

**CITY OF GERMANTOWN  
REQUEST FOR  
INFORMATION**

**RFI2023-009 SPORTS COMPLEX FOR  
THE CITY OF GERMANTOWN**



**1930 S. Germantown  
Road Germantown, TN  
38138**

# REQUEST FOR INFORMATION

Sports Complex  
for the  
City of Germantown RFI NO.:

2023-009

Responses due no later than:

Date: March 24, 2023

Time: 2:00 P.M. local time

City of Germantown, Tennessee

Procurement and Risk Department Attn:

Cathryn Perdue

1930 South Germantown Road

Germantown, TN 38138

901-757-7260

[procurement@germantown-tn.gov](mailto:procurement@germantown-tn.gov)

## PUBLIC NOTICE

Responses to the Request for Information, RFI #2023-009, will be received from vendors for a Sports Complex at the, City of Germantown, Procurement Department, 1930 South Germantown Road, Germantown, TN 38138, until 2:00 PM on Friday March 24, 2023.

Questions regarding the RFI may be directed to the Procurement and Risk and Department, Cathryn Perdue at (901) 757-7260 or email at [procurement@germantown-tn.gov](mailto:procurement@germantown-tn.gov)

The City does not discriminate based on age, race, color, sex, religion, national origin, disability or marital status.

The City of Germantown  
Procurement Department  
1930 South Germantown Road  
Germantown, TN 38138

Cathryn Perdue  
Procurement & Risk Director

Publicly posted on the City of Germantown website at [www.germantown-tn.gov](http://www.germantown-tn.gov) on 02/24/2023

**CITY OF GERMANTOWN  
REQUEST FOR INFORMATION  
PREMIER SPORTS & RECREATION COMPLEX  
RFI2023-009**

**DISCLAIMER**

This Request for Information (RFI) is issued solely for information and planning purposes and does not constitute as a solicitation or contract. All material submitted to the City of Germantown (“City”) becomes public property and is subject to the Tennessee Open Records Act upon receipt. Any information submitted in response to the RFI should not contain proprietary or confidential information.

Responses to the RFI will not be returned. Accordingly, responses to this notice are not offers and cannot be accepted by the City as such or to form or suggest a contract or commitment of any nature. Respondents are solely responsible for all expenses associated with responding to this RFI.

**1. PURPOSE**

The purpose of this RFI is to ask for input including business ideas or programming activities that will support the development of the Premier Sports & Recreation Complex in southeast Germantown located in the Forest Hill Heights Commercial Business District off Crestwyn Hills Drive (**See attached Exhibit A**).

The City is requesting information for possible partners in the development of this property to support the approved and adopted plan to construct a 46-acre premium performance complex supporting multiple sports, such as soccer, baseball, football, lacrosse and rugby. The City’s intent is to maximize property usage through indoor and outdoor applications of synthetic turf so that a variety of sports and recreational activities are performed throughout the year. Additionally, initial conceptual plans for the complex include approximately 100,000 square feet of indoor space, sports medicine capacity, playgrounds, walking paths and natural wetland areas.

In relation to this RFI, the City seeks potential topics to consider for the scope of work, as well as anything to consider that may hinder a successful contracting process.

**2. BACKGROUND**

As a critical first step in advancing the Parks and Recreation Master Plan, adopted by the Board of Mayor and Aldermen in May of 2018, the City researched available land in south Germantown for the development of a premier sports complex and local park, as the southern portion of Germantown is currently underserved with regard to public recreation and parks. Two parcels of land were identified in this area with combined land of 46-acres and were purchased by the City in June of 2021.

This complex could be first of its kind in West Tennessee, benefitting and attracting teams and families across the entire region. Conveniently located just off of state route 385, the complex has the potential to attract and host tournaments for teams across the southeastern U.S. The City has invested resources to conduct project feasibility studies and economic impact analyses for this potential complex. These studies show swift and significant return on investment.

