

# **NORTHERN KENTUCKY**



## **Request for Proposal**

**Professional Design Services**

**Facility Modernization  
and Exterior Expansion**

Issued: January 15<sup>th</sup>, 2026

## 1. GENERAL INFORMATION

**PROJECT TITLE:** Northern Kentucky Convention Center Modernization

**PROJECT BUDGET:** \$45,000,000.00

**LOCATION:** 1 Rivercenter Blvd. Covington KY, 41011

**OWNER:** Northern Kentucky Convention Center

For an electronic version of this request for proposals, please go to the following web site:

<https://www.nkycc.com/nkycc-requests-bids/>

### PROJECT TIMETABLE

It is anticipated that the design will commence in April 2026; based on this projection, a draft-schedule (subject to change) as follows:

• RFP Issue Date	January 15, 2026
• Pre-Proposal Site Walk Thru (#1)	January 22, 2026 (10 am)
• Pre-Proposal Site Walk Thru (#2)	January 23, 2026 (10 am)
• RFI's due	January 29, 2026 (5 pm)
• RFI Response Published	February 04, 2026
• Proposals due	February 25, 2026 (4 pm)
• Shortlist Notification	March 02, 2026
• Shortlist Interviews	March 05, 2026
• Award	April 2026
• Execution of Agreement with Consultant	April 2026
• Design Commencement	April 2026

**Note: No Award or Execution of the Agreement with Consultant may occur until the Project is approved as a capital project in the State budget set to begin July 1, 2026, and the Northern Kentucky Convention Center is granted the right to undertake the procurement and construction administration for the Project.**

The Northern Kentucky Convention Center (NKYCC) intends to advance this project on an accelerated timeline to support a full facility shutdown beginning July 2027 and an efficient construction duration. Responding design teams are encouraged to clearly describe their proposed strategies and approach for meeting this objective, including but not limited to: overall design management and design scheduling, quality control and internal peer review processes, use of Building Information Modeling (BIM), early and proactive coordination with permitting authorities, collaboration with the Owner's Representative, and structured coordination with the Construction Manager-at-Risk following completion of Schematic Design. Design teams should also describe their approach to rolling reviews and phased document development to support timely decision-making and schedule adherence.

The schedule milestones identified in this RFP are subject to adjustment at the discretion of the NKYCC, with notice provided to respondents as appropriate. The Professional Services Agreement resulting from this RFP shall commence on the date of execution of the agreement by the Owner and the selected Consultant and shall remain in effect through completion of Construction Administration services and extend through the conclusion of the project closeout period, including post-construction services as required.

**SUBMISSION DELIVERY INFORMATION:**

One (1) electronic proposal and five (5) proposal hard copies are to be submitted no later than: **Wednesday, February 25<sup>th</sup>, 2026 at 4:00 p.m.**

**to:**

Gretchen Landrum  
Executive Director & CEO  
Northern Kentucky Convention Center  
1 West Rivercenter Blvd.  
Covington KY, 41011

**COMMUNICATIONS:**

All communications by parties who have indicated an intent to submit, including any questions, RFI's, or requests for clarifications, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following:

Owners Representative:

**Bo Hubbard**

President & Founder  
Hubbard Strategic Partners  
[bo@hubbardsp.com](mailto:bo@hubbardsp.com)

All communications regarding this Request for Proposals shall be directed exclusively to the NKYCC or its designated Owner's Representative, as identified in this RFP. No contact with any other NKYCC staff members, board members, elected officials, or associated stakeholders regarding this RFP is permitted unless expressly authorized in writing. Any unauthorized or prohibited contact may result in disqualification of the respondent at the sole discretion of the Owner.

To ensure a consistent understanding of the scope, requirements, and procurement process, all questions or requests for clarification shall be submitted in writing to the designated point of contact by the deadline established in this RFP. Responses to submitted questions, along with any clarifications, schedule updates, addenda, or amendments to this RFP, will be

issued in writing and distributed to all respondents who have provided a valid email address. Such information may also be posted through the official procurement channel or website designated by the NKYCC.

