

REGULAR MEETING AGENDA
Rohner Community Recreation and Park District (RCRPD) Board
Wednesday, January 2, 2019 at 2:30 P.M.
621 11TH Street at Fortuna City Hall

We May Disagree, But We Will Be Respectful of One Another
All Comments Will Be Directed to the Issue at Hand, and Addressed to the Board
Personal Attacks are Unacceptable
The Board May Take Action on any Item on this Agenda.

I. CALL TO ORDER / FLAG SALUTE 2:30 PM

ROLL CALL

<u>Board</u>	<u>Staff</u>
Board Member Shawn Coleman	City Manager Merritt Perry
Board Member Becky Giacomini	Deputy City Clerk Buffy Gray
Board Member Denise Marshall	Parks & Recreation Director Cameron Mull
Vice-Chair Jacques Debets	Director of Finance Aaron Felmlee
Chair Abe Stevens	

II. ORAL COMMENTS FROM THE PUBLIC

Members of the Public may be heard at this time on any item within the subject matter jurisdiction of the City that is not on the Public Meeting Agenda. It is the practice of this Board to hold public comment for every item of business on the agenda at the time that item is heard. If a speaker cannot stay for a particular item of business, they may be heard during this time. Comments concerning the Consent Calendar (if applicable) may also be heard at this time. Speakers addressing the Board will be limited to 3 minutes per speaker. Be advised that, by law, the Board can only deliberate or take action on items that are included on the agenda.

III. CONSENT CALENDAR *(Consent Calendar Vote)*

1. RCRPD Minutes – December 5, 2018 (Regular Meeting)
2. Receive and File State Controller Financial Transactions Report for FY 2017-18

IV. BUSINESS

- A. Review of Draft Request for Proposals (RFP) for Pool Feasibility Study

V. DISCUSSION *(No Action required)*

1. Grant Updates and Grant Writing Opportunities

VI. FUTURE AGENDA ITEMS

At this time, members of the Board may consider or request items to be placed on a future agenda through a consensus of the majority.

VII. ADJOURN

Pursuant to Government Code Section 54957.5, any non-confidential documents or writings that the City distributes, less than 72 hours before a regular meeting, to all or a majority of the legislative body's members must be made available to members of the public at the same time as the distribution. Documents and information related to the agenda topics are available for review at City Hall, 621 11th Street, between the hours of 8:00 AM to 5:00 PM. Members of the public are invited to come to the meeting and comment. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 725-7600. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Buffy Gray
Deputy City Clerk

Draft REGULAR MEETING MINUTES
Rohner Community Recreation and Park District Board (RCRPD)
Wednesday, December 5, 2018 at 2:30 P.M.
621 11TH Street at Fortuna City Hall

We May Disagree, But We Will Be Respectful of One Another
All Comments Will Be Directed to the Issue at Hand, and Addressed to the Board
Personal Attacks are Unacceptable
The Board May Take Action on any Item on this Agenda.

I. CALL TO ORDER:

Chair Stevens called the Public Session to order at 2:33 p.m.

FLAG SALUTE

Chair Stevens led the flag salute.

ROLL CALL

<u>Board</u>	<u>Staff</u>
Board Member Shawn Coleman	Director of Parks & Recreation Cameron Mull
Board Member Becky Giacomini <i>Absent</i>	Deputy City Clerk Buffy Gray
Board Member Denise Marshall	
Vice-Chair Jacques Debets <i>Absent</i>	
Chair Abe Stevens	

II. ORAL COMMENTS FROM THE PUBLIC

There being no comments from the public, Chair Stevens closed the public comment section.

III. CONSENT CALENDAR

1. RCRPD Minutes – November 7, 2018 (Regular Meeting)

BOARD ACTION:

Board Member Marshall moved, seconded by Board Member Coleman to approve Consent Calendar Item 1.

AYES: Board Members Coleman, Marshall, Chair Stevens

NOES: None

ABSENT: Board Member Giacomini, Vice-Chair

ABSTAIN: None

Motion Carried 3-0

IV. DISCUSSION

1. Grant Updates and Grant Writing Opportunities

The Board discussed the possibilities of finding help writing grants. Cameron Mull Director of Parks and Recreation gave the Board information regarding grant opportunities and contacts that may be able to help the Board with grants.

