



**REQUEST FOR PROPOSAL**  
**Fieldhouse Feasibility Study**  
**Summit County, CO**

**March 2, 2018**

## FIELDHOUSE FEASIBILITY STUDY

### A. Overview

Summit County Government, the Town of Frisco and the Town of Breckenridge are collectively seeking a consultant to perform a County-wide Fieldhouse Feasibility Study. These three entities are contributing equal financial resources to this study. The Town of Silverthorne is contributing in-kind services to the study.

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 Fieldhouse Feasibility Study will determine the feasibility of building and operating an indoor sports complex in Summit County.

The study will be broken down into three (3) distinct phases:

- Phase 1: Needs Assessment
- Phase 2: Design, Cost Estimates and Funding Options
- Phase 3: Location and Operations

Upon completion of Phase 1, the consultant will review findings with the selection committee to determine the practicality of proceeding with Phases 2 and 3. Phases 2 and 3 are contingent upon a valid needs assessment of such facility.

### B. Schedule

Anticipated Schedule (Dates/Times Subject to Change)

RFP Issued	March 2, 2018
Deadline for Questions	March 16, 2018
<i>All questions concerning this RFP must be submitted in writing by email to Diane McBride by 1:00pm on Friday, March 16, 2018.</i>	
Final Addendum Issued	March 20, 2018
Submittals Due from Candidates	March 28, 2018, 12:00pm
Interview Firms and/or Teams	Week of April 2, 2018
Final Selection Notification	Week of April 9, 2018

### C. Submittal Requirements

Prospective teams shall submit five (5) copies of their Submittal and one (1) electronic copy, all of which must be received by 12:00 pm on Wednesday, March 28, 2018, in order to be considered for this project. Proposals that omit any information or do not use the format requested may result in disqualification.

Submittals will be scored by a selection committee made up of representatives from Summit County, the Town of Frisco, the Town of Breckenridge, and the Town of Silverthorne. Scoring will be based on the criteria identified below. The selection committee will either select a candidate based on the RFP scoring or the most qualified candidates will be invited to participate in an interview with the selection committee.

Please format your submittal to include the items specifically listed below. Please be thorough in addressing the items but note that the selection committee is also looking for a team member that

can communicate effectively and efficiently.

All proponents are required to provide the following information (in order) with their submissions:

- **LETTER OF COMMITMENT AND UNDERSTANDING OF THE PROJECT:** No more than two pages in length. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.
- **PROPOSER QUALIFICATIONS:** This refers to the ability of the proposer to meet the terms of the RFP, and should include not less than three examples of projects (with contact information for lead staff of such projects) over the past five years that will confirm proposer's expertise in providing feasibility study services. Examples must be specific to key staff and be at or near completion at the time of submitting the RFP.
- **METHODS AND STRATEGIC PLAN:** Provide a comprehensive description of proven methods and plans for carrying out the Scope of Work through the various phases as detailed above and below. Philosophical approach to individual and team work should be considered an essential part of this request.
- **SCHEDULE:** Proposer shall submit a detailed timeline of dates and schedule for the project including but not limited to, start date, proposed end date, community meeting dates, Council dates, etc.
- **SCHEDULE OF RATES:** Submissions should include all fees, taxes and disbursements assigned to this project. Proposer shall submit a total base fee (estimated total fee for all services) tied to the project phases and an hourly rate schedule. Proposer shall break down the budget into each project phase:
  - Phase 1: Needs Assessment
  - Phase 2: Design, Cost Estimates and Funding Options
  - Phase 3: Location and Operations

Proposer shall also list anticipated reimbursables by project phase and estimated costs for such reimbursables.

- **ADDITIONAL ITEMS:** Include all other pertinent information regarding this RFP, particularly any information that the proposer feels addresses why its business or team would be a good match for this project.

## EVALUATION CRITERIA

The following is a list of weighted criteria that will be used to evaluate proposals:

<i>Proposer Qualifications</i>	<i>30%</i>
<i>Methods and Strategic Plan</i>	<i>30%</i>
<i>Schedule</i>	<i>20%</i>
<i>Schedule of Rates</i>	<i>20%</i>

## I. Background Information

### Summit County

Summit County is centrally located in Colorado, only an hour's drive from the Denver metropolitan area via Interstate 70, the state's main east-west transportation corridor. Included within the county are six municipalities (Blue River, Breckenridge, Dillon, Frisco, Montezuma, and Silverthorne) and four major ski areas (Arapahoe Basin, Breckenridge, Copper Mountain, and Keystone). About 80% of the land in the county is federal public land.

The following table (<http://www.co.summit.co.us/243/Population-and-Build-Out-Information>) provides an overview of the distribution of the permanent resident population in Summit County. These population numbers are based on U.S. Census data and annual population estimates prepared by the State Demography Office in the Colorado Division of Local Government.

