

Proposer Name: HF _____

Evaluator Name: Jennifer _____

Selection Review Committee RFP Evaluation Form

Recreational and Aquatic Center Operations and Management Services

Instructions: Each member of the Selection Review Committee will provide two evaluations for each proposal:

1. An evaluation of the written proposal.
2. An evaluation of the interview (if applicable).

Each evaluation will be made based on the following scoring criteria:

After the evaluation been completed, the successful based on **both** evaluation and proposal

	TOTAL POINTS	100
Criteria	Maximum Score	
Introductory Letter (not scored, but considered)	--	
Overall Experience	30	
Proposed Programming/Operational Plan	30	
References	15	
Budget/Financial Proposal	25	
	TOTAL POINTS	100

interview process has determination of proposer will be the interview the written evaluation.

Written Proposal Evaluation

Criteria	Notes	Max Points	My Score
Overall Experience	-Very Easy to read -Extremely attentive to accuracy and detail -Includes Marketing, staffing, transition team, program supervision, business plan development, etc. -Brings a lot of experience -Clear ability to manage facilities and partner with municipalities -Transitioning more than 30 program locations over the past several years	30	30
Proposed Programming / Operational Plan	-History of facility Management AND expansion -Huge Catalog of service -Provide quality sports and recreation facilities	30	30
References	Included	15	15
Budget/Financial Proposal	-No increase in Dues -City keeps all profits -Shows a deficit updated (by request with no deficit) -Easy to read and understand financials and expectation for the City	25	15
Total:		100	95

Note: This form is subject to Oregon Public Records Law

Interview Evaluation -N/A

Criteria	Notes	Max Points	My Score
Overall Experience	HF was well prepared and didn't have any trouble answering 99.9% of our questions. They had a proven track record of transitioning facilities and wealth of experience running community health clubs. HF wants no recognition, this would be a CITY branded facility. HF has a wealth of experience in building expansion and management. They work with multiple municipalities and other non-profits. Very flexible and views the city of Sherwood as a customer. They want what we want. Relationship with the city is clear and expectations are stated upfront and easy to understand. Overall sense that they are MORE than willing to do things "our" way with a strong focus on the community.	30	30
Proposed Programming / Operational Plan	Local Board and commission (inline with current city owned facilities) would help drive programming. HF wants our community to be in charge of programming. Meeting our needs is their primary goal. Extensive background in running community events (like Police VS firefighter event). Open and interested in a citizens based commission to help drive programming and membership. Excellent track record of partnering usefully with other cities to provide successful recreation. Deep knowledge and experience in this type of venture.	30	25
References	Excellent	15	15
Budget/Financial Proposal	HF wants a simple management fee. The structure is clear and very transparent. Experience with bringing facilities out of the red and into the black. Monthly fee is less than YMCA, but revenue is lower. A straight forward management fee makes the financial aspect transparent and easy to read and understand. This model seems easier and more transparent for our city staff to manage Proven marketing plan to increase membership and revenues	25	15
Total:		100	85

Total- 175

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Proposer Name: YMCA _____

Evaluator Name: Jennifer _____

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Criteria	Maximum Score	
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Overall Experience	30	
Proposed Programming/Operational Plan	30	
References	15	
Budget/Financial Proposal	25	
	TOTAL POINTS	100

interview process has determination of proposer will be the interview the written evaluation.

Written Proposal Evaluation

Criteria	Notes	Max Points	My Score
Overall Experience	<ul style="list-style-type: none"> -nation's leading non-profits -operating, managing and owning multisport venues strong presence and name recognition -YMCA of Columbia-Willamette (Not local to Sherwood) twenty-three member Board of Trustees establish strategic direction and provide oversight - Sherwood Y is overseen by a local Board of Managers -Lacking detailed information 	30	23
Proposed Programming / Operational Plan	<ul style="list-style-type: none"> -History of facility Management -115 program offerings -services for all ages and socioeconomic groups -Follows the Young Men's Christian Association format -five-year term with an automatic renewal for an additional five years -Y will continue to be overseen by a local Board of Managers - part time Marketing Director -lack of innovation and creativity 	30	20
References	EXHIBIT 2	15	15
Budget/Financial Proposal	<ul style="list-style-type: none"> -YMCACW will assume all financial risk from operations -Management services allocation -\$250k equipment and maintenance reserve (how?) No Management fee (??) -\$1,581,785 5 year Management support fee (Management fee) 	25	20

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	<ul style="list-style-type: none"> -Financials are not clear seem off -Strong focus on fund raising - net proceeds BACK to the Sherwood facility (not the city?) -Below average salaries 		
	Total:	100	78

