

REQUEST FOR INFORMATION

Design, Development and Construction of a New Convention Center Headquarter Hotel



**Capital Improvement Board of Managers
of Marion County, Indiana**

**Melina Kennedy, President
Barney Levensgood, Executive Director**



I. REQUEST FOR INFORMATION

The Capital Improvement Board of Managers of Marion County, Indiana (CIB) hereby solicits responses from qualified firms concerning the conceptual design, development and construction of a new convention center headquarter hotel facility with a minimum of 800 guest rooms to be located in an area adjacent to, or accessible via weather-protected, climate-controlled pedestrian access to the Indiana Convention Center and Lucas Oil Stadium (the "Hotel Project").

II. BACKGROUND INFORMATION

The City of Indianapolis is a vibrant metropolitan city - the third largest city in the Midwest and the largest city in Indiana. Indianapolis is the most centrally located of the largest 100 cities in the United States and is a primary industrial, commercial and transportation center for the Midwest. The city has recently emerged as a hub for convention activity, advanced manufacturing, digital technology, and life sciences/healthcare, as well as youth, amateur and professional sporting events, which have brought Indianapolis broad recognition and hotel visitors.

Respondents are encouraged to visit www.visitindy.com to learn more about what makes Indianapolis great.

Indiana Convention Center

A \$275 million expansion has made the Indiana Convention Center and Lucas Oil Stadium a powerhouse destination for the largest events in the country—including the 2012 Super Bowl. With its striking contemporary look and sense of openness, the Indiana Convention Center redefines the character of a trade show and meeting venue.

The Indiana Convention Center is located in the heart of the 15th largest city in the U.S., Indianapolis, Indiana. The state capital, Indianapolis ranks in the top 25 most visited cities in the country, with 26 million annual visitors. Indianapolis International Airport accommodates 145 flights each day, carrying 8.5 million yearly passengers to and from the Circle City.

Now one of the largest convention centers in America, the Indiana Convention Center is connected by skywalks to more hotel rooms than any other city in the nation. Also linked to the center is a four-story urban shopping mall, surrounded by more than 200 restaurants and clubs, well-known sports venues, and a 10-block state park that features top museums, green space and a convenient canal walk. It's the reason *Sports Illustrated's* Peter King calls Indianapolis "the most walkable downtown in America."

With over \$3 billion in convention industry investments, no other city in the nation can match Indianapolis' collection of upgrades and developments. We invite you to discover everything we have to offer for your next event experience.

Lucas Oil Stadium

Lucas Oil Stadium is a state-of-the-art retractable roof, multi-purpose facility seating over 67,000 fans while featuring spectacular views of the downtown Indianapolis skyline. The Stadium's unique features include its flexibility in design and ability to accommodate a multitude of events beyond NFL and NCAA football and NCAA basketball, including concerts, national conventions, trade shows, IHSAA tournaments, international and national band competitions, and numerous other national and local amateur sports events. The seven-level stadium has more backstage space than any other NFL stadium with seven locker rooms, 11 indoor truck docks, 45,000 square feet of exhibit space and 12 meeting rooms. Weather permitting, the north operable window combines with the retractable roof to truly give the spectator the feeling of being at an outdoor stadium. Tradeshow and conventions can utilize 183,000 square feet of exhibit space when merging the field and both exhibit halls. Lucas Oil Stadium also features two multi-level club lounges, 139 suites, retractable sideline seating, house reduction curtains, two HD video boards, 360 degree ribbon boards, spacious concourses and much more, all which allow the ease of welcoming any size event.

Key Findings

After two years of research and analysis, multiple research studies show that in addition to current smaller hotel projects already in the pipeline, Indianapolis' convention district needs a second 800+ guest room headquarter hotel connected to the Indiana Convention Center to ensure that Indianapolis does not lose its current largest conventions in the next 5-10 years and to more effectively book multiple groups in the Indiana Convention Center at the same time. In addition, the analysis shows that, while the Indiana Convention Center offers sufficient exhibit space, it needs an additional minimum of 45,000 square feet of ballroom space to meet future demands and to more effectively host multiple groups in the ICC at the same time.

Tourism and Hotel Growth

Indianapolis' overall tourism growth has made it one of the healthiest hotel markets in the U.S., while generating more revenue for the city and state and creating more tourism related jobs.

