



**City of Mission**  
**Request for Proposal**  
**Community Center Feasibility Study**  
**#21-03**

The City of Mission is requesting proposals from qualified and experienced firms and/or individuals to provide comprehensive services related to a feasibility study for the operations and continued investment in the Sylvester Powell, Jr. Community Center in Mission, Kansas.

**Background:**

Mission Parks + Recreation Department operates the 80,000 square foot Sylvester Powell, Jr. Community Center (Powell Community Center), the Mission Family Aquatic Center, 8 citywide parks and the Rock Creek Trail along with activities as a part of its comprehensive Parks + Recreation service delivery model.

The Powell Community Center was constructed in 1999 and expanded in 2004, making it one of the oldest indoor recreation/community center facilities in the entire Kansas City metropolitan region. Increased competition from newer facilities, changing demographics, deferred maintenance at the Powell Community Center, and most recently continued impacts of the COVID-19 pandemic have impacted the operations and cost-recovery for the Center.

Current programs and services offered through the Powell Community Center include, but are not limited to, adult and senior fitness classes, aquatics classes and swim lessons, youth programs, summer camps, special events, day trips, memberships, etc. In the late 2000's a target cost-recovery percentage was established for the facility between 70-80% of annual operating expenses. The Powell Community Center achieved a cost-recovery rate of 34% in 2020 and is on track to perform similarly in the 2021 fiscal year.

Establishing and maintaining a target cost-recovery goal is important to ensure the operations of the Powell Community Center are not unintentionally taking resources from Mission's other operating departments or infrastructure priorities. The City is seeking recommendations from qualified firms to determine the viability and feasibility of operating the Community Center in a way that meets the needs of the public and the goals of the City Council.

**Summary:**

The City of Mission is seeking the services of a qualified firm or individual(s) to provide all labor, equipment, survey, analyses, and materials necessary for the feasibility study to include the following:

- Facilitate committee meetings, surveys, respondent feedback analysis

- Conduct a needs assessment
- Conduct a financial assessment
- Conduct a leased/rental space analysis
- Conduct a national and regional trend/demand analysis
- Conduct a demographic analysis
- Conduct a competitor analysis
- Provide revised organizational chart of staffing based on operational review, assessment and evaluation of facility programming, rental use, etc.
- Determine target demographic(s) and membership terms/ pricing

The selected firm will be required to perform the basic services described above, beginning with facilitating the initial data gathering, meeting with stakeholders, conducting the analyses and concluding with recommendations supported by data. Responding firms are encouraged to be creative and innovative in evaluating any and all appropriate uses for the facility, including reuse of all or a portion of the building for non-parks related programs or services.

The contract agreement will provide for the aforementioned services without guarantee of future contracts. It is the intention of the City of Mission to establish a working relationship that includes open lines of communication and assistance in determining the best use and operating standards of the Powell Community Center.

If necessary, the successful firm or individual(s) 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.

**City of Mission Project Goals:**

Working in collaboration with the department’s full time staff, the City Administrator, and other identified stakeholder groups, the selected provider will work toward and measure efforts against the following goals:

- Review revenues and expenses, subsidies, and areas for revenue recovery.
- Determine the most effective use of personnel, including the distribution between full-time and part-time staff, and corresponding pay rates.
- Develop a reasonable timeline of feasibility study completion.
- Determine the most effective and efficient operational standards E.g. hours of operation, best use of available rooms, etc.
- Affect patrons, staff and facility operations as little as possible during the study process.
- Respond to the question, “Do we operate the Powell Community Center similar to our current standard, adopt a partner organization or significantly adjust operations to meet trends and demands?”

