



## **RFP for Sports Complex Feasibility Study at Mexico's Community Park**

# **Request for Proposals for Sports Complex Feasibility Study at Mexico Community Park, Mexico New York 13114**

### **Submittal Deadline: November 15, 2024**

Central New York Regional Planning & Development Board  
126 Salina St, Suite 200  
Syracuse, NY 13202  
[www.cnyrpdb.org](http://www.cnyrpdb.org)  
315-422-8276 x1206  
Released September 20, 2024

## **Request for Proposals for A Sports Complex Feasibility Study at The Town of Mexico Community Park.**

### **Introduction:**

On behalf of the Town of Mexico, the Central New York Regional Planning & Development Board (CNY RPDB) is seeking the services of a qualified consultant team to assist the community in assessing the feasibility and preparing design concepts for a multi-use indoor/outdoor recreation sports complex at an existing community park in the Town of Mexico, NY.

The Mexico Community Park is located at 3058 St. Rt. 104, Mexico, NY 13114 (parcel # 134.00-04-05 – current assessment class is 592- athletic field). The park is 44.38 acres and includes several outdoor soccer, baseball, and general recreation fields along with a playground, and on-site parking facilities. As a major community resource, the existing recreation fields need to be upgraded and there is a desire in the community to develop an indoor sports complex at the park. The purpose of this initiative is to redevelop the park into a modern recreation complex that promotes diverse recreation options, skill development, community gathering, health and wellness, and youth development in the community and serve as an economic resource for the area.

As part of the community discussion regarding this project, it has been suggested that the sports complex include indoor/outdoor multi-use playing fields, bathroom facilities, batting cages, stands for parents and caregivers, and food services. It has also been recommended that the complex includes a track and trail system for waiting parents and community members to utilize and enjoy, outdoor multiuse playing fields and baseball fields, and a dedicated parking area. Sustainable energy efficient elements have also been suggested including solar panels covering parking lots, buildings, and/or baseball dugouts, green roofs, and rain gardens throughout the project. It has also been suggested that consideration be given to reutilizing and/or upgrading the existing playing fields, storage sheds, dugouts, playground, pavilion, and parking that currently exist at the park, along with the consideration of relocating certain facilities to town owned land across Route 104 and adjacent to the town highway garage.

### **Community Background:**

Mexico, New York is a rural community in Oswego County, within the Central New York Region, with a population of approximately 6,499 people. The area has a median household income of \$63,440 and an average household income of \$86,443. The per capita income is \$33,736. The community consists of 3,008 housing units, with 69% being owner-occupied and 15.7% vacant. The median home value is \$161,656, and the average home value is \$190,246. Average temperatures in Mexico, NY vary from 80 degrees (F) during summer months to 30 degrees (F) during the winter months with unpredictable weather patterns in between, increasing the need for a stable indoor mixed-use facility that will assist in building the Mexico economy.



