



City of Homer

www.cityofhomer-ak.gov

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Memorandum 21-171

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: September 27, 2021
SUBJECT: Ordinance 21-58 HERC

During the past week, City Staff has been working on the Request for Qualifications (RFQ), attached, as well as the scope of work. The timeline for this contract is very short; staff determined a Request for Qualifications rather than a Request for Proposals is a faster process and more likely to yield a qualified and timely response.

Staff has also conferred with the Kenai Peninsula Development District, KPEDD. They reminded staff that if this grant process is not successful for the city, there are other programs and funding opportunities. Additionally, while grant applications are strongly recommended to be submitted in January 2022, March is the official deadline. With this thought fresh in our minds, the attached RFQ and scope of work are provided for Council in the attempt to meet the January timeline.

Attachments

Request for Proposal (Draft)

Scope of Work

City of Homer

Request for Qualifications

Redevelopment of the Homer Education & Recreation Campus

Issue date:

LOGO HERE

Submittal Deadline:

4:30 pm, Thursday October 14, 2021

Planning and Conceptual Design of a new Multi-Use facility on the Homer Education and Recreation Campus

Issue date: September XX, 2021

The City of Homer is soliciting qualifications from qualified architectural and/or engineering firms to perform the work for **Planning and Conceptual Design of a new multi-use facility and site master planning.**

The HERC site houses two old school buildings. One of the buildings includes a gymnasium and classroom space utilized by the Community Recreation Program. The community desires a new facility and is ready to turn the much researched vision into a plan for a new multi-use center, with potential use for recreation, conference, theater or other public-private partnership space. The City desires to procure the services of the Respondent to research, study, organize and report data in a comprehensive written and presentational format. The Respondent supplying this service must be adept in recreation facilities operations management and experienced in economic, financial and market study for recreation facilities, recreational activities and multi-use recreation centers.

The City wishes to have this work conducted immediately upon issuance of contract, in order to use the deliverables for federal funding which may include an EDA ARPA Travel, Tourism and Outdoor Recreation grant application due in late 2021/early 2022.

RECEIPT OF QUALIFICATIONS DEADLINE: Qualifications will be accepted until 4:30 p.m., Alaska Standard Time, Thursday, October 14, 2021. Qualifications shall be submitted via hard copy at the City Clerk's Office, City of Homer, 491 E Pioneer Ave, Homer, AK 99603

SCOPE OF WORK: The work will consist of assisting the City of Homer in scoping a new multi-use recreation facility, including design from conceptual planning through site design and an order of magnitude cost estimate. The chosen firm must have the ability to work with the City Council, staff, stakeholders, and community members to plan and design a new facility. Timeline for completion of this work is December 12, 2021.

EVALUATION CRITERIA: The City will select two or three firms to interview. The City will enter into negotiations with one firm deemed to be the best fit for the project. Interested parties shall submit the following items:

1. Letter of interest.
2. Description of the team and its ability to meet City of Homer needs.

3. Qualification Statement including:

- a. Business name (or names if joint effort) and applicable licenses.
- b. Number of years in business and a brief history of the firm(s).
- c. Experience with similar projects, including ability to deliver cost-effective solutions.
- d. Resumes of key design and economic team members.
- e. Past record of performance on similar contracts including quality of work, timeliness cost control. Provide names and telephone numbers of five client contacts for reference purposes.
- f. Description of experience working with communities similar in size and character to the City of Homer.

SCOPE

OBJECTIVE

Help the City identify a scope for a new public multi-use community facility, by helping to address the following topics:

1. Identifying a combination of activities to house within the building which are feasible, desired by the community and that contribute to local economic activity in the recreational travel industry.
2. Projecting the capital as well as ongoing operation and maintenance costs for the facility.
3. Estimating the total number of jobs, economic impact and private investment that is expected to be generated by the project.

SCOPE OF SERVICES

The Respondent shall provide the following services and associated work products.

Respondent shall, at a minimum, address the following topics:

Market analysis

1. Define the impact of a new multi-use recreation facility and the competitive advantages and disadvantages of the proposed facility within the City of Homer.
 - a. Work Product: Letter Report
2. Conduct a comparative assessment of Homer indoor recreation, arts, theatre meetings and rentals and describe the advantages or disadvantages to a new indoor recreation facility on different user groups.
 - a. Work Product: Letter report with a brief update of changes since the 2015 PARC Needs Assessment

Socioeconomic analysis

1. Develop a 5-year, profile of the local/regional population and economic trends and the relative impacts on the recreation facility and other potential multi-use facility partners.
 - a. Work Product: Report on demographic and economic trends report, with impact of a new facility on the Homer economy.

Community Engagement

1. Conduct community and stakeholder meetings to share and assess the findings of the scoping study.
 - a. Work Product: Letter Report
2. Conduct Scoping Workshops with other potential partners, stakeholders and organizations whom could share physical space in the multi-use

recreation facility.

- a. Work Product: Report of organizations contacted and interest and financial ability to participate in a shared facility.
3. Identify and connect private and public operational and maintenance funding sources with strategies that combine the resources for optimum project value including but not limited to:
 - a. Special interest groups;
 - b. Economic development groups;
 - c. Naming rights;
 - d. School district
 - e. Local organizations and local partner boards and groups;and
 - f. Key City officials
 - g. Voter approved dedicated funding sourceWork Product: Funding recommendations and strategy.

Building Project Assessment

1. Provide conceptual plans, which identify and recommend internal amenities and design features, including green building, and sustainable features.
 - a. Work Product: Three conceptual plans of the proposed facility.
 - b. Work Product: "Preliminary Engineering Report" described in Form ED-900C – EDA Application Supplement for Construction Programs (OMB Number 0610-0094)
2. Provide three conceptual site plans demonstrating how the 4.3 acre site can be efficiently used for additional buildings and uses in the future.
 - a. Work Product: Three conceptual plans of the proposed site.
 - b.

Operational, Financial, Economic analysis

1. Identify and develop strategic revenue resources such as individual, user groups, community partners and outside resources.
2. Identify and develop detailed revenue projections and a recommended base fee structure for daily, monthly and annual facility use along with current programming and opportunities including lease/rental space, using the proposed multi-use recreation facility.
 - a. Work Product: Spreadsheets
3. Develop a cost recovery model based on potential revenue

projections.

- a. Work Product: 5 year Financial Plan
4. Develop detailed estimates for annual costs of operating the facility.
 - a. Work Product: Operating Budget
5. Develop detailed estimate of the total number and types of jobs created, economic impact and private investment that is expected to be generated by the project.
 - a. Work Product: Economic Impact statement for the facility.

Final Report and Deliverables:

1. Kick-off Meeting;
2. Bi-monthly conference calls with project lead and/or meetings with City staff and specified stakeholders;
3. Two update presentations to the Homer City Council.
4. Develop three site plans for proposed facility, recommended size of facility and conceptual plans.
5. Develop conceptual three site plans encompassing the whole property.
6. Draft a report of Market Analysis, Competitive Market Analysis, Building Project Assessment, Operational, Financial, Economic analysis for City project lead review and input;
7. "Preliminary Engineering Report" described in Form ED-900C – EDA Application Supplement for Construction Programs (OMB Number 0610-0094)
8. Presentation of findings to City of Homer staff, City Council, and Key Stakeholders; and
9. Final written report including five hard copies and one digital PDF file.

City Provided Accommodations

The City will provide access to staff and current facility budgets pertaining to analysis of the requested information, contact information for key stakeholders, known user groups, HERC Task Force Recommendations, 2015 Parks Art Recreation and Culture Report, and other documents on file for needed feasibility study background.