



**PROJECT OUTLINE FOR
REQUEST FOR PROPOSALS
FOR
FEASIBILITY STUDY FOR A POOL, RECREATION CENTRE / SPORTS MULTIPLEX**

Parksville Swimming Pool and Multiplex Facility

File No. 2240-FS

September 17, 2019

A. INTRODUCTION / BACKGROUND

The City of Parksville is a mid-sized municipality located on the east coast of Vancouver Island. The City's population at the last census was 12,514. The surrounding unincorporated areas include an additional 16,500 people.

The median age in the City of Parksville is 60.9 years. 1,155 people, just under 10% of City residents are aged 0 to 14 years and approximately half of the City's residents are aged between 15 and 64 years. 5,300, or 42%, of residents are over 65 years old.

The closest swimming pool (Ravensong Aquatic Centre) is located a minimum of 9.2 kilometres from the western edge of the City and up to 20 kilometres from residents in the eastern and southern areas of the City. Larger recreational pools (Nanaimo Aquatic Centre and Beban Park Pool) with lazy river amenities, leisure pool area and sanctioned lanes are a minimum of 32 kilometres away from the eastern edge of town, and up to 42 kilometres from homes in the western area of the City. There are no sanctioned outdoor track amenities and no indoor public gymnasium facilities, with the exception of small gyms in schools.

Council has developed its strategic plan and in response to community input would like to explore the feasibility of constructing a community recreation centre containing a swimming pool and sports facilities. It is possible the facility can be phased over multiple years.

The City has identified several possible locations for the centre (Attachment 1).

B. PROJECT SCOPE

The selected Consultant will be required to examine the feasibility of constructing a recreation centre with a swimming pool and sportsplex within City limits. The Consultant will be required to identify funding models for the facility and provide a range of options for the facility's size and scale of uses. It is acknowledged the capital and operating costs of a multiplex facility can vary greatly - in this respect, the City is interested in understanding the basic lower level costs as opposed to award winning designs incorporating a host of supplementary amenities such as public art, LEED certification or premium architectural finishes.

The following uses are being considered:

- A. Swimming pool (required): the City would like to understand its options as to the size, number of lanes, length of lanes and recreational pool features such as water slide, rainfall/ spray equipment, hot tub.
- B. Indoor gymnasium (desired): the City would like to see a gym design incorporating flexibility for multiple activities including basketball, volleyball, pickleball, floor hockey, indoor soccer. The City would like to understand the different cost options of an attached gym and pool building and a separate gym structure, with a range of construction options (wood frame, hangar style/ Quonset, pre-fab steel, etc.). An indoor walking/ jogging track would be desirable (e.g. three-lane upper level around the courts).
- C. Administrative offices (required): at a minimum, a reception area is required, but office space for relevant staff would be beneficial.

- D. Outdoor track and field amenity (desired): the City would like to explore the options of a six-lane track and an eight-lane track, sanctioned for competitive track and field competitions. Options for minimum bleacher and spectator amenities should be included.
- E. Community meeting spaces (optional): the City would like to explore second storey options above the pool that would include flexible meeting rooms, special therapy or instructional rooms (yoga studio, small gym/ weight room).

The swimming pool is a key priority and additional desirable features include a gymnasium and playing courts for a range of sports including basketball, pickleball and volleyball; a community centre component with public meeting space; outdoor track and field amenities capable of hosting sanctioned events; and options for City office and works storage space. The multiplex should be designed to meet the needs of resident family units as well as training, therapeutic and competitive needs. For competitions, the comfort and safety of spectators is a key consideration.

The Consultant will be expected to provide discrete costing scenarios for each use (subsections A to E) and within the categories of use a range of cost options is required (e.g. what are the differences in costs for a six-lane track versus an eight-lane track). Council would like to have a menu of options with a cost range identified for each so it can enter into a design and planning phase and seek public approval for the final concept.

The Consultant is required to evaluate the suitability of each site in terms of physical characteristics (size, location from other amenities, accessibility by citizens, traffic, siting considerations such as land availability for parking, etc.) Sections D and E provide more details on the project scope and deliverables.

C. PROJECT AREA

The City has identified several municipally owned properties that may be suitable for the recreation facility. A description of the lands is included as Attachment 1, including current zoning, land size and other locational aspects.

