



REQUEST FOR PROPOSALS

NEW SPORTS TOURISM COMPLEX DEVELOPMENT IN ST. CHARLES COUNTY

RELEASE DATE: May 20th, 2024 | SUBMISSION DEADLINE: AUGUST 15TH, 2024





St. Charles County Convention and Sports Facilities Authority
St. Charles County, MO

Request for Proposals

Development of a New Indoor/Outdoor Sports Tourism Complex in St. Charles County

Key Dates & Deadlines:

- **Proposal Issued:** May 20, 2024
- **Project Update/Presentation** May 30, 2024
- **Pre-Bid Information Meeting:** June 4, 2024
- **Follow-up Questions Due:** June 20, 2024
- **Response to Questions:** July 1, 2024
- **RFP Submission Deadline:** August 15, 2024
- **Presentation/Interviews:** September 9, 2024
- **Evaluation Team presents recommendation to the Authority:** September 16, 2024
- **The Authority's Decision:** September/October 2024

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1. Introduction

1.1 Introduction

St. Charles County Convention and Sports Facilities Authority (“the Authority”) is a separate Missouri state political subdivision that is not a part of the St. Charles County government. The Authority is seeking proposals from public, private or non-profit organizations to fund, construct, and maintain an indoor/outdoor sports tourism complex to attract out-of-market tournament visitation and direct spending and jointly be used, during non-tournament use, by St. Charles County residents. Throughout this request for proposals (“RFP”), the “Proposer” refers to organizations that submit proposals as described within this RFP.

1.2 Overview

1.2.1 Indoor/Outdoor Sports Tourism Venue and The Authority’s Occupancy Taxes

The St. Charles County Convention and Sports Facilities Authority (“the Authority”) administers a tax on sleeping rooms within the county and uses the collected funds to further the Authority’s economic development mission to promote convention and sports facilities in St. Charles County, Missouri that will draw visitors primarily from outside of the St. Charles County region to St. Charles County. Such visitors will increase St Charles County hotel stays, increase expenditures in local St. Charles County businesses, and be introduced to the many attractions available in St. Charles County.

In 2023 The Authority hired Sports Facilities Companies (SFC) to produce a Market Feasibility Study and Financial Forecast for a new facility / venue in St. Charles County that would be focused on driving non-local visitation and direct spending to the county. The study focused on a new Indoor / Outdoor Sports Tourism Complex that would bring non-local visitors into St. Charles County for multiple day visits. SFC produced an economic impact forecast which included a projection of event days and an analysis of per person spending by category, non-local days in market and anticipated room nights that would be generated for each event that would be hosted by a new Sports Tourism Complex in St. Charles County. (See Appendix A the report produced by SFC).

Annual funding of up to \$5.0 million is available to support capital costs associated with the project for a maximum period of 25-years. All funding decisions must be authorized by the Authority.

The Authority does not intend to fund recurring operational needs nor ongoing maintenance costs or capital expenditures that may arise as a result of the funded Indoor/Outdoor Sports Tourism Complex. The proposer’s ability to address these costs should be included in the pro forma as required in Section 4.5. **Note: It is assumed that the new complex will be managed by a third-party management company that has a track record of success in operating venues of this size and scale.**

Project selection is based primarily on whether a proposal meets the parameters and criteria outlined in Section 4.0. which includes the desire of the Authority to find a partner (in the form of a municipality, private developer, other governmental entity, or some combination of them) that can provide land and infrastructure for the indoor/outdoor sports tourism complex, along with additional adjacent land for ancillary retail, restaurant, hotels and mixed-use development that will help to elevate the customer experience and ensure that the project achieves its goals of becoming a competitive sports tourism destination for the Midwest region and beyond. While the Authority's concept as stated in Section 4.2 of this RFP is based on recent research, creative sports facility and supporting ancillary development proposals achieving comparable levels of economic impact and overnight hotel guests will be evaluated.