Year	Visitors	Tourism FTE Jobs	Visitor Spending
2005	21.7	65,200	\$17.2
2010	23.7	69,500	\$16.9
2012	26.0	74,100	\$22.6
2015	28.2	77,800	\$25.8
2016	28.6	80,600	\$28.0

Capital Improvement Board

The CIB has a proud history of helping to lead important conversations about the continued growth of our downtown. As Indianapolis has been named the #1 convention city in the country by *USA Today*, it has become clear that its convention and tourism sectors are major economic engines for central Indiana and the state as a whole. Because of this momentum, the CIB is issuing this Request For Information to seek information on a potential Hotel Project and to gauge private sector interest for such

a project, determine land availability and identify any infrastructure or other needs related to the completion of a project of this nature.

Land and Incentives

In this RFI, the CIB makes no presumption regarding the offer of land, economic, financial or other assistance or incentives, but rather encourages market initiatives to undertake and complete the hotel development in a manner that identifies the best potential locations. Such locations should take into account the essential components and amenities described in Section III of this RFI. Respondents are encouraged to consult legal counsel and familiarize themselves with the tax policy tools that are available and not available to local governmental entities in Indiana and the flow of tax revenues generated by downtown hotel development. The CIB intends to give more weight to feasible and competent proposals that request the fewest incentives.

Although the CIB and City are not offering any specific property or properties or suggesting the use of any specific property or properties in connection with this RFI, attached for information purposes is Exhibit A, a map depicting several properties owned by the CIB or the City and Exhibit B, a map showing existing weather-protected pedestrian connections to the Indiana Convention Center.

III. COMPONENTS AND AMENITIES

The CIB has identified the following components, characteristics and amenities that are desirable in a new convention center headquarter hotel:

1. Full service, convention oriented hotel; preferably with a tower structure
2. Located adjacent to or accessible via a weather protected and climate controlled pedestrian access to the Indiana Convention Center
3. Minimum of 800 guest rooms
4. Affiliation with a national scope full-service hotel chain
 - Upper-upscale brand of that chain's offerings preferred
 - Brand should be supported by a national or regional sales office
5. Speed to market
6. Hotel facility will operate subject to minimum room block commitments with Visit Indy, including for major future events
7. Option to provide a minimum of 45,000 square feet of grand ballroom space at the hotel facility
 - Dividable into breakouts
 - Desirable location in proximity to convention center
 - If ballroom space is in the hotel facility, the operator must be willing to work with Visit Indy on booking matters, including by agreeing to hold the ballroom and associated pre-function space open for Visit Indy until 14 months out pursuant to an agreed advance scheduling calendar

8. 150,000 square feet of meeting and pre-function space
 - Agree to hold open for Visit Indy until 14 months out
9. A preference of at least three restaurants
10. Bar/lounge
11. Rooftop bar or rooftop public amenity/event space
12. Other brand-specific amenities to be provided consistent with a hotel of this class
13. Supportive parking structures (e.g., garage), with a description of the location or locations of the parking spaces and the ratio of the net number of additional spaces to be provided to hotel rooms

In responding to Attachment #2, Respondents shall discuss how their project will provide each of these preferred components by reference to the number given for that component.

IV. INSTRUCTIONS TO RESPONDENTS

1. Responses to this Request For Information should be submitted as follows:

a. Delivery:

Capital Improvement Board
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis IN 46225
ATTN: Kobi M. Wright

b. Format:

Submit ten (10) hard copies of all materials and one (1) electronic copy in PDF Format on a CD or thumb drive. All to be delivered in a sealed container or envelope

c. Deadline:

Proposals shall be received by **4:00 P.M. (Eastern Time) on March 1, 2018.**
PROPOSALS RECEIVED AFTER THE ABOVE DEADLINE MAY NOT BE CONSIDERED. TELEGRAPHIC OR FACSIMILE RESPONSES WILL NOT BE ACCEPTED.

d. Contingency Period.

During the period commencing on March 1 and continuing for forty five (45) days thereafter (the "Contingency Period"), Respondents will have the opportunity to resolve any

contingencies and confirm any assumptions contained in the respective Proposals. Before the expiration of the Contingency Period, Respondents will have the opportunity to submit updated Proposals based on information obtained during the Contingency Period.

e. Confidentiality.

Responsive information provide to the CIB may be a public record subject to disclosure under the Indiana Access to Public Records Act (APRA), Ind. Code 5-14-3. If the Respondent asserts that any of the information provided in its response is excepted from disclosure under APRA – *e.g.*, as a trade secret or confidential financial information – it shall label any such information specifically as “confidential” and a citation to the APRA section that supports exception from disclosure. The CIB reserves the right to make any final determination regarding the applicability of APRA’s requirements and exceptions.

