



RFP/RFQ

**DEVELOPMENT, CONSTRUCTION AND OPERATIONS OF
LAKE COUNTY INDIANA CONVENTION CENTER**

ISSUE DATE MAY 15, 2024

SUBMITTAL DATE OCTOBER 16, 2024

ISSUED BY: **LAKE COUNTY COMMISSIONERS**

Building 'A', 3rd Floor

2293 N. Main Street

Crown Point, IN 46307

ISSUE DATE: May 15, 2024

QUESTIONS DUE DATE: September 1, 2024

SUBMITTAL DUE DATE: October 16, 2024

DIRECT INQUIRIES: **Mr. Matt Fech**

Lake County Commission Attorney

fechmn@lakecountyin.gov

Mr. Matt Reardon

Lake County Commissioner Consultant

Matt.reardon@mcrpartnersltd.com

Subject Line Convention Center RFP Questions

DELIVERY: **1 Bound Original Copy**

One Electronic Copy via E-mail (PDF Format)

One Electronic Copy via Flash Drive (PDF Format)

NOTE: Please be advised that the respondent shall use as a guide the study regarding the **Need for a Convention Center in Lake County, Indiana** updated and prepared by the Northwest Indiana Regional Development Authority and it is accessible (as well as previous study on the Northwest Indiana Regional Development Authority website [RDA: RDA \(in.gov\)](http://RDA.RDA.in.gov)). Respondents that have other locations that may not have been included please be advised that project criteria contained on **pages 132 and 133** of the report should be utilized.

All materials submitted shall be the property of the Lake County Commissioners. Respondents are responsible for all cost incurred in the creation of this submittal.

INTRODUCITON

Lake County board of commissioners shall begin accepting proposals for the development, operation, and an ownership share in a Lake County convention and event center from any entity qualified to fund and operate a convention and event center, including local political subdivisions. The proposals shall be submitted not later than

GENERAL GUIDANCE

The respondent shall utilize as a baseline for their submittal the update of the Feasibility Study regarding the Need for a Convention Center in Lake County, Indiana. Other items to review for this submittal include Indiana Senate Enrolled Act 37 and South Shore Convention and Visitors Authority feasibility study of a regional convention center.

(1) Any variance in the respondent's proposal from what is described in the updated feasibility study related to a return on investment analysis, including anticipated income generated countywide, peripheral investment anticipated to result from the project, or anticipated gross retail tax revenue to be generated from the project shall be clearly highlighted in the response to this proposal.

(2) The uses that the convention and event center will accommodate.

(3) Acknowledgment of ownership structure that includes shared ownership with the Lake County Convention Center Authority and utilization of revenues that can be made available by the Lake County Convention Center Authority.

(4) An operating plan, including information concerning:

- (A) any third party entity expected to manage and operate the facility;
- (B) any professional experience with convention center operations;
- (C) any professional experience with facility management; and
- (D) any experience with efficiency programs used for managing operating costs and capital expenditures.

(5) An anticipated operating budget for the facility, including the financing of any operational shortfall and pro forma operating statements for the first five (5) years of operations.

- (6) Any documents related to vendor agreements, leases, partnerships, and financing plans and commitments.
- (7) Any document related to existing real estate agreements, leases and or letters of intent.
- (8) Any proposed or available hotel accommodations that may be dedicated for the promotion and sales of the convention and event center, and not for promotional uses for any other associated facility.
- (9) Firms will be expected to comply State and Local law regarding WBE-MBE goals.

PROPOSAL SUBMISSION REQUIREMENTS

The respondent must submit 1 original bound copy, an e-mail PDF and a PDF flash drive of the proposal materials. Submittal must be delivered no later than 9:30 CST on October 16st 2024 in the Office of the Lake County Auditor 2293 N Main Street Crown Point, IN 46307. The outside of the submittal package should be clearly marked

“PROPOSAL FOR DEVELOPMENT, CONSTRUCTION, OPERATIONS AND AN OWNERSHIP SHARE OF LAKE COUNTY INDIANA CONVENTION AND EVENTS CENTER”

Submittals must contain all elements 1-8 and the County reserves the right to accept or reject all submittals, to utilize elements of proposals and specifications contained in any final contract documents. Electronic submittal requirements to be provided to the County Commission Attorney within 24 hours of public submittal opening.