The NKYCC will make reasonable efforts to keep respondents informed throughout the procurement process. The Owner's failure to respond to a question or to provide a response within a specific timeframe shall not delay, invalidate, or otherwise limit the Owner's right to proceed with evaluation, selection, and award of a Professional Services Agreement pursuant to this RFP.

### **PRE-PROPOSAL SITE WALK-THRU**

In order to provide an opportunity for the NKYCC to discuss the RFP and any questions from prospective Respondents, two pre-proposal site visit opportunities will be provided, attendance at **ONE** is required.

Date: Thursday, January 22, 2026

Time: 10:00 a.m.

Date: Friday, January 23, 2026

Time: 10:00 a.m.

Location (in person): NKYCC 1 Rivercenter Blvd. Covington KY, 41011

### **PROJECT BUDGET**

The project is **not** funded with Kentucky State funds. The project will be funded from the proceeds of a 1% transient room tax imposed by Boone, Campbell, and Kenton Counties.

The total project budget is \$45,000,000, inclusive of all project costs, including but not limited to: design and engineering, construction management, construction, furniture fixtures and equipment (FF&E), and contingency.

### **GENERAL**

- 1. Right to Amend or Withdraw:** The NKYCC reserves the right, at its sole discretion, to amend, modify, or withdraw this Request for Proposals at any time, including adjustments to the schedule or procurement milestones, upon written notice to all respondents. In such event, the Owner shall have no liability for any costs incurred by any respondent in connection with the preparation or submission of a proposal.
- 2. Requests for Additional Information:** The Owner reserves the right to request additional information, clarifications, or interviews from any respondent as part of the evaluation process in order to assist in determining the most qualified firm.
- 3. Ownership of Proposals and Public Records:** All proposals and supporting materials submitted in response to this RFP shall become the property of the NKYCC. Proposals may be subject to applicable public records or open records laws. Any information that a respondent considers proprietary or confidential must be clearly identified at the time of submission and accompanied by a written request

for confidential treatment; however, the Owner makes no guarantee that such information will be exempt from disclosure.

- 4. Selection and Evaluation:** The selection of a design team is within the sole discretion of the NKYCC, and the Owner is not required to provide reasons for the acceptance or rejection of any proposal. While cost considerations may be a factor in the evaluation process, selection will be based primarily on qualifications, demonstrated experience, and compliance with the requirements of this RFP. The Owner reserves the right to reject any or all proposals, to accept a proposal that does not strictly conform to the requirements set forth herein, to waive minor informalities or irregularities, and to negotiate with one or more respondents in the best interest of the Project.

## **2. PROJECT OVERVIEW**

The NKYCC opened in 1998 and has since served as a cornerstone of the region's convention, tourism, and economic development activity. Strategically located along the Ohio River in Covington, the facility has hosted a wide range of conventions, trade shows, meetings, and community events, supporting both local businesses and the broader Northern Kentucky–Greater Cincinnati region. Since its opening, the Convention Center has played a key role in attracting regional and national visitors while contributing to downtown Covington's vitality. As market expectations, building systems, and event technologies have evolved, the facility now seeks a comprehensive modernization to extend its useful life, enhance the attendee experience, and remain competitive in an increasingly dynamic convention and events market.

### **Project Scope and Details**

The NKYCC is soliciting proposals from qualified, multidisciplinary design teams to provide comprehensive professional design services for the modernization and targeted expansion of the Convention Center facility. Required services include, but are not limited to, architecture, interior design, structural engineering, and MEP (mechanical, electrical, plumbing, and fire protection) engineering, along with specialized consulting services such as foodservice design, audiovisual (AV) systems design, lighting and acoustic design, technology integration, exterior space planning, landscape design, and cost coordination through the Schematic Design phase.

To support the complexity and scale of the Project, design teams are encouraged to assemble collaborative teams with demonstrated expertise in the planning and design of convention centers and large public assembly venues, integration of advanced event technologies, coordination with Construction Managers during design, compliance with applicable building codes and accessibility requirements, and renovation of urban-edge facilities. Familiarity with convention center operations, event logistics, and lifecycle-focused design solutions is strongly preferred.

