

**REQUEST FOR PROPOSAL  
MUSIC CITY CENTER LOBBY EXHIBIT**

**NUMBER  
RFP# LEP01-2012**



**Convention Center Authority  
of the Metropolitan Government of Nashville  
and Davidson County**

**Music City Center  
Lobby Exhibit Display Plan**

**Procurement Staff Contact:  
Jasmine Quattlebaum, Supervisor  
Accounting and Contract Administration**

**July 13, 2012**

**REQUEST FOR PROPOSAL  
MUSIC CITY CENTER LOBBY EXHIBIT PLAN**

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## I. INTRODUCTION AND OVERVIEW

### A. Music City Center Lobby Exhibit

The Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (hereinafter "CCA" or "Convention Center Authority") is soliciting statements of proposals (sometimes referred to herein as "submissions") from interested not for profit organizations to develop a permanent exhibit to display in the Music City Center Demonbreun Street Lower Lobby and Northeast Plaza.

The Music City Center will feature 1.2 million square feet of finished space, a 350,000 square foot exhibit hall, a 57,000 square foot ballroom, and parking for 1,800 cars, while achieving LEED Silver certification. Metropolitan Council of Nashville and Davidson County voted to approve the construction project in January 2010. Encompassing a 19-acre site in downtown, the Music City Center is slated to open in 2013. Additional information about the project can be found at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com).

The Music City Center is the largest capital construction project in the city's history and is a major investment in Nashville's economic future. This investment is expected to generate returns for the city by creating jobs and enhancing the local economy. Its construction has already prompted the announcement of several other developments – primarily hotels – in the surrounding area. The Music City Center Economic and Fiscal Impact Analysis completed in 2010 and prepared by HVS Convention, Sports and Entertainment concluded that, by 2017, the Music City Center will create an additional \$134.9 million in spending.

Created in 2009, the Convention Center Authority consists of nine members appointed by the Mayor of Nashville to govern the activities associated with the Nashville Convention Center and the future Music City Center. The Convention Center Authority's officers include a chair, vice-chair, and secretary, who are elected annually. Nashville's vice-mayor sits on the Convention Center Authority as an ex-officio member.

A handwritten signature in black ink, appearing to read "Larry A. Atema", written over a horizontal line.

Larry A. Atema  
Senior Project and Development Manager  
Convention Center Authority

**B. Submission Requirements**

The MCC is seeking a music related exhibit to enhance and compliment the design of the Demonbreun Street lobby and northeast lobby space (See Exhibit B & C). Applicants should submit a concept proposal that includes:

- Design,
- Project budget,
- Operating and maintenance plan,
- Funding plan with schedule, and
- Proposed partnership/business plan on how the organization’s exhibit will interface and work with the MCC.

**C. Submission Deadline**

Proposals must arrive at the address listed in Section II. E.6. not later than \*\*\*\*  
**August 10, 2012 at 3:00 p.m. Nashville Local Time \*\*\*\***

**Proposals must be submitted in a sealed envelope. No submission will be accepted after the deadline.**

**II. SUBMISSION INSTRUCTIONS**

**A. Timetable**

The following projected timetable should be used as a working guide for planning purposes. The Convention Center Authority reserve the right to adjust this timetable as required during the course of this Request for Proposal (“RFP”) process and the overall schedule for the Music City Center Lobby Exhibit Plan.

<b>EVENT</b>	<b>DATE</b>	<b>DAY</b>
RFP Released	July 13, 2012	Friday
RFP Inquiries	July 13 – July 25, 2012	Friday -Wednesday
Responses to Inquiries	July 27, 2012	Friday
RFP Due	August 10, 2012 (3:00 PM)	Friday
Selection of exhibit display	August 2012	

## **B. Selection Criteria**

A Selection Committee appointed by the CCA will rate the submissions based on the following criteria:

- **Complementary to Music City Center Architecture and Interior Design (40%).** A description of the exhibit display should be given to demonstrate its scale, color and texture, visual impact, acoustical impact, weight, and any lighting, plumbing and/other utility requirements.
- **Exhibit Operating and Maintenance Plan (35%).** Provide the exhibit's operating and maintenance obligations.
- **Organizational capacity to complete work in a timely manner (20%).** Indicate the availability of the organization capacity to complete the installation of the exhibit in a timely manner.
- **Small /Service Disabled Veteran Business Participation (5%).** The List of Proposed Small Businesses (Exhibit D) must be completed and signed by a company officer empowered to bind the proposer to the provisions in this RFP. The proposer must submit a List of Proposed Small Businesses OR a statement that no Small Businesses are proposed.