A 100,000 square foot indoor athletic center and six multipurpose long fields, including the option for a world-class stadium field for competitive soccer, lacrosse and/or rugby events could host teams from across the tri-state area of Tennessee, Arkansas and Mississippi. Current plan concepts include, but are not limited to, two “Oversized Flex Fields,” four fenced diamond fields, and a six-field Pee Wee complex for players 10 years and younger (**See attached Exhibit B**). Facilities to accommodate a broad range of youth, adult, esports and professional sports, along with exceptional hospitality and entertainment capabilities could be included. The Premier Sports & Recreation Complex could also complement Mike Rose Soccer Complex by providing a reliable synthetic turf option for regional tournaments.

The City has not budgeted for the full development of this land into a sports complex through bonds or other means. The City may have funds available to support the greater land improvement project through a small-scale land improvement project, maintenance or programming.

Development of the Premier Sports & Recreation Complex will include input from the Board of Mayor and Aldermen, Parks and Recreation Commission and the greater community. The City is currently in the information-gathering phase of this project, so a specific timeline has not yet been developed. Phases for the Premier Sports & Recreation Complex project likely include:

Phase 1: Seek feedback from potential vendors, businesses, non-profits, etc. on concepts and solutions for development. The City issues a Request for Information (Current Phase).

Phase 2: City staff reviews information and concepts provided in response to the Request for Information. The City works to develop a draft Scope of Work for a Request for Proposal that is competitive and inclusive of community goals for the property.

Phase 3: City staff seeks feedback on draft Scope of Work from the Parks and Recreation Commission, Board of Mayor and Aldermen as well as community stakeholders.

Phase 4: The City develops and issues a Request for Proposals shaped by the Scope of Work developed in Phases 2 and 3 which allows for competition and creativity in responses.

Phase 5: The City awards a contract for the development and potential management of the Premier Sports & Recreation Complex project based on the Request for Proposal process.

### **3. PROGRAM CONCEPT AND OBJECTIVE(S)**

The City seeks information from for-profit or non-profit partners that are interested in supporting this vision of developing a premier sports complex with an agreement geared towards parkland improvements, programming and ongoing maintenance to design, construct, program, operate and maintain a sports complex that is intended primarily for sports tourism, competitive and recreational league play. The type of facility and programming is open-ended. Existing organized sports groups have shared their desire for league play associated with soccer, lacrosse, rugby, softball, baseball, or a combination thereof.

The City envisions issuing a solicitation for a long-term agreement to include park improvements, management and maintenance responsibilities. The City desires to retain ownership of the land but is open to alternative ownership options and/or agreements. When the long-term agreement concludes, the City would likely issue a solicitation for the continuation of programming, management and maintenance responsibilities. This concept may include revenue-generating concepts such as:

- Food or beverage carts
- Retail, such as a souvenir shop
- Bike-related concession, such as a hub for storage, rentals or repair
- Recreational programming promoting physical activity
- Programming promoting arts and culture

The program may impact one or more of the following City's desired outcomes:

- Positive financial impact for the City
- Positive social impact for the community
- Positive environmental impact
- Positive cultural impact
- Promotion of physical activity

The program concepts must:

- Demonstrate a sound business plan with financial sustainability.
- Clearly state the community benefits that will be included in the proposal.
- Design programs that are multi-generational.
- Include sustainable design principles and maintenance practices in turf management and water conservation.
- Demonstrate public accessibility in terms of both physical access and affordability

#### **4. SUBMISSIONS**

Respondents who wish to provide information may provide:

- 4.1 Recommendations to consider when developing a Request for Proposal (RFP) and Scope of Work for the development of the Premier Sports & Recreation Complex.
- 4.2 Indicate what opportunities or concepts your firm might propose for this land. For each concept, provide information such as:
  - 4.2.1 Provide a brief overview of your concept in narrative form.
  - 4.2.2 Include a description of how this concept would be financially sustainable and whether your concept includes revenue generation models. Include information about whether your concept would require City contributions (financial, utilities, maintenance, etc.).
  - 4.2.3 Include an example of a cost recovery timeline.
  - 4.2.4 Include a description of potential outcome areas that align with City goals for the property or other ways that your concept may add benefit to the community.
- 4.3 Identify any additional questions or considerations for the City to consider in developing a competitive solicitation for the development of the Premier Sports & Recreation Complex, based on the information included herein.
- 4.4 If you wish to be provided notification if the City issues a competitive solicitation associated with this project, please include:

Company Name/Organization Name:

Point of Contact:

Email Address:

Telephone Number:

#### **5. QUESTIONS TO BE ADDRESSED**

The City invites interested parties to respond to the following questions.