2. REQUIREMENTS

Attached hereto and to be considered and completed as part of your submittal are the following documents:

- a. Attachment # 1 – Cover Sheet
- b. Attachment # 2 – Project Description
- c. Attachment # 3 – Statement of Respondent's Qualifications

3. **EXPLANATIONS WRITTEN AND ORAL:** Should a Respondent find any discrepancy in or omission from these Instructions or any other forms in the packet, or should the Respondent be in doubt as to their meaning, the Respondent shall at once notify the CIB in writing to:

Kobi M. Wright
Capital Improvement Board
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis IN 46225
Email: kobi.wright@icclos.com

No oral interpretation or oral instructions will be made to any Respondent as to the meaning of the Request For Information packet or any, part thereof. Every request for such an interpretation or instructions shall be made in writing to the CIB. Interpretation or instruction made to a Respondent may be in the form of a written addendum to the RFI packet. If issued, any addendum to this RFI will be on file in the office of the CIB. In addition, any addendum will be mailed (potentially via electronic mail) to all Respondents receiving a RFI packet. All such addenda shall become part of the RFI packet, and all Respondents shall be bound by such addenda, whether or not received by the Respondent.

4. **NO ACTION BY CIB REQUIRED:** The publishing and distribution of this Request For Information shall not establish any commitment by the CIB or any of its affiliated public agencies or other entities to undertake further action regarding any proposal or information submitted by any Respondent.

5. **RESPONDENT'S QUALIFICATIONS AND OTHER INFORMATION:** Each Respondent shall submit, with his/her proposal a completed Attachment #3, Statement of Respondent's Qualifications.
6. **CONTACT WITH CIB BOARD MEMBERS IS PROHIBITED:** All questions concerning this Request For Information shall be directed in writing to:

Kobi M. Wright
Capital Improvement Board
Indiana Convention Center
Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis IN 46225
Email: kobi.wright@icclos.com

Violation of this prohibition may result in rejection of Respondent's submittal.

7. **REJECTION OF PROPOSALS:** The CIB may reject outright and not commence evaluation of a proposal for any of the following reasons:
 - a. The Respondent fails to include information necessary to substantiate that it will be able to meet the requirements of Section III of this RFI.
 - b. The Respondent fails to respond to a follow-up request from the CIB for information, documents, or references.
 - c. The Respondent fails to include any signature, certification, authorization, stipulation or disclosure requested in this Request For Information.
 - d. The Respondent presents the information requested by this Request For Information in a format inconsistent with the instructions of the Request For Information.
 - e. The Respondent initiates unauthorized contact in violation of Item #6 above.
 - f. The Respondent provides misleading or inaccurate responses.
 - g. The Respondent limits the rights of the CIB, City or Visit Indy.
8. **RESERVATIONS:** The CIB reserves the right to:
 - a. Extend the deadline for submission of responses to this Request For Information.
 - b. Waive any and all irregularities in any aspect of this Request For Information.
 - c. Add additional terms or modify existing terms in this Request For Information.

- d. Reject or cancel any or all of this Request For Information, in whole or in part.
 - e. Reissue a Request For Information.
9. **WAIVER AND CONSENT:** By submitting a response to this RFI, Respondents acknowledge that Faegre Baker Daniels (“FBD”) and other consultants (including legal, financial and other professionals) represent and advise the CIB, the City of Indianapolis and/or Visit Indy in connection with this RFI process and the Hotel Project generally, and Respondents expressly consent to such existing and future representations adverse to Respondents and otherwise. Respondents further agree to execute if asked reasonable and enforceable documents acknowledging and confirming all waivers, consents and/or permissions reasonably required to allow FBD and/or other lawyers and consultants to continue to serve as retained by CIB, the City of Indianapolis and/or Visit Indy.

V. EVALUATION OF PROPOSALS

The CIB will establish a Technical Review Team to review, assess and evaluate the Proposals.

The CIB does not intend to utilize a weighted scoring methodology in reviewing and assessing Proposals. The standard for selecting one or more Proposals for potential negotiation of appropriate development and project agreements shall be those Proposals that the Technical Review Team finds most advantageous for residents, businesses and responsible governmental entities of the City of Indianapolis.

However, in reviewing and assessing Proposals, the Technical Review Team shall primarily focus on the following criteria which Respondents should address in their Proposals.