PUBLIC COMMENT:

There being no comments from the public, Chair Stevens closed the public comment section.

2. Website Hosting for Domain Name RCRPD.org

Chair Stevens gave an update on website hosting and the costs associated with hosting it.

PUBLIC COMMENT:

There being no comments from the public, Chair Stevens closed the public comment section.

3. Request for Proposal (RFP) Update and Consultant Selection Process

Chair Stevens gave an update on the draft RFP and will forward it to Cameron Mull Director of Parks and Recreation once he has the draft completed.

PUBLIC COMMENT:

There being no comments from the public, Chair Stevens closed the public comment section.

4. Discuss Potential Request for Measure E Funds

The Board discussed attending the Measure E meeting to request Measure E funds for the next fiscal year.

PUBLIC COMMENT:

There being no comments from the public, Chair Stevens closed the public comment section.

V. FUTURE AGENDA ITEMS

The Board asked that the following items be placed on a future agenda.

- Grant Updates and Grant Opportunities
- Request for Proposal Update and Consultant Selection Process
- State Controller's Report presented by Aaron Felmlee Finance Director

VI. ADJOURN

Board Member Marshall moved, seconded by Board Member Coleman to adjourn at 3:11 p.m.
Motion Carried 3-0

Respectfully Submitted by
Buffy Gray
Deputy City Clerk

STAFF REPORT

RCRPD Consent Agenda Item

DATE: January 2, 2019

TO: RCRPD Board

FROM: Aaron Felmlee, Fiscal Officer

THRU: Merritt Perry, City Manager

SUBJECT: **Receive and File State Controller Financial Transactions Report for Fiscal Year (FY) 2017-18**

STAFF RECOMMENDATION:

Staff recommends that the RCRPD Board receive, review and file the State Controller Financial Transactions Report for FY 2017-18.

EXECUTIVE SUMMARY:

Government Code section 53891 requires the financial transactions of each local agency to be submitted to the State Controller's Office (SCO) within seven months after the close of the fiscal year. The Districts fiscal year ends each June 30, which means that the report is due to the SCO each January 31.

Staff has completed the FY2017-18 Special Districts Financial Transactions Report for the Rohner Community Recreation and Park District and submitted the report to the SCO on December 6, 2018. Staff would like to highlight from the report that the district concluded FY2017-18 with a fund balance of \$21,112.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDED ACTION:

Receive and File the RCRPD's State Controller Financial Transactions Report for FY 2017-18. Consent Agenda vote.

ATTACHMENT:

- FY2017-18 Special Districts Financial Transactions Report as submitted to the SCO

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT COVER PAGE

Special District of Rohner Community Recreation and Park

Reporting Year: 2018

ID Number: 12271207700

Certification:

I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the special district in accordance with the requirements as prescribed by the California State Controller.

Special District Fiscal Officer



Signature

Finance Officer

Title

Aaron Felmlee

Name (Please Print)

12/6/18

Date

Per Government Code section 53891(a), this report is due within seven months after the close of the fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

Please complete, sign, and mail this cover page to either address below:

Mailing Address:

State Controller's Office
Local Government Programs and Services Division
Local Government Reporting Section
P.O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

State Controller's Office
Local Government Programs and Services Division
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

The Financial Transactions Report was successfully submitted to the State Controller's Office on 12/6/2018 2:51:02 PM

Supplement to the Annual Report of Special Districts

Special District ID Number:	12271207700
Name of District:	Bohner Community Recreation and Park

Mark the appropriate box below to indicate the ending date of your agency's fiscal year.
Report data for that period only.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> July 2017 | <input type="checkbox"/> October 2017 | <input type="checkbox"/> January 2018 | <input type="checkbox"/> April 2018 |
| <input type="checkbox"/> August 2017 | <input type="checkbox"/> November 2017 | <input type="checkbox"/> February 2018 | <input type="checkbox"/> May 2018 |
| <input type="checkbox"/> September 2017 | <input type="checkbox"/> December 2017 | <input type="checkbox"/> March 2018 | <input checked="" type="checkbox"/> June 2018 |

