

# **Antigonish Facility Allocation Project Request for Proposals**

**Describe the current practices, identify best practices, and make recommendations**

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## Introduction

The Antigonish Facility Allocation Project, (hereafter referred to as “the Project”), is seeking proposals from qualified consultants to:

1. Describe the current state of facility booking, utilization and allocation by existing sport and recreation facilities in Antigonish Town and County
2. Review best practices for both facility booking, utilization and allocation in Nova Scotia and beyond
3. Make recommendations based on local conditions and best practices

The Project is in partnership with the Municipality of the County of Antigonish, The Town of Antigonish, the Strait Regional Centre for Education (SRCE), StFX University, and École Acadienne de Pomquet. These groups collectively own and/or manage a total of 24 bookable sport and recreation facilities including gymnasiums, fields, ice surfaces and a pool.

## Background

Despite its relatively small size, within Antigonish Town and County there are several different bodies that manage various sport and recreation facilities using different methods. These bodies currently have limited or no facility allocation policies and this, (along with the variance in the methods that do exist), has been flagged as a source of frustration for both the facility managers and the community user groups.

The current booking system is difficult to navigate. For example:

- When a volunteer basketball coach is looking to book a game location in Antigonish, they are told through “word of mouth” about the facility options and variations (full vs small size court, regulations hoops, adjustable net height, curtain to split the gym, tile vs wood floor etc.). Booking requires seeking 8 to 10 phone numbers, which include those of municipal and university staff, school receptionists, athletic directors, principals and Health centers. Varying deadlines and processes may create additional barriers.

While the current situation for existing groups is challenging, they benefit by having experience navigating the system and having their usage anticipated by the facility managers. For new community groups looking for space, the challenge is even greater. For example:

- If a new Community Group needs to enter the facility allocation system, they must find out the time frame for booking that facility/season, and what deadlines exist. These timelines vary by facility and can be difficult to find out for a volunteer who is unfamiliar with the process. They would then need to advocate for prime time as a new user and navigate the differing processes that exist at various facilities. Despite potentially serving a targeted gender, racial/ethnic minority, and/or age group, this new organization might find it very difficult to secure manageable facility times.

The current situation is often very challenging for facility staff. For example:

- Community demand often exceeds available time for a given facility which can lead to strain on facility managers trying to please all user groups.
- Without a clear policy, the staff member in charge of booking has no clear protocols to follow, or to refer users to, as support for their decisions. A vocal, persistent elite team may be successful in persuading staff to allocate more time to them over a more patient not-for-profit organization.
- It is challenging to provide equitable access when a facility manager is unaware of what time the user group has already secured from other facilities.
- A user group may book more time than they will actually use, causing other organizations to be upset with the facility manager if they see the facility empty when they were unable to secure the time they requested.

The Initial Goals, **phase 1, and the purpose of this Request for Proposal (RFP)** is to describe the current state of facility allocation, utilization and booking of the Project partners, synthesize best practices based on research, and develop an example facility allocation policy and booking plan based on local conditions and best practices. The final report and presentation will give the Project partners information and ideas to tailor their future planning.

The Longer Term Goal, **phase 2, and beyond this RFP**, is to support existing sport and recreation facilities in Antigonish Town and County to develop a cooperative facility allocation policy and action plan for facility booking, utilization and policy implementation.

The purpose of the long term goal is to improve user experience, maximize user-ship and provide fair and equitable access to facilities. Possibilities of a collaborative facility allocation and booking system could also include:

- Streamlined facility booking processes community wide;
- Enhanced communication and collaboration among facility owners/operators/staff;
- Centralized information and enhanced ability to promote, all our sport and recreation facilities for ease of organization of large events;
- Potential to increase administrative efficiency;
- Increase and diversify usership;
- Position Antigonish as leaders in Cooperative Community Projects.

## Objectives

The objectives of the Project are as follows:

- Describe the current state of facility booking, utilization and allocation by existing sport and recreation facilities in Antigonish Town and County, through interviews with these bodies and review of their current policies and procedures.
- Review best practices for both facility allocation, utilization and booking provincially, nationally, and potentially internationally.

- Synthesize the information collected, develop an example facility allocation policy and booking plan based on local conditions and best practices.

## Scope of Work and Deliverables

1. **Describe the current state:** Design and conduct interviews with key individuals from each facility to describe the current state of their facility allocation, utilization and booking. Synthesize the interview materials into a clear document;
2. **Synthesize best practices:** Review best practices for facility allocation, utilization and booking in Nova Scotia and beyond. Synthesize this information into a clear document;
3. **Communication:** Communicating with (virtual meetings, emails) and implementing feedback from the Facility Allocation Project Steering Committee;
4. **Develop an example facility allocation policy and booking plan:** Based on local conditions and best practices, develop an example facility allocation policy and booking plan.
5. **Final report:** Deliver a clear and thorough final report that includes the synthesis of the interviews to describe the current state of facility allocation and booking in Antigonish Town and County, the best practices review, and an example/suggested facility allocation policy and booking plan based on local conditions;
6. **Presentation:** Deliver a presentation of the completed work to the Project partners and stakeholders.

