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**Springfield
Metropolitan
Exposition &
Auditorium
Authority**

REQUEST FOR PROPOSAL

Expert Consultant for the Creation of the Sangamon County Tourism Improvement District

September 7, 2023

1. Summary

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

Creation of the Sangamon County Tourism Improvement District (SCTID): Consultation and project management 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.

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 Consultation Expert 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.

- 2. 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.

3. 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
- b. The scope of this project includes: providing expert advice and guidance throughout the project; securing significant support for the project; guiding a formation process that includes developing and utilizing data, obtaining

feedback from business owners, preparing legal documents, guiding the stakeholder approval process, and attending local government hearings, among any other tasks reasonably necessary to ensure the success of the formation of the SCTID; creating the necessary leadership structure to carry out the project in conjunction with SMEAA and its Developer/Project Manager; conducting outreach efforts to educate and engage with business owners and local officials and gain their support for the proposed SCTID; preparing documents necessary to form the SCTID and working with necessary parties to ensure that documents reflect the needs and priorities of SMEAA taking into consideration the priorities of the assessed businesses; preparing the petition to support the SCTID formation and working with SMEAA and its Developer/Project Manager on strategies to secure signed petitions from business owners; assisting in determining steering committee assignments and identifying key stakeholders; guiding SMEAA through the Sangamon County hearing and approval processes to form the SCTID.

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.

4. Selection Criteria

All offer submissions 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.

5. 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

6. 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.

7. 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)

8. 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 Bidder selected: 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