##### **5.1. Qualifications & Experience**

1. Provide a brief history of your organization.
2. Describe your firm's experience in planning, developing, maintaining, and financing in general, and more particularly, sports complexes, recreational opportunities and other enhancements as identified in this RFI.
3. In your opinion, what prior experience would qualify a Developer/Respondent for financing, construction, maintenance and operation of a sports complex development and/or recreational enhancements to the park?
4. How many of your current or prior projects work with public entities, school districts and/or municipalities?

##### **5.2. Development Concept**

1. Describe your process for developing an idea/concept for a sports complex.
2. Provide any previous experience and some examples your organization has with developing similar projects.

### 5.3. Additional Insight

1. What hurdles do you foresee that would hinder the success of this project?
2. What questions have we not asked that we should have asked? What are your answers to those questions?
3. What additional work or information would you want from the City to increase the chances of the development's success?
4. If it was not answered in the questions above, please provide: Describe your vision for your development(s). Provide an estimated cost of the development(s) and how will you be repaid for your investment? Describe the benefit to the City, including the estimated revenue and method of payment? How will the project be financed?

## 6. SUBMITTAL INFORMATION

Any questions concerning this Request for Information shall be directed in writing to the Procurement and Risk Department, Cathryn Perdue, Procurement and Risk Director, 1930 South Germantown Road, Germantown, TN 38138, via e-mail [cperdue@germantown-tn.gov](mailto:cperdue@germantown-tn.gov) **All questions must be received no later than Thursday March 9, 2023 at 4:00 p.m.** Written questions received will be compiled and official responses will be developed by appropriate City employees. The compilation of written questions and their official responses may be issued by the Procurement and Risk Department in the form of an Addendum and placed on The City's website at [www.germantown-tn.gov/bids](http://www.germantown-tn.gov/bids)

One electronic version in PDF format is requested on or before the stipulated deadline.

To facilitate evaluation of the responses, the City requests each response to include the following sections, in the following order:

- 1) Cover Letter and Background: Introduce the individual, organization, or partnership responding to the RFI. Provide a brief overview of the business history, experience, or skills that qualify the respondent to offer a response as a subject matter expert on the topic of interest. The City requests the respondent to designate a single contact for receipt of information regarding this RFI and any forthcoming RFP.
- 2) Response to City Questions: The City has developed questions and requests respondents to address as many of the questions as possible. In the response, please provide clear reference to each question being answered. The City requests quantitative responses when requested (e.g. numbers, percentages, or specific data to quantify a response).
- 3) Description of Best Practices, Standards and Emerging Methods and Approaches: Describe industry best practices, standards, and emerging trends that, in the respondent's opinion, the City should take into consideration when seeking the delivery of the services and/or commodities required. Articulate the value to the City should the practice, standard, or method be adopted.
- 4) Additional Information to be considered: Include additional information that, in the opinion of the respondent, would be in the best interest of the City to consider. Describe the benefits that can be potentially realized by the City, should the additional information be considered.

## 7. ADDITIONAL INFORMATION

To fully comprehend the information contained within a response to this RFI, the reviewing group may seek further clarification on selected areas of response. This clarification may be requested in the form of brief verbal communication by telephone; written communication; electronic communication; or a presentation of the response at a meeting to be arranged by the City's Procurement and Risk Department.

The City is not liable for any costs incurred by any party for preparing a response to this RFI.

**Lobbying** - Respondents are hereby advised that they are **not** to lobby with any City Personnel or Board Members related to or involved with this RFI.

Further, the City requests that interested parties direct all inquiries, including but not limited to requests for information concerning the City's current or future benefits; medical, vision, or dental insurance; worker's compensation; and wellness fitness, and disease management programs, to the Procurement and Risk Director designated on the cover page of this RFI.



EXHIBIT A



EXHIBIT B

