



Blaine County Recreation District

Request for Proposals (RFP) for:

Master Planning Services

To Include:

- Flying Hat East/Oppenheimer Recreation Infrastructure Development Plan
- BCRD Aquatic Center
- Quigley Trails Park

Submit Complete Proposals To:
Blaine County Recreation District

Attn: Mark Davidson
1050 Fox Acres Road, Suite 107
Hailey, Idaho 83333

RFP Contact: Mark Davidson, Executive Director

mdavidson@bcrd.org

www.bcrd.org

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 a Master Plan for design, engineering, and development of new recreation infrastructure in Blaine County. The Master Plan should inform the development of new infrastructure on Flying Hat Ranch while integrating infrastructure needs and uses of the BCRD Aquatic Center, and Quigley Trails Park. BCRD's objective through the proposal process is to select the best team according to the selection criteria outlined in this RFP and subject to State of Idaho Statute 67-2806, for specific Statutory details go to this website: [Idaho Statute 67-2806](#).

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 that include over 160 kilometers of groomed Nordic skiing and snowshoe trails, a bike park, robust youth sports programs, a seasonal Aquatic Center, a fitness facility and gymnasium, and a youth center that offers after-school care and summer camp.

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

BCRD programming has grown consistently as the population of our community increases. The need for recreational field space (indoor and outdoor) is at an all-time premium.

BCRD recently completed a Blaine County Sports and Recreation Infrastructure Feasibility Study. The results of this study show the Blaine County community is currently underserved by sports and recreation infrastructure, and findings indicate the gap in service will continue to grow if no action is taken. Competition for space among local sports programs is high, with many teams using make-shift solutions that require athletes to travel long distances or subject them to substandard conditions with increased risk of injury. Families routinely travel to Twin Falls, Idaho Falls, or Boise for practice and competition space. In the valley, volleyball teams practice in cafeterias, baseball and softball teams practice on wood gymnasium floors, and soccer players navigate uneven and undersized playing fields. BCRD staff are stretched thin as they work to supply temporary sports infrastructure and maintenance to facilities owned by municipalities or schools.

The last comprehensive effort to coordinate recreation needs in our community was the 2014 Blaine County Comprehensive Plan (Comp Plan). The full recreation chapter of the Comp Plan can be found at this website: <https://www.co.blaine.id.us/DocumentCenter/View/3520/Chp-3->

[Recreation](#). Since this time, many aspects of the Comp Plan have been completed, or at least initiated. At the time, the Comp Plan identified the following needs to be considered in the future: more parks, youth centers, recreational facilities specifically in the Bellevue/Hailey area, active playing fields (baseball, soccer, Lacrosse), and aquatics amenities. 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 will focus on the experience, process, development, and execution of the following project components (the Project):

BCRD Master Plan

BCRD owns two land parcels and associated infrastructure: BCRD Aquatic Center and Quigley Trails Park. Additionally, BCRD is working with the owners of the Flying Hat East property between Bellevue and Hailey as well as the Cities of Bellevue, Hailey, and Blaine County to develop future recreation infrastructure which may include a multi-purpose field house and outdoor sports related playing fields and courts. The BCRD Master Plan will provide a development plan for recreation infrastructure at each site and how each site may be developed to serve the needs of the community in an integrated manner. The BCRD Master Plan shall include the following elements:

1. Feasibility Study:
 - a. Determine the amenities, cost, and operational viability and sustainability of developing a multi-use recreation complex on the Flying Hat East property in Blaine County. The study should include a market analysis, community needs assessment, operational/financial analysis, building project assessment, final report, and deliverables.
 - b. Determine additional amenities, infrastructure upgrades, cost, and operational viability and sustainability of the BCRD Aquatic Center building and surrounding grounds to better meet community and BCRD needs.
 - c. Determine amenities, cost, and operational viability and sustainability of developing infrastructure at Quigley Trails Park to better meet community, partner organizations, and BCRD needs.
 - d. Provide an integrated plan for each of the three sites including: infrastructure needs, how they each relate to and support each other, and recommendations for future improvements.
2. Site Analysis: Develop concepts for each site. Consultants should consider acreage, boundaries, geological and soil features, slopes, topography, surrounding property and uses, as well as other impacts including water table, subsurface water, wetlands, geographic impacts, utilities, access/traffic/parking, environmental impact, and impacts to neighboring communities.