## Consultant Responsibilities:

- Consultant will meet with the Antigonish Facility Allocation Project Steering Committee at key points during the project and within one week of the project being awarded.
- The Consultant will keep the Committee updated on progress as necessary and provide draft copies of deliverables for review and feedback.
- All work must be scheduled for completion with the timeframe specified. Any modifications or extensions will be requested through the Steering Committee.
- The consultant will identify and raise any concerns or issues with the Steering Committee in a timely manner and suggest solutions to help resolve problems.
- The consultant will submit all deliverables in electronic format (Microsoft Office 2010) to the Committee for review and approval.
- All work must be performed to the satisfaction the Steering Committee.
- All material produced during this project becomes the property of the organizations represented on the Steering Committee.
- The consultant will submit invoice(s) for services rendered which must include a breakdown of the work completed including a report of time spent on each task to

support the dollar amount that is invoiced.

## Proposal Requirements

All proposals submitted should include, at a minimum, the following:

1. **Firm / Consultant(s) Credentials:** A summary that addresses previous experience and similar work done within the last three years related to the proposed project. Specific expertise or knowledge will be required in the following areas:
  - Policy research, evaluation, and planning.
  - Experience in design and the development of data collection via interviews.
  - Demonstrated experience in literature review, synthesis, and preparing final reports.
  - Understanding the role and function of the recreation sector and the issues and impacts facing this sector.

The names, background, and knowledge of the consultants who will be involved in this project, including the identification of a project lead.

2. **Action Plan and Methodology:** A detailed Action Plan and methodology for conducting the interviews, research, synthesis, and recommendations. This would include a description of the methodologies used, schedule of work to be performed, including estimated start dates, completion dates, the total cost required for each assigned resource, and key milestones.
3. **Fees:** The fees and expenses associated with this project. This must include a detailed breakdown of roles, hours allocated to which task by each member of the team, hourly rate by team member. The proponent must provide a firm fixed lump sum fee for the project. This fee must be inclusive of all costs.
4. **References:** The names and contact information for three references to support the submitted proposal.

## Proposed Timeline

The project is expected to start **January 29<sup>th</sup>, 2021** and all deliverables noted in this RFP are expected to be submitted by **March 15<sup>th</sup>, 2021**. The Action Plan developed by the successful proponents must detail how the project can be achieved within this timeframe.

## Budget

To aid with an understanding of the level of effort and costing accuracy required, the total budget for this project is \$8,000, inclusive of approved expenses and taxes. Proposals that exceed this amount will be automatically disqualified.

## Evaluation Criteria

Overall Understanding of the Project & Expectations	20%
Firm & Project Team Qualifications	25%
Proposed Methodology, Action Plan, and Timelines	35%
Strength of the References Provided	10%
Cost and/or Value to the Project	10%
<b>TOTAL</b>	<b>100%</b>

## Submission

The deadline to submit proposals is **Friday, January 22<sup>nd</sup>, 2021, at 4:30 PM AST**. Proposals submitted past this closing time will not be accepted.

Submissions are to be done through email. Please send submissions to Amy Leigh George, Recreation Programmer via: **amyleigh.george@antigonishcounty.ns.ca**. Please list the following in the subject line of the submission email: 'Antigonish Facility Allocation Project'.

To withdraw submissions prior to the deadline contact the Amy Leigh George via e-mail.

## Further Information

Any questions in relation to this Request for Proposals should be directed to:

**Amy Leigh George**, Recreation Programmer

**Email:** amyleigh.george@antigonishcounty.ns.ca.

Deadline for written questions and issuing addendums to the RFP is January 20<sup>th</sup>, 2021.

## Terms and Conditions

This RFP neither expresses nor implies any obligations on the part of the Municipality of the County of Antigonish to enter a contract with any party submitting a response or responses.

The Municipality of the County of Antigonish reserves the right to reject all or any proposal(s), and to not necessarily accept the lowest quote provided. The Municipality of the County of Antigonish may accept any quote or any portion of any proposal that may be considered to be in the best interests of the Project.

The Municipality of the County of Antigonish reserves the right to reject all or any proposal(s) that have modified the terms and conditions or who have included components by reference (i.e. referring to content on a website instead of including it as part of the submission).

The Municipality of the County of Antigonish is not liable for any costs to produce the submission. Bidders are to bear their own costs of submission.

The contract will only be awarded once all funding has been secured.