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**Springfield  
Metropolitan  
Exposition &  
Auditorium  
Authority**

## REQUEST FOR PROPOSAL

### Developer/Project Manager for the Formation of the Sangamon County Tourism Improvement District and Capital Improvements

September 7, 2023

1. Summary

- a. Introduction. The Springfield Metropolitan Exposition and Auditorium Authority (SMEAA) is currently accepting proposals for your services on:

Capital Improvements Undertaken Pursuant to the Creation of the Sangamon County Tourism Improvement District (SCTID): Consultation and project management, as needed in conjunction with SMEAA’s SCTID Formation Expert Consultant for the creation of a 20-year Tourism District, which must be authorized by the Sangamon County Board no later than December 31, 2023, pursuant to the Tourism Preservation and Sustainability District Act, as amended by HB 2518 for this purpose, and the resultant desired Capital Improvements, including the expansion of the BOS Center and any other SMEAA property or facilities.

SMEAA is in the business of maintaining and operating facilities for the purpose of holding events and conventions while simultaneously promoting and attracting tourism and economic growth within the Springfield metropolitan area.

The desired start date for the project is as immediately as possible after the selection of the Developer/Project Manager and the negotiation and execution of a contract for the services, with a tentative duration of through the completion of capital improvements to SMEAA land and facilities that will be planned and funded in whole or in part through the SCTID.

- b. Purpose. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the project. SMEAA reserves the right to award contract(s) as it sees fit and to the bidder or bidders of its choosing when and how it deems appropriate.

2. Nature and Scope of Work

- a. The purpose of this project is as follows: to form, on behalf of SMEAA, the Sangamon County Tourism Improvement District (SCTID), in accordance with the Tourism Preservation and Sustainability District Act, as amended by HB 2518, and to develop and construct such facilities as are deemed desirable to expand the BOS Center, and any other SMEAA land or facilities.

- b. The scope of this project includes: Coordinate and review the due diligence regarding the property located at 822 East Adams, Springfield, Illinois (PIN#14-34.0-133-012)(Property). The Developer will also provide consulting services related to the due diligence with SMEAA and its legal counsel. All approved third-party expenses of the project will be paid by SMEAA. The Developer will provide written proposals for SMEAA's approval from each of the consultants necessary to determine the viability of the project. The Developer will manage and obtain necessary title work, survey any site engineering, geotechnical services, environmental reports, due diligence documentation for approval by SMEAA and its attorneys.

Additional duties include:

- 1) Working with the appropriate governmental agencies to determine if the site can be developed in a commercially reasonable manner including the following:
  - a) Research and obtain Zoning required for the proposed development.
  - b) Work with the engineer and City to obtain final site plan approval.
  - c) Complete the purchase or other documentation needed to control the property in a manner which allows the appropriate financing of the overall development.
  - d) Lead the process with the engineer and attorney to complete the purchase of the property.
  - e) Obtain government signage approval, including working with SMEAA and its attorneys to obtain, if needed, variances to construct the arena and convention center signage.
  - f) Confirm availability of all utilities.
  - g) Engage multiple qualified general contractors to help in the schematics and preliminary bidding process to ensure the economics of the project are within budget.
- 2) Work with SMEAA's SCTID Formation Expert Consultant to provide assistance related to the creation of the Tourism District.
- 3) Interview the potential architectural firms and negotiate the architectural contracts with the approved firm.
- 4) Interview the civil engineering firms and negotiate the engineering contracts.
- 5) Coordinate between the general contractor and architect the flow of information to determine the viability of the project as it relates to cost.
- 6) Lead the negotiations between SMEAA, general contractor, architect and engineer to confirm that the project's budget is satisfactory. This includes working with all of the parties involved in the construction to review and finalize value engineering of the project, if necessary.
- 7) Act as the liaison between owner, contractor, architect, engineer, and legal team to coordinate the consultants work necessary to obtain final pricing and all governmental permits for construction of the project. Final budget is subject to approval by SMEAA.
- 8) Be actively involved in the coordination between SMEAA, the City of Springfield, the State of Illinois, and Sangamon County in the development of all documents necessary to ensure that the funds are available prior to commencement of construction to complete the project.
- 9) Coordinate information with SMEAA Elected Directors and legal representation the appropriate documentation to obtain final count board approval for the issuance of tax-exempt bonds which will provide funds for the development and construction.
- 10) Be responsible to SMEAA for managing the general contractor and consultants to keep the project moving towards completion on the agreed upon schedule and budget.