1.2.2 Selection Process

In April of 2024, the Authority will initiate the process for selecting one or more Indoor/Outdoor Sports Tourism Complex partners. Sports Facilities Companies has been engaged by the Authority to conduct the review process based on its extensive experience in developing and operating sports tourism facilities across the United States. The review process will begin with the distribution of a Request for Proposals. Proposals will be due to the Authority on July 15, 2024.

The Authority will review submittals received by Sports Facilities Companies in July and will host presentations and in-person interviews from each of the qualifying proposers in early August 2024. It is anticipated that the Authority will receive recommendations on the finalists from Sports Facilities Companies based on the most qualified response.

The Authority may select one, or more, Proposers to negotiate with either separately or jointly to assemble the best project for the benefit of the County.

1.3 Funding Available

It is anticipated that up to \$5.0 million will be available annually to support the selected proposal for a period of up to 25 years. The request for use of Occupancy tax funding should not exceed 43% of the anticipated total project capital costs. Of the remaining 57% of capital funding, the Proposer should be able to demonstrate funding and/or financing commitments for the balance of the cost to develop the indoor/outdoor sports tourism complex.

The proposal selected for funding will enter into a funding agreement with the Authority. Actual payments will be contingent upon approval of the funding agreement and the terms established in the funding agreement for the project.

1.4 General Proposal Requirements

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

- 1.4.1 The Authority reserves the right to reject any or all proposals. The Authority also reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.
- 1.4.2 Proposals will be received by the Authority at the time noted on the cover page of this document. At that point, The Authority will close the receipt of proposals and begin the evaluation process along with the Sports Facilities Companies. The Authority will likely distribute a brief summary of the proposals received include the names of the Proposers, project title, and funding amount commitments.

The Authority, at its option, may disclose the name(s) of any organizations being considered or elevated during the process. Proposers are not to contact any Authority staff or Authority commissioners in reference to the process due to the nature of a competitive environment and to protect the integrity of the RFP process until recommendations have been presented by the Sports Facilities Companies to the Authority. As information becomes available and is relevant for release, that information will be shared with Proposers.

1.5 Minimum Criteria

To be eligible for consideration, each proposal must meet the following minimum criteria:

- 1. The project must be fully located in St. Charles County.
- 2. The project must be consistent with the defined purposes of the funding related to convention or sports facilities.
- 3. The project must be capital in nature. Projects with a capital value of over \$84,000,000 for the core sports facility concept will be given the greatest consideration.
- 4. The project proposal requests the Authority's funding for a maximum of 43% of the total project cost.
- 5. Significant and substantial local impact during the construction phase that fully complies with prevailing wage requirements and minimizes construction delays.

2. General Submittal Requirements

2.1 Proposal Contact Prior to Submittal

A Project Update Presentation that outlines SFC's market feasibility, financial performance, economic impact projections and opinion of cost of the Indoor/Outdoor Sports Tourism Complex and the proposal process moving forward will be held on May 30, 2024, at 10:00 am at the following location: St. Charles Convention Center, Lower Level, Room 104/105, One Convention Center Blvd., St. Charles, MO 63303.

Following the public presentation, a pre-submittal meeting to discuss the proposal process and evaluation criteria will be held on June 4, 2024, at 10:00 pm at the St. Charles Convention Center, Lower Level, Room 104/105, One Convention Center Blvd., St. Charles, MO 63303. Attendance or representation at both the public presentation and the pre-submittal meeting is STRONGLY ENCOURAGED.

In regard to this RFP and subsequent selection process, proposers shall initiate NO CONTACT, either written or verbal, with the Authority members or its staff involved in this process and/or during the period beginning with the issuance of this document (May 20, 2024) through final evaluation recommendations by Sports Facilities Companies to the Authority (August 19, 2024) other than to the Proposal Contact identified below.

