

**Response to Questions- Recreation and Aquatic Center Operations/Management
(4/28/17)**

1. Does the 2014 to 2024 Asset Management Plan include an "age of assets" report indicating which assets have been replaced and when? Would it be possible to obtain a copy of this plan?
 - a. *The City has an Asset Management Plan for the shell of the building and the part that the City currently maintains. The City does not have an Asset Management Plan for the interior of the facility or for equipment and portions that the Operator owns or maintains.*
 - b. *A copy of the City Asset Management plan has been attached as the last page of this document.*

2. Which leagues or affiliates use the facility and what, if any, agreements have been made with them?
 - a. *Currently there are no outside leagues (other than current Operator's own leagues) that the City is aware of.*

3. Would the city want to manage a rebranding of the facility? Would the operator's name be incorporated into the branding for the facility?
 - a. *The City is open to rebranding and would want to be involved in the rebranding of the facility. The City would anticipate that the Operator's name be incorporated into the rebranding and expects the details to be negotiated and discussed in the new Operating Agreement.*

4. Are any summer activities (camps/classes/tours) operated out of the facility?
 - a. *There are summer camps and classes currently offered by the Operator and offered at the facility.*

5. Are there any longstanding lessees of space within the facility?
 - a. *No.*

6. Are there any limitations on subcontracting for concessions?
 - a. *The City is open to the Operator subcontracting concessions. This is an item to be discussed and negotiated in the contract.*

7. Are any revenue reports available that would show trends for successful programs operating in the facility?
 - a. *The City receives basic quarterly reports from the Operator but does not receive program specific information and is not able to say which programs have been most successful.*

8. What kind of local control of the facility is expected? What role would city council or city staff play in this arrangement?
 - a. *The City is interested in a range of options and is open to discussion.*

9. What, if any, partnerships exist between the facility and City of Sherwood Parks and/or the Sherwood School District?
 - a. *The City is aware of one program (High School Transition Program) in which the current Operator partners with the School District. There are currently no agreements or partnerships with our Parks & Recreation/Community Services Department in regards to programs or offerings. The City does have agreements (IGA's) in place with the School District to maintain and schedule use of School District Fields and Gyms.*

10. Under #7 Compensation, May we have a clarification of whom is to provide compensation to whom? For instance, are you looking for the Proposer to provide compensation to the City or a scenario whereas the City provides Compensation to the Proposer, or both?
 - a. *Clarification: If the Proposer is seeking, or proposing, a Management fee to manage the Facility, what is that fee and how will it be determined?*

11. In regards to #5 Financial Plan, the first bullet point asks for a spreadsheet outlining a 7/1 through 6/30 revenue and Expense statement. Should we also submit a "short year," meaning, from November 1, 2018 through June 30, 2019? (We note the current contract expires on 10/31/2018)
 - a. *The City is not looking for a "short year", just full fiscal years, as specified.*

12. Given the YMCA's historical background operating the Sherwood facility, may we submit our operational performance for Sherwood in place of, "at least one comparable community to the City of Sherwood with a public agency as a partner?" In other words, there's not another comparable we can find that would be better than the actual results from the community in question.
 - a. *The YMCA may use the Sherwood Facility as one example but the City is also seeking at least one comparable facility.*

13. Please confirm that the Operator is responsible for the maintenance (and not replacement) of the facility interior systems and fixtures?
 - a. *The City is open to negotiate terms of the agreement. Under the current Operating Agreement "The City shall repair and replace as necessary, all structural load bearing components of the improvements (including, without limitation, exterior walls and interior load bearing walls), the roof and roof membrane (except that the City shall not be responsible for any roof repairs necessitated by the access of the Operator it's agents, employees, invites or contractors to the roof without the permission of the City). Operator shall be responsible for maintenance and repair of all major plumbing, heating, ventilating, air conditioning and electrical systems, all major lighting facilities and equipment, all windows, exterior doors and plate glass. Operator shall bear the cost of all*

such repair and replacement and the Operator shall establish maintenance reserves in the operating budget to cover the cost of such repairs and replacements. "

14. Does the City or current operator have accurate maintenance logs, purchasing history and warranty information for all systems and equipment?
 - a. *The current Operator maintains the systems and equipment and they may have this information but the City does not. The City holds warranty information on the portions of the roof that was replaced in 2010.*

15. Please describe the Operator's responsibility as it relates to the payment of utilities.
 - a. *Terms of the new Operating Agreement will need to be negotiated but the current Operator is currently responsible for paying all utilities.*

16. According to the feasibility study, membership has rebounded significantly. What is reason for this rebound?
 - a. *Unknown to the City.*

17. What is the carrying capacity for the current facility? What barriers exist that may prevent additional membership sales (lockers, programming space, etc.)
 - a. *See Feasibility Study for more information and statements about the future needs of the facility.*

18. What is the current member management/ point of sales system? Is the City agreeable to a different system?
 - a. *The current operator uses Class but is in the process of switching to another membership/point of sale system. The City is open to the future operator using another system.*

19. Is the facility currently monitored by a contracted security company? If so, is this an operator expense and contract to manage?
 - a. *The current Operator does not use a security company.*

20. What access control systems are deployed (card readers, turnstiles, etc.)
 - a. *There are no turnstiles and no access control to the facility. Card readers are used in conjunction with client management software and for sign in/out at the front desk.*

21. Is there an existing sponsorship structure and if so, what percentage of total revenue is generated through sponsorship. Does the City have any restrictions regarding sponsorship?

