



MERRIAM

Just right.

**REQUEST FOR PROPOSALS (RFP)
CITY OF MERRIAM**

**5701 MERRIAM DRIVE COMMITTEE
FACILITATOR**

January 4, 2019

SUBMIT QUALIFICATIONS/ PROPOSALS TO:

City of Merriam

Attn: Julianna Pinnick, City Clerk

9001 W 62nd Street

Merriam, KS 66202

913.322.5500

Due by 4:00 pm

Wed. January 23, 2019

I. Introduction

In mid-2020, the City of Merriam Parks and Recreation Department will vacate the Irene B. French Community Center (5701 Merriam Drive) to occupy a newly constructed facility located at Vavra Park. What happens next at that location is of great interest to Merriam residents. The City of Merriam (City) is seeking Requests for Proposals (RFP) from experienced firms (Consultant) to facilitate the work of the committee tasked with determining the future of the existing Irene B. French Community Center and the property upon which it's located at 5701 Merriam Drive.

At this time the City is not committed to any particular outcome other than to identify the property's most reasonable, highest and best use. Possible outcomes include, but are not limited to, the City retaining ownership and converting some/all of the existing facility into another use, removing the building but retaining the property for another use, or selling the property. The Consultant will be tasked with facilitating the work required to determine the best outcome(s) and then seek public feedback. Experience with similar projects that include adaptive reuse is preferred.

Upon the successful completion of this process the committee will need to convey to City Council a preferred option(s), implementation plan and funding strategy. The final completion of this process is not subject to time constraint. However, enough work needs to be completed by early summer 2019 that an appropriate budgetary "placeholder" can be included in the FY2020 budget. The committee's final recommendation to City Council should serve as a roadmap to ensure the location remains a community asset for future generations, regardless of ownership.

II. Background

The City of Merriam, Kansas has a population of 11,245, is located in Northeast Johnson County, Kansas and is eight miles southwest of downtown Kansas City. The city is 4.32 square miles. There are 5,224 housing units and a median family income of \$54,809. The city was incorporated in 1950 as a city of the third class and in 1957 became a city of the second class.

Irene B. French Community Center (IBFCC)

The Irene B. French Community Center (IBFCC) is located at 5701 Merriam Drive in downtown Merriam on 3.48 acres. The original section of IBFCC was built in 1911 as the first "superior school" in Johnson County, housing both a grade school and high school. Since 1911, the building has expanded three times. In the 1930s there was the addition of the gymnasium/classroom space, the 1950s saw expansion of classroom space and kitchen, and in 1989 the addition of a lobby/foyer area when the City purchased the building. The building is 33,000 sq. ft. and is comprised of a gymnasium, fitness center, locker rooms, kitchen, multi-purpose rooms, art gallery and game room.

As a result of several expensive age-related failures, Susan Richards Johnson and Associates was hired in 2015 to complete a thorough assessment and feasibility study of existing conditions. Their final report provided possible treatment recommendations/uses and numerous long term maintenance recommendations. A larger recreation study was then conducted by Pros Consulting in 2016 that produced a recommendation to construct a new community center facility in Vavra Park. A sales tax initiative was passed by 66.7% of Merriam voters in fall 2017 and design and construction are currently underway on the new facility.

5701 Steering Committee

The current location of the IBFCC is an important asset to our community because of its history and its key location in downtown Merriam. On Nov. 26, 2018, City Council approved nine resident volunteers to serve as members of a 5701 Steering Committee to guide the process. These residents have a wide array of professional backgrounds and represent the city geographically as

well as generationally. Committee members serve as representatives of the public, are tasked with identifying potential uses of the current site and making a final recommendation to City Council.

III. Project Description

The City of Merriam is seeking proposals from experienced consulting firms to provide professional facilitation services to the 5701 Committee. Since there are varied opinions of what should occur at the location, as well as emotional ties to the physical building, it is critical the City employ an impartial third-party to facilitate this process.

The Consultant will facilitate meetings, guide discussion, collect and analyze the appropriate information to develop a clear set of priorities and decision points relating to redevelopment and/or repurposing options and financial considerations/strategies. Experience with similar projects that include adaptive reuse is preferred. The consultant will also work closely with city staff and the Steering Committee to facilitate a public conversation.

A. Scope of Work

Public Process

- Act as professional facilitators to gather specific information about possible options or opportunities that are feasible at the site
- Identify, describe and implement a strategy and methodology for citizen involvement in the process
- A minimum of five (5) meetings with the 5701 Steering Committee to provide well organized and directed activities to gather feedback, share findings and facilitate decision points
- Conduct at least two (2) public community meetings
- Provide written records and summaries of the results of all public process and communication strategies
- Provide information for informed decision making by the Steering Committee and City Council

All proposals should include the following background information:

- A Letter of Submission shall include the name, address, telephone number and email address of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly marked as "Confidential."
- Background on the firm and its experience in similar processes for public agencies. Of particular interest are engagements involving communities that have characteristics similar to the City of Merriam.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables and client meetings to be provided.
- Identification of the personnel to be assigned to this engagement including a resume of related experience.
- A suggested timeline.
- A summary of professional liability and errors and omission insurance the firm maintains.
- A minimum of three (3) public agency references for projects of a similar nature to include client, location, contact person, contact information (telephone / email address), and a brief summary description of the project.
- Provide in a separate sealed envelope the project cost for services in an itemized work format. The project cost for services shall be a "not-to-exceed cost for services."

Proposal Response

Consultant shall submit one (1) digital copy and four (4) bound copies of their Proposal to the City. Proposals shall be received no later than 4:00 pm on Wednesday, January 23, 2019, at the following address:

City of Merriam
Attn: Julianna Pinnick, City Clerk
9001 W 62nd Street
Merriam, KS 66202-2815

Inquiries concerning this RFP or questions about this RFP should be directed to:

Chris Engel, City Administrator
9001 West 62nd Street
Merriam, KS 66202-2815
cengel@merriam.org 913.322.5511

Late submittals will be rejected and not returned.

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual / firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the City of Merriam to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The City of Merriam reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the City to do so. Subsequent to the contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the Merriam City Council.

Preliminary Schedule

The anticipated schedule of activities related to this RFP is as follows:

- RFP Issued January 4, 2019
- Final date for inquires.....January 16, 2019
- Submittal Deadline...January 23, 2019
- Proposed Interviews..... January 28 – 29, 2019
- First Committee Meeting February 4, 2019