



REQUEST FOR PROPOSAL

PROGRAMMING AND CONCEPTUAL DESIGN SERVICES

for

**LEGENDS PROJECT DEVELOPMENT
ON BEHALF OF ASSEMBLE LINCOLN FOR
LINCOLN CONVENTION CENTER**

in

LINCOLN, NEBRASKA

FEBRUARY 9, 2024

Lincoln Convention Center – Lincoln, Nebraska

1.0 GENERAL INFORMATION:

1. PROJECT DESCRIPTION:

Legends Project Development (“Legends”, “Owner’s Rep”, “our” or “we”) has contracted with the County of Lancaster, Nebraska (“Owner”) for the development of a new Convention Center in Lincoln, NE (“Project”) We are seeking the design services from a qualified and experienced public or commercial design firm (“Architect”, “Design Team”) for high-level programming and conceptual design services for the convention center.

Lincoln, Nebraska, has experienced significant investment and increased visitation, emerging as a prominent visitor destination. With two million annual visitors, over 20 hotels, and a thriving downtown district, the city is poised for further growth. However, the lack of a dedicated convention center hinders the ability to attract substantial conferences and events, impacting economic benefits.

Downtown Lincoln is a vibrant mixed-use district with a daytime population of approximately 41,000 employees and 1,700 businesses. Boasting \$70 million in dining sales and \$51 million in retail sales, the area is a hub of economic activity. Despite hosting various conferences, the absence of a dedicated convention center presents an opportunity for a state-of-the-art facility.

2. POINTS OF CONTACT and COMMUNICATIONS:

All correspondence regarding this RFP and any questions shall be directed to:

Legends Project Development
projectdev@legends.net
305-613-3437

When sending your messages, kindly ensure that the subject line includes:

“Lincoln CC – Conceptual Design Services RFP”

This specific subject line helps us efficiently manage and address your inquiries within the context of the Conceptual Design Services for the Lincoln Convention Center project.

3. PROJECT DELIVERY METHODOLOGY:

This RFP only encompasses the initial phase of the project and will be limited to detailed site test fits, programmatic design, and high-level conceptual design for the convention center. As such, coordination of these activities by the selected Architect will consist of interactions with stakeholders including Legends; the Assemble Lincoln Standing Committee (a committee formed by the Owner to manage the convention center project); the Lancaster County Board; a Construction Manager for budgeting purposes; and the Public, as necessary.

We anticipate that the delivery of programmatic information by the architect will consist of defining the programming space in a list format including elevations and square footage and develop conceptual plan views. These will be based on collaborative input from Legends and the Owner. In addition to the simple programmatic exercises, it is expected that the conceptual design for this initial phase will consist of the production of renderings of the convention center, which could be used to enhance the public perception of the new facility and garner additional support for the project.

2.0 PROPOSED SCHEDULE:

1. The Design Team should plan to submit their proposal no later than 4:00 PM CDT on Friday, March 1, 2024. Notice of award of the programming and concept design services will occur no later than by end of day Friday, March 22, 2024. The scope of work described in detail below is expected to span approximately 6 months, starting immediately upon award with site selection and concluding with the final deliverable of design services requested herein. Legends will work diligently with the Design Team to ensure all the necessary meetings take place and pertinent information is gathered with ample time to allow these milestone dates to occur.

Lincoln Convention Center – Lincoln, Nebraska

3.0 PROGRAM NEEDS:

As part of the development of the convention center, the following key criteria shall be required:

- **Built Space:** The capacity to accommodate 130,000 square feet of constructed space.
- **Programmable Space:** Approximately 55,000 square feet designated for versatile activities.
- **Exhibit Hall and Entryways:** Provision for a first-floor Exhibit Hall and entryways to facilitate events and exhibitions.
- **Logistical Efficiency:** Adequate space designated for back-of-house loading and operational requirements.
- **Ceiling Heights:** Ceiling heights that align with the specifications outlined in the Building Program.

A detailed criteria is included in Appendix A – Building Program

4.0 SCOPE OF SERVICES:

1. Site Analysis and Planning

- Opine on the selection of proposed sites, evaluating their suitability for the Convention Center project, highlighting strengths, weaknesses, and overall suitability.
- Conduct a comprehensive test fit for the shortlisted sites, assessing their suitability for the convention center, evaluating spatial requirements, accessibility, and logistical considerations.

2. Supportable Building Program:

- Conduct conceptual space programming workshops engaging Legends and the Owner to identify and define specific spatial requirements for all programmatic elements.
- Develop an extensive building program addressing square footage while considering functional needs, flexibility, and scalability for diverse conferences and events.
- Explore innovative solutions to accommodate a wide range of events, fostering a dynamic and adaptable space for conferences, exhibitions, and other functions.
- Integrate specialized features, including flexible meeting spaces and advanced technology infrastructure, to enhance the convention center's suitability for various gatherings.

3. Conceptual Design:

- Provide conceptual design renderings, primarily consisting of exterior elevation views of the new proposed Convention Center.
- Coordinate the inclusion of additional consultants, such as civil engineering, traffic experts, and other relevant specialists, to contribute their expertise to the project.
- Prepare a comprehensive presentation of the conceptual design, providing a detailed overview of the proposed Convention Center's aesthetics, functionality, and integration with the surrounding environment.

