



March 13th, 2018

REQUEST FOR PROPOSALS

To: Potential Providers – Replacement of new staging equipment

Re: Request for Proposal (“RFP”) for Stage Equipment – Louisville Arena Authority, Inc.

This document constitutes a request for proposals by the Arena Authority (“LAA” or “Arena Authority”) from qualified contractors to provide certain stage equipment within the KFC Yum! Center.

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.

The RFP Response Due Date is April 30, 2018. An informational meeting will be held on April 16, 2018 at 10:00 a.m. to provide answers to questions submitted, and to allow for a review and walk-through of the areas where the equipment is to be installed. 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 currently utilizes the stage equipment found in Exhibit “A”. This RFP seeks proposals from prospective Responders concerning the removal of said equipment and the replacement of following:

- New rolling staging capable of making a maximum size stage of 60’x64’ and 4’ to 6’ tall.
- 4 sets of stage steps
- Applicable Skirting for stage size
- 100’ of handrails
- Storage and transportation carts for all necessary equipment

All equipment to be provided and installed shall be new.

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. All respondents must 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 that includes the following:

1. Complete breakdown for each component proposed in the new stage equipment system with the following information:
 - a. Manufacturer’s name
 - b. Manufacturer’s part number
 - c. Manufacturer’s part description
 - d. Quantity of each component
 - e. Price of each component
 - f. Total cost of proposed system
2. Cost for Installation and Delivery of new stage equipment that is either the equivalent of, or greater than, the equipment listed in “Arena” Section above, as to both quality and capability.
3. Cost for removal and disposal of the current stage equipment.
4. The proposer should include any salvage value of the existing equipment as a separate line item, as a credit to the Arena Authority against the price of the new equipment, which the LAA shall have the right to elect to include in the credit or

not. The salvage value should be broken down by item in accordance with the current inventory list from Exhibit A.

2. A commercial warranty of said stage equipment of not less than 3 years. A warranty in excess of this during may be proposed, and will be scored as described below.

3. The window of time necessary for removal of the existing stage equipment and delivery of the new stage equipment. This work must be completed in any case not later than July 31, 2018, and the window of delivery and must be scheduled around any events at the KFC Yum! Center so as to avoid any performance deficiencies in the KFC Yum! Center's staging equipment.

4. In-person support and training session(s) must be included in the proposal. The proposer must provide in-person training sessions for the Arena Authority's management and operations contractor, AEG, as well as support for the first two events that the equipment will be utilized, as well as sufficient commissioning, set-up, testing, and any necessary training to ensure that AEG is comfortable with the operation of the stage equipment, and the quality of the equipment and its installation.

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 current staging equipment, on April 16, 2018, from 10:00 to 12:00 at 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 Kevin Washam at AEG at Phone: (502) 690-9022, Fax: (502) 690-9010, E-mail: KWasham@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.

Proposal Element	Scoring Percentage	Notes
Price	35 points	The proposal price that is lowest will receive the full 35 points. Any competing proposals will be scored on a scale of comparison between that price and the lowest price*
Quality of the Stage Equipment	35 points	Stage equipment to be provided in the proposal will be judged on quality, which shall include safety of installation and use, ability of stage to roll and stay level the efficiency of installation, and shall receive up to 35 points,
Quality Assurance and Support Plan	10 points	The proposal’s plan for customer support, including in-person and on-call support, will be scored and receipt of up to 10 points.
Warranty Duration	15 points	The proposal with the longest (full) warranty duration will receive the full 15 points. Any competing proposals will be scored on a scale of comparison between that longer duration and the lesser duration.

Delivery Window	5 Points	This window may not exceed July 31, 2018_ days or the proposal will be deemed unqualified. The proposal with the soonest delivery date will receive the full 5 points. Any competing proposals will be scored on a scale of comparison between that earliest delivery and the latest delivery.
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- 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 35 points, and the proposal containing the \$125 price will be awarded $\$100/\$125 = 0.8 \times 35$, or 28 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, quality, quality assurance and support, warranty and schedule duration.
- III. The specifications and manufacturer information for the stage equipment products to be provided. Failure to provide this information in order to prove that the product proposed provides at least the requirements of the equipment listed in Exhibit A will result in the proposal being considered non-responsive.

PROPOSAL DEADLINE

Proposals must be received by **2:00 PM Eastern Daylight Time on April 30, 2018**. 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. Questions must be submitted by no later than 2:00 p.m. local time on **April 16, 2018**. 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.

EXHIBIT A

StageSICO® Roll N' Set Folding Leg Stage (for spec sheet, see the following link)

<http://www.sicoinc.com/wp-content/uploads/2015/12/Roll-N-Set-Stage-InfoSheet.pdf>

INVENTORY

Component	Quantity
8'x8' Roll-N' Set Support	18
4'x8' Venue Maker Deck	72
Universal Flex Connector Set	18
4' Four-way Bridge Bar	30
Unit to Unit Connector	12
Multi-Length Drapes	19
4'w Guard Rail	2
8'w Guard Rail	15
Guard Rail Truck	1