Return this form to the **California State Controller's Office.**

Local Government Programs and Services Division
Local Government Reporting Section
P.O. Box 942850
Sacramento, CA 94250

If you have any questions regarding this form please contact:

U.S. Bureau of the Census, Michael Osman, 1-800-242-4523

A. Capital Outlay Expenditures for Enterprise Activities

Please report your government's capital outlay expenditures for the following enterprise activities, if applicable:

Airport Enterprise	Amount
Land and Equipment (Census Code G01)	\$ 0
Construction (Census Code F01)	\$ 0

Electric Enterprise	Amount
Land and Equipment (Census Code G92)	\$ 0
Construction (Census Code F92)	\$ 0

Harbor and Port Enterprise	Amount
Land and Equipment (Census Code G87)	\$ 0
Construction (Census Code F87)	\$ 0

Hospital Enterprise	Amount
Land and Equipment (Census Code G36)	\$ 0
Construction (Census Code F36)	\$ 0

Waste Disposal Enterprise	Amount
Land and Equipment (Census Code G80)	\$ 0
Construction (Census Code F80)	\$ 0

Water Enterprise	Amount
Land and Equipment (Census Code G91)	\$ 0
Construction (Census Code F91)	\$ 0

U.S. Bureau of the Census – Revised 5/2018

Special District of Rohner Community Recreation and Park
 Special Districts Financial Transactions Report
 General Information

Fiscal Year: 2018

District Mailing Address

Street 1 Has Address Changed?
 Street 2
 City State Zip
 Email

Members of the Governing Body

	First Name	M. I.	Last Name	Title
Member 1	<input type="text" value="Abe"/>	<input type="text"/>	<input type="text" value="Stevens"/>	<input type="text" value="Chair"/>
Member 2	<input type="text" value="Jacques"/>	<input type="text"/>	<input type="text" value="Debets"/>	<input type="text" value="Vice-Chair"/>
Member 3	<input type="text" value="Shawn"/>	<input type="text"/>	<input type="text" value="Coleman"/>	<input type="text" value="Chairperson"/>
Member 4	<input type="text" value="Becky"/>	<input type="text"/>	<input type="text" value="Giacomini"/>	<input type="text" value="Chairperson"/>
Member 5	<input type="text" value="Denise"/>	<input type="text"/>	<input type="text" value="Marshall"/>	<input type="text" value="Chairperson"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

District Fiscal Officers

	First Name	M. I.	Last Name	Title	Email
Official 1	<input type="text" value="Aaron"/>	<input type="text"/>	<input type="text" value="Felmlee"/>	<input type="text" value="Fiscal Officer"/>	<input type="text" value="afelmlee@ci.fortuna.ca.us"/>
Officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Prepared By

First Name M. I. Last Name
 Telephone Email

Independent Auditor

Firm Name
 First Name M. I. Last Name
 Telephone

1. Is this district a component unit of a City, County, or Special District (Choose one)? If "Yes", answer question 2. Yes No

2. Is this district a blended component unit (BCU) or a discretely presented component unit (DPCU) of a City, County, or Special District (Choose one)? Refer to the Financial Transactions Report (FTR) instructions for definitions of these terms. If the district is a BCU, answer questions 3 - 5.
 BCU DPCU

3. Is financial data of this BCU included in the financial statements or Comprehensive Annual Financial Report (CAFR) of a City, County, or Special District (Choose one)?
 City County Special District

4. In which City, County, or Special District financial statements or CAFR is the financial data of this BCU included?

City name:

County name:

Special District name:

5. Is financial data of this BCU included in the City, County, or Special District FTR (Choose one)? Yes No

Special District of Rohner Community Recreation and Park
Special Districts Financial Transactions Report - Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances

Fiscal Year: 2018

Activity: (1 of 1) (Record Completed)

