



REQUEST FOR PROPOSALS

Professional Services for a Feasibility Study for a Cultural Arts/Civic Center

In partnership with the Nebraska Department of Economic Development, Adams County, and other community partners, the City of Hastings intends to explore the feasibility, need, location, and estimated community impact of a proposed Cultural Arts/Civic Center facility. This will be accomplished with a feasibility study as well as a needs assessment conducted by qualified consultants.

The City of Hastings, Nebraska is seeking proposals from qualified applicants. The City of Hastings will administer the project, provide financial and staff support, and will engage with community partners to facilitate public outreach in order to build community-wide consensus for future phases.

Hastings is served by two major highways, east-west U.S. Highways 6 & 34, and north-south U.S. Highway 281. The City is located about fourteen miles south of Interstate 80 and is also served by Amtrak passenger rail. The Hastings Municipal Airport, owned and operated by the City of Hastings, also serves the City. The population is approximately 25,000.

The City has numerous parks and recreational facilities including the Aquacourt Water Park, City Auditorium, Lake Hastings, Chautauqua Pavilion, Duncan Field, Smith Softball Complex, Brickyard Park Amphitheater, Heartwell Lake and Pioneer Spirit Trail. There are 10.5 total miles of trail with 8.9 miles currently connected.

The Hastings Museum of Natural and Cultural History also houses the Lied Super Screen Theater, McDonald Planetarium, as well as local and regional exhibits. Two colleges, Hastings

College and Central Community College are also located in Hastings, as are three golf courses and a locally owned race track.

SCOPE OF WORK

The overall framework of the feasibility study would be executed within the confines and parameters established by the Nebraska Department of Economic Development's Civic and Community Center Financing Fund (CCCCF). Anticipated outcomes from the feasibility study are:

- Identification of a preferred location for a proposed civic center;
- Identification of projected development costs and life cycle costs (including operations and maintenance costs) for the facility;
- Preliminary space allocation and programming needs;
- Preliminary building and site design concepts;

The framework of the needs assessment will further establish the proposed project's conformance with the CCCCFF criteria, and provide foundational data to inform the community's decision process moving forward. Anticipated outcomes from the needs assessment study are:

- Determine the inadequate and underserved community activity needs in Hastings and greater Adams County;
- Determine which identified needs may be addressed by a cultural arts facility;
- Determine the facility's potential in attracting and retaining new and existing residents;
- Determine the facility's potential in attracting visitors from outside the City of Hastings and Adams County;

Based on initial community conversations, the facility concept *could* incorporate: a 100-300 seat auditorium/flex space, senior activity center, gallery space, performing arts rehearsal space, classroom/meeting space, community hall, and community kitchen.

The City of Hastings intends to own the facility and will contract with qualified vendors for operations and maintenance. A community capital campaign is planned to raise funds for facility construction, and some pledges have been secured or funds allocated for the capital construction phase.

PUBLIC MEETINGS:

In partnership with city staff, hold public meetings to seek input from stakeholders and beneficiaries in determining priorities. Meetings to include: 1 community-wide charrette meeting, 1 focus group/stakeholders meeting, and 1 meeting to present a draft plan. The selected consultant should consult with City officials, Engineering, Planning, and Parks Departments, the Midland Area Agency on Aging, and other key local stakeholders.

COMPILATION INTO A FINAL REPORT:

Compile collected data and recommendations into a written report, including all maps, graphics, preliminary renderings, and other related materials. Prepare recommendations for incorporation into grant applications either through the CCCFF or CDBG.

General Information:

The budget for the project will be \$15,000 - \$35,000, and is funded in part by Nebraska Department of Economic Development funds. Contract execution and initiation of any work related to this project is subject to receipt of a Release of Funds notice from the Nebraska Department of Economic Development.

The project locations include areas within the corporate limits of the City of Hastings, Nebraska. The scope of site evaluations will be limited to 3-4 potential sites.

PROJECT DELIVERABLES

The City seeks the following deliverables from the project:

- Workshop convening key neighborhood representatives and citizens to gather input and present initial ideas for recommendations for the study.
- A written report that includes:
 - Background and information on the value of a cultural arts facility, senior activity facility, community education and gathering spaces.
 - Identification and discussion of preferred site selection and reasoning.
 - Recommendations on design and space programming of the proposed center.
 - A section describing how investments to community and cultural arts facilities can support and integrate with opportunities to attract and retain new residents and visitors.
 - A concise draft program plan.
 - A resource roadmap on funding opportunities.
 - Recommendations on key next steps and actions.
 - All data and maps should be submitted in original formats for editing as well as PDFs.

