United States Olympic Museum
Request for Proposal—Materials Testing

November 3, 2015

RE: United States Olympic Museum– Materials Testing RFP

Dear Prospective Materials
Testing Firm:

The United States Olympic Museum ("USOM") invites your company to submit a proposal to provide full-service Special Inspections and Materials Testing per PPRBD Building Code paragraph RBC109.7 and as required by project Specifications for the United State Olympic Museum. The project is located in downtown Colorado Springs, CO. Construction is scheduled to begin in March 2016 with completion in late 2017. The Museum anticipates opening to the public in late 2017/early 2018.

USOM seeks an experienced Certified Testing Agency with proven and outstanding credentials to provide these services within the time constraints of a complex fast-track construction project. Prompt response to requests for services and prompt communication of testing results are required.

RFP Related Documents & Separate Enclosures:

The *RFP Document,Draft Soils Report, and Schematic Design Documents are provided to you at:*
http://www.usolympicmuseum.org/#

Follow up Questions Due:	Date: December 8, 2015
Proposal Due Date:	Date: December 15, 2015

RFP Questions: Questions on all matters regarding the RFP process and matters requiring further clarification concerning the contents of this RFP should be in writing, addressed to the undersigned and sent via email to mailto:projects@usolympicmuseum.org

Answers to all questions will be posted to our website as addenda to the RFP.

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Answers to all questions will be posted to our website as addenda to the RFP.

Sincerely yours,

Stan Rovira
Project Manager/Owners Representative

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INTRODUCTION & OPPORTUNITY

A. BACKGROUND

Overview & History

The 2012 Olympic Games in London was the most-watched television event ever in the United States with more than 219 million viewers. Olympic interest is extremely high and growing. And yet, with all this attention, there is no Olympic Museum in the United States.

The Museum will work closely with the United States Olympic Committee to create not simply a new museum but also, collaborating with the Olympic Training Center, an engaging and memorable "Olympic Experience." The Museum and Hall of Fame will highlight the values, historic moments, outstanding athletes and teams, and our collective memories of the Olympic and Paralympic Games and will create interactive experiences that convey the universal power of the Olympic movement.

The architecture of the Museum will be a 21st century icon for both the Olympic movement and the nation. Its shape and design will represent the values and spirit of the US Olympics and Paralympics in every way. These include, but are not limited to, full accessibility for all visitors, state-of-the-art technology incorporated throughout, energy efficiency and environmental sustainability.

The Museum Building, Collections and Exhibits

The U.S. Olympic Museum will be located where many Olympic and Paralympic dreams begin – at 6,035 feet above sea level, in the shadow of Pikes Peak – just a few blocks away from the United States Olympic Committee headquarters in Colorado Springs, Colo. Just a few minutes from the new museum site, the Colorado Springs Olympic Training Center will offer visitors an exclusive, behind-the-scenes look into the daily lives and training regimens of Team USA. With plans for development on 1.7 acres of land in the city's Southwest Downtown Urban Renewal District, the museum will create a stunning gateway to downtown Colorado Springs when it opens in 2018.

The U.S. Olympic Museum will become a premier cultural destination, welcoming people from near and far, and of all ages and backgrounds, to come together in the spirit of the Olympic and Paralympic Games. The 60,000-square-foot building will embody the forward-looking values of Team USA, with 20,000 square feet of highly interactive exhibit space, a state-of-the-art theater, gift shop, café, and broadcast studio.

Estimated Attendance, Hours, and Admission Fees

Business plans developed for USOM project 350,000 visitors per year. Attendance projections by market segment will include tourists as the largest segment (anticipated to be over 80%), residents and school/adult groups will make up the remainder of the annual attendance.

The Museum's hours of operation will be seven days a week, and are anticipated to be 10am to 5pm, but may be extended seasonally to respond to visitor demand. The Museum will be open on most holidays except for Thanksgiving Day and Christmas Day. Admission will be charged and although final pricing is not yet determined it is expected to be competitive ($18 to $23).