Recreation and Park v

	General	Special Revenue	Debt Service	Capital Projects	Permanent	Total Governmental Funds
Revenues						
Taxes and Assessments						
R01. Current Secured and Unsecured (1%)		18,415				18,415
R02. Voter-Approved Taxes						
R03. Pass-through and Residual Property Taxes (ABX1 26)						
R05. Tax Increment						
R06. Parcel Tax						
R07. Property Assessments						
R09. Prior-Year Taxes and Assessments		50				50
R10. Penalties and Costs of Delinquent Taxes and Assessments						
R11. Other Taxes and Assessments						
R12. Total Taxes and Assessments	0	18,465	0	0	0	18,465
R13. Licenses, Permits, and Franchises						
R14. Fines, Forfeitures, and Penalties						
Revenue from Use of Money and Property						
R15. Investment Earnings		83				83
R16. Rents, Leases, Concessions, and Royalties						
R17. Other Revenue from Use of Money and Property						
R18. Total Revenue from Use of Money and Property	0	83	0	0	0	83
Intergovernmental – Federal						
R19. Aid for Construction						
R20. Other Intergovernmental – Federal						
R21. Total Intergovernmental – Federal	0	0	0	0	0	
Intergovernmental – State						
R22. Aid for Construction						
R23. State Water Project						
R24. Homeowners Property Tax Relief		240				240
R25. Timber Yield		42				42
R26. Other Intergovernmental – State						
R27. Total Intergovernmental – State	0	282	0	0	0	282
R28. Intergovernmental – Other						
R29. Charges for Current Services						
R30. Contributions from Property Owners						
Self-Insurance Only						
R31. Member Contributions						
R32. Claim Adjustments						
R33. Total Self-Insurance Only	0	0	0	0	0	
R34. Other Revenues						
R35. Total Revenues	\$0	\$18,830	\$0	\$0	\$0	\$18,830
Expenditures						
R36. Salaries and Wages						
R37. Employee Benefits						
R38. Services and Supplies						

R39. Self-Insurance Only – Claims Paid						
R40. Contributions to Outside Agencies						
Debt Service						
R41. Principal Payments on Long-Term Debt						
R42. Interest Payments on Long-Term Debt						
R42.5 Lease Principal						
R43. Principal and Interest on Short-Term Notes and Warrants						
R44. Other Debt Service						
R45. Total Debt Service	0	0	0	0	0	
R46. Capital Outlay		1,839				1,839
R47. Other Expenditures		168				168
R48. Total Expenditures	\$0	\$2,007	\$0	\$0	\$0	\$2,007
R49. Excess (Deficiency) of Revenues Over (Under) Expenditures	\$0	\$16,823	\$0	\$0	\$0	\$16,823
Other Financing Sources (Uses)						
R50. Long-Term Debt Proceeds						
R51. Other Long-Term Debt Proceeds						
R51.5 Lease Obligations Proceeds						
R51.6 Proceeds from Refinancing on Loans, Notes, and Other						
R51.7 Payments to Refinanced Loans, Notes, and Other						
R52. Refunding Bonds Proceeds						
R53. Premium on Bonds Issued						
R54. Discount on Bonds Issued						
R55. Payments to Refunded Bond Escrow Agent						
R56. Demand Bonds						
R57. Proceeds from Sale of Capital Assets						
R58. Capital Leases						
R59. Insurance Recoveries						
R60. Transfers In						
R61. Transfers Out						
R61.5 Other Financing Sources (Uses) – Other						
R62. Total Other Financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
Special and Extraordinary Items						
R63. Special Item						
R64. Extraordinary Item						
R65. Total Special and Extraordinary Items	0	0	0	0	0	
R66. Net Change in Fund Balances	\$0	\$16,823	\$0	\$0	\$0	\$16,823
R67. Fund Balances (Deficits), Beginning of Fiscal Year	\$0	\$4,289	\$0	\$0	\$0	\$4,289
R68. Adjustment						
R69. Reason for Adjustment						
R70. Fund Balances (Deficits), End of Fiscal Year	\$0	\$21,112	\$0	\$0	\$0	\$21,112

Fund Balances (Deficits)