The proposed Project represents the most comprehensive modernization of the NKYCC since its opening in 1998 and is intended to significantly enhance the facility's aesthetics, functionality, flexibility, accessibility, and overall visitor experience. The modernization will position the Convention Center to remain competitive within the regional and national meetings and events market while supporting long-term operational efficiency.

### **The Facility**

The NKYCC offers approximately 200,000 square feet of total space, including a large, column-free exhibit hall, a flexible ballroom, and a variety of meeting and breakout rooms capable of supporting conventions, trade shows, and public events of varying scales. The facility is connected via enclosed skywalks to adjacent parking garages and nearby hotels and restaurants, providing seamless attendee access and weather-protected circulation. The Convention Center is supported by robust power distribution, loading dock and service access infrastructure, and high-capacity data and wireless connectivity suitable for major events, exhibitions, and modern hybrid programming.

Major components of the Project are anticipated to include, but are not limited to, the following:

- **Exhibit, Ballroom, and Meeting Spaces:** Comprehensive interior modernization including finishes, acoustics, lighting and controls, movable partitions, doors and hardware, event utilities, integrated technology and AV systems, and associated FF&E.
- **Public and Pre-Function Spaces:** Upgrades to interior finishes, lighting, acoustics, restrooms, wayfinding, security and access control systems, public address systems, artwork integration, and FF&E.
- **MEP Building Systems:** Full replacement and modernization of HVAC systems, electrical distribution, lighting, controls, plumbing, and life safety systems, with an emphasis on energy efficiency, reliability, and reduced long-term operating costs.
- **Food Service and Café Spaces:** Design and integration of a new café and associated food service support areas, including equipment, ventilation, finishes, utilities, and FF&E.
- **Integrated Technology Systems:** Facility-wide upgrades to AV infrastructure, digital signage, lighting control, acoustics, live-streaming capabilities, and connectivity to support modern, hybrid, and future event programming.
- **Furniture, Fixtures, and Equipment (FF&E):** Coordination and integration of new FF&E, including tables, chairs, staging systems, storage solutions, and event support equipment.
- **Entrances and Urban Interface:** Reimagining of primary entrances to improve visibility, security, and arrival experience, including evaluation of a potential enclosure at the corner of Madison Avenue and Rivercenter Boulevard.

- **Exterior Event and Expansion Areas:** Planning and design of programmable exterior event space on undeveloped land south of the Convention Center, integrated with interior event functions.
- **Exterior Envelope Improvements:** Selective upgrades to windows, glazing, exterior doors, roofing, and service access areas as required to support the modernization.
- **Accessibility Enhancements:** Comprehensive ADA improvements to restrooms, routes of travel, entrances, signage, and access to services throughout the facility.

### **Additional Materials and Background Information**

- Existing Conditions (CAD Files)
- Floor Plans
- Past Concept Renderings
- Convention Industry Futures Study
- Elevator Modernization Quote
- Escalator Modernization Quote
- Other Existing Conditions Documents

All documents are located here: [NKYCC RFP Documents](#)

## **3. SCOPE OF SERVICES**

The selected Consultant shall enter into a Professional Services Agreement (AIA B101-2017) with the NKYCC to provide comprehensive professional design services for the modernization and expansion of the facility. Services shall include, at a minimum, the following phases:

- A. Project Kickoff & Scope Confirmation
- B. Site Reconnaissance & Concept Design
- C. Schematic Design
- D. Design Development
- E. Construction Documents
- F. Permits / Regulatory Review
- G. Construction Administration
- H. Project Closeout

Additional services, including Commissioning, may be requested by the Owner and included by amendment to the Agreement. Construction Management and Resident Project Representative services are not included as part of the Consultant's scope.

