



City Responses to Vendor Questions

ISSUED FEBRUARY 2016

RFP # 2016-611-6220-01

ALL PROPOSALS MUST BE SUBMITTED TO:

**ARTS, RECREATION & COMMUNITY SERVICES
CITY OF WALNUT CREEK
1666 NORTH MAIN STREET
WALNUT CREEK, CA 94596**

**Attn: Carolyn Jackson, Community Relations Manager
jackson@walnut-creek.org**

DEADLINE: February 23, 2016, 4:00 PM (PST)

**RESPONSES WILL BE CONSIDERED FOR AWARD BY THE CITY OF WALNUT CREEK WITH ALL PROPOSALS FIRM FOR
180 DAYS FOLLOWING THE OPENING THEREOF.**

1. Are there any meetings or conference calls related to the RFP?

After the City selects top rated vendors, those vendors will be requested to perform a Proof of Capabilities demonstration. See section 1.5 RFP Schedule of Events for more information. There are not any specified meetings or conference calls before top rated vendors are selected to move on to the next round.

2. What is your last fiscal year revenue?

The City's fiscal year runs July 1 to June 30.

Total earned revenue, for the most recently completed year (FY2015: July 1, 2014 to June 30, 2015), for ARCS department programs that utilize the recreation management system was \$5.5 million.

Total revenue processed through the Recreation Management System in FY2015 was \$5,288,859. Breakdowns of revenue by source (class registrations, facility rentals and memberships) can be found in RFP section 2.3 Current Level of Use.

3. What is the revenue broken down by facility?

Program registration revenue is not accounted for per facility, but rather on a program wide basis as each program utilizes spaces in a variety of facilities. Rental revenue for calendar year 2015 is shown below broken down by facility.

Facility	Rental Count	Revenue
Arbolado Park	641	\$24,699
Castle Rock Sports Fields	749	\$19,914
Civic Park	183	\$20,065
Civic Park Community Center	392	\$99,070
Clarke Swim Center	2944	\$207,556
El Divisadero Park	251	\$8,146
Foothill Community Gym	639	\$199,560
Heather Farm Community Center	299	\$121,855
Heather Farm Park	808	\$90,615
Heather Farm Sports Fields	3362	\$135,235
Larkey Park	188	\$27,040
Larkey Swim Center	177	\$26,536
Rudgear Park	872	\$33,232
Shadelands Art Center	700	\$211,470
Tice Valley Gym	2648	\$359,148
Walden Park	2	\$560
Walnut Creek Intermediary	343	\$59,541
Walnut Creek Library	448	\$36,215

4. What is the revenue broken down by point of sale per facility?

For FY2015 (July 1, 2014 to June 30, 2015), point-of-sale revenues at the following facilities were:

Clarke Swim Center	\$199,002
Heather Farm Community Center	\$140
Larkey Swim Center	\$18,667
Tice Valley Community Gym	\$40,927
POS Total FY15	\$258,737

5. What is the number of active members per facility?

Clarke Swim Center, Larkey Swim Center and Tice Valley Community Gym utilize punch pass memberships. Additional locations operate programs through registration only and/or have membership options that are not directly tied to a single facility.

Activity for punch pass memberships to our facilities FY2015 (July 1, 2014 to June 30, 2015):

Scan Location	Total Scans	Total Individual Clients Scanned
Clarke Swim Center	61,667	1,556
Larkey Swim Center	390	102
Tice Valley Community Gym	66,522	1,775

6. Do you receive any subsidies?

Subsidies from City general funds for Arts and Recreation programs are not allocated or tracked through the Recreation Management System.

However, donations and scholarships are accounted for through the Recreation Management System. Please respond to the Attachment 2 Functional Requirements sections 10.1 and 10.2 with information on the system's ability to accept/track donations and to allocate/track scholarship funds.

7. What is the number of part time and full time staff?

Staffing related to programs that utilize the Recreation Management system is as follows:

Full time regular staff	20
Part time regular staff	10
Part time hourly staff (including seasonal employees)	100 - 120
Instructors	190
Staff users with ability to login to Recreation Management System	130

8. What is the number of active customers?

The number of active customers, defined by the City as account records with transactions on or after 7.1.2014 (representing the current and previous FY), is 14,279 as of 2.8.2016.

9. What is the number of facilities?

The number of facilities, as seen in RFP section 2.3.1, is 62 Complexes, 24 Parent Facilities and 357 Facilities. Examples:

Complex = Heather Farm Park; Parent Facility = Picnic Areas; Facility = Medium Picnic Area 1

Complex = Civic Park Community Center; Facility = Lounge

10. What is the number of parks?

The City operates a total of 14 parks.

11. What is the number of camp sites?

There is one camp site managed by the Open Space Department that is not managed through the Recreation Management System.