



## REQUEST FOR QUALIFICATIONS

**FOR INDOOR SPORTS FACILITY, OUTDOOR SPORTS COMPLEX, WATER PARK  
FEASIBILITY STUDY**

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PREPARED BY:

VIGO COUNTY CAPITAL IMPROVEMENT BOARD (CIB)

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RELEASE DATE:

SEPTEMBER 28, 2022

# REQUEST FOR QUALIFICATIONS

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD**

**INDOOR SPORTS FACILITY, OUTDOOR SPORTS COMPLEX, WATER PARK**

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REQUEST RELEASE DATE: SEPTEMBER 28, 2022

SUBMITTALS DUE: OCTOBER 31, 2022

SUBMIT TO: VITTORIA MEYER ON BEHALF OF THE VIGO COUNTY CIB

PURPOSE: SELECTION OF CONSULTANT FOR SPORTS COMPLEX FEASIBILITY STUDY

## PROJECT CONTACT:

Consultant qualifications will be evaluated based on response to the Request for Qualifications (RFQ) and select in-person presentations/interviews. Qualification criteria are more fully set forth in the RFQ process.

Public notice is hereby given that the Vigo County Capital Improvement Board of Managers has issued the above mentioned RFQ. The complete RFQ, including all submittal requirements, can be obtained by contacting Vittoria Meyer via email at [vmeyer@rjlsolutions.com](mailto:vmeyer@rjlsolutions.com).

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## 1. PURPOSE

The Vigo County Capital Improvement Board of Managers (the “Board”) seeks to determine if its vision for the facility described herein (see: OVERVIEW) is compatible with the existing and future Terre Haute – Vigo County economic infrastructure and development opportunities. The Board hopes to determine the best options for the facility most suitable for Terre Haute – Vigo County and the Board’s next significant investment in quality of life and tourism for both residents and visitors.

The feasibility study will help develop future funding opportunity requests, such as the potential for READI Part II grants, currently in discussion at the state-level, not excluding other local, state, and federal funding opportunities that may develop.

## 2. OVERVIEW

Sports, recreation, and leisure activities are widely accepted as fundamental elements of quality of life and are essential to the mental and physical wellbeing of individuals in today’s society. Tourism has become an essential driving force in Terre Haute and Vigo County’s economic development, with the new Terre Haute Convention Center, the Griffin Bike Park, the LaVern Gibson Championship Cross Country Course, and the implementation of a Food and Beverage Tax being significant focal points for the future. Sports and outdoor activities were identified in the “See You In Terre Haute 2025 Community Plan” (the “2025 Community Plan”) as a main community pillar to spur tourism and development. West Central Indiana is primed to further this initiative by committing to action items previously identified within the plan through the development of a Terre Haute Multi-Sports Complex and East Side Aquatic Center (the “Project”). West Central Indiana is home to many talented athletes who dedicate significant time to their sport and spend nights and weekends traveling throughout the region and competing against top talent from across the Midwest and beyond. Through Terre Haute and Vigo County tourism initiatives, the Project contemplated herein will further the region’s competitive edge in sports while also attracting visitors from across the state for a fun-filled experience. The Multi-Sports Complex and East Side Aquatic Center will present a well-rounded environment for both athletes and families as they visit West Central Indiana. To strategically undertake the Project, the Multi-Sport Complex and East Side Aquatic Center has been divided into three initial phases with the ability to continue expansion in years to come.

- Phase One: Completion of eight (8) outdoor baseball fields and a main baseball stadium
- Phase Two: Development of the East Side Aquatic Center
- Phase Three: Creation of a fieldhouse with indoor sports facilities

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### PHASE ONE: COMPLETION OF EIGHT (8) OUTDOOR FIELDS AND MAIN BASEBALL STADIUM

*Phase One will start construction of the initial outdoor facilities and will include two (2) baseball/softball clovers and the development of one main baseball stadium. The baseball/softball fields will be utilized by local little league teams, travel baseball/softball practices and tournaments, and local organizations looking to rent for events. The new main baseball stadium will be used as the championship stage for tournaments and will be the new home for the local summer collegiate baseball team. The main stadium will have the capacity to hold approximately 3,000 spectators and will include locker rooms, concession stands, and permanent seating for fans to experience the games on the fields. The new stadium will also allow the local summer collegiate baseball team to draw in a larger crowd and hold more games throughout the season.*

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## PHASE TWO: DEVELOPMENT OF THE EAST SIDE AQUATIC CENTER

*The Aquatic Center will be located on the same property as the Multi-Sports Complex and will build upon the increase in tourism initiatives within the 2025 Community Plan. The Aquatic Center will include a new bathhouse, maintenance facility, and amenities that will attract families and individuals looking for a summer destination or a weekend trip to West Central Indiana.*

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## PHASE THREE: CREATION OF FIELDHOUSE FOR INDOOR FACILITIES.