R33. Nonspendable						
R34. Restricted						
R35. Committed						
R36. Assigned		21,112				21,112
R37. Unassigned						
R38. Total Fund Balances (Deficits)	\$0	\$21,112	\$0	\$0	\$0	\$21,112
R39. Total Liabilities, Deferred Inflows of Resources, and Fund Balances (Deficits)	\$0	\$21,112	\$0	\$0	\$0	\$21,112

Special District of Rohner Community Recreation and Park
Special Districts Financial Transactions Report
Noncurrent Assets, Deferred Outflows of Resources,
Noncurrent Liabilities, and Deferred Inflows of Resources
Governmental Funds

Fiscal Year: 2018

		Noncurrent Assets/Deferred Outflows of Resources	Noncurrent Liabilities/Deferred Inflows of Resources
Noncurrent Assets			
Capital Assets			
R01.	Land		
R02.	Buildings and Improvements		
R03.	Equipment		
R04.	Infrastructure		
R05.	Intangible Assets – Amortizable		
R06.	Construction in Progress		
R07.	Intangible Assets – Nonamortizable		
R08.	Other Capital Assets		
R09.	Less: Accumulated Depreciation/Amortization		
R10	Net Pension Asset		
R11	Net OPEB Asset		
R12	Other Noncurrent Assets 1		
R13	Other Noncurrent Assets 2		
R14	Other Noncurrent Assets 3		
R15.	Total Noncurrent Assets	\$0	
Deferred Outflows of Resources			
R16	Related to Pensions		
R17	Related to OPEB		
R18	Related to Debt Refunding		
R19	Other Deferred Outflows of Resources		
R20.	Total Deferred Outflows of Resources	\$0	
R21.	Total Noncurrent Assets and Deferred Outflows of Resources	\$0	

Noncurrent Liabilities

R22. Deposits and Advances		
R23. Compensated Absences		
R24. General Obligation Bonds		
R25. Revenue Bonds		
R26. Certificates of Participation		
R27. Other Bonds		
R28. Loans (Other Long-Term Debt)		
R29. Notes (Other Long-Term Debt)		
R30. Other (Other Long-Term Debt)		
R31. Construction Financing – Federal		
R32. Construction Financing – State		
R33. Lease Principal		
R34. Net Pension Liability		0
R35. Net OPEB Liability		
R36. Other Noncurrent Liabilities 1		
R37. Other Noncurrent Liabilities 2		
R38. Other Noncurrent Liabilities 3		
R39. Total Noncurrent Liabilities		\$0

Deferred Inflows of Resources

R40 Related to Pensions		
R41 Related to OPEB		
R42 Related to Debt Refunding		
R43 Other Deferred Inflows of Resources		
R44. Total Deferred Inflows of Resources		\$0
R45. Total Noncurrent Liabilities and Deferred Inflows of Resources		\$0

Special District of Rohner Community Recreation and Park
Special District Financial Transactions Report
Footnotes

Fiscal Year: 2018 <input checked="" type="radio"/> Current Year <input type="radio"/> Prior Year		
FORM DESC	FIELD NAME	FOOTNOTES
RevenuesExpendituresChangesFundBalances	(R09)SpRev- PriorYearTaxesandAssessments	(Recreation and Park) Percentage Difference is large but dollar amount change is immaterial.
RevenuesExpendituresChangesFundBalances	(R15)SpRev-InvestmentEarnings	(Recreation and Park) Significantly higher fund balance to invest in current FY as compared to previous FY.
RevenuesExpendituresChangesFundBalances	(R25)SpRev-TimberYield	(Recreation and Park) Timber Prices increased.
RevenuesExpendituresChangesFundBalances	(R46)SpRev-CapitalOutlay	(Recreation and Park) Less projects performed in current FY as compared to previous FY.
RevenuesExpendituresChangesFundBalances	(R47)SpRev-OtherExpenditures	(Recreation and Park) Admin Fees.
BalanceSheetGovernmentalFunds	(R01)SpRev-CashInvestments	Unable to complete as many projects in current FY as previous FY.

