



Town of Milton, Vermont

Request for Proposals for Market Feasibility Study for Indoor Recreation Community Facility

SUMMARY

The Town of Milton, in conjunction with the Milton Recreation Department and Milton on the Move, wishes to procure the services of a professional consultant to identify the local feasibility of a public multi-use indoor recreation facility (or facilities) that includes a pool, ice rink, and community center. Through the Milton on the Move process and in past community-wide planning activities, residents of Milton have established a vision to develop a recreation facility or complex that could serve as a space for Milton community members to hold events, sports and other recreation activities. The goal is to expand year-round recreation and fitness options for residents and to draw in members of surrounding communities, which contributes to economic development by making Milton more of a destination Town.

The Consultant supplying this service must be adept in recreation facilities operations management and experienced in economic, financial and market study of recreation facilities, recreational activities, athletic/sports programming, geographic regions, and populations. Proposals will be reviewed by personnel from the Town of Milton, Milton Recreation Commission and Milton on the Move.

The successful Consultant must enter into a professional services contract with the Town of Milton and must abide by all contract conditions and procure all pertinent insurance requirements.

OBJECTIVE

Using existing planning documents along with the analysis of market conditions, funding sources, revenue potential, and other factors as identified below, determine the estimated scope, size and cost to build and to operate a public multi-use indoor recreation facility (or facilities) to include a pool, ice rink, and community center.

SCOPE OF SERVICES

The Consultant shall address and provide all the information requested under this proposal in connection and respect to the goals, objectives, and provisions of the project.

1) Consultant shall, at a minimum, address the following project components:

a. Work Statement Introduction

- i. Examine and understand the history of the project, including past studies and planning efforts
- ii. Examine and understand the current park layout and amenities for the Town of Milton
- iii. Using existing planning documents, determine the estimated scope, size and cost of a facility based on priorities identified

b. Market analysis—local and regional

- i. Define the geographical area impacted by Milton's current and proposed facilities and the community
- ii. Conduct a competitive review comparing local and regional events, including current and future opportunities

c. Explore/analyze options for ownership, management and operational models

- i. Identify and connect private and public funding sources with strategies that combine the resources for optimum project value including, but not limited to:

1. Sports/special interest groups
 2. Economic development related groups
 3. Sports tourism groups
 4. Key Town officials and local partner boards and groups
 5. Local daycare facilities and after school programs
 6. School district and higher education athletic directors
- ii. Conduct workshop(s) with Town staff and community to present findings and gather additional input for a final report
- d. Building Project Assessment**
- i. Evaluate the best long term placement of the recreation facility or facilities within Bombardier Park
 - ii. Develop proposed concept drawings and amenities scope for the complex with regard to the study's findings
 - iii. Identify and prioritize construction phases, environmental opportunities (LEED), sustainable construction materials and practices
 - iv. Identify and recommend internal amenities and design features, including opportunities for shared amenities
 - v. Develop a master plan for a proposed park layout
- e. Operational, Financial and Economic Analysis**
- i. Identify strategic revenue resources such as individuals, user groups, community partners, a potential local option tax, and outside resources
 - ii. Identify and develop detailed revenue projections and a base fee structure for daily, monthly and annual facility use along with current programming and opportunities using the proposed complex
 - iii. Explore the top ten (10) revenue generating opportunities with recommendations based on a 5-year profile of the local/regional population and economic trends and relative impacts on the recreation facility (or facilities)
 - iv. Develop realistic projections for use and the impact on the local economy using current facilities along with the proposed complex
 - v. Develop detailed estimates for annual costs of operating the complex
- 2) The consultant may provide a response that addresses the entire complex or a singular component (such as the ice rink, pool OR recreation/community center).
 - a. If the response addresses only a single component, the consultant shall include additional explanation regarding how the consultant will interface with other contractors and/or consultants to incorporate the facility plan into a comprehensive master plan.

FINAL REPORT AND DELIVERABLES

- 1) Kick-off Meeting
- 2) Monthly conference calls or meetings with Town staff and specified stakeholders
- 3) Develop concept plans to address needs and market potential based on financial viability, market need and public input
- 4) Draft a report of Market Analysis, Building Project Assessment, Ownership/Management Models and Operational, Financial, Economic Analysis for committee review and input
- 5) Presentation of findings to Selectboard, Town staff, Milton on the Move and Key Stakeholders; and
- 6) Final written report including two (2) hard copies and one digital PDF file

PROFESSIONAL COMPANY QUALIFICATIONS

In addition to the items addressed in the Scope of Services, the following information relating to the Consultant qualifications is requested:

- 1) Consultant's name, address, and telephone number(s)
- 2) Types of services which Consultant is qualified to provide
- 3) Name, qualifications, and experience of key personnel available for this project; and
- 4) Recent list of references and completed work(s) similar in nature

TOWN PROVIDED ACCOMMODATIONS

The Town will provide access to staff and facility budgets, previous studies, and reports pertaining to analysis of the requested information, contact information for key stakeholders, known user groups, and documents on file from the development of concepts and drawings.