## **C. Inquiries**

Direct all questions related to this RFP via email with *Lobby Exhibit RFP* in subject to:

Jasmine Quattlebaum  
Supervisor of Accounting, Contract Administration and Procurement  
Convention Center Authority  
jasmine.quattlebaum@nashvillemcc.com

The deadline for receiving questions is **July 25, 2012 at 12:00 p.m. (Nashville Local Time)**. All questions will be compiled and responses will be posted by July 27, 2012 on Music City Center website at:

<http://www.nashvillemusiccitycenter.com/about/procurement/rfprfq.asp>.

## **D. Compliance With the RFP**

Submissions must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification. The Convention Center Authority reserve the right to reject any proposals and/or waive any formalities in the solicitation process.

## **E. Response Format and Sending Submittals**

Please submit one (1) original and five (5) copies of the following materials to the address below (all text must be printed on *single-sided pages*):

1. A brief one-page printed letter of interest and perceptions about the project.
2. Organization overview, not to exceed five printed *single-sided* pages.

3. Submission Requirements, as set forth in Section 1(B).
4. Email Address.
5. Submissions (UPS, FedEx or Hand-delivery only).

**Jasmine Quattlebaum  
Supervisor – Accounting, Contract Administration, and  
Procurement  
Convention Center Authority  
Music City Center Lobby Exhibit Plan  
413 Fifth Avenue South  
Nashville, TN 37203**

6. Submission deadline: All submittals must be received or post marked no later than \*\*\*\* **August 10, 2012 at 3:00 p.m. Nashville Local Time** \*\*\*\*

**Proposals must be submitted in a sealed envelope. No submission will be accepted after deadline.**

Incomplete or ineligible submissions will not be reviewed. Every effort will be made to ensure the safe handling of submitted materials; however, the Convention Center Authority will not be responsible for any loss or damage.

### **III. SELECTION PROCESS**

#### **A. Selection Process**

The Convention Center Authority is using the Competitive Sealed Proposals method of source selection, as authorized by Section 3.3 of its Procurement Policy. The Convention Center Authority may, as it deems necessary, conduct discussions with Responsive and Responsible Offeror(s) determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Award(s) if made, will be made to the Responsive and Responsible Offeror(s) whose submission, proposal and qualifications are most advantageous to the Convention Center Authority, taking into consideration price and other factors set forth in this Request for Proposal. Responses to this Request for Qualifications will be evaluated by a Selection Committee appointed by the Convention Center Authority. Should a successful contract negotiation not be reached in a timely manner, the Convention Center Authority reserves the right to select another organization.

#### **B. Evaluation of Proposals**

The Music City Center Project and Development staff will first examine proposals to eliminate those, which are clearly non-responsive to the stated requirements. The Selection Committee will evaluate all responsive and responsible submissions, proposals and qualifications based upon the selection criteria set forth herein. Other agencies and consultants of the Metropolitan Government also may examine the submissions, proposals and qualifications. The Selection Committee will make recommendation(s) to the Convention Center Authority to

consider. The Convention Center Authority reserves the right to withdraw this request for proposal at any time, for any reason, and to issue such clarifications, modifications, and/or amendments, as deemed appropriate. Receipt of a proposal by the Convention Center Authority of a submission of a proposal offers no rights upon the Offeror nor obligates the Convention Center Authority in any manner. The Convention Center Authority reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of Convention Center Authority.

#### **IV. RULES AND GUIDELINES**

##### **A. Conflict of Interest**

Organizations with conflicts of interest as outlined in the Metropolitan Government of Nashville and Davidson County and the Convention Center Authority conflict of interest policies or otherwise are ineligible.

##### **B. Requests for Clarification of Submission**

The CCA may check references to assist in the evaluation of any submission.

##### **C. Submissions, RFPs and Presentation Costs**

The CCA will not be liable in any way for any costs incurred by any organization in the preparation of its proposal in response to this RFP, nor for the presentation of its submission and/or participation in any discussions.

