

Request for Qualifications Feasibility Study and Fundraising Plan For East Grand Forks Recreation Facility Improvements

Project Overview

The City of East Grand Forks is seeking a qualified independent consulting firm for the purposes of conducting a feasibility study. We are looking for a partner who is experienced with planning and conducting a fundraising feasibility study and is familiar Parks & Recreation Sports complexes. The plan should assess our current situation, potential fundraising capacity for a campaign and make recommendations on a strategy to maximize our fundraising efforts. A project budget, timeline and action items should be clearly identified.

Project Background and Goals

In 2019, The City of East Grand Forks commissioned JLG Architects and their consultants to conduct a comprehensive building review of the Civic Center and VFW Memorial Arenas. The building review results helped guide a project feasibility study to help the City understand what type of budget to expect in making the necessary repairs and improvements. Since the initial feasibility study was conducted, the City has held community input meetings and conducted surveys to gauge the community priorities for needed recreation facility improvements. The community input process helped guide the following project priorities:

1. Repair and Renovate the Civic Center
2. Improve baseball complex to allow for longer seasonal use, maximize competitive surface and safety
3. Repair & Renovate VFW Memorial Arena to remain an ice arena
4. Consider and prioritize potential improvements to increase Blue Line Arena functionality
5. Plan for and invest in improvements that add multi-use function to all recreation facilities

Currently, the City of East Grand Forks understands repairs and desired renovations could range from \$13-\$20 Million, depending upon the final scope of the project(S). It is the City's goal and desire to fundraise as much of the needed projects funds as possible, but further research needs to be conducted to set a realistic and tangible fundraising goal. We expect the total project funding package to include corporate sponsorship opportunities, private fundraising, state and local grants, and potential Local Option Sales Tax revenue.

Civic Center

The East Grand Forks Civic Center, built in 1974, serves as the home of the East Grand Forks Green Wave hockey programs as well as youth hockey and figure skating for the community. The Civic Center has one NHL size ice rink (85'x200') with seating capacity for approximately 3,400 people. The building has undergone aesthetic improvements and renovations through its history, but limited improvements have been made to the arenas Ice Plant and mechanical systems. The current rink is served by an indirect flooded R22/glycol system. The R22 plant is currently working as intended, but does require annual maintenance and is at an age that various components are at risk of failing at any time. The ice rink floor, installed in 1993, has a subfloor heating system, but that is no longer in working condition. The

building also is in need of major mechanical upgrades and improvements to its accessibility to become compliant with ADA standards and parking lot replacement. Finally, the City is interested in considering the feasibility of adding a new dressing room addition to replace its current undersized dressing rooms, which are located in the arenas basement.

VFW Memorial Arena

The VFW Memorial Arena, built in 1982, serves both the youth figure skating and youth hockey community. The VFW Memorial Arena has one rink (85'x190') with seating capacity for approximately 500 people. The buildings structure has remained largely the same since a locker room addition was completed in the early 1990's and the arena's Ice Plant was replaced with a used ice plant in 1997, following a city flood. The current ice rink is served by a direct R22 system with evaporative condensers. The direct R22 compressors have been re-built and are currently working as needed, but many components of the ice system remain original and are in need of replacement. The R22 flooded floor is original with the building and as 39 years old is considered to be at risk of leaks at any time. In addition to the ice system improvements, building studies have determined a need to improve the building's exterior envelope, building entry accessibility, and mechanical upgrades to improve indoor air quality, heating & cooling. Community surveys also identified the potential to add a new common entrance addition to connect the VFW & Blue Line Arenas, creating a better warm space viewing area for the Blue Line Arena.

Blue Line Arena

The Blue Line Arena was built in 2008, as a community project to repurpose a temporary school building into an ice arena. Initially planned to be used mainly for practices, this rink has seen increase use in recent years as youth hockey and figure skating numbers have grown. The smaller arena has a cold arena space, and limited lobby space for spectators. Through surveys with the community, there is a desire to have larger lobby/spectator spaces and warmer spaces to watch action on the ice. The R404a refrigerant ice system is in good condition

Stauss Park

Stauss Park is the home to two full size baseball fields, which are the home to High School baseball programs at Sacred Heart and Senior High Schools, as well as summer youth and amateur baseball teams. The current complex has one field, known as the "Legion field" is a competition field with lighting, grass infield, and irrigation system throughout. The 2nd field known as the "Babe Ruth field" is used for limited competition and practices, with limited amenities. The project scope for this complex includes adding improved grading and drain tile to the current Legion field and renovated the Babe Ruth field to be a complete competition field with lighting, synthetic turf, and grandstand/press box area.