SUBMITTAL FORMAT AND CONTENT

The following sections and content are required in each submittal:

- (1) Introduction and Executive Summary
- (2) Experience and Reference Summary (Minimum of 3 References)
- (3) Statement of Financial Capacity/Stability (to be included in separate item clearly marked financial information)
- (4) Facility (s) Design
- (5) Project Schedule
- (6) Project Team

- (7) Insurance Statement
- (8) Identification of any Outstanding Claims and Lawsuits

SECTION 1 INTRODUCTION AND EXECUTIVE SUMMARY (NO MORE THAN THREE (3) PAGES)

An Executive Summary should be prepared describing why Lake County should select your firm/team. The summary should contain a brief statement indicating the company's understanding of the consultant's report regarding the feasibility of a conventions and events center and its approach.

Provide the following information for the company in the introduction

- 1. Company name and business address, telephone and facsimile numbers, email addresses
- 2. Type of ownership and parent company (if any); pending ownership changes (if any)
- 3. Indicate when the company became licensed to do business in the State of Indiana
- 4. Brief company financial & stability status
- 5. Project manager's name and contact information

SECTION 2 EXPERIENCE AND REFERENCE SUMMARY (NO MORE THAN THREE (3) PAGES)

- 1. Provide similar experience illustrating similar projects or work related to the technical aspects of development, constructions and operations of a convention and events center. Include sub-contractors, consultants and advisors (if any). Cite specific projects of a similar nature to the project described herein and list a reference with contact information for each project cited.
- 2. RESPONDANTS must include at least three (3) references to be contacted County. Please provide the following information for each reference:
 - a. Reference name
 - b. Name and address of client
 - c. Client contact person (name/position/current phone number)
 - d. Period of contract
 - e. Description of overall scope of work, including all services and deliverables
 - f. Status of Project

SECTION 3 STATEMENT OF FINANCIAL CAPACITY/STABILITY

Respondent is to include audited financial statement from the project lead firm, project sources of financing and any proposed partnerships (including ownership, operations) including proposed

ownership percentage and structure ownership with the Lake County Convention Center Authority. To the extent permissible by law, audited financial statements, personal and trade secrets, methods and proprietor information will be confidential.

SECTION 4 FACILITY DESIGN

Respondent will provide site plans, renderings of proposed new facilities, elevations and building materials. Please identify project innovation including energy efficiency, resource maximization and LEED/GREEN elements.

SECTION 5 PROJECT APPROACH

A detailed description of how the respondent proposes to approach this project. Discuss the proposed methodologies, techniques, and procedures for each work item. Provide suggestions for any additional services which may enhance the value and/or affect the overall economy and effectiveness of the project.

SECTION 6 PROJECT SCHEDULE

Include a proposed time schedule for completion of the key tasks in each phase, with the schedule in terms of months. Identify the method and person responsible to assure the time schedule will be met.

SECTION 7 PROJECT TEAM

Provide an Organization Chart of the project team specifying the dedicated project Manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel who will support this project. Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of each team member (including sub-consultants). in disciplines appropriate to the project, as well as education, availability to work on this project, experience, years of experience (with current firm and other firms).

SECTION 8 IDENTIFICATION OF LAWSUITS AND ADMINISTRATIVE CLAIMS/FINES RESPONDANTS

Identify all lawsuits, administrative claims or fine proceedings the respondent has been a party to in the past five (5) years. In the response, be sure to include any fines levied by any unit relating to the proposed work such as fines from the EEOC, Department of Labor, OSHA, or any other unit of government.