D. RESULTS EXPECTED / FINAL DELIVERABLES

1. **Conceptual Design Plans** providing an overview of multiplex facility requirements and costs, broken down by discrete uses (e.g. pool, gymnasium, community centre, outdoor track) including: sample floor plans including washroom/ change room requirements; electrical, plumbing and mechanical requirements; sample site plans addressing parking requirements, traffic access points and detailed descriptions of each use listed in B (Project Scope as items subsection A to E). The conceptual designs should provide cost options for different building styles (pre-fab steel, custom wood), flooring and siding finishes.
2. **Construction Cost Estimate Study** outlining the design, project management and construction costs for a range of scenarios and identification of start-up and operating costs based on the chosen uses. For example, Scenario 1 may include a pool and community space, with Scenario 2 including a pool, indoor gymnasium and outdoor track. Each use should be assessed on its own so the City can understand the separate costs of expanding the scale of the facility. The report should use appropriate graphs, tables, charts and visual aids to support clear understanding of financial elements. Options for different costing scenarios, such as costs for gravel parking versus paved and landscaped parking, should be included where appropriate.

3. **Land Analysis Report** assessing the suitability of each site and identifying key constraints, benefits and challenges associated with the properties such as traffic, geotechnical, environmental, parking, utility infrastructure and servicing.
4. **Project Initiation Report** providing an overview of the steps required to initiate the next phases and finalize design, funding and construction. This report should provide a reasonable timeline for completion of the project and should consider requirements for public engagement throughout the project.
5. **Operational Analysis Report** providing metrics on the staffing levels and costs, maintenance requirements and sample user fee schedules for the facility, broken down by the range of services that may be provided. Council wants to understand what the ongoing costs will be for a different sized facilities.

The Consultant will be required to review Plan Parksville; the Parks, Trails and Open Spaces Master Plan; and the Transportation Master Plan and additional plans or reports identified during the initiation meeting.

Engaging stakeholders and/or user groups may also be required. This may include representatives from local and/or regional tourism and sports user groups, the Parksville and District Chamber of Commerce, Parksville Downtown Business Association and Parksville-Qualicum Beach Tourism Association.

E. SPECIFIC QUESTIONS TO BE ADDRESSED

1. What are the building sizing requirements for a 25 metre and 50 metre, eight-lane pool with a separate leisure pool (no lazy river/ wave pool) and hot tub area?
 - a. How many change rooms, lockers, washrooms (male/ female and family) are required?
 - b. How many parking spaces (regular, small, handicap/ electric vehicle charging) are required to serve this size of facility?
 - c. What are the administrative, mechanical, maintenance and storage requirements needed to support the use?
 - d. What considerations are required to provide for expansion of the pool, or phased construction of pool elements?
 - e. Outline the changes in cost for a smaller scale pool - e.g. six lanes versus eight / 25 metre versus 50 metre.
2. What are the sizing requirements for an indoor gymnasium that can accommodate multi-sport activities and tournaments - e.g. two basketball courts/ four volleyball courts/ six pickleball courts plus small bleachers?
 - a. What are the change room/ washroom requirements?
 - b. What are the parking requirements to serve this size of facility?
 - c. What is the minimum size and configuration for an indoor gymnasium that is capable of being used as a flexible space for multiple indoor sports?
3. Please evaluate whether the indoor sports identified in number 2 above could be accommodated in a separate building at a reduced cost such as a large 'Quonset' building or hangar style structure.
4. What are the siting and land area requirements for an outdoor track capable of hosting sanctioned events (eight-lane rubberized surface)?
 - a. What are the recommendations for bleacher/ spectator facilities?
 - b. What are the parking requirements for this type of facility?

5. Reviewing the site characteristics and location of each property, including adjacencies and proximity to services (e.g. transit, trails, utilities, residences, public amenities, etc.) evaluate suitability of each for the recreational elements and provide recommendations to Council as to preferred siting/ scale of operations for each site.
6. Please provide a table outlining the specific staffing requirements for each discrete element of the recreation facility, including a consideration of WorkSafeBC requirements and the unionized nature of municipal service. The table should distinguish between management / supervisory and front line positions and identify full, part time and seasonal employee needs. The staffing plan should provide options for different operational hours, while striving for a seven day work schedule and may include different hours of operation on different days of a weekly schedule.
7. What funding models are commonly used to support multiplex facilities? What would be the tax implications for citizens for each of the various options? Consider the different financial implications of independent municipal funding versus regional participation and cost sharing. Please provide market rates for user fees for the various activities and differential users.
8. Outline the reasonable construction timelines for each use, assuming the land is ready and permits are issued by the City.
9. Please indicate additional uses that may be accommodated in the facility, such as exhibitions, trade shows, concerts, emergency accommodations during disasters, etc.

F. REQUIRED MEETINGS AND EXPECTED PROCESS STEPS

1. Upon award of the contract, a project initiation meeting with relevant City staff is required to collect further background information (if any), to confirm objectives and constraints, and to discuss project scheduling, billing and other relevant issues. Additional meetings will be as follows:
 - Meeting with City staff to review and approve the Table of Contents for each report identified in Section D and obtain approval for a detailed work plan and timeline budget should be submitted overall;
 - Monthly updates to the Chief Administrative Officer outlining progress and key issues associated with the project;
 - Prior to finalizing the written reports, the Consultant will do a confidential presentation to Council outlining key findings and recommendations.
2. A draft written report for each item identified in Section D is required prior to submission of final deliverables; this shall be provided to the Chief Administrative Officer.
3. A final report is required for each item identified in D or as an alternative, distinct chapters in one master report may be provided as outlined in D, including financial data, charts and graphs and other visual aids as appropriate.