*Upon completion of Phases One and Two, the Multi-Sports Complex will begin construction of a Fieldhouse that will hold an indoor athletic facility capable of accommodating a wide variety of sporting events. The Fieldhouse will include basketball, volleyball, indoor soccer fields, concessions stand, and more to accommodate practices as well as future tournaments held in Terre Haute. The Multi-Sports Complex and Aquatic Center will create a new entertainment venue for West Central Indiana. Through this addition, West Central Indiana will be positioned to utilize sports to attract a different category of visitor.*

Through the 2025 Community Plan process, water attractions were identified as an additional source to provide enhanced quality of life to residents and serve as a resource to bring visitors from outside of the area. The 2025 Community Plan identified water attractions as universal and ageless amusements, that have a lasting impact on the community for residents and visitors alike. The impact water attractions will have on the community for its innovation and creative use of space can last a lifetime.

The Multi-Sports Complex and Aquatic Center will also promote a healthy lifestyle and encourage outdoor recreation. It will build upon other community objectives to encourage citizens to be active and fit. From toddlers to the aging population, the addition of these assets in the community will encourage individuals to exercise and experience outdoor activities and fresh air. According to CountyHealthRankings.org, Vigo County ranked 67th in Health Outcomes and 84th in Health Factors out of 92 Indiana counties in 2021. Investing in water attractions and athletic recreation were identified among the Priority Action Items under the Quality of Life Pillar within the 2025 Community Plan and will improve the overall quality of life available in Terre Haute – Vigo County and West Central Indiana.

To continue to improve the quality of life within the region, the 2025 Community Plan emphasized the importance of tourism. Tourism is a growing industry in Terre Haute – Vigo County, and the Terre Haute Convention and Visitors Bureau experienced its 24th year of consecutive financial growth in 2018. Vigo County implemented a food and beverage tax on September 1, 2018, which allows the county to collect 1% on all food and beverage purchases to be utilized by the Board for capital improvements and to support tourism.

- Through the 2025 Community Plan, a tourism task force was created with varying perspectives and expertise to address new tourism opportunities and growth. The task force is responsible for addressing priority action items regarding tourism that include:
  - o Initiating a plan to attract Illinois visitors by emphasizing the proximity of our neighboring state.
  - o Determining how tourism growth will affect athletic events, conventions, gaming, arts and culture, retail, higher education partners, transportation, etc.

From West Central Indiana’s rural landscape to the metropolitan center of Terre Haute, the 2025 Community Plan identified that the tourism assets of the region are varied, and many include rich traditions in sport, history, art, music, education, and nature. Terre Haute – Vigo County has a strong recreational presence that includes the LaVern Gibson Championship Cross Country Course, Griffin Bike Park, and the Rex Baseball prospect league. With numerous

travel teams within the area, the addition of a Multi-Sport Complex will create a centralized location for all athletes within the region and draw athletes from outside the region to compete here in our local community. A Multi-Sport Complex in Terre Haute will build upon the community sentiment expressed in the 2025 Community Plan and expand tourism opportunities throughout Terre Haute – Vigo County and the region.

Although this is the vision represented in the Wabash River RDA READI grant proposal delivered to the Indiana Economic Development Corporation, the Board seeks to determine if this vision is feasible and compatible with current and foreseeable Terre Haute – Vigo County’s economic infrastructure and future opportunity for growth. The Board desires to determine the best options in those categories most suitable for Terre Haute – Vigo County and identify the Board’s next significant investment opportunity in quality of life and tourism for both residents and visitors.

### 3. PHASE ONE – FEASIBILITY STUDY: ANTICIPATED SCOPE OF WORK

The following is a preliminary scope of work for the feasibility study that may be modified during contract negotiations with the selected Consultant. This preliminary scope of work is intended to outline and describe the range of anticipated tasks but is not intended to be complete or final. Any recommended modifications by the Consultant to this preliminary scope of work should be included in the submittal and be for the purpose of conducting a more effective and useful feasibility study.