Any attempt by a Proposer to initiate contact of the aforementioned may result in the disqualification of the Proposer from award of project funding through this RFP. Questions about the Indoor/outdoor Sports Tourism Complex and the RFP Process may be asked at the pre-submittal meeting or written questions may be directed to:

Proposal Contact:

Kevin Schuh
Sports Facilities Companies
314.303.6860
kschuh@sportsfacilities.com

Questions submitted and the Authority's response, including questions during the pre-submittal meeting will be distributed to all attendees registered at the pre-submittal meeting.

2.2 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP.

Six bound copies shall be submitted to the address shown below. Proposers shall also submit an electronic PDF version on Flash Drive. The PDF file should be in a printable format for 8 ½ X 11.

Mailing Address:

Diane Tocco, Administrator
St. Charles County Convention & Sports Facilities Authority
%St. Charles Convention Center
One Convention Center Plaza
St. Charles, MO 63303

Proposals must be received before 3:00 PM on August 15, 2024.

The Proposer's name, RFP number, and proposal closing time and date must be marked clearly on the proposal submission.

The time of receipt shall be determined by the time clock in the Authority's offices (CDT). The Authority will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Proposer's responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. ***Fax or email responses will not be accepted.***

2.3 Proposer Expenses

The Authority will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this proposal including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the Authority and/or its representatives. Further, The Authority shall reserve the right to cancel this process prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the Authority has formally accepted a recommendation.

2.4 Proposed Schedule

Proposal Issued:	May 20, 2024
Public Presentation	May 30, 2024
Pre-Bid Information Meeting:	June 4, 2024
Follow-up Questions Due:	June 20, 2024
Response to Questions:	July 1, 2024
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The Authority Decision:	September/October 2024

Evaluation Team Interviews

The evaluation team will review project proposals to determine if any should be deemed non-qualifying. A project would be deemed non-qualifying if it does not meet one of the minimum qualifications identified in Section 1.5. The evaluation team will review project proposals and receive presentations from each qualifying proposal. If located in municipal boundaries, finalists will be asked to submit a letter of acknowledgement of the proposed project from the Mayor or Town/City Manager for the governmental jurisdiction in which the project will be located.

2.5 Award

Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. The Authority reserves the right to accept one or more proposals without discussion and without conducting further negotiations. Under such circumstance, the formal acceptance of a proposal by the Authority by Resolution shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. The Authority may also, at its discretion, have discussions with those Proposers that it deems to fall within a competitive range. The Authority may enter into negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the Authority has tentatively selected to award a contract to. The Authority shall not be deemed to have finally selected a Proposer until the elected board approves awarding the funding. The Authority may also choose to not recommend funding for any Indoor/Outdoor Sports Tourism Project or choose not to proceed with awarding funds through this process.

2.6 Non-disclosure of St. Charles County Convention and Sports Facilities Authority Information

The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the Authority.

2.7 Retention of Proposer Material

Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the Proposer. All proposals become the property of the Authority upon receipt. Selection or rejection of a proposal shall not affect this right. The Authority shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Selection or rejection of a proposal shall not affect this right.

3. General Terms and Conditions

3.1 Certification

The Proposer hereby certifies that it has carefully examined this Request for Proposal. By signature on the response to the RFP, the Proposer certifies that its proposal is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all proposers.

3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Authority. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the Authority, in consultation with legal counsel, may reject their proposal.

3.3 Assignment

No assignment of the Proposer's obligations or the Proposer's right to receive payment hereunder shall be permitted without prior written consent of the Authority. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the Authority.

3.4 Indemnification

The Proposer will indemnify and hold the Authority harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the Authority to the extent it is caused by the negligence of Proposer, its sub-Proposers, or their employees or agents, while performing duties under this Agreement, provided that the Authority gives the Proposer prompt, written notice of any such claim or suit. The Authority shall cooperate with Proposer in its defense or settlement of such claim or suit. This section sets forth the full extent of the Proposer's general indemnification of the Authority from liabilities that are in any way related to Proposer's performance under this Agreement.

