



**Parks, Recreation, & Forestry Advisory Board – AGENDA**  
**Thursday, June 18, 2020 | City Hall – Council Chambers | 7:30 am**

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Topic: June 18 PRFAB Meeting  
Time: Jun 18, 2020 07:30 AM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/83614694971>

Meeting ID: 836 1469 4971

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**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

**ITEMS FROM VISITORS (Policy Note: Visitors are limited to 5 minutes of presentation followed by questions)**

**OLD BUSINESS**

***Director Items***

***Board Items***

- Q & A on June Staff Update
- Establish a Sports Complex Subcommittee

***Rec & Aquatic Center***

- Rec Center Childcare numbers update

***Park & Forestry***

**NEW BUSINESS**

***Board Items***

***Director Items***

- Park & Rec Master Plan
- Rec Center Childcare Request for Proposals

***Rec & Aquatic Center***

- Fourth of July Closure – Looking for Board Recommendation
  - Closed Friday 3<sup>rd</sup> through Sunday the 5<sup>th</sup> (City offices are closed on the 3<sup>rd</sup>)

**Next Meeting – July 16, 2020 7:30 am Council Chambers**



**Parks, Recreation, & Forestry Advisory Board – AGENDA**  
**Thursday, June 18, 2020 | City Hall – Council Chambers | 7:30 am**

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- Close at 1pm Friday 3<sup>rd</sup> and remain closed 4<sup>th</sup> & 5<sup>th</sup>
- Closed just the 4<sup>th</sup> and 5<sup>th</sup>

***Park & Forestry***

**FYI ITEMS**

- Drive In Movies – June 23, July 14, August 4 – Rec Center Parking Lot

**PUBLIC COMMENT**

**ADJOURNMENT**

**Next Meeting – July 16, 2020 7:30 am Council Chambers**



# June Park, Rec and Forestry Advisory Board Update

## **Director Update:**

### **Exit 8 Rec Path Expansion:**

City staff are working diligently to meet a July 7<sup>th</sup> deadline to get our phase 1 packet to the state. If staff can meet this deadline, there is a good chance that the project goes out to bid next year and construction on the RTP portion and phase 1 will take place. Staff are finalizing leases, easements, and MOU's with property owners and the county to have the land secured to proceed with construction. I am currently working on the letter of intent for the SDDOT TA grant for another \$400,000 for phase 2.

### **Pickleball Court Project**

Project 1 is complete. Project 2 started on June 9<sup>th</sup> with Renner Sport Courts mobilizing on the 8<sup>th</sup>. They anticipate pouring the pad on Monday, June 15<sup>th</sup> and constructing the fence thereafter. The court will have to cure for 30 days at which point they will return to tension the court and apply the acrylic surfacing. Our phase 1 contractor will return to pour sidewalks, place basketball hoops, and finish grading. Park staff will then come in and do the final clean up and hang the windscreen. The entire project should be complete by the end of August or beginning of September.

### **Sports Complex**

The engineering firm is putting together their project team and will be reaching out to staff to set up a meeting very soon. I would like to set up a sports complex funding committee from members of the board at the June meeting. The committees's goal will be to develop a capital fundraising campaign as well as develop a sustainable operational funding model.

### **Master Planning**

Staff met with the bike advisory group (BAG) last week to bring them on board to help develop the bicycle transportation portion of the master plan which will include rec path expansions, on-street facilities, city-wide connections as well as mountain bike trails and connections. We are in the final stages of developing the community survey which will be discussed at the June meeting. I plan on bringing Assistant City Planner Daniel Van Holland to the June meeting to give the board an in-depth look at our master planning process.



# June Park, Rec and Forestry Advisory Board Update

## **Budgets**

I have finished putting together the capital requests for 2021-2025. I chose to submit the budgets that the budget committee recommended with a few slight changes. I will be meeting with the City Administrator this week to discuss the Park and Rec department budget.

## **Rec Center Childcare**

I have recently written an RFP that will go through City Council on June 15<sup>th</sup>. The RFP proposes that the SRAC be used as a childcare facility regularly with a third party operating the childcare center. We propose to use the current hourly care room and party room which together accommodate nearly 50 children. We have asked in the proposal that 5 slots be reserved for hourly care users of the rec center so we do not lose that service. Proposals will be due back by July 2<sup>nd</sup> at which point a selection committee will select the best proposal and enter into contract negotiations with the chosen proposer. Staff feels this is a good opportunity for a new revenue source at the rec center as well as fulfilling a large need for the community.

## **COVID-19 Update**

The SRAC implemented phase 3 of our reopening plan on June 1<sup>st</sup>. We are now open M-F 5:30 A.M.-7:30 P.M. and Saturday from 8:00 A.M.-1:00 P.M. We will continue to monitor our usage and make recommendations to changes in hours and services as the situation allows. We are currently still providing childcare for city employees only, but just this week opened it up to the public. We are now charging \$125 a week per child.

