

Request for Proposal

Professional Services for Community Wellness Center Feasibility Study



November 9, 2012

REQUEST FOR PROPOSALS

Community Wellness Center Feasibility Study City of Miamisburg Miamisburg, Ohio

Invitation

The City of Miamisburg is seeking proposals from qualified firms to conduct a feasibility study of a Community Wellness Center for the City of Miamisburg in partnership with Miami Township, Miamisburg City Schools District and Kettering Health Network including community input, market assessment, business plan, partnership options, and programs/services to provide for the Miamisburg community. The proposed Study process is funded with grant funds and must be complete by June 30, 2014.

Submission of Proposals

Thirteen (13) copies of proposal documents shall be sealed and submitted to the City's Parks and Recreation Office, 10 North First Street, Miamisburg, Ohio 45342.

Sealed proposals must be received by 1:30p.m. Eastern Standard Time (EST) on Tuesday, December 11, 2012 at the City of Miamisburg's Parks and Recreation Office located at 10 North First Street, Miamisburg, Ohio 45342. Proposals received after that time will not be accepted. Proposals shall be sealed in a package clearly marked with the proposer's name and "PROPOSAL FOR COMMUNITY WELLNESS CENTER FEASIBILITY STUDY".

Proposals will be considered from professional firms that demonstrate experience and success in conducting studies for health, wellness and recreational areas.

Background

The City of Miamisburg is located in southwestern Ohio between Cincinnati and Dayton, and it is adjacent to I-75 which is a major north/south transportation corridor. The City's incorporated area includes approximately 12.3 square miles with a 2010 Census population of 20,181. In addition to the City of Miamisburg, the proposed facility will provide programs and services to the Miamisburg City School District which includes Miami Township residents which has a population of an additional 30,554 plus customers of Kettering Health Network - Sycamore Medical Center.

Partnering with agencies such as Sycamore Medical Center, the Miamisburg City Schools District and Miami Township were identified as a key strategy for this facility. The partnership would create a business consortium pooling collective resources to offer recreation, health, athletic and social services in one facility for the benefit residents, area employers, and visitors. Thus, creating a gathering space for individual

services, community happenings, and allowing cross market contact between citizens and customers from each entity.

The purpose of the Community Wellness Center Feasibility Study is to benefit the residents of Miamisburg and the surrounding communities. The Study is to assist in providing information on the undertaking of a new Community Wellness Center. The project's end result is for the partners to be well informed about every aspect necessary to make informed decisions about the needs requested, the needs required and the wherewithal to fulfill those prerequisites within the resources available.

Definitions

Owner:	City of Miamisburg is the contracting agent
Project Team:	City of Miamisburg, Miami Township, Miamisburg City Schools District and Kettering Health Network
Proposer:	Firm submitting proposal
Consultant:	Firm selected for Study
Study:	The Feasibility Study as detailed in the Scope of Services

Scope of Services

Scope of Services - except as specifically stated, the subsequent deliverables representing the stated tasks and the schedule for the deliverables will be agreed between Consultant and the Owner.

- A. Data collection and needs analysis – this should cover:
 1. Review of existing planning studies and related detail as available from partners
 2. Identify the service area
 3. Prepare a demographic analysis of the study area
 4. Current population, forecast for next five years
 5. Per capita Income, per capita taxes
 6. Household formations and age growth patterns
 7. The effects of demographic changes for recreational services
 8. Recreational program and facilities in study area
 9. Unmet needs for existing and potential partners
 10. Trends and future needs
 11. Area healthcare and facilities needs and cooperation possibilities
 12. Provide preliminary report which summarizes the above referenced information: identify specific areas of deficiencies that currently exist within the public, non-profit, and the private sectors in the study area.

- B. Strategic partners and stakeholders - this should cover:
1. Identify key strategic partners in the community
 2. Identify key strategic joint partners for a joint facility
 3. Meet with possible partners to confirm their participation
 4. Identify subgroups among the partners
 - a. Existing customers
 - b. Athletic organizations
 - c. Healthcare
 - d. Education
 - e. Advocacy groups
 - f. Community Businesses
 - g. Elected officials
 5. Develop a strategy by which the participating subgroups can become involved in the study process
 6. Identify focus groups and user groups
 7. Create a structure for the development of the study for stakeholders
 8. Develop tasks and timelines for the development of the study through completion
- C. Public participation - this should cover:
1. Provide a detailed approach to providing a citizen-focused process, including:
 - a. At a minimum, public meetings upon initiation of the planning process and to discuss final results.
 - b. List number of proposed meetings/sessions and where in the planning process they would occur.
 2. Proposed process for soliciting public input to determine attitudes, needs and priorities.
 3. List of the visual and electronic material that will be utilized and provided to communicate the process and results of the plan.
 4. Sample copies of similar work prepared for a minimum of three other clients.
- D. Program (recreation, medical, athletic) Identification - this should cover:
1. Examine existing facilities and programs offered by adjacent communities
 2. Identify possible programs in response to the needs analysis
 3. Identify the Strategic Partners role in the provision of programs in the new facility
 4. Identify the facility requirements for each program

