

J E K Y L L I S L A N D
A U T H O R I T Y

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Request for Statement of Qualifications

To Provide
Facility Management / Operational Services
For
Jekyll Island Convention Center
Jekyll Island, Georgia

RFQ No. 270

February 14, 2011

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REQUESTS FOR QUALIFICATIONS
To Provide
Facility Management / Operational Services
For
Jekyll Island Convention Center
Jekyll Island, Georgia

The Jekyll Island Authority (JIA), as “Owner” is soliciting Statements of Qualifications from qualified firms to provide Facility Management / Operational Services for the new Jekyll Island Convention Center, Jekyll Island, Georgia. This Request for Qualifications (RFQ) seeks to identify the most qualified Facility Management Company to provide the said services. Some firms which respond to this RFQ, and who are determined by the Owner to be especially qualified, will be deemed eligible and will be invited to offer Proposals for these services. All respondents to this RFQ are subject to the instructions communicated in this document. JIA reserves the right to reject any or all statements, qualifications and waive technicalities or informalities at the discretion of JIA.

1. GENERAL PROJECT INFORMATION

A. Facility Background / Overview. The new Convention Center is located in the area where the previous Convention Center was located on the east side of Jekyll Island at the intersection of Ben Fortson Parkway and Beachview Drive. The location plans include an enhanced entry corridor (Ben Fortson Parkway) and development of a signature Beach Village containing the new Convention Center, supporting hotels, retail space, an enhanced public beach park (Great Dunes Park), and a connecting beach walk.

See Section 8 for the following plans:

- a. Village Parcel Plan
- b. Convention Center – Floor Plan and Elevation
- c. Convention Center – Porte Cochere
- d. Convention Center – Village Entry
- e. Convention Center – East Prefunction Corridor Looking Toward Village Entrance
- f. Convention Center – East Prefunction Corridor Looking Toward Signature Meeting Room

B. Facility Description:

a. **Architectural:** The new Jekyll Island Convention Center will be a 128,000 SF one-story plus mechanical mezzanine facility that will provide more than 78,000 SF of prime function space. The Convention Center is designed to provide optimum flexibility for meeting planners.

The roof forms of the building's exterior will harmonize with the surrounding beachfront trees. More than 5,600 SF of outdoor terraces will allow visitors to enjoy vistas while sheltered from sun or rain.

The center features a 45,000 SF divisible exhibit/banquet hall and twelve (12) breakout meeting rooms each ranging from 720 SF to 3,100 SF. Generous pre-function areas will allow flexibility for large conventions as well as multiple smaller events. An ocean view lobby, pre-function, registration, and meeting rooms will ensure attendees never forget they are in a beautiful beachfront location.

- b. **Site Amenities:** This project includes Phase Two of Great Dunes Park, which continues the design elements established in Phase One at the north side of the site. Site amenities include additional group and family picnic facilities with barbeque grills, a 10' beach walk with areas of specialty paving, family and group picnic pavilions, flexible activity lawns, bocce ball and sand volleyball courts, showers, drinking fountains, benches, trash receptacles, bicycle racks, bollard lighting, and way finding signage.

The Convention Center features several outdoor amenities. East and west patios use decorative concrete pavers to create outdoor open spaces. Benches provide outdoor seating, while a propane fire pit overlooking the ocean serves as a focal point on the east patio. Two large event lawns are planned to allow for outdoor convention uses or special events. Formal landscape plantings highlighted by large, transplanted oak trees compliment the architecture of the Convention Center and will be irrigated by capturing rainwater from the roof in an underground cistern, and an automated irrigation system including a Miocene well will provide backup water for landscaping. An architecturally inspired sign on N. Beachview Drive incorporates a digital messaging system to display the Convention Center events.