## **Parks, Rec and Forestry Update**

### **Parks**

1. Nature Area sign to go in at Tumbleweed
  - a. A citizen mentioned several concerns about people's behavior on the walking path through the drainage.
  - b. A sign will be installed and posted at the trailhead near McGuigan and Tumbleweed
2. Master Planning



# June Park, Rec and Forestry Advisory Board Update

- a. Bike Spearfish will participate in the Master Planning process in regards to current and future bicycle-friendly infrastructure in town
3. QR Code Scavenger Hunt
    - a. Jamie Schroeder, an adaptive PE teacher with the schools, placed QR codes at various parks which encourage children to do a variety of exercises and other physical activities
4. Playground Disinfecting
    - a. The playground disinfecting schedule was canceled after the CDC amended guidelines about the ability of COVID to survive on hard surfaces
    - b. Rec Center staff was instrumental in helping us spray all the playgrounds, 7 days a week
5. Bike Skills Park
    - a. Little Ripper course was mowed in along the Rec Path near Winterville
    - b. Heath Brown and the wildland firefighting crew used this opportunity for training at cutting in fire line and cut the grass in the center of the trail down to the dirt
    - c. Meeting with members of the Bike Skill Park this week to talk more about the construction of the Skills Park and the Beginner Loops at Winterville
6. Rotary Park
    - a. KJW Foundation will be installing a children's musical instrument along the Rec Path near the creek
    - b. Installation is scheduled for later this summer
    - c. Memorial Garden will be installed later this month
      - i. Partnerships with the City, Rotary, BHSU Sustainability, Beautify Spearfish
      - ii. City crew will cut the sod at the site and remove, as well as dig a hole for the Peace Post which will be located in the center of the garden



# June Park, Rec and Forestry Advisory Board Update

7. RSVP
  - a. Master Gardeners and 4H planted flowers on Saturday, 6/13/20
8. Community Garden
  - a. Plots are being sold
  - b. Parks fixed compost bunk and added 8 yards of certified compost from Rapid City
  - c. City installed garbage and yard waste containers
  - d. Parks has begun staining the gate and perimeter fence
9. Bathroom cleaning
  - a. 2 seasonal staff were hired to clean park restrooms Monday – Friday
  - b. They have both started and are doing a great job
10. Splash pad at Heritage
  - a. Was opened 2 weeks ago
11. Lookout Mountain fence repair
  - a. Heath Brown and wildland crew fixed the perimeter fence before the grazing lease
  - b. We were very thankful for their help

## **Campground**

1. Camp Nights and Revenue are up from this time last year
2. Help from Rec Center staff at the front desk has been very much appreciated

## **Cemetery**

1. Memorial Day celebration with the Honor Guard was good. Social distancing practices were put in place and people were told to observe the celebration from their vehicles

## **Spec Rec**

1. Travis Eddy welcomed his second daughter, Dylan Riley, to the world 2 weeks ago



# June Park, Rec and Forestry Advisory Board Update

2. Talks are being had about maintenance tasks to be done at the Energy Complex with the cancellation of the Sasquatch season
  - a. Tasks include:
    - i. Staining the outfield fence
    - ii. Painting the stairs in the grandstand

## **Forestry**

1. Sent Street Tree planting guidelines to Spencer Rossi for trees to be planted in the Top Shelf development
2. Tree Planting
  - a. A local citizen, Mark Tracy, and his wife volunteered to plant 3 trees in City Park.
  - b. The trees were replacements for 3 that died
3. Storm damage cleanup
  - a. 4 days was spent raking leaves and debris in all the parks and campground
  - b. 3 trees were removed from the creek at the Hillview bridge
  - c. Damage assessments to buildings and vehicles were reported for insurance purposes

## **Rec and Aquatics Update**

### **Rec Center Childcare**

- We have opened the childcare option to the public. We will be open for 16 kids leaving some space for drop-ins. 8 kids in each age group, 2-5-year-olds, and 6 and up. We are working with DSS to get state-certified. We have applied and are through the first couple of steps. Brett and 6 other staff will be listed and trained in the state childcare requirements.



# June Park, Rec and Forestry Advisory Board Update

## **Phase Two of the Rec Center Reopening Plan (May 18<sup>th</sup>-June 1<sup>st</sup>)**

- We averaged 22.5 members per day.
- Feedback from the precautions we took were all positive.

## **Phase Three of the Rec Center Reopening Plan week one (June 1<sup>st</sup>-June 6<sup>th</sup>)**

- We averaged 46.8 members per day for the week.
- The weekday average was 53.4 members.
- Saturday we only had 14 members.
- We sold 26-day passes in that week, averaging 4.3 a day.

## **Drive-in movies**

- We will not be doing movies in the park this summer instead we will be doing drive-in movies in the Rec Center parking lot. Those will be held on June 23<sup>rd</sup>, July 14<sup>th</sup>, August 4<sup>th</sup>.
- We are working to get sponsors to cover the cost of licensing the movie.