- Public Outreach: Provide strategic and comprehensive public outreach to solicit community and stakeholder input throughout Terre Haute – Vigo County. Methods of public outreach are to be proposed by the Consultant and may include surveys, focus groups, online platforms and other identified means of outreach. Public outreach should be inclusive, engaging and result-oriented. The communication materials may be used by the Board’s communication consultants to properly disseminate the information/opportunities in coordination.
- Market Analysis: Research and document existing sports complex facilities and water parks in the region, including facility location, service area, size, components, rates, cost recovery, and potential influence on a Terre Haute – Vigo County facility. Include private, public, and non-profit facilities in the market analysis. Identify the primary and secondary service areas, current and future demographics, local growth projections, potential individual and group users of a Terre Haute – Vigo County facility, and facility trends.
- Business Plan: Develop a business plan to consider the financial implications (both capital and operating) of the various program elements identified on a wish list through the public outreach process and market analysis. Include both initial capital costs and future (replacement) capital costs. Calculate the projected operating costs and anticipated recovery costs for each identified element of the plan.
- Facility Programming and Space Planning (both sports and water complexes): Determine the components to be included in the recommended facility, based on input from the public outreach process, the market analysis, and the business plan. Provide space requirements for each phase separately (one, two, three) and for a combined park complex (inclusive of all phases).
- Concept Design Alternatives and Costs: Propose space specific concept design alternatives for a facility with probable construction costs and operational estimates for each. Develop a concept design for the preferred alternative and corresponding costs. Recognizing that a specific site has not been identified, this should be considered by the space needed (phased approach), only.

## 4. PHASE TWO – RECOMMENDATIONS

Understanding that the vision of the Board may not match the market analysis, the Board remains open to recommendations that accommodate a valid, reasonable, and manageable plan that is both good for the community as it relates to quality of life and its impact on tourism numbers and the economy.

- Develop a comprehensive analysis, which includes recommendations for this phased complex, offering data analytics (both qualitative and quantitative) – leading the Board to develop the best facility suitable for Terre Haute – Vigo County and the West Central Indiana region.
- The recommendations should be relevant to both today’s market and also offer a vision for the future without threatening the community’s ability to sustain such a facility.
  - o Be prepared to offer insight that does or does not match the Board’s vision.
- Offer steps to success, including a timeline based on the recommendations, assuming funding is probable.

## 5. TIMELINE

The New Project Committee of the Board (the “Committee”) will review the proposals, including various presentations and interviews, and recommend to the Board a Consultant to be engaged by the Board, which engagement is anticipated to begin in December of 2022.

- September 28, 2022 (Vigo County CIB meeting - Launch RFQ)
- October 31, 2022 (Responses to RFQ are due)
- November 1 - 22, 2022 (Committee reviews proposals and conducts interviews as needed)
- November 17 – 18, 2022 (Committee holds interviews & presentations with top candidates)
- November 23, 2022 (Board meeting – approve selection of Consultant)
- November 30 (Execution of Professional Services Agreement prepared by the Board)
- December 2022 - February 2023 (Consultant conducts feasibility study)
- February 22, 2023 (Board meeting - Feasibility study complete and publicly shared)

## 6. SUBMITTAL REQUIREMENTS

Please provide the following in your submittal:

- Cover Letter: Please submit a one-page letter of intent listing the proposed Consultant team (including prime and any sub-consultants), relevant experience and commitment to provide the services described in the scope of work.
- Team Qualifications: Brief history of the Consultant’s business, including areas of team expertise and technical capabilities.
- Statement of Experience: Identify the proposed Project manager and roles and participation levels of all members of the Project team; include a statement of qualifications/résumé for each member. For each member, describe their experience with projects of a similar nature.

- Project Approach: Provide a description of scope of work, including approach strategies and timeline which identifies major proposed tasks and work product. Explain work/communication process with sub-consultants and how sub-consultants will be managed. Explain preferred work/communication process with the Board.
- References: Three (minimum) client references for municipal park and recreation departments or other government entities (within the last 5 years) led by the proposed project manager. Please include the full name of the municipality, municipality’s principal project manager, address, phone number, website and email. References from past City of Terre Haute – Vigo County projects will not be accepted.
- Relevant Sample Work: No more than three work samples from previous projects of a similar nature. Please describe the scope of work performed for each project. Please limit submittals to 10 sheets of two-sided, 8.5” x 11” pages (20 pages total) in length (excluding front and back covers) with font size no smaller than 12-point. Firm literature and project staff résumés may be attached to the response and do not apply against the page count. Provide seven (7) bound, paper hardcopies; and one (1) electronic PDF copy on a USB flash drive.

All materials must be received no later than October 31, 4:00 pm EST. Submissions can be received via mail or email. If mailing submission, all qualification submittals must be in a sealed envelope and clearly marked “Sports and Water Complex RFQ Submittal.”

Submittals must be mailed or delivered to:

RJL Solutions LLC on behalf of the Vigo County CIB: Attn: Vittoria Meyer  
 Sports and Water Complex RFQ Submittal  
 1125 Wabash Avenue, Terre Haute, IN 47807

If emailing submissions, all qualification submittals must be emailed to [vmeyer@rjlsolutions.com](mailto:vmeyer@rjlsolutions.com) with the subject line “Sports and Water Complex RFQ Submittal.” When submitting via email, all files must be packaged in one document.

