



Request for Proposals (RFP)

Feasibility Study for Indoor Sports Complex

Issued by: City of West Plains, Missouri Parks and Recreation Department

Issue Date: August 29, 2025

1. Introduction & Background

The City of West Plains, Missouri Parks and Recreation Department is seeking proposals from qualified consulting firms to conduct a comprehensive feasibility study for the development of a new Indoor Sports Complex.

The City aims to expand recreational opportunities for residents while attracting regional events and tournaments. The envisioned complex would serve local programs, host competitive events, and create opportunities for tourism and economic growth.

This study should also assess the potential economic and tourism impact of such a facility, including visitor spending, local business growth, and long-term financial sustainability.

2. Current Facilities

The City currently operates:

- **Jimmie Carroll Sports Complex:** 2 full-court indoor basketball gyms, hosting all basketball and volleyball tournaments and leagues. These courts are also striped to accommodate up to 6 indoor pickleball courts.
- **Baseball/Softball Fields:** 4 youth fields and 2 adult fields.
- **Pickleball Courts:** 2 dedicated outdoor courts, plus 6 temporary courts striped on the indoor basketball courts in the Sports Complex.
- **Other Amenities:** There are no indoor walking/running track, weight room, dedicated indoor pickleball courts, racquetball courts, or similar facilities.

3. Current Staffing

The Parks and Recreation Department currently employs 8 staff members, including 7 full-time and one part-time employee:

- **Parks Manager (1)**
- **Crew Lead (Parks): (3)**
 - Equipment Operator
 - Part-Time Janitorial
- **Recreation Lead: (3)**
 - 2 Recreation Assistants
- **Maintenance (1)**

Additional staffing would likely be required to operate a larger indoor sports complex.

4. Project Goals

The feasibility study should determine:

1. Community and regional demand for additional indoor recreational facilities.
 2. Optimal mix of amenities for an indoor sports complex, including but not limited to:
 - Basketball/volleyball courts
 - Indoor dedicated pickleball courts
 - Walking/running track
 - Weight/fitness areas
 - Racquetball or multipurpose courts
 - Meeting rooms, concessions, and spectator seating
 3. Operational and staffing requirements.
 4. Construction and operational cost estimates.
 5. Potential economic impact and tourism benefits for West Plains.
 6. Optional add-on analysis: feasibility of an outdoor wagon-wheel–style baseball/softball complex with up to 5 youth fields.
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5. Scope of Work

The selected consultant shall provide:

1. **Market & Needs Assessment**
 - Analyze demographic and sports participation trends.

- Identify gaps in existing recreational facilities.
 - 2. **Facility Program & Conceptual Design**
 - Provide multiple conceptual designs with size, layout, and amenities.
 - Include phasing and expansion possibilities.
 - Assess site accessibility, parking, and support facilities.
 - 3. **Operational & Financial Analysis**
 - Capital cost estimates for construction and equipment.
 - Operating budget, staffing, and maintenance projections.
 - Revenue opportunities and funding strategies (public/private partnerships, grants, sponsorships).
 - 4. **Economic & Tourism Impact Analysis**
 - Project visitor numbers and event hosting potential.
 - Evaluate local business, hotel, and restaurant impact.
 - Estimate job creation, tax revenue, and other economic benefits.
 - 5. **Optional Add-On: Youth Baseball/Softball Complex**
 - Evaluate feasibility of 5 youth fields in a wagon-wheel configuration.
 - Include layout, amenities, operational and staffing needs, and economic impact.
 - 6. **Final Deliverables**
 - Draft feasibility report for review.
 - Final report incorporating feedback.
 - Presentation to City officials and stakeholders.
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6. Proposal Requirements

Proposals must include:

- Firm profile and relevant experience.
 - Project team qualifications and roles.
 - Detailed methodology and work plan.
 - Timeline with milestones.
 - Examples of similar completed projects.
 - References (minimum of 3).
 - Detailed cost proposal (including optional wagon-wheel field analysis).
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7. Evaluation Criteria

Proposals will be evaluated on:

- Relevant experience and qualifications
- Proposed methodology and understanding of community needs
- Demonstrated knowledge of sports facility operations and regional impact

- Cost effectiveness and value
 - References and past performance
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8. Tentative Timeline

- **RFP Issued:** August 29, 2025
 - **Questions Due:** September 24, 2025
 - **Proposals Due:** October 1, 2025
 - **Consultant Selection:** October 10, 2025
 - **Project Kickoff:** November 3, 2025
 - **Final Report Due:** February 13, 2025
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10. Rights Reserved

The City of West Plains reserves the right to:

- Reject any or all proposals.
- Request clarification of proposals.
- Negotiate scope and fees with the selected consultant.
- Cancel this RFP at any time.

Questions should be submitted to Parks Manager Mike Davis at mike.davis@westplains.gov