1. The Spearfish Parks, Recreation, & Forestry Department’s mission is to “*promote safe, healthy and enjoyable park and recreation facilities as well as recreational and community activities which encourage enjoyable learning experiences and improve the quality of life for the residents of our community.*” Please indicate your level of agreement for how well you think this mission is being met.

<input type="checkbox"/> Agree	<input type="checkbox"/> Somewhat Agree	<input type="checkbox"/> Somewhat Disagree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Not Sure
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2. Overall, how satisfied are you with the City’s existing park and recreation facilities in Spearfish?

<input type="checkbox"/> Satisfied	<input type="checkbox"/> Somewhat Satisfied	<input type="checkbox"/> Neutral	<input type="checkbox"/> Not very satisfied	<input type="checkbox"/> Not at all satisfied	<input type="checkbox"/> Not Sure
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3. To what extent do you feel Spearfish park and recreation facilities contribute to your quality of life?

<input type="checkbox"/> Very Much	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Not Very Much	<input type="checkbox"/> Not at All	<input type="checkbox"/> Not Sure
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4. Please indicate your level of awareness of the City’s park resources and recreational programming available in Spearfish.

<input type="checkbox"/> Very Aware	<input type="checkbox"/> Somewhat Aware	<input type="checkbox"/> Not Very Aware	<input type="checkbox"/> Not at All Aware	<input type="checkbox"/> Not applicable
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5. Which of the following Spearfish park and recreation facilities have you used or visited in the past 12 months? Check all that apply.

<input type="checkbox"/> Recreation path for walking or biking	<input type="checkbox"/> Tennis courts
<input type="checkbox"/> Outdoor exercise/fitness stations	<input type="checkbox"/> Pickleball courts
<input type="checkbox"/> Mountain biking trails	<input type="checkbox"/> Bandshell/amphitheater
<input type="checkbox"/> Hiking trails	<input type="checkbox"/> Disc golf course
<input type="checkbox"/> Playgrounds	<input type="checkbox"/> Football/lacrosse fields
<input type="checkbox"/> Outdoor waterpark	<input type="checkbox"/> Baseball/softball fields
<input type="checkbox"/> Indoor Recreation Center	<input type="checkbox"/> Soccer fields
<input type="checkbox"/> Fishing areas	<input type="checkbox"/> Natural areas (i.e. Lookout Mountain, Meier Park, McGuigan Ranch Park)
<input type="checkbox"/> Off-leash areas/dog parks	<input type="checkbox"/> Community garden
<input type="checkbox"/> Campground	<input type="checkbox"/> None of the above
<input type="checkbox"/> Skateboard park	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Picnic tables/shelters	
<input type="checkbox"/> Basketball courts	

6. How often do you utilize Spearfish’s outdoor park & recreation facilities (not including the Spearfish Recreation & Aquatics Center)?

<input type="checkbox"/> Once or more per Day
<input type="checkbox"/> A few times per Week
<input type="checkbox"/> A few times per Month
<input type="checkbox"/> A few times per Year
<input type="checkbox"/> Rarely or Never
<input type="checkbox"/> Not Applicable

7. Please rate the following as they pertain to Spearfish’s outdoor park and recreation facilities overall (not including the Spearfish Recreation & Aquatics Center):

	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Sure
Variety of Park Types	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Amenities (i.e. picnic shelters, playground equipment)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of Amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical Condition of Buildings & Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanliness/Upkeep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child-friendliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Please provide any comments you may have about the ratings you provided in the above question, particularly any areas that you rated as Needs Improvement.

9. What would you most like the Spearfish Parks, Recreation, & Forestry Department to focus their efforts on in the future? Check up to five (5) of the following:

<input type="checkbox"/> Build more dog parks	<input type="checkbox"/> Create more sports courts (i.e. pickleball, tennis)
<input type="checkbox"/> Establish new neighborhood parks in residential areas	<input type="checkbox"/> Add more winter activities
<input type="checkbox"/> Create another large community park (like Spearfish City Park)	<input type="checkbox"/> Invest in new recreation opportunities (i.e. rock climbing wall, bike skills park, etc.)
<input type="checkbox"/> Establish a bouldering Park	<input type="checkbox"/> Extend the recreation path
<input type="checkbox"/> Build a new skate park	<input type="checkbox"/> Build additional sports fields
<input type="checkbox"/> Build indoor pickleball courts	<input type="checkbox"/> Create more natural/open space areas
<input type="checkbox"/> Create a balance bike track	<input type="checkbox"/> Build a BMX park
<input type="checkbox"/> Build a slack line park	<input type="checkbox"/> Build an indoor playground
<input type="checkbox"/> Build an outdoor ice rink	<input type="checkbox"/> Create an obstacle Course
<input type="checkbox"/> Create more mountain bike and hiking trails	<input type="checkbox"/> Other: _____

**10. What additional amenities would you like to see available at the City's park and recreation facilities in the future? Check up to three (3) of the following:**

