



Requests for Proposals for a Feasibility Study for SandVenture Renovations

PURPOSE OF FEASIBILITY STUDY

The City of Shakopee is requesting proposals from qualified firms to complete a feasibility study for the renovation of the city's outdoor aquatic facility, SandVenture. The feasibility study is the first step in evaluating the viability of necessary renovations to improve the user experience of SandVenture. The feasibility study will analyze and develop the desired alternative for renovations and improvements, consider the aquatic centers integration into the larger adjacent city-owned park, consider and develop alternatives for any buildings on site and develop a business plan and model for operation.

As part of the 2019 Parks, Trails and Recreation Master Plan, the consultants found that there is opportunity to redevelop SandVenture for a better user experience and as a way to generate more year-round revenue. SandVenture has been a well-loved community amenity since 1969, and after 51 years is in need of upgrades and improvements to create a first-class amenity for residents and visitors.

PROJECT DESCRIPTION

SandVenture is located at 1101 Adams Street S in Shakopee and is within Lions Park. The facility began operations in the 1969 and has been repaired and modified over the years. Traditionally the pool has operated seasonally from May to September. The entire facility occupies approximately 106,404 sq. ft. and includes the sand bottom pool, four slides and a diving board, a sand volleyball court, a sand beach decking, and two buildings. The main pool is 51,582 square feet, zero depth entry, sand bottom swimming pond with shallow and deep ends and holds approximately 99,000 gallons of water. There are three water slides which enter the pool at varied depth and a mechanical building. The existing pool house is a single story structure containing the lifeguard office, men's and women's restrooms with showers, a family changing area, a manager's office, a concessions area, an admissions office and a storage area. The building also has two unisex bathrooms which are accessible to the public.

Located within Lions Park, residents and visitors come to this park in the summer for the fun-for-all playground, the splash pad, and other amenities such as disc golf, tennis and picnic areas, and in the winter for sledding and ice hockey. The park also has walking trails which connects to the larger Vierling Greenway, a trail system that runs through the city. It is the goal of the city to create a signature facility which serves as the anchor for Lions Park and can be utilized year-round by all park users. Examples could include year-round concessions vending, use as a warming house area or other activations. After 50 years, this update should create a SandVenture which can last another 50 years.

The scope of work consists of two separate but related tasks. The first task is to conduct a facility audit to analyze the condition of the existing facility and develop a repair/replacement and renovation plan designed to maintain and improve the facility in its existing configuration. The second task is to develop a master plan for innovative updates which will accommodate the projected demand while

identifying if any existing elements should be reused or repurposed. The scope of work is more particularly described below.

PROJECT OBJECTIVES

- Provide an audit of the facility that includes the pool, and the support facilities such as mechanical buildings, decking, shade structures, lighting and other amenities such as picnic benches and lifeguard stands, which verifies condition and anticipated remaining service life of each item.
- Provide plans for increased use of the facility such as offering expanded daily hours of operation, new amenities, new programming or winter activation. This should include consideration of ice rinks and potential relocation or addition of rinks to accommodate winter activation.
- Provide proposed amenities, special features or attractions which would enhance the experience of SandVenture visitors.
- Provide plans for facility upgrades which match the level of existing recreation facilities such as the Shakopee Community Center and Ice Arena.
- Provide a design that creates increased visibility of the facility and is well integrated into Lions Park.
- Provide a design which ties the spaces together with a consistent theme or brand.
- Provide one final design and plan which seamlessly integrates the business plan, aquatics plan and building plans.

CONSULTANT SCOPE OF WORK

BUSINESS PLAN ANALYSIS

- Review of the existing facilities and programs at SandVenture as well as existing customer base, current market and any other necessary information
- Provide a demographic and trends analysis to provide an understanding of current and future market trends
- Create an operational plan to provide strategy for any operational changes that could result in increased efficiency
- Identify and potential public and private partnerships or opportunities for shared use
- Provide options for other activations for the pool area or rental opportunities to generate increase revenue based on market trends
 - This should include consideration for the feasibility of a restaurant which would serve alcohol
- Create a draft report and recommendations which can be utilized to develop the aquatics, landscaping and building renovation opportunities
- Provide final financial plan or pro-forma for SandVenture and any new buildings based on the conceptual plans and final plans for the facility. This should include:
 - Line item detail and summary schedules for revenues and expenditures within a five-year proforma period
 - Funding strategies which are developed based in the review of the facility
 - An electronic modeling tool which can be used by the city to budget and plan in the future which includes:

- Expenditure detail
 - Detailed staffing needs by space/program area
 - Contractual costs, including but not limited to, utilities, maintenance and repair, insurance, office/license/dues, advertising and promotion
 - Commodity costs for program area and general facility requirements
 - Contract instructor costs
- Revenue and participation detail
 - General admission by month, by participant category and price point (youth, adult, weekday, weekend, etc.)
 - Program/class participation by session/meetings, by participant category
 - Rental by space/program area by price point

AQUATICS DESIGN ANALYSIS

- The scope of aquatics analysis should include a study of the condition and current operational functions of the outdoor pond, all related operational systems, any related infrastructure and all amenities such as all slides
- Provide a preliminary report of findings which includes what upgrades, amenities, special features or attractions should be added, in addition to any options for repair, replacement or and improvements. The preliminary report should include:
 - Sketches and/or summaries of proposed options
 - Probable cost estimate for construction, replacements or repairs for proposed options
 - Probable operational costs for construction, replacements or repairs for proposed options
- Provide a final feasibility report which includes:
 - Plans which are based on the preliminary report
 - Sketches and/or summaries of the selected improvements
 - Probable cost estimate for construction of selected improvements
 - Probable cost estimate for operation of selected improvements