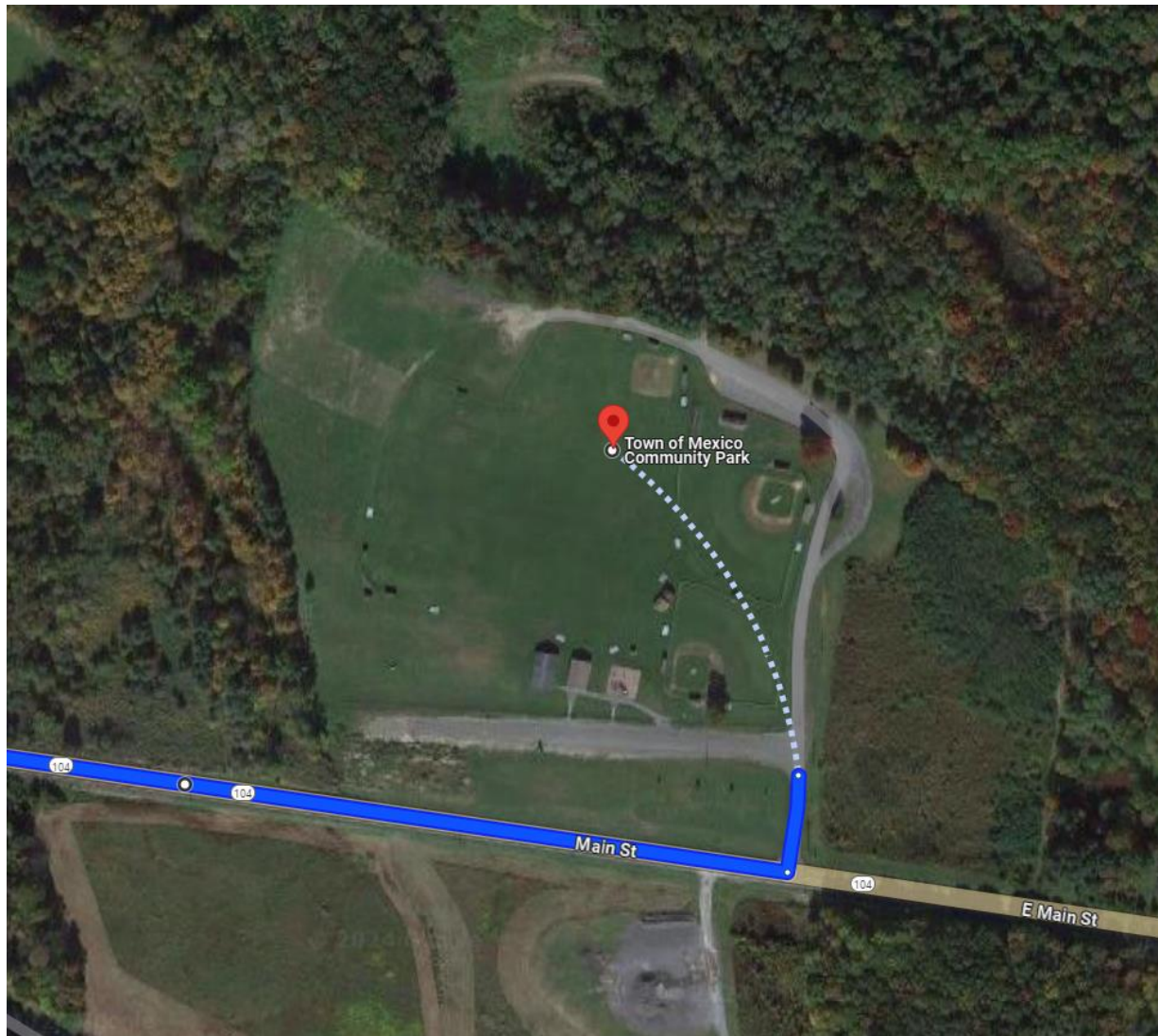
Community members have expressed a strong interest in developing an exceptional plan for the area that will provide economic opportunity and enhance public access to community and sporting facilities. The need for the community to have more active options for children, adolescents, and adults closer to home were highlighted in the community survey through the Comprehensive Plan Update that is currently underway and expected to be completed in December of 2025. Sustainable energy efficient elements, keeping within the rural atmosphere of the place, and building the economy through economic opportunity were highlighted as important goals by the community.

The closest indoor facilities to the town and village of Mexico are approximately a 50-minute drive to CNY Family Sport Centre in Syracuse, NY, a 40-minute drive to Syracuse Sports Association, in Liverpool, NY, and a 37-minute drive to Sport Center 481 in Syracuse, NY. There are other facilities in the counties of Oswego and Onondaga, however they are limited in sporting choice, user, season, and space.

The Mexico High School is located 1.3 miles west of the Mexico Community Park which hosts a football field, baseball field, tennis courts, and basketball court in their outside facility that are limited to the outside public. A sporting complex is expected to support the students and their families in their recreation goals outside of school time, during “off-season” and in unfriendly environmental conditions as well as cut emissions costs for families having to drive the extra distance, particularly in unsafe weather conditions, to the Syracuse area to support their children’s, extracurricular needs. The complex will also support the adult community in their own recreational needs and opportunities as none currently exist within Mexico, New York. Additionally, the complex

will serve to bring in neighboring communities particularly located North and East of Mexico where services are increasingly limited.

Little league recreation currently utilizes the fields at the Mexico Community Park for little league and recreational soccer and baseball. It also, in its current form, is used as a gathering space for events or picnics under the pavilion, with an elementary aged playground close to the parking lot.



## **Scope of Work:**

The selected contractor will be expected to work closely with the CNY Regional Planning & Development Board (CNY RPDB), and the Town of Mexico throughout the project to ensure successful completion of the project tasks on-time and within budget. The scope of work includes:

1. Complete an evaluation of the current conditions and redevelopment potential of the site.
2. Present information on a range of community-based sport complexes successfully operating in Upstate New York and throughout the country
3. Based on the site evaluation and market assessment, prepare a plan outlining the programming options for the site
4. Develop a conceptual design for all outdoor and indoor facilities at the proposed sports complex.
5. Estimate the capital and operational costs of the complex.
6. Identify potential funding sources and revenue opportunities.
7. Develop a formal implementation strategy and timeline for completion of the projects implementation plan.