Total Footnote: 6

STAFF REPORT
Rohner Community Recreation Parks District (RCRPD)
Business Agenda Item

DATE: January 2, 2019

TO: RCRPD Board

FROM: Cameron Mull, Director of Parks & Recreation

THRU: Merritt Perry, City Manager

SUBJECT: Review of Draft Request for Proposal (RFP) for Pool Feasibility Study

STAFF RECOMMENDATION:

Staff recommends that the RCRPD Board review the draft RFP for an aquatic facility feasibility study and make revisions for a final RFP.

EXECUTIVE SUMMARY:

With input from the RCRPD Chair, the Parks & Recreation Director generated a draft RFP for an aquatic facility feasibility study. Staff is requesting the RCRPD Board review the draft RFP, and make edits or additions as desired. Project timeline dates are currently highlighted and will need to be included. The RCRPD Chair has expressed sending the RFP off to various consultants (to be identified) as soon as possible.

FISCAL IMPACT:

None at this time. Future costs will be associated with acceptance of a proposal from a consultant.

RECOMMENDED ACTION:

1. Receive staff presentation and review any questions with staff
2. Open Public Comment
3. Close Public Comment
4. Approve the Request for Proposal (*Voice vote*)

ATTACHMENTS:

- Draft RFP for aquatic facility feasibility study

ROHNER COMMUNITY RECREATION & PARK DISTRICT

Draft REQUEST FOR PROPOSAL

Aquatic Center Feasibility Study

RFP NO. 2019-01

INSTRUCTIONS AND CONDITIONS

No RFP proposal will be considered for award unless submitted in the bid format described in this RFP and must be fully complete and executed. Bidders shall send one (1) signed original and three (3) copies of the completed proposals which will include a copy of this RFP attached to the front of the proposal, with appropriate responses included.

Each bid proposal must be submitted in a sealed envelope addressed to Rohner Community Recreation and Park District, C/O City of Fortuna, 621 11th Street, Fortuna, CA, 76086, and delivered prior to the time and date specified in this document. Each sealed envelope containing a RFP proposal must have, on the outside, the name of the bidder, bidder's address and the statement "DO NOT OPEN UNTIL THE TIME OF BID OPENING" and in addition, must be plainly marked on the outside as follows:

RFP: Aquatic Center Feasibility Study

RFP No. 2019-01

Filing Deadline: February XX, 2019 by X:00 p.m.

Proposals shall be received as set forth in the advertisement. Proposals received after the filing deadline will be returned unopened. The opening of any proposal shall **NOT** be considered as acceptance of the proposal as a responsive proposal.

Attention of bidders is especially directed to the specifications which, in addition to the bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful bidder. Any deviations from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal.

The Rohner Community Recreation and Park District (RCRPD) reserves the right to reject or accept any or all bids or parts thereof, and to accept or reject the alternatives, individually or jointly, for any reason. RCRPD reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation.

RCRPD reserves the right to modify this Request for Proposal (RFP) at any time. In the event it becomes necessary to modify or revise the RFP, a written amendment or addenda issued by the

RCRPD Chair is the only method which should be relied on with respect to changes to the RFP. Bidder is responsible to contact the RCRPD Chair prior to submitting a bid to determine if any amendments were made to the RFP.

All inquiries should be submitted in writing per the process described in this document. Questions and suggestions concerning the RFP must be submitted in writing no later than **X:00 P.M. February XX, 2019**. Written questions or inquiries should be e-mailed, or mailed to:

Abe Stevens
Chair- Rohner Community Recreation and Park District
C/O City of Fortuna
621 11th Street
Fortuna, CA 95540
fortunapool@gmail.com

Proposals will be evaluated by RCRPD. If a bid proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, RCRPD may find it beneficial to request additional information.

Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the proposer or his/her duly authorized representative, for the withdrawal of such proposal is filed with RCRPD. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal prior to the time and date established for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.

RCRPD reserves the right to seek supplementary information from any proposer at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information asked in the original proposal.