##### **D. Validity of Submissions**

All proposals shall be valid for a period of ninety (90) days from the due date of the Request for Proposal.

##### **E. Rejection of Submissions**

The CCA reserves the right to accept or reject in whole or in part any or all proposals submitted.

##### **F. Americans with Disabilities Act**

The successful organization shall assure to the CCA and that all services (including but not limited to the design services, as well as any construction, repair, or other infrastructure improvements) made through this contract, if an award is made, shall be completed in full compliance with the Americans with Disabilities Act ("ADA") and Architectural and Transportation Barriers Compliance Board, Federal Register 36 CFR Parts 1190 and 1191, Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines; proposed rule published in the Federal Register on July 23, 2004, as has been adopted by the Metropolitan Government.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to ADA Compliance Coordinator.

Individuals who need auxiliary aids for effective communication in the programs, services or activities of the Convention Center Authority are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Elisa Putman, Convention Center Authority, Monday through Friday, 8:00 a.m. until 4:30 p.m.

### **G. Non-Discrimination**

It is the policy of the Convention Center Authority not to discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this RFP the organization certifies and warrants it will comply with this policy.

Notwithstanding any other provision of this RFP, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Convention Center Authority's contracted programs or activities, on the grounds of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, disability or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with Convention Center Authority or in the employment practices of these entity's contractors.

Accordingly, all organizations entering into contracts with the Convention Center Authority shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

Inquiries concerning non-discrimination policies other than ADA compliance should be forwarded to: Ryan Johnson, Manager – Budget, Finance and Administration, Convention Center Authority, 413 Fifth Avenue South, Nashville TN 37203, (615) 880-1472.

### **H. Public Disclosure**

All submissions are considered public and subject to review upon request only after a successful Intent to Award Letter has been signed. Prior to a successful Intent to Award Letter, all submissions will be kept private in order to preserve a competitive and fair selection process.

### **I. Compliance with the Convention Center Authority's Procurement Policy and Affidavit**

The successful organization shall assure to the Convention Center Authority that it is and will be at all times in compliance with the Convention Center Authority's Procurement Policy. Further, and as a part of the contract negotiation, the

successful contractor shall submit a signed affidavit regarding compliance with laws, taxes and licensure, contingent fees and nondiscrimination. (See Exhibit A)

## **V. ASSISTANCE TO SMALL AND SERVICE-DISABLED VETERAN-OWNED BUSINESS ENTERPRISES**

### **A. Statement of Policy**

In addition to the Convention Center Authority assisting Small, Minority-Owned, and Woman-Owned Business Enterprises, it shall also be the policy of the Convention Center Authority to assist small and Service-Disabled Veteran-Owned Business Enterprises in learning how to do business with the Convention Center Authority. Furthermore, proposers are encouraged to maximize the usage of small and Service-Disabled Veteran-owned businesses in the performance of the contract. In furtherance of this policy, a total of 5 points will be assigned to the proposer with the largest percentage of small and Service-Disabled Veteran-owned business participation (having met the minimum requirement level) and points will be prorated to the rest based on their respective participation levels.

### **B. Definition of Small Business**

A “small business” means a United States business which is independently owned and operated and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field.

### **C. Definition of a Davidson County Service-Disabled Veteran-Owned Business and Status Confirmation**

A Davidson County Service-Disabled Veteran owned business is any business owned by any person who served honorably in active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service. Davidson County Service-Disabled Veteran-owned means a service-disabled owned business that is a continuing, independent, for profit business located in Davidson County that performs a commercially useful function, and at least fifty-one percent (51%) owned and controlled by one (1) or more service-disabled veterans; in the case of a business solely owned by one (1) service-disabled veteran and such person’s spouse, is at least fifty percent (50%) owned and controlled by the service-disabled veteran; or in the case of any publicly-owned business, at least fifty-one percent (51%) of the stocks of which is owned and controlled by one (1) or more service-disabled veterans and whose management and daily business operations are under the control of one (1) or more service-disabled veterans. The Convention Center Authority will confirm the status of Service-Disabled Veterans through the receipt of a SDVB certificate from the Governor’s Office of Diversity Business Enterprise, which demonstrates that such business is a bona fide Service-Disabled Veteran-owned business. [www.tennessee.gov/businessopp](http://www.tennessee.gov/businessopp)

#### **D. Source Lists**

The Convention Center Authority shall compile, maintain and make available source lists of Small, Minority-Owned, Woman-Owned and Service-Disabled Veteran-Owned Business Enterprises for the purpose of encouraging procurement from small businesses. Proposers who desire assistance in locating potential small and Service-Disabled Veteran owned business subcontractors and suppliers are encouraged to contact DBE Manager Roxianne Bethune at (615) 880-1454.

