

Request for Proposals
A. Forensic study of 55 Barre Street property
B. Feasibility Study for Expanded Indoor Recreation in Montpelier

Proposal Submission Deadline: 4:00 PM, Nov. 30, 2017

I. Work Statement Introduction

The City of Montpelier is seeking proposals from qualified professional planning and recreation design consulting firms for two studies.

First, Pursuant to § 319 of the Montpelier City Charter (“Charter”), the City of Montpelier is seeking to determine the structural and environmental condition of the city-owned recreational facility located at 55 Barre Street, Montpelier, VT and commonly known as the Montpelier Recreation Building (the “Property”). The City is seeking a comprehensive forensic evaluation of the structure, including mechanical, electrical, plumbing, water materials, remediation, environmental issues, and budget estimates for corrective work. The review will determine the building’s suitability to continue to meet its public recreational mission.

Second, to produce a feasibility study for expanded indoor recreation facilities to service the health, safety, recreation, and competition needs of the residents of and visitors to Montpelier and surrounding communities. Additional questions include whether these facilities should arise through renovation of existing facilities, new construction, or a combination; and how this new or redeveloped facility [or facilities] can ease current pressures on the City’s older adult and community services.

II. Project Background and Description

A. Community

Montpelier is a city of 8,000 residents; on work days an additional 12,000 people commute in for work. Approximately 10,000 people live in the surrounding towns of Middlesex, Worcester, Calais, Cabot, East Montpelier, and Berlin and just under 60,000 live in Washington County.

B. Existing Facilities

The City operates an indoor “Recreational Center” in a historic building at 55 Barre St. near the center of town. This single gymnasium facility is a popular community resource for basketball, pickleball, indoor hockey, ping-pong and other uses. The building does not meet Americans with Disability Act requirements.

In the summer, the City operates a large asphalt pool on the edge of town. Built in the 1930s, it offers a beach-like ambience plus some lap swimming and team practice, but is not suitable for competition.

Trails, recreational fields and outdoor tennis courts

3 indoor school gyms (Union School, Middle School, MHS) with a limited public schedule

Several private fitness centers located in Montpelier and nearby communities

B. History and Background

In addition to the challenges presented by the Barre Street facility, Montpelier's largest private fitness center closed its doors in August 2016. There is also no indoor pool within the City limits that serves Montpelier's therapeutic, team sport or recreational needs.

In October 2016, a group of Montpelier citizen volunteers began meeting to address these multiple needs. The group developed into the non-profit Jump and Splash Vermont that envisioned an indoor recreational facility that could be a crossroads for health and fitness for users of all ages and abilities, providing flexible and diverse programming that is accessible, affordable and sustainable. By November 2016 Jump and Splash created a survey that was widely distributed on Election Day and through the Front Porch Forum community online network. Over 1,000 Montpelier residents responded, and 87% affirmed the need for an indoor sports facility that includes a pool. The included Survey Report details specific amenities and programs community members want and feel Montpelier needs.

Jump and Splash continues its work of realizing new indoor recreation opportunities in Montpelier, with a commitment to involving community members at every step, and in forging partnerships to ensure long term financial viability so the facility can be a community resource for future generations.

The Montpelier Community Services Committee formed in 2016 to explore ways to improve the quality, efficiency, and delivery of community services for all ages in Montpelier. The group of staff, volunteers, and consultants carried out a six-month community engagement and research process. 16 key stakeholders were interviewed, 7 groups participated in Visioning Sessions, 47 people completed an online survey, 8 other communities were researched in detail, 35 people attended community visioning and listening sessions. On December 14, 2016 the Montpelier City Council adopted the final report of the Committee. One of the next steps identified was to "initiate a public process around long range municipal facility planning and participate in the community recreation and aquatic facility planning process that began in 2016." As such, the City is highly engaged with this process and supporting, through direct financial support, staff time, and additional indirect support, this feasibility study.

III. Scope of Work

C. Forensic study of 55 Barre Street property

The building can be generally described as a .30 acre parcel in Montpelier's vibrant downtown and improved with a one to two story armory building that was built in 1932 and containing approximately 8,596 square feet. The site is improved with two driveways and a gravel parking area with capacity for 6 to 7 vehicles. The building is connected to municipal water and sewer. Additionally, the property is located in Montpelier's vibrant downtown and would benefit from the strong business community and Montpelier Alive, the City's downtown organization. Currently the Property is used as the administrative offices of the Montpelier Recreation Department and the associated gymnasium and storage.

The goal of the assessment is to complete a comprehensive forensic building evaluation of the structure that includes:

- Architectural, structural, mechanical, electrical, plumbing, and water evaluation;
- Product and materials research and specification;
- Remediation plan recommendation;
- Site logistics and environmental factors (including energy efficiency issues);
- Budget estimates for corrective work; and
- An estimated schedule for the completion of all recommended corrective work.

In other words, what are the challenges (structural, environmental, historic, parking, etc.) and costs required to renovate the building to meet Montpelier’s current and future recreational needs.