- E. Facility Building Program - this should cover:
1. Based on the facility needs prepare a comprehensive building program for the entire facility in a room by room format; identify the required sizes, finish materials, special equipment, HVAC needs and adjacencies
 2. Meet with the Project Team and review each element of the building plan for sign off
 3. Identify program needs for exterior facilities including parking lots, court yards, and other site improvements
 4. Provide acres required for a facility
 5. Provide a final building program, which outlines the specific requirements of the site and building
 6. Review potential facility locations as identified by Project Team
 7. Identify potential land acquisition that meets the community needs for location, size and cost
 8. Prepare a concept development plan as per the requirements of the Project Team
- F. Capital and Operating Cost - this should cover:
1. Prepare a reliable estimate of construction costs based upon building plan as outlined; includes the cost of the building, site improvements, professional fees, and miscellaneous expenses; estimate does not include the cost of the land
 2. Identify the cost of standard operating equipment and furnishings
 3. Identify the cost of special equipment to be placed in the building such as exercise equipment, information technology, healthcare equipment, etc.
 4. Identify the operating costs for the building staff costs and related expenses.
 5. Identify the cost that would be specifically assigned to one or more strategic partners.
 6. Identify revenue sources from services as provided by the strategic partners.
- G. Financing and Operating Pro-Forma -this should cover:
1. Determine the most appropriate funding strategy for the project
 2. Identify potential public and private funding sources
 3. Identify possible grants or special project funding from one or more of the strategic partners.
 4. Prepare an operating pro-forma, which includes a detail analysis of building and program expenses; it would also identify specific revenue sources from citizens, businesses, user groups, strategic partners, or other interested/targeted groups.
 5. Identify the forms of payment that could be made to the Owner including fees, building rent, lump sum special funding, or endowments; the

operating pro-forma will also include allowances for debt service, bonds, or other financing mechanisms.

H. Public Presentations and comment -this should cover:

1. Prepare a citizen information plan by which the progress and final recommendations of the report are conveyed to the citizens, strategic partners, and interested user groups.
2. Present presentations and recommendations of the report in draft form to the governing bodies of the strategic partners for comment and review.
3. Upon receipt of final review comments, prepare a final report for distribution to the Project Team and any additional strategic partners and make a final presentation to each of four partner executive bodies, up to a total of four presentations.

- I. Provide fifteen (15) hard copies of the final report with color graphics and an executive summary to be delivered to the Owner along with one electronic copy.

The scope of work must include the details presented in the foregoing "Scope of Services." However, it is the consulting firm's option and responsibility to present any additional elements as are appropriate and desirable for the project and labeled separately as Additional Proposal Criteria.

Public Participation

A project steering committee representing diverse stakeholders will oversee the project. The consultant will coordinate with the Project Team in the pursuit of local public input for the project. The consultant will participate in public meetings, make presentations, prepare materials for distribution to the public at meetings, prepare meeting minutes, and prepare documentation for, and response to, public comment. As determined by the Project Team, presentation materials may include full scale display graphics, PowerPoint, videos, digital graphics and written summaries.

The Project Team is also committed to providing staff to support the consultant for citizen participation activities including:

- Providing assistance with solicitation of input from citizens.
- Scheduling, organizing and hosting committee, focus groups and/or public meetings.

Information Provided by Project Team

In the interest of making the best use of the consulting firm's time and expertise, the Project Team will provide the consulting firm with all available information regarding

the project area, including Master Plans, street maps, and existing survey information. Materials may be provided in hard copy or electronic formats as available.

General Instructions

The proposal should contain the required elements as stated in **Scope of Services**. It is not intended that the Scope of Services will include professional design services within the meaning of ORC 153.65(C).

Sealed proposals will be accepted until **1:30 p.m. (EST), Tuesday, December 11, 2012** at the City's Parks and Recreation Office located at 10 North Main Street, Miamisburg, Ohio 45342. Proposals received after that time will not be accepted. **Proposals shall be sealed in a package clearly marked with the proposer's name and "PROPOSAL FOR COMMUNITY WELLNESS CENTER FEASIBILITY STUDY"**.

Whether delivered by U.S. mail, personal delivery or carrier, the proposer assumes the responsibility for ensuring the proposal is submitted on time at the specified location. Only proposals received by the specified time and date will be considered.

All proposals and accompanying documentation shall become the property of the Owner. Submission of a proposal constitutes proposer's acceptance of the procedures, evaluation criteria and RFP instructions. The Project Team reserves the right to solicit additional information or proposal clarification from any one submitting a proposal, should the Project Team deem such information necessary.