#### **E. Solicitation Mailing Lists**

To the extent deemed appropriate by the Convention Center Authority, it shall include Small, Minority-Owned, Woman-Owned and Service-Disabled Veteran-Owned Business Enterprises on solicitation mailing lists.

#### **F. Bonding and Progress Payments**

The Convention Center Authority may reduce the level or change the types of bonding normally required, or accept alternative forms of security to the extent reasonably necessary to encourage procurement from Small, Minority-Owned, Woman-Owned and Service-Disabled Veteran-Owned Business Enterprises. The Convention Center Authority may make such special provisions for progress payments as deemed reasonably necessary to encourage procurement from Small, Minority-Owned, Woman-Owned and Service-Disabled Veteran-Owned Business Enterprises.

#### **G. Misrepresentation**

If during the course of the contract, a contractor fails to maintain the level of small business participation committed to in the contractor's proposal, or if any material representation made in contractor's proposal concerning the small business status of any subcontractor or contractor's involvement in the ownership, operation or management of any subcontractor claiming status as a small business is shown to be false. The Convention Center Authority may, at its sole option and in addition to any other remedies available under the contract, at law or in equity, terminate the contract. Further, in the event that the Convention Center Authority terminates the contract, the contractor shall pay the Convention Center Authority's full re-procurement costs, including, without limitation, any costs associated with re-procurement delays. The Convention Center Authority will institute debarment proceedings against any proposer that misrepresents in a proposal any material fact concerning the small business status of itself or any subcontractor or proposer's involvement in the ownership, operation or management of any subcontractor claiming status as a small business. In addition, the Convention Center Authority may, at its sole discretion, assess a charge representing the cost of all audit and legal time and expense incurred by the Convention Center Authority as a result of the contractor's failure to maintain the level of small business participation committed to in the contractor's proposal.

## **VI. PROCUREMENT NONDISCRIMINATION PROGRAM**

It is the policy of the Convention Center Authority to promote full and equal business opportunities for all persons doing business with the Convention Center Authority by increasing the purchase of goods and services from minority and women-owned businesses within the Nashville Metropolitan Statistical Area. In furtherance of this policy, the Convention Center Authority has adopted the Metropolitan Government of Nashville and Davidson County Procurement Nondiscrimination Program, as set forth by the Metropolitan Code, Chapter 4.46, Procurement Nondiscrimination Program, as it may be deemed applicable by the Convention Center Authority and otherwise amended from time to time. For further information or clarification contact CCA, DBE Manager, Roxianne Bethune [roxianne.bethune@nashvillemcc.com](mailto:roxianne.bethune@nashvillemcc.com) or (615)880-1454. Proposers are encouraged to maximize the usage of minority and women-owned businesses within the Nashville Metropolitan Statistical Area in the performance of the contract.

**Exhibit A**  
**Affidavit**

**State of** \_\_\_\_\_  
**County of** \_\_\_\_\_

*As used herein, "Offeror" will include respondents and proposers.*

**Compliance with Laws:** After first being duly sworn according to law, the undersigned (Affiant) states that he/she is presently in compliance with, and will continue to maintain compliance with, all applicable laws. Thus, Affiant states that Offeror has all applicable licenses, including business licenses, copies of which are attached hereto. Finally, Affiant states that Offeror is current on its payment of all applicable gross receipt taxes and personal property taxes.

**Contingent Fees:** In accordance with the Convention Center Authority's Procurement Policy and the Metropolitan Government's Procurement Code, it is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a contract with the Authority upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After first being duly sworn according to law, the undersigned (Affiant) states that the Offeror has not retained anyone in violation of the foregoing.

**Nondiscrimination:** Affiant affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with handicaps and/or disabilities. It is the policy of the Metropolitan Government not to discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. Contractor certifies and warrants it will comply with this policy.

