



**Request for Proposal  
Recreation/Community Center  
Feasibility Study**

**September 12, 2023**

**Response Due Date and Time:**

**October 27, 2023  
3 pm E.S.T.**

**Deliver to:  
Town of Oak Island  
Attn: David Kelly  
4601 E. Oak Island Dr.  
Oak Island, NC 28465**

## **REQUEST FOR PROPOSAL**

Date: September 12, 2023  
Local Authority: Town of Oak Island, NC  
Project Name: Recreation/Community Center Feasibility Study  
Response Deadline: October 27, 2023  
Time: 3 p.m.  
Location: 4601 E. Oak Island Dr. Oak Island, NC 28465  
Number Copies: 2 hard copies and 1 electronic copy  
Inquiries: David Kelly, Town Manager  
[dkelly@oakislandnc.gov](mailto:dkelly@oakislandnc.gov)

The Town of Oak Island is seeking proposals for the necessary services to conduct a feasibility study for the utilization and possible remodeling of existing structures (facilities) or for constructing a new recreation center or a multi-generational indoor recreation/community center.

## **BACKGROUND**

The Town of Oak Island has been examining potential strategies for reimagining its Recreation Center, located at 3003 E. Oak Island Drive. The intense interest in the Recreation Center is driven by several factors. First, the Recreation Center is 40-plus years old and requires significant ongoing maintenance, which is cost prohibitive. Second, the physical structure and layout do not adequately support current programming needs and requests. Lastly, the Recreation Center will not have the capacity for an expanding population.

In 1980, the Recreation Center was constructed at 5,592 square feet and included the front desk, main office, men's and women's restrooms and locker rooms, three classrooms, three closets, a kitchen, a main entrance and two additional exits and a mechanical room. In 1997, an addition of three classrooms, a second entrance and two additional exits with an additional lobby/hall area totaling 4,400 square feet was added, for a total of 9,992 square feet. The Community Resource Building, located on a separate property, started at the Town's Teen Center, was renovated in 2007, and is now 3,200 square feet with a storage closet, two internal bathrooms and two external bathrooms. A serving kitchen was also added when the Teen Center became the Community Resource Center so meals could be served through Brunswick Senior Resources Inc.

During the course of Council's deliberations, three potential future courses of action were identified:

- Develop a suitable remodel of the Rec Center and/or Community Center which would be aesthetically and spatially appropriate
- Design a Recreation Center/Community Center facility with the capacity to fulfill both functions

- Design, develop and build two new structures to serve as a Recreation Center and a separate Community Center

### Background Summary

Rather than simply move forward with a plan to remodel the existing facilities, the Town would like to use this opportunity to explore all the options and develop a plan that will meet our citizens' needs now and in the future.

## **1. Scope of Services:**

The desired scope of services follows. *Note:* modifications to better meet project objectives may be provided and will be evaluated as part of reviewing the firm's understanding and proposed approach. The selected consultant will be required to prepare a comprehensive Needs Assessment and Feasibility Study for the proposed Center. The study should include the following components:

### A. Research and Market Analysis:

- Evaluate current recreational facilities and programming in and around the Oak Island community.
- Evaluate community and residents needs and preferences relative to the programs and associated amenities of a proposed Center.
- Assess partnership opportunities, including identification of collaborative partners in the public, private and not-for-profit sectors, and how such partnerships and program synergies/coordination and asset sharing may impact the funding, spatial needs, and operations of a Center.

B. Public Outreach & Community Engagement - The selected consultant shall engage the community and conduct necessary research and analysis to identify and evaluate community need for a Center. Engagement to include, but not be limited to: review of 2017 Comprehensive Plan, interviews with Town Council, key Town Staff and Oak Island Recreation entity. Recommendations for this public outreach and engagement component should be included in the response to this RFQ.

C. Examine the current 3003 E. Oak Island Dr. building site (current recreation facility) and 102 SE 47<sup>th</sup> St. (current community center) to determine adequacy to accommodate existing and future programs and services. Highlight potential deficiencies at the facility, such as structural and utility conditions, health/environmental concerns, available interior space, and parking sufficiency.

D. Provide design alternatives and an estimate/range of the total project cost to remodel the existing building(s), or utilize one or both buildings with the possibility of building a new multi-use structure. Alternatives to include hard and soft costs, financing, site preparation, demolition, etc.

E. Evaluate the current building location or potential alternative sites suitable for the construction of a new center to accommodate existing and future programs and services.

F. Determine several scoping options regarding facility and program scope, size, features and amenities. Estimate/range of the total project cost for each scoping

- options to include hard and soft costs, financing, site preparation, demolition, etc.
- G. A final report to the Town Council.
- H. Assist in the preparation of a Request for Proposal (“RFP”) for the administration and construction of approved scope of work.

## **2. Submittal Requirements**

- 2.1 Proposals will be received by the Town until **3 pm E.S.T. on October 27, 2023.**
- 2.2 **Submit Proposal Package to:**

**Town of Oak Island  
Attn: David Kelly  
4601 E. Oak Island Dr.  
Oak Island, NC 28465**

Please be advised that failure to comply with the following criteria will be grounds for disqualification:

- 2.2.a. Receipt of submittal by the specified date and time.
- 2.2.b. Two hard copies and one electronic copy of the proposal submittal, as specified.
- 2.2.c. Deposit of submittal in correct location (the Town is not responsible for responses that are not received by the town hall at 4601 E. Oak Island Dr. Oak Island, NC 28465.
- 2.2.d. Prohibition against contact or communication with any elected official, representative, committee member, or employee of the Town of Oak Island regarding this solicitation or the type of work contemplated therein, unless otherwise provided for within subsequent instructions.

Submittals are not returnable and will become the property of the Town of Oak Island. Please be advised that once submitted, they may become public record and are available to all for inspection and copying, upon request.

- 2.3 **Proposal Format** (only the following format will be accepted):
  - 2.3.a. Submit proposals in a sealed envelope with firm name and project title displayed on the front of the envelope. Provide two (2) printed and one electronic copy.
  - 2.3.b. Do not submit a fee proposal.
- 2.4 **Questions**
  - 2.4.a. Questions shall be submitted in writing and will be answered to all participants. Questions shall be submitted to David Kelly, Town Manager via email: [dkelly@oakislandnc.gov](mailto:dkelly@oakislandnc.gov) no later than 3 p.m. on October 20, 2023.

## **3. Evaluation Criteria**

- 3.1 ***Project Team*** (based on the training, education, experience, and availability of the individuals assigned to the project) (20 points)
- 3.2 ***Past Performance*** (Past performance on similar projects based on quality of work, ability to meet deadlines, previous communication history, organizational skills, and the ability to maintain a project budget) (30 points)
- 3.3 ***Understanding of Project/Project Approach*** (35 points)
- 3.4 ***Quality of RFP response in terms of research, accuracy, graphics and following directions*** (15 points)

4. **Selection Process and Schedule**

The Council and staff will evaluate and rank the firms. If any additional review is necessary after completing the evaluation and interview processes, staff will advise the firm(s) and make arrangements. The council will determine the most-qualified firm to be selected, at which time a final discussion of the Scope and Fee for the work to be performed will be determined.