Request RCRPD is requesting proposals from qualified consulting firms to conduct a Needs Assessment and Feasibility Study. The study will enable RCRPD and the surrounding community to determine how to proceed with planning, funding and creating an Aquatic Center that will meet both the current needs and anticipated growth and development. The study will consist of a market analysis, financial analysis, cost analysis of each component, operations and programming pro forma, and recommendations for management structure.

Background Information

Fortuna is located in Humboldt County, California, is home to approximately 12,000 residents, and is the third largest city in the county. Located near the center of the county near the Pacific coast, it is located 15 miles south of Eureka, the county's largest city. The current population of Humboldt County is approximately 135,000 residents.

Project History

RCRPD was recognized as a special district in 1950 that collects a percentage of property tax revenue from residents within its boundary. Since its inception, the board has explored the idea of building an Aquatic Center in Fortuna, until in 2011 when RCRPD had no official governing board. A resident 'pool committee' was formed while RCRPD was in hiatus to further explore the possibility of building an aquatic center. In 2018, RCRPD was reformed with their main mission remaining to build an Aquatic Center in Fortuna. Property/ land has been graciously held by the McLean Foundation for the site of an Aquatic Facility at their Gene Lucas Community Center site on Newburg Road, adjacent to Newburg Park.

Aquatic Facility Requests

Fortuna is underserved by pool facilities, and RCRPD would like to explore feasible options for developing a community aquatic center. RCRPD is seeking a practical approach for our rural community, and would prefer a facility that balances the needs of our area with the capability of being financially self-sustaining in the long term. Throughout meetings and research of various facilities, the following list was developed. The use of these components must be maximized with the size and type of facility. These components must have proper security. It is expected that a marked analysis will add or remove some items from this list.

- An indoor swimming pool with multi-purpose use of competition, exercise, and recreation while meeting ADA standards
- Family changing rooms with separate Men's' and Women's Locker rooms.
- Equipment that accommodates the Special Needs/Handicap patron.

Project Scope

RCRPD recognizes that there is a lack of aquatic facilities within the county. Various outdoor recreation opportunities are available in the City of Fortuna, and within Humboldt County, but indoor community aquatic facilities are limited, with the closest public pool located in Arcata, which is 30 miles north of Fortuna. It is the belief of RCRPD that a new Aquatic Center is a much-needed amenity in Fortuna and the surrounding communities.

The objectives for the study are as follows:

- Engage the community and conduct necessary research and analysis to identify and evaluate community need for an Aquatic Center, including evaluating current recreational facilities in and around the Fortuna community and determining the geographic draw area of the Center.
- Assess partnership opportunities, including identification of collaborative partners in the public, private and not-for-profit sectors, and how such partnerships impact the funding and operation of an Aquatic Center.
- Determine several scoping options regarding facility, programs, facility size, features and amenities. Scoping options should include a range from a comprehensive aquatic center including most of the wish list, to a minimal center with basic features two or three other scoping options in between.
- Prepare cost estimates for each scoping broken down by features.
- Prepare an operating pro forma detailing anticipated center programming issues and costs for several programming options, considering viable partnership opportunities.

- Prepare an operating pro forma detailing anticipated operational and maintenance issues and costs for several operations and maintenance options, considering viable partnership opportunities.
- Recommend and detail possible funding mechanisms and partnerships to build, operate and maintain an Aquatic Center, including but not limited to utilization of new taxing bodies.
- A final report and presentation to RCRPD, including a joint work session with the City of Fortuna.

Experience

Provide a general description of the range of relevant activities performed by your firm. Details should provide the following:

- Experience with recreation-related public surveys and public outreach;
- Experience in benchmarking against other successful, financially sustainable recreation programs;
- Demonstrated knowledge of funding tools available for recreation programs (i.e. special district and/or general fund, etc.);
- Experience in evaluating and establishing recreation programs;
- Experience in recreation program management;
- Experience with budgeting;
- Experience in demonstrating how recreation can support economic; development and be incorporated into overall planning.

Understanding and Methodology

In their proposals, Consultants must demonstrate an understanding of the business of recreation, the importance of strategic goals, and the ability to develop a business plan and determine the best options for the Aquatic Facility.

