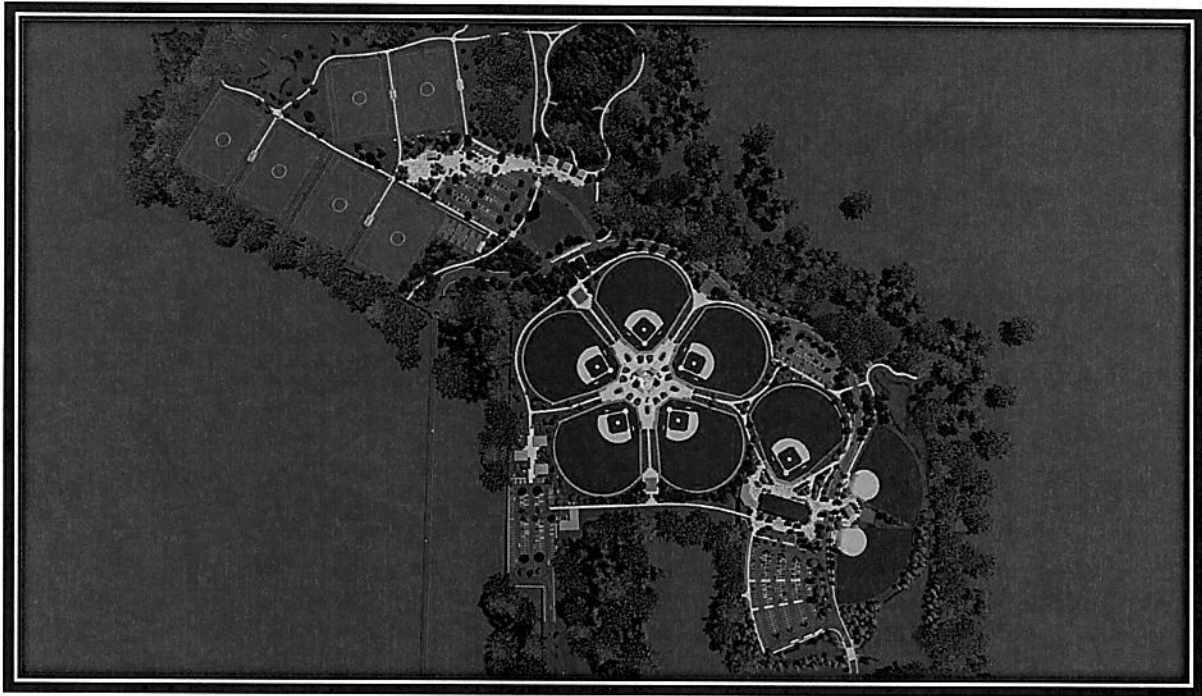




REQUEST FOR QUALIFICATIONS (RFQ)
OPERATIONAL DEVELOPMENT SERVICES
MCCRACKEN COUNTY SPORTS COMPLEX

Completed Response Due Date: 7/27/2021 - 2:00 PM CST

Delivery Requirements: Deliver 1 electronic copy + 8 original copies to:

Steve Ervin - Community Development Project Manager
McCracken County Fiscal Court
300 Clarence Gaines Street
Paducah, KY 42003
servin@mccrackencountyky.gov

McCracken County Sports Tourism Commission
McCracken County Courthouse
300 Clarence Gaines Street
Paducah, KY 42003
Phone: (270) 444-4707



The McCracken County Sports Tourism Commission (MCSTC) is soliciting through this Request for Qualifications (RFQ) the services of a qualified firm to assist in Operational Development, and other related work during the design and construction of a new multi-sports complex in Paducah, McCracken County.

A sealed envelope that is prominently marked "Request for Qualifications, Operational Development, McCracken County Sports Complex" containing eight original copies plus one electronic copy (USB flash drive) of a proposal meeting all criteria listed in this document must be received at the McCracken County Court house, 300 Clarence Gaines Street, Paducah, KY 42003, by 2:00 PM CT, _____, ____ 2021. Late, faxed, or emailed copies will not be accepted for consideration. It shall be the responsibility of the firm submitting the proposal to ensure that it has been properly received by the deadline. If a proposal is not legible, the MCSTC has the discretion to determine that the proposal is non-responsive.