LANDSCAPE DESIGN AND BUILDING RENOVATIONS

- Provide program analysis of existing facility buildings and buildings to determine needs (ex. number of locker room lockers needs, number of bathroom stalls)
- Identify areas within the footprint of the facility which could be upgraded and improved and could result in increased revenue. Examples include rentable cabanas, an improved play area, improved areas for birthday parties and group events.
- Provide concept plans based on aquatics and business plan proposals which include:
 - Renderings of the site, buildings and aquatics facility
 - A minimum of three renderings of the pool house building
- Provide final concept plans which include:
 - Final schematic designs
 - A minimum of 3 concept renderings of the pool housing building
 - Renderings of the site and aquatics facility
 - Cost opinion

PUBLIC ENGAGEMENT AND MEETINGS

The consultant and its sub-consultants, if any, should plan for the following meetings with city staff, city officials and the public at a minimum. The total amount of meetings needed to accomplish the scope of work should be determined by the consultant team.

- Project Kick-off meeting with City Staff to include on-Site meeting at SandVenture
- Ongoing project update meetings with City Staff
- Two Parks and Recreation Advisory Board meetings at time of draft and final plans
- Two City Council meetings at time of draft and final plans
- One public open house – this may be virtual, dependent upon COVID-19

RESPONDENT DESCRIPTION

Each Respondent submitting a proposal must demonstrate sufficient financial resources and professional ability to complete the feasibility study in a manner consistent with its proposal. In addition, each proposal must include:

Project Team Experience

- Provide one-page resumes only for proposed principal(s) and associated team members that will be involved in facilitating the project. Include relevant information for each such as educational background, professional experience, certifications, and recent similar projects worked on and the role in said projects.
- Include key team members from sub-consultant firms, if any.

Proposed Approach/Work Program

- Provide a conceptual work program and specific approaches, methods and assumptions for the project that you believe is appropriate based on your understanding of the City's needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP.

Experience / Work Samples

- Please provide examples of similar, relevant studies along with reference contact information.

Schedule

- Provide a proposed timeline for completion along with a list of team members completing each task.

TOTAL CONSULTANT COST: LIST THE COMPLETE COST FOR THE PROPOSAL.

Breakdown of the costs shall be as follows:

- Proposed costs for each scope of work
- Hourly rates for all consultant employees who are expected to work on this project. The rates shall be the agreed upon costs for any additional services requested by the City of Shakopee, above and beyond what is detailed in the RFP.
- Reimbursable costs including detail of services or item and applicable charge per unit.
- "Not to Exceed" cost for the project

Proposals that do not include a "Not to Exceed" cost will not be considered. It is the responsibility of the proposing firm to accurately predict the amount of time and resources that they will need to spend on the project and their associated total cost.

EXCLUSIONS

Proposals should not include:

- Civil Engineering
- Electrical and Lighting Design
- Structural design
- Sewer design
- Construction documentation
- Surveying
- Architectural options for reusing the existing pool building

SELECTION CRITERIA

The City of Shakopee will evaluate each proposal according to the criteria listed below, considering the information provided in the proposal, references and any other information about the Respondent and its performance available to the city.

PROJECT WORK APPROACH, DELIVERABLES, AND ORGANIZATION

- Firm grasp of the project scope and objectives
- Quality and organization of response to proposed work program and proposed deliverables
- Quality of creative approach to the deliverables
- Organization and completeness of the response
- Writing skills, as shown through the submission and any other submitted work examples

RELATED EXPERIENCE, WORK EXAMPLES AND INNOVATION

- Quality of submitted work examples
- Experience and demonstrated ability of consultant(s) in the community / public planning process
- Past performance of consultant(s) on similar projects
- Demonstration of an innovative and high-quality approach to similar projects

COST

- Demonstration of successful budget performance and previous experience in meeting project budgets
- Description of the approach to budgeting

Proposals that are not complete or do not conform to the requirements of this RFP may not be considered. The City of Shakopee reserves the right to request additional information, site visits, interviews or presentations, from one or more of the Respondents.

SUBMISSIONS

Seven (7) hard copies and a thumb drive containing the proposal must be submitted in an envelope identified by "SandVenture RFP". Proposals must be submitted to and received by the City of Shakopee by 4 p.m. Sept. 18, 2020.

Proposals must be submitted to the following address:

City of Shakopee
Attn: PeggySue Imihy, Senior Planner
485 Gorman St.
Shakopee, MN 55379

PRELIMINARY TIMELINE

RFP Posted and available for viewing - August 19, 2020
Proposals due – September 18, 2020 at 4 p.m.
Interviews – Sept 23-25, 2020
Award Notice – Oct 7, 2020
Contract and Professional Services Agreement due – Oct 14, 2020
Project Kick-off – October 26, 2020
Anticipated Project Competition – April 1, 2021



Exterior of SandVenture Pool Building



Left: Men's restroom and Showers which are not accessible from inside SandVenture



Right: Admissions check in desk

COMMUNITY PRIDE SINCE 1857

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Interior of SandVenture Pool Decking and Zero Entry Pool



*Left: Women's restrooms and showers and Family Changing room
Right: Interior of Family Changing Rooms*

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Left: Concessions Exterior



Right: Exterior Bathroom, accessible by Lions Park



Existing Play Area

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Rear of Pool Building



Left: Interior of Lifeguard Room



Right: Ceiling and windows of Lifeguard Room

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