



REQUEST for QUALIFICATIONS (RFQ)
PHASE 1 - FF&E PLANNING AND DESIGN COORDINATION CONSULTING SERVICES
NEW JAMES BROWN ARENA PROJECT
AUGUSTA-RICHMOND COUNTY COLISEUM AUTHORITY (ARCCA)

June 7, 2021

The Augusta-Richmond County Coliseum Authority (ARCCA) is seeking statement of qualifications for FF&E Planning and Design Coordination Services, during the Pre-Construction Phase, from qualified firms with experience with public assembly facility types for the above referenced project. The solicited services are for Phase 1 – FF&E Planning and Design Coordination Services ONLY as the project is currently only funded for the Design Phase and not the Procurement and Construction Phases. To facilitate the Procurement and Construction Phases, ARCCA will be seeking public approval for funding of those latter phases via a bond referendum scheduled for November 2021.

The ARCCA has retained the services of Perkins + Will Architects and has embarked on a process to replace the existing James Brown Arena constructed in 1980 with a new 10,000 seat multi-purpose facility to enhance its ability to attract new events and to construct a modern, state-of-the-art facility to accommodate a variety of ticketed events.

Reference the website www.NewJamesBrownArena.com for the Request for Qualifications, the Schematic Design submittal and Design Narrative prepared by Perkins + Will Architects and for all other pertinent project information.

The ARCCA proposes to demolish the existing arena, construct a new arena and a “bump-out” addition to the existing Bell Auditorium and a Connector Building comprising of the Box Office, Loading Dock, Staging Areas and above off the Main Concourse, a combination Ball Room/Roof Terrace joining the arena and auditorium to create an overall entertainment complex. The Schematic Design submittal establishes the following design and programmatic parameters:

- Seating capacity is 10,500 seats for an end stage configuration and 11,400 for a center stage configuration. Both configurations require the necessity for on-floor, cushioned, folding chair seating.
- Premium Seating incorporates a range of seating options including 12 luxury suites, 2 party suites, approximately 30 “open-backed” suites / loge boxes, and 1,050 club seats located on the Suite Level.
- Exhibit/tradeshows and meeting room space at event/grade level providing participants with direct access from the entry plaza.
- The exhibit / tradeshow floor area will provide approximately 30,000 square feet of flat-floor space to facilitate the hosting of larger events, exhibitions, tradeshows, consumer shows and conferences.
- One (1) covered Roof Terrace with exterior tables and seating accessible off the Main Concourse.
- Two (2) Roof Terraces with exterior tables and seating accessible off the Suite Level Concourse.
- Ballroom / Roof Terrace approximately 9,000 sf each providing singular event or pre-function space.
- East and West Club premium spaces accessible off the Main Concourse Level.
- Large Social Area anchoring the south end of the arena.
- Administrative Offices encompassing approximately 2,500 square feet of administrative office space on the Event Floor Level.

The following is a projected Scope of Services that are anticipated for this procurement:

Assessment of the Schematic Design Submittal and Development of an "All-In" FF&E Budget Estimate:

- Develop an initial FF&E project budget from plans, layouts, renderings and concept design based on the Schematic Design / Design Development documents and Design Narrative prepared by Perkins & Will Architects.
- Develop a preliminary line-item budget with basic descriptions, allowances, unit of measure and cost based on industry knowledge and past performance.
- Develop a preliminary project differentiation matrix of responsibilities.
- Attend project team meetings as directed by the Client to gain a comprehensive understanding of the project goals and objectives along with the over-arching design concept and programmatic content.

Pre-Construction Activities / Scope of Work:

- Coordinate and define with the Owner, Owner's Representative, Architect, Pre-Construction Cost Consultant and other consulting team members as appropriate, the process for FF&E planning, scheduling, budget review, itemized components list and scope definition.
- Develop an overall FF&E itemized scope of services checklist.
- Develop a scope and Task Responsibility Matrix and submit to the Owner's Representative for review and coordination and modification.
- Develop and maintain detailed FF&E budget and projected cost report.
- Develop Preliminary FF&E Procurement Schedule based on the Overall Project Schedule to include relevant consultants' works.
- Coordinate with the Project Team relative to meetings required, documentation and approvals needed to meet delivery deadlines.
- Continuously monitor and update scope and schedule as required as during design evolution.
- Provide review and input for recommended design approved cost saving measures without compromising the design intent.
- Participate in the value engineering process as needed to maintain the project budget.
- Provide FF&E options that fit within established budget constraints based on the design intent.