In the Village Center, colorful plant materials and large existing oak trees have been preserved to signify arrival into the Village Center. Vehicular and pedestrian way finding signage directs visitors to lodging, shopping, and dining opportunities. On-street landscape within the street right-of-way is kept to a minimum to promote pedestrian circulation from street to storefronts while providing areas for outdoor dining, seating, and site furnishing. Hotel/Retail Parcel Developers will provide an additional 7'-6" of pedestrian circulation or outdoor seating to activate the village streetscape and ease pedestrian circulation. Sabal palms are used as street trees in sidewalk planters with low groundcover to separate vehicular and pedestrian zones, while creating a

coastal village environment. A village green area provides a large public space for art shows, concerts, or other special events. Transplanted oak trees at the west end of the green will provide shade and create an established feel to the focal point of the Village Center.

- c. **MEP and Systems.** The building will be cooled by two (2) high efficiency, air-cooled, screw compressor chillers located at grade. The chillers are estimated to be approximately 250 nominal tons. The chilled water pumping system is a primary-secondary system. Heating is provided by electric strip heating. Air distribution will be provided to the space through central station equipment. Units will be equipped with variable frequency drives for energy conservation and balancing. One unit will be equipped with an enthalpy wheel for energy recovery.

There is a full, operational Kitchen with grease hood. The hood requires make-up air systems and exhaust. Kitchen includes a full complement of equipment, freezers and other equipment.

A full building management control system will be designed for the facility. The management system will be capable of measurement, trending and verifying proper operation of the lighting and HVAC systems.

The plumbing system will use low-flow faucets, urinals, and dual-flush water closets. Water for toilet flushing will be provided through a rainwater collection system.

Heating of the hot water will be provided through a solar-hot water system with electric heating back-up. A 300 gallon storage tank is intended to provide storage of collected hot water.

Two (2) cisterns are intended to collect rainwater from the roof to both flush water closets and urinals, and irrigate landscaping.

Grease trap for collection for grease waste is provided near the loading dock area of the facility.

Liquid propane gas piping distribution is provided to the Kitchen for gas cooking within the Kitchen space.

The building is a fully sprinklered building, and is designed to meet all current NFPA code sections. Based on the latest water pressure, a fire pump is required to increase the sprinkler system pressure.

The facility will consist of a 4,000 amp switchboard feeding multiple distributions, lighting, and appliance panels. An emergency generator will be provided to support life safety systems and other Owner selected loads. The electrical distribution will also include multiple company switches for show power, and the Convention Center floor will include a grid of floor boxes with electrical and communication technologies. The facility will be provided with a central dimming system.

The electrical scope associated with the redevelopment of the Village Center will include miscellaneous power to various locations to support the pavilions and function areas.

Voice/Data Infrastructure will be complete with all accessories, an EIA/TIA 569 Pathway, space infrastructure for supporting of structured cabling systems (SCS), housing of voice/data equipment, security access control and CCTV equipment, and audio visual equipment, complete with all accessories an EIA/TIA 568C Category 6 Structured Cabling System (SCS) and fiber optics Multimode and Single mode backbone cabling for voice/data signals with a minimum 25 year performance warranty for the entire system.

Security access control and CCTV systems include card reader/keypad access control system with readers at select building egress/ingress and other selected locations. A CCTV video surveillance system with outdoor and indoor cameras and digital recording system are also provided with the design.

The audio visual systems will be z-zoned audio system for the Exhibit Hall and adjoining meeting rooms. Digital signage for the Exhibit Hall and independent wall mounted schedule panels for the meeting room with Crestron room view control system. Floor and wall mounted audio/video interfaces that allow for audio and video signal distribution from the AV rooms to the meeting rooms and Exhibit Hall are intended. Background music and paging system will be provided throughout the building. Cable television distribution system will be provided throughout the building.

The building is intended to be LEED Silver Certified through the USGBC LEED NC-2009 rating system. The design is incorporating sustainable design techniques and documenting the requirements to meet the LEED certification. Focus on water efficiency, regional materials, recycled content, energy efficiency and low emitting pollutants is a focus of the design. The building will be commissioned from a third party commissioning agent as part of the LEED certification process.