3. Green Design Considerations: Evaluate renewable energy sources and best green technology solutions. Infrastructure plans should provide analysis of green elements and cost comparison for green vs. traditional development. Site planning should provide for optimized water usage and stormwater management as well as provide cost-benefit analysis for technology and design elements.
4. Layout and Design: Provide conceptual design plans/perspectives and preliminary architectural renderings for use in public engagement and public funding planning, including spatial relationship of components.
5. Site Plan: Provide a detailed site plan for each site meeting the minimum site plan requirements of local planning and zoning ordinances for project planning approval.
6. Programing Analysis: General description of anticipated programs. Program recommendations should be prioritized based on needs assessment and size/space allocation.
7. Facility Management: Facility management will be above and beyond existing BCRD facilities, although BCRD expects some shared operational efficiencies. All development plans shall include:
 - a. Operations and maintenance costs: projections by major budget categories out to five years, including administration, personnel, utilities, supplies, services, materials, etc.
 - b. Personnel by position, salaries, wages, and benefits.
 - c. Revenue projections (five years) to include daily entrance fees, memberships, facility rental, program services, sales, municipal fund support, fundraising and other income.
8. Financial Analysis: Shall include estimated:
 - a. Planning, design, and engineering costs.
 - b. Complete construction and development cost estimates to include site prep, infrastructure, indoor and outdoor recreation components, buildings, support facilities, etc.
 - c. Initial capital and debt service.
 - d. Cost benefit analysis for proposed capital improvements.
9. Financing Options: Based on projected costs for design, development, and operations along with projected revenues, provide various financing options for obtaining the necessary funds to build, operate, and maintain recreation infrastructure. Project for five years and include the dollar amount from each suggested financial source. Include this in public discussion. Options include general funds, bond sales, capital campaigns, grants, facility revenues, etc.
10. Timeline: A realistic schedule and timeline for complex build-out. Timeline should include proposed phases for completing the Master Plan and associated costs for each phase.
11. Roadmap: A comprehensive complex development roadmap.
12. Deliverables: The BCRD Master Plan shall include an executive summary, purpose, goals, objectives, public participation/input, existing facility assessment, market analysis, site analysis, green build recommendations, layout and design, programing analysis, facility

management, financing analysis, project costs, financial options, timeline, roadmap, and summary of findings and recommendations.

13. Final Presentation and Deliverables: To deliver the final plan you will be expected to:
 - a. Conduct a thorough review of each plan with BCRD staff and Board of Directors.
 - b. Present a summary of the plans for BCRD Board, local jurisdictions, and the public.
 - c. Deliver all research, plans, and presentations to BCRD.

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. Should include proposed phases, BCRD reserves the right to end the project pending extenuating circumstances.
- 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 timelines.
- Project Cost: **Cost information must be submitted in a separate sealed envelope clearly labeled with "Pricing Information."**
- Appendices: any additional appendices 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 develop recreation facilities master plans for indoor and outdoor sports related buildings, fields, courts, and parks.
- Proven ability to assemble a complete and competent team capable of delivering all aspects of 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. Proposal Evaluation

Proposals will be reviewed by an evaluation committee consisting of BCRD staff and Board members. As part of the evaluation process, the committee may schedule interviews with individual firms for the purpose of clarifying information contained in the RFP. Interviews should include the proposed Project team members identified in the proposal.

VIII. Evaluation Criteria: The following will be used in evaluating the Consultant's qualifications.

- Experience and knowledge in completing Master Plans for similar recreation districts and 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.

IX. Schedule

February 15, 2024: Approval Date of RFP for Master Planning Services
March 29, 2024: Deadline for Submittal of Questions or Requests for Clarification
April 17, 2024: Proposals Due and Opening of Bids
April 18, 2024: Evaluation of Proposals
April 26, 2024: Notification of Interviews if needed and conduct interviews
May 10, 2024: Anticipated Award of Contract by BCRD Board
May 27, 2024: Anticipated Project Start Date
April 30, 2025: Anticipated Project Completion Date

X. Submittal Procedure

- 1. Submittal Deadline:** The deadline for submittals is April 17, 2024, at 12:00 NOON (the “Deadline”). Any proposals not received before the Deadline shall not be accepted. Faxes of proposals will not be accepted. All respondents must submit proposals in person or mail by the Deadline to Mary Rose Operations Manager at the BCRD Office, located at 1050 Fox Acres Road, Suite 107, Hailey, Idaho 83333.
- 2. Primary Contact:** Mark Davidson is the primary contact for firms interested in this RFP. He can be reached at: 1050 Fox Acres Road, Suite 107, Hailey, Idaho 83333, Email: mdavidson@bcrd.org; Phone: Office (208) 578-5459 Mobile (208) 720-2475. Except as authorized by BCRD, communication during the selection process shall be directed to Mr. Davidson. To maintain the fair and equitable treatment of everyone, respondents shall not unduly contact or offer gifts or gratuities to BCRD, any Board member, employee or agent of BCRD, or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the RFP is issued, as the Project is developed, and extends through the award of a contract. Failure to comply with this requirement may result in a disqualification in the selection process. Respondents should be aware that selection committee members will be required to certify that they have not been contacted by any of the respondents to influence the selection process.
- 3. Questions and Addenda:** Questions and or Requests for Clarification regarding this RFP must be submitted via email to mdavidson@bcrd.org no later than 5:00pm MST on March 29, 2024.
- 4. BCRD Rights:** BCRD reserves the right at any time during the RFP process to reject any proposal if it determines that the firm submitting the proposal is not responsible or the proposal is not responsive or does not meet mandatory minimum requirements in this RFP.

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. 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 procurement 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.