

ATTACHMENT A - PROJECT SCOPE

1. **BACKGROUND & BASIS OF STUDY:** In the recognition of the need for public park facilities and in particular a swimming pool, island voters approved the formation of the Bainbridge Island Park & Recreation District in a special election on May 25, 1965. This effort was spearheaded by members of the Rotary Club of Bainbridge Island with the active support of numerous other groups on the island. The first board meeting of the new Park District was held on June 4, 1965.

To stabilize funding operations and long-term planning for the Park District, island residents voted on September 14, 2004 to approve the formation of the Bainbridge Island Metropolitan Park & Recreation District. As a metropolitan park district, the Park District now operates under a tax structure that provides the community with on-going funding for their local Park District and thereby assures island residents of continued park and recreation services from year to year.

In February of 2015, the Bainbridge Island community voted in favor of purchasing the Sakai property located in the heart of the island and directly across the street from the current aquatic center. The District conducted a public process to determine the public's interests for the new site and one of the 12 items generated from the process was a 50-meter pool to replace the aging Ray Williamson lap pool.

In the Summer of 2017, the District commissioned an assessment of the Ray Williamson lap pool. The study confirmed the pool was beyond its useful life and no longer meeting the community's needs. The same study proposed three alternatives to meet the growing community needs. In conclusion, the District's board of commissioners decided to pursue further studies on operation and construction costs of a new facility in connection with the current facility as opposed to the Sakai property across the street. Board meeting minutes can be referenced in Attachment B & C.

2. **PUBLIC OUTREACH:** The design team will conduct a minimum of one (1) meeting with an aquatic facility user group committee in order to identify the critical components related to facility use listed below. The District will conduct the process for selecting committee members from the public to ensure the committee is representative of all aquatics facility user groups. While the District may assist the design team with coordinating the committee meeting(s), all resulting documentation from the meeting(s) falls within the contracted scope of work.

The design team will then be required to present the findings from the user group committee meeting(s) to the District's Board of Commissioners. Any additional community involvement beyond this meeting(s) will be determined by the District in conjunction with the design team.

During this meeting the follow critical components of the Aquatic Center Facility shall be identified:

- a. Identify the core facility user group(s) requirements based on need and industry/governing body standards
 - b. Identify current and future facility user group(s) aquatic needs
 - c. Facility user groups' needs to operate during construction
 - d. Parking requirement for the facility usage
 - e. Impact on existing pool and School District property
3. **FACILITY COMPONENTS:** The capital and operating cost impact of each facility program component shall be itemized to allow analysis to determine the merits of each component to the overall facility. The assessment will provide a priority list on program and general user-based components, based on how the facility will be utilized, and the costs and impact(s) of each component.
4. **SITE ANALYSIS:** Provide assessments for at least three (3) potential building options on the current aquatic center site. *Reference Attachment B*

The consultant shall analyze the site to determine its suitability for each design. Identify key criteria to assess the benefits and drawbacks on the site, and develop methodologies to compare and contrast the individual merits of each design layout on the site. A copy of the analysis shall be included in the final report detailing the types of analysis conducted, results, and any limitations or concerns related to each of the sites. Information in this section should be prepared and organized to allow for future analyses.

5. **SCHEMATIC DESIGN:** Conceptual facility planning shall incorporate feedback received from the community. Schematic design alternatives shall include, at a minimum: site and building diagram, conceptual floor plan, and graphic representation that reflect design objectives, space requirements, relationships, site conditions, perspective sketches/renderings, computer modeling, and/or combination of these media; potential traffic concerns; code requirements and potential conflicts; and preliminary construction and operational estimates. These estimates shall be divided into specific recreational components/features which can be added or deleted from the conceptual complex. This stage will identify critical components of the facility and be organized to identify:
- a. How current programmatic restraints would be solved and allow for future growth
 - b. Code/Permit conflicts and constraints
 - c. Construction cost estimates of the new proposed Aquatic Center option(s)
 - d. Various conceptual illustrations and marketing tools.
6. **OPERATIONAL STUDY:** The study contents shall consider the following: the aquatic center will be operating seven days a week year-round. Facility information can be referenced in *Attachment D*. This study shall provide direct operating expense for the three proposed options developed in the Schematic Design section. The contents of this study will help provide a clear understanding of general operational expense compared to current operational expense of the existing building.

7. **FUNDING:** Provide examples of different methodologies utilized to fund and operate aquatic centers, including bonding, public/private partnerships, corporate sponsorships, the sale of naming rights, and other creative ventures.

8. **PROPOSAL REQUIREMENTS:** Proposals should clearly state how your firm's expertise is demonstrated by previous experience. The following shall be addressed at a minimum, with sections tabbed as follows:
 - a. **Cover Letter**

In a brief letter of introduction stating your interest in the project, explain how your expertise is demonstrated by previous experience, and what makes your firm uniquely qualified for this project. What value or benefit do you bring to the process that differentiates you from the other candidates?

 - b. **Executive Summary**

In a brief narrative, describe the proposed solution by setting forth the overall approach and plans to meet the requirements of the RFP. The intent of this narrative is to convey to the District that the consultant understands the RFP objectives that the study is required to meet, the nature of work, and level of effort necessary to successfully provide the defined services. The narrative should stipulate the consultant's approach and how the plans to provide the services are appropriate to the tasks involved.

 - c. **Scope of Work/Methodology**

Provide a detailed description of approach and methodology to be used to accomplish the Scope of Work of this RFP. The methodology should include:

 - 1) Describe the consultant's approach to managing the project, including an implementation plan that describes in detail the specific plans to manage, control, and supervise the project in order to ensure satisfactory provisions of the services.
 - 2) Provide a project schedule designed to meet the requirements of the District, as well as scheduling and control methodology that will be used to ensure the schedule will be met. The District's target date for completion is twelve weeks from the date the contract is signed; however, a time-line from the consultant is required.
 - 3) Provide a description of the implementation plan considerations, including estimated timeframes and deliverables for various stages of the project.
 - 4) Detailed description of the specific tasks you will require from District staff. Explain what respective roles the District's staff and your staff would be to complete the tasks specified in the Scope of Work.

 - d. **Company Staff**

Provide company name, address, telephone, fax, URL of company website, email, and information regarding the consultant's stability, length of time in business,

business history, future plans, company size, etc. Provide professional backgrounds on key project team members who will be working directly on this project and indicate the functions that each will perform. Indicate the consultant's reporting structure.

Upon awarding and during the contract period, if the contractor chooses to assign different personnel to the project, the consultant must submit their names and qualifications including information listed above to the District for approval before they begin work on the project. The District maintains the right to accept or reject any changes made on the proposed project team members.

e. Qualifications

The information required in this section should describe the qualifications of the consultant and key staff, in performing projects within the last five years that are similar in scope, to demonstrate the consultant's ability to perform the requested services. In addition, include the following information:

- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
- 2) A summary of your consultant's demonstrated capability, including length of time that your firm has provided the services being requested in the RFP.
- 3) Provide a list of three (3) recent clients that received similar services from your firm. Information provided shall include: client name, project description, client address, contact person including a phone number and email address. The District is most interested in Washington municipal agencies.
- 4) Provide a previous client project as an example of your work product (name of entity may be excluded).