**Submittals submitted via fax or telephone will not be accepted.**

## 7. RIGHT TO REJECT SUBMITTALS

The Board reserves the right to reject any and all submittals at any time with no penalty, or to waive any irregularities in any submittal or in the selection process.

## 8. SELECTION CRITERIA

Consultants will be evaluated on the following criteria:

- Responsiveness to the requirements of this RFQ; quality and completeness of the submittal
- Submittal requirements (cover letter, team qualifications, statement of experience, Project approach, references, and sample work)
- Understanding of Project scope, Project requirements, local issues and community needs

- Experience and demonstrated success of working with municipalities and other governmental entities; experience and demonstrated success with public outreach, public communication and public presentations
- Experience and demonstrated success of completing feasibility studies related to outdoor tournament style municipal sports and water complexes
- Experience and demonstrated success of completing planning and design services for outdoor tournament style municipal sports complexes from initial design phases through construction phases; experience with permitting, construction administration and construction management; experience with alternative project delivery to the traditional design-bid/build approach
- Quality of relevant sample projects; demonstrated outdoor tournament style municipal sports and water complex design excellence; experience and leadership in sustainable, energy and environmental design (LEED)/green building projects
- Demonstrated creativity and innovative facility design; previous work that shows creative use of space, use of cutting-edge techniques, and designs that support entrepreneurialism and higher cost-recovery ratios
- Showcase of desire to work with a growing community and knowledge and understanding of the 2025 Community Plan
- Team organization and qualifications of team members

## 9. SHORT LIST / FINAL SELECTION

After review of the submittals by the Committee, three (3) Consultants deemed to be the most highly qualified to provide the services required for the proposed Project will be notified and invited to participate in a short list/final selection phase. It is anticipated that the final selection phase will include the following steps: 1. Notification: Email notification to three (3) finalist Consultants; 2. Presentation/Q&A: A 90-minute meeting will be scheduled for November 17 and November 18, 2022 and conducted at the Terre Haute Convention Center board room. The Consultant will be given 45-minutes for a presentation. The remaining time will be reserved for the Committee to present questions.

## 10. FINAL SELECTION / CONTRACT NEGOTIATION

The qualifications submittal and presentation/Q&A will be evaluated on a comparative basis and determined by group consensus of the Committee. After the presentations and discussions are completed, the Consultant deemed to be the most highly qualified to provide the services required for the proposed Project will be notified in writing and will be asked to meet and submit its final scope of services, schedule and fee proposal. If, after negotiation and consideration, the Board is unable to reach an acceptable agreement with the Consultant, the Board may terminate negotiations and, at its sole discretion, may enter into negotiations with alternate Consultants until an acceptable agreement is reached and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

## 11. CONTRACT

The selected Consultant will be required to enter into a Professional Services Agreement prepared by the Board. Submitted Standard Conditions will only be included if acceptable to the Board and the Board's legal counsel.

## 12. OWNERSHIP OF DOCUMENTS

Any materials of any format (hardcopy or electronic) related to a submittal on this Project, including submittals, reports, studies, conclusions, and summaries prepared by the Consultant for this Project, shall become the property of the Board.

## 13. PUBLIC DISCLOSURE NOTICE

In order to protect the integrity of the selection process, submittals will not be publicly disclosed until after award and signing of the contract with the selected Consultant. Proposers should be aware that any record submitted to the Board or that is used by the Board in the selection process may become a public record subject to disclosure upon request. The Board must promptly disclose public records upon request unless statutory exemption from disclosure is identified. Exemptions, including those for trade secrets and confidential information are narrow and specific. Proposers should clearly mark any record they deem to be a “trade secret” or “confidential information” within the meaning of the Indiana Access to Public Records Act, Ind. Code 5-14-3, specifically identifying the statutory exemption on the document.

## 14. COMMUNICATION

For additional information concerning this RFQ, any other aspect of the selection process or the Project in general, please contact Vittoria Meyer on behalf of the Board at [vmeyer@rjlsolutions.com](mailto:vmeyer@rjlsolutions.com).

Any oral communication will be considered unofficial and non-binding. Absolutely no communication shall occur regarding this RFQ, including requests for information, or speculation between the Consultant or any of its individual members and any City or County elected official or employee (including members of the Board and the Committee). Failure to comply with this provision may result in Consultant’s submittal being removed from consideration.

## 15. ADDITIONAL INFORMATION

Any and all costs incurred by the Consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Consultant and is not chargeable to the Board.