## **Submittals:**

Proposals should contain, but are not necessarily limited to, the following items:

1. **Management summary.** Provide a cover letter indicating the underlying philosophy of the individual or firm in providing the service; the name and address of the person or persons to contact, and the name of the person authorized to represent the individual or firm. The letter must be signed by the person authorized to bind the individual or firm to all commitments made in the proposal.
2. **Proposal.** The proposer shall describe how the scope of work requirements will be undertaken for this project. The methodology shall be described in sufficient detail to demonstrate the proposer's familiarity with this type of project. It shall also include a proposed schedule to undertake the work items, together with an indication of major project milestones. This section should describe an overall approach to include any special considerations that may be envisioned. Proposers are encouraged to think creatively and bring their unique perspective to the project.
3. **Individual/Firm education, experience and capacity.** All respondents shall provide profiles and resumes of the staff potentially to be assigned to the project, including subcontractors if any, references, illustrative examples of similar work performed, and any other information that clearly demonstrates the respondent's expertise in the areas of the RFP. Please provide three references for similar projects within the last five years.
4. **MWBE Certification status and policy.** Provide information regarding any current MWBE certification status, including identification, as well as equal opportunity employment policy.
5. **Additional data.** Provide any additional information that will aid in evaluation of the response.
6. **Cost data.** Estimate the cost of the services provided by itemized tasks as possible. Identify all non-labor costs and their estimated totals including a detailed listing for any direct costs. Costs must be broken out by project Phases I, II, III, and IV, as indicated in the body of this RFP and below:

**Cost of PHASE I – Programming**

**Cost of Phase II - Schematic Design**

**Cost of PHASE III - Design Development**

## **Cost of PHASE IV – Capital and Operating Cost**

## **Cost of PHASE V - Financing, Implementation Strategy, and Management Plan**

### **Timeline**

Public Notice Issued:	October 16, 2024
Submittal Deadline:	November 15, 2024
Review of Proposals:	December 31, 2024
Award of Proposal:	January 31, 2025
Project completion:	December 31, 2025

### **Submission Information**

Two hard copies and an electronic copy of proposals may be delivered to Allison Perry (contact information listed below) with **“Sports Complex Feasibility Study at Mexico Community Park” Submittal Deadline: November 15, 2024**” listed in the subject line. Please mail proposal submissions in a sealed envelope bearing the caption on the envelope, **“Sports Complex Feasibility Study at Mexico Community Park” Submittal Deadline: November 15, 2024**”

### **The envelope should be delivered to:**

*Central New York Regional Planning & Development Board  
126 N. Salina Street, Suite 200  
Syracuse, NY 13202*

*Attn: Allison Perry, Program Manager Community Development and Comprehensive Planning*

315-422-8276 ext. 1206 [aperry@cnyrpdb.org](mailto:aperry@cnyrpdb.org)

### **Additional Submittal Information**

The CNY RPDB will not reimburse for any expenses incurred in preparing and submitting a proposal.

### **Selection Process:**

Evaluation of the responses will be based on the following criteria:

1. Qualifications, education and experience of the individual, the firm, and assigned staff members
2. Understanding of the project and objectives
3. Methodology used to develop project partner consensus building and plan and design development
4. Successful completion of similar projects
5. Availability of personnel and whatever else is necessary for achieving the goals
6. Fee Schedule
7. Other qualifications as necessary to achieve the goals described or included by reference in the solicitation

Proposals will be screened and the top candidates will be selected by an evaluation committee. The committee may request additional information for clarification to clearly evaluate proposals.

**Reservations:**

The CNY RPDB reserves the right to reject any and/or all proposals received and to waive irregularities or informalities in any of the proposals. The CNY RPDB may request any respondent to clarify its response or to supply additional material deemed necessary to assist in the selection. The CNY RPDB may modify or otherwise alter any or all of the requirements herein. In the event of any modification, all respondents will be given an equal opportunity to modify their response in the specific area impacted.

**Additional Information:**

For further information regarding the Request for Proposals, contact: *Allison Perry at 315-422-8276 ext. 1206.*