Planning, Design Coordination and Budgeting:

- Conversions of the concept budget to a more defined budget upon receipt of specifications from the Architect and Interior Design Team.
- To the extent possible, the FF&E budget shall itemize specifications including; manufacturer, model numbers, size/finishes/colors/electrical requirements and estimated lead times.
- Research all proposed vendor's financial ability, confirm references and past history.
- Determine that sources meet strict design and operational quality standards.
- Provide comprehensive cost comparison between approved sources.
- Develop a preliminary critical path schedule and lead time chart.
- Prepare a Purchasing Source Evaluation on items and vendors, commercial viability of products, durability, availability of reorder, future purchase applications and delivery minimums.
- Finalize the budget with Owner's approval.
- Obtain samples per the approved budget.
- Develop a process / schedule for documentation completion, approvals, and merchandise ordering, deliveries, and installation.
- Develop operations scope between Project Manager and Operations pre-opening team in order to ensure all items are accounted for.
- Make any necessary changes in accordance with the Project team's review.

As a notice to firms receiving this RFQ, it is the ARCCA's intent to select a company that is most qualified to provide the services outlined in this RFQ. The selection of a firm to provide the solicited services for Phase 1 does not preclude a firm from participating in the Phase 2 – Procurement and Installation scope of work when funding is solidified as deemed by ARCCA.

The ARCCA reserves the rights to cancel this, or any future solicitation, at any time, for any reason and reject all proposals. The ARCCA shall have no liability to any proposer arising out of such cancellation or rejection.

The ARCCA has the following selection schedule for this procurement:

RFQ issue date	Tuesday, June 8 th
Deadline for statement of interest/questions	Friday, June 11 th , 12 noon EST
Issue Responses to any questions	Tuesday, June 15 th
Deadline for Statement of Qualifications	Tuesday, June 22 nd , 2:00 pm EST
Evaluation of Qualifications	Wednesday, June 23 rd to Friday, June 26 th
Selection of Firm	Tuesday, June 29 th
Initiate FF&E Consulting Services	Thursday, July 1 st
Deadline for Submittal of FF&E Budget Estimate	Thursday, July 15 th

Qualifications and References

1. Provide a Notice of Interest and Statement of Qualifications to provide requested services;
2. Provide information on experience / roles on other public assembly facility types; and
3. Provide a minimum of three (3) references for similar public assembly services.

Evaluation Considerations

1. Demonstrated Interest, Capacity and Organizational Strength
2. Technical Expertise and Ability
3. Relevant Public Assembly Project Experience
4. Understanding of the Project Scope
5. Ability and Capacity to Consult and Deliver Projects with a \$5M FF&E Budget (minimum)
6. Ability and Availability of Key Personnel
7. Company's Diversity, Equity and Inclusion (DEI) Policy and Implementation
8. Past DBE/MBE/WBE Participation Strategy and Results
9. Historical Adherence to Schedules and Budgets
10. Geographic Proximity to Project
11. Creative Solutions for Project Specific Budget and Schedule Adherence.

Instructions for Statement of Interest, Questions, Proposal Delivery and Deadline:

Upon receipt and review of this RFQ, potential Respondents should issue a Statement of Interest via email to the Owner's Representative/Project Executive, HB Brantley at hbrantley@hjrussell.com.

Questions that the Respondent would like to have answered in connection with the preparation of its response to this RFQ must be submitted no later than Friday, June 11th at 12 noon EST via email to the Owner's Representative/Project Executive, HB Brantley at hbrantley@hjrussell.com. Responses to all questions shall be provided in writing on an anonymous basis and sent by email to all firms participating in the RFQ process.

Statement of Qualifications are due no later than Tuesday, June 22, 2021 before 2:00 pm EST and submitted via email to HB Brantley; Owner's Representative/Project Executive for the New James Brown Arena Project at hbrantley@hjrussell.com. Only Statement of Qualifications received by the stated date and time will be considered.

James Brown Arena / Request for Qualifications (RFQ)
FF&E Planning and Design Coordination Consulting Services

The ARCCA reserves the right to accept or reject any and all proposals in whole or in part and to waive all informalities. The ARCCA does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or provision of service.

END OF REQUEST FOR QUALIFICATIONS