2. OVERVIEW OF REVIEW PROCESS

The Authority wishes to operate a first-class, high-quality, state-of-the-art convention center that is competitive in the industry and meets the needs of conventions, trade shows, consumer shows, meetings, entertainment and community events. In pursuing a private or contract management alternative, the Authority has identified several overall operational goals for the facility. The intent, through private or contract management, is to achieve these goals in a more timely and cost effective manner than may be possible under current in-house management structures.

Selection of the Facility Management Company (FMC) will be a multi-phased process. Notwithstanding actions required to protect the best interest of the JIA, the review process and subsequent selection of the Facility Management Company will be by a Selection Committee consisting of JIA representatives. By submitting a Statement of Qualifications in response to this RFQ, the respondent accepts the evaluation process has been designed to maximize fairness and objectivity during this selection.

A. Qualifications Review. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

B. Minimum Qualifications Required

- a. **Firm must have a minimum of five (5) years' experience managing convention centers / exhibition facilities similar to or greater than the one planned for Jekyll Island.**
- b. **Firm must have a minimum of 3 demonstrable successful experiences working with Convention & Visitors Bureaus (CVB) or Marketing Organization similar to or greater than the one assisting JIA; Brunswick-Golden Isles Visitors Bureau.**
- c. **A qualified General Manager with a minimum of 8 years of experience managing convention centers similar to or greater than the one planned for Jekyll Island.**

- d. A demonstrable experience in providing **Marketing, Facility Engineering/Life Cycle Maintenance, Vendor and other Sub Contractor Management** in facilities similar to or greater than the one planned for Jekyll Island.
- e. A demonstrable **Financial Stability over the past five years.**

All properly submitted Statement of Qualifications meeting the minimum qualifications stated above will be reviewed, evaluated and ranked by the Selection Committee. It is envisioned that the initial review and evaluation of the submittals will result in a shortlist of finalist firms determined by the Selection Committee to be especially qualified to perform Facility Management for this Facility in accordance with the qualification criteria herein, and these firms will be invited to participate in the RFP selection process. The maximum number of points a submittal can receive is 100 points scaled on a percentage basis. The information criteria for the evaluation of all submittals of the selection process found to be minimally compliant are listed below:

C. Criteria for Evaluation of Statement of Qualifications

- a. **25% Factor:** **Stability of the firm**, including the firm's corporate history, growth, resources, form of ownership, litigation history, financials, and other pertinent elements for demonstrated stability.
- b. **50% Factor:** **Firm's relevant project experience and qualifications** including the demonstrated ability of firm in Facility Management of facilities comparable in complexity, size, and function, for Owners such as JIA, Municipalities and other similarly-structured organizations. This includes relevant and comparative experience and qualifications of the firm's Executive Director, General Manager, and other executive staff.
- c. **25% Factor:** **Firm's suitability** to provide services for facility including the firm's apparent fit to the project type and/or needs of the Owner, any unique qualifications for the facility, current and projected workloads, non-discrimination policies, and record of addressed public safety, social, environmental concerns, accessibility for persons with disabilities and special needs, and special services for project-related concerns. Experience incorporating sustainable practices into the management will be considered.

3. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times on Jekyll Island. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

RFQ Estimated Time Line		
Event	Projected Date	Projected Time
a. Owner issues public advertisement on the Georgia Procurement Registry, Jekyll Island website & other publications.	February 14	5:00 PM
b. Deadline for submission of written questions and requests for clarification. (See 4. Submittals of questions and requests for clarification below.)	February 28	2:00 PM
c. Answers to written questions on the posted on the Georgia Procurement Registry & JIA website.	March 7	5:00 PM
d. Deadline for submission of Statements of Qualifications to JIA	March 14	2:00 PM
e. Owner completes evaluation and issues invitation (RFP) to finalist firms.	April 1	-----

4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFQ shall be submitted in writing (e-mail is preferable) to:

Jim Broadwell
Jekyll Island Authority
100 James Road
Jekyll Island, GA 31527
Phone: 912-635-4418
Fax: 912-635-4404
jbroadwell@jekyllisland.com

A. Deadlines. The deadline for submission of questions relative to the RFQ is the time and date shown in the Schedule of Events (Section 3). All relevant questions and requests for clarification received by JIA and the corresponding responses will be posted on the Georgia Procurement Registry and JIA

website as an attachment to the original solicitation for services. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications.