Study Objectives

Our goal in conducting this feasibility study is to understand what the potential is for a fundraising campaign and to gauge the level of support for this project in our community. The feasibility study report should address the following:

- The community's perception of the City of East Grand Forks, its recreation programs and these specific projects
- Identification of potential leaders in the fundraising effort
- Names of potential major donors/funders and what their interests might be
- Determination of the amount of money that can be reasonably raised
- Other major fundraising campaigns in the area that might compete for the same donors

- Possible alternatives for raising funds needed to complete the project
- Roles and responsibilities of City elected officials, Parks & Recreation leadership and volunteers in a campaign
- Appropriate timeframe for both the campaign planning study and the fundraising itself

Proposal Requirements

Firm Information

Provide firm’s name, address, website URL and telephone number. Include name, title and e-mail address of the individual who will serve as firm’s primary contact. Include a brief description and history of your firm.

Experience and References

Proposals should include a list of 3-5 references for similar projects/studies that your firm has completed.

Project Approach

Please explain your project approach, style and process.

Schedule and Timeline

Proposals should include the proposed work schedule, timeline and deliverables resulting from the feasibility study. The contract is expected to begin in mid-March 2021 and should ideally be completed by mid-June 2021.

Important dates as it pertains to the RFP Selection Process and Study deliverables are as follows:

Event Details	Date(s)
RFP for Fundraising Study issued by City	Thursday, February 11, 2021
Deadline for RFP fundraising study	4:00 pm Friday, February 26
Interview fundraising consultants (if needed)	Thursday, March 4 th
Recommendation to City Council to hire fundraising consultant	Tuesday, March 9 th
City Council approval/rejection of fundraising consultant	March 16, 2021
Consultant begins work	March 22, 2021 <i>(or sooner)</i>
Review final fundraising study with City Council/Focus group	June 22, 2021 <i>(or sooner)</i>

Cost

Proposals must include the total delivered cost for the study, relating to all work and deliverables outlined in the Schedule and Timeline.

The City of East Grand Forks desires to commit a total investment not to exceed \$40,000 for the final delivered Feasibility Study, including presentation of results to project task force and City Council.

Provide Biographies of Key Staff

Please include a summary of experience of all key staff.

Required Deliverables

Findings summary

- List of key donor prospects and their potential interest, including giving range.
- List of suggested donor levels and corporate sponsorship plan for facility sponsorship opportunities.
- Key areas of the case for support that resonate or hinder.
- Presentation of findings to the project task force and key staff.

Submit To / Project Contact

Please submit four (4) hard copies and one electronic PDF copy of your submittal and/or submit via a USB or similar media device.

Submittals shall be directed to:

Reid Huttunen, Superintendent of Parks & Recreation
City of East Grand Forks
600 DeMers Ave
East Grand Forks, MN 56721
Email: RHuttunen@egf.mn

Submittals must be received by the City of East Grand Forks, Parks & Recreation Dept to the above listed mailing or email address by no later than **4:00 P.M. on Friday, February 26, 2021.**

Submittals should be flagged with an email read receipt and/or followed up with a telephone call to Reid Huttunen at (218)399-3388 to verify receipt of submittals.

Submittals must be received by the time specified at the address listed above. Any submittals received after the deadline will not be considered.

Owner Representative Contact Information

Questions about this Request for Proposal may be directed to the owner's representative:

Reid Huttunen, Superintendent of Parks & Recreation
City of East Grand Forks
600 DeMers Ave
East Grand Forks, MN 56721
Office: (218)399-3388
Email: RHuttunen@egf.mn

Inquiries may be made up to the deadline of submission for acceptance of proposals.