



September 30, 2013

**RE: REQUEST FOR QUALIFICATIONS  
Community Aquatic Center Feasibility Study  
City of Jasper, Indiana, Department of Parks and Recreation**

To Whom It May Concern:

The City of Jasper is requesting qualification packages from qualified firms to conduct an Aquatic Center Feasibility Study. Sealed qualification packages, plainly marked "City of Jasper Parks Community and Aquatic Center Feasibility Study" on the outside of the mailing envelope, addressed to the City of Jasper, Park & Recreation Department, 1301 Saint Charles Street, Jasper, IN 47546, will be accepted until **8:00am on Monday, October 21, 2013**. Packages may also be hand-delivered to the office of the Clerk-Treasurer at City Hall, located at 610 Main Street, Jasper, Indiana, by the required date and time. Submittal packages delivered after the posted deadline will not be considered for selection. No faxed, telephone or email proposals will be accepted. This study will encompass a broad range of work including but not limited to a public process, market analysis, facility programming, as well as exploring funding mechanisms and potential partnerships. Services may also include a site analysis, schematic design alternatives and associated construction cost estimates.

The Request for Qualification document may be obtained by visiting the City's website at [www.jasperindiana.gov](http://www.jasperindiana.gov).

## CITY OVERVIEW

The City of Jasper, Indiana, is located one (1) hour northeast of Evansville, Indiana; two and one-half (2.5) hours southwest of Indianapolis, Indiana; and one and one-half (1.5) hours west of Louisville, Kentucky. Also, significantly, Jasper is located only twenty-five (25) miles north of Holiday World & Splashin' Safari, located in Santa Clause, Indiana; and only fifteen (15) miles west of Patoka Lake Recreation Area. The City of Jasper has a total area of approximately 13.20 square miles

The City of Jasper is home to approximately Fifteen Thousand (15,000) people, twenty-five percent (25%) of whom are under the age of 18. Jasper has a Municipal Code. It is governed by an elected Common Council apprising of seven (7) members from five (5) districts with two (2) At-Large positions. Jasper also has an elected Mayor. It is served by the Greater Jasper Consolidated School Corporation as well as two private schools. The City is a regional center in southwestern Indiana, It boasts a large number of furniture companies, including Kimball International and Masterbrand Cabinets; and it is also home to Jasper Engines & Transmissions (largest remanufacturer in the market), and to a satellite campus of Vincennes University.

In 2005, Jasper was ranked in the ten best places to live in the U.S. by Relocate America. Jasper was previously ranked in the top 25 in Norman Crampton's 1992 book *100 Best Small Towns in America*. As testimony to this, it is noted that Jasper has the only municipally supported Arts Commission in the state of Indiana. It is part of city government and is supported by the city for its citizens in the same manner as its Department of Parks & Recreation.

For its size, the City of Jasper has one of the largest Park & Recreation Departments in the State of Indiana. The Department operates eighteen (18) neighborhood parks, 13 lighted tennis courts, the Camp Carnes area, Beaver Lake, the Arnold F. Habig Community Center, the 18 hole Municipal Golf Course and the Alvin C. Ruxer par 3 Golf Course and Driving Range, the 2.1 mile Jasper Riverwalk and Dave Buehler Plaza, Jasper City Mill, the "Spirit of Jasper" train rides, and the Jasper Youth Sports Complex. The Youth Sports Complex is the home of eleven (11) lighted ball fields and twelve (12) batting cages.

The Park & Recreation Department also operates the Municipal Swimming Pool. The pool was opened in 1956. It is located at Jaycee Park near 15<sup>th</sup> Street and Bartley Street. It is an outdoor facility that includes a "baby pool" which ranges from eighteen (18) inches deep at its deepest to ten (10) inches on the opposite end. It is also home to an Olympic size outdoor pool. The pool facility includes a concession area and thirty-five (35) foot water slide added in the mid-1980's. The swimming pool ranges from twelve (12) feet to three (3) feet in depth. The swimming pool also boasts an ADA compliant stairs and ADA lift. Finally, changing facilities for both, men and for women, with showers in each, are available. The swimming pool is open seasonally from Memorial Weekend through mid-August.