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Interview Evaluation -N/A

Criteria	Notes	Max Points	My Score
Overall Experience	<p>My overall feeling was they are hiding something or they just don't know the answers to our questions. They seemed very unprepared and had to get back to us on many questions.</p> <p>A strong sense of nothing will change. Not a lot of new innovative thinking or creativity (if it ain't broken don't fix it mentality)</p> <p>My sense is that they would like a lot of autonomy and little oversight from the city.</p> <p>This would be a Columbia-Willamette YMCA branded that happens to be housed in a City Owned building (for free)</p> <p>-Skirted around religious affiliation</p> <p>-Said they were interested in a partnership, but when pushed for details couldn't give them</p>	30	22
Proposed Programming / Operational Plan	<p>-The City also has two (2) of its employees on the BOM's Facilities Committee- No one could tell us who they were.</p> <p>-Not willing to forgo the BOM model for our city's traditional Board and Commission</p> <p>-Programming will stay the same with little to no changes</p> <p>-Clear inclusion of low income, less clear of inclusion based on race, sexual orientation etc.</p> <p>-Operational plan is will be status quo</p>	30	20
References	Excellent	15	15
Budget/Financial Proposal	<p>-Couldn't answer where the \$326k and \$298k for those in need of financial assistance came from, how it was used or how they got the figure.</p> <p>-Hard to figure out why multiple facilities have such different numbers and no clear answers</p> <p>-Money sent out of Sherwood to CWYMCA as well as the national organization</p> <p>Unclear what Management fee is they seem to call it something different</p> <p>Finances seem off and questions couldn't be answered</p>	25	20
Total:		100	77

Total- 155

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Proposer Name: THPRD _____

Evaluator Name: Jennifer _____

Selection Review Committee RFP Evaluation Form

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Budget/Financial Proposal	25	
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Written Proposal Evaluation

Criteria	Notes	Max Points	My Score
Overall Experience	<ul style="list-style-type: none"> -Very Easy to read -Includes Marketing -Brings a lot of experience -Award winning program 	30	30
Proposed Programming / Operational Plan	<ul style="list-style-type: none"> -History of facility Management -Huge Catalog of service -Provide quality sports and recreation facilities 	30	30
References	Included	15	15
Budget/Financial Proposal	<ul style="list-style-type: none"> -Large increase in Dues -Not clear what is included in that increase or why such an increase -large financial deficit -Profits split between city & THPRD 	25	10
Total:		100	85

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Interview Evaluation -N/A

Criteria	Notes	Max Points	My Score
Overall Experience	<ul style="list-style-type: none"> -Felt unprepared -Little to no experience taking over and facility or transitioning a facility -Unsure about the path they want to take or how Sherwood fits into the picture -Open to strong partnership and community engagement -A lot of unknowns 	30	15
Proposed Programming / Operational Plan	Programing would be limited to Sherwood, Membership does not include other THPRD facilities	30	15
References	Excellent	15	15
Budget/Financial Proposal	<ul style="list-style-type: none"> High price to members with little to no added benefit Bleak financial outlook 	25	0
Total:		100	45

Total- 130

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Proposer Name: SFM/CH _____

Evaluator Name: Jennifer _____

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Written Proposal Evaluation

Criteria	Notes	Max Points	My Score
Overall Experience	<ul style="list-style-type: none"> -Could provide community support for Sports/Community events (bring more of Sherwood sports teams in house) -Solid Business plan procedures -Strong understanding of operating Recreation Facility -Strong History & desire to partner with the City staff/Council 	30	25
Proposed Programming / Operational Plan	<ul style="list-style-type: none"> -History of facility Management -Excellent pool management experience -Experience pool design and renovations (BIG PLUS) -Strong Programing background -Includes Marketing, Sales, Staffing, membership services, programing, guest services, HR, Maintenance, Book keeping and Financial Tracking -Full time Management -Not 100% clear on Low income assistance and fund raising options. 	30	25
References	Provided	15	15
Budget/Financial Proposal	N/A	25	0
Total:		100	65

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Interview Evaluation -N/A

Criteria	Notes	Max Points	My Score
Overall Experience		30	0
Proposed Programming / Operational Plan		30	0
References		15	0
Budget/Financial Proposal		25	0
Total:		100	0

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Proposer Name: UPM _____

Evaluator Name: Jennifer _____

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Overall Experience	30	
Proposed Programming/Operational Plan	30	
References	15	
Budget/Financial Proposal	25	
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Written Proposal Evaluation

Criteria	Notes	Max Points	My Score
Overall Experience	-Proposal Incomplete -Not enough information	30	0
Proposed Programming / Operational Plan	-History of facility Management -Excellent pool management experience -Strong facility maintenance plan -No clear programing for low income clients	30	15
References	N/A	15	0
Budget/Financial Proposal	N/A	25	0
Total:		100	15

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Interview Evaluation -N/A

Criteria	Notes	Max Points	My Score
Overall Experience		30	0
Proposed Programming / Operational Plan		30	0
References		15	0
Budget/Financial Proposal		25	0
Total:		100	0

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