

**OWENSBORO – DAVIESS COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY**

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL DESIGN SERVICES

DOWNTOWN OWENSBORO EVENTS/CONVENTION CENTER

OWENSBORO, KENTUCKY

Issued August 13, 2010

Introduction

The “We the People” community event held in November 2007 and the Downtown Development Corporation Downtown Study was a rallying cry for the Owensboro community to take control of the destiny of downtown. The Downtown Owensboro Place-Making Initiative was a direct result of this rallying cry, which resulted in a new Downtown Master Plan and a comprehensive package of catalyst projects intended to jump-start downtown revitalization. One of the most significant initial catalyst projects is the development of a new riverfront Events/Convention Center, to be developed in concert with a privately financed convention center hotel. This Request for Qualifications (RFQ) for Architectural Services seeks a qualified and innovative design team to provide all necessary services for the design of this major new public assembly facility in downtown Owensboro.

This RFQ is a solicitation process, which is expected to culminate in a negotiated agreement between the Owensboro- Daviess County Industrial Development Authority (the O-DC IDA) and the successful respondent. The Owensboro- Daviess County Industrial Development Authority is a public entity and has full responsibility for the design and construction of the proposed Events/Convention Center under an interlocal agreement among Daviess County Fiscal Court, the Owensboro City Commission, and the O-DC IDA, whose members are appointed by the two governing bodies. U

between Daviess

Background

A significant amount of activity and progress has occurred since the completion and approval of the Downtown Owensboro Place-Making Initiative in November of 2008. The community quickly took action to raise funds for the implementation of the major recommended initiatives, including the Events/Convention Center. In addition, the following initiatives have moved forward as follows:

Smothers Park -The redesign of Smothers Park, the major downtown waterfront park, is currently under construction. When completed in 2010, Smothers Park will be a destination park for residents and visitors alike.

Executive Inn Property – The 20 acre waterfront site that contained the vacant Executive Inn Hotel and Conference Center has been purchased by the City, the buildings have been demolished, and the site has been regraded. A recent Master Site Plan (see page 6) has been completed and resulted in the approved designated location for the Events/Convention Center and the Hotel.

New Downtown Hotel - The City has selected a preferred developer to construct and manage a new 150 room hotel adjacent to the proposed ECC. The final agreement is currently being negotiated and the hotel will be designed concurrently with the Events/Convention Center.

State Office Building/IBBM site –The City has purchased the current State Office Building property on Frederica Street between Veteran's Boulevard and Second Street. The recent Master Site Plan calls for the 60,000 square foot building to be transformed into a major visitor attraction- the Bluegrass Center –that will serve as a new and expanded home of the International Bluegrass Music Museum (IBBM) in conjunction with an outdoor performance venue on the remainder of the site.

Transformation of Veterans Boulevard - Veterans Boulevard will be redesigned to be a pedestrian priority street with specialty paving, flat curbs, on-street parking, and streetscape amenities. The extension of Veterans Boulevard west to the Events/Convention Center site will provide a strong visual axis connecting the RiverPark Center to the new hotel and the Events/Convention Center and reinforce the core of downtown Owensboro.

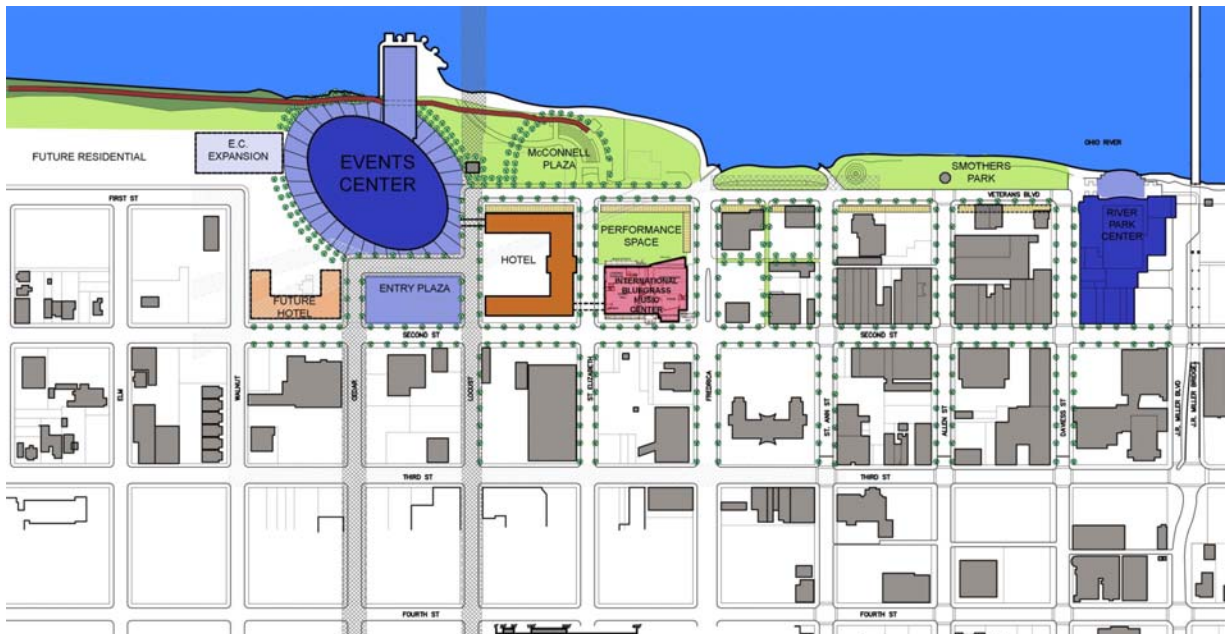
Riverfront Crossing - Work will shortly be initiated on the development of a new public connection between the County Court House and the Riverfront, providing a new axis to the River from downtown and providing additional east/west connections to the proposed IBBM, hotel and Events/Convention Center from downtown.

