



**June 9, 2017**

## **REQUEST FOR PROPOSALS**

**To: Potential Providers – Replacement of existing carpeting with a laminate or engineered wood flooring**

**Re: Request for Proposal (“RFP”) for Flooring Installation/Construction – Louisville Arena Authority, Inc.**

This document constitutes a request for proposals by the Arena Authority (“LAA” or “Arena Authority”) from qualified contractors to provide for the removal of existing carpet and the installation of engineered wood flooring on Suite levels 1 and 2 within the KFC Yum! Center, as well as the east and west corridors outside the suites.

**Please note that additional information concerning the Project is available [and additional information will be added occasionally] by posts on, or by links found at, the Arena Authority’s website: [www.arenaauthority.com](http://www.arenaauthority.com).**

The RFP Response Due Date is June 20, 2017. An informational meeting will be held on June 14, 2017 at 10:00 a.m. to provide answers to questions submitted, and to allow for a review and walk-through of the areas to be affected. Subsequent inspection opportunities, while not guaranteed, will be entertained upon request, although questions should be presented only as discussed below.

### **PROJECT BACKGROUND**

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 some of the most talented and successful individuals in Kentucky. 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.

### **ARENA**

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 and conventions.

The Arena contains 72 luxury suites divided among two levels. There are corridors on the East and West of both levels in which carpet is presently installed and which the Arena Authority desired replacement, is described in Exhibit "A". The carpet is installed as part of the original construction completed in 2010. The area is approximately 18,000 square feet. There are two sets of stairs that must be re-surfaced as well, located on the first suite level at the Southeastern and Southwestern corners of the suite level. The area in question is located in the indicated corridors only and does not extent into the suites themselves, save for a portion of the doorwells to each suite.

This RFP seeks proposals from prospective Responders concerning the removal of said carpet in the suites and in the corridors on the East and West sides of the Arena immediately outside of the suite areas, on both levels 1 and 2, and the installation of engineered wood flooring in these areas. The type of flooring desired is described in Exhibit "B".

**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, which is posted on the Authority's website: [www.arenaauthority.com](http://www.arenaauthority.com). All respondents much include in their response an affirmation to conform to the policy and a detailed description of their plan for conformance.

### **RESPONSE TERMS OF RFP**

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

1. Removal and disposal of the existing carpet in the indicated areas.
2. Installation of engineered wood floor in the indicated areas. The engineered wood flooring ideally will be in excess of 5 inches wide and 9/16" thick. Coloration of the engineered wood flooring panels must be acceptable to the LAA.
3. A commercial warranty of said flooring for a period of not less than 10 years. A warranty in excess of this during may be proposed, and will be scored as described below.
4. The window of time necessary for removal of the existing carpet and installation of the new flooring surface. This work must be completed in any case not later than August 31, 2017.

## **EVALUATION AND SELECTION PROCESS**

### 1. Evaluation

The Louisville Arena Authority's management and operations firm, AEG Louisville, will facilitate the review of proposals and provide technical input so that the scoring may be performed and will select the successful proposal. The Arena Authority Board of Directors and its Finance Committee has granted limited authority of AEG to make an award to the highest-scoring proposal, subject to the right to reject all proposals reserved below.

### 2. Information Session and Submitting Questions

In an effort to address any questions by prospective Responders, the Arena Authority will hold a meeting and a "walk through" to view the areas in which the carpeting will be removed and the laminate flooring placed, on June 14, 2017, from 10:00 to 12:00 in Board Room of the KFC Yum! Center. The Arena Authority, through AEG staff, will respond to any inquiries from prospective Responders concerning possible alternatives to the laminate or engineered wood flooring that may or may not be considered. Any prospective Responder to this RFP is encouraged to attend and participate. Contact Justin Jokovich at AEG at Phone: (502) 690-9096, Fax: (502) 690-9010, E-mail: [jjokovich@kfcyumcenter.com](mailto:jjokovich@kfcyumcenter.com) to register for this meeting.

### 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 AEG's operations and maintenance staff, or by utilizing AEG's staff, will then 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 make recommendations for the award of 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.

<b>Proposal Element</b>	<b>Scoring Percentage</b>	<b>Notes</b>
Price	50 points	The proposal price that is lowest will receive the full 50 points. Any competing proposals will be scored on a scale of comparison between that price and the lowest price*
Aesthetics	25 points	Flooring samples will be judged on aesthetics and quality and receive up to 25 points.
Warranty Duration	15 Points	The proposal with the longest (full) warranty duration will receive the full 20 points. Any competing proposals will be scored on a scale of comparison between that longer duration and the lesser duration.
Schedule Window	10 Points	This window may not exceed 14 days or the proposal will be deemed non-responsive. The proposal with the shortest installation schedule duration will receive the full 10 points. Any competing proposals will be scored on a scale of comparison between that shorter duration and the longer duration.

- For example, if one proposal price is for \$100, and one proposal price is for \$125, then the proposal containing the \$100 pricing will be awarded 50 points, and the proposal containing the \$125 price will be awarded  $\$100/\$125 = 0.8 \times 50$ , or 40 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.

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.

**SUBMITTAL REQUIREMENTS**

In order to be considered for this engagement, please provide the following information to the Arena Authority:

- I. Information About Your Firm
  - A. Firm and personnel qualifications and experience in matters relating to the operation and maintenance of public access facilities, large sports venues, and in general.
  - B. Capacity and ability to be responsive.
- II. The Information required in Basis of Section (6) above, including price, warranty and schedule duration.
- III. The specifications and manufacturer information for the laminate or engineered wood product to be provided. Failure to provide this information in order to prove that the product proposed complies with Exhibit C will result in the proposal being considered non-responsive.

## **PROPOSAL DEADLINE**

Proposals must be received by **2:00 PM Eastern Daylight Time** on **June 20, 2017**. Five (5) copies of each proposal should be submitted to:

Justin Jokovich  
KFC Yum Center  
One Arena Plaza  
Louisville, Kentucky 40202

To the extent appropriate, practical or feasible, the Arena Authority will respond to questions concerning this RFP. Questions must be written and addressed to Justin Jokovich, AEG Louisville via email [jjokovich@kfcyumcenter.com](mailto:jjokovich@kfcyumcenter.com). Questions must be submitted by no later than 2:00 p.m. local time on **June 13, 2017**. Answers to such questions may be posted on the Louisville Arena Authority website (in anonymous format). The Louisville Arena Authority reserves the right to provide responses and/or clarifications to inquiries from its website, or to make no response at all. Firms submitting inquiries are advised not to rely on any verbal advice/instruction, and only to rely on written instructions from the Arena Authority.