PROPOSAL SUBMITTAL AND TIMETABLE

An optional pre-bid meeting will be held on Friday, June 30, 2023 at 10:30 a.m. in person in the Community Room at 43 Bombardier Road, Milton, VT, or virtually via zoom at:

<https://us02web.zoom.us/j/88444476110?pwd=MWJPZHVTczF4bG1pV2lrcVFJTm1KUT09>

Meeting ID: 884 4447 6110

Passcode: 580267

Any clarifying questions regarding the RFP should be directed to the following individual by July 7, 2023 at 2 p.m. Responses will be transmitted via email to all bidders who attend the optional pre-bid meeting.

Don Turner, Jr., Town Manager
Town of Milton, Vermont
43 Bombardier Road, Milton, Vermont 05468
802-893-6655 option 2
dturner@miltonvt.gov

Proposals must be delivered by 2:00 PM Eastern Standard Time (EST), July 21, 2023 to Don Turner in the Town Manager's Office at 43 Bombardier Road, Milton, VT. One (1) hard copy of the proposal in a sealed envelope shall be hand delivered or mailed to the above contact and received by the deadline, and an identical electronic copy of the proposal shall also be submitted in PDF format to dturner@miltonvt.gov. Proposals received after the deadline will be returned to the respective business or individual unopened.

Clearly indicate the following on the outside of the sealed envelope containing the proposal:

- Name and address of bidding company
- Primary contact person
- "Request for Proposal: Market Feasibility Study for Indoor Recreation Community Facility"

Proposals will be evaluated on the thoroughness of the individual's or business' response to this request, the experience of the proposed staff, ability to comply with all analysis requirements, procurement of proper insurance, etc. Certain businesses or individuals may be selected for personal interviews based on the Town's evaluation of the proposals and a final selection made. The successful Consultant shall be prepared to begin services on September 1, 2023. The proposal submission will be the Consultant's indication that they can adhere to this schedule.

PROPOSAL SUBMITTAL AND PREPARATION COSTS

By submitting a Proposal, the Consultant thereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein. The Town will not be responsible for nor will incur any cost associated with the submittal or preparation of this Request for Proposals.

CONTRACT PROVISIONS

The contents of this RFP, for the successful Consultant, may become contractual obligations if the Town of Milton wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations contractually, in a purchase order, contract, or similar instrument may result in cancellation of the agreement and such Consultant may be removed from future solicitations.

INSURANCE PROVISIONS

Prior to commencement of work, Consultant shall procure, and at all times thereafter maintain, with insurer, insurance acceptable to the Town, which is generally summarized as follows:

LIMITS

Workers' Compensation	Statutory
Comprehensive General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Professional Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate

Consultant shall provide the Town with certificates evidencing such insurance as outlined above prior to beginning any work under this agreement. Such certificates shall provide the thirty (30) days advance written notice to the Town of cancellation, material change, reduction of coverage, or non-renewal, and shall list the Town of Milton and its employees as an additional insured.

For Comprehensive Liability, Consultant shall provide the Town with copies of insurance policies and/or policy endorsements listing the "Town of Milton", its Selectboard and Town Manager, officers, employees, agents, volunteers, and sub-contractors as an additional insured.

SPECIAL PROVISIONS

The Town reserves the right to reject all proposals and to waive any informalities. The Consultant shall be responsible and responsive to the Town in its requirements within the scope of this proposal and shall confer with and be guided by the directive of the Town through the office of the Town Manager, or his designated representative. The Consultant shall attend any special meetings with the Town Manager, or Town Staff, relating to questions, performance or negotiations concerning this proposal.

In the event that it becomes necessary to revise this RFP, an addendum to this RFP will be provided to each Consultant that attends the pre-bid meeting. The Town reserves the right to change submission date(s) for any reason, including an addendum or supplement to the RFP. Late proposals will not be accepted. It is the responsibility of the Consultant to ensure that the Proposal arrives prior to the deadline.