- 11) Be the lead contact for the administration of the construction contracts, approve any extra services required to develop the project on time. These extra services will include construction extras, additional services from architect, engineer, geotechnical engineer, surveying and legal teams. These extras, i.e., services or costs, will be approved by the Developer so long as the design of the project is not altered nor causes the project costs to exceed the budget. If the scope of the additional work changes the original plans, SMEAA's approval will be required.
- 12) Work with all parties necessary including attorneys, consultants and lenders to complete and close the Capital stack required to complete the project.
- 13) Work with general contractor or construction manager and architect to obtain final Certificate of Occupancy.
- 14) Ensure delivery of a completed building based on the construction documents and manage the punch list of the project to ensure a satisfactory completion.
- 15) Administer all construction draws for payment by SMEAA. This will include:
  - a) Confirm that the work billed is completed.
  - b) Working with SMEAA to answer any questions relating to the draws.
  - c) Be responsible to SMEAA to assure that the amount being billed is correct.
- 16) Confirm with the title company each month that the project remains free of liens.

Location: 1 Convention Center Plaza, Springfield, IL 62701

and any other surrounding area identified by SMEAA that is or may become the property of SMEAA or that is affected by any resulting construction or development by SMEAA pursuant or in relation to the SCTID Selection

3. Selection Criteria

All proposals that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning proposal(s):

- a) Use of correct format
- b) The proposal's ability and likelihood of achieving the desired outcome of the project
- c) Past performance of bidder's similar services
- d) The experience and expertise of the bidder's management and staff
- e) The proposed budgeted expenses outside of fees for services of the project
- f) No proposal for fee for services should be submitted with the proposal as fees will be negotiated with the services contract with the successful bidder.

SMEAA reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder, and without any rights to recourse for bidder. Submission of a proposal constitutes acceptance by bidder of these terms.

3. Bidder Qualifications – Bidders should provide the following items as part of their proposal for consideration:

- a) Description of relevant experience
- b) List, title, and employment status of your organization's management and employees
- c) References, testimonials, or samples of your work (as applicable)
- d) Resources you will assign to this project (number, title, experience)
- e) Full plan of action
- f) Time frame for project completion
- g) Project management methods and details

4. Required Format. Proposal should be in the following format and address, in detail, the needs and

requirements of the proposed project.

- a) Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- b) Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.
- c) Methods and Plan. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.
- d) Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.
- e) Management and Staff. List all applicable personnel that would be involved with this project, along with their titles, roles, and qualifications. Include the estimated costs associated with this personnel in this section.
- f) Communications. Provide a communication plan for how you intend to communicate internally and with project managers to ensure progress and completion of the project.
- g) Equipment and Resources. List all necessary equipment and associated costs. Include details of any outsourced or contracted work here.
- h) Budget and Costs. Provide a detailed breakdown of all anticipated expenses, outside of fees for services which will be negotiated in the contract for services for the successful bidder.
- i) Licensing and Bonding. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.
- j) Insurance. If applicable, provide details of your insurance coverage related to this project.
- k) References. Provide twenty (20) references for previous work of a similar nature.

## 5. Deliverables

Proposals will be accepted at: the Administrative Office of the BOS Center, 1 Convention Center Plaza, Springfield, IL 62701  
Until: 10 AM (Central) on September 18, 2023.

Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed and dated by an official agent or authorized representative of the bidder.

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs outside of the proposed fee for services which will be negotiated with the successful bidder in a contract for services.

Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by SMEAA and/or its legal advisors and agents, including but not limited to scope, costs, timeline, and anything else applicable to the project.

Send proposals in sealed envelopes using the following methods:

Hand Delivery

U.S. Mail or other Courier Service (e.g., UPS or FedEx)

6. Timeline

RFP sent: September 7, 2023

Proposals in response due: 10 AM (Central), Friday, September 15, 2023

Review of proposals: no later than 12 PM (Central), September 18, 2023

Winning Bidders elected: no later than September 18, 2023

Contract negotiations with the winning bidder will begin immediately following notification of selection.

Contract negotiations will be completed on or before September 22, 2023

Bidders who were not selected will be notified by September 19, 2023