<input type="checkbox"/> Shade trees	<input type="checkbox"/> Shelters at dog parks
<input type="checkbox"/> Playgrounds	<input type="checkbox"/> Drinking fountains
<input type="checkbox"/> ADA accessible amenities	<input type="checkbox"/> Restroom facilities
<input type="checkbox"/> Picnic tables	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Shelters	<input type="checkbox"/> Bike racks
<input type="checkbox"/> Other: _____	

**11. The city will soon be expanding the recreation path system to serve McGuigan Ranch, Top Shelf, and the Reserve neighborhoods. What route do you think the next priority should be for recreational paths or trails?**

<input type="checkbox"/> East along Colorado Blvd.	<input type="checkbox"/> Heritage Park to Exit 14
<input type="checkbox"/> Exit 14 to Exit 19	<input type="checkbox"/> Evans Park to Creekside School
<input type="checkbox"/> Mountain Shadows to Colorado Boulevard	<input type="checkbox"/> Other options: _____

**12. Is there anything that prevents you from using the City's park and recreation facilities more often? Check all that apply.**

<input type="checkbox"/> Familiarity with what is available	<input type="checkbox"/> Prefer parks in other communities
<input type="checkbox"/> Location	<input type="checkbox"/> Weather
<input type="checkbox"/> Quality of Parks/Facilities	<input type="checkbox"/> Too busy
<input type="checkbox"/> Crowds	<input type="checkbox"/> Not interested
<input type="checkbox"/> Parking	<input type="checkbox"/> N/A
<input type="checkbox"/> Safety	<input type="checkbox"/> ADA accessibility
<input type="checkbox"/> Other: _____	

**13. How often do you normally utilize the Spearfish Recreation & Aquatics Center?**

<input type="checkbox"/> Once or more per Day
<input type="checkbox"/> A few times per Week
<input type="checkbox"/> A few times per Month
<input type="checkbox"/> A few times per Year
<input type="checkbox"/> Rarely or Never
<input type="checkbox"/> Not Applicable

**14. Are you a current member of the Spearfish Recreation & Aquatics Center?**

<input type="checkbox"/> Yes
<input type="checkbox"/> No

**15. Which of the following activities have you participated in at Spearfish's Recreation & Aquatics Center in the past 12 months? Check all that apply.**

<input type="checkbox"/> Indoor gym space	<input type="checkbox"/> Adult recreation league
<input type="checkbox"/> Cardio or weight equipment	<input type="checkbox"/> Sports tournament
<input type="checkbox"/> Group fitness classes	<input type="checkbox"/> Multi-purpose room
<input type="checkbox"/> Pickleball	<input type="checkbox"/> Classes/learning opportunities
<input type="checkbox"/> Swimming	<input type="checkbox"/> None of the above
<input type="checkbox"/> Youth programs	<input type="checkbox"/> Other: _____

**16. What would you most like the Spearfish Recreation and Aquatic Center to focus their efforts on in the future? Check up to Three (3) of the following:**

<input type="checkbox"/> Family events	<input type="checkbox"/> Adult league sports
<input type="checkbox"/> Preschool/toddler programs	<input type="checkbox"/> Youth league sports
<input type="checkbox"/> Events for senior citizens	<input type="checkbox"/> Sports camps/clinics
<input type="checkbox"/> Community events/parades	<input type="checkbox"/> Seasonal/holiday events
<input type="checkbox"/> After-school/early release programs	<input type="checkbox"/> Arts and crafts events
<input type="checkbox"/> Expanding group fitness offerings	<input type="checkbox"/> Other: _____

17. If you are a member of or have used the Spearfish Recreation & Aquatics Center, please rate the following:

	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Sure
Quality of Amenities ( <i>i.e. equipment, courts, pool, gym, locker rooms</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variety of Amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of Amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condition of Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanliness/Upkeep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Locker Rooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hours of Operation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Please provide any comments you may have about the ratings you provided in the above question, particularly any areas that you rated as Needs Improvement.

19. If you are not a current member or regular user of the Spearfish Recreation & Aquatics Center, please indicate why. Check all that apply.

<input type="checkbox"/> Cost of membership/day pass	<input type="checkbox"/> Need more youth programs offered
<input type="checkbox"/> Not familiar with what is offered	<input type="checkbox"/> Aquatic facilities need to be improved
<input type="checkbox"/> Hours of operation	<input type="checkbox"/> I belong to a different recreation facility
<input type="checkbox"/> Location	<input type="checkbox"/> I do other types of activities for physical fitness
<input type="checkbox"/> Lack of group fitness classes	<input type="checkbox"/> None of the above (not interested)
<input type="checkbox"/> Quality of equipment	<input type="checkbox"/> Not sure
<input type="checkbox"/> Not enough equipment available	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Need more adult recreation leagues	

20. Please provide comments on the boxes you checked and how the City of Spearfish can better meet your needs.

**21. What would encourage you to become a member of or retain your membership to the Spearfish Recreation & Aquatics Center? Check up to three (3) of the following:**

