

## **METROPOLITAN FOOTBALL STADIUM DISTRICT**

### **Request for Proposal for Conditions Assessment**

#### **Purpose**

The purpose of this request for proposals (RFP) is to engage the services of a qualified firm to provide to the Metropolitan Football Stadium District (the “District”) and the Stadium Management Company (“SMC”) a review and assessment of the on-going capital needs of Sports Authority Field at Mile High over the next 30 years (a Facility Condition Assessment (“FCA”)).

#### **Scope of work Required**

##### **SCOPE OF WORK:**

The objective of the FCA will be to evaluate the condition of the existing facility, document problems or visible defects based on visual observations, and provide estimates of the expected life of the various components and associated repair/replacement costs. Visual observation as well as discussions with SMC staff is anticipated.

The scope of work shall consist of the phases described below and include Architectural, Site and Interior Flatwork/Concrete, Structural, Plumbing, Seats, Audio/Visual and Concession/Catering equipment and cooking areas. The FCA should include a comparison to similar outdoor stadiums with anticipated expected useful life.

The following areas should be examined:

<b>Architectural</b>	Condition of interior and exterior components, finishes, function of spaces
<b>Concession / Catering Equipment</b>	Assessment of concessions areas and associated equipment and kitchens
<b>Structural</b>	Building Structure & Waterproofing
<b>Flatwork/Concrete</b>	Sidewalks, Curbs, Tunnels, Concourses, Ramps
<b>Seats</b>	Stadium seating
<b>Plumbing</b>	Sanitary pipes, domestic pipes, fixtures
<b>Audio/Visual</b>	Event space upgrades (Clubs, Locker Rooms); Formal Assessment of newly installed assets useful life

To accomplish the FCA objectives the assessment shall be carried out by a qualified assessment team such that all building components and systems are assessed in accordance with this scope of work. To be considered qualified, the lead assessor must be a registered architect or hold a professional engineer's license and/or have at least five years' experience performing similar work. Each proposer must provide resumes of all proposed personnel demonstrating the professional qualifications and experience as well as all firms on the proposed project team.

A representative from SMC will be designated to provide access to information on existing documentation and SMC team members will be available for discussions to complete the assessment.

**Deliverables:**

- 1) A comprehensive assessment of the areas to be examined with representative photos and narrative to explain condition of the facility and recommended repairs and/or replacement as applicable.
  - a. The comprehensive assessment narrative shall be reflected in the 30 year comprehensive assessment
  - b. Proposed format shall be coordinated and approved by SMC and the District.
- 2) 30 year comprehensive financial assessment of the areas to be examined with capital costs associated in applicable years for recommended repairs and/or replacement as applicable
  - a. Additional line items within the areas to be examined should be included to associated specific areas of repair and/or replacement
  - b. Proposed format shall be coordinated and approved by SMC and the District.

Upon award the due date for deliverables is June 30<sup>th</sup>, 2016 4:00 PM.

**Description of Entities**

The District is a body corporate and political subdivision of the State of Colorado established pursuant to the Metropolitan Football Stadium District Act, Article 15, Title 32 of the Colorado Revised Statutes, (Act). The District includes all or part of the seven counties in the Denver metropolitan area. The District was created for the purpose and planning, acquiring land and constructing a professional football stadium. All bonds issued by the District were fully retired on December 31, 2011, and the District has no authority to levy sales tax. The District continues to oversee the lease, maintenance, and operation of the Stadium. The District no longer receives any federal, state or local financial assistance and is reliant on revenue-sharing with SMC.

The District is governed by a nine-member Board of Directors two of whom are appointed by the Governor of Colorado, six are appointed by the respective county commissioners and the chair of the Denver Metropolitan Major League Baseball Stadium District. All serve without compensation.

The Stadium Management Co., LLC is a wholly owned subsidiary of the Denver Broncos, and maintains and operates the Stadium.

The Stadium opened in 2001. Pursuant to the Lease, SMC is responsible for day-to-day management and operations of the facility and the associated costs of such operations. SMC and the District are both seeking to evaluate long-term capital repairs and improvements needed to maintain Sports Authority Field at Mile High as a first-class NFL stadium and a plan for funding and meeting those needs. The District and SMC desire an independent review and evaluation of the capital needs and costs over the next 30 years.