Return 2nd Street to two-way traffic - Currently a one-way primary truck route, approval has recently been received from the State to enable 2nd Street to be converted to a vibrant, pedestrian friendly, two-way, main street.

THE EVENTS/CONVENTION CENTER

The City's primary venue for conferences and trade shows - the Executive Inn – has been closed for a number of years, and the property was purchased by the City of Owensboro in 2009; the City has subsequently razed the buildings. This facility also hosted many entertainment and social events. The Executive Inn had a 33,000 SF flat-floor exhibition hall that could seat approximately 2,000 for a music or performance event and a 750-seat auditorium plus ancillary meeting spaces. The facility hosted up to 40 indoor and 17 outdoor concerts annually. It also hosted two, multi-day festivals, four consumer shows, as well as a substantial numbers of meetings and tradeshow and social events.

While the loss of this facility has left Owensboro without a comparable venue for such events, the venue was generally seen as rundown and outdated in the last years of its operation. Its demise has thus provided Owensboro with a multi-faceted opportunity to create a highly competitive, dramatic new facility that can serve as the cornerstone for its downtown renaissance and an icon for the community. The site plan will enable the Events/Convention Center to both fully engage the River and re-connect the former Executive Inn property with the downtown core.



Master Site Plan

**Downtown Owensboro Events/Convention Center
Request for Qualifications**

August 13, 2010

A recently completed feasibility study commissioned by the O-DC IDA has determined that the business lost as a result of the closure of the Executive Inn can be reconstituted, and that significant additional business can be generated with the construction, operation, and marketing of an iconic new facility that engages both the Ohio River and the other elements of Owensboro's downtown improvement initiative. The analysis resulted in a recommended facility program with a total square footage of between approximately 97,000 – 138,000 square feet. The total size of the Events/Convention Center will be finalized through the design process, as a consequence of cost estimates and currently ongoing program refinement. The current budget allocated for the construction of the ECC is approximately \$27 million.