The primary purposes of the final written report would be to:

1. Educate the general public and key stakeholder organizations on the opportunities and priorities regarding a facility in Hastings.
2. Provide material to guide and support decision making by City of Hastings elected officials and staff on how to proceed with the project.
3. Serve as a document that can support efforts to attract and secure funding for the future implementation of this project.
4. A final verbal presentation to the City on the final report, which could be in person to City officials, staff and key stakeholders, or via conference call or webcast.

DESIRED QUALIFICATIONS OF APPLICANT

The City of Hastings seeks an experienced multi-disciplinary firm or team of firms for the conduct of the project as outlined in the Scope of Work. Key qualifications and evaluation criteria include:

- **Experience with similar Community Assessment projects:** Please demonstrate your firm and staff abilities based on successful leadership of and/or involvement in similar studies and projects. It is strongly suggested that reference to specific projects, along with sample materials or web links to those projects, are provided.
- **Experience with Community Planning:** Please demonstrate your firm and staff abilities with respect to community and land use planning, sustainability, and similar community revitalization issues as they relate to how civic facilities should be integrated into these broader contexts.
- **Specific staff assigned:** Clearly describe which specific staff will be allocated to this project, and their roles. Provide background on their relevant skills and experience.
- **Ability to integrate into City of Hastings comprehensive land use planning, urban revitalization initiatives, and community context:** Demonstrate that your firm understands the City of Hastings Comprehensive Plan (2009), and Complete Streets Policy (2013), and other related documents in a way that will enable your firm to integrate the project recommendations into the broader context of Hastings' community goals and values.

PROPOSAL CONTENTS

Proposals should include the following information:

1. *Scope of Work*
This section should establish the applicant's understanding of the City's goals, project work requirements and the applicant's ability to satisfy those goals and requirements.
2. *Proposed Consulting Team*
This section should outline designated staff for the project including name, title, specific responsibilities and estimated person hours of participation. Additionally, the section should describe relevant experience of specific staff and identify any sub-consultants.

3. *Estimated Cost*

This section should include the applicant's overall cost for performing the services including a breakdown of cost by task, allocation of hours, and cost per hour to complete tasks per designated staff member.

4. *Firm Qualifications*

This section should include a discussion of the firm's experience in researching, designing, developing and implementing program plans of a similar nature.

5. *References and Completed Project Samples*

This section should include references (including contact name and phone number) from customers who have used the firm's services for projects of a similar nature.

EVALUATION CRITERIA

Submittals will be evaluated according to the following criteria:

1. *Project Understanding (25 Points)*

How well the response translates the project's requirements into a viable work plan that will accomplish the City's needs.

2. *Project Proposal (25 Points)*

Whether the firm's proposal addresses all the City's needs for this project, and does the selection and assignment of personnel and other resources adequately meet the needs of this project?

3. *Qualifications of firm (20 Points)*

Experience in performing work of a similar nature, experience working with other local public agencies and advisory committees, record of completing work on schedule, strength and stability of firm and any proposed subcontractors, assessment by client references, and overall strength of the consultant's team.

4. *Previous projects (15 Points)*

Experience in successfully completing projects of a similar nature.

5. *Scope of Services (15 Points)*

Reasonableness of the proposed budget, adequacy of data in support of figures quoted, reasonableness of individual task budgets, and ability to meet the desired schedule and outcomes.

Finalists under consideration for this project may be invited to an in-person, teleconference, or video conference interview prior to final selection.

SUBMISSION INSTRUCTIONS

Three paper copies (at least one copy must remain unbound) and one digital copy (either on CD or Flash drive) of the proposal must be received by 5:00 p.m., July 8, 2019. Submissions shall be delivered in a sealed envelope and clearly marked:

Request for Proposal – Civic Center Feasibility Study

Proposals should be addressed to:

Kim Jacobitz, CMC
City Clerk
220 N. Hastings Avenue
Hastings, NE 68901
(402) 461-2312

Questions regarding this matter should be addressed to:

Donald Threewitt, AICP
Development Services Director
220 N. Hastings Avenue
Hastings, NE 68901
(402) 461-2368
dthreewitt@cityofhastings.org

This RFP is not guarantee that the City of Hastings will hire any of the applicants for the Feasibility Study. The decision of whether or not to hire a consultant from the pool of applicants will be determined by what is in the best interest of the City.