

## **Request for Information**

Development/Construction  
and/or  
Management/Operations

Partnership for Recreation Center in West Linn

City of West Linn  
Parks & Recreation

## **Introduction and purpose of the RFI**

With this RFI, we request information regarding your company and your interest level in providing services for a potential partnership with the City of West Linn. The information gathered from different companies will be used to evaluate what companies we will follow up with.

## **RFI procedure**

To answer this RFI please respond to all items in the questionnaire. Contact person listed below is available for assistance in case that is needed. The answers to this RFI will be evaluated by staff and other representatives familiar with the project.

## **How to deliver the answer**

Bring the completed proposal or mail/email by deadline to:

Parks & Recreation, Ken Warner, 22500 Salamo Rd., #1100, West Linn Oregon or  
[kwarner@westlinnoregon.gov](mailto:kwarner@westlinnoregon.gov)

## **Contacts**

For questions regarding this RFI, you are welcome to contact:

Ken Worcester [kworcester@westlinnoregon.gov](mailto:kworcester@westlinnoregon.gov) or Ken Warner [kwarner@westlinnoregon.gov](mailto:kwarner@westlinnoregon.gov)  
or by phone at 503-557-4700.

## **Timeframe**

This is the timeframe for the RFI and an eventual coming project

December 9, 2011 – The RFI is sent out

January 9, 2012, 5:00 pm – Last date for submission of answer

## **Background description of what is requested**

The City of West Linn is a municipality consisting of an estimated population of 25,684 residents and covering an area of over 8 square miles. The City operates under a Council/Manager form of government vesting the responsibility of the operation of the City in the City Manager. The Manager reports to the Mayor and four member City Council, serving at their pleasure.

In addition to providing traditional essential services, the City of West Linn also operates a Parks and Recreation Department that provides a system of neighborhood, community and regional parks, natural areas, open spaces, community meeting rooms, an Adult Community Center and a skate park.

The Parks and Recreation Department has historically sponsored recreation and community education programs in the City for all age groups. The City has a desire to provide a recreation center for the community and surrounding area. The proposed recreation center would provide a large aquatics component and much needed space for indoor recreation and sports. While the City currently expects to either own the proposed Recreation Center outright or within some anticipated time frame, the main concern is to ensure these needed facilities are available to our community one way or the other. The City has made no decisions regarding the development /construction and or managing/operating the facility.

More information can be found at [www.westlinnoregon.gov/parksrec](http://www.westlinnoregon.gov/parksrec)

## Statement of need

The City of West Linn is seeking proposals for a partner interested in being involved in the development/construction and/or the management/operation of the recreation facility. The City is hoping that the Request for Information process will generate innovative ideas and methods to develop this project. Ideally, a partner in development/construction and/or management/operations could be potentially responsible for capital costs and operational costs of the facility based on finances and the specifics of each proposal. The financial details of each submittal should be defined based on individual content and approach. The City will consider proposals from multiple entities wanting to partner in a proposal. More weight will be given to proposers with demonstrated success in development/construction and/or managing/operating similar programs and similar facilities to that desired by the City. While the City reserves the right to fund its portion of the project from any lawfully available funds, the City intends to issue taxable debt to finance a portion of the project to maximize the operator's ability to generate revenue for the upkeep and operation of the facility.

## The Project

The City of West Linn wants a recreation center with aquatics facility. One potential project site is a 7 acre City owned site located on Parker Road, next to Tanner Creek Park. Other potential sites could be evaluated based on information provided in a response to this RFI. To assist potential partners we have attached a document for review: West Linn Recreation Center Recommendation that has been accepted by West Linn City Council in 2010.

The "Project" could encompass the total development/construction, and management/operation of the facility. The Proposer must provide information in enough detail as to what phase of the "Project" is to be addressed in the response. More weight will be given to those plans that want to follow a public community center concept which would include areas of the facility that would not require entrance/admission fees to utilize common areas.

## Questionnaire

1. Cover sheet on your organizations letterhead that includes all relevant contact information for your organization, including but not limited to, the name of the contact person and their phone and fax numbers.
2. A brief summary of the proposal for the Recreation Facility based on the two areas listed below:
  - a. Development and/or construction of facility
  - b. Management and/or Operations of facility
3. Describe briefly your qualifications to execute the proposal.
4. Provide background information on your organization including the primary mission, and history, and any other relevant information you would like the City to know.