A 2016 Appraisal Report was conducted by O’Grady & Minor Appraisal Services to develop an opinion of the current market value of the building, which examined some of the issues sought in the current RFP. For example, the report noted water damage that appeared to be cosmetic but not structural. However, the record clarified, “The appraiser is not qualified to comment on the structural integrity of the building.” Additional information is contained in the 55 Barre Street Capital Needs Assessment. Those documents are attached for review.

B. Community recreational center feasibility study overview

The City expects consideration of preliminary design, planning, location options, cost estimates and a business and operational plan for a financially sustainable facility arrived at through a process that includes community input. The following are goals for the feasibility study report:

1. To determine current conditions and the feasibility of improvements to current City facilities;
2. To determine what types of facilities are needed based on City and regional demands;
3. To determine what types of facilities are financially sustainable, and how they can be sustained;
4. To evaluate ownership, management and operational configurations for the new facilities;
and
5. To determine the opportunities, constraints, and parameters of a new facility (market, budget, site location).

Feasibility Study Report Components

The Consultant will develop a report that outlines the feasibility of options to meet the needs of City residents to include the following research, analysis, and recommendations:

1. Market Analysis

A market analysis needs to be conducted to include both Montpelier and surrounding towns to consider:

- The demographics of prospective users. Project a reasonable service area (using Census tracts of locally-recognized neighborhoods) for the facility and with that service area

determine existing and projected breakdowns for: population, age, education level, ethnicity, gender, income level

- Business and schools
- Club fitness and wellness groups
- Rehabilitation service providers
- Socio-economic trends
- Programmatic trends
- Comparison with national, regional and local participation trends
- Inventory of existing municipal community service facilities, current programming, fees, demand levels
- Inventory of existing facilities – provide a map which shows the names and locations of similar facilities, include an assessment of overall amenities and programs offered, quality, size, fees, attendance numbers
- Demand analysis – provide usage and growth rates for proposed facility, and the projected use of the facility.

2. Programming Analysis based on needs assessment.

The consultant must consider a list of functions and programs derived from a public input process to determine size and space allocation requirements and their financial sustainability.

The public input process must include:

- Two community forums in collaboration with Jump and Splash Vermont
- Review of the prior survey conducted in November 2016.
- Any additional surveys as needed.
- Data collection and interviews as needed with area rehabilitation and related providers.

The consultant will develop a profile of facility offerings considering the market analysis and factors such as likely attendance, residency membership vs. daily use, peak times, etc., and income flow over a typical year, both one year after construction and after five years of operation.

3. Facility Analysis

Consultant should summarize the maintenance and repair history of current community services facilities, and assess existing conditions of current city-owned community services facilities (see A. Forensic study of 55 Barre Street property listed above). The consultant then needs to develop a space program for an appropriate-sized facility that explores several options for what to include, and finalize a recommended space program and design with a list of spaces and sizes given projected demands. It will be important for the consultant to consider and balance the competing challenges of upfront costs with potential for revenue with a given amenity. Final product should include site plans, conceptual design plans/perspectives, with some discussion on traffic circulation, parking requirements, and accessibility.

4. Analysis of Potential Sites

Apply the specified criteria to analyze potential sites; for each create concept plans to include parking and layout of the space; and project probable costs based on systems (envelope, structure, MEP, pool) rather than typical per square foot prices. Each option should include costs for ledge/slopes, flood hazard mitigation, traffic impacts, permitting, and other site-specific cost:

5. Operational Assessment

The consultant needs to develop a Business Plan for operation of a new or expanded facility. The model should explore several options (such as the Montpelier Community Services Department running it, hiring private entities to run different aspects, etc.) and end with a recommended business model. This model needs to include a detailed operations budget including staff salaries and compare operating costs against project income flow for a typical year – both one year after construction and after five years of operation. The model may include the annual appropriation the City budgets for City Community Services Department staff who will work in this facility. The Consultant should then provide recommendations on how to sustain and grow facility revenues outlined through the programming analysis, decrease expenses recognized in the operational assessment. If the consultant does not recommend operation by the City, the consultant should identify opportunities for partnership and collaboration.

5. Economic Impact Analysis

Consultant should include an assessment of the benefits an expanded facility will bring to Montpelier merchants, services, and the municipal economy including both direct impact from operations and indirect impact from events and activities.

C. Additional Requirements

Public Participation

Citizen input and public dialog is a requirement throughout the planning process to ensure that deliverables are responsive to community needs, questions, and concerns. Requirements include:

- The public input process outlined above at number 1. Consultant will report on work in progress at two public meetings at varying times and locations to increase public access that include a public comment period to solicit feedback.
- Consultant will provide documents describing work in progress for public access via website.
- Other public involvement in the planning process.

Committee Oversight

The study will be overseen by a steering committee consisting of City staff and representatives from Jump and Splash Vermont. Consultant will participate in Steering Committee meetings and be prepared to discuss background information, research and analysis strategies, review and comment on collected data and analysis, potential recommendations and prioritization, and review of preliminary and final drafts.