1. **Qualifications and Experience** of the Respondent in successfully delivering similar hotel projects and/or other development projects substantially equivalent in scope to the Hotel Project.
2. **Technical Approach** to delivering the Hotel Project on a suitable location with the components and amenities provided in Section III of this RFI.
3. **Strength of Project Team** identified by the Respondent, including the chain-branded hotel proposed for the project
4. **Competitive Economic Terms** provided by the Respondent for completing the Hotel Project, including (i) the demonstrated ability to finance the project, (ii) minimization of requested governmental incentives or subsidies, if any, (iii) plan for implementing a minimum M/W/V/DO/BE plan for development and construction of the Hotel Project, and (iv) description of the minimum and average wages for operational employees of the hotel facility.
5. **Approach to Project Stability**, including the Respondent’s experience with project agreements that have successfully promoted labor peace and operational labor relations, site security, risk mitigation, and construction logistics appropriate for a dense urban setting.
6. **Estimated Timing** for completion of the Hotel Project and speed to market.

(Remainder of page intentionally blank)

Attachment #1

COVER SHEET

PROJECT NAME: Convention Center Headquarter Hotel

RESPONDENT'S NAME: _____
(Entity Name)

**RESPONDENT'S
AUTHORIZED
REPRESENTATIVE:** _____

**RESPONDENT'S ADDRESS
AND CONTACT
INFORMATION:** _____

PHONE: _____

E-MAIL: _____

Attachment #2

PROJECT DESCRIPTION

1. Description of proposed project, including a description of how the project will offer the components, characteristics and amenities described in Section III of this Request For Information.
2. Location and site of Project: Identify the parcel or parcels of land on which the proposed project will be located. Please include an aerial map.
3. Detail the current ownership of the real estate parcel/s identified in item #2 above and, if applicable, explain any options or other strategies for acquiring the parcel/s for the Hotel Project.
4. Size, number, architecture and scope of any proposed new building(s) or detailed description of facility to be expanded with conceptual detail, drawings, exhibits, renderings, plans, and other material that illustrate the proposed project.
5. Respondent's proposal to finance project (including funding types and sources).
6. Describe how the new property or existing property expansion will provide weather protected and climate controlled connection to the Convention Center.
7. Describe Respondent's commitment to use, at a minimum, fifteen percent (15%) Minority Business Enterprises, eight percent (8%) Women's Business Enterprises, three percent (3%) Veteran's Business Enterprises, and one percent (1%) Disability-Owned Business Enterprises in development and construction of the Hotel Project.
8. Describe Respondent's commitment to compliance with applicable Responsible Bidder Ordinances in Marion County, Indiana.
9. Describe Respondent's proposed operational labor relations strategy.
10. Describe the proposed wage scale for employees of the hotel facility.
11. Include Respondent's proposed construction schedule.

Attachment #3

RESPONDENT'S QUALIFICATIONS

Please provide the following information.

1. Name of Respondent.
2. Permanent address of Respondent.
3. If the Respondent is not an individual doing business under his own name, the Respondent has the status indicated below and is legally organized as:

- _____ A Corporation
- _____ A Limited Liability Company
- _____ A non-profit or charitable institution or corporation
- _____ A partnership known as _____
- _____ A business association or a joint venture know as _____
- _____ A Federal, State, or local government or instrumentality thereof
- _____ Other (explain) _____

If organized as a corporation, limited liability company, non-profit, partnership or business association, provide the name of the State of organization.

4. Is the Respondent a subsidiary of or affiliated with any other corporation or any other firm or firms?

If yes, list each such corporation or firm by name and address, specify its relationship with the Respondent, and identify the officers and directors or trustees common to the Respondent and such other corporation or firm.

5. Date and place of organization.
6. Names, addresses, title of position (if any), and nature and extent of the interest of the officers and principal members, shareholders, and investors of the Respondent, other than a government agency or instrumentality, are set forth as follows:
 - a. If the Respondent is a corporation, the officers, directors or trustees, and each stockholder owning more than 5% of any class of stock.
 - b. If the Respondent is a non-profit or charitable institution or corporation, the members who constitute the board of trustees or board of directors or similar governing body.

