



louisville arena authority

RELEASE DATE: April 10, 2025

REQUEST FOR PROPOSALS

To: Potential Providers – Architectural/Engineering Services for Roof Replacement Project

Re: Request for Proposal (“RFP”) – Architectural/Engineering Services for Roof Replacement Project – Louisville Arena Authority, Inc.

This document constitutes a request for proposals by the Louisville Arena Authority (“LAA” or “Arena Authority”) from qualified contractors to provide certain Architectural/Engineering Services, within the KFC Yum! Center.

The RFP Response Due Date is **Friday, April 25, 2025, at 2 pm EST.**

FACILITY INFORMATION

The Louisville Arena Authority is a Kentucky non-stock, non-profit corporation, created for the purpose of overseeing the creation, design, construction, financing, management and operation of the multi-purpose arena built in downtown Louisville, Kentucky. The arena, named the “KFC YUM! Center,” opened in October 2010. The LAA’s all-volunteer Board of Directors is comprised of 10 members appointed by the Governor of the commonwealth of Kentucky and five appointed by the Mayor of Metro Louisville. The LAA was created under the Kentucky not-for-profit corporation statutes and has obtained 26 USC § 501 (c) (3) tax-exempt status. Key background data is provided for some context for the Project.

The KFC YUM! Center is managed and operated by ASM Global, Inc. pursuant to a management agreement dated July 1, 2012, and subsequent addendums. ASM Global is authorized to act as agent for the Louisville Arena Authority in the management of this Request for Proposal with selection of award made by the Louisville Arena Authority Board of Directors.

The KFC YUM! Center, a state-of-the-art multi-purpose arena, is home to the University of Louisville Men’s and Women’s Basketball programs. Additionally, it is designed to accommodate a wide variety of other events including NCAA championships such as wrestling,

gymnastics and volleyball, as well as concerts, family shows, trade shows, private events and conventions.

PROJECT BACKGROUND

INTENT AND SCOPE

The Louisville Arena Authority plans to procure and contract a reroof project of various sections of membrane and standing seam metal roofing at The KFC Yum Center located at One Arena Plaza, Louisville, KY 40202. The owner is seeking an architectural firm to provide limited services for the project that should include adjustment, quality control and final documentation of provided specifications and set of roof drawings for a project manual. These documents will require the seal of approval of a Kentucky licensed A/E professional. The desired base fee for the limited A/E services for this project is less than \$10,000. Additional services such as attending onsite meetings and/or being available for consult during the construction phase of the project will be negotiated for an additional fee basis. Construction Administration is not intended to be provided from the A/E Firm.

GOALS FOR THE ARCHITECT/ENGINEER

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To manage and complete the Design within the defined time schedule, approved budget, and the quality guidelines.
- C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.

REQUIREMENTS OF RESPONDERS

- A. Experience in Reviewing Design of Replacement or New Roof Systems
- B. Professional Liability Insurance
- C. Ability to Provide Experienced Staff

PROJECT SCHEDULE

April 17, 2025 – Deadline for Letter of Intent to Bid sent via email to thamilton@kfcyumcenter.com

April 21, 2025 – Written questions due to by 2 pm EST to thamilton@kfcyumcenter.com

April 22, 2025 – Answers to questions sent to all who have submitted intent to bid

April 25, 2025 – Deadline for RFP Response by 2 pm EST to thamilton@kfcyumcenter.com

May 5, 2025 – Anticipated Award Date

May 9, 2025 – Begin Design

May 30, 2025 – 100% Construction Documents provided for review by Architect

INSTRUCTIONS TO RESPONDERS

A. Preparation of Proposals:

1. The respondent is expected to comply with all specifications, terms, conditions and instructions contained in the Request for Proposals (RFP). Failure to do so will be cause for rejection.
2. The proposal should be prepared simply and economically, providing a straightforward concise description of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. The Owner will not be responsible for any costs incurred by respondent in preparing or presenting the RFP.
3. Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed it will be concluded that the respondent will meet, in every detail, the conditions stipulated in this RFP.