IV. Project Deliverables

1. A bound report on the Barre Street facility, and electronic version.
2. A bound report including the detailed summary, maps sketches, technical specs and any other documentation developed in preparation for the various sections listed in section III, and electronic version.

V. Period of Performance

- RFP Release Date: Oct. 18, 2017
- Contact Susan Allen to schedule site visits (sallen@montpelier-vt.org).
- Questions must be submitted in writing to sallen@montpelier-vt.org.

- Questions and Answers will be posted publically at <http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>.
- Proposals Due by 4:00 p.m. on Nov. 30, 2017.
 - Bidders under consideration will be notified by Dec. 13, 2017, and City Council will consider findings at subsequent meeting.

VI. Proposal Submission Procedures and Requirements

Sealed Proposals must be received on or before Nov. 30, 2017. Proposals received after the Due Date will not be considered.

Bidders shall submit one (1) clearly marked original, two (2) photocopies, and one electronic version (either via email or on a flash drive) of their Proposal Package. Proposals must be received in one envelope or box marked “PROPOSAL – 55 Barre Street” and addressed to:

Susan Allen
 Assistant City Manager
 39 Main Street Montpelier, VT
 05602
sallen@montpelier-vt.org

Proposal Packages must include:

- A letter of introduction
- A proposed scope of work and deliverables
- Timing of project completion/ work schedule
- Resumes of staff to be assigned to the project.
- Demonstration of recent projects of similar design and with evidence of meeting a requestor’s overall performance goals
- Demonstrated experience with public works projects
- Demonstrated experience with public outreach during the planning process
- A list of references
- Cost Proposal (see below)

Failure to provide any of the above requested information may result in disqualification of Proposal. The City reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal. Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the Bidder.

The City will accept sealed Proposals until 4:00 pm, Nov. 30, 2017. Information relevant to this Request for Proposals (the “RFP) and potential sale will be posted here: <http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>.

The City reserves the right to waive any irregularity or defect in any submission, request clarification or additional information regarding Proposals, to cancel this RFP, and to reject any

and all Proposals at its sole discretion. The City shall assume no liability for expense incurred by a Bidder in replying to this RFP.

VII. Cost Proposal

In addition to providing total contract price, it should be itemized as follows:

- Identify project staff including title, hourly rate, and estimated hours to work;
- Itemized reimbursable expenses to be claimed

Billing method must be indicated and tied to completion of project tasks and milestones. Ten percent of total contract price will be withheld until final product is approved.

VIII. Consultant Qualifications

The consultant or consulting team must meet the following requirements:

1. Have documented experience developing and implementing public participation techniques such as holding public and study committee meetings, conducting key person interviews, etc.
2. At least one member of team must have experience conducting studies on similar projects
3. Have documented experience with planning, design, general operation and maintenance of recreation facilities
4. Have documented experience working with citizen groups.

IX. Selection and Evaluation Criteria

Complete responses to this RFP will be evaluated by the Steering Committee (City staff in collaboration with Jump and Splash Vermont) and presented for review by the City Council.

The selection criteria shall include, but not be limited to, the following:

- Completeness of the Proposal Packet
- Proposal recognizes the highest value to the City of Montpelier
- Technical expertise and experience of the firm

X. More Information

A. Questions Regarding Request for Proposal

Questions regarding the RFP must be made in writing and submitted electronically to sallen@montpelier-vt.org. All questions and answers will be posted publically on Thursday, November 16, 2017 at <http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>.

B. Supporting Documents

The following documents are available at the City's website

<http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>:

1. Request for Proposal (RFP)
2. Link to the City Charter and Policy
3. Link to the City's Zoning and Subdivision Regulations both current and proposed
4. The report of the survey conducted by Jump and Splash in November 2016;
5. Site selection criteria;

6. Please also see <https://jumpandsplashvt.org/> for additional information.

XI. Official Contact Information:

Susan Allen, Assistant City Manager
City of Montpelier
39 Main Street Montpelier,
VT 05602
sallen@montpelier-vt.org
(802) 262-6250

XII. Terms and Conditions

All information contained within this RFP and all supporting documents is based upon information from a variety of sources. Additional information may be made available via written addenda throughout the RFP process. Bidders shall be responsible for their own due diligence in preparing a Proposal.

- Bidders shall be responsible for the accuracy of the information they provide to the City in connection with this RFP.
- The City Council reserves the right to reject any and all Proposals, to waive minor irregularities in any Proposal, and/or to issue additional RFPs.
- The City shall not be responsible for any costs incurred by a Bidder in connection with the preparation, submission, or presentation of its Proposal.
- Nothing contained herein shall require the City to enter into exclusive negotiations with any Bidder and the City reserves the right to amend, alter and revise its own criteria in the selection of a Bidder without notice.
- The City reserves the right to request clarification of information submitted in a Proposal and to request additional information from any Bidder.
- The City may not accept any Proposal after the time and date specified in the RFP.
- Upon selection of a Proposal, the City and a committee shall meet to review the proposals and notify bidders of the decision.
- **CONFIDENTIALITY:** The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 VSA, Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of Vermont.

Thank you for your interest in doing business in the City of Montpelier.