<input type="checkbox"/> Reduced cost of membership/day passes	<input type="checkbox"/> More programs for children
<input type="checkbox"/> Different or longer hours of operation	<input type="checkbox"/> More programs for senior citizens
<input type="checkbox"/> More non-fitness offerings (arts & crafts, drive-in movies, etc.)	<input type="checkbox"/> Group fitness package included with all memberships
<input type="checkbox"/> Additional equipment	<input type="checkbox"/> More community-based events
<input type="checkbox"/> More family events	<input type="checkbox"/> More seasonal/holiday programming
<input type="checkbox"/> More group fitness classes	<input type="checkbox"/> None of the above (not interested)
<input type="checkbox"/> Water Park discounts for members	<input type="checkbox"/> Day passes for group fitness classes
<input type="checkbox"/> Hourly childcare	<input type="checkbox"/> Other _____

**22. Please share any additional comments you may have that would assist the Spearfish Parks, Recreation, & Forest Department in improving its park and recreation facilities and programming in the future.**

**23. Please indicate the ages of all residents living in your household. Check all that apply.**

<input type="checkbox"/> Preschool (5 and under)
<input type="checkbox"/> School Age (6 to 17)
<input type="checkbox"/> Adult (18+)
<input type="checkbox"/> Senior (55+)
<input type="checkbox"/> Prefer not to respond

**24. Please mark the approximate location of your home. Check only one (1).**

<input type="checkbox"/> Northwest Spearfish (ex: Reserve, McGuigan, Hillsvie – including Upper and Lower Valley)
<input type="checkbox"/> Central Spearfish (ex: Downtown, Black Hills State University, Evans Lane, Creekside..)
<input type="checkbox"/> East Spearfish (ex: Sandstone, Countryside, Woodlands)
<input type="checkbox"/> Southeast Spearfish (Green Acres, Maitland, Mountain Shadows)
<input type="checkbox"/> Lawrence County – beyond 3 miles from Spearfish
<input type="checkbox"/> Not a resident of Lawrence County
<input type="checkbox"/> Prefer Not to Respond

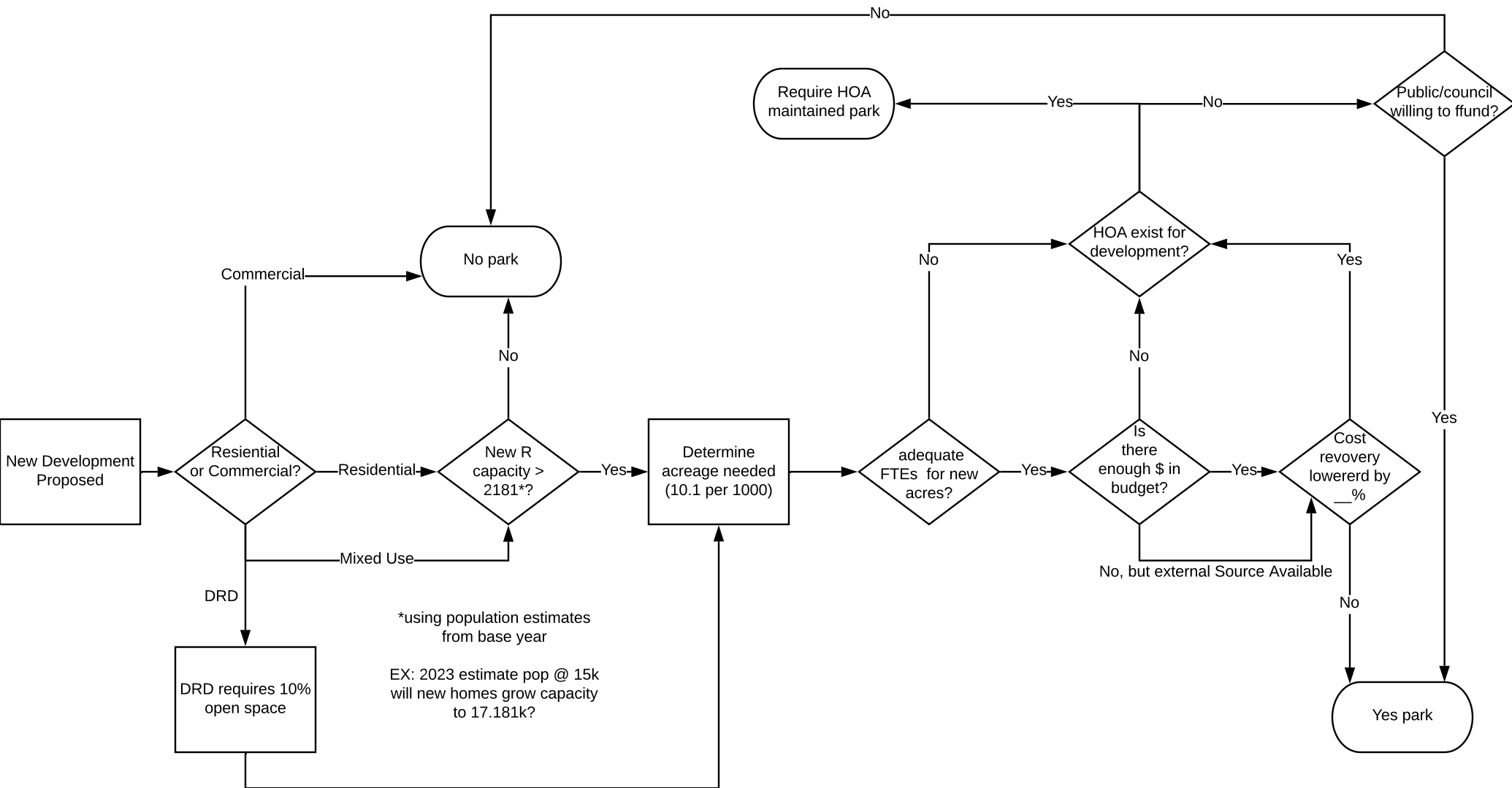
**25. Name and contact information (optional)**

