

October 14, 2011

Dear Professional Consultant:

The City of Edina is interested in retaining the services of a qualified professional consultant to study the feasibility of building an indoor athletic facility; hereon referred to as a "sports dome." The City of Edina is currently working with the Edina Public Schools to prepare an inventory of all publicly owned indoor and outdoor athletic facilities and both the City of Edina and Edina Public Schools are also completing a needs and interest analysis. The results of these inventories and assessments will be provided on the City of Edina website.

[http://cityofedina.com/departments/park\\_recreation/Sports\\_Dome\\_Working\\_Group/index.htm](http://cityofedina.com/departments/park_recreation/Sports_Dome_Working_Group/index.htm)

This project is being divided into two phases.

#### **PHASE ONE – FINANCIAL FEASIBILITY PHASE**

The selected consultant will be retained to first study and make recommendations as to the financial feasibility of the proposed sports dome project and its financial impact on the City of Edina. The Financial Feasibility phase will be conducted prior to selecting potential locations. The consultant's study Phase One should address the following:

- Determine the financial impact on the City of Edina to design, build, operate and maintain a sports dome facility that is large enough to meet the identified needs and desires of the community.
- Identify market demand and rental uses, including a recommendation of a seasonal or year round facility.
- Conduct thorough review of anticipated operating costs including analysis of current and anticipated market impact posed by competing public and private facilities within the area.
- Prepare fifteen year annual projected operating budget including revenue projections. Operating budget shall not include facility debt service costs.
- Determine if commitments for purchasing facility time can be secured from various revenue sources.

#### **PHASE TWO – LOCATION PHASE**

Based on the results of the Financial Feasibility phase study, the City Council will then decide whether or not to authorize phase two, which is the "Location" phase. If phase two is authorized by City Council, the City will provide potential sites for the selected consultant to analyze and provide the following information:

- Land acquisition cost (if any) and site preparation costs for each site.
- Recommendations for each potential site with estimated project costs including a reference to ownership, construction, capital finance and operational management and maintenance.

- An analysis of parking, streets/traffic, neighborhood impact and environmental impact.
- Identified pros and cons of each potential site.
- Identify preferred site location.
- Prepare revised financial performance.

### **EXPERIENCE**

In your response to this Request for Proposal, please include your firm's previous experience studying indoor athletic facility operations for the past ten years. Please also describe any previous experience working for the City of Edina or the Edina Public Schools.

The City of Edina is interested in hiring a consultant who is independent, unbiased and without a conflict of interest. Please describe any relationships that the owners, principals or team members may have to the City of Edina or the Edina Public Schools and whether they own, operate or have interests in athletic facilities, recreation or community centers in this market.

### **CONSULTING TEAM MEMBERS**

Please include the names of all of your team members who will be involved in the study and a brief background of their qualifications.

### **APPROACH TO THE PROJECT AND PROCESS**

Please include your proposed approach to this study and what process your firm would use to conduct the study and make recommendations. Please include your proposed timeframe to conduct the study.

### **PROPOSED FEE**

Please identify your proposed consulting fees for Phase One and (if authorized by City Council) Phase two, which we ask to be a fixed amount plus reimbursable expenses. Please identify a not to exceed amount for reimbursable expenses. Please identify a separate fee for Phase One and a separate fee for Phase Two.

### **NUMBER OF PAGES AND COPIES OF RESPONSE TO PROPOSAL**

We ask that you please keep your proposals to no more than ten pages including your cover letter. We ask that you please submit twelve copies of your proposal. The City of Edina will copy and distribute any additional copies needed for the review process.

### **TIMELINE AND DEADLINES**

Proposals should be received no later than October 19, 2011.

Week of 10/24/11 – Consultant Interviews

Week of 10/31/11 – Hire Consultant

12/19/11 – Phase One report due

### **REQUIRED INFORMATION FOR SUBMITTAL**

- Statement of project understanding
- Project timeline

- Number of meetings included with each phase. A meeting with the Sports Dome Study Work Group, Park Board and City Council will be required with each phase.
- Examples of past experience with similar studies, including references
- Firm information, including size, and staff expertise
- Names and qualifications of key personnel working on project
- Fee proposal including a separate fee for Phase One and Phase Two

### **SELECTION PROCESS**

With assistance from staff, the Sports Dome Study Work Group (members of the Edina Park Board) will select and recommend a finalist to the City Council for final approval. Interviews will be required for finalists. The City of Edina reserves the right to select a consulting firm based on which one appears to offer the best value to the City of Edina and not necessarily the lowest bid.

Please submit your proposal to:  
Ann Kattreh, Manager  
Edinborough Park  
7700 York Avenue South  
Edina, MN 55435

If you have any questions, feel free to contact me at 952-833-9542 or [akattreh@ci.edina.mn.us](mailto:akattreh@ci.edina.mn.us).

Respectfully,

Ann Kattreh, Manager  
Edinborough Park, City of Edina