3.5 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the Authority and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the Authority harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Payment

Payment for the project funded pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in a subsequent contract in an amount not to exceed \$5.0 million annually for a period of up to 25 years. Actual payments will be contingent upon entering into an agreement approved by the Authority, filing an annual status report with the Authority, and Authority staff approval that all terms and conditions of the agreement are in good standing. The contractual agreement shall have a clause regarding agreement validity based upon acknowledgment that the Authority is a governmental entity and any agreement validity is based upon the availability of public funding under the Authority's statutory mandate. Notwithstanding other terms to the contrary, the obligation of the Authority under any Agreement shall cease immediately for a fiscal year in which the Authority does not, for any reason, appropriate funds for this Agreement or any of its renewals.

3.7 Governing Law

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of Missouri. Should any portion of any contract be in conflict with the laws of the State of Missouri, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

3.8 Confidential Information/Public Records Law

The Authority assumes no responsibility for confidentiality of information offered in a proposal. The Authority, and the responses to this RFP, are subject to Missouri's Open Records Law RSMo. §610.010 et seq. The RFP does not intend to elicit proprietary information. The Authority reserves the right to share any information submitted in response to this RFP or process with any person(s) or firm(s) involved in the review and evaluation process.

However, if a Proposer chooses to include information it believes to be proprietary that it does not wish to be made public, Proposers are requested to identify specifically any information contained in their Proposals that they consider confidential and/or proprietary and that they believe to be exempt from disclosure, citing specifically the applicable exempting law. Failure of the Proposer to cite specifically to the applicable law exempting disclosure under the Open Records Law with a statement of supporting reasons, may result in disclosure of such information. Proposers must identify any information as confidential and/or proprietary by stamping each page with such information "Confidential" and/or "Proprietary" and placing it in a sealed envelope. This requirement also applies to any electronic copy that is to be submitted. If the Authority

disagrees that the material is exempt, the Authority will either return the material or inquire if the Proposer wishes to have the Authority consider the material as an open record. If the Authority agrees that the material is exempt and treats it as a closed record, in the event that a request for inspection is made under public records law, the Proposer will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information. By submitting such materials, the Proposer agrees to hold the Authority harmless from any and all costs and attorney's fees incurred in such actions or lawsuits.

3.9 Compliance with Laws and Regulations and Policies

Proposer must comply with all applicable State and Federal Laws. In the event that any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify the Authority at once, indicating in its letter the specific regulation which required such alterations. The Authority reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

In consideration of signing any contract and as a condition of funding, the Proposer, its agents, officials, employees, and servants shall agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with respect to the project for which funding is being requested.

3.10 Insurance

In order to be considered, all finalists will be required to demonstrate proof of Commercial General Liability Insurance, Commercial Automobile Liability Insurance, Worker's Compensation Insurance, and/or any other insurance appropriate to the work undertaken; or otherwise demonstrates financial responsibility appropriate to the work undertaken.

3.11 Deviation from Proposer's Stated Project Use

Proposer may not deviate from the stated project use of funds. In consideration of signing any contract and as a condition of funding, the Proposer shall agree that if the organization fails to meet or comply with a condition of the funding agreement for the use of funds, or if the recipient Proposer transfers all or part of an asset improved or acquired with the Authority funding such that the Authority's intended purpose for the funding is frustrated, The Authority in its discretion may reduce the amount of funding, terminate the funding agreement, require repayment of funding, or require the recipient Proposer to transfer ownership of the asset to the Authority to the extent of Occupancy tax funding of the Project.

3.12 Hold Harmless Agreement

Any agreement funded by the Authority will have a hold harmless agreement. The Proposer will need to agree to defend, indemnify, and hold harmless the Authority from all loss, liability, claims, or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage to any persons or persons caused in whole or in part by the negligence or willful misconduct of the Proposers except to the extent same are caused by the negligence or misconduct of the Authority.

3.13 Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

The Authority has the discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised information, if it is deemed to be in the Authority best interests to do so. The Authority reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the Authority's best interest. Moreover, the Authority reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the Authority.