### **A. Project Kickoff & Scope Confirmation**

Following execution of the Professional Services Agreement and issuance of a Notice to Proceed, the selected Design Team shall participate in a formal Project Kickoff Meeting with the Owner, Owner's Representative, and other key project stakeholders. The purpose of the kickoff meeting is to confirm project objectives, scope, roles and

responsibilities, communication protocols, decision-making processes, schedule milestones, and coordination requirements. The Design Team shall prepare and present a proposed project management approach, preliminary design schedule, and coordination plan at the kickoff meeting and shall document meeting outcomes, action items, and responsibilities for distribution to the project team.

The Consultant shall provide overall design management and coordination services throughout the project. This shall include regular progress meetings with the Owner and the Owner's Representative (OR), as well as coordination with other designated project stakeholders. The Consultant shall prepare meeting agendas, document decisions, action items, and meeting minutes throughout all design phases.

The Owner and the Owner's Representative will collaborate closely with the Consultant throughout the Project. The OR will serve as the Owner's day-to-day representative and will assist with oversight of scope, schedule, budget alignment, and quality assurance. The Consultant shall coordinate all design activities through the OR unless otherwise directed.

The Consultant shall coordinate with affected utilities, permitting authorities, adjacent property owners, local businesses, and other entities impacted by the Project. The Consultant shall also coordinate design efforts with known surrounding development initiatives and infrastructure improvements to ensure compatibility and constructability.

The Consultant shall conduct meetings with key stakeholders as identified by the Owner or OR, including Convention Center management and operations staff, permitting and life-safety officials, adjacent hotels, and event operations representatives. A minimum of two (2) structured stakeholder engagement meetings shall be conducted during the design process.

#### **Professional Staffing and Quality Control**

The Consultant shall assign appropriately licensed and qualified professional personnel necessary to perform the services required. All architectural and engineering services shall be performed by professionals licensed to practice in the Commonwealth of Kentucky. The Consultant shall identify key project personnel, including a single Responsible Design Principal, prior to commencement of services. Changes to key personnel shall require prior approval by the Owner.

The Consultant shall be fully responsible for the professional quality, technical accuracy, coordination, and completeness of all designs, drawings, specifications, reports, and other deliverables. Any errors, omissions, or deficiencies shall be corrected at no additional cost to the Owner.

The Consultant shall prepare and maintain a Project Management Plan outlining internal quality control procedures, coordination protocols, and design schedule controls. The Consultant shall maintain an organized and up-to-date project record, including correspondence, meeting documentation, calculations, and technical references.

#### **Cost Responsibility and Management**

The Consultant shall prepare an Opinion of Probable Construction Cost at the conclusion of the Concept and Schematic Design phase. All cost estimating and pricing exercises beyond Schematic Design shall be led by the Construction Manager-at-Risk (CMR).

Mandatory cost reconciliation shall occur at the conclusion of both the Schematic Design and Design Development phases. The Consultant shall support these reconciliation efforts and revise the design as necessary to maintain alignment with the established project budget. Advancement beyond each phase shall require formal approval by the Owner.

### **B. Site Reconnaissance & Conceptual Design**

#### **Site Reconnaissance**

The Consultant shall perform a comprehensive site reconnaissance to confirm existing conditions and establish design parameters. This effort shall include review of available record drawings, studies, reports, operational requirements, utility capacities, and applicable codes and regulations.

Services shall include, but not be limited to:

- Verification and documentation of existing site, architectural, structural, and building system conditions.
- Identification of operational constraints affecting design and cost.
- Evaluation of reuse potential of existing materials and equipment.
- Code compliance and ADA accessibility assessments.

#### **Concept Design**

During the Concept Design phase, the Consultant shall work closely with the NKYCC, the Owner, and the Owner's Representative to establish the overall design vision, planning framework, and project priorities. This phase will confirm program requirements, explore alternative planning strategies, and establish a clear direction for advancement into Schematic Design, while maintaining alignment with budget, schedule, and operational objectives.

Concept Design services shall include, at a minimum:

- Confirmation of project goals, design priorities, and performance criteria.