**Table 1: Summit County Permanent Resident Population**

Area	1970	1980	1990	2000	2010 <sup>1</sup>	2015 <sup>2</sup>
<b>Incorporated Areas</b>						
Breckenridge	548	818	1,285	2,408	4,540	5,027
Blue River	8	230	440	685	849	911
Dillon	182	337	553	802	904	955
Frisco	471	1,221	1,601	2,443	2,683	2,927
Montezuma	N/A	N/A	60	42	65	71
Silverthorne	400	989	1,768	3,196	3,887	4,394
<b>Subtotal</b>	<b>1,609</b>	<b>3,595</b>	<b>5,707</b>	<b>9,576</b>	<b>12,928</b>	<b>14,285</b>
<b>Unincorporated Areas</b>						
Lower Blue Basin			2,533	4,592	3,672	4,051
Snake River Basin			1,765	4,187	6,726	7,422
Ten Mile Basin			532	837	1,292	1,425
Upper Blue Basin			2,344	4,356	3,376	3,726
<b>Subtotal</b>	<b>1,056</b>	<b>5,253</b>	<b>7,174</b>	<b>13,972</b>	<b>15,066</b>	<b>16,014</b>
<b>Summit County Total</b>	<b>2,665</b>	<b>8,848</b>	<b>12,881</b>	<b>23,548</b>	<b>27,994</b>	<b>30,299</b>

<sup>1</sup>The 1970 - 2010 population numbers are based on U.S. Census data.

<sup>2</sup>The 2015 population is based on the most recent population estimates published by the State Demographer.

Summit County has recently exceeded a permanent resident population of 30,000. This is a 28.7% increase in full-time residents since 2000. Approximately 53% of the permanent residents in the county live in unincorporated areas (properties located outside of town boundaries). The County's Snake River Basin has become the most populated of the unincorporated areas, primarily due to the increased permanent resident population in the Summit Cove and Dillon Valley neighborhoods (currently the two largest and most densely populated neighborhoods in unincorporated Summit County). Among the incorporated towns, the permanent resident population of Breckenridge has increased most dramatically since 2000, growing by approximately 109% (2,619 residents).

The most recent population estimate released by the State Demographer indicates that, as of July 2015, the permanent resident population of Summit County was 30,299, with an unincorporated county population of 16,014. This represents an 8% increase in permanent residents from the 2010 Census. The State Demography Office estimates population in arrears as of July 1 of each year (e.g., the 2016 population estimate was released by the State Demographer in 2017, but has yet to be incorporated into this data set).

### **Summit County School Information**

Summit School District is the Summit County school district and is comprised of six (6) elementary schools (Breckenridge Elementary, Dillon Valley Elementary, Frisco Elementary, Silverthorne Elementary, Summit Cove Elementary, and Upper Blue Elementary) and three (3) secondary schools (Summit Middle School, Summit High School, Snowy Peaks High School). Total enrollment for the 2017/2018 school year is 3,557. There is one independent school in Summit County serving middle and high school grades known as the Peak School. Enrollment in the fall of 2016 was 71 students.

In November 2016, the Summit School District passed a Mill Levy and Bond Initiative to address capital construction, technology and maintenance needs. The \$1.8 million mill levy will provide operating funds to pay for the ongoing maintenance and upkeep of the school district buildings. The \$68.9 million mill levy will be used to address repairs and upgrades to existing school facilities. The master facility plan is known as “Building Vision 2020”, with one of the goals designed to address overcrowding at Summit Middle School and Summit High School.

### **Facilities**

There are two (2) Recreation Centers in Summit County available for indoor usage. The Breckenridge Recreation Center is a recently renovated 80,000-square-foot facility that offers a variety of athletic and community activities. In addition to a gymnasium, the facility contains lap and leisure pools, a water slide, a racquetball court, basketball courts, indoor rock-climbing wall (top rope, bouldering and lead climbing), an indoor track, weight training and cardiovascular equipment, multiple aerobic/dance/cycling studios, a small indoor turf gym, a sauna, spas, and community meeting rooms with a kitchen. In 2017, the facility went through a major renovation and added approximately 11,000 square feet of recreation space and tripled the fitness square footage. The current indoor tennis courts became a new, two-story fitness space. A new 2,800-square-foot youth wing moved into the current weight room, including a year-round indoor playground, Bearly Big Child Care, and dedicated youth program and activity space. The indoor tennis courts were replaced by a 17,500-square-foot stand-alone indoor Tennis Center built over two of the previous outdoor hard courts, adjacent to the Recreation Center. The Breckenridge Tennis Center now includes two indoor courts, men’s and women’s locker rooms, and a tennis pro shop.