4. Detailed Submittal Requirements

4.0 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections with tabs for each section:

PROPOSAL SECTION TITLE

	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Scope of Project (up to 20 points)
3.0	Project Capital Budget and Funding Sources (up to 25 points)
4.0	Project Timeline (up to 20 points)
5.0	Project Operating, Maintenance and Cap X Plan (up to 25 points)
6.0	Organizational Information (up to 10 points)

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

Proposer shall clearly identify any deviations from the specifications in this RFP.

4.1 Executive Summary

(Proposal Section 1.0) This section of the response should be limited to a brief narrative summarizing the project proposal. The executive summary shall, at a minimum, include an identification of the proposed project, responsibilities of the project team, and a summary of the

proposed cost of the project. This section should highlight aspects of the proposal that make it superior or unique in addressing the needs of the St. Charles County Convention & Sports Facilities Authority and its mission to bring a significant tourism impact to the County. Please note that the executive summary should identify the primary engagement contact. Contact information should include a valid e-mail address and telephone number.

4.2 Scope of Project (up to 20 points)

(Proposal Section 2.0) This section of the response should include a comprehensive discussion of the Proposer's overall project proposal and should include any graphics that depict the scope of the project. Scaled floor plans, site plan, elevations or artistic rendering of proposed building, if available, should also be included in the response.

The Authority has conducted extensive professional research on the demand and potential for sports related facilities in St. Charles County. The Authority's consultant, Sports Facilities Companies, has created a recommended development concept based on their research. The key components of that concept needed to achieve the Authority's goals are listed below. While the Authority strives to achieve this concept, it is understood that there may be other creative sports facility concepts that could generate comparable levels of economic impact and overnight hotel guests. The Authority will consider a modified Facility Program that accounts for a future partner's needs, provided it will achieve the projected economic impact in St. Charles County as well as anticipated number overnight hotel guests that are comparable to the metrics detailed for the recommended Facility Program. Those alternative concepts will be evaluated by the Authority, but the greatest consideration will be given to proposals that describe an indoor/outdoor sports tourism complex that includes SFC's outlined concept that includes:

- An Indoor Athletic Facility with a minimum of 258,745 square feet (with a building footprint of at least 226,880)
- Minimum of 8 high-school size hardwood basketball courts that can be converted to 16 volleyball courts utilizing the same floor space
- Two Ice Rinks: One Primary and Secondary supporting Ice Rink both with a seating capacity of 600 seats. The support rink should have the ability to convert to either 4 Temporary high-school size basketball and/or volleyball courts (over the ice).
- Supporting Ice rink spaces should include twelve full-size locker rooms with showers and six separate locker rooms for officials as well as Zamboni Storage and Ice Plant Room
- A Family Entertainment Center with leased Bar & Grill of at least 20,000 square feet
- Flex Space should include Lobby/entrance reception area with control room and ticket offices
- Minimum of 4 Manager's Offices and an office area of at least 1,500 square feet
- A Kitchen and Café Seating Area that in combination totals 3,700 square feet as well as a secondary concessions area of approximately 600 square feet
- Two flex team rooms (3,000 square feet) and two referee rooms (300 square feet) + a Sports trainer/medical room (300 square feet)
- Skate Rental and Skate Storage of approximately (1,080 square feet)

- Adequate storage for equipment and temporary court storage (4,800 square feet)
- Leased Space for an Ice Pro Shop (1,000 square feet) and a Medical Tenant (5,000 square feet)
- Elevated mezzanine and walkway space of approximately (6,656 square feet)
- Load-in/load-out access doors
- A 27.74-acre Outdoor Field Complex that includes 4 (400') Baseball/Softball Flex Fields that convert to 8 (225') Youth Baseball/Softball fields along with 8 dedicated (275') Baseball/Softball fields
- 3 Secondary Support Buildings that include 3 Press Boxes (Baseball Clover) + maintenance building
- A Minimum total acreage of 72.40 acres (For both Indoor/Outdoor Athletic Facilities) that accounts for 2,115 parking spots as well as setbacks and greenspaces and parking flow .

