



REQUEST FOR INFORMATION

PROJECT: RFI#: R20-117 NS Westside Community Center – Development and Operations Opportunity

ISSUE DATE: August 3, 2020

RESPONSES DUE: September 1, 2020 Close of Business on www.bidnetdirect.com

QUESTIONS DUE: August 14, 2020 by 10:00 am

CONTACT: Nicole Spindler

E-MAIL: Nicole.Spindler@coloradosprings.gov

I. Introduction

The City of Colorado Springs issues this Request for Information (RFI) for the purpose of identifying qualified firms for the Westside Community Center – Development and Operations Opportunity, as detailed below.

Responses to this RFI are considered non-binding and are only used to gather information to be used for budgetary and specification preparation purposes.

It is not the intent of the City to award a contract as a result of this RFI. However, in the event that the responses indicate little or no interest, the City reserves the right to pursue a competitive negotiation process or to consider an unsolicited proposal or piggyback opportunity without issuing a formal RFP if it is in the best interest of the City. If this RFI determines that there are sufficient interested and qualified vendors/contractors and favorable monetary estimates, the City may issue a formal RFP (Request for Proposal) for these services. If an RFP is issued then all firms that responded to this RFI will be added to our source list and will be formally invited to propose.

After receiving responses to this RFI, the City may choose to have a meeting or conference call with proposers for clarification.

All firms desiring to propose on the Westside Community Center Opportunity should complete and submit the documents requested in this document.

Firms should provide records of successful past performance on proposed operational model.

All questions regarding this RFI shall be addressed to Nicole.Spindler@coloradosprings.gov.

II. Scope of Work for Westside Community Center – Development and Operations Opportunity

Introduction

The City of Colorado Springs (the “City”) seeks responses from qualified respondents interested in entering into an agreement for the use and operation of the Westside Community Center (the “Center”) located at 1628 West Bijou Street. The City is interested in exploring the full continuum of options for the Westside Community Center and encourages a balance of creativity and financial feasibility in responses. This project reflects priorities of the City of Colorado Springs Strategic Plan, which encourages the City to ensure wise use of resources and expand partnerships where possible to leverage existing assets. The City may enter into negotiations with a respondent, depending on the number of respondents and proposals.

Background

In the spring of 2010, the City of Colorado Springs was facing serious budget shortfalls, which created an uncertain future for four community centers. The City invited non-profit organizations to consider collaborating with them to keep the community centers open. The Center for Strategic Ministry, a 501(c)(3) that serves as a supporting organization of Woodmen Valley Chapel, submitted a proposal to partner with the city and was awarded a management contract to operate the Westside Community Center. This management agreement will be expiring within the next year and the current operator does not wish to extend the contract, so the City is exploring future opportunities for the site.

Scope

The City is committed to ensuring that the Center emerges as a vibrant and financially viable entity that provides substantial and sustained benefits to the Westside neighborhood and the community as a whole. The City encourages proposals that creatively incorporate one or more commercial and community benefits, such as housing, community gathering spaces, recreation/leisure activities, food services, performing arts and visual/media arts. The City is interested in identifying competitive proposals that can balance bid price, business plan and community benefits in order to achieve stated goals and will set up appropriate mechanisms to ensure the community benefits are delivered.

The Property

The Westside Community Center is located at 1628 W. Bijou Street. It is a 2.8-acre parcel encompassing an entire city block, bounded by Bijou Street, 16th Street, Platte Avenue and 17th Street. This site was originally the home of Buena Vista Elementary School. The property is currently zoned PF. The surrounding community is zoned R2. The land around the school is currently developed with a mixture of single-family and multi-family homes, primarily duplexes. The current community center operation has provided comprehensive, intensive integrated and community based services at a single site for youth, families and the elderly.

Prior to a community center, the Westside Center was the Buena Vista Elementary School. With three buildings, ranging in age from almost 100 years old to 50 years old, the site encompasses an entire city block with a significant amount of available open space along the northern side of the property. Approximate square footage of the three on-site community center buildings exceeds 32,000 square feet. The current buildings include gym space, an auditorium stage, and a small kitchen as well as multiple classrooms and office spaces. Recent renovations include ADA enhancements to restrooms and exterior spaces, in addition to improved landscaping and parking lots.

Minimum Qualifications:

The City is seeking outstanding firms/organizations with a demonstrated record of accomplishment in developing and sustaining public/private partnerships, both fiscally and programmatically. Firms will demonstrate an understanding of this unique opportunity and a willingness to negotiate with the City a partnership agreement that accrues a clear public benefit to Colorado Springs.

III. Procedural Information

A. Inquiries

Vendors may make inquiries concerning this RFI no later than 8/14/20 10:00 am to:

Nicole Spindler
Procurement Services Division
107 N. Nevada Ave Suite 125
Phone: (719) 385-5265, Fax: (719) 475-8477
Nicole.Spindler@coloradosprings.gov

Amendments to this RFI may be issued at any time prior to the time set for receipt of submittals. The City will post all addenda on www.bidnetdirect.com It is the respondent's responsibility to check that web-site for posted addenda.

Response Submission

Responses should be prepared simply and economically while still providing pertinent details of the vendor's ability to meet the requirements specified in this document (or portions thereof) and as stated below. At a minimum they should include the following information:

1. Company name, address, phone number and e-mail address of the contact person.
2. Short biography of company.
3. Letter of Interest/Description of how the company would approach this project.
4. Completed forms listed on the following pages.

***Responses to this RFI will be received on www.bidnetdirect.com. Please call 719-385-5265 if you do not receive acknowledgement of submission. It is the offeror's responsibility to confirm this information.**

Cost of Responses

The City of Colorado Springs is not liable for any cost incurred by vendors in preparing their response. Respondents may be asked to clarify or expand upon information provided.

Proprietary Information

If a response contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this response, all such information must be indicated with the following or similar statement: *"The information contained on pages _____, _____, and _____ shall not be duplicated or used in whole or in part for any purpose other than to evaluate the response provided. If a contract is awarded to this firm as a result of the submission of such information, the City of Colorado Springs shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the City of Colorado Springs' right to use the information herein if obtained from another source."*

All such nondisclosure items specified in the response shall be subject to disclosure as provided in the Colorado Open Records Act (CORA) or as otherwise provided by law.

Response Material Ownership

All material submitted in response to this RFI becomes the property of the City of Colorado Springs except for software products that are made available for demonstration purposes and proprietary material.

**REQUEST FOR INFORMATION
WESTSIDE COMMUNITY CENTER**

Contractor Name:		
Address:		
City:	State:	Zip Code:

MAIN CONTACT

Contact Name:
Date Started with Company:
Telephone Number:
Email:

ALTERNATE CONTACT

Contact Name:
Date Started with Company:
Telephone Number:
Email:

FIRM INFORMATION

Year Established:	Type of Ownership (Circle below the one that applies)	
Number of Personnel:	Corporation	Sole Proprietor
Federal Tax ID Number:	Partnership	Limited Partnership
	Other (Specify)	

APPROACH DETAILS

Please provide a summary of possible approaches to operating Westside Community Center. Please include proposed uses, proposed business model, and a proposed plan for long-term maintenance and capital improvements. You may attach up to ten pages of additional information in response to this item.

DETAILS OF EXPERIENCE

List a minimum of three projects of a similar size and complexity that your company completed in the last five years. You should include commercial, city, county, state, or federal projects. This table may be expanded. Please limit your response to this item to no more than two pages.

Year	Type of work	Client's/Owner's name	Contract amount	Work location & Owner Project Manager with contact information