Consultants must demonstrate a solid understanding of what types of programs are typically funded by a dedicated Aquatic Facility budget. Consultant should provide details on the approach and methodology it proposes for the scope of work detailed in this Request for Proposal. Consultant should include the organization of project personnel and any assistance needed from outside sources.

Information to be Submitted

Firms replying to this Request for Proposal are required to submit relevant information that will be used in the evaluation process. Submittals shall, at a minimum, have the following information:

1. Cover Letter (maximum of one page) - The cover letter shall be signed by an official authorized to bind the firm. 2. Company Overview (3 pages or less) - Identify the geographic location(s) of the firm, including principal, satellite, and subconsultant/subcontractor offices, which would be responsible for providing services to RCRPD. Provide a description of the overall capabilities of each office as it relates to this RFP.

3. Key Personnel – The proposal shall include an organizational structure of the firm’s team that will participate in the process. Include office locations and all pertinent contact information. Identify key personnel who will participate in the process, including the nature and level of their involvement. (No more than 5 pages. Full resumes may be added in an appendix but should be limited to one page.)

4. Experience – List three projects that demonstrate the prime firm’s ability to undertake the work for which they are competing. The projects selected should have a relative scope and scale as compared with the proposed project. Provide contact information for personnel and referenceable clients associated with completed projects.

5. Timeline- A project schedule and name of personnel assigned to each step in the project.

6. Methodology- A detailed description of your approach and the methodology proposed for the project, including a preliminary list of potential public, private, and not for profit partners to be engaged as part of the assessment.

7. Cost - Provide a detailed cost proposal for the various tasks to be performed. The cost proposal should be comprehensive and include all costs including consultant fees, mileage and production costs.

Evaluation Process

All written proposals received at the above address by the deadline will be reviewed by Board members and City of Fortuna staff. One or more finalists may be invited to an interview after the proposals have been reviewed. Following the individual evaluation, the evaluation team will meet to compare rankings. Highly ranked proposers may be interviewed at the discretion of the RCRPD Board. Following the interview, scores may be adjusted, and the highest ranked team will win the award. The scope of work and project schedule will be finalized in consultation with the selected firm. RCRPD reserves the right to award single or multiple contracts in the best interest of RCRPD. The City also reserves the right to seek clarifications of each proposal.

The evaluation criteria may include but not limited to the following considerations:

1. Responsiveness to requirements of this Request for Proposals.
2. Competence, ability, and experience of the identified project team as it relates to this Request for Proposals.
3. Specialized team experience and technological practices proposed by the project team.
4. Related work experience.

Project Timeline:

Questions due to city by February XX, 2019

RFP due to city by February XX, 2019

Interview with selected firms March 2019

Award Contract April/May 2019

Questions

To ensure all proposing firms, receive the same information, questions on this project will only be accepted through e-mail. Questions should be emailed to fortunapool@gmail.com. All questions will be shared along with the answers from RCRPD Board and City of Fortuna staff so that all interested parties can review the questions and answers. The name of the firm and person asking each question will be removed before sharing. The deadline for questions will be February XX, 2019 at X:00 PM.

Proposal Submittal

The deadline and format for submittal of Proposals are specified below. Proposals will be accepted in the following way:

Submit to RCRPD directly. *Email submittal will not be accepted.*

Submit to: Rohner Community Recreation and Park District C/O City of Fortuna

Deadline: X:00 PM, February XX, 2019

Number of copies: 1 original and 3 copies by mail

Format: Secure all copies in a sealed envelope entitled: Request for Proposal - Aquatic Center Feasibility Study

The entire submittal package must be received by or before the time and date indicated above. Time and date deadlines for submittal will not be waived; however, RCRPD reserves the right to extend the submittal deadline.

Cancellation

RCRPD reserves the right to cancel this Request for Proposal at any time. RCRPD reserves the right to waive minor informalities or discrepancies contained in any proposal.

Expenses

Proposers responding to this RFP do so solely at their expense and RCRPD is not responsible for any Proposer's expenses associated with responding to this RFP. The Proposer's billable time will start after the signing of the contract to perform the work.