



(RFQ) NO. 2022-001

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) NO. 2022-001
RELATIVE TO THE SELECTION OF PROFESSIONAL SERVICES FOR
THE FIELDHOUSE/HUB FEASIBILITY STUDY**

November 17, 2022

SUBMISSION DEADLINE IS:

FRIDAY DECEMBER 16, 2022 BY 4:00PM CST

Fieldhouse/Hub Feasibility Study
St. Charles Parks and Recreation Board

1. Purpose

The City of St. Charles, Parks and Recreation Board (Parks) is seeking a contract with a professional services team to evaluate the feasibility and create a business model for a fieldhouse and activity hub. For the purpose of this study, a fieldhouse is defined as an indoor facility that provides space for a variety of athletic uses and amenities. The size and scope of such a facility have not been determined at this time. The Hub is defined as outdoor activities and amenities creating a social space.

2. Overview

97 acres of farmland was acquired for a future City Park in 2020. In 2020 and 2021, a master plan was created for 97 acres of park land on the City's northside by SWT Design. The land sits at the corner of Highway 94 and Highway B adjacent to a 97-acre parcel owned by the Orchard Farm School District. While developing plans for each parcel, Parks and School District worked together identifying shared use opportunities and division of the approximately 200 acres.

Through joint-board meetings and design team coordination the overall master plan process was collaborative in nature. The new park master plan and high school plans explored opportunities for shared parking, stormwater management, trail connections, educational curriculum, and athletic programming. As the new park and school district campus continue to advance, these 200-acres will become a destination within the rapidly growing community.

The City of St. Charles has identified 2,600 acres north of Highway B as the City's best opportunity for large-scale growth, and this park will be a central amenity driving, and supporting, this growth and providing a catalyst for economic development. The community driven planning process utilized by the Department of Parks & Recreation helps to ensure that the new park will complement the existing park system and provide desired amenities.

The new park master plan envisions unique amenities for residents and a foundation for sports tourism, surrounded by passive elements and spaces to retreat into nature. The design is driven by community feedback and is framed in the context of the new school campus and surrounding neighborhoods. The anchoring communities to the south of the new park site, combined with the potential growth to the north, positions this new park to be a significant destination within the City of St. Charles.

The fieldhouse and hub, located at the heart of the park, will be a key destination for the City of St. Charles. With a wide range of sizes and amenities, the master plan identifies three potential fieldhouse buildings to be explored (50,000 sf Fieldhouse; 95,000 sf Fieldhouse; 125,000 sf Fieldhouse). The Hub envisions food truck event plaza, batting cages, miniature golf, pickle ball courts, sand volleyball courts, lakeside cabanas, fishing dock, boat rentals and outdoor dining. The Master Plan can be found on our website at <https://www.stcharlesparks.com/park/new-park-development/>

3. Community Overview

The City of St. Charles, with a population of over 70,000, is a diverse city with historic areas of downtown along the Missouri River since 1769 and new housing developments such as New Town and Charlestown still building. Situated along the Missouri River from Highway 364 north to Highway 370, there are many points of entry to the City and gateway to the west from St. Louis. St. Charles is also home to a variety of entertainment and retail districts that offer something for everyone. With scattered boundaries to the City, three school districts serve St. Charles residents; St. Charles School District, Francis Howell School District and Orchard Farm School District.

4. Project Scope

The Fieldhouse/Hub Feasibility Study will determine building and operating an indoor sports complex and activity hub in St. Charles. The study will be broken into 4 phases:

- Phase 1: Needs Assessment
- Phase 2: Design, Cost Estimates and Funding Options
- Phase 3: Business Operations Plan for Sustainability
- Phase 4: Cost-Benefit and Economic Impact Analysis

Upon completion of Phase 1, the consulting team will review findings with Parks to determine the practicality of proceeding with Phases 2, 3 and 4. Phases 2, 3 and 4 are contingent upon a valid needs assessment of such facility and activity area.

I. Phase 1: Needs Assessment

In order to ensure a fieldhouse and hub area fits with community needs, the successful candidate will need to conduct extensive research within the community to gauge interest and support for the project. This should include but not necessarily be limited to the following:

- Inventory and analyze the existing indoor facilities in the St. Louis Metro area. Evaluate current recreational spaces, how they are being utilized and with what frequency. The assessment should be based on current sports teams' schedules, usage data and trends analysis.
- Collect and analyze participation numbers of non-profit sports organizations, league participation numbers, school district sports teams, etc., and review those numbers accurately and appropriately for indoor facility needs and wants. The goal is to start to build/design the community space.
- Inventory and analyze activity areas within St. Louis Metro area providing food truck event plazas, batting cages, miniature golf, pickle ball courts, sand volleyball courts, lakeside cabanas, fishing dock, boat rentals and outdoor dining.
- Community meetings and other public outreach efforts.

- Based upon research within Phase 1, analyze the size of a fieldhouse and hub activity area that would be supported by the community and potential users for sustainability.