**Owensboro Events Center
Preliminary Program of Spaces**

Minimum Scale Facility						Optimal Scale Facility					Percent Increase Baseline to Full Scale
Space Type	Square Feet	Percent to Total Facility	Occupancy Capacity			Square Feet	Percent to Total Facility	Occupancy Capacity			
			Banquet	Theater	Class			Banquet	Theater	Class	
Lobby / Registration	8,000	8.3%				12,000	8.7%				50%
Pre-function Space/ concourse	8,000	8.3%				12,000	8.7%				50%
Meeting & Event Spaces											
Flat Floor Convention Space (All combinable)											
Space 1	12,000	12.4%	860	1,330	800	11,000	8.0%	790	1,220	730	-8%
Space 2	18,000	18.6%	1,290	2,000	1,200	11,000	8.0%	790	1,220	730	-39%
Space 3		0.0%	-	-	-	18,000	13.0%	1,290	2,000	1,200	100%
Subtotal Convention Space	30,000	30.9%	2,150	3,330	2,000	40,000	28.9%	2,870	4,440	2,660	33%
Ballrooms (All combinable)											
Ballroom 1	4,000	4.1%	220	270	160	4,000	2.9%	220	270	160	0%
Ballroom 2	3,000	3.1%	170	200	120	4,000	2.9%	220	270	160	33%
Ballroom 3	2,500	2.6%	140	170	100	3,000	2.2%	170	200	120	20%
Ballroom 4	2,500	2.6%	140	170	100	3,000	2.2%	170	200	120	20%
Subtotal Ballroom Space	12,000	12.4%	670	810	480	14,000	10.1%	780	940	560	17%
Meeting Rooms (Some combinable)											
Meeting Room 1	1,500	1.5%	80	150	80	2,000	1.4%	110	200	100	33%
Meeting Room 2	1,500	1.5%	80	150	80	2,000	1.4%	110	200	100	33%
Meeting Room 3	1,500	1.5%	80	150	80	2,000	1.4%	110	200	100	33%
Meeting Room 4	1,500	1.5%	80	150	80	1,500	1.1%	80	150	80	0%
Meeting Room 5	1,500	1.5%	80	150	80	1,500	1.1%	80	150	80	0%
Board Room 1	750	0.8%	40	80	40	750	0.5%	40	80	40	0%
Subtotal Meeting Space	8,250	8.5%	440	830	440	9,750	7.0%	530	980	500	18%
Specialty Spaces											
River Overlook Room	-	0.0%	-	-	-	4,000	2.9%	220	400	200	100%
Raked Lecture Hall	-	0.0%	-	-	-	2,000	1.4%	-	-	100	100%
Subtotal Specialty Spaces	-	0.0%	-	-	-	6,000	4.3%	220	400	300	100%
Total Meeting and Event Spaces											
	50,250	51.8%	3,260	4,970	2,920	69,750	50.4%	4,400	6,760	4,020	38.8%
Back of House											
Catering Kitchen	2,000	2.1%				3,500	2.5%				75.0%
Catering Set-up Rooms	1,200	1.2%				1,500	1.1%				25.0%
Administration	2,500	2.6%				5,000	3.6%				100.0%
Storage / Receiving	12,000	12.4%				16,000	11.6%				33.3%
Back of House	17,700	18.3%				26,000	18.8%				46.9%
Total Useable Space											
	83,950	86.6%				119,750	86.6%				42.6%
Circulation (in addition to Pre-Function / Concourse)											
	4,200	4.3%		5%		6,000	4.3%		5%		42.9%
Grossing Factor and Building infrastructure											
	8,800	9.1%		10%		12,600	9.1%		10%		43.2%
Total Space											
	96,950	100.0%				138,350	100.0%				42.7%
Exterior Tensile Structure											
	20,000 to 30,000		Depending on final need			30,000 to 40,000		Depending on final need			

Source: ConsultEcon, Inc., and CityVisions Associates

The O-DC IDA is seeking a design team that understands the potential of this facility not only to attract users, but also to play a key role in the revitalization of downtown Owensboro and to support the other public and private investment downtown that is currently underway and anticipated to occur as a result of these initial investments. The goals for the Events/Convention Center are thus as follows:

- To create a highly competitive public assembly venue that will provide modern, state-of-the-art meeting and exhibition facilities superior to comparable communities in the region and attract the potential markets as specified in the Feasibility Study;
- To contribute to the transformation of the former Executive Inn site and reconnect this portion of downtown with the River;
- To institute a strong visual and pedestrian axis along Veteran's Boulevard to the River Park Center that reinforces the downtown core;
- To serve as an icon for the community that celebrates the vision, vitality, and progress of Owensboro's downtown revitalization;
- To optimize the efficiency of the facility's operations and maintenance;
- To emphasize sustainability and environmentally responsible construction and operational materials and systems.