The Owner will answer questions in writing. Correspondence will be shared with all known firms indicating interest in this process. Firms shall indicate their interest in correspondence to Debbie McLaughlin, Parks and Recreation Director as indicated below. Any questions regarding the RFP must be submitted in writing via U.S. mail, fax or electronic mail and should be addressed to:

Debbie McLaughlin, CPRP, Director
Miamisburg Parks and Recreation Department
10 North First Street
Miamisburg, Ohio 45342
Fax: 937-847-6453
Email: debbie.mclaughlin@cityofmiamisburg.org

The City reserves the right to change the submission deadline or to issue amendments to the RFP anytime or to cancel or reissue the RFP at any time without penalty. The City reserves the right to accept or reject any and all proposals or parts and to waive any technicalities or irregularities as determined by the City. Further, the City is not liable for any costs incurred by the proposer including, but not limited to the costs for

the preparation of the RFP and attendance at any presentation or meeting with Project Team representatives.

The Owner will not be responsible for any error or omission in the information provided, nor for the failure of the proposer to determine the full extent of the effort necessary to provide the requested services. The proposal shall be prepared and submitted in accordance with the provisions of the RFP instructions and specifications. Any alteration, omission, addition, variance or limitation of, from, or to a proposal will be sufficient grounds for non-acceptance of the proposal.

Terms and Conditions

Late Proposals: Proposals received after submission deadline will be considered void or unacceptable. The City of Miamisburg is not responsible for delay of receipt such as the non-delivery of U.S. mail or by carrier. The date/time stamp in the City's Parks and Recreation office shall be the official time of receipt.

Altering Proposals: Proposals cannot be altered or amended after the submission deadline. Any interlineations, alteration, or erasure made before the opening time of proposals must be initialed by the signer of the bid, guaranteeing authenticity.

Withdrawal of Proposal: A proposal may not be withdrawn or canceled by the offer proposer without written permission of the City of Miamisburg.

Reading of Proposals: Proposals will be received and publicly acknowledged in the Miamisburg Civic Center Community Room Tuesday, December 11, 2012 at 1:30 p.m. EST. Proposers, their representatives and interested persons may be present.

Sales Tax: City of Miamisburg is exempt by law from payment of Ohio Sales tax and Federal Excise Tax.

Conflict Of Interest: No Project Team official shall have interest in the contract.

Ethics: The proposer shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the Project Team.

Addenda: Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested by the City of Miamisburg Parks and Recreation Director. Addenda will be emailed to all who are known to have received a copy of this RFP. Proposers shall acknowledge receipt of all addenda.

Law Compliance: Proposals must comply with all federal, state, county and local laws concerning this type of service.

Required Documentation: The proposer shall provide all documentation required by this RFP. Failure to provide this information may result in rejection of the proposer's proposal.

Indemnification: To the fullest extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the City of Miamisburg, Miami Township, Miamisburg City School District, Kettering Health Network and the State of Ohio - Ohio Development Services Agency, their officers, officials, employees, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions to act of contractor or its officers, agents, or employees in rendering services under this contract.

Insurance: Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation** coverage, with Statutory Limits.
4. **Employer's Liability** Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
5. **Professional Liability (Errors and Omissions)** Insurance, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate. Consultant shall maintain such coverage for a minimum of two (2) years after completion of work under this agreement.

If the Consultant maintains higher limits than the minimums shown above, the City of Miamisburg requires and shall be entitled to coverage for the higher limits maintained by the contractor.

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. Additional Insured Status

The City of Miamisburg, Miami Township, Miamisburg City School District, Kettering Health Network and the State of Ohio - Ohio Development Services Agency, their officers, officials, employees, and volunteers are to be covered as **additional insureds** on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

2. Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be primary** insurance as respects the City of Miamisburg, Miami Township, Miamisburg City School District, Kettering Health Network and the State of Ohio - Ohio Development Services Agency, their officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Miamisburg, Miami Township, Miamisburg City School District, Kettering Health Network and the State of Ohio - Ohio Development Services Agency, their officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. Notice of Cancellation

Each insurance policy required above shall state that **coverage shall not be canceled, reduced, or restricted without 30 days prior written notice to the City of Miamisburg.**

4. Verification of Coverage

Consultant shall furnish the City of Miamisburg with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City of Miamisburg before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Miamisburg reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

5. Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

Patents/Copyrights: The successful proposer agrees to protect the City of Miamisburg, Miami Township, Miamisburg City Schools District and Kettering Health Network from claims involving infringements of patents or copyrights.

Contract Administrator: The contract administrator is the City of Miamisburg Parks and Recreation Director with designated responsibility to ensure compliance with contract requirements, such as, but not limited to, acceptance, inspection, and delivery. The contract administrator will serve as liaison between the Project Team and Consultant.