- Development of conceptual site and floor plan alternatives illustrating overall organization and circulation.
- High-level evaluation of building systems strategies, including HVAC, technology, and life-safety approaches.
- Preliminary consideration of entrances, public spaces, and exterior event areas.
- Identification of key constraints, risks, and opportunities impacting cost, schedule, or constructability.
- Concept-level graphics, diagrams, and narratives sufficient to support Owner and stakeholder review.

This phase shall culminate in a Program Verification Report summarizing findings, confirming design criteria, identifying key risks and constraints, outlining alternative approaches where applicable, and providing a preliminary cost framework. Multiple concepts may be evaluated during this phase and refined further during Schematic Design.

### C. Schematic Design

The Consultant shall develop schematic design alternatives sufficient to communicate design intent, functional layout, and overall project approach. Alternatives shall be evaluated relative to program requirements, budget constraints, schedule objectives, and operational considerations.

The Consultant shall develop schematic design alternatives sufficient to clearly communicate the design intent, functional organization, and overall project approach. Alternatives shall be evaluated relative to program requirements, budget constraints, schedule objectives, and operational considerations and presented in a comparative format to support informed Owner decision-making.

At a mutually agreed-upon milestone approximately halfway through the Schematic Design (SD) phase, the Design Team shall prepare and submit a Schematic Design (SD) Progress Set for review by the Owner and Owner's Representative and for use in soliciting Construction Manager-at-Risk (CMR) services. This progress set is intended to support procurement and preconstruction evaluation only and does not represent a fully coordinated design suitable for construction or final pricing.

Schematic Design Deliverables shall include, but is not limited to:

- Schematic-level architectural floor plans, key sections, and massing studies.
- Conceptual site and circulation diagrams, including primary entrances and public spaces.
- Preliminary interior layout concepts and space adjacencies.
- Preliminary exterior layout concepts and space adjacencies.
- Schematic building systems narratives outlining proposed HVAC, electrical, plumbing, fire protection, and life-safety strategies.

- Conceptual technology, audiovisual, and security system approaches.
- Preliminary structural system concepts.
- Identification of key assumptions, constraints, and project risks.
- Conceptual phasing and constructability considerations, as applicable.
- Schematic Design narratives describing design rationale and alternatives.
- Comparative option matrix summarizing alternatives, pros and cons, and high-level impacts.
- An SD-level Opinion of Probable Construction Cost.

#### D. Design Development

During the Design Development phase, the Design Team shall advance the approved Schematic Design into a fully coordinated and technically defined design that establishes the basis for Construction Documents. The Design Team shall coordinate closely with the Owner, Owner's Representative, and Construction Manager-at-Risk (CMR) to refine systems, confirm constructability, and maintain alignment with the approved project budget and schedule. This phase shall include mandatory cost reconciliation and incorporation of CMR input related to phasing, logistics, and sequencing, while preserving the Owner-approved design intent.

Design Development Deliverables shall include, at a minimum:

- Coordinated architectural, interior, exterior, structural, and MEP drawings defining layouts, systems, and major components.
- Defined building systems strategies, including HVAC, electrical, plumbing, fire, protection, technology, AV, lighting, acoustics, and security.
- Refined plans, sections, elevations, and key details sufficient to define scale, materials, and performance criteria.
- Outline specifications identifying major materials, systems, and performance requirements.
- Updated Building Information Model (BIM) reflecting coordinated design development level content.
- Formal Design Development cost reconciliation conducted in coordination with the CMR, with documentation of assumptions, variances, and recommended adjustments.
- Identification and refinement of bid alternates and value-management options, as applicable.
- Design Development Report summarizing design decisions, reconciliations, and Owner approvals.

Upon completion of the Construction Manager-at-Risk's (CMR) comprehensive construction schedule, it may be determined that early release design packages are necessary to maintain the required overall project schedule. As directed by the Owner and Owner's Representative, the Design Team shall support the development and issuance of early release design packages for designated scopes of work. Such packages

shall be prepared to a level of completeness and coordination appropriate for early procurement and construction, while remaining consistent with the overall design intent and approved project scope. The timing, content, and extent of early release packages shall be determined by the Owner, in coordination with the Owner's Representative and CMR.

