



REQUEST FOR PROPOSALS

City of Amsterdam

For the purpose of creating a Feasibility Study for a Multisport Recreation Center

September 21, 2023
RFP #03-2023

PURPOSE AND INVITATION

The City of Amsterdam is requesting proposals from qualified consultants to conduct a feasibility study for a Multisport Recreation Center. The Multisport Recreation Center is intended to support ongoing efforts to redevelop and provide economic stimulus to the City's Downtown and East End Neighborhoods.

The study will evaluate the feasibility of building a multisport recreation center and will help the city, local economic development agencies, and local sports organizations to understand the market for and support of a multisport recreation center. The study will provide the data and analysis needed to recommend strategies to enhance the use of the center as a recreational venue and possibly as a major tourism attraction.

BACKGROUND

In 2018, the City of Amsterdam was awarded funding through New York State's Downtown Revitalization Initiative (DRI). Included was an award to support the development and construction of an approximately 85,000 square foot Multisport Recreation Center in Amsterdam's downtown. Included in the DRI Plan for the Recreation Center was a 200-meter indoor track, turf field, and basketball courts.

The project site is approximately 2.7 acres and is on the eastern end of the downtown area. Adjacent to the site is another DRI funded project, a Community Center. An expectation for this study will be to look at how to incorporate this separate project into the Multisport Recreation Center.

SCOPE OF WORK

The proposed scope for the study is as follows:

1. Economic and Demographic Analysis – Assess current local and county economic and demographic data to determine the health of the local economy and the ability to support a recreation center. The analysis will also help determine the demand for different types of sports fields and other amenities based on the demographic profile of the community.

2. Community and Stakeholder Input – Hold two Open Houses and multiple stakeholder interviews. An Open House will be held early in the study to determine what uses, beyond an indoor track, the community wants. Key stakeholders will be interviewed individually or in a group format to provide more detailed information about desired uses and amenities.

3. Market Analysis – A Market Analysis of potential uses will be prepared, which will include an assessment of demand for uses, as well as, an assessment of competition or supply in the market area.

4. Selection of a Preferred Preliminary Program – Based on the first three tasks, determine the preferred building program regarding uses and the associated supportable square footage.

5. Conceptual Plan – Prepare a conceptual plan for the Recreation Center based on the preferred program. Provide conceptual renderings, floor plans and a typical site plan supported by order of magnitude costs.

6. Operational and Financial Analysis – Evaluate how the facility will be managed and the associated costs. Take those costs and insert them into a pro-forma analysis that will also include projected revenues from the facility and other costs such as financing costs. Determine if the facility will provide a sufficient net operating income that is feasible in the long term. Evaluate potential funding opportunities including CDBG Economic Development funding and other State and federal programs.

7. Economic and Fiscal Impacts – Assess the fiscal and other impacts the facility will have on the City of Amsterdam and Montgomery County. Estimate the number of jobs the facility will generate including the number of jobs available to individuals from low to moderate income families.

PROPOSAL FORMAT

Proposals should include a one-page cover letter, printed on official letterhead, and signed by an authorized representative of the firm or institution. The proposal, not including the cover sheet, should be single space, use font size 12 and be no longer than ten (10) pages. The proposal should include the following sections:

Part A: Project Understanding, Approach and Scope of Work – A narrative of the understanding of the project objectives, scope of work and timeline and the firm’s approach to this scope.

Part B: Relevant Experience – A listing and/or project sheets of recent and relevant experience in similar projects that includes the firm’s function during those projects. Please provide three (3) professional references on recent and relevant projects.

Part C: Project Team – Organizational Chart and one-page resumes of key personnel of the Consultant and all sub consultants that will be committed to the project. Resumes shall indicate the individual’s defined role on this project and examples of their relevant experience.

Part D: Cost Proposal – Provide a detailed budget broken down by task and estimated expenses. Provide billing rates for all team members.

PROPOSAL EVALUATION

The City of Amsterdam will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select a firm with the technical capability and necessary experience to perform the services as outlined in this RFP within a reasonable time frame.

Proposals shall be rated on a best value basis and scored in the following manner:

- Project Understanding, Approach, Scope of Work (30 Points)
- Proposed Cost (30 Points)
- Firms Relevant Experience and Project Teams Relevant Experience (20 Points)
- Proposed Timeline (20 Points)

To assist the city in meeting MWBE participation goals for the project, an additional 10 Points, 5 points for each qualifying demographic will be available for firms who can meet the following criteria:

- New York State Certified Minority Owned Business Enterprise (MBE)
- New York State Certified Women Owned Business Enterprise (WBE)

PRESENTATION

The three highest scoring proposals will be invited to present to the City of Amsterdam. The presentations will be rated on a firm's ability to demonstrate the following:

- To further define the primary features and benefits of their proposal;
- Depth of knowledge of the subject matter of the RFP;
- Methods and resources available to achieve the project goals and objectives;
- Cost effectiveness of the approach;
- The ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- To demonstrate public presentation skills of the proposers.

SUBMISSION OF PROPOSALS CONDITIONS GOVERNING PROPOSALS

Only those proposals which contain complete information and are responsive to the RFP will be considered.

Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the committee's attention.

The City of Amsterdam reserves the following rights:

- To accept or reject any or all proposals;
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within the proposal requirements, to best serve the interests of the community and the Department of State and Empire State Development;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for any or all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s).
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- The City of Amsterdam will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State and New York State Empire State Development must approve all consultants and subcontractors.

LIABILITY

The City of Amsterdam is not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and or submission of its proposal. Further, the City of Amsterdam is not liable for any costs incurred prior to approval of the contract.

INQUIRIES

All inquiries regarding the RFP must be made in writing and sent by e-mail and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to:

Daniel Gray, Director of Community & Economic Development
dgray@amsterdamny.gov

or

Robert Spagnola - Director of Tourism, Marketing & Recreation
rspagnola@amsterdamny.gov

All inquiries regarding the RFP must be received by September 6, 2023.

SUBMISSION PROCESS

Respondents must submit three paper (3) copies of their proposals as well as one (1) electronic copy to dgray@amsterdamny.gov by 1:00 PM, Thursday September 21, 2023. No late submissions will be considered. Proposals are to be submitted in a sealed envelope to:

City of Amsterdam
Clerk's Office
RFP #03-2023
61 Church Street
Amsterdam, NY 12010
Attention: Daniel Gray

Firms who submit proposals will hear from the City by September 29, 2023, about whether their proposal has been selected or not.