Breckenridge is also home to the Stephen C. West Ice Arena offering youth and adult hockey leagues, figure skating, curling and public skating sessions. This facility offers an indoor, NHL size regulation rink and covered, outdoor, NHL size rink available from October through April. The facility also offers eight team locker rooms, a family locker room, equipment rentals, a pro shop, meeting rooms and space to seat 500 spectators. In the past, the outdoor arena has been used as a putt-putt course in the spring and summer. However, more recently the outdoor ice arena has been transformed into turf fields for seasonal soccer and lacrosse use. Finally, Breckenridge has a field turf pitch that is regularly plowed during winter and spring months, offering an uncovered, though routinely cleared, outdoor space for field sports such as soccer, lacrosse, football and rugby.

The 62,000-square-foot Silverthorne Recreation Center has a wide variety of amenities including a large aquatics area, gymnasium, indoor track, Kids Korner for child care, and a full range of fitness equipment. The aquatics area features a 25-yard lap pool with four lanes, a basketball hoop, and volleyball net; a deep pool, 10 feet deep with a drop-in slide; a kiddie pool with themed kiddie slide, a whirlpool and bubble attraction; a 20-foot water slide; and a hot tub, sauna and steam room. The 8,106-square-foot gymnasium offers six backboards, volleyball anchors, anchors for gymnastics uneven bars, and bleacher seating. Fitness areas include separate spaces for cardio equipment, weight training machines, and free weights. In addition to these spaces, the facility has an aerobics room and a functional training room that is used for training activities and indoor cycling.

Copper Mountain Resort, located just 6 miles west of Frisco, is also home to the 19,400-square-foot Woodward Barn for action sports. The Barn has six different sizes of foam pit jumps for all abilities, indoor ParkSki™ and Burton ParkBoard™ training tools, two mini-ramps, street course area, unique pump track zone, a full-size skate bowl, springfloor, tumble track, five Olympic-grade Flybed trampolines and a 12'x12' super trampoline.

In ~2007, Norris Design and American Civil Constructors (ACC) were contracted by Summit County, Summit School District, and the towns of Breckenridge, Dillon, Frisco and Silverthorne to develop the Summit County Athletic Fields Needs Assessment (SCAFNA). The focus of the assessment was to serve all residents with athletic fields for common recreational activities. Summit County had experienced significant growth over the years and while the existing fields had served the population well, the assessment was done to evaluate current field conditions and to plan for future growth and development. A copy of this assessment is included in this RFP.

### **Non-Profit Organizations**

There are numerous non-profit organizations in Summit County that provide youth and/or adult sports programs. These organized sports clubs will need to be included in the assessment to determine participation numbers, training space requirements/needs, league demographics, etc. Such providers include but are not limited to: Summit Youth Baseball and Softball, Optimist Basketball, Summit Lacrosse, High Country Soccer Association, Summit County Softball, Summit Middle and High School sports teams, Team Summit, Team Breck, Summit Nordic Ski Club, etc. The Recreation Departments also run sports programs including adult leagues and youth sports programs such as lacrosse, taekwondo (contracted), gymnastics, flag football, etc., that will need to be included in the assessment.

## **II. Scope of Services**

The Fieldhouse Feasibility Study will determine the feasibility of building and operating an indoor sports complex in Summit County. For the purpose of this study, a fieldhouse is defined as an indoor facility that provides space for a variety of athletic sports and amenities. The size and scope of such a facility have not been determined at this time. The study will be broken down into three (3) distinct phases:

### **Phase 1: Needs Assessment**

In order to ensure a fieldhouse fits with community needs and the County's character, 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 facility training spaces in Summit County. 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.
- Community meetings and other public outreach efforts.
- A statistically valid community survey to gauge community interest and support.

### **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. Phase 2 will consist of the following:

- 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.
- Review of capital and operating funding options including but not limited to:
  - Capital costs divided amongst the municipalities, County and/or School District.
  - Partnerships. The roles of public, private and non-profit groups should be identified. Document how each partner intends to contribute financial, human or material resources related to the implementation and/or operation of the project.
  - Special recreation district. The potential creation of a special recreation district should be closely examined. A district could be used to create consistency throughout the county in terms of funding, maintenance, fees, and management. An analysis of this option should include community input and evaluate whether all areas of the County would need to be involved, as well as how it would be funded – taxation, fees, rates, tolls and charges are all potential options.
- Estimated annual revenue potential and anticipated sources of revenue.

### **Phase 3: Location and Operations**

Based off the Phase 1 data collected and validity of the findings, Phase 3 of the study considers where the fieldhouse should be located. Potential sites should be prioritized with detailed explanations including benefits and drawbacks to the location. Based on community input and financial analysis, it will be important to consider whether a centralized location in Summit County is a priority for the fieldhouse. Costs associated with acquisition of land should also be included, as necessary.

When determining location, the analysis must also include operational responsibility. Unlike the three (3) municipalities that currently operate recreational facilities, (Breckenridge, Frisco and Silverthorne) Summit County Government does not currently have a Recreation Department. Depending on the preferred location(s) for the facility, the analysis must also include the responsibility of managing and operating the facility, including associated capital and operating costs.