**Scope of Work + Deliverables:**

The City of Mission anticipates the contract services will include, but are not specifically limited to:

- € Facilitate committee meetings, surveys, respondent feedback analysis
- € Conduct a needs assessment
- € Conduct a financial assessment
- € Conduct a leased/rental space analysis
- € Conduct a national and regional trend/demand analysis
- € Conduct a demographic analysis
- € Conduct a competitor analysis
- € Provide revised organizational chart of staffing based on operational review, assessment and evaluation of facility programming, rental use, etc.
- € Determine target demographic(s) and membership terms/ pricing
- € Facilitate the initial data gathering
- € Meet with stakeholders
- € Conduct analyses and concluding recommendations
- € Include data to support final recommendations

### **Response Requirements:**

#### **1. Firm/ Individual(s) profile**

- a. Name of the business, contact person(s), and contact information: Provide address, telephone, mobile telephone number, email address, and web address, as applicable.
- b. Statement of ownership: Describe the type of business entity (sole proprietorship, corporation, LLC, or other)
- c. Disclose any actual or potential conflicts of interest with the City, its officers, agents, or employees.

#### **2. Qualifications**

- a. Provide a brief description of your firm, including its founding and history; number of employees; service areas; resources; and, awards or other forms of recognition.
- b. Provide a description of your work process.
- c. Describe your experience with other municipal agencies.
- d. Describe why and how your firm is uniquely positioned to serve as City of Mission's consultant for this project.

#### **3. Experience and ability to perform this work**

- a. Describe the approach your firm/you would undertake to successfully complete the tasks described in the Scope of Work.
- b. Provide examples of relevant work and current work volume, including specific experience working on Community Center feasibility studies.
- c. Provide a minimum of three (3) client references.

- d. Provide a list of personnel who would be assigned to City of Mission's work, along with their credentials and experience. Include any subcontractors who will be included in the project, along with similar information regarding personnel and experience.

#### **4. Pricing**

- a. Provide a schedule of fees for all relevant services described in the Scope of Work including ongoing consulting, management, and strategy development

#### **Award:**

The City of Mission reserves the right to alter the timing of the start of any work described above, to not proceed with some or all of the work, and to contract with more than one firm for services described within this RFP.

#### **Rights of Review:**

The City of Mission reserves the right not to award a contract for the RFP and will not reimburse the cost incurred by bidders who respond to this notice.

#### **Bonds and Insurance:**

The firm shall indicate in the RFP the ability to provide the following bonds and insurance coverage as well as limits. The City shall be named as additional insured.

Bonds- The firm shall be required to provide a Performance Bond.

General Liability Coverage- \$1,000,000 per occurrence and \$2,000,000 per project aggregate.

Automobile Liability Coverage- \$1,000,000 combined single limit.

Professional Liability Insurance- \$1,000,000 per occurrence.

Workers Compensation/ Employer's Liability- Insurance coverage for entire liability under state law.

#### **Contract Execution:**

The firm chosen will be required to enter into a contract with the City of Mission for the proposed work prior to commencement of any work. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. If the City and firm are unable to agree upon the contract, the City reserves the right to discontinue negotiations, select another firm or reject proposals outright. Upon completion of negotiations acceptable to the City and the firm, a contract shall be executed.

#### **Evaluation Criteria:**

Proposals will be evaluated based on but not limited to the following general criteria:

- ⊘ Demonstrated understanding of the requirements of this project
- ⊘ Project approach and schedule
- ⊘ Qualification and expertise of the firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects

- ⊘ Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis
- ⊘ Completeness of proposal
- ⊘ Any additional criteria considered relevant to the project

**Anticipated Selection Schedule:**

- |                     |                   |
|---------------------|-------------------|
| ⊘ RFP Distributed   | November 10, 2021 |
| ⊘ Proposal Due Date | December 10, 2021 |
| ⊘ Selection         | January 5, 2022   |

Questions regarding this RFP should be directed to Penn Almoney, Director of Parks + Recreation, 913.722.8210 or [palmoney@missionks.org](mailto:palmoney@missionks.org).

**Submission Details:**

Responses to the RFP must be delivered electronically to Mission Parks + Recreation by **5:00 PM CST on Friday, December 10, 2021**. Responses submitted after 5:00 PM CST will not be accepted. Responses must be submitted electronically via email to: [palmoney@missionks.org](mailto:palmoney@missionks.org) with “**RFP Community Center Feasibility Study #21-03**” in the subject line.

Submissions should consist of one (1) PDF document containing all of the requested information in the same order as the numbered Response Requirements listed above.