Each proposing firm shall submit a proposal by an authorized individual or officer the firm submitting the response and no proposals shall be withdrawn for a period of 90 days after receipt. In order to control the information disseminated regarding this RFQ, firms are **Not** to make personal contact with the MCSTC or any McCracken County Employees with exception of the person listed above. All questions shall be made in writing. All answers will be given in writing. All submitted items will become property of the MCSTC and the MCSTC reserves the right to make use of any or all information it contains or reject any or all proposals, information in the proposal will become public property and subject to disclosure laws.

All costs associated with the preparation or submission of the proposal for this RFQ are solely the responsibility of the candidates.

The MCSTC may, for good cause, reject any or all proposals and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the MCSTC.

1) Background

In August 2019, the McCracken County Fiscal Court and Paducah City Commission approved ordinances that increased the hotel tax to help fund tourism-related sports projects. In 2020, the newly formed MCSTC hired the team of Peck Flannery Gream & Warren, Hitchcock Design Group and Pros Consulting to complete the Master Plan Report. The Master Plan was completed in February of 2021 and can be found at [McCracken County Sports Tourism Commission Athletic Complex – McCracken County KY](#). Funding will be provided by the McCracken County Fiscal Court, City of Paducah and the MCSTC.

2) SCOPE OF SERVICES

The specific scope of services will be negotiated prior to signing the Operational Development Contract. The selected firm will work with the team of Peck Flannery Gream & Warren, Hitchcock Design Group and Pros Consulting through final design and construction. Our goal is for the selected firm to help us take the project from groundbreaking to first day opening on time and on budget. The facility must be operationally efficient and meet the project goals. In general, services may include, but are not limited to the following:

- Organizational Development

- Operation Systems, & Software Set-Up
- Regional & National Marketing & Business Development
- Local Marketing & Business Development Activation
- Financial Systems Set-up
- Strategic Planning, including financial forecasting and budget development.
- Local, Regional & National Tournament & Events Program Development
- Events Booking
- Grand Opening Events Planning
- Staff Placement, Training, & Development
- Sponsorship Sales
- Daily Operations Development
- Procurement
- Owners Representation

3) TENTATIVE PROJECT SCHEDULE

PROPOSAL AND AWARD TIMELINE	
July 15 th , 2021	RFQ issued
July 27 th , 2021	RFQ Proposals due at 2:00 PM, central standard time on July 27 th , 2021.
July 28 th , 2021	Proposals submitted to be reviewed and scored by MCSTC; finalists for interviews determined
August 11 th , 2021	Finalists interview (if determined to be necessary)
August 11 th , 2021	Interviews scored and approved by MCSTC.

4) PROPOSAL CONTENT

Proposers shall provide the following Information, clearly separated by tabs for the written copies provided, in the order listed below:

1. Cover letter and your firm's statement of interest
2. Description of your firm's relevant experience with projects of similar size and scope.
3. Examples of your firm's specific experience with Operational Development Start up Services for projects of similar scope and size on time and on budget. Please explain your firm's ability to meet critical time milestone dates.
4. References and contact numbers from previous projects completed of similar size and scope.
5. Proposed staff and relevant experience.
6. Current and projected workload.

5) EVALUATION AND SELECTION PROCESS

Submissions will be assessed by the MCSTC based upon the following:

1. Experience with projects of similar size and scope. (40%)
2. Qualifications and experience of personnel to be assigned to the project (30%)
3. Capability to meet critical timelines and project budget requirements (20%)
4. Current and projected workloads (10%)

A Maximum of four candidates with the highest numeric scores will be invited to an interview with the MCSTC. Unsuccessful candidates will be notified immediately after the selection process is complete. After approval by the MCSTC, the MCSTC will enter negotiations with the highest ranked candidate. If negotiations are successful, the other candidates will be informed immediately. If negotiations are unsuccessful with the highest ranked candidate, the negotiations will be terminated and started anew with the second ranked finalist, and thus, until a suitable agreement is reached.

Depending on the number and quality of submittals received, the MCSTC reserves the right to make the selection of the preferred firm based on the submittal information alone and may decline to conduct the interview stage of the selection process.

Selection of the successful firm will be entirely at the discretion of the MCSTC, and the MCSTC reserves the right to waive minor irregularities in the selection process and to reject any and all proposals. This RFQ shall not commit to the MCSTC to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The MCSTC reserves the right to accept or reject any and all responses received as a result of procurement, proposers agree to be bound by the laws of the State of Kentucky, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc.