

REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR
CITY OF JACKSON
SPORTS ARENA

Prepared by:
Central Mississippi Planning and Development District

at the request of the:
Request for Proposal Committee

Downtown Jackson Partners
Jackson Chamber
Hinds County Economic Development District
Central MS Planning and Development District

March 15, 2009

REQUEST FOR QUALIFICATIONS/PROPOSALS FOR City of Jackson Sports Arena

A. INTRODUCTION

The Central Mississippi Planning and Development District (CMPDD) was requested by the Request for Proposal Committee (RFPC) to prepare this Request for Qualifications/Proposals for A Sports Arena to be located in downtown Jackson, Mississippi. The RFPC includes the Downtown Jackson Partners, the Jackson Chamber, the Hinds County Economic Development District, and the Central MS Planning and Development District. The study area for this RFQ/RFP includes the City of Jackson and the surrounding metropolitan area.

B. PROJECT DESCRIPTION

The selected consultant will enter into an agreement with the Downtown Jackson Partners to provide a Marketing Analysis, Feasibility Study, and Economic Impact Analysis for the development of a Sports Arena to be located in the downtown area of the City of Jackson.

C. TIME FRAME

Work is scheduled to begin within 30 days of selection with a deliverable date of six months later.

D. SCOPE OF SERVICES

Respondent proposals should address the preliminary scope of services and applicable specifications provided in Attachment A and as may be further clarified by the RFPC.

E. GENERAL PROVISIONS

The procurement process is subject to applicable provisions of federal, state and local laws and ordinances.

1. The RFPC will not be liable for any costs incurred in preparing, submitting or presenting a respondent's submittals or any associated travel costs.
2. Although discussions may be conducted with respondents submitting acceptable proposals, consultant selection may be made without any discussion.
3. The RFPC reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. The RFPC also reserves the right to reject any and all proposals, in whole or in part, and to waive any information therein.
4. If only one qualified respondent responds by the due date, the RFPC may enter into contract negotiations with that firm.

F. CONTENTS OF RESPONDENT SUBMITTALS

Each respondent must include in their submission the following documents so that each respondent can be effectively evaluated in a similar manner. Each submission is limited to no more than 50 letter size sheets.

1. A Letter of Interest is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time period, and explain why the respondent should be selected in no more than three pages. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications: Respondent submittals must include a statement of qualifications and all required certifications. Information must be included summarizing and documenting the qualifications of the respondents in relation to the contractual services anticipated.
3. Experience and Competence of Firm(s): Information must be included summarizing and documenting the experience and competence of the respondents in relation to the contractual services anticipated. Respondents are encouraged to include, at a minimum, the names and addresses of a representative list of clients/references with which the responding firms have contracted with for similar work.
4. Personnel Qualifications and Availability: Respondents must identify and summarize the relevant experience of any personnel that would actually coordinate with the project and provide any technical assistance. The qualifications of these individuals will be considered. The use of locally based personnel and any relevant local knowledge will also be considered.
5. Project Proposal: Respondents must provide a project proposal, which is in accordance with the information provided in this RFP/RFQ. Respondent proposals must include the following elements:
 - a) A detailed service plan that is in accordance with preliminary scope of services provided in Attachment A, and
 - b) An organization chart showing key personnel by name, and
 - c) A proposed work schedule.

G. SELECTION PROCEDURE

The objective is to select the highest qualified firm for the services to be rendered, at a compensation determined as fair and reasonable to the RFPC. To accomplish this objective, respondents will be evaluated on the following basis:

Evaluation Criteria	Maximum Points
1 Letter of Interest	10
2 Qualifications	25
3 Experience and Competence of Firm(s)	25
4 Personnel Qualifications and Availability and Work Schedule	25
5 Project Proposal	15
Maximum Total Points	100

Before assigning final scores the RFPC may, at it's discretion, schedule face-to-face interviews or telephone conferences with each respondent. Each member of the Committee will then assign up to the maximum points noted above to each criterion based on the respondent's submittals and any other information obtained through interviews and/or telephone conferences. Respondents will be ranked according to their total cumulative points.

Following the completion of the evaluation, the RFPC will enter into contract negotiations with the top-ranked firm. If a mutually satisfactory agreement cannot be negotiated with the top-ranked firm, said firm will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked firm, and so forth, until a contract has been negotiated with a qualified consultant, or halted at the discretion of the RFPC.

The RFPC reserves the right to reject any and all applicants if the requirements as set forth herein are not met or if the RFPC deems a respondent unqualified on the basis of the overall analysis of the criteria outlined above. The RFPC further reserves the right in its sole discretion to select the consultant it considers most favorable to the interest of the RFPC.

H. CLARIFICATION OF SPECIFICATIONS

Requests for clarification of any items, requirements or specifications contained in this RFP/RFQ must be received in writing at the RFPC offices no later than 11:00 a.m. on Wednesday, April 15, 2009. Please fax, email or deliver all RFP/RFQ clarification requests to:

Mr. Ben Allen
Phone: (601) 353-9800
Fax: (601) 353-3469
Email: ballen@downtown-jackson.com
Address: Ben Allen
Downtown Jackson Partners, Inc.
Electric 308
308 E. Pearl Street, Suite 101
Jackson, MS 39201

I. RESPONDENT SUBMITTALS

To be considered, two (2) copies of the required submittals must be received at the address provided above by 11:00 a.m. on Friday, May 15, 2009. Respondent submissions will be opened by the RFPC on the due date after 11:00 a.m. As soon as possible thereafter, the RFPC shall review the documents that include each respondent's letter of interest, qualifications and required certifications and assurances.

Respondent submittals should be securely sealed in one or more parcels and clearly marked "ARENA PROPOSAL."

Respondent submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

ATTACHMENT A
PRELIMINARY SCOPE OF SERVICES

The Contractor shall perform all the necessary services to properly carry out the activities in the proposed scope of work, as outlined below and in accordance with prescribed rules, regulations, policies, and State law. The project includes the following activities:

Market Analysis

1. Develop a Demographic Analysis of the Jackson Metro Area.
2. Conduct a Market Study to estimate the demand for sports entities and facilities.
3. Identify and rank potential sites and evaluate viability.
4. Address transportation and parking concerns.

Feasibility Study

1. Develop a conceptual Facility Program to identify types and sizes of spaces.
2. Estimate construction cost including land acquisition/site preparation, infrastructure improvements and others.
3. Estimate non-construction cost including pre-opening budget (staff, legal, start up, advertising, marketing, utilities, supplies, insurance) and furniture/fixtures and equipment cost.
4. Identify funding options, including public and private sector funding.
5. Develop demand and operating projections based on the Market Analysis and the performance of other comparable facilities.
6. Identify potential facility users, stakeholders, and development partners.

Economic Impact Study

1. Project the economic impact on the City of Jackson tax base.
2. Project the economic impact on the Jackson Metropolitan Area.
3. Estimate the number and type of direct and indirect jobs to be created.
4. Identify potential private investment to be made in area.
5. Identify potential downtown residential development as a result of the project.