

ROWAN COUNTY

North Carolina



Request For Qualifications

Professional Consulting Services

For

Sports Complex Feasibility and Economic Impact Study

October 12, 2015

INTRODUCTION

Rowan County requests Statements of Qualifications (SOQ) from interested and qualified firms for professional consulting services. Rowan County anticipates awarding a single contract for the services required.

DESCRIPTION

Rowan County is seeking consulting services to conduct a feasibility and economic impact study for an undetermined location in Rowan County, NC for a Sports Complex. Amenities at the sports complex to be considered may include, but are not limited to, outdoor fields for soccer, lacrosse, baseball/softball and sand volleyball; tennis courts; and basketball courts.

SCHEDULE

It is the intention of the Board of Commissioners to select one Professional Consultant/Consulting Firm. The following is a preliminary date list for this project:

<u>Task</u>	<u>Date</u>
Accept Qualifications	3:00 pm, October 30, 2015
Interview Consultants (if applicable)	Week of November 9, 2015
Recommendation to BOC to Negotiate a Contract	December 7, 2015

OVERVIEW OF SERVICES REQUESTED

Rowan County is requesting the services of an experienced, qualified, planning/consulting firm with experience in the southeastern United States to study and document the specific needs of Rowan County for a sports complex feasibility and economic impact study.

The study will include a sports tourism market assessment, comparable and competitive analysis, current and unmet needs/demand analysis, detailed financial and utilization projections, and construction and start-up cost estimates, as well as right-sizing and optimization of the program plan and business model, funding scenarios and strategies, marketing strategies, feasibility analysis, and economic impact analysis.

The anticipated completion date for the project is February 1, 2016. Please specify a proposed timeline for project completion.

Specific Tasks / Deliverables

The study will include:

- 1) Sports tourism market assessment, comparable and competitive analysis, and current and unmet needs/demand analysis, based on, but not limited to, local interviews and site visits.
- 2) Detailed financial and utilization projections and options
- 3) Construction and start-up cost estimates
- 4) Operational and management analysis based on right-sizing and optimization of the program plan and business model, including planning strategies for phased development
- 5) Funding scenarios and strategies
- 6) Economic impact analysis and projections
- 7) Feasibility analysis to include marketing strategies
- 8) Cost feasibility related to ongoing maintenance costs for a new site
- 9) Return on investment of economic impact related to cost to build and maintain
- 10) Site selection and Other Recommendations/Impact

PROPOSAL SUBMISSION

Proposal Submission Requirements

All proposals will provide the following information for review:

1. Description of the firm and the principal services provided; including a brief statement of the qualifications of the firm that pertain specifically to this project. If the proposing firm intends to include an associate firm or other non-firm personnel on the project, describe the purpose and roles of those members.
2. Resumes and relevant experience of the key principal(s) and any staff that will be associated with the project.
3. A detailed description of the project approach and work plan proposed to complete the services requested.
4. A projected project schedule and approximation of when specific tasks will be accomplished within the timeline proposed.
5. Brief descriptions of no less than three (3) projects, similar in scope and context to that requested that have been completed for other North Carolina counties (can include neighboring state locations as well). Please include for each county, the name of the county as well as the name of the contact person that will be familiar with the work performed including a phone number or e-mail address. Any other references used for the firm will be welcomed.

Selection Process

The proposals received by the submittal deadline will be evaluated by the County Manager and staff.

The top 3 firms will be interviewed by a selection committee comprised of Rowan County Commissioners and staff.

Evaluation Criteria

1. Experience of the firm, individuals assigned to the project
2. References and previous project descriptions
3. Proposed approach and methodology for conducting the requested study
4. Proposed schedule for completing tasks identified
5. Any other factors determined to be relevant to the selection process may be evaluated as well.

The proposal submitted should be specific and complete. It should provide a straight forward, concise delineation of the capabilities to perform the services sought by Rowan County. The firm desiring to propose shall submit one (1) original and ten (10) copies of its proposal; proposal not to exceed fifteen (15) pages, as well as submit an electronic copy. Hard copies should be clearly marked "**Sports Complex Feasibility Study**" and mailed or delivered to:

Rowan County
Attention: David Sifford, Purchasing Agent
130 West Innes Street
Salisbury, NC 28144
David.sifford@rowancountync.gov

All questions regarding this RFQ shall be submitted in writing and directed to:

David Sifford, Purchasing Agent at david.sifford@rowancountync.gov

In order that the selection process is as objective as possible, please do not contact Rowan County staff or officials other than as noted above.

GENERAL COMMENTS

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this RFQ will become the property of the County.
3. The County reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. It is the intention of the County to negotiate contracts for services at fair and reasonable prices with what it determines to be the best qualified Architectural Firm.
4. The County may or may not conduct interviews. If interviews are held, firms are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than two hours and will be conducted at the J. Newton Cohen, Sr. Rowan County Administration Building located at 130 West Innes Street.

**REQUEST FOR QUALIFICATIONS
SPORTS COMPLEX FEASIBILITY STUDY**

ROWAN COUNTY, NORTH CAROLINA

ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the Request for Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned to:

David Sifford, Purchasing Agent
Rowan County
130 West Innes Street
Salisbury, NC 28144
Phone: 704-216-8174
Fax: 704-216-8166

david.sifford@rowancountync.gov

Name of Firm: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

_____ YES – our company does have an interest in responding

_____ NO – our company does not have an interest in responding

Name (print): _____ Title: _____

Signature: _____ Date: _____

**NOTICE TO RESPONDENTS
PLEASE RETURN THIS SECTION UPON RECEIPT**