Citizen Committee to help inform the City Council's decision-making on this project.

Ad Hoc Committee Name:

- Twin Falls Recreation Center Ad Hoc Citizen Advisory Committee

Committee Membership:

The Ad Hoc Committee is intended to provide representation for identified interests while keeping the size of the group to a functional size. Therefore, the Ad Hoc Committee will consist of twelve voting members approved by the Mayor and City Council. Those entities to be represented are as follows:

- St. Luke's Hospital
- Physical Therapy
- Twin Falls School District
- Aquatics
- Youth sports
- Previous committee member
- The College of Southern Idaho
- At large
- Adult Sports
- Building/development community
- Urban Renewal Agency
- Senior Citizen Center

- Council Liaison
- Parks and Recreation Commission Liaison

City will hire a facilitator who will be responsible for encouraging conversation among the members, providing periodic project status reports to the City Council and the City staff about the deliberations of the Committee.

Ad Hoc Committee Meetings:

It is anticipated that the Ad Hoc Committee will meet at a regularly scheduled monthly meeting at a date and time determined to be convenient for the majority of the membership, ensuring maximum participation.

Consistent with the City of Twin Falls commitment to transparency, agendas will be published and minutes kept and will be made available to the general public.

The meetings will be publicly noticed. The agendas for the Committee's meeting will include an opportunity for public comment.

Role of the Committee:

- 1. Prepare an RFQ (Request for Qualifications) for architectural services to design a recreation center and conduct a feasibility study**
- 2. Review and develop design concepts for a community recreation center.**
- 3. Review and identify amenity priorities for inclusion in a community recreation center.**
- 4. Review and recommend funding options**
- 5. Take public comment**
- 6. Review alternatives**
- 7. Deliberate**
- 8. Make presentations to community and interest groups**
- 9. Make recommendations to the City Council**

Decision-making:

Ultimate decisions with respect to project elements, design, funding, construction and timing will be made by the Twin Falls City Council in open public meetings.

During its process the Ad Hoc Committee will seek input from members of the community, interest groups, city staff, design team and construction organization and City Council with respect to those aspects of the project. The City Council will give substantial weight to the advisory recommendations of the Ad Hoc Committee.

It is anticipated that decisions of the Ad Hoc Committee will be by consensus, but should that not be possible, decisions will be made by majority vote of the quorum present at a meeting. Minority reports will be accepted and provided to the City Council along with the official actions of the Ad Hoc Committee.

Duration of the Ad Hoc Committee:

By definition, an Ad Hoc Committee is appointed "for a time." In this case, it is anticipated that the life of the committee shall extend through the point in time when the concepts are approved and the funding sources have been secured. That time period is anticipated to be two years, thus expiring June, 2019 unless otherwise extended by City Council action.



City of Twin Falls

Community Recreation Center

Feasibility Study

Request for Qualifications

This City of Twin Falls is requesting qualifications (RFQ) from all interested persons and/or firms for comprehensive services related to a feasibility study for the design and development of a community recreation center.

ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS
Community Recreation Center Feasibility Study

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

Sealed proposals will be received in the City of Twin Falls – Parks and Recreation Office at:

136 Maxwell Avenue
P.O. Box 1907
Twin Falls, Idaho 83301

until 3:00 p.m. local prevailing time on October 26, 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 – Parks and Recreation Office, 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 September 26, 2017

Wendy Davis
Parks & Recreation Director
(208) 736-2265
wdavis@tfid.org

Publish: September 28, 2017 & October 5, 2017
Open Through: October 26, 2017



City of Twin Falls

Request for Qualifications

September 2017

City of Twin Falls, Idaho in accordance with Idaho Code 67-2320, is soliciting “Requests for Qualifications” (RFQ) from qualified and experienced professionals to provide comprehensive services related to a feasibility study for the design and development of a community recreation center.

PROJECT INFORMATION

The City of Twin Falls desires to build a recreation center to meet the diverse needs of the community. Amenities may include indoor pool facilities, various court spaces, exercise equipment, classroom space, child care facilities, community space, and more. The City Council has appointed a citizens advisory committee to work on the project. The City is seeking a qualified firm to assist in the facilitation of the committee’s process and determine the feasibility of the project.

