Feasibility Assessment Purpose
The purpose of the Blaine County Sports and Recreation Infrastructure Feasibility Assessment (the Assessment) is to identify community needs for recreation assets that can support a variety of sports and ensure there is enough available field space and indoor options to accommodate as many/all recreational activities and user groups.

I. Introduction
Blaine County Recreation District (BCRD) is seeking proposals from qualified consultants with a working knowledge of indoor and outdoor recreation infrastructure (i.e. sport fields, fieldhouses, recreation centers, etc.) to complete an assessment of recreation infrastructure in Blaine County. BCRD’s objective through the proposal process is to select the best team according to the selection criteria outlined in this RFP. The target date for completion of the assessment is December 2023.

II. Background
BCRD, headquartered in Hailey, Idaho, provides healthy, active, and diverse recreational opportunities for our community and the area’s many visitors. Our core values include fostering an inclusive environment where healthy recreation can positively impact the community and support personal growth.

Located near the world-class Sun Valley Resort, BCRD serves a diverse audience with programs and facilities. BCRD’s programs and facilities include the Aquatic Center, FitWorks and Gymnasium, Youth and Adult Sports and Activities, HUB After School and Summer Camp, Galena Lodge and the North Valley Nordic and Snowshoe Trails, Galena Summer Trails, Quigley Trails Park, and the Wood River Trail.

Founded in 1976, BCRD is a taxing district of Blaine County that operates with a full-time staff of 20 and part-time staff of up to 60 and is guided by a three-person elected Board of Directors.

Each year the number of individuals, sports leagues, club teams, and sports related programming has consistently grown as the population of our community increases. Need for recreational playing field space (indoor and outdoor) is at an all-time premium.

The last comprehensive effort to coordinate recreation needs in our community was the 2014 Blaine County Comprehensive Plan. Since this time many aspects of the Comprehensive Plan have been completed or initiated. At the time, the Comprehensive Plan identified the following needs to be considered in the future: more parks, youth centers, recreational facilities specifically in the Bellevue/Hailey area, and active playing fields (baseball, soccer, Lacrosse). The Plan further identified several challenges we face to meet recreation demand; one of which is the intense demand for active sports fields and indoor active play areas. This demand has
increased and evolved since the completion of the plan, i.e., increased demand for “community-oriented gathering places and soccer facilities within a park like setting allowing families to watch and participate.”

III. Scope of Services: This request for proposals (RFP) will focus on the experience, process, development, and execution of the following project components (the Project):

1. Project Launch:
   • Onsite meeting with BCRD staff and partners including the Cities of Carey, Bellevue, Hailey, Ketchum, Sun Valley, Blaine County, Blaine County School District, and BCRD reps (collectively, the Project Partners) to define objectives for the Project and confirm roles and responsibilities including scope, timing, and content of deliverables.

2. Public Engagement:
   • Implementation Group: consists of Project Partners who own, manage, and run community-based sports and recreation publicly operated and owned.

3. Infrastructure Assessment Process:
   • Update the inventory of playing fields that exist throughout Blaine County.
   • Examine the condition of existing playing fields and provide details regarding what may be required to upgrade fields in disrepair or in need of attention.
   • Identify unimproved open spaces within the Cities and County that could be improved to accommodate a variety of field sports and identify undeveloped sites that exist providing opportunities for future improvements to accommodate more playing fields and recreation infrastructure.
   • Identify opportunities for consolidating recreation fields and facilities.

4. Recreational Use Assessment:
   • Consider interest, access, and usage based on demographic (current and anticipated), economic, and sociological changes, and recreational trends.

5. Competing/complimentary facility inventory:
   • Map and assessment of other facilities and programing (quality, size, fees, attendance numbers, etc.)

6. Demand analysis:
   • Assess growth rate forecasts for the County along with proposed developments and recreational needs of the community.
   • Assess indoor recreational facilities needs to accommodate a variety of court and field sports.

