



10 Gateway Drive • Collinsville, Illinois 62234 618-346-7529 • 618-346-7530 fax • 618-346-4577 - TTY
www.collinsvillerec.com www.splashcity.org

**SOLICITATION OF LETTERS OF INTEREST
AND
REQUEST FOR QUALIFICATIONS**

Date: September 18, 2009

To: Architectural, Engineering & Economic Consultant Firms

Fr: Mark E. Badasch, Executive Director

Re: Preparation of Market Analysis, Preliminary Design & Feasibility Study – Community Center

Solicitation: Interested consultants or consultant teams are requested to submit **Letters of Interest together with their qualifications** to conduct a Market Analysis, Feasibility Study and Preliminary Design for a New Community Fitness Center being considered by the Collinsville Area Recreation District.

Project Description: The Collinsville Area Recreation District is pursuing the goal of establishing a Community Health/Fitness/Recreation Center to serve the entire District, which encompasses Collinsville Township as well as portions of three adjacent Townships. This projected facility is expected to serve visitors to the area and be a focus for sports & recreation, health programming child care services and therapy & rehabilitative-related services drawing from nearby communities. The need for such a facility has been identified during the CARD Strategic Plan conducted in 2004. Additionally, it is noted that the nearest public community center facility is in Highland, with YMCA facilities located in Maryville, Edwardsville and Belleville. Acting on this information, the District has been in partnership discussions with a local not-for-profit health care provider and the YMCA. It is anticipated that both organizations will be allocated spaces in the proposed community center to accommodate physical therapy, cardiac rehabilitation and (day/evening) child care.

This Solicitation requests interested consultants or consultant teams to submit **Letters of Interest together with their qualifications** for the development of a Market Feasibility Study to determine those characteristics necessary to formulate the facility financing and design. The facility is planned to be a net revenue, profit generating operation. Prospective consultant firms and/or teams responding to this Solicitation in the affirmative will subsequently receive a detailed Request for Proposal to Conduct a Market Analysis, Feasibility Study and Preliminary Design for a New Community Fitness Center.

Responses to Solicitation: Submissions are to include, **as a minimum**, the following:

1. Ten (10) sets of all documents.
2. Letter of Interest, on company/firm letterhead, stating the company/firm interest in receiving the Request For Proposals for the referenced project. This letter is to be signed by a Principal of the firm or the Principal of the lead firm, if it is a Team submission.
3. The Main Contact Person
 - a. Full name
 - b. Mail & email addresses
 - c. Telephone numbers
 - i. Office, fax, mobile
4. Listing of each firm being submitted as part of the consultant team with information identifying the lead person for each member of the consultant team.
5. Consultant/Team Qualifications, bound, listing
 - a. Similar projects the firm and/or team has conducted.
 - b. The role that the firm or team played in each project.
 - c. Contact information for each member of the team.
 - d. If the project was carried forward to construction.
 - i. Project budget.
 - ii. Date of project initiation.
 - iii. Date of completion.
 - iv. Contact information for reference calls.
 - e. If the project was not carried forward, the reasons for this decision.
6. List of projects currently underway and their anticipated timeline as well as a statement regarding the firm(s) current workload and ability to carry out the proposed project in a timely manner.
7. A listing of the staff members likely to work on this project.
 - a. Staff vita's demonstrating the level of qualification, continuing education and experience of the prospective staff members.

Project schedule (estimated):

- ◆ Solicitation of Letters of Interest, September 18, 2009
- ◆ Deadline for responses to Solicitation, October 16, 2009
- ◆ Distribution of Requests For Proposals, October 30, 2009
- ◆ Deadline for submittal of responses to RFP, November 30, 2009
- ◆ Review proposals, conduct interviews, December, 2009
- ◆ Select consultant/consultant team, discuss scope & terms of service
- ◆ Give notice of selection, execute documents, January, 2010
- ◆ Completion of Market Analysis, Preliminary Design and Feasibility Study, June, 2010

Deadline for Submittal of Letters of Interest & Qualifications: All materials are to be addressed, sent or delivered, as follows:

Collinsville Area Recreation District
Letter of Interest & Qualifications, Community Center Study
ATTN: Mark E. Badasch, Executive Director
10 Gateway Drive
Collinsville, IL 62234

**All submittals must be received in the District Office no later than
4:30 PM, October 16, 2009.**

**SUBMITTALS RECEIVED AFTER THIS DATE AND TIME WILL NOT
BE CONSIDERED.**

Questions: All questions must be submitted to Mr. Mark E. Badasch, Executive Director, no later than September 28, 2009. All consultants submitting inquiries will receive the responses to those inquiries no later than ten (10) days before the final submittal date.

Mr. Mark E. Badasch, CPRP
Executive Director
Collinsville Area Recreation District
10 Gateway Drive
Collinsville, IL 62234

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