



City of Stonecrest, Brown Mills Park Recreation Center

Invitation to Negotiate (ITN)

For:

Operational Programming Services at Brown Mills Park Recreation Center

February 2019

A. Introduction:

The City of Stonecrest (CITY) is located in the southern portion of DeKalb County and has a current population of approximately 55,000. The City provides municipal Parks and Recreation services through a public-private partnership model and is looking for qualified vendors to provide operational programming services for Brown Mills Park Recreation Center, 4929 Browns Mill Road, Stonecrest, GA 30038. The Recreation Center houses two (2) indoor basketball courts, a larger multi-purpose active room that has a partition to create two rooms, office area, a computer lab and full-size kitchen. The facility is situated within the Brown Mills Park Complex that includes an aquatic center and an athletic compound that retains several sports fields. This was in anticipation of assumption of the Center on May 1, 2019.

B. Background:

DeKalb County Parks, Recreation and Culture Affairs (DCPRCA) has managed the recreation center from conception. The facility can house roughly 150 youth participants at any given time, currently DCPRCA services 80-100 youth participants. The Recreation Center host some room rentals annually and is home to several civic groups. Additional, there are four (4) to five (5) contracted instructors that provide dance and gymnastics classes.

C. Purpose:

The CITY is looking to obtain a public-private partnership with a contractor to provide operational programming services for Brown Mills Park Recreation Center. Programming to include youth, teen, family base, and active older adults programming. To ensure After School (ASP,) Out-of-School (OSP,) Summer Camp (SCP) programs are executed according to DeKalb County School Board annual schedule. Contractor would be required to provide all services at or above standards pre-determined by the CITY. Moreover, the Contractor would execute service according to a mutually acknowledged Level-of-Service (LOS.) Additionally, the CITY requires an annual plan to increase of the amount of activities and participation as well as the diversity of programming offered to citizens.

D. Scope of Work

We asked Contractors to submit innovative and well-crafted proposals stating how the CITY's purpose will be fulfilled. Submission will be reviewed based on these particular points:

- Opportunities to increase and diversity current programming (Game design, Poetry, modern dance)
- STEM/STEAM and enrichment curriculum
- Therapeutic style recreation for Active Older Adults
- Start up and close out of the daily activities, including clean up, set up, storage, etc.
- Written/Publish operational SOP's and participant manuals

- Any off-site opportunities (Field Trip/ Off-site Activities)
- Staff training and qualifications (including pre-employment requirements and screenings)
- Collect and report program and operational data in a timely and accurate manner
- Pick up and drop off options (transportation from area elementary schools)
- Evidence-based assessment
- Fee Schedule
- Insurance coverages
- Daily activities for each age/ability group
- Janitorial upkeep during operational program (Restroom/Activity Room/ General office areas)
- Emergency operations
- Equipment (tables, chairs, etc.) needs to be provided by Browns Mill Recreation Center

Schedule of Submissions:

Submittal – NLT Friday, March 1, 2019, 2:00 p.m.

Proposed Schedule for Qualified Bidders

Release of ITN: Monday, February 11th

Pre-Proposal Conference: Tuesday, February 19th

Deadline for Questions: Wednesday, February 20th at 5:00 pm

Responses to Questions Posted: Friday, February 22nd by 5:00pm

Proposal Deadline: Friday, March 1st at 2:00 p.m.

Award: (w/in 2 weeks- approval Council)

Notice to Proceed: March 29th

Any questions should be submitted in writing to sdepalma@stonecrestga.gov

Electronic submittals will also be accepted at sdepalma@stonecrestga.gov All hard copies shall be submitted to City of Stonecrest Attn: Parks & Recreation Department at 3120 Stonecrest Blvd., Stonecrest, GA 30038