If you would like your name to be entered into a drawing for a free one-year Spearfish Recreation and Aquatics Center membership, please provide the following information:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_



New Development Proposed

Residential or Commercial?

DRD requires 10% open space

New R capacity > 2181\*?

Determine acreaage needed (10.1 per 1000)

adequate FTEs for new acres?

Is there enough \$ in budget?

Cost revoverd lowererd by \_\_\_%

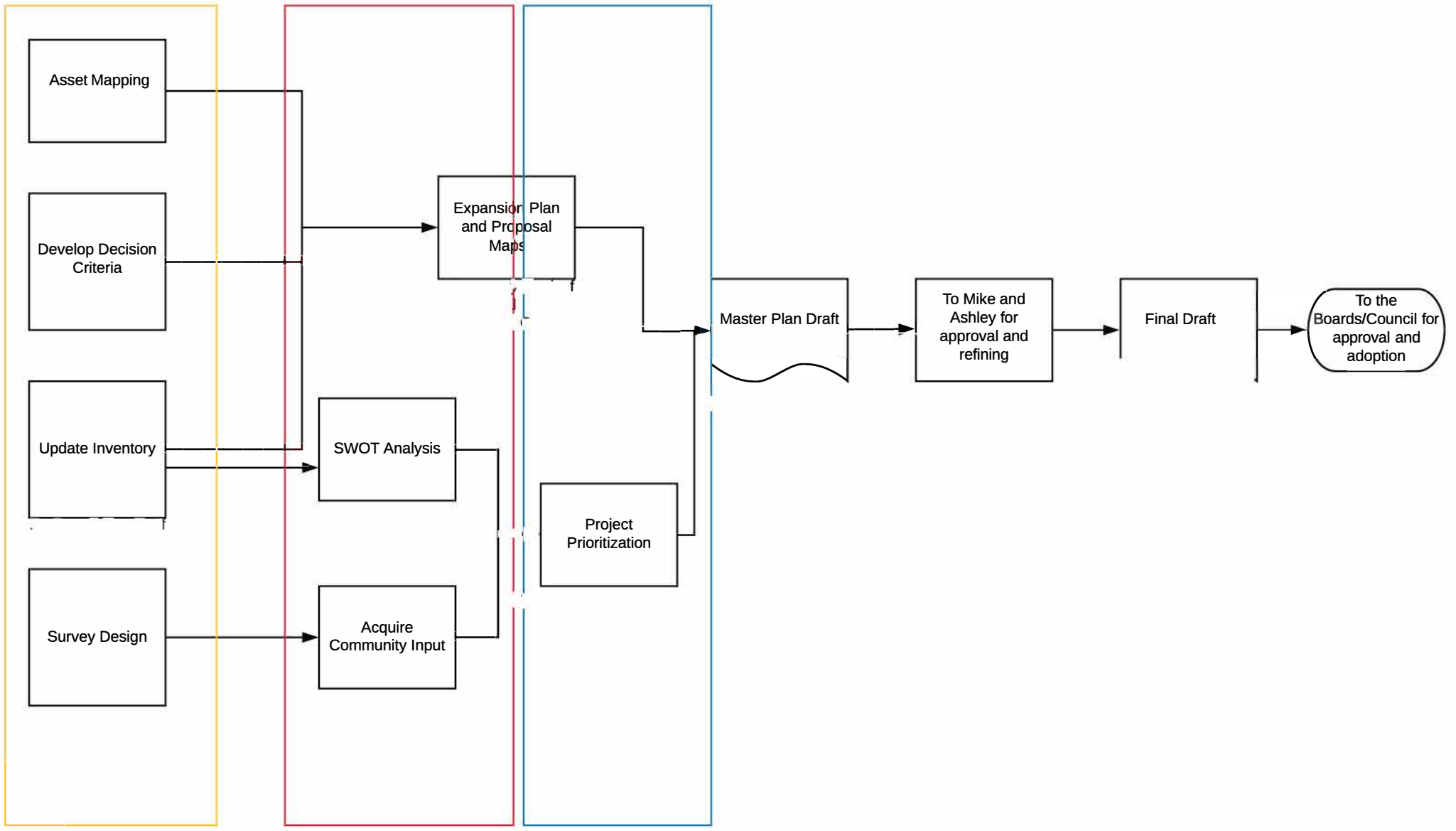
Yes park

Require HOA maintained park

Public/council willing to ffund?