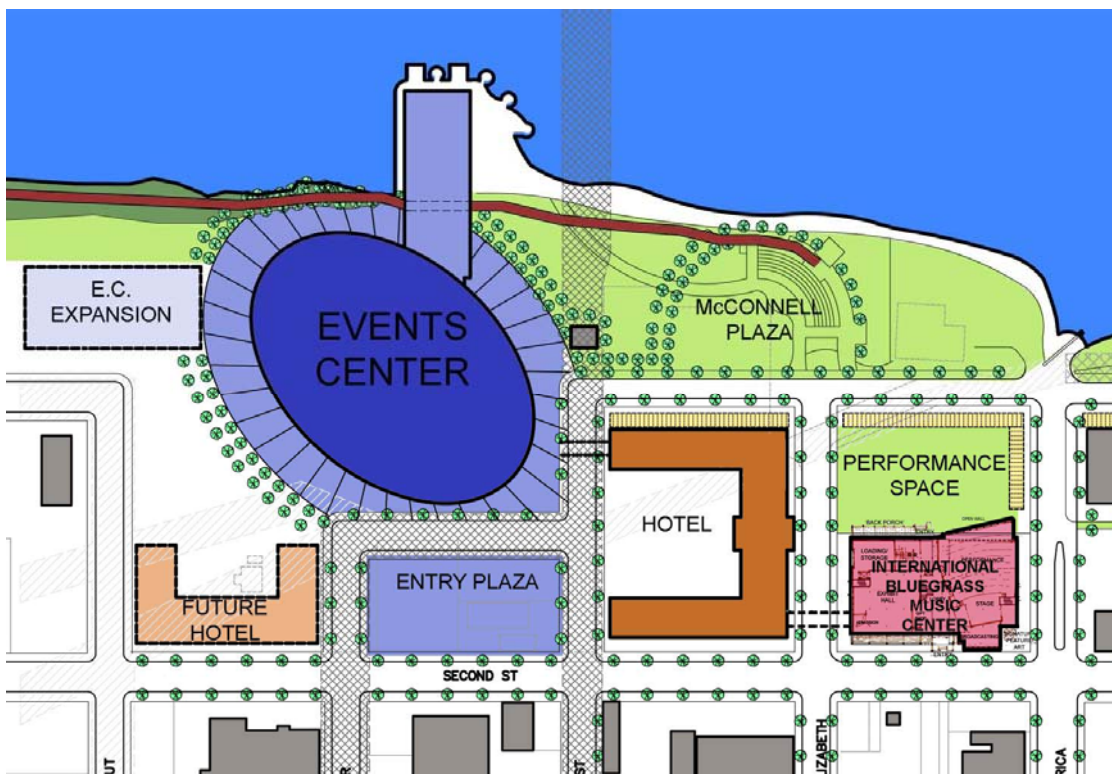
Additional information regarding Downtown Owensboro as well as the recently completed Events/Convention Center Feasibility Study and the Executive Inn Master Site Plan is available for viewing on the following web site: www.downtownowensboro.com; the City of Owensboro web site, www.owensboro.org; or Daviess County Fiscal Court web site www.daviessky.org.



Events/Convention Center Site



Approved Downtown Owensboro Site Plan



SCOPE OF WORK

The O-DC IDA is seeking submissions from design teams capable of providing a full range of architectural, design, landscape, engineering, cost estimation, and construction oversight services from initial conceptual design through to construction administration.

Anticipated building design services include, but are not limited to the following:

architectural design of the Events/Convention Center building and ancillary structures; design of all building electrical, mechanical and plumbing systems; estimation of project construction cost; interior design plans, including audio visual, IT, security equipment, food service, circulation, loading and storage, etc. The respondent shall provide all drawings, specifications, and bid documents necessary for bidding and completing the development and construction of this project.

Anticipated site design services include, but are not limited to the following:

boundary and topography survey work needed to provide a base plan; geotechnical analysis of site with regard to soil bearing capacity; development of site plans, and erosion control plans; the design of any retention/detention basins and associated structures and the provision of all necessary hydrology studies; design of storm and sanitary sewer and any necessary relocations of such existing facilities; design of a grading plan, including riverbank stabilization; design for the provision of all water, telephone, electric, data communication, and gas service to the building; design of landscape planting and irrigation system; design of vehicular and pedestrian circulation system; design of exterior security and pedestrian system lighting.

Anticipated construction administration services may include, but are not limited to the following (please note that the extent of these services will be dependent upon the method of construction management, which is yet to be determined):

acquisition of permits and approval; pre-bid conferences as required; evaluation of bids and recommendations for contract awards; pre-construction conference; acquisition of geotechnical and materials testing services as needed; regular site inspections and scheduled site meetings; owner's agency needs related to contractor's operations compliance; review of contractor's submissions, including change orders.

NOTE: While this RFQ does not require submissions to include all team members who will ultimately participate in order to carry out this work, the submission shall indicate how the primary team member will determine and/or select additional team members.

PROPOSAL SUBMISSION INSTRUCTIONS

Respondents are requested to include the following information in a Statement of Qualifications that shall not exceed 30, 8 ½ x 11 inch, pages in length, including photos or graphic material. All information requested is required. Submission of a proposal is certification to the factual truth of all information presented.