II. Phase 2: Design, Cost Estimates and Funding Options

- Based off the Phase 1 data collected and validity of the findings, a preliminary design of the proposed facility will be developed.
- Schematic design (programmatic and illustrative) renderings of a proposed facility that illustrate space and needs and proposed usage patterns and frequency.
- Estimated design costs, construction costs, detailed operating costs and annual maintenance costs.
- To address capital and operating costs, identify and research funding options and partnerships, along with an analysis of each (pros/cons, steps to secure, etc.). The submitted research shall include, but not be limited to, public-private partnerships for capital projects, public-private partnerships for operations, bond and levy funding, and foundation fundraising.
- Review of capital and operating funding options. The roles of public, private and non-profit groups should be identified as well as how it would be funded – taxation, fees, rates, and charges are all potential options.
- Estimated annual revenue potential and anticipated sources of revenue.

III. Phase 3: Business Operations Plan for Sustainability

- Based upon Phase 2, develop a full business plan to consider the financial implications (both capital and operating) of the various program elements identified on the Park Master Plan through the public outreach process and needs analysis.
- Include both initial capital costs and future (replacement) capital costs.
- Calculate the projected operating costs and anticipated recovery costs.
- Analysis of staffing needs including full-time, part-time and seasonal positions with suggested rates of pay.

IV. Phase 4: Cost-Benefit and Economic Impact Analyses:

- Complete a Cost-Benefit Analysis (CBA) measuring the value of the facility's benefits and costs to the St. Charles community, which should include social benefits and costs.
- Complete an Economic Impact Analysis (EIA) focusing and measuring the facility's impact (jobs, tax revenues, property values, spending, business activity, etc.) to activity within the facility's service area.

5. Consultant Selection Process

This RFQ is the first step in a two-step process for selecting firms for the project scope outlined in #4 Project Scope. Parks will analyze and evaluate the Statement of Qualification (SOQ). Based on the evaluation criteria established for the project; a shortlist of no more than three (3) candidates will be developed. The RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by Parks. Based on this ranking, Parks will select no more than three of the top ranked respondents. Parks will then interview the respondents and will rank the firms in order of preference. One firm will be selected and will then be asked to submit a fee proposal to begin contract negotiations.

Acceptance of evaluation methodology: by submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in #6 Statement of Qualifications, acknowledges and accepts that determination of the "most qualified" firm may require subjective judgments by Parks.

Public information: All information, documentation and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and may be subject to public disclosure after the solicitation has been completed and the contract executed with the selected firm.

6. Statement of Qualifications

Please provide the following in your submittal:

- **Cover Letter:** Please submit a one-page letter of intent listing the proposed team (prime and sub-consultants), relevant experience and commitment to provide the services described in the scope of work.
- **Team Qualifications:** Brief history of the Consultant, including areas of team expertise and technical capabilities. Include a schedule of fees and hourly rates of staff.
- **Statement of Experience:** Identify the proposed project manager and roles and participation levels of all members of the project team; include a statement of

qualifications/résumé for each member. For each member, describe their experience with projects of a similar nature.

- **Project Approach:** Description of scope of work, including approach strategies and timeline which identifies major proposed tasks and products. Explain work/communication process with sub-consultants and how sub-consultants will be managed. Explain preferred work/communication process with Parks.
- **References:** Three (minimum) client references for municipal park and recreation departments (within the last 5 years) led by the proposed project manager. Please include the full name of the municipality, project manager, address, phone number, website and email. References from past City of St. Charles projects will not be accepted.
- **Relevant Sample Work:** No more than three work samples from previous projects of a similar nature. Please describe the scope of work performed for each project.

Please limit submittals to 10 sheets of two-sided, 8.5” x 11” pages (20 pages total) in length (excluding front and back covers) with font size no smaller than 10-point. Firm literature and project staff résumés may be attached to the response and do not apply against the page count.

Provide five (5) bound, paper hardcopies; and one (1) electronic PDF copy on a USB flash drive. All materials must be received no later than December 16, 2022 no later than 4:00 p.m. CST. All qualification submittals must be in a sealed envelope and clearly marked “Fieldhouse/Hub Feasibility RFQ Submittal.”

Submittals must be mailed or delivered to:

St. Charles Parks and Recreation Department
Attn: Maralee Britton, Fieldhouse/Hub Feasibility RFQ Submittal
1900 W. Randolph Street
St. Charles, MO 63301

Submittals submitted via fax, telephone or email will not be accepted.

7. RFQ Communications

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact Maralee Britton at Maralee.britton@stcharlesparks.com

All questions must be submitted by email and must be received by December 7, 2022 by 4:00 p.m. CST. Answers will be released to all interested parties by December 12, 2022 by 4:00 p.m. CST.

Any oral communication will be considered unofficial and non-binding.

Absolutely no communication shall occur regarding this RFQ, including requests for information, or speculation between the Consultant or any of their individual members and any City or Parks official or employee other than those named above. Failure to comply with this provision may result in Consultant's qualification submittal being removed from consideration.

8. Right To Reject Submittals

Parks reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