Advancement beyond the Design Development phase shall be contingent upon formal approval by the Owner and Owner's Representative.

#### **E. Construction Documents**

Following approval of Design Development, the Consultant shall prepare complete construction documents suitable for competitive bidding. Documents shall comply with applicable federal, state, and local regulations and Owner standards.

During the Construction Documents phase, the Design Team shall advance the approved Design Development documents into a complete, coordinated, and biddable set of Contract Documents suitable for competitive bidding and construction. The Design Team shall coordinate closely with the Owner, Owner's Representative, and Construction Manager-at-Risk (CMR) to finalize technical requirements, resolve outstanding coordination issues, and ensure consistency across all disciplines. Upon completion of this phase, the Contract Documents shall clearly define the scope, quality, and performance requirements of the Project and shall be suitable for regulatory review, bidding, and construction.

Construction Documents Deliverables shall include, at a minimum:

- Fully coordinated architectural, interior, exterior, structural, civil (as applicable), and MEP construction drawings.
- Complete drawings for HVAC, plumbing, fire protection, electrical, lighting, power, controls, technology/AV, security, and life-safety systems.
- Final interior layouts, finish schedules, fixture details, and FF&E coordination.
- Final code compliance, life-safety, and accessibility documentation.
- Complete technical specifications, including Division 01 and discipline-specific sections.
- Integration of approved bid alternates, phasing requirements, and constructability considerations.
- Final coordinated BIM model(s), as applicable, consistent with the Contract Documents.
- Final permit-ready documents suitable for submission to authorities having jurisdiction.
- Support of the CMR-led final pre-bid cost estimate and confirmation of scope alignment.
- Issued-for-Bid drawing and specification sets in electronic format.

Contract Documents shall include drawings, technical specifications, front-end contract requirements, and bidding forms necessary for procurement of construction services.

#### **F. Permits and Regulatory Review**

The Consultant shall prepare and support all required permit applications and regulatory reviews and shall coordinate with applicable authorities having jurisdiction. The Consultant shall address agency comments and obtain approvals.

#### **G. Construction Administration (CA) Services**

The Consultant shall provide Construction Administration (CA) services during the construction phase of the Project. Construction Administration services shall be performed in close coordination with the NKYCC, the Owner's Representative (OR), and the Construction Manager-at-Risk (CMR) to ensure the Project is constructed in general conformance with the Contract Documents and the Owner's approved design intent.

Construction Administration services shall include, but are not limited to, the following:

- Participate in the pre-construction and construction progress meetings as requested by the Owner or OR. The Consultant shall assist in documenting design-related discussions, decisions, and action items.
- Review and act upon shop drawings, product data, samples, and other submittals for conformance with the Contract Documents and design intent. Review shall not relieve the Contractor or CMR of responsibility for means, methods, safety, or coordination of the Work.
- Respond to Requests for Information (RFIs) in a timely manner and provide clarifications or interpretations of the Contract Documents as necessary to support construction progress.
- Review and provide recommendations on proposed changes, substitutions, and value engineering proposals submitted by the CMR or Contractor, including evaluation of impacts to cost, schedule, quality, and design intent.
- Perform periodic site observations to become generally familiar with the progress and quality of the Work and to identify observed deviations from the Contract Documents. Site visits shall not constitute continuous on-site inspection or supervision.
- Coordinate with the Owner's Representative regarding construction issues, field conditions, and resolution of design-related questions.
- Participate in substantial completion inspections, punch list development, and final inspections in coordination with the Owner, OR, and CMR.

Construction Administration services do not include construction management, full-time on-site representation, safety oversight, or responsibility for construction means, methods, sequences, or site safety, all of which remain the responsibility of the Contractor and CMR.

## **H. Project Close**

Following Substantial Completion and completion of Construction Administration services, the Design Team shall support the Owner and Owner's Representative during the Project closeout period to ensure an orderly transition from construction to full operational use of the facility. Closeout services shall focus on confirmation of design compliance, completion of documentation, and resolution of outstanding design-related issues in coordination with the Construction Manager-at-Risk (CMR).