- a. *Currently there are no restrictions. This is something that would be addressed during contract negotiations. And potentially addressed in the future Operating Agreement.*
22. Does the City expect the vendor to provide url/website and to own and maintain all social media accounts?
- a. *Yes, the City expects that the Operator would provide and maintain their own url/website and social media account.*
23. According to the feasibility study, approximately 17% of the 2,776 member units receive financial assistance. What is the average financial assistance package awarded to these members?
- a. *The City does not have this information, as it is a program offered and managed by the Operator.*
24. Please describe the role the City has in reviewing and/or approving the rates and fees associated with membership, programs and services provided within the facility?
- a. *The City Council is not currently involved with determining the rate structure or setting fees.*
25. Please describe the amount of scholarship desired by the City?
- a. *This is not something the City has been involved in and is a program managed by the Operator. The amount moving forward would be up for discussion and potentially addressed in the Operating Agreement.*
26. Currently, it appears as though a lease agreement between the current operator and the City is in place and the majority of the lease fee includes payment for the construction loan. As the construction loan will expire in 2017, is the City open to an agreement that excludes a lease fee.
- a. *This is an item that would be up for discussion and addressed during negotiations and in the Operating Agreement.*
27. Is the City open to redirecting an amount equal to the construction loan (\$129,000) back into facility capital improvements?
- Terms of the new Operating Agreement will need to be negotiated.*
28. The feasibility study states that The YMCA receives \$75,000 in support from annual local community contributions. Can you please describe the nature of this support and contributions?
- a. *This support is part of the local annual fundraising campaign run by the current operator.*

Facilities Asset Management Plan							
Asset	Short description	Estimated Budget needs	Notes	Year Built	Life of asset	Estimated start date	Responsibility COS or YMCA
STRUCTURAL							
Tile Floors		\$10,000.00	Up grade as needed	2001	15-20 years	2021	YMCA
Carpets older	Sq. Ft.	\$20,000.00		1999	20-25 years	2024	YMCA
Roof	(metal/membrane/both?)	\$210,000.00	upgrade as needed	2010	15-20 years	2025	COS
Carpets newer	Sq. Ft.	\$20,000.00		2013	20-25 years	2038	YMCA
Windows	Resealing cost	\$80,000.00	upgrade as needed	2012	25-30 years	2039	COS
Sets of Doors ADA	2 Sets	\$9,000.00	upgrade as needed	2010	25-30 years	2040	YMCA
Sealing outside of Building		\$28,000.00	upgrade as needed				COS
Vinyl Floors	Sq. Ft.	\$10,000.00	upgrade as needed	2013	20-25 years		YMCA
Doors					30-40 years		YMCA
Gutters & Downspouts					25-30 years		COS
GROUNDS							
Parking lot	92255 Sq ft / Seal Coat	\$44,000.00	Seal Coat	1999	10-15 years	2017	COS
Parking lot light poles	1500.00 ea./ 9	\$13,500.00	upgrade as needed	1999	15-25 years	2024	COS
Trash Enclosure Fence	18 lf.	\$5,500.00	upgrade as needed	1999	20-25 years	2024	YMCA
Curbing Island shrub beds	1,871 Ft.	\$37,500.00	upgrade as needed	1999	25-30 years	2029	COS
Trash Enclosure Gate	8'0" X 8'6"	\$7,527.00	upgrade as needed	1999	25-30 years	2029	YMCA
Irrigation in ground	In parking area	\$20,000.00	upgrade as needed	1999	30-35 years	2034	YMCA
Sidewalks	5095 SF	\$45,855.00	upgrade as needed	1999	35-40 years	2039	COS
APPURTENANCES							
Disable pool Lifts		\$7,000.00	upgrade as needed	2013	10-15 years	2028	YMCA
Auto fill system	Pool		upgrade as needed	1999			YMCA
Intercom station			upgrade as needed	1999			YMCA
Sinks	11		upgrade as needed	1999			YMCA
Counter tops with sink	2		upgrade as needed	1999			YMCA
Vending Machines	5		upgrade as needed	1999			YMCA
FURNISHINGS							
Lockers	\$\$ per ##	\$15,000.00	Up grade as needed	2001	20-25 years	2026	YMCA
Reception desk and Area		\$14,000.00	upgrade as needed	2013	15-20 years	2033	YMCA
Swim pool		\$2,500,000.00	Up grade as needed	2001	50 years	2051	YMCA
STRUCTURAL							
Sealing outside of Building		\$45,000.00		2005	12-15 years	2016	COS
Basketball flooring resurfacing		\$15,000.00		2010	10-15 years	2020	YMCA
Roof		\$80,000.00	upgrade as needed	2005	10-15 years	2016	COS
Flashing / Down spouts		\$5,040.00	upgrade as needed	2005	15-20 years	2025	COS
Doors and Windows		\$36,663.00	upgrade as needed	2005	25-30 years	2035	YMCA
Concrete T Bridge	Entrance	\$25,000.00	upgrade as needed	2005	35-40 years	2045	COS
Metal hand and guard rails		\$18,498.00	upgrade as needed	2005	35-40 years	2045	COS
GROUNDS							
APPURTENANCES							
FURNISHINGS							
Reception Desk	replace?	\$8,960.00	upgrade as needed	2005	15-20 years	2025	YMCA
Cabinets		\$13,384.00	upgrade as needed	2005	20-25 years	2030	YMCA

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