



Request for Information

Operation of the Lynden Recreation Center (Formerly the Whatcom Family YMCA in Lynden)

Purpose:

The City of Lynden is seeking information from individuals or organizations interested in operating the Lynden Recreation Center at 100 Drayton St. Lynden. The facility is owned and maintained by the City of Lynden. The Whatcom Family YMCA operated the facility until recently, but that agency closed it in March due to the COVID-19 pandemic. The YMCA has indicated that it may allow its annual lease to expire on December 31, 2020, thus necessitating the City to identify a successor to operate the facility when it is possible to safely do so.

Request For Information (RFI) defined:

It is the City's intent in issuing this Request for Information (RFI) to determine whether there are enough interested and qualified applicants for a possible future competitive process. Responses to this RFI are non-binding and are used only to gather information. This is considered to be a market research tool that will assist in the development of a Request for Proposal (RFP) should one be issued at a later date.

It is not the intent of the City to award a contract as a result of this RFI. If response indicates sufficient interest from qualified individuals/agencies, the City may issue a formal Request for Proposal (RFP) for these services. If an RFP is issued, then all individuals and agencies that respond to this RFI will be added to the source list and formally invited to propose.

However, in the event that the responses to this RFI indicate little or no interest, the City reserves the right to pursue a competitive negotiation process or consider an unsolicited proposal without issuing a formal Request for Proposal (RFP) if it is in the best interest of the City.

Respondents:

Contractors should have experience running recreation facilities (including private gyms). The City welcomes proposals from individuals or groups of individuals who may wish to form partnerships, Limited Liability Companies (LLCs) non-profits or other relationships to submit proposals to operate the facility, even if those partnerships are not in place at the time of submittal.

Background and Scope of Services:

The facility is 23,767 square feet in size with 18,055 on the first floor and 5,712 on the second. When the facility closed in March because of the COVID-19 pandemic, there were some 900 members, about 600 of whom had third-party insurance (Medicare and Medicaid) that paid for their membership.

Until recently, a wide array of health, safety, and wellness activities, took place in this facility. It includes a five-lane swimming pool; 2 handball courts; a weight room; spaces for facilitated health and wellness classes; men's and women's locker rooms and welcoming area. In addition to competitive swimming events, the pool is used for recreational swimming, aqua aerobics and swimming safety classes. Seniors made up a significant part of the membership and were frequent users of its programs.

The City wishes to restart all pre-COVID programs when it is safe to do so but understands the timing will depend on factors associated with the COVID pandemic. At present, the City assumes a target date for reopening in the first quarter of 2021. The City urges individuals or agencies responding to this RFI to consider a phased approach to reopening and identify the order in which various programs would come back online.

City Participation:

The City of Lynden maintains the outside of the building and does not charge "rent". The value of this in-kind rent contribution is estimated at \$120,000 annually. All other costs, including janitorial functions, utilities, insurance, and staff are the responsibility of the operator.

Response Submission:

Responses should be prepared simply while still providing pertinent details of the vendor's ability to meet the requirements specified in this document and as stated below. At a minimum they should include the following information:

1. Company name, address, phone number and e-mail address of the contact person.
2. Short biography of the company.
3. Demonstrable understanding of the scope of services.

4. The Vender's plan for reopening and operating the facility: Due to the lack of clarity around the targeted reopening date, this may be a general vision. But it should include as much specific information as possible regarding:

- A. Days and hours of operation.
- B. Staffing.
- C. Plan for reopening (e.g. phasing)
- D. Type of programming with the demographic it targets.
- E. Proposed rate schedule.

First review of responses is August 31. Responses shall be submitted electronically to martinm@lyndenwa.org. If submitting by e-mail please call 360/255-7109 to confirm receipt of the materials.

Procedural Information:

Individuals or agencies may make inquiries about this RFI to:

Mike Martin
Lynden City Administrator
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Lynden WA 98264
Phone: 360/255-7109
E-mail: martinm@lyndenwa.org