The Design Team shall remain available to support the Owner through final completion and acceptance of the Project and shall assist with post-construction documentation, inspections, and verification activities as required.

Post-Construction Closeout Deliverables and Services shall include, at a minimum:

- Review of record drawings (as-builts) for general conformance with the Contract Documents.
- Verification of resolution of design-related punch list items prior to final acceptance
- Support of system turnover activities and coordination with commissioning efforts, if applicable.
- Assistance with preparation of final certifications or documentation required by permitting authorities.
- Participation in post-occupancy or warranty-related reviews as requested by the Owner during the closeout period.

Post-Construction Closeout services do not include ongoing facility operations support or maintenance services and do not relieve the Contractor or CMR of their contractual responsibilities.

## **I. Additional Services (If requested)**

If authorized by the Owner, the Consultant may provide additional services including but not limited to:

### **Commissioning Services (Add Alternate)**

At the Owner's option, the Design Team shall provide or coordinate professional Commissioning Services for the Project to verify that building systems are installed, integrated, and performing in accordance with the Contract Documents and the Owner's project requirements. Commissioning services shall be performed in coordination with the Owner, Owner's Representative, Construction Manager-at-Risk (CMR), and Contractor and shall focus on system functionality, performance verification, and operational readiness.

Commissioning services shall include, but not be limited to, the following:

- Development of a project-specific Commissioning Plan defining roles, responsibilities, systems to be commissioned, testing procedures, documentation requirements, and reporting protocols
- Participation in commissioning coordination meetings with the Owner, Owner's Representative, CMR, Contractor, and commissioning team members
- Review of contractor submittals, shop drawings, and startup procedures for commissioned systems for consistency with the Contract Documents
- Observation and documentation of system startup activities and functional performance testing for commissioned systems, including HVAC, controls, electrical, lighting, life-safety interfaces, and other designated systems
- Verification of system integration and operational performance under various operating conditions
- Coordination and witnessing of testing, balancing, and retesting as required to achieve acceptable performance.
- Review and verification of contractor-provided training programs for Owner operations and maintenance staff
- Review of operation and maintenance manuals and commissioning documentation for completeness and accuracy
- Preparation and submission of a Final Commissioning Report summarizing testing results, outstanding issues, and confirmation of system performance

Commissioning services do not include construction management, contractor supervision, or responsibility for construction means, methods, or safety. The Contractor and CMR remain fully responsible for installation, startup, correction of deficiencies, and system performance.

#### **4. PROPOSAL REQUIREMENTS**

Each proposal shall be signed by an individual authorized to enter into and execute contracts on behalf of the respondent. By submitting a proposal, the respondent represents that it is capable of meeting or exceeding all requirements set forth in this Request for Proposals (RFP).

Submission of a proposal shall be deemed authorization for the NKYCC to contact the respondent's references. Proposals will be evaluated based on the information submitted and any other information deemed relevant by the Owner. The evaluation process may include interviews, meetings with key personnel, reference checks, and consultation with the Owner's Representative or other advisors as deemed appropriate by the Owner.

The Owner reserves the right to invite one or more respondents to participate in interviews. Any costs associated with preparing or participating in interviews shall be the sole responsibility of the respondent. The Owner is under no obligation to select a consultant or to proceed with the Project described herein. The Owner may amend or withdraw this RFP at any time and shall have no liability for any costs incurred by respondents in preparing or submitting proposals.

Selection of the Consultant is within the sole discretion of the Owner. While cost considerations may be evaluated at a later phase of the procurement, selection will be based primarily on qualifications, demonstrated experience, project understanding, fee, and compliance with the requirements of this RFP. The Owner reserves the right to reject any or all proposals, accept a proposal that does not strictly conform to the requirements of this RFP, waive minor informalities, and negotiate with one or more respondents in the best interest of the Project.

#### **Proposal Format and Evaluation Criteria**

Proposals shall be concise, clearly organized, and limited to the page counts specified herein. All proposal pages shall be numbered. Boilerplate material, generic marketing content, and glossy promotional materials are discouraged and may be excluded from evaluation.

