

Request for Proposal for Consultant Services for Developing an Operating Cost Analysis Report for the Department of Parks and Recreation Parks and Recreational Facilities

OBJECTIVE

The County of Maui Department of Parks and Recreation is requesting a detailed proposal for development of an operating cost analysis report for the department's facilities. The proposed project timeline is November 2016 to January 2017.

SUMMARY

The County of Maui Department of Parks and Recreation operates and maintains the County's numerous parks, recreation areas and recreational service programs for the residents of Maui County. The Department also coordinates with other County departments on enforcement of rules and regulations for parks and recreation facilities and their use, and countywide beautification. The mission of the Department of Parks and Recreation is to "*Provide safe, satisfying and cost effective recreational opportunities for the residents of and visitors to Maui County*".

PROGRAM ELEMENTS

The major components of the analysis shall include the following:

- Identify direct and indirect expenses for each facility category
- Provide a definition for each of these expense categories
- Review and analyze fiscal year 2014, 2015 and 2016 actual expenditures to provide a true tracking of expenditures, by expense category, by facility category, by physical park district
- Provision of recommendations for tracking expenditures and projects in Maintenance Connection (the department's work order system for repairs and maintenance)
- Provision of recommendation for a system of evaluating anticipated operating costs for typical facilities, that would be developed in the future

PROPOSAL SHOULD INCLUDE:

- Name of firm/consultant(s)/contractor(s)
- Contact Information
- Description of experience and qualifications
- Availability during project period
- Approach to the project scope
 - How department staff will be engaged through the process
 - Deliverables to be provided through the process and methodology
- Written final report and plan for
- Cost proposal, including rate structure and detailed break-down of fees
- References
- Certificate of Vendor Compliance

All products and other materials developed from or for the design of this project shall become the sole property of the County of Maui.

SELECTION CRITERIA:

Contractor(s)/Consultant(s) will be evaluated on the following criteria:

- Relevant experience and qualifications
- Quality of proposed statement of work
- Implementation strategy and deliverables
- Availability during project period
- References
- Competitiveness of cost proposal

TIME OF PERFORMANCE:

The time of performance for submission of a final report on this project is sixty (60) calendar days from the Notice to Proceed.

SUBMITTAL OF PROPOSALS:

The proposal shall be submitted in electronic format only to the Department of Parks and Recreation, via Brianne.Savage@mauicounty.gov and received by 4:30 P.M., Friday, October 7, 2016. Each firm is solely responsible for the timely delivery of its proposal. Please contact Brianne Savage, Deputy Director, Department of Parks and Recreation at Brianne.Savage@co.maui.hi.us or 270-7386 should there be any questions concerning this matter.

A "Certificate of Vendor Compliance" or equivalent State of Hawaii approved tax clearance confirmation is required to be submitted with your proposal.