

**REQUEST FOR QUALIFICATIONS
TOWN OF HUNTERSVILLE, NORTH CAROLINA
HUNTERSVILLE FAMILY FITNESS & AQUATIC CENTER**

The Town of Huntersville, North Carolina, seeks Statements of Qualifications and Proposal from interested private sector firms to provide full service management for the Huntersville Family Fitness & Aquatic Center ("HFFA") located at 11725 Verhoeff Drive, Huntersville, NC.

The Facility:

HFFA is a Town of Huntersville facility opened in 2001. The 88,000 square foot facility presently includes full aquatic and fitness activities, and consists of a 50-meter Olympic size pool with a 10 meter diving tower, a 25-meter (warm water) pool, an outdoor family fun pool, a full court gymnasium, a complete fitness center, programs and services for children (preschool, birthday parties, and summer camps) and group exercise studio.

Expectations of Applicant:

A qualified applicant will be expected to be responsible for maintenance of the facilities, to provide scheduling of activities, work with various swim and diving programs, to operate the fitness center and oversee its use, to work with healthcare providers using the facilities for rehabilitation and similar purposes, to recruit and host regional and even national swimming and diving events, to market the facilities for both outside use and increase membership in the facility, and to provide all business and management services to operate the facility. The management group will be expected to fully staff the facility, and all such staff will be employees of the management group and not of the Town of Huntersville.

Submittal Requirements:

The Town of Huntersville invites private sector management firms to submit Proposals for the day to day operations of the Huntersville Family Fitness & Aquatic Center. The proposal shall include:

1. A statement of qualifications which includes:
 - a. A signed cover letter from firm expressing interest in the proposal and certifying that sufficient resources in personnel, experience, successful financial history and management credentials are provided.
 - b. A statement of the firm's philosophy, goals, vision statements and guiding principles.
 - c. Statements of previous work experience related to the expectations set forth above.
 - d. Resumes of professional staff and/or a detailed description of work experience.
 - e. References from clients.
 - f. Any other pertinent information associated with the proposal.
2. A proposed management fee, including all costs associated with the operation of HFFA.
3. A management plan of how HFFA will operate on a daily basis.

Selection Criteria and Process:

It is anticipated that the Town will begin the review of Proposals in mid to late April. Proposals will be evaluated based on the qualifications of the development team, the scope of work, and references. The firm determined to be the most qualified and best able to meet the Town's expectations for managing the HFFA shall be invited to enter into contract negotiations.

Proposals Due:

March 31, 2017

Further Information:

For further information and/or questions regarding the content of this Request for Qualifications, please contact:

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Or visit us online at: <http://www.huntersville.org>