A. Firm PROFILE

Respondents must have relevant and similar experience in the industry and ideally in working with high- profile, architecturally significant, fast-track projects. Demonstrate your firm's ability to provide a full spectrum of materials testing and special inspection services in a timely and responsive manner. Please include your firm's certifications and demonstrate the capability of your testing labs to meet the project requirements.

B. Project Staffing

Describe your firm's proposed staffing of this project including field personnel. List qualifications and experience of proposed staff.

C. Communication

Describe your firm's process for communicating test results to the contractor, design team and owner. Indicate ability to communicate test results electronically with attention drawn to failed tests. Describe your firm's process of field communication and your efforts to help ensure field contractors and suppliers understand testing requirements and methods they may utilize to achieve successful results.

D. FINANCIAL CONSIDERATIONS

Fees will constitute 30% of the score. Include your fee schedule in TAB D.

RFP PROCESS & SCHEDULE

A. RFP SCHEDULE & EVALUATION PROCESS

November 3, 2015 ……..RFP Package advertised and posted to USOM website.
November 30.....Last day to receive additional questions from operators
December 5..... Response to additional questions (after pre-proposal meeting) Posted to website
December 15..... Proposal Due Date
January 3, 2016 …….. Finalist selection

SUBMITTAL INFORMATION

Please develop your proposal in the following format and separate each section by "TABS" labeled as noted in the format below. Be certain to include information in response to each and every alphabetical tab and number sub-submission, even if such response is "not applicable" or refers to an attachment in the appendix (see "Appendix" below).

A. PROPOSAL FORMAT & ORDER

Format: All materials must be in 8.5" wide x 11" high, portrait format, with graphic exhibits up to 11" x 17" format folded to fit within an 8.5" x 11" 3-ring binder and submitted electronically as one PDF file (ready for printing).

Cover Letter: Include a cover letter addressed to Mr. Stan Rovira, Owners Representative from the person representing the proposer for all contact during the review, evaluation and contract process. The cover letter should indicate that the proposer has read the RFP Document, attended the pre-proposal meeting and or submitted questions, and is in agreement with all the terms and conditions outlined in the RFP Document, except as may be modified by proposer's proposal submission.

Table of Contents & Page Numbers: Provide a table of contents reflecting sections ("Tabs") A – D, sub-sections and the appendix as follows. **The table of contents and all pages should be numbered**. The appendix portion of the table of contents should list all enclosures in the order included.

Executive Summary: Following the table of contents, and preceding Tab A, provide a 5-7 page (maximum) executive summary of your entire proposal in a bullet-point format. The executive summary should provide condensed highlights of Tabs A, B, C, and D in sufficient detail for the reader to fully understand the scope and intent of your proposal. The executive summary should include specific details about:

1. Your company.
2. Your clients and experience.
3. Your proposed management team.
4. Proposed merchandising concepts, inventory mix and pricing strategy.
5. Financial proposal.
6. Contractual exceptions.

Proposal Sections Tabbed A – D: Include your responses to each alphabetical section as follows. Be certain that you include a response for each alphabetical section and sub-section, even if the response is "not applicable" or "does not apply" to your proposal.

Appendix: Include any *standard* material that directly relates to your proposal. For example, if in Tab A, section 7 there is a request for financial statements or annual report, you can indicate in Tab A, section 7 that the document(s) is included in the Appendix.

B. PROPOSAL SUBMISSION PROCEDURES

Proposal must be submitted, *electronically*, clearly identified in the subject line as "USOM *Proposal for Materials Testing*" be submitted **on or before 3:00 p.m. Mountain Time, December 15th ,2015** to the following email address:

mailto:projects@usolympicmuseum.org

TAB A
YOUR COMPANY

In this section of the proposal present your company ownership, structure, size, history and financial resources.

1. **Ownership:** Describe your ownership (i.e. are you a corporation, general partnership, limited partnership, where incorporated, limited liability partnership, proprietorship, joint venture, limited liability company), names of officers and partners, stockholders, etc., and tax status of your entity.

2. **Company Address:** Provide complete address of office that is responsible for USOM's services including telephone, fax, email, and web site.