Proposals will be evaluated using the following weighted criteria:

- **Firm Qualifications and Relevant Experience** – 20%
- **Technical Proposal / Project Understanding and Approach** – 30%
- **Project Team Qualifications and Organization** – 20%
- **Headquarters Proximity to Project** – 10%
- **Total Design Fee** – 20%

**Note: In the event of a tie in the ranking preference as required by KRS 45A.494 will be given to the Kentucky resident bidder.**

#### **Technical Proposal Requirements**

Each submission shall include a Technical Proposal with a transmittal letter addressing, at a minimum, the following components:

##### **A. Firm Qualifications (Maximum 6 pages)**

- Description of the prime consultant and key subconsultants
- Firm size, disciplines, office locations, and years in business
- Relevant experience delivering similar projects, particularly convention centers or large public assembly venues.

##### **B. Relevant Project Experience (Maximum 10 pages)**

- Description of comparable projects completed within the past ten (10) years.
- Client name and contact information.
- Project scope, delivery method, construction value, and role of the proposed team members
- Specific relevance to large-scale renovations, technology-intensive facilities, and public venues

### C. Project Understanding and Design Approach (Maximum 8 pages)

- Demonstrated understanding of the Project scope, objectives, and constraints.
- Proposed approach to design, coordination, and quality control.
- Experience working in collaboration with an Owner's Representative
- Approach to cost management, schedule adherence, BIM utilization, and coordination with a Construction Manager-at-Risk.

### D. Technical Approach, Scope, Schedule, and Fee (Maximum 8 pages)

- Summary of proposed scope of services for all base design phases
- Identification of any recommended alternate or supplemental services, including Commissioning Services
- Preliminary design schedule aligned with the anticipated facility shutdown.
- Description of post-Schematic Design coordination strategy with the Construction Manager-at-Risk (CMR)
- Fee matrix identifying:
  - Total design fee for Base Services
  - Separate add-alternate fee for Commissioning Services and any other proposed add-alternate.
  - Anticipated staff hours by phase and discipline
  - Hourly billing rates for all proposed personnel, including subconsultants.

## Project Team Qualifications

### A. Team Organization

- Organizational chart identifying all key personnel and subconsultants.
- Identification of a single **Responsible Design Principal** accountable for the Project through Construction Administration
- Description of each team member's role, responsibilities, and anticipated level of effort
- Confirmation of team availability throughout the duration of the Project

### B. Team Resumes

- One (1) page resume for each key team member
- Resumes shall include relevant project experience only.
- Description of the individual's specific role on prior projects

### C. Additional Information

- Any other information the respondent believes would assist the Selection Committee in evaluating the proposal.

### **Services Fee / Staffing Hours**

Respondents shall provide an itemized breakdown of projected staff hours by discipline and phase for the prime consultant and all subconsultants. Staffing summaries shall be detailed enough to clearly convey the anticipated level of effort for each phase of work.

Staff hour subtotals shall be provided for the following phases:

1. Project Kickoff & Scope Verification
2. Site Reconnaissance & Conceptual Design
3. Schematic Design
4. Design Development
5. Construction Documents
6. Permits / Regulatory Review
7. Construction Administration
8. Project Close

### **Direct Reimbursable Expenses**

Respondents shall identify anticipated reimbursable expense categories, without associated costs, which may include:

1. Subconsultants
2. Environmental or laboratory testing
3. Supplies
4. Travel
5. Rental equipment (if required)
6. Printing and duplication
7. Specialized surveys or investigations

Duplication of bid documents and addenda, if required, may be treated as reimbursable expenses.

### **Eligibility Qualifications and Requirements**

Respondents and all subconsultants shall demonstrate appropriate experience, professional capability, and financial stability to perform the required services. All professional services shall be performed by individuals properly licensed to practice in the Commonwealth of Kentucky.

Prior to execution of a Professional Services Agreement, the selected consultant shall provide evidence of required insurance coverage, including professional liability, general liability, and workers' compensation insurance, in forms and amounts acceptable to the Owner.