- B. Prohibition of Extraneous Communications.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, all parties are prohibited from communication in any manner or for any reason with any board members or employees of JIA, or the Selection Committee. Questions about any aspect of the RFQ shall be submitted in writing (e-mail is preferable) to Jim Broadwell. **Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.** For violation of this provision, the Owner shall reserve the right to reject the proposal for the offending proposer.

5. INSTRUCTIONS FOR PREPARING STATEMENT OF QUALIFICATIONS

Provide one (1) original, six (6) hard copies, and one (1) electronic copy of the complete package on Compact Disc in PDF format for a total of eight (8) sets of responses. Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8 ½ x 11) paper. The pages of the qualification submittals must be numbered. A table of contents with corresponding tabs must be included to identify each section. Responses are limited to thirty (30) two-sided pages or less using a minimum of an 11-point font. The transmittal letter will not count as part of the page limit. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count towards the page limit. Submittals that include qualifications of more than one firm shall not exceed the page limit. Such submittals shall be prepared with careful consideration to the limit. Each Statement of Qualifications shall be prepared simply and economically, to provide a straightforward and concise delineation of respondent's capabilities. Emphasis must be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:

A. Description and Resources of Firm

- a. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a Sole

Proprietorship, Partnership, Corporation, Limited Liability Corporation (LLC), Joint Venture, or other structure? For joint ventures entities that have not undertaken at least two projects together, each firm should submit its qualifications separately. Joint submittals are subject to the same submittal page limit.

- b. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines, numbers, and classifications of employees, and locations and staffing of offices.
- c. List the firm's annual average revenue for the past 5 years, provide firm's current Ratio (Current Assets/Current Liabilities) and supply main financial and banking references. (If the parent company's financial resources are not available to the office that will perform the contract, only the financials of the office with the prospect of a contract with the Owner should be provided).
- d. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners, Subcontractors, etc. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- e. Has the firm or member thereof, ever been removed from a contract or failed to complete a contract as assigned? Has the firm ever refused to sign a contract at the original bid amount submitted?

B. Experience and Qualifications

- a. Provide professional qualifications and description of experience for proposed Management team, including, at a minimum the following: Executive Director, General Manager and other Executive Management team members proposed. Firm's Executive Director and General Manager shall have at minimum of eight (8) years' experience on facilities of similar scope and complexity as this one. At this stage, firms may list more than one person qualified and available for the proposed project. If the firm is selected as a finalist, the Owner will request additional detailed information on the exact proposed expanded team and their relevant experience in accordance with the (Phase II) RFP.
- b. Provide information on the firm's experience on Facilities of similar size, function, and complexity (similar facility type, similar CVB or Marketing organizations, similar environments or unique geographical locations such as JIA, and sustainability features). Describe no more than five (5) and no less than three (3) facilities, in order of most relevant to least relevant,

which demonstrate the firm's capabilities to perform the work at hand. For each Facility the following information should be provided:

- i. Facility name, location, dates during which services were performed, and photographs of project (Interior and Exterior including site amenities if any).
- ii. Brief description of Facility and physical description including, square footage, number of stories, site area, sustainability requirements.
- iii. Services performed by your firm and (if multiple offices) location of the office involved.
- iv. Respective Owner's stated satisfaction in services provided by your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
- v. Provide any CVB written letters of reference/recommendation about the firm's performance with the Facility and surrounding organizations, including statements addressing the level of service and the quality of the marketing of exhibits and conventions.
- vi. List the names and roles of proposed team members identified in B1, if any, who participated in these projects.
- vii. Provide up to five (5) and a minimum of three (3) Organizations from which you hosted and managed their Conventions or Exhibits, in order to demonstrate the firm's capabilities to perform said services. For each Organization the following information should be provided:

Organization name, location, dates during which services were performed, facility where services were performed, and photographs of set ups.