3. **Company History:** Indicate length of time your company has been in business, the business origins, the business specialty / focus and the business evolution to present day operations.

4. **Corporate and Regional Management:** Provide names of company representatives that will have the responsibility of USOM project, including, but not necessarily limited to, local/regional managers, area vice president, and the person that has the contractual authority to bind your company (i.e., execute the contract).

5. **Company Size:** What is the size of your company (i.e., annual sales, number of operating units, number of employees, geographic area that you operate, etc.)?

6. **Company Services:** Description of services your firm provides and the types of venues/locations that you provide your services to.

7. **Financial Resources and Capabilities:** Indicate, if upon USOM's request, you will provide company and/or personal financial statements, verification of assets, and banking information on a strictly confidential basis.

8. **Overall Company Policies & Procedures:** Describe your company's policies and procedures relating to training, customer service, accounting and financial controls, internal audits, purchasing and purchasing specifications, security, quality control and related day-to-day operational issues (boilerplate material, if necessary, should be placed in the appendix).

9. **Partners/Joint Ventures and/or Sub-contractors:** If you will be involving any key and important third-party, provide complete details about the firm(s) and/or its people. Provide "specific" details about their role, relationship and day-to-day management of retail services with as much specifics as possible to enable the USOM to fully understand the operational and financial implications of this relationship.

TAB B
YOUR CLIENTS/OTHER OPERATIONS

In this section of the proposal present your company experience.

1. **Similar Client Experience:** List up to four (4) of your current client operations that are **most similar** to the USOM project. Include the following for each listed, as applicable *(we are aware that all of the requested information below is confidential)*:

   a) Name and description/narrative of overall operations.
   b) Location (i.e. address) of operations.
   c) Name, address, phone, and email address of client to contact at each location. *(Please be sure that telephone and email address are up-to-date and correct.)*
   d) Project dates
   e) Sales, by department (i.e., carts, e-commerce, shops, as applicable), customer counts, per capita spending and average sale for each client location. Specifically describe the type of operation / event, the approximate number of attendees or visitors per location / event
   f) Indicate how many on-site general managers you have had at each location during your tenure.

2. **Client References:** List relevant client references for events / locations. Include the **name(s), address, phone, fax number, and email address** of the client to contact at each location. *(Please be sure that telephone and email address are up-to-date and correct.)*

TAB C
PROPOSED SERVICES

In this section of your proposal present your proposed delivery model.

1. Describe your delivery methodology including quality control measures.

TAB D
FINANCIAL PROPOSAL AND STANDARD CONTRACT

1. **Financial Proposal:**

    a) Provide fee schedule

2. **Contract Exceptions, Changes andlor Additions**:

    a) Attach your firm's Standard Agreement

ACCEPTANCE, NEGOTIATION & AWARD

USOM will negotiate a contract with the operator whose proposal, in the sole judgment of USOM, is most advantageous to USOM. Resources of the operator, ability to accommodate schedule, and other factors will be considered in the evaluation.

PROPOSALS SHOULD BE SUBMITTED BASED ON THE MOST FAVORABLE TERMS POSSIBLE

USOM reserves the right to accept or reject any or all of the proposals. Upon selection of the successful proposer, USOM and the successful proposer shall expeditiously finalize a contract reflecting the agreed upon terms and conditions.

ASSESSING PROPOSALS

USOM, Algonquin Museum Services, and other committee members will examine and evaluate each proposal received. No proposer shall have any cause of action against USOM or Algonquin Museum Services arising out of a failure to award a contract to that proposer, failure to consider any proposal, or any expenses incurred by proposer in the course of the preparation of the proposal. The selection of the retail operator, if any, shall be at the sole discretion of the USOM.

AUTHORITY TO BIND PROPOSER

Your proposal should indicate the name of individual(s) having authority to contractually bind your company. The proposal should also indicate the name of the person to be contacted both during the period of evaluation of proposals, negotiation of a contract and execution of arrangements.

BINDING SUBMISSION

The proposal terms and conditions submitted by prospective operators shall be binding upon the operator for a period up to six (6) months from the date of submission.

