



WILLIAMSON COUNTY

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March 26, 2018

To Whom It May Concern:

The Williamson County Sports Authority is requesting proposals to retain the services of a qualified, experienced consultant who would work for and on behalf of the Sports Authority, leading and directing during the initial stages and transition period of the Williamson County Sports Authority.

Proposals must be received no later than Thursday, April 19, 2018, at 2:00 p.m. They must be submitted in a sealed envelope, to the Williamson County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064, **The envelope must be labeled as follows: RFP: Consultant Williamson County Sports Authority, April 19, 2018, 2:00 p.m. Outside of envelope must also include firm name. THE SEALED PACKAGE MUST BE LABELED EXACTLY AS SPECIFIED ABOVE.**

A feasibility study was conducted in 2016 to determine the needs of youth and amateur sports facility(s) in Williamson County, as well as potential offsite needs for professional sports. The Executive Summary of the study is available for your review on our website, www.williamsoncounty-tn.gov. From the home page, go to Government link. You will see Boards & Commissions. The study is located under the Sports Authority link.

If you have any questions, please e-mail lesliem@williamson-tn.org. All questions must be submitted in writing by 4:30 p.m. CST on April 12, 2018.

Sincerely,

Leslie Mitchell, CPPO, CPPB
Purchasing Agent

RFP
Consultant
Williamson County Sports Authority

The Williamson County Sports Authority is requesting proposals to retain the services of a qualified, experienced consultant who would work for and on behalf of the Sports Authority, leading and directing during the initial stages and transition period of the Williamson County Sports Authority.

BACKGROUND

In early 2016, a popular Williamson County athletic facility abruptly closed. This led to the Convention and Visitors Bureau contracting with a firm to conduct a feasibility study to determine the needs of a youth and amateur sports facility(s) in Williamson County, as well as any potential offsite needs for professional sports. The study concluded that Williamson County is well positioned to have a multi sports complex.

The Williamson County Sports Authority was created by the Williamson County Commission in November, 2017 to research and provide direction to construct a multi-purpose youth and amateur sports complex. Once a sports complex is constructed, the Sports Authority will be responsible for running any physical buildings, overseeing the management company and ensuring bond requirements are met.

The Williamson County Sports Authority will work in partnership with a yet-to-be established sports council/commission. This council/commission would have the responsibility of marketing the facilities, creating relationships with sports teams, attending conferences, tradeshow and meetings to promote the facility and schedule events and tournaments.

SCOPE OF WORK

The Williamson County Sports Authority requires a consultant who shall complete, at a minimum, the following tasks:

- Serve as administrator of the Sports Authority.
- Create board meeting agendas and coordinate board meeting schedule.
- Coordinate research trips to sports complexes in other cities.
- Serve as the point of contact for inquiries from those that are interested in partnering with Williamson County on a facility(s).
- Conduct research on best funding models for a proposed facility(s).
- Provide recommendation on the necessary model, tools and resources to start the Williamson County Sports Council/Commission, including recommendation for startup initiative, business needs and funding mechanism models.

A selected group of respondents may be required to make a presentation. Any such presentation will be scheduled by the Williamson County Sports Authority. The Authority reserves the right to make the final selection based on the submittals or to request presentations before determining the final ranking.

The following criteria will be used in the evaluation process to determine the successful respondent.

- Demonstrated knowledge of a variety of sports, both amateur and professional- 20
- Demonstrated understanding of the responsibilities of a sports authority-20
- Demonstrated knowledge of the role of a consultant for a sports authority-30
- Understanding of the local community in Williamson County-10 points
- Fee Schedule/Cost Proposal-20 points

Twelve (12) print copies and one electronic copy (PDF or Word) must be submitted. Fax and email proposals will not be accepted.

The cover letter shall be signed by someone legally able to bind the proposer.

All proposers must be properly licensed to conduct business in the state of Tennessee.

All questions must be submitted in writing to lesliem@williamson-tn.org by the deadline stated in the cover letter.

Addenda will be issued with the answers to all questions received by the Sports Authority and will be posted at www.williamsoncounty-tn.gov/purchasing. **Communication with anyone other than the above named person will result in the Proposer's RFP being rejected.**

The Williamson County Sports Authority reserves the right to reject any and all proposals at its sole discretion. In addition, the Sports Authority reserves the right to select the firm that best fills the need for this project. It is the Sports Authority's sole discretion to define best value and may also waive any irregularities and informalities.

Any revisions to the above schedule will be posted on the Williamson County website, www.williamsoncounty-tn.gov/purchasing. It is the responsibility of all submitting firms to review this website for RFP modifications and addenda.

Submittal Requirements:

The RFP response shall include the following information and shall be organized as follows:

- Signed cover letter
- Consultant overview
- Project approach
- Current workload
- Relevant experience
- Minimum of 3 references on projects of a similar size and scope
- Information on any litigation that firm has been involved in the last 3 years.
- Any other information that is relevant to the Sports Authority evaluation.
- Fee schedule