Services performed by your firm and (if multiple offices) location of the office involved.

Respective Owner's stated satisfaction in services provided by your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.

C. Statement of Suitability

- a. Provide a statement or specific information that may serve to differentiate the firm from other firms. Facility Suitability may include, but is not limited to, the firm's fit to the Facility and/or needs of the Owner, any special or unique qualifications for the Facility current and projected

workloads, the proximity of office to Facility location, and any techniques or methodologies offered by the firm that may be particularly suitable for this Facility type.

- b. Provide non-discrimination policies, and describe the firm's record and methodologies of addressing public safety, social, environmental, sustainability, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.
- c. Describe your experience incorporating sustainability practices into the Facility Management.

6. PROPOSER'S DISCLOSURE STATEMENT (REQUIRED)

All proposers should be aware that the Facility you are submitting a proposal on is a public Facility, and the Owner (JIA) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, JIA shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, you must include a Disclosure Statement that answers the following specific questions:

- A.** Describe any business transactions occurring within the prior two years between your firm and JIA.
- B.** Describe any gift, loan, gratuity, discount, favor, hospitality, service, or benefit of any sort that your firm has provided to JIA within the prior one-year period.
- C.** A conflict of interest is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative is associated. A potential conflict of interest is defined as any action, decision, or recommendation by a person acting as a public official, the effect of which could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon these two definitions, describe any conflict of interest or potential conflict of interest that your firm has with JIA.

This Disclosure Statement should be dated and signed by an authorized representative for the Proposer. Only one (1) original Disclosure Statement is required and should be submitted at the time the Statements of Qualifications are submitted as a **separate document under a separate cover.** **(Do not include the Disclosure Statement in the bound Statements of Qualifications submittals.)**

7. SUBMITTAL OF STATEMENT OF QUALIFICATIONS

Submit one (1) original, six (6) hard copies, and one (1) electronic copy of the complete package on Compact Disc in PDF format for a total of eight (8) sets of responses. Firms are reminded to submit the Proposer's Disclosure Statement as directed in Section 6 above. All responses must be sealed in an opaque envelope or box, and reference to the **RFQ No.: 270** on envelopes or boxes. Statement of Qualifications must be physically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 3 of RFQ) at the exact address below:

**Jim Broadwell
Jekyll Island Authority
100 James Road
Jekyll Island, GA 31527
Phone: 912-635-4418
Fax: 912-635-4004**

8. PLANS

A. Village Parcel Plan	Page 13
B. Convention Center – Floor Plan and Elevation	Page 14
C. Convention Center – Porte Cochere	Page 15
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Private Development Program