## **General Information**

The issuance of this RFP and acceptance of Proposals by the District or SMC does not obligate the District or SMC in any way nor limit its right to negotiate in its best interest with any Contractor. While the District and SMC intend to solicit, receive, and review the submitted Proposals to this RFP, and to make an award based upon such Proposals, the District and SMC reserve the right to make awards in its sole discretion and/or shall not be obligated to make any award whatsoever. Further, the District and SMC reserve the right to extend, cancel, or modify this RFP at any time, with or without making an award, and to take such action without creating any obligation to the Applicants. The District and SMC assume no contractual or other obligations, nor are any intended by the issuance of this RFP.

Interviews may be conducted with Applicants who submit proposals that are reasonably likely to be accepted, but a proposal may be selected without such interviews.

No Applicant may make changes to any submission after the Filing Deadline (as defined below); provided that the District and SMC may negotiate in its discretion changes to a proposal in connection with negotiations to reach a final agreement.

Applicant is responsible for ensuring the appropriate certifications and licenses are in place to render the requested services in Colorado.

The District and SMC are not obligated to accept any proposals. The District and SMC will evaluate proposals based on the criteria set forth in this RFP.

All contracts will be governed by Colorado law.

The District and SMC have the right to withdraw or amend this RFP and/or extend the Filing Deadline (as defined below).

Applicants should designate any information considered confidential. The District is subject to the Colorado Open Records Act.

Applicants will not be compensated for any costs or expenses incurred in the preparation of proposals.

The District and SMC are committed to broadening the participation and promotion of minorities and women in their agreements.

## **Schedule and process for Consideration of Proposals**

Proposals and resumes are due to be received no later than 4:00pm, March 24th, 2016 (“Filing Deadline”), at the offices of the District, located at 1701 Bryant Street, Suite 500, Denver, CO 80204, Attention Matt Sugar. On the sealed envelope, please indicate “Conditions Assessment RFP and Related Services Proposal Enclosed”. Please submit one copy on disc or USB stick (thumb drive) and five hard copies of your proposal. Submissions received later or at any other location will not be considered.

The District and SMC will commence review and possible interviews with Applicants after the Filing Deadline.

## **Terms of Proposal**

Your proposal should address the following items:

- A. Firm experience and credentials for the following:
  - 1. Knowledge and experience in assessing stadium operations and capital repairs and maintenance.
  - 2. Performing work in the Denver region and experience with exposure to the climate of the Denver region.
  - 3. Experience working on sports facilities in general and specific experience with NFL stadiums and/or other open air stadiums.
  - 4. Experience assisting in the development of capital repair and replacement plans and the implementation of the same.
  - 5. Client service team's names, resumes, training and experience relative to assessing capital repair needs of Sports Facilities and similar services.
  - 6. Offices and personnel based in Colorado.
  - 7. Up to three (3) references for whom similar work has been performed and contact information for such references.
  - 8. Pending or threatened litigation naming your firm as defendant.
  - 9. Proposals shall be valid for up to a minimum of 60 days.
  
- B. Fees, expenses, timing, and techniques.
  - 1. A statement of your general approach to the review and evaluation of the capital repairs plan and any other applicable information.
  - 2. Estimated fees for the services including:
    - a. Administrative and out-of-pocket expenses, including charges for travel, if any.
    - b. Hours and costs by staff level for the services.
    - c. Proposals should include a Bid Sheet included in Appendix A.
  - 3. A statement that there is no known conflict of interest, actual or apparent.

4. The District and SMC are dedicated to broadening the participation and promotion of minorities and women in this agreement. The Applicant should discuss its internal policies to support this and the specific results experienced.

### **Criteria**

The general criteria on which the proposals will be evaluated are as follows:

1. The firm and the individuals involved should be highly qualified professionally and should be able to respond promptly to the needs of the District.
2. The firm and individuals involved should have substantial experience in providing the set forth in the description of services.
3. The firm and individuals involved should not have any conflicts of interest, actual or apparent.
4. The Applicant should be responsive in the proposal to the Terms of Proposal under this RFP.
5. The proposal should broaden and promote the participation of minorities and women in the process and applicant has broadened minority and women participation.

### **Contact Information**

For questions regarding the Request for Proposal please contact Zach Myhra or Matt Sugar.

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