IV. Submittal Format and Requirements: Interested parties shall submit proposals containing the following information:
• Cover Letter: Provide a one-page cover letter including the RFP title, the firm’s name, address, phone number, a primary contact name and contact information (phone, address, and email), as well as a certification that the firm has sufficient resources in personnel, equipment, software, and time to commit to this project and its successful completion.

• Description of Firm: Detail areas of expertise, length of time in business, and number of employees.

• Relevant Experience and References: List all prior work product performed by your firm that demonstrate relevant experience. List all public sector clients for whom you have performed similar work in the past five years. For each work product mentioned, include the name, physical address, email address, and phone number of a person who can be contacted regarding your performance on the work product. Samples of relevant work product completed for similar sized districts or municipalities should be provided.

• Project Team and Qualifications: Provide an organizational chart identifying team members and their areas of responsibility along with a professional resume for the key people proposed to be assigned to the Project, including any subconsultants. Identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.

• Approach to Project: Provide a detailed list of the tasks to be performed within the scope of services indicated above, including the key personnel who would be assigned to each task in addition to the proposed methodology and a descriptive narrative of how the firm proposes to execute each of the three planning documents.

• Project Schedule: Provide a schedule of general project components indicating the duration of each component and of the total project. The schedule should reflect realistic activity durations.

• Project Cost.

• Appendices: any additional appendences which the interested party believes is relevant to describing their proposal.

V. Minimum Qualifications: Interested parties should demonstrate the following minimum qualifications:

• Demonstrated knowledge and recent experience in completing similar work successfully for public sector clients within scope and schedule.

• Demonstrated ability to accurately assess current and future community needs of indoor and outdoor field and court sports recreation infrastructure.

• Proven ability to assemble a complete and competent team capable of delivering all aspects of strategic and master planning needs as identified in the Scope of Services above.
• Proven ability to create strong public engagement and participation while incorporating community feedback and data into the process.

VI. Submittal Procedure

• Proposal Deadline: Electronic copies of proposals must be received by the BCRD no later than 5:00 p.m. on July 21, 2023. Please direct all proposals to Mary Rose at mrose@bcrd.org. For any additional information or questions regarding the RFP please contact Mark Davidson, BCRD Executive Director, at (208) 578-2273 or email mdavidson@bcrd.org.

BCRD reserves the right, after reviewing the proposals, to reject any or all proposals if it determines that, in its sole judgment, it is in the best interest of BCRD.

• Project budget: The available budget for the project, including research and analysis of existing infrastructure, community outreach, partner coordination, etc. shall not exceed $50,000.

• BCRD Rights: BCRD reserves the right to reject any or all proposals and to waive all informalities. The contract will be awarded based on the selection criteria as outlined in the RFP and not necessarily on the lowest proposed amount. After the selection process, BCRD reserves the right to modify preliminary designs to meet the objectives of the project within budget limits. Further, BCRD reserves the right to revoke the initial acceptance of a proposal if BCRD and consultants are unable to agree on a final cost and under that circumstance the BCRD will consider the next qualified consulting firm.

This RFP does not commit BCRD to award a contract, to pay any costs incurred in the preparation of proposals to this RFP, or to procure or contract services. The BCRD reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified respondent, or to cancel in part or in its entirety the RFP, if it is in the best interest of BCRD. BCRD also reserves the right to amend or modify the Project scope as necessity may dictate.

Proposals become the property of BCRD. All information submitted in the proposals becomes public record upon completion of the review process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified by the respondent. However, BCRD reserves the right to release the entirety of any proposal submitted, in accordance with state law.

VII. Evaluation Criteria: The following will be used in evaluating the Consultant’s qualifications.

• Experience and knowledge in completing an assessment for indoor and outdoor recreation infrastructure.

• Creative, timely approach to issues.
• Ability to complete the Project within a given timeframe and budget.
• Ability to maintain communication on project development.
• Ability to engage partners and stakeholders during the process.
• Experience and involvement with subsequent implementation phases associated with similar previously completed projects.