## PROJECT BACKGROUND:

The Jasper City Park & Recreation Board has identified the need for study of feasibility and need for a Community Aquatic Center.

### **ANTICIPATED SCOPE OF WORK**

It is anticipated that the scope of work for the Community Aquatic Center Feasibility Study could include the following:

1. **Public Outreach:** Work with staff to determine what information will need to be obtained to support the feasibility study. The consultant team will be expected to participate in a minimum of three (3) public meetings to solicit community and stakeholder input. Corresponding with each public meeting, will be a presentation to the Jasper City Park & Recreation Board. In addition, a final presentation to the Common Council may be required.
2. **Market Analysis:** Research and document existing community aquatic facilities in the region, including facility location, size, components, rates, cost recovery, and potential influence on a Jasper facility. Include private, public, and non-profit facilities in the market analysis. Identify the primary and secondary service areas, current and future demographics, potential users of a Jasper facility, and user groups and facility trends.
3. **Business Plan:** Develop a business plan to consider the financial implications of the various program and facility elements identified on a wish list through the public outreach process and needs analysis. Calculate the projected operating costs and anticipated recovery costs for each. Explore funding options and partnerships.
4. **Facility Programming/Space Planning:** Determine the components (facilities, amenities etc.) to be included in the Community and Aquatic Center, based on the input from the public outreach process, the market analysis, as well as the feedback from the business plan. Provide space requirements and relative locations for the facility.
5. **Site Analysis:** The selected consultant may be asked to perform analysis/site selection services based on the findings above. A detailed site analysis may include the study of a proposed site, topography, sensitive areas, soils, access, utilities and code requirements. Potential traffic and parking concerns shall also be addressed at this time.
6. **Schematic Design Alternatives and Costs:** Upon completion of the site analysis (if requested) the project team shall propose site specific concept design alternatives for a Community Aquatic Center with probable construction costs and operational estimates. Develop a schematic design for the preferred alternative and corresponding costs.
7. **Report:** Submit a written report compiling the above scope of work and methodology used in preparing the feasibility study and design recommendations to the Parks & Recreation Board.

## **QUALIFICATIONS:**

The consultant must have demonstrated experience in the architectural design of community centers and aquatic facilities. In addition, a project team is needed that has expertise in managing the public participation process, preparing business plans, site analysis and site planning, sustainable design, aquatic design and maintenance, athletic facility design, and site engineering. This study will comparatively evaluate size and range of program elements, facility configuration, capital and operating costs, funding mechanisms, and market potential for several alternatives.

## **PROJECT BUDGET**

Upon selection of a qualified consultant, scope and fee shall be negotiated. Moving forward, the Feasibility Study will explore funding options and partnerships to help identify potential sources for funds needed to build this project.

## **SELECTION PROCESS**

Staff will review the qualification packages received, based on the evaluation criteria established below, to arrive at a shortlist for interviews. Short-listed consultant teams will be ranked at the interview. The City may choose to contact officials from other jurisdictions regarding the consultant, their prior work experience and their ability to successfully complete the scope of services. The City may require changes in the scope of services as deemed necessary by the City, before execution of the contract.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City and ranks the highest in the interview. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. See Attachment A for a sample contract.

Sincerely,

Ken Buck,  
Director,  
City of Jasper Parks & Recreation Department

## Evaluation Criteria

- Project approach and thorough understanding of project scope, local issues, and community needs.
- Experience working with municipalities and other governments; understanding of needs assessment and feasibility studies related to indoor/outdoor recreation spaces.
- Quality of Relevant Sample Projects. Demonstrated Community Center and Aquatic Facility Design Excellence. Experience in Leadership in Energy and Environmental Design (LEED)/Green building.
- Demonstrated creativity in outdoor facility design. Previous work that shows creative use of space, use of cutting-edge techniques, and designs that support entrepreneurialism and higher cost-recovery ratios.
- Familiarity and understanding of the City of Jasper and surrounding community.
- Team Organization and Qualifications of Team Members
- Demonstrated ability to meet project schedules and budgets.
- Responsiveness to Submittal Requirements