

BILL NO. S-13-05-08

SPECIAL ORDINANCE NO. S-_____

AN ORDINANCE approving the awarding of RFP #3627 - PROFESSIONAL CONSULTING SERVICES FOR A YOUTH SPORTS COMMUNITY ASSESSMENT & MARKET POTENTIAL STUDY by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and AQUARIUS SPORTS AND ENTERTAINMENT for the PARKS AND RECREATION DEPARTMENT.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That RFP #3627 - PROFESSIONAL CONSULTING SERVICES FOR A YOUTH SPORTS COMMUNITY ASSESSMENT & MARKET POTENTIAL STUDY between the City of Fort Wayne, by and through its Department of Purchasing and AQUARIUS SPORTS AND ENTERTAINMENT for the PARKS AND RECREATION DEPARTMENT, respectfully for:

Professional Consulting Services to develop a plan that will recommend options to enhance local youth sports opportunities and position Fort Wayne as a regional and national destination in youth sports:

involving a total cost of ONE HUNDRED FIFTEEN THOUSAND FIVE HUNDRED AND 00/100 DOLLARS - (\$115,500.00) all as more particularly set forth in said rfp #3627 - PROFESSIONAL CONSULTING SERVICES FOR A YOUTH SPORTS COMMUNITY ASSESSMENT & MARKET POTENTIAL STUDY which is on file in the Office of the Department of Purchasing, and is

1 by reference incorporated herein, made a part hereof, and is hereby in all
2 things ratified, confirmed and approved.

3 **SECTION 2.** That this Ordinance shall be in full force and effect
4 from and after its passage and any and all necessary approval by the Mayor.
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Council Member

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12 APPROVED AS TO FORM AND LEGALITY

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Carol Helton, City Attorney
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REF. NO.:	3627
DEPT:	Park Department
DATE:	5/6/2013
ITEM/SERVICE:	Professional Services
ADVERTISED BID:	Yes
DATES ADVERTISED:	2/25/13 & 3/04/13
DATE OPENED:	3/21/13
SINGLE SOURCE:	No
NO. OF VENDORS NOTIFIED:	12
NO. OF VENDORS RECEIVING BID:	12
NO. OF VENDORS RETURNING BID:	12
NO. OF VENDORS DISQUALIFIED:	0
DATE SENT TO DEPT FOR RECOMM:	3/21/13
DATE RECOMM RECEIVED BACK:	4/29/13
DATE SENT TO LAW DEPT:	5/6/13
INTRODUCTION DATE:	5/14/13
DISCUSSION DATE:	5/21/13
PASSAGE DATE:	5/28/13

EVALUATION CRITERIA	WEIGHT 1-10	Aquarius Sport & Entertainment		Ballard King & Associates		Hudson Strategic Partners		Conversion Sport Leisure		Johnson Consulting		TSE Consulting		Orchestrade Consulting		National Association of Sports		Market Feasibility Advisors		Encorepass		Sports Facilities Advisory		Indiana University on behalf of the Public Policy Institute	
		ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE	ABILITY, COMPETENCE OR EXPERIENCE LEVEL 0,1,3,6,9	SCORE
Firm's qualifications & years in business	7	6	42	6	42	3	21	6	42	6	42	3	21	3	21	6	42	1	7	1	7	3	21	1	7
Experience in Facility & Building Market Assessment including references	9	9	81	9	81	6	54	6	54	3	27	3	27	6	54	3	27	3	27	1	9	6	54	1	9
Experience in Market Potential Study including references	8	6	54	3	27	6	54	6	54	3	27	6	54	6	54	3	27	3	27	1	9	3	27	3	27
Schedule of work identified	9	6	54	6	54	6	54	6	54	6	54	3	27	6	54	6	54	3	27	3	27	3	27	6	54
Firm's unique study components and additional information provided	8	6	48	6	48	6	48	6	48	6	48	3	24	3	24	3	24	3	24	1	8	3	24	3	24
Proposed Fees and quality of project cost estimate	8	6	48	6	48	6	48	6	48	6	48	1	8	3	24	3	24	1	8	1	8	1	8	3	24
Staff and resources available to complete in timely manner	7	3	21	6	42	6	42	6	42	6	42	3	21	3	21	3	21	3	21	1	7	6	42	3	21
Completeness & quality of proposal	5	6	30	6	30	6	30	6	30	6	30	6	30	6	30	3	15	3	15	1	5	6	30	1	5
Indiana Company rated 0 or 5	1	0	0	0	0	5	5	0	0	0	0	5	5	5	5	0	0	0	0	0	0	0	0	5	5
Total Score			378		372		356		372		348		217		287		234		156		80		233		176

☐ Firms that rated the highest and were interviewed by selection committee.

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	3627
Awarded To	Aquarius Sports And Entertainment
Amount	\$115,500.00
Conflict of interest on file?	No- acquiring per contract
Number of Registrants	12
Number of Bidders	12
Required Attachments	RFPs – attached firm Evaluation Matrix

EXTENSIONS

Date Last Bid Out	2/25/13
# Extensions Granted To Date	n/a

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback-Authority)	n/a
Sole Source/ Compatibility Justification	n/a

BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	☐ Yes ☒ No <i>If no, explain below</i>
If not lowest, explain	Contract for professional services.

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available):</i>	n/a
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	The Legacy Fort Wayne Task Force recommended for the Youth/Prep Sports Initiative that we should "Build on our existing strengths to make Fort Wayne a first choice destination for youth/prep sports." The Mayor's Youth Development/Prep Sports Legacy Champion Team studied the issue. The next step in the process is the YOUTH SPORTS COMMUNITY ASSESSMENT AND MARKET POTENTIAL STUDY. The study will deliver a plan which will recommend options to enhance local youth sports opportunities and position Fort Wayne as a regional and national destination in youth sports. The RFP development and firm selection process was guided by a committee consisting of city staff, city councilman, Visit Fort Wayne, and community leaders. This committee will continue to guide the study to completion.

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	n/a

FUNDING SOURCE

<i>Account Information:</i>	Legacy Funds



MEMORANDUM



To: City Council Members, City of Fort Wayne
From: Perry Ehresman, Fort Wayne Park and Recreation Dept.
CC: File
Subject: RFP# 3627
Date: May 2, 2013

The Fort Wayne Parks and Recreation Department is requesting approval for a contract with AQUARIUS SPORTS AND ENTERTAINMENT. The contract is for PROFESSIONAL CONSULTING SERVICES FOR A YOUTH SPORTS COMMUNITY ASSESSMENT & MARKET POTENTIAL STUDY.

This project will require services to develop a plan that will recommend options to enhance local youth sports opportunities and position Fort Wayne as a regional and national destination in youth sports.

Funding for this project is coming from the Legacy Fund.

We respectfully request your approval of this contract so that we may proceed with the work. If you have any questions, please feel free to contact me, Perry Ehresman, at 427-6009 or Steve McDaniel at 427-6407.

Thank you in advance.