Silence of Specification: The apparent silence of these specifications as to any detail or to the apparent omission of a detail concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Public Record: All submitted information relating to this proposal shall become part of the public record. Proposers may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to Ohio's public records laws shall be made by the City's legal counsel.

Proposal Format

Proposals shall be relevant and concise and include samples of previous work. To facilitate the evaluation process, the following format will be required:

1. Cover letter:

A dated cover letter with original signature (and subsequent copies) shall be submitted containing the name address, telephone, email and fax number and title of the person authorized to represent the proposer.

2. Brief Description of the Firm:

- Name of business and office location
- Length of time in business
- Total number of local and other employees
- Name of principals and areas of expertise
- Professional services provided by the firm

3. Firm's Qualifications:

Each responsive Proposal must contain a statement of particular expertise and experience in providing studies of municipal and commercial community facilities including the following;

- Community Center overall development with an emphasis on wellness, recreation, and school athletics
- Developing partner strategies consisting of shared and exclusive services
- Related facility design, energy management control systems and incorporating sustainable materials and construction practices
- Land use and selection
- Demographic analysis
- Market orientation and market partners
- Programming
- Operations analysis, expenditures, revenue projections, expenditure-revenue comparisons, fees and attendance
- Community involvement, participation and presentations
- Scheduling for the overall process and to the presentation of the final report

4. Project Team

List those individuals who will do the work on this project. Provide the following information for each team member:

- Team Assignment
- General qualifications and professional qualifications
- Project experience directly relevant to this project
- Indicate current work load and certify that no project team member will be substituted without prior approval from the Owner

5. Sub-consultants

List any firm that will act as a sub-consultant to your firm, its specialty areas, location of office, number of employees, and firm's experience related to this project. Provide information regarding prior projects on which sub-consultants have worked with your firm. Indicate current work load and certify that no sub-consultant will be substituted without prior approval from the City of Miamisburg.

6. Relevant Project Experience

Include brief description of projects completed by the project team in the past **five** years that directly relate to this project. Description of the projects should include:

- A. Name of client, contact person and telephone number
- B. Location
- C. Overview and visual representation, if applicable, of the project
- D. Completion date, if applicable

7. Process Approach

A delineation of proposed services and approach to the project and a list of subcontractors and their role in the project. This section shall include a flow chart, methodology, unique experience, management strategies, etc.

- A. Each responsive Proposal will be evaluated to assess the firm's specific understanding of project requirements (**Scope of Services**), and the steps necessary to meet the project goals as well as overall approach
- B. The firm should provide a step-by-step detailed description (including deliverables and key milestones) as to how they would approach the project in order to minimize project costs and maximize project outcomes
- C. Time table for completing the Study process
- D. Additional information that may help the Project Team in considering the firm for selection

8. Client References

The proposer shall include at least **five** recent, relevant projects with the client's contact name and title, organization's name, address, telephone number, and e-mail address. The Project Team reserves the right to investigate the references and the past performances of any applicant with respect to its successful performance of similar projects, compliance and contractual obligations, and its completion of a project schedule.

9. Amount of insurance coverage the firm has in each of the following categories:

- a) Commercial General Liability
- b) Automobile Liability
- c) Workman's Compensation
- d) Employer's Liability
- e) Professional Liability

10. Legal Actions or Lawsuits

The proposer shall make known to the Owner 1) any history of claims regarding projects in which the firm has been involved; and 2) any outstanding lawsuits, legal actions or conflicts of interest which would affect its ability to perform the contract.

11. List of Exceptions

This section shall describe any exception taken to any section in the RFP.

12. Fee Proposal

This section shall list the lump sum fee to provide the proposed services. A detailed fee schedule shall provide fees by project component identified in Scope of Services.

Evaluation and Selection Criteria

A selection panel consisting of Project Team representatives will review the submitted proposals. All proposals will be evaluated based on: the firm's professional qualifications, technical competence, project understanding, approach and scope, capability to perform services in a timely manner on a budget, and past performance on similar projects.

Only proposals that best meet the RFP requirements and scope of services will then be further evaluated. A short-list of firms will be invited to participate in an interview process scheduled for **Monday, January 7, 2013**. Notification regarding each firm's status in the selection process will be made by **December 19, 2012**.

The panel will then make a recommendation to City Council to award a contract to the selected firm.

Award and Execution of Contract

The award of the contract pursuant to the provisions of this selection will not be based solely on financial considerations, but will also include the evaluation criteria listed in this RFP. Once the successful consultant firm is selected, the contract will be negotiated and finalized within thirty (30) calendar days. This recommendation will be presented to the Miamisburg City Council for adoption.

Upon award of contract by the City Council, the consultant will provide the Project Team with a final work plan, including task list and schedule, within ten (10) business days.