B. Fees:

Total Fee and schedule for this project shall be negotiated at the completion of the selection process. The desired fee for the basic limited services referenced in this RFP is \$10,000 or less. The total fee for any/all services above and beyond the basic fee amount, which includes additional services beyond the referenced basic services, will be negotiated at the time the service is requested. Proposers are asked to provide the hourly rates under which they would propose such additional services, such as responses to Requests for Information and review of submittals and shop drawings by the future contractor.

C. Submission of Proposal:

Proposals shall be sent via email to thamilton@kfcyumcenter.com .

D. Form of Agreement:

The form of agreement to be used shall be the current American Institute of Architects (AIA) Owner and Architect agreement based upon the project delivery method.

Prospective Responders are encouraged to review the Arena Authority's reservation of rights concerning cancelation of this RFP discussed below. This RFP may be canceled or withdrawn at the election of the Arena Authority.

MWBE PARTICIPATION

The LAA has adopted and is firmly committed to implementing its Affirmative Action Policy to promote the utilization of women and minorities in all phases of the project. It is the responsibility of each respondent to become familiar with the LAA's Affirmative Action Policy. All respondents must include in their response an affirmation to conform to the policy and a detailed description of their plan for conformance.

RESPONSE REQUIREMENTS OF RFP

All items below should be included in the response in the same order and in similar format. Include the certification and signature at the end of this section.

Please provide a proposal with a lump-sum price that includes the following:

INTRODUCTION

Note: If more than one firm is involved in a joint venture, a complete response from each firm is required.

A. **Firm Identification:** Please provide the following information about your firm:

- Name
- Address
- City, State ZIP
- Telephone Number
- Principal-In-Charge Contact Name and Email Address, Architect Registration Number
- Designated Contact Name, Architect Registration Number
- Designated Contact's Email Address
- Type of Organization (Sole Proprietorship, Professional Corporation/Association, Corporation, Partnership, Joint Venture*, Other* - If Joint Venture or Other provide details)
- Number of years firm has been in business
- Location of any branch offices

B. **Personnel:**

1. Provide firm organization chart. Include names of all officers.
2. List firm's total number of personnel by discipline.

C. Sub-Consultants:

If outside consultants are utilized to perform any of your A/E services, list firms and the services they will provide on your behalf. See Firm Identification in Section A above.

OVERVIEW

State when the firm was founded, how it is organized, and its operating philosophy.

EXPERIENCE

Provide the following information on completed projects of a comparable nature over the past three (3) years. (Maximum of ten projects)

- *Name of project*
- *Location by city and state*
- *Brief description of the project*
- *Construction cost and year project was completed*
- *Name of owner's representative with address and telephone number*
- *Names and addresses of contractors for project*

PROJECT ORGANIZATION

Provide an organization chart which illustrates the key staff members of your firm and the roles they will perform including the Principal-In-Charge and the Project Manager. Similarly, illustrate your consultant's key staff members and their roles on the project. Identify the contact person to be called by the Owner.

CITE ABILITY TO COMPLETE PROJECTS WITHIN BUDGET AND ON TIME

STATEMENT OF COMPLIANCE OF LOCAL, STATE AND NATIONAL SAFETY REQUIREMENTS PLUS ALL APPLICABLE LOCAL, STATE AND NATIONAL LAWS.

REFERENCES

List not more than ten (10) client references of similar projects. Provide Owner name, contact name, address and telephone number.

SUMMARY STATEMENT

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best qualified for this project.

DOCUMENTS UTILIZED WITH CONTRACT

The following documents will be utilized to execute a contract based upon project delivery method.