Please Note: Adjacent existing private development that provides complementary supporting retail and commercial development that help to achieve the overall goal of SFC's concept plan are welcome but may not be considered when accounting for the above minimums, which are solely attributed to the sports facility concept.

Additional information in this section should include:

1. Proposals that have available ancillary land will be looked at more favorably. A detailed description of the adjacent land that can support ancillary development of retail, restaurants, hotels and commercial development that will elevate the customer experience at the site and ensure that the sports complex is a destination for non-local visitors. Ideally the developable acreage should be between 20 and 30 acres located immediately adjacent or in close proximity to the sports complex.
2. An analysis of the demand or unmet needs the proposed facility will address.
3. A statement of the proposed project plan's effectiveness in addressing the regional need in comparison to existing facilities. Include whether delays in the project impact its viability.
4. Clear demonstration regarding the need for occupancy tax capital investment for project success. It should also include data to demonstrate a clear link between the project initiative and the resulting increase in overnight room stays.
5. A description of how the Proposer will collaborate with other organizations (government, non-profit, and corporate) to achieve the desired outcomes resulting in lasting community impact.
6. How the proposer would track and measure success of the project.
7. A description of how the project is consistent with the Authority's mission.
8. A description of how the Proposer will maximize local economic impact and local jobs while satisfying statutory prevailing wage requirements during construction.

4.3 Project Capital Budget and Funding Sources (up to 25 points)

(Proposal Section 3.0) Each proposal must provide the following information about the project budget and funding sources, so that the Authority can evaluate the Proposer's ability to support the commitments set forth in response to the RFP. The Authority, at its option, may require a Proposer to provide additional support or clarify requested information.

1. The Proposal must include all sources of funding for the proposed project, and year of commitment. Please note if the funding sources are pending, confirmed, committed or received. Include the ratio of private to public investment. Public investment will include funding from any unit of government. For all confirmed sources of funding, please remit evidence of commitment. Proposal should include funding for the current project only and should not include prior phases and should demonstrate current commitment for a least half of non-Authority funding. It is anticipated that any Authority funding for approved projects will not be distributed until the organization can demonstrate that other sources of funding for the approved project are obtained. Authority dollars are to be the last dollars into the project.
2. The Proposal must include a clear schedule of expenditures for the project, and at a minimum, should detail expenditures by category. Please state who prepared the cost estimates and if the costs include an inflation factor. Categories should include:
 - Planning and Design
 - Land Acquisition Right of Way
 - Construction
 - Equipment / Furnishings
 - Other
 - Contingency
3. Describe the impact on existing infrastructure, such as roads or water and sewer facilities.

4.4 Project Timeline (up to 20 points)

(Proposal Section 4.0) Each proposal must provide the following information about the project timeline, so that the Authority can evaluate the Proposer's ability to support the implementation and feasibility of the project. It is desired that all projects are able to secure a construction contract or building permit within 24 months of project approval and projects are complete within 48 months of approval. Make sure to include any actions already taken, as well as future actions. Any site plan approvals or zoning variances required for the project shall be noted and the status of those activities included in this section. The Authority, at its option, may require a Proposer to provide additional support or clarify requested information. The Proposer should highlight any programs or contracting protocols that it will utilize to minimize construction delays.

Project Action	Start Date	Finish Date
Study and Analysis of Project		
Site Identification		
Land/Site Acquisition		
Architectural/Engineering Studies		
Facility Construction		
Equipment Purchase		
Other (describe)		

4.5 Plans for Operations, On-going Maintenance and Capital Expenditures (up to 25 points)

(Proposal Section 5.0) Each proposal must include a description/forecast of the plans for funding operations, on-going maintenance and capital expenditures in order to demonstrate the long-term viability of the project operations and to protect the Authority's investment. As mentioned previously it is assumed that the facility will be managed by a third-party management company who have a track record of success in managing sports tourism facilities across the country. Describe the annual operating funding plan in detail including accounting for any operating shortfalls.