No park





# **REQUEST FOR PROPOSALS**

Issued by

**CITY OF SPEARFISH**

**Childcare Solution**

June 15, 2020

## 1. OVERVIEW

### a. Purpose

The City of Spearfish (“City” or “Spearfish”) is requesting proposals from qualified, state-licensed childcare providers to provide childcare services within the Spearfish Rec and Aquatics Center (SRAC). The City recognizes the great need for childcare within the community and that the City has an ideal space to provide that service. The City envisions a partnership with a provider who will offer an enriching curriculum, and a safe and secure environment where the children are able to engage in activities that develop their social, emotional, physical, and intellectual needs.

The City wishes for five childcare spaces to be reserved for hourly care services for SRAC patrons.

This Request for Proposals (RFP) endeavors to identify qualified entities with the proven ability to meet the City’s vision. The City may interview the top qualifying providers and seek additional information regarding their proposed ideas, approach, business terms, and proposed business relationship with the City. Based thereon, an entity may be chosen to enter into an agreement.

Proposers are encouraged to think creatively and strategically about how best to approach meeting the City’s vision and provide additional information as desired. Except as otherwise required by law, proposals received will not be shared with any other respondents before beginning negotiations with the selected candidate and to the extent legally allowed, will be kept confidential.

### b. Background

During the COVID-19 pandemic, the City saw the need to provide childcare services to essential employees of our community. The City soon realized that the need for childcare was not limited to the time of the pandemic, but a great need exists throughout the community on a normal basis.

The SRAC is an excellent facility to host childcare services. The facility has adequate restroom facilities, a full fire sprinkler system, several rooms with restrooms and sinks, a kitchen area, a large outdoor play area, and many opportunities for expansion and use of other rooms within the facility.

### c. Instructions

**All proposals are due by 4:00 p.m. on Thursday, July 2, 2020. Late proposals will not be accepted. Proposals must be addressed to Tyler Ehnes, Parks and Recreation Director via hard copy to the Finance Office in City Hall at 625 N. Fifth St, Spearfish, SD 57783.** The proposal must be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer. It is the proposer's sole responsibility to ensure that their proposal is received before the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline. This RFP is not a formal request for bids, or an offer by the City to contract with any organization(s) responding to this RFP. The City reserves the rights to reject any and all proposals, amend this RFP as necessary, contract with any organization responding to this RFP for all or portions of the services requested, reject any proposal as non-responsive, seek proposals from, or contract with, any organization not participating in this process, and not contract with any organization for the services requested. The City makes no representation that participation in the RFP process will lead to the award of a contract or any consideration whatsoever. All materials submitted to the City in response to this RFP shall remain the property of the City and may be subject to public review as required by law. The City will not be responsible for the costs of preparing any proposal in response to the RFP. Nothing in

this RFP shall be construed to create any legal obligation on the part of the City or any Proposers. The City reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part at any stage. In no event shall the City be liable to proposers for any costs or damages incurred in connection with the RFP process, including but not limited to any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No proposer shall be entitled to any repayment from the City for any costs, expenses, or fees related to this RFP. Proposers may also withdraw their interest in the RFP, in writing, at any point in time. It is understood that any proposer acting as an individual, partnership, corporation, or other legal entity, is State and Federally licensed and otherwise certified in accordance with all State and Federal requirements that may apply. The proposer shall be financially solvent and each of its members, if a joint venture, its employees, agents, or sub-contractors shall be competent to perform the services under this RFP. This project will comply with all codes, standards, regulations, and rules that are administered by Federal agencies, State agencies, and any other local regulations and standards.

FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS RFP, INCLUDING FAILURE OF A PROPOSAL IN RESPONSE TO THIS RFP TO BE RECEIVED BY THE DEADLINE NOTED ABOVE, MAY RESULT IN DISQUALIFICATION OR REJECTION OF THE PROPOSAL.

**d. Evaluation and Assumptions.**

When drafting a proposal, providers should assume the SRAC will be a fully licensed childcare facility. The City will assist with the maintenance and cleaning of the facility. The provider should assume that only the hourly care room and the party room will be available for childcare services. These two rooms will accommodate approximately fifty (50) children.

At a minimum, the successful proposal will

1. Outline a business plan (based on the below requirements) that will create a successful partnership with the City and provide a valuable community asset.
2. Describe a feasible financial plan for the next three (3) years.
3. Communicate how the provider will provide safe childcare services while meeting all federal, state, and local regulations.
4. Explain how the space at the SRAC will be utilized and how the provider plans to integrate childcare services into the normal operations of a recreation center.

