

PROPOSAL

**PHASE 2 ADVISORY SERVICES
CONFERENCE/EXHIBITION CENTER DEVELOPMENT
CLARKSVILLE, TENNESSEE**

Prepared For:

THE CLARKSVILLE CONFERENCE/EXHIBITION CENTER TASK FORCE
c/o The Clarksville-Montgomery County Economic Development Council
312 Madison Street
Clarksville, Tennessee 37040

Prepared By:

LEGG MASON REALTY GROUP, INC.
7 East Redwood Street
Baltimore, Maryland 21202

June 12, 1995

**REQUEST FOR PROPOSAL
PLANNING/DESIGN SERVICES IN CONNECTION WITH
PROPOSED CLARKSVILLE-MONTGOMERY COUNTY
CONFERENCE/EXHIBITION CENTER**

I. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

The Clarksville-Montgomery County Economic Development Council (EDC) is soliciting proposals from firms capable of providing planning and design services as part of the Clarksville community's plan to develop a conference/exhibition center to serve the Greater Clarksville-Hopkinsville (Kentucky) area as well as the states of Tennessee and Kentucky.

II. ASSIGNMENT BACKGROUND AND PURPOSE

Since the mid-1980's the River District Commission of the city of Clarksville has been planning for and orchestrating development in the city's riverfront and adjacent downtown areas. As part of that process, an economic consulting firm, Legg Mason Realty Group, Inc. was retained by the Commission to investigate need, market feasibility, and utilization elements related to the potential development of a conference/exhibition center to serve the Clarksville area. The firm's report concluded that a modest sized facility (approximately 35,000 s.f. of building area) located at any one of five potential sites would experience good utilization and fill a community need.

Development of Clarksville's Conference/Exhibition Center is occurring in four phases:

- Phase I: Establish need, utilization and market feasibility;
- Phase II: Determine development feasibility and initial planning;;
- Phase III: Prepare architectural design and structure financing;
- Phase IV: Construct conference/exhibition facility.

With Phase I completed, the community is proceeding with Phase II, the work for which this RFP is issued. The Phase II work will be managed by the Clarksville-Montgomery County Economic Development Council (EDC). The EDC intends to retain a firm with planning and/or design and/or architectural capabilities to assist it with this development feasibility and planning work.

III. SERVICES DESIRED

The selected consulting firm shall provide at least the services listed below.

- Refinement of the space program for the proposed center.
- General analysis of two already identified sites to determine their physical ability to accommodate the proposed center.
- Preparation of a schematic design to include a general plan showing the massing of the facility and identifying its support component needs (parking, road service, utilities, etc.)
- Preparation of a rough floor plan for each useable floor of the building.
- A general vicinity plan to illustrate how the center would relate to properties adjacent to it.
- Preparation of a color perspective drawing of one elevation of the center at one of the two locations.
- Very general evaluation of traffic issues related to the center.
- Preparation of a refined estimate of the cost of building the facility based on the schematic design and individual site issues.

Under separate contract, the EDC has retained Legg Mason Realty group, Inc. to provide the Conference/Exhibition Center Task Force with technical advisory services regarding the Phase II work. As part of its assignment and in cooperation with the planner/designer, LMRG will analyze the economic impact generated by the facility, work with the planner/designer with regard to establishing an updated utilization profile and space program based on that profile, investigate funding/financing options, and identify sources of funding.

IV. STRUCTURE OF PROPOSAL

Proposals submitted in accordance with this RFP should, at a minimum, contain the following elements.

- **Scope of Services**--A description of the services to be provided and work that would be undertaken by the proposing firm.
- **Schedule of Work**--A schedule showing generally when various parts of the study would be completed and deliverables provided.
- **Staffing Plan**--An indication of the personnel who would work on the job and an estimate of the number of hours each would spend on the assignment.
- **Cost**--A single, fixed price fee for all services to be provided, including any subcontractors, technical services, reports, and expenses.
- **Experience and Qualifications**--Material documenting the experience that the proposing firm has undertaking work similar to this assignment and the qualifications of the proposing firm and of the professional staff who would work on the assignment. The name and telephone numbers of contacts at three of those previous assignments must be provided.

V. PROPOSAL TIMING

Proposals must be received by the EDC by 4:00 p.m., Central Daylight Time on Friday August 18, 1995. It is expected that three to five short listed firms will be notified by August 25 and that interviews will be held in Clarksville on September 7th and 8th.

VI. ASSIGNMENT SCHEDULE

It is expected that the assignment will begin no later than October 2, 1995 and that it will be completed to "draft report" form by December 15, 1995.