- A. AIA Document B101-2017, Standard Form of Agreement Between Owner and Architect

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and may be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Principal-in-Charge: _____

Date: _____

EVALUATION AND SELECTION PROCESS

1. Evaluation

The Louisville Arena Authority’s management and operations firm, ASM Global, will facilitate the review of proposals and provide technical input so that the scoring may be performed. The Arena Authority Board of Directors and its Finance Committee will make the award to the highest-scoring proposal, subject to the right to reject all proposals reserved below.

2. Submitting Questions

Any prospective Responder to this RFP is encouraged to submit any questions they may have no later than by the date above. Send questions to Trevor Hamilton at the KFC Yum! Center at E-mail: thamilton@kfcyumcenter.com.

3. Qualified Responders

The Authority shall review each proposal for compliance with all necessary requirements of this Request for Proposal. Failure to comply with any requirements may disqualify a proposal. Only those Responders who have met the minimum requirements of this RFP may be selected. Any alternative solution proposals submitted must be complete and will be subject to a full and independent evaluation.

4. Evaluation

After receiving all proposals, the Authority shall conduct its evaluation. The Authority, in conjunction with input from ASM’s staff, will score each qualified proposal. Minor irregularities in proposals that are immaterial or inconsequential in nature may be waived wherever it is determined to be in the Arena Authority’s best interest.

5. Final Ranking and Selection

The Arena Authority will award the Contract to the Responder whose proposal are determined to be the most advantageous to the Arena Authority, considering the criteria identified next.

6. Basis of Selection

The evaluation of proposals will be made from the criteria listed below, in order of importance.

Proposal Element	Scoring Percentage	Notes
Price	35 points	The proposal price that is lowest for value of overall price will receive the full 35 points. Any competing proposals will be scored on a scale of comparison between that price and the lowest value for price
Experience	40 points	The proposal’s relevant experience will be scored and receive up to 40 points.
Delivery of Work Timeline	25 points	The proposal’s plan for delivery of scope of work, the earliest installation plan will receive the full 25 points.

MWBE participation – the Response should affirm that the Responder will abide and conform in good faith to the Authority’s MWBE program, or the response will be considered non-conforming.

7. Negotiation and Award of Contract

Interviews and negotiations may be held to promote further understanding of proposal requirements, and to facilitate arrival at a Contract. The LAA reserves the right to accept the best proposal, as submitted, without further conversations or negotiations, and may do so. The Committee will rank each finalist. The Arena Authority and the first ranked finalist shall then negotiate in good faith the terms and conditions of a contract. If such negotiations are unsuccessful, the Arena Authority shall then negotiate with the second ranked finalist. This process will continue until the Arena Authority has reached a satisfactory agreement. The Arena Authority retains the right to reject all proposals at any time during the process. No public submittal opening will be held. All proposals will be treated as closed records until a contract award is made or until all submittals are rejected except as required by law.

8. Reservation of Rights

The LAA reserves the right to amend, modify or withdraw this request; to waive or revise any requirements of this request; to require supplemental statements or information from any responding party; to reject any response submitted; to accept or reject any or all responses received with respect to this request; to extend the deadline for submission of responses; to negotiate or hold discussions with any responding party and to cancel, in whole or in part, this request if the Arena Authority deems it to be in its best interests to do so. The Arena Authority may exercise the foregoing rights at any time without notice and without liability to any responding party or other parties for their expenses incurred in the preparation of responses or otherwise. Responses with respect to this request will be prepared at the sole cost and expense of the responding party. The issuance of this request and the submission of a response and/or the acceptance of such response by the Arena Authority does not obligate the Arena Authority in any manner whatsoever. Legal obligations will only arise upon execution of a formal agreement by the Arena Authority and the selected provider.

PROPOSAL DEADLINE

Proposals must be received via email **by 2:00 PM Eastern Daylight Time on April 18, 2025** to:

Trevor Hamilton
thamilton@kfcyumcenter.com
KFC Yum Center
One Arena Plaza
Louisville, Kentucky 40202

Firms submitting inquiries are advised not to rely on any verbal advice/instruction, and only to rely on written instructions from the Louisville Arena Authority authorized representatives.