**e. Schedule and RFP Contact**

This RFP is issued on June 15, 2020. Proposals are due July 2, 2020 at 4:00 P.M. City staff will review the proposals and make a recommendation to the City Council on July 13, 2020. The successful proposer will be notified following that meeting. The City will then draft an agreement and negotiate terms with the successful childcare provider. Once the childcare provider has signed the agreement, the City will present it to the City Council for its approval.

The RFP and all supporting materials, including any questions about the information contained in the RFP, any addenda that may be issued or to set up a tour of the facility can be requested by contacting

Tyler Ehnes  
Park and Rec Director  
625 N. Fifth St.  
Spearfish, SD 57783  
[tyler.ehnes@cityofspearfish.com](mailto:tyler.ehnes@cityofspearfish.com)  
(605)-717-1189

## 2. SUBMISSION REQUIREMENTS

Proposers must submit a signed and sealed proposal containing the information requested below. The sealed envelope containing the proposal must be marked "Proposal for Childcare Services" and contain the provider's name. **Proposals must be delivered to the Finance Office in City Hall no later than July 2, 2020 at 4:00 P.M.** Proposals submitted by fax, email, or other electronic means will not be accepted or acknowledged. Proposals must be addressed to

Tyler Ehnes  
Park and Recreation Director  
625 N. Fifth St.  
Spearfish, SD 57783

### a. Contents of Proposal

The City reserves the right to waive the requirement for the proposal to include any of the elements listed below.

#### 1. Proposer information.

- a. Describe the entity submitting the proposal, which must be the same legal entity that will carry out the childcare agreement.
- b. Name, title, street address, phone number, and email address of the proposer's point of contact for the proposal and the person authorized to sign binding commitments for the proposer.
- c. Number of years the entity has been in business.
- d. Describe your organization's experience in operating child care centers.
- e. Describe the expertise and experience of the professionals who would be assigned to work with the City, particularly the individual(s) who would be the City's primary day-to-day contact(s).

#### 2. Childcare plan. Describe your organization's plan for operating the childcare center in accordance with the City's vision.

- a. Hours of operation
- b. Staffing
- c. Curriculum information
- d. Nutrition
- e. Maintenance plan
- f. Security and safety
  - i. Cleaning
  - ii. Physical access security

- g. City employee's childcare needs
- h. Hourly care needs
- i. Facility improvement plan (cost share, provider cost, City cost)
- j. Outdoor play space ideas

### 3. Financial information.

- a. Provide a project pro forma at a minimum of three operating years showing gross potential income, expenses, net operating income, and annual debt service if debt financing is used.
  - b. Vision for the relationship between the City and provider
    - i. Contractual relationship
    - ii. Tenant/landlord or partners or other arrangements.
  - b. Financial proposal
    - i. What the provider proposes to lease the space for.
    - ii. Profit-sharing if any.
    - iii. Other financial partnership options.
  - c. Describe the proposed financing including any financing entity with a letter of interest from the financing entity and the loan amount, rate, and terms.
  - d. Describe the financial stability of the organization including audited financial statements for the preceding three fiscal years for all entities involved.
4. Describe how your organization will help ensure that the facility complies with all licensing requirements for the type of program you plan to operate.
  5. Describe your model for childcare services.
  6. Describe your plans to ensure that the childcare program will be high quality, beyond the minimum health and safety requirements for state licensing.
  7. Provide at least three (3) letters of recommendation from parents of children you currently care for and one (1) letter of recommendation from your current lessor (if applicable).
  8. Describe any litigation or other like proceedings against your organization or any of its professionals, whether current or pending, during the past five (5) years.
  9. Describe the status and nature of any bankruptcy that the organization has been involved in during the past five (5) years.
  10. Provide verification of childcare licensing.

### 3. SELECTION PROCESS

The City of Spearfish is committed to a fair and transparent process for the selection of a childcare provider. This RFP is issued to find the provider who best meets the objectives of this project. The City reserves the right to modify the process in its sole discretion upon notice to all affected providers.

City staff will comprise a selection committee that will review and rate each proposal. The selection committee may conduct interviews of providers who have submitted proposals.

The selection committee will rank the proposals based on the Evaluation Criteria outlined below. The selection committee may provide all providers who submitted a proposal with a written list of required clarifications or modifications. Providers must respond in writing, within the time provided, and with the required clarifications, modifications, and adjustments to their proposals.

**a. Evaluation Criteria**

The following criteria will be used to evaluate the proposals

1. Quality and viability of the proposal in the context of this RFP
2. The proposal's conformance with the City's vision for childcare.
3. Consistency with Spearfish City Ordinances, state laws, and other referenced documents
4. Reasonable and realistic business plan.
5. The financial benefit to the City.
6. Qualifications and experience of the childcare provider and staff.
7. Experience with similar operations.
8. Experience working with other partner agencies (governments, non-profit organizations, etc)
9. The success of past operations and the results of reference checks
10. Viability of the proposal
11. Risk to the City
12. Safety record and history with the Department of Social Services

\*After proposals have been reviewed, the City may request additional information or an interview.\*