G. PROPOSAL REQUIREMENTS

The proposal shall be submitted using a "two envelope system":

- A proposal envelope
- A sealed fee envelope

The **proposal envelope** shall contain three (3) copies of the proposal, which must include the following as a minimum:

1. A brief description of the format of the deliverables and methodology.
2. A detailed methodology, including tasks to be performed, timeline and resources assigned to the project.
3. A list of all personnel, details of all resources available to the key personnel for the project (computer equipment, software, etc.).
4. Any special resources or techniques that will be used to ensure critical deadlines are met.
5. Confirmation of Professional Liability Insurance coverage in the **minimum** amount of \$1,000,000 and Comprehensive General Liability Insurance Policy with not less than \$2,000,000 all inclusive together with a Standard Non-owned Automobile Liability and Statutory Conditions Endorsement. The City of Parksville shall be named as an Additional Insured.

The sealed **fee envelope** shall include the following as a minimum:

Professional Fees: A fee structure, including a breakdown of fees using the same headings from the Consultant's proposed methodology for the plan/report, detailed payment schedule and explanation of the company's billing procedures, which shall include as a minimum:

- Hourly rates and person-hour requirements for all personnel involved.
- Sub-consultant fees, with similar details as above, if applicable.
- Disbursements, meetings, travel and all other costs to complete the work.
- Allowance for the Federal Goods and Services Tax (5%).

The total upper limit cost of these fees must also be included.

The following points shall be applied to the preparation of the proposal:

- Any product service and other material provided by the Consultant will become property of the City of Parksville.
- These terms of reference and the accepted proposal documents will form part of the contract made with the Consultant.
- The successful Consultant will be required to have and maintain a valid City of Parksville Business Licence for the duration of the project.
- Only personnel listed in the successful proposal shall perform the work unless otherwise approved by the City of Parksville.
- The successful Consultant shall not address any communications directly to City Council. All communications shall be directed to the Chief Administrative Officer.
- Questions regarding the proposal should be addressed to Keeva Kehler at 250 954-4660, or by email at kkeehler@parksville.ca.

H. SELECTION REQUIREMENTS CRITERIA AND PROCEDURE

The Consultant will be rated and selected on the basis of:

Item	Description	Potential Points
1.	Professional Certification - Master’s Degree in Business Administration, Public Administration, Architecture, Engineering or similar qualification, registered and/ or licensed professional in good standing with their association and authorized to practice in British Columbia, or equivalent combination of skills and qualifications.	20
2.	Ability - Demonstrated project management and successful delivery on similar municipal projects/ key qualified personnel/ availability of personnel to complete the project	20
3.	Methodology - Presentation/ proposed schedule of work/ work plan/ quality of support resources	20
4.	Past Experience - Relevant local government experience and general expertise related to facility operations, financial analysis and municipal recreation business planning	40
	Total	100

Review of the proposals will be undertaken using the aforementioned two-envelope system. Under this system, the consultant will provide one (1) proposal envelope containing three copies of the proposal, and one (1) sealed fee envelope.

The proposals will be reviewed by a review committee and evaluated based on the information provided in the selection criteria outlined in these Terms of Reference.

The City may open two (2) fee envelopes of the two top-rated proposals. Preference in awarding the project will be given to the consultant having the lower of the two fees, provided a reasonable level of effort and a reasonable timeframe have been allowed for in the proposal. If the fee of the selected consultant exceeds the City budget, the City will attempt to negotiate a revised fee. If the negotiation process is unsuccessful, then the procedure will be repeated using the next highest rated consultant’s proposal.

The City reserves the right to reject any or all proposals and to accept the proposal deemed most favourable in the interests of the City.

After the award of the contract, the unopened fee envelopes of the unsuccessful consultants will be returned.

The City of Parksville shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

I. CLOSING TIME FOR SUBMISSIONS

Please submit three (3) copies of your Proposal by no later than **4 PM on FRIDAY, OCTOBER 18, 2019**

**By Mail: City of Parksville
PO Box 1390
Parksville BC V9P 2H3**

**By Courier: City of Parksville
100 Jensen Avenue East
Parksville BC V9P 2H3**

Attention: Keeva Kehler, Chief Administrative Officer

Proposals must have the project name clearly marked on the outside of the envelope. Facsimile or email submissions will not be accepted.