Include budgetary information related to the funding commitment that will support ongoing operations, facility maintenance and future capital expenditures to ensure the ongoing operating viability and sustainability of the project.

Operating Budget & Financial Status

1. For public entities, please submit latest copy of your audited annual budget. For tax exempt entities, please submit your IRS form 990 or applicable tax return. For non-public tax returns, see section 3.8 regarding personal and confidential information.
2. Please provide one copy of most recent audit and management letter if your agency received one.
 - a. If your organization DOES NOT have an audit, review, or compilation submit a notarized letter from your treasurer confirming the accuracy of the statements.

4.6 Organizational Information (up to 10 points)

(Proposal Section 6.0) Each proposal must provide the following information about the submitting Proposer, so that the Authority can evaluate the Proposer's ability to support the commitments set forth in response to the RFP. The Authority, at its option, may require a Proposer to provide additional support or clarify requested information.

Organization Background

1. How long the proposer been in business or in existence?
2. A brief description of the organization size and organizational structure. Include a list of the Board of Directors or governing body if applicable.
3. A list of all executive officers of the organization or elected officers of the governing body. If the organization is a statewide or national organization, submit the local chapter information.
4. Any material (including letters of support or endorsement) indicative of the Proposer's capabilities to implement the Indoor/Outdoor Sports Tourism Complex development project.
5. Identify any litigation or governmental or regulatory action pending against your organization or entity.
6. A description of contractual relationships, if any, with other organizations that would be a conflict of interest or appearance of conflicts of interest in partnering with the Authority to deliver the capital project.

Proposer Team Experience

1. Identify the proposed team indicating who is responsible for the key roles of the proposed project; provide an organizational chart showing lines of communication and levels of authority.

Similar Projects

1. Provide a description of a similar project or projects most similar to the one described in the proposal for which the organization has been responsible.

5. Available Information

5.0 Available Information Upon Request

For additional information, please contact:

Kevin Schuh

Sports Facilities Companies

314.303.6860

kschuh@sportsfacilities.com

Questions regarding preparing a response to this RFP will be accepted until noon local time June 20, 2024 to allow sufficient time to respond prior the RFP deadline.

6. Miscellaneous Requirements

Each Proposer shall comply with RSMo. §285.525-285.550 regarding enrollment in a federal work authorization program with respect to the employees proposed to work in connection with the services requested by:

1. Submitting a completed, notarized Affidavit of Work Authorization; and
2. Providing proper documentation affirming the bidder/contractor's enrollment and participation in a valid federal work authorization program for the employees proposed to work in connection with the services requested in this Contract.

Note: An example of a valid federal work authorization program is E-Verify. Acceptable enrollment and participation documentation in the E-Verify program consists of: (1) a valid, completed copy of the first page of the E-Verify Memorandum of Understanding (MOU) identifying the bidder; and (2) a valid copy of the MOU signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

Each Proposer acknowledges that the selection of any Proposal and/or awarding of any contract must comply with RSMo. §208.009, which requires providing the Authority with affirmative proof that the person signing the contract is a citizen or permanent resident of the United States or is lawfully present in the United States prior to the Authority awarding the contract.

The St. Charles County Convention and Sports Facilities Authority fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please go online at: <https://www.justice.gov/crt/fcs/complaint-process>

The Attachments to the RFP are solely the opinions of Sports Facilities Companies and are offered as an exemplar of their concepts of possible solutions to carrying out the Authority's mission. As with any estimate of future performance, they are not guarantees or representations of actual performance in the future. Such future performance is subject to many variables – including the nature and extent of the Proposers' submission. The Proposers must conduct and rely on their own research.

7. Attachments

- 6.0** Attachment 1: SFC Executive Summary (February 2024)
- 6.1** Attachment 2: SFC Facility Program & Opinion of Cost
- 6.2** Attachment 3: SFC Pro Forma