VII. PRE-PROPOSAL CONFERENCE

There will be NO pre-proposal conference.

VIII. PREVIOUS STUDIES

Two previous studies are applicable to the work for which this proposal is requested.

- **Clarksville River District Master Plan**--This 1989 study of downtown Clarksville and other areas along the river was done by a planning consultant. It identified a "conference center", capable of accommodating 1500 people at a banquet for a downtown site. This study will not be sent to proposers.

- **Clarksville Conference/Exhibition Center Feasibility Study**--This study was completed in September, 1994. A copy of selected material from the study report is enclosed with this RFP.

IX. EVALUATION AND SCORING OF PROPOSALS

Proposals will be evaluated by a committee of the Clarksville-Montgomery Conference/Exhibition Center Task Force. The factors that will be evaluated are listed below with the maximum score related to each factor indicated. Scores total 100.

- Services provided and study methodology--40 points
- The experience of proposing firm and assigned staff with similar assignments--25 points.
- General qualifications of proposing firm--15 points
- Cost--20 points

X. MAXIMUM COST

The maximum funds available for this work are \$45,000.

XI. NUMBER OF COPIES REQUIRED AND LENGTH

Five (5) copies of the proposal are required. Text materials, including any letter of transmittal but excluding attached experience and qualification materials, should not exceed ten (10) pages.

XII. CONTACT PERSON

Any questions concerning this proposal and the prospective assignment should be directed to Mr. George Halford, President, Clarksville-Montgomery County Economic Development Council. Telephone: 615-647-2331 Fax: 615-645-1574

XIII. PROPOSALS SHOULD BE SENT TO

Clarksville-Montgomery County Economic Development Council
Attn: Mr. George Halford, President
312 Madison Street
Clarksville, Tennessee 37041

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CONFERENCE CENTER/EXHIBITION CTR ARCHITECT RESPONSES

ARCHITECT COMPANIES	RESPONSE
Lyle*Cook Architects, Inc.	Very Interested copy MAILED
Johnson, Rufus Associates	Very Int. copy MAILED
Violette Archt/Interior Design	Interested copy MAILED
Clark & Associates	Very Interested copy MAILED
Wilbur Smith Associates	
Teska Associates, Inc.	
Edward D. Stone, Jr. & Assoc.	
Sasaki Associates, Inc.	Not interested
RTKL Associates, Inc.	Interested
Edward Pinckney/Associates, Inc.	
Miller-Sellen Associates, Inc.	
Landers-Atkins Planners	
Tevebaugh Associates	
Vernon Swaback Associates	
Sedway Cooke Associates	
RTKL Associates, Inc.	Refused - Too small

Rosser Fabrap International

Odell & Associates

Lane Kendig, Inc.

Johnson Johnson & Roy, Inc. *Interested*

GSGSB/H (Hillier Group) Very Interested *COPY MAILED*

R O R Associates

HOK

GKW Engineers, Inc. Very Interested *COPY MAILED*

Grieves Worrall Wright & O'Harnick, Inc.

Gruen Associates

Haines Lundberg Wachler

The Hillier Group

HNTB

Johnson Johnson & Roy, Inc.

Allen L. Kracower & Associates, Inc. *Interested COPY MAILED*

LDR International, Inc.

LandUse

Ewing Cole Cherry Parsky

Michael Graves, Architect

Very Interested Copy MAILED

Gould Evans Associates

Daniel Mann Johnson & Mendenhall

Glattling Jackson Kercher Anglin Lopez Rinehart

Freilich, Leitner & Carlisle

Ellerbe Becket

Barge Waggoner Sumner & Cannon

Very Interested Copy MAILED

EDAW

Design Collective, Inc.

Interested Copy MAILED

Samuel J. Culler & Associates

American Communities Partnership

Bucher, Willis & Ratliff

Cambridge Systematics, Inc.

Carr, Lynch, Hack and Sandell

Cho Wilks Benn Architects

Community Design Exchange

Ayers Saint Gross

Interested Copy MAILED

Harland Bartholomew & Associates, Inc.

Buckurst Fish & Jacquemart Inc.

Camiros

The Cavendish Partnership

Collins Maritime Partners

Interested COPY MAILED

Cope Liner Associates

Ehrenkrantz and Ecistut Architects Interested

Development Design Group

Norman Day Associates

The Cox Company

Odell & Associates

Woolpert

Wallace, Roberts & Todd

Thompson, Ventulett, Stainback & Assoc., Inc.

COPY MAILED

Taylor + Gardner Architects, Inc.

Very Interested
COPY MAILED