***And Further Affiant Sayeth Not:***

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

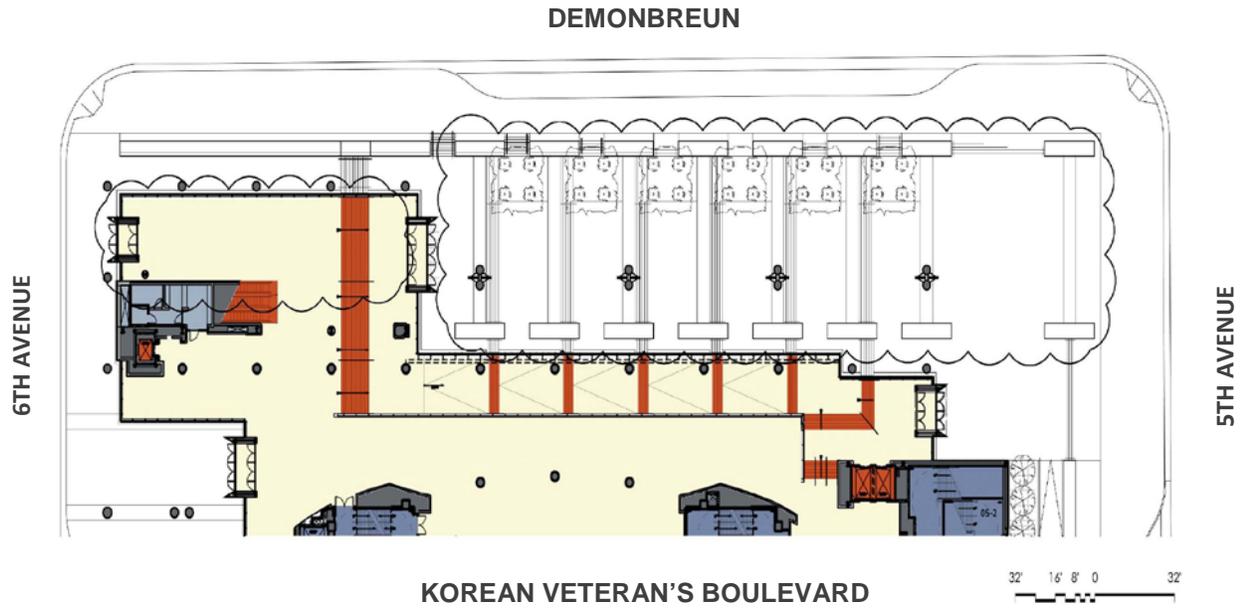
Sworn to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

## Exhibit B Overall Floor Plan



**Exhibit C**  
**Demonbreun Street Lower Lobby and Northeast Plaza**





## Exhibit D List of Proposed Small Businesses

Proposer Name: \_\_\_\_\_

Notice: Small businesses listed must be registered with Metropolitan Government of Nashville and Davidson County (Metro) and small business status must be approved by the Metropolitan Government **prior** to proposal submission. Registration can be completed online at: <https://smartrac.nashville.gov/newvendorlogin.aspx>

	Small Business Name	Small Business Address, Phone Number and email address	Industry of Work to be Performed by this Small Business (see <i>Instructions below this table</i> )	Phase in project when Small Business is <b>anticipated</b> to perform work	Minimum <i>Percentage</i> of total contract dollars to be spent with this Small Business
1.					
2.					
3.					
4.					
5.					
6.					

**INSTRUCTIONS:**

**TOTAL** \_\_\_\_\_

- If the proposer is a small business, the proposer should also be included in this list.
- If more than six (6) Small Businesses are to be listed, please attach an additional sheet.
- For the "Industry of Work to be Performed by this Small Business" column, you must enter an Industry listed here: Agriculture, Architectural/Design/Engineering; Educational; Information Systems/Technology; Marketing/Communications/Public Relations; Medical/Healthcare; Forestry, Fishing; Mining; Construction; Manufacturing; Wholesale Trade; Retail Trade; Finance, Insurance, Real Estate; Transportation, Commerce, and Utilities; Service Industry

Submission of a proposal shall constitute Proposer's representation that neither Proposer nor an officer, agent or employee of Proposer, or the spouse, parent or child of an officer, agent or employee of Proposer, is involved in the ownership, operation or management of any subcontractor claiming status as a small business for purposes of this Proposal and Contract.