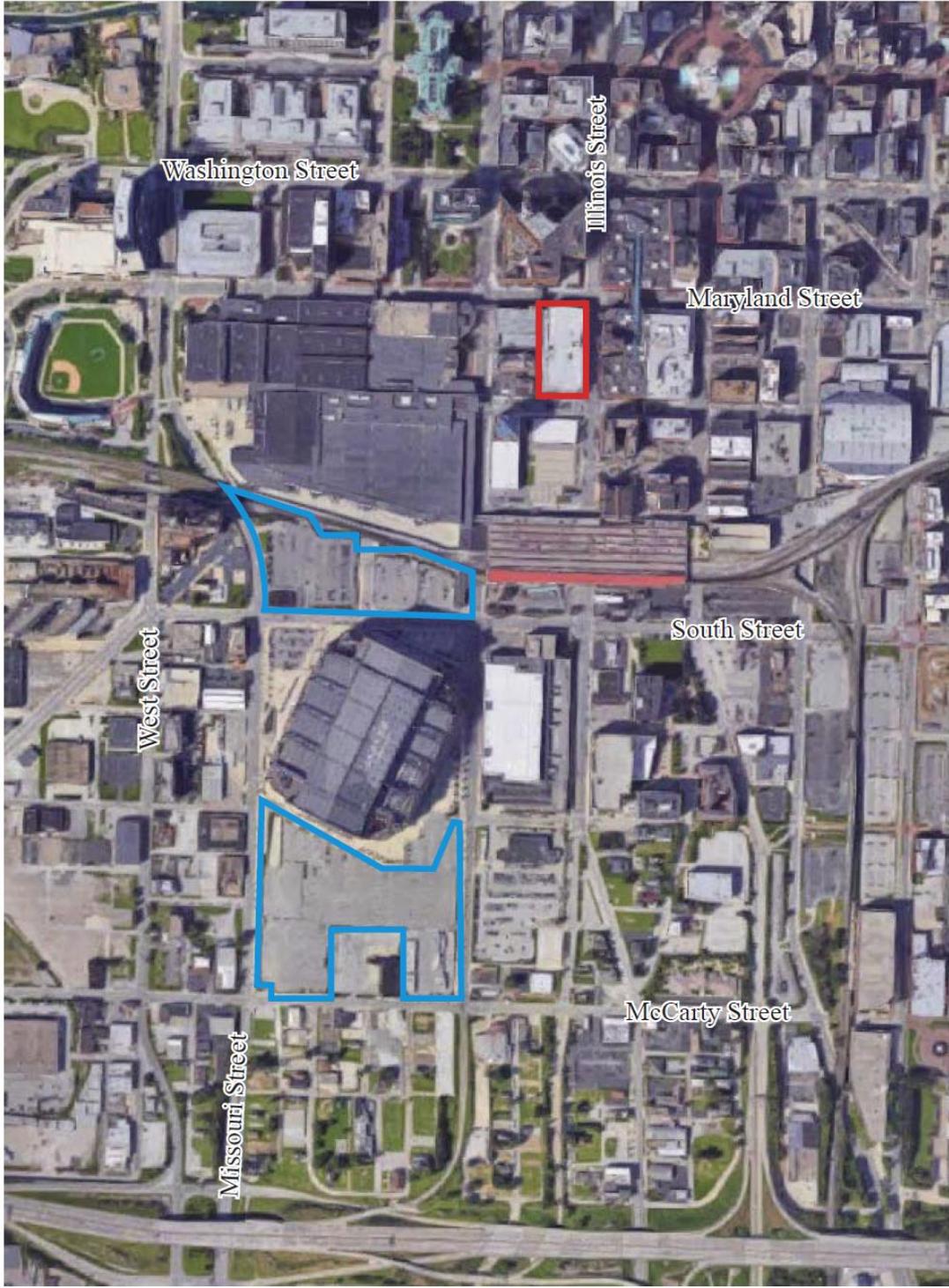
- c. If the Respondent is a partnership, each partner, whether a general or limited partner, and either the percent of interest or a description of the character and extent of interest.
- d. If the Respondent is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
- e. If the Respondent is some other entity, the officers, the members of the governing body and each person having an interest of more than 5%.

Name and Address	Position Title	Percent of Interest or Description of Character And Extent of Interest
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- 7. How many years has the Respondent engaged in redevelopment/development of this type?
- 8. Describe Respondent's current relationship or affiliation with hotel franchisors or licensors and specify the nature of the relationship.
- 9. Please detail your experience in hotel management, identifying number of years, type of facility, price points, number of hotel rooms under management and related information.
- 10. List of pertinent projects which the principal has designed and constructed and additional information as set forth below;
 - a. Whether your team proposes a joint venture or subcontract with other firms and, if so, the names(s) and qualifications of such firm(s).
 - b. Evidence of financial capability of the principal to obtain the necessary financing, performance bonds and insurance to develop the project. This should include full financial statements. Please identify the individuals or entities with sufficient net worth to guarantee construction financing.
 - c. Evidence of financial capability of the principal to obtain permanent financing.
 - d. The quality of the improvements to be built, including specific information describing the type of proposed construction, price points, parking plans, density and commercial development.
 - e. Any proposed deviations from the Regional Center Plan.

---CONCLUSION---

EXHIBIT A



 City of Indianapolis Property

 CIB Property

*To identify other City-owned properties, please search MapIndy: <http://maps.indy.gov/MapIndy/>