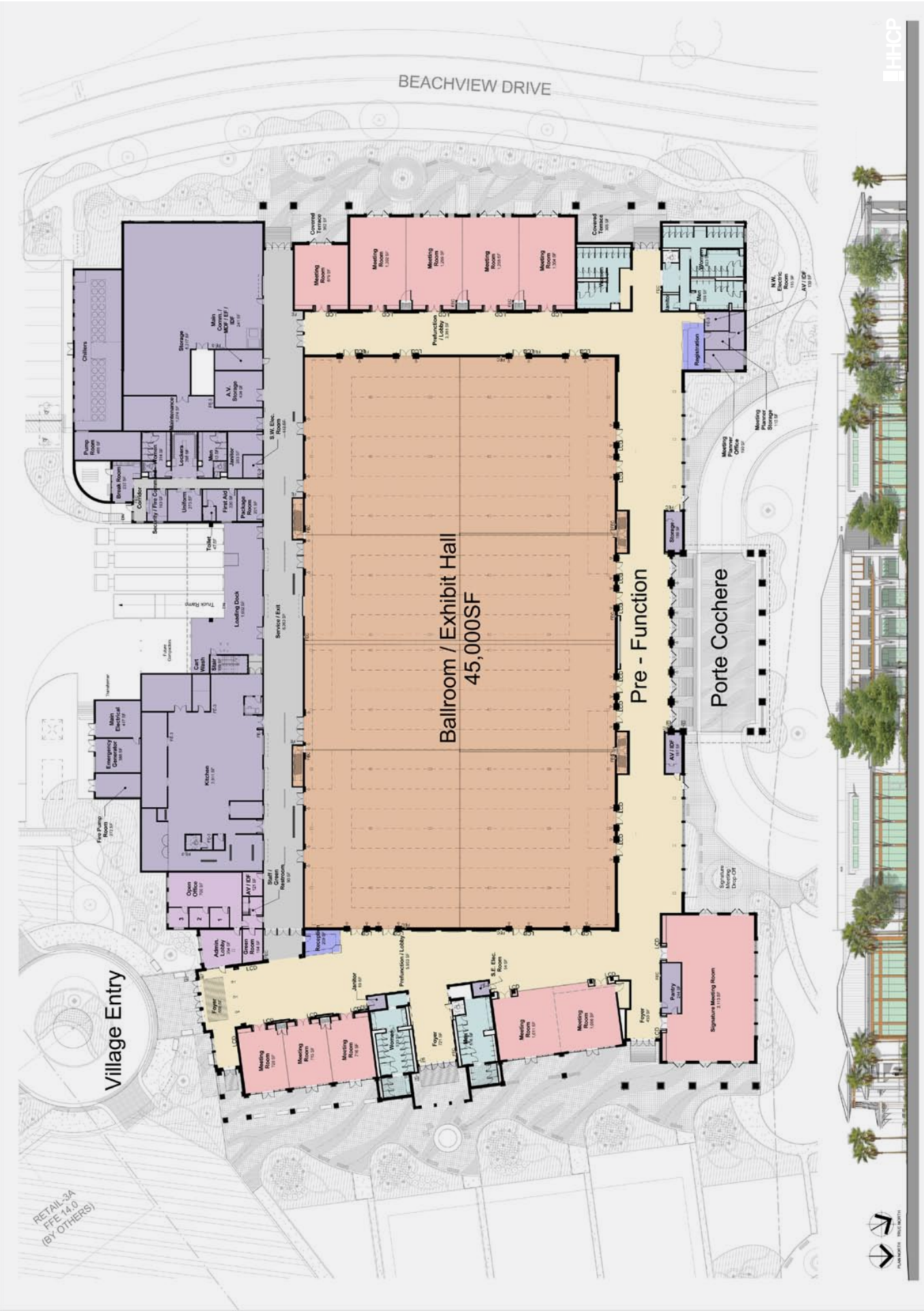
- + 30,000sf Village Retail
- + 10,000sf Flex Space
- + 500 Hotel Keys
- + 60 Loft Residences

Parking Summary

Location	Spaces
North Beach Park	196
Convention Center Beach Parking	489
Hotel Parcels H-1 & H-2	391
Hotel Parcel H-3	176
Retail Parcel R-1	128
Retail Parcel R-3	56
On Street Parking	59
Public Overflow Parking	80
Gas Station	26
Total	1601

- [R-1]** Retail / Lofts / Flex Space 2.05 acres
- [R-2]** Retail / Lofts / Flex Space 0.55 acres
- [R-3]** Retail / Lofts / Flex Space 1.39 acres
- [H-1]** Hotel Parcel 3.77 acres
- [H-2]** Hotel Parcel 4.28 acres
- [H-3]** Hotel Parcel 2.32 acres
- Total Development** 14.36 acres







HHCP

HHCP | ARCHITECTS

Jekyll Island Convention Center
Porte Cochere



HHCP

HHCP | ARCHITECTS

Jekyll Island Convention Center
Village Entry



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HHCP | ARCHITECTS

Jekyll Island Convention Center
East Prefunction Corridor looking toward Village Entrance



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HHCP | ARCHITECTS

Jekyll Island Convention Center
East Prefunction Corridor looking toward Signature Meeting Room