



Request for Proposal

FOR A COMPREHENSIVE CITY-WIDE RECREATIONAL PROGRAMMING NEEDS ASSESSMENT/SPACE NEEDS STUDY

For the

CITY OF DUBLIN, OHIO

I Introduction

The City of Dublin is seeking proposals for a comprehensive City-wide indoor recreation programming assessment/space needs study. The goal of this study is to provide strategic direction to the City to accommodate programming needs for the next 10-15 years.

The City strives to provide high quality recreation programs, activities and facilities for its residents. Current efforts are effective as rated by citizens in the City's bi-annual customer satisfaction survey; however, to continue to adequately provide space for a variety of programs and services within the Dublin Community Recreation Center is becoming more of a challenge. The City strategically collaborates with other public and private community stakeholders to balance the services available to its residents and maximize the use of public resources. These stakeholders include community organizations, local school districts and private sector businesses. The desired outcome of this study is to foster a strategic plan to maximize the use of existing space, partnership opportunities and recommendations for future development of recreational amenities to meet the needs of the community.

II Scope of Project

The scope of this study is to include an analysis of City-delivered programs and facility use data, as well as consideration of community stakeholders' offerings, potential private development, partnership opportunities, potential use of other City owned facilities, regional and national programming trends, demographic trends, current unmet needs, and future needs. It is expected that this study will require extensive community engagement, including public input sessions and surveys to seek input from a variety of individuals, groups and stakeholders to fully analyze the overall current and future needs of the community.

III Project Schedule

The City of Dublin is seeking an aggressive schedule for completion, with schedule milestones proposed as listed below. Proposals should address the ability to meet or adjust the milestones to achieve a completion date by May 1, 2014.

- Contract Initiation February 3, 2014
- City Program and Facility Assessment February 28, 2014
- Community Stakeholder and Public Input March 21, 2014
- Preliminary Summary Report Review April 15, 2014
- Final Executive Summary and Recommendations May 1, 2014

IV Submission Requirements

Minimally, each proposal should include the following:

- An outline, detailing how the firm will approach the planning, organizing and management of the study
- Details of all phases, including descriptions and deliverables of each phase
- Estimated timeline for conducting each phase of the study
- Company history, resumes of project team members, and expected use of specialty consultants
- A list of similar projects, including one completed assessment report
- A list of references for similar projects
- Cost of services including the base fee and definitions of reimbursable expenses, as well as stages of completion for payment

V Selection Criteria

The selection criteria will include, but is not limited to the following:

- Qualifications of key personnel assigned to the project, including any specialty consultants
- Similar project history
- Current workload and ability to meet the time schedule
- Previous work experience
- Demonstration of the thorough understanding of the project
- Cost of services

VI Deadline for Proposal Submission

Proposals shall be submitted no later than January 20, 2014 to the following:

Matt Earman
Director of Recreation Services
5600 Post Road
Dublin, Ohio 43017

VI Inquiries

Additional information and/or approvals for preliminary site visits can be obtained by calling Matt Earman at 614-410-4568.