The firm selected through this Request for Qualification (RFQ) process will provide comprehensive services to facilitate the committee’s process and assist the City by conducting a feasibility study to include the following:

- Facilitate committee meetings
- Conduct a needs assessment
- Conduct a financial assessment
- Conduct a location analysis
- Identify amenities
- Provide preliminary design services

The selected firm will be required to perform the basic services described above, beginning with facilitating the committee process, conducting the study, and concluding with recommendations and a conceptual representation of the recreation center. The contract agreement will provide for the aforementioned services without guarantee of any future contracts. However, it is the intention of the City of Twin Falls to establish a long-term relationship with the selected firm to assist and guide the City in the planning, design, and construction management of the project through future contracts.

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

If necessary, the successful firm may independently retain the services of other professionals in order to provide the City with the services required for the project. The City reserves the right to approve consulting service providers contracted directly with the 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, September 28, & Thursday, October 5, 2017
RFQ Availability and Response Period	Wednesday, October 25, 2017
RFQ Response Due	Thursday, October 26, 2017 by 3 p.m.*
Evaluation and Ranking	Week of October 30, 2017
Interview Notice	Friday, November 3, 2017
Interviews Scheduled	Week of November 13, 2017
Recommendation to Twin Falls City Council	Monday, November 27, 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 project. Provide a brief description of each of your consultant firms' experience in Community Recreation Center projects and Public Facility projects. Include an organizational chart of the proposed project team. Describe the proposed roles and responsibilities of key personnel for the City's project.

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 professionals or firms 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 cities for which you have performed

similar work in the past ten years.

4.0 Specific Information - 5 page maximum

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.

5.0 Local Knowledge - 5 page maximum

Preference will be given to those firms having local 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>	5 Points
Total	50 Points

SELECTION PROCEDURE

A selection committee composed of Twin Falls Recreation Center Ad Hoc Committee members, City of Twin Falls Council Members and City of Twin Falls 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 City Council. 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, Wendy Davis, Parks and Recreation Director, 136 Maxwell Avenue, P.O Box 1907, Twin Falls, Idaho, Phone (208) 736- 2265 or wdavis@tfid.org until **3 p.m. Thursday, October 26, 2017, local prevailing time.**
2. Submittals shall include seven (7) hard copies of the proposal and one electronic copy. Electronic copies can be emailed to Wendy Davis at wdavis@tfid.org. Proposals must be sealed in an opaque package and clearly marked: "Request For Qualifications, Community Recreation Center Feasibility

Study”.

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 Wendy Davis, Parks and Recreation Director, 136 Maxwell Avenue, P.O Box 1907, Twin Falls, Idaho, Phone (208) 736-2265 or wdavis@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 wdavis@tfid.org and receive a confirming email that the request has been received. All questions must be emailed to wdavis@tfid.org and received no later than Tuesday, October 24, 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 disclosable 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 FEASIBILITY 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 _____



Twin Falls School District #411
201 Main Ave. W
Twin Falls, ID 83301

P 208.733.6900
F 208.733.6987
www.tfsd.k12.id.us

Bill Brulotte, M. Ed.
Associate Superintendent
Director of Federal Programs

April 2, 2018

Shawn Barigar, Mayor
City of Twin Falls
202 Main Avenue East
Twin Falls, ID 83301

Dear Mayor Barigar and City Council Members,

It has been my pleasure and honor to work on the Recreation Center Committee and with Wendy Davis. This is the first city committee I have personally worked with that looked at future development for Twin Falls. As a representative for the Twin Falls School District, I have been highly impressed. With my position in the Twin Falls School District I see many committees at work, and I can say that Wendy Davis has overseen these meetings and they have been highly productive.

The committee has a wide gamut of citizen perspectives representing the future growth and needs of the City of Twin Falls. We have discussed and talked about the long-range needs of the community, ensuring that all factions, socio-economic, and political groups of the city were reviewed. As the committee developed an RFQ, we wanted to ensure that all the above groups would be equally represented by the selected firm. I know the RFQ were well vetted. As a committee, the study will further inform us if we are able to afford what we believe are the needs of the city and further help us prioritize what we can and maybe cannot afford. The study can even let us know the overall viability of certain programs. As a committee, we would be remiss with building a center that does not have long-range sustainability for our city. We need to ensure the goals and direction can serve Twin Falls into the future.

I apologize that I was unable to meet with you today in person. If you have any questions about the committee process we have undergone in developing the RFQ, please feel free to contact me.

Sincerely,

Bill Brulotte
Associate Superintendent
Twin Falls School District

Brady D. Dickinson, Ph.D.
Superintendent of Schools