J. All queries relating to this request for proposals should be directed to:

Keeva Kehler, MPA
Chief Administrative Officer
City of Parksville
Phone: 250 954-4660
Email: kkebler@parksville.ca

I:\Users\ADMIN\File Rec Management\Agreements in Secure Storage\Service Agreements\RFP - Feasibility Study - Pool and Sportsplex\Pool Sportsplex

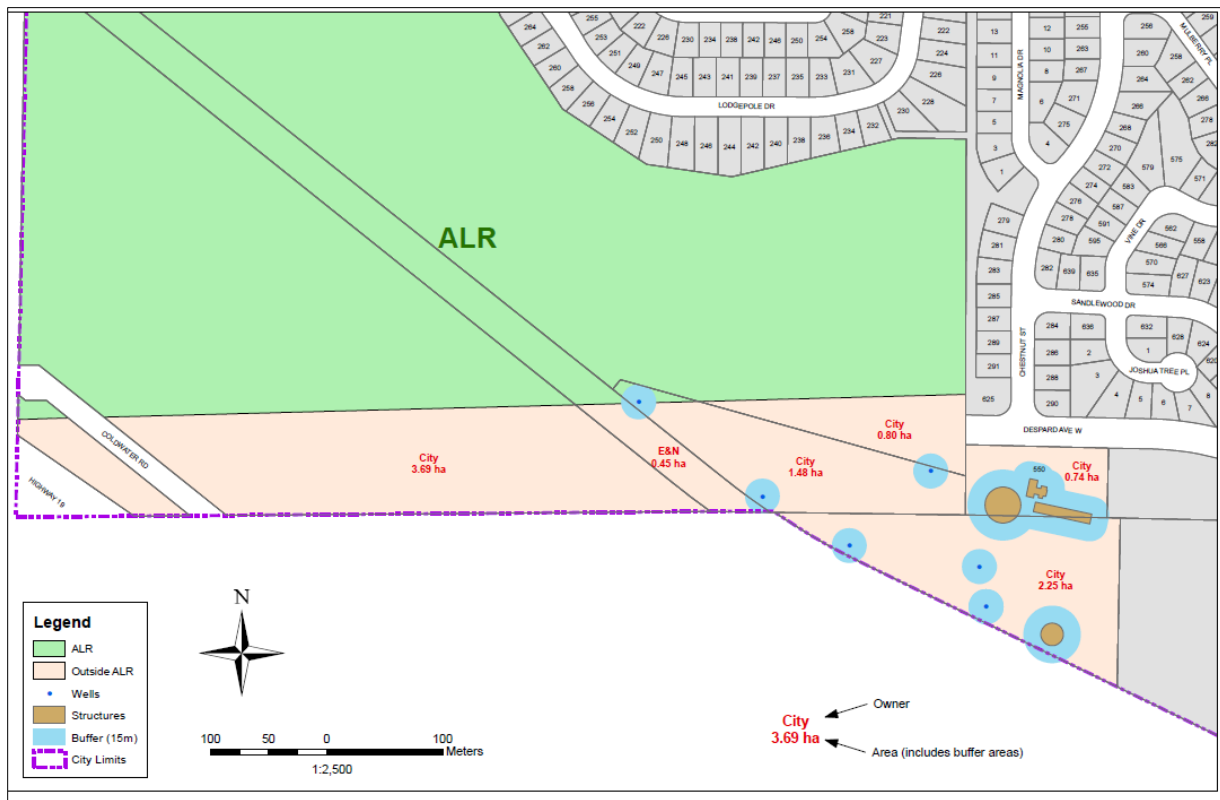
ATTACHMENT 1

Possible locations for the centre; including current zoning, approximate land size and other locational aspects.

The concept plan should assess the benefits and challenges of a development in each location and provide recommendations to Council on a preferred location. Detailed zoning descriptions are available on the city's website: <https://parksville.civicweb.net/filepro/documents/19699>

Option 1: Despard Avenue

The subject area consists of several pieces of undeveloped lands with A-1 Agricultural and P-1 Public Institutional zoning. The parcels total approximately 8 ha, however, there are some developed areas containing municipal wells and drinking water facilities that must be considered. This is a green field site on the border of the city limits.



Option 2: Jensen Avenue West

This site includes several city owned properties that are currently being used as open space and informal parking. City Hall is located at 100 Jensen Avenue East, directly adjacent to the site and options for road closure or re-routing may exist. The total land available includes approximately 1.67 ha, with opportunities for additional land acquisition through road closure of approximately 880 m². The lands are zoned P-1 Institutional and DRC-1 Downtown Commercial.



Cadastral view



Option 3: Industrial Area

There are two parcels of vacant city owned land in the industrial area: both are zoned P-1 Public Institutional. 1040 Industrial Way is 2.47 ha; 1060 Industrial Way is a former land fill site and is approximately 3 ha.



Cadastral View