DATE OF AWARD & COMMENCEMENT OF OPERATIONS

The USOM anticipates awarding the contract on/about January 3, 2016. The starting date of the services is contemplated to be March, 2016.

LATE PROPOSALS & MODIFICATIONS

USOM reserves the right to not consider any proposals and modifications to proposals that are not received by the

Date and time specified herein above.

RELEASE OF OPERATOR CONFIDENTIAL BUSINESS INFORMATION

1. The USOM may find it necessary to release information submitted by the operator—either in response to this solicitation or pursuant to the provisions of a contract executed at a later date—to individuals employed by the USOM as consultants and/or staff. Business information that is ordinarily entitled to confidential treatment may be included in the information released to these individuals and should be clearly marked as operator confidential business information. Accordingly, by submission of a bid/proposal or signature on the resulting contract, the operator understands and agrees to the limited release of information it has designated confidential business information (CBI).

2. Possible circumstances where the USOM may release operator's designated CBI include, but are not limited to the following:

   a) To USOM staff/consultants/attorneys tasked with assisting the USOM in the technical evaluation of requests for proposals (RFP); assisting in conducting pre-award surveys; and assisting in the review of pricing and technical data supporting contract modifications and task orders;

   b) To USOM staff/consultants/attorneys tasked with assisting the USOM in handling and processing information and documents in the administration of USOM contracts, such as reviewing technical submittals and invoices;

   c) To entities such as USOM's Board of Trustees and other select groups of USOM's community advisors, and the Courts in the resolution of solicitation or contract protests and disputes; or

RELEASE & USE OF USOM INFORMATION

The proposer shall secure the prior written approval of the USOM before any specifications, records, drawings, data, and other information relating to the contract are released to anyone other than the proposer's directors, officers, employees, accountants, attorneys, or to proposer's sub-contractors or partners requiring the information for the performance of their duties under the specific scope of the sub-contract involved.

SUFFICIENT INFORMATION & REPRESENTATION

This RFP is intended to provide all proposers with sufficient information to enable them to prepare and submit offers for consideration by the USOM. This request does not obligate USOM to procure or contract for services or supplies, and it shall not be construed as authorization to proceed with or be reimbursed for any of the costs of the work specified herein. The statistical information provided in this document is provided as a frame of reference and not presented as a guarantee of future performance by the retail operator. All statistical or informational data presented herein may not be one hundred percent accurate.

IV. EVALUATION CRITERIA

Proposals that are considered responsive will be reviewed and evaluated with *emphasis* placed in the following areas.

Experience:

- Company's standards, reputation, quality, innovation, operational and financial resources and history with similar projects.
- Resumes of key management that will be working at and with USOM management that demonstrate individual background and experience consistent with the scope of operations and services at the USOM, and a comfort level that the key individuals will be easy to work with and are compatible with USOM's goals, mission, management and project team.
- Company's client reference checks and on-site visitations.

Quality and Content of Written Proposal:

- Demonstrated understanding of USOM's goals, vision, mission, and objectives.

Other:

- Proposers shall furnish and include "**all**" data requested in Tabs A - D of this RFP Document. Statements are required to be *complete* and *accurate*. Omission, inaccuracy, or misstatement will be sufficient cause for rejection of proposals.

- Proposals should be prepared in such a way as to provide a **straight forward**, **concise** delineation of capabilities, concept, operating plan, and financial and contractual arrangements.

- Only proposals from financially responsible organizations, individuals or partnerships, as determined in the sole judgment of the USOM, presently engaged in the business of providing retail services shall be considered. The USOM shall place significance on operator's relevant experience and financial resources

- Expensive bindings, promotional materials and other "*boilerplate*" information *not specifically applicable* to the proposed retail operations at USOM are not necessary and should not be included.

Proposals will be evaluated against the following factors:

1) USOM will rank respondent firms for cost based on submitted fee schedule. Total potential cost will constitute 30% of the selection criteria.

2) Proposer's experience and track record in the industry, financial and personnel resources commensurate with the size and scope of this project.