1. Letter of Interest
2. Firm Information
 - Name of Firm
 - Address
 - Telephone
 - Name and Title of Primary Contact Person and contact information
3. Composition of Design Team
 - Principal in Charge
 - Project Manager
 - Project Architect
 - Other Team Members and/or subconsultants
4. Description of the firm's design and project management philosophy
5. Resumes of Key Team Members
6. Current workload of firm and specific personnel assigned to this project. Include anticipated percentage of time each key team member will devote to this project
7. Representative Projects - experience with buildings of similar and/or greater scale, complexity, and budget. List up to five (5) such projects, and for each project include the following:
 - Name and Location
 - Project Description
 - Completion Date
 - Budget (including construction cost per square foot)
 - Client contact
8. Project Approach – Describe your understanding of the project and your approach to the proposed Owensboro Events/Convention Center design process, including any unique aspects of such an approach.
9. References – up to three per firm
10. Legal Actions – List any legal actions and claims against the firm currently pending and/or filed within the preceding five years.
11. Fee Structure –Although a proposed fee is not part of the submission, please describe the manner in which you calculate and structure a fee for projects of this size and scope.

SELECTION CRITERIA

The qualifications of the submissions will be evaluated based on the following criteria:

- An understanding of the context and the goals associated with the proposed Events/Convention Center and the respondent's approach to the project
- Ability to successfully complete design tasks listed in the Scope of Work in a professional and cost-effective manner
- The quality of excellence in the respondent's professional work
- Experience in designing comparable projects
- The professional experience and quality of comparable work of the proposed key design staff members
- A demonstrated ability to work collaboratively with clients and respect project budget and scheduling parameters

TIME AND PLACE FOR SUBMISSIONS

1. The deadline for receipt of Responses shall be 5:00 p.m. CDT on **September 13, 2010**. Responses received by O-DC IDA after that date and time will not be considered. **IT IS THE SUBMITTER RESPONSIBILITY TO ENSURE THAT THE RESPONSES ARE RECEIVED BY THE O-DC IDA PRIOR TO THE DEADLINE.**
2. Respondents shall submit eight (8) bound copies and one (1) electronic copy in .pdf format of their Response to:
Dr. Fred A. Reeves
Owensboro –Daviess County Industrial Development Authority
200 East Third Street, Suite 200
Owensboro, KY. 42301
freeves@owensboro.com
3. Responses must be in 8½ by 11 format. Any materials that are larger than this size should be folded to fit into the 8½ by 11 format. The O-DC IDA reserves the right to request additional information during the RFQ review period.
4. The outside of the package should be clearly marked with the following:
RFQ Response-Events/Convention Center.
5. Questions regarding the required procedure or about the RFQ shall be submitted in writing and/or via e-mail to Fred Reeves at the address above, or to freeves@owensboro.com.

SPECIAL CONDITIONS

1. This RFQ does not commit O-DC IDA or any other entity affiliated with the City of Owensboro or Daviess County to procure or award a contract for the scope of work described herein.
2. All information submitted in response to this RFQ shall become the property of O-DC IDA, and as such, may be used by O-DC IDA in any manner.
3. The O-DC IDA has sole discretion and reserves the right to reject any and all Responses received with respect to this RFQ and to cancel the RFQ at any time prior to entering into a formal agreement. O-DC IDA reserves the right to reasonably request additional information or clarification of information provided in the Response without changing the terms of the RFQ.
4. The O-DC IDA reserves the right to waive any technicalities or irregularities in any proposal.
5. Respondent firms/teams acknowledge and agree that O-DC IDA or any other entity affiliated with the City of Owensboro or Daviess County will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to O-DC IDA's acceptance or non-acceptance of the proposal.
6. The O-DC IDA shall determine at its sole discretion and provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information associated with this RFQ to the public must receive prior written approval from an authorized representative of O-DC IDA.
7. Neither O-DC IDA, the City of Owensboro, Daviess County nor any of its officers, agents, consultants, or employees shall be responsible for the accuracy of any information provided as part of this RFQ.

All respondents are encouraged to independently verify the accuracy of any information provided. The use of any of this information in the preparation of a Response to the RFQ is at the sole risk of the respondent.

8. The respondent shall not collude in any manner or engage in any practices with any other respondent(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause O-DC IDA to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

9. All Responses submitted must be the original work product of the respondent. The copying, paraphrasing, or other use of substantial portions of the work product of another respondent is not permitted unless legally enforceable permission has been secured from that other party. Failure to adhere to this instruction will cause O-DC IDA to reject the Response.
10. Respondents, team members and its consultants are prohibited from communicating in any manner about this project with any of the members of the O-DC IDA staff, its Board of Directors, or the review committee during this process. All questions during this period should be submitted in writing to or, e-mail to Fred Reeves to the address above, or to freeves@owensboro.com. Any other means of communications between respondents, their consultants, the O-DC IDA, City of Owensboro elected officials and employees, and Daviess County elected officials and employees, notwithstanding the foregoing procedure, may disqualify the respondent.