A minimum of 5 in-person site visits with the necessary stakeholder groups should be assumed for the above deliverables. Virtual meetings should be included as necessary to complete the overall scope of work.

Lincoln Convention Center – Lincoln, Nebraska

5.0 SUBMISSION REQUIREMENTS:

Respondents are requested to adhere to the specified submission requirements outlined for the Downtown Lincoln Convention Center project. This section delineates essential components necessary for a comprehensive proposal, facilitating a clear understanding of Respondent qualifications, plans, and commitments.

1. Expression of Interest Cover Letter:

Provide a cover letter expressing your company's interest in the Downtown Lincoln Convention Center project. Clearly state your commitment to the project's goals and objectives.

Cover letter must be signed and include:

Firm
Name
Position
Phone
Email

2. Respondents' Experience and Qualifications:

Provide a brief yet comprehensive overview of your team's experience and qualifications in conceptual design services for large-scale projects, specifically tailored to the requirements of the Lincoln Convention Center.

• Experience and Qualifications:

- Succinctly outline past projects emphasizing expertise in urban planning and collaborative ventures.
- Demonstrate success in delivering innovative designs for large-scale public facilities.
- Describe your firm's and team's experience in Lincoln and surrounding area and outline which firms are local.

• List of Key Personnel:

- Provide names and roles of key team members.
- Highlight each team member's qualifications and experience relevant to the Project.

3. Project Understanding and Approach

A thorough understanding of the scope of the project must be evident. The scope of work contained on this solicitation provides the general direction for the project. The Respondent should elaborate on this information and provide a detailed description of the design process and early design direction. Major issues and tasks should be addressed. Use of innovative techniques should be included.

6.0 FINANCIAL PROPOSAL - FEES AND REIMBURSABLE EXPENSES:

Please include the following in your proposal:

1. **BASE FIXED FEE:** Fees to provide the required professional services for the Architect shall be detailed for the Project. Fees for the Architect shall cover all phases of the project described above. In stating your Fee, please break your Fee down by phases, as noted.
2. **REIMBURSABLE EXPENSES:** All anticipated reimbursable expense categories shall be quoted for the Architect. Such expenses shall include, but may not be limited to, travel, reproduction, etc. Please include site visits as a breakout category.

7.0 LEGAL AND COMPLIANCE REQUIREMENTS

1. Conflicts of Interest:

Respondents must explicitly disclose and terminate previous engagements with developers and/or site-owners participating in the Site Selection RFP. In case that one such respondent is selected, they must solely be engaged with Legends, must abide and utilize the same criteria and privilege of information as the rest of the project and no longer be associated with the Respondent of the Site Selection RFP.

Legends reserves the right to preclude any respondent from participating in this RFP based on the best interests of Assemble Lincoln, the County, and the People of Lincoln.

2. Regulatory Compliance:

Respondents must ensure compliance with all federal, state, and local laws, regulations, and ordinances applicable to the development, construction, and operation of the convention center.

3. Zoning and Land Use:

Respondents are responsible for verifying and complying with all zoning and land use regulations applicable to the proposed development site.

4. Insurance and Liability:

Respondents are required to maintain insurance in conformance with the Standard Insurance Requirements for Lancaster County, the City of Lincoln, the Lincoln-Lancaster County Public Building Commission, and the West Haymarket Joint Public Agency.

5. Ethical and Legal Conduct:

Assemble Lincoln expects Respondents to conduct all activities related to the project ethically and in full compliance with the law. Any unethical or illegal conduct may result in disqualification from consideration.

6. Copyright and Posting Waiver

Any Respondent awarded a contract specifically waives any copyright or other protection the contract, proposal may have; and it shall be implied that they have the ability and authority to enter into such waiver. This reservation and waiver are a prerequisite for submitting a proposal to this RFP, and award of a contract. Failure to agree to the reservation and waiver will result in the proposal being found non-responsive and rejected.

To facilitate public postings, except for proprietary information, Legends reserves a royalty-free, nonexclusive, and irrevocable right to copy, reproduce, publish, post to a website, or otherwise use any contract, proposal, or response to this RFP for any purpose, and to authorize others to use the documents.

Any Respondent agrees not to sue, file a claim, or make a demand of any kind, and will indemnify and hold harmless Legends and the Owner its employees, volunteers, agents, and its elected and appointed officials from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses, sustained or asserted against Legends and/or the Owner arising out of, resulting from, or attributable to the posting of the contract or the proposals and responses to the RFP, awards, and other documents

7. Offer and Representation

A proposal shall be considered an offer on the part of the Respondent. Such offer shall be deemed accepted upon issuance of contract documents by Legends as authorized by the Owner. No offer shall be withdrawn for a period of one hundred twenty (120) calendar days after the time/date established for receiving proposals.

8. Award And Negotiations

Legends and the Owner reserve the right to reject any or all proposals, wholly or in part, in the best interest of the Owner.

Legends looks forward to engaging with interested parties as we advance this exciting project for the Lincoln community. Thank you for your participation and interest in shaping the future of Downtown Lincoln.

Lincoln Convention Center – Lincoln, Nebraska

APPENDIX A – BUILDING PROGRAM

Convention Space:

- 55,000 to 59,000 sf of event space
- ~130,000 sf footprint

Exhibit Hall:

- 25,000-30,000 sf
- Carpeted multipurpose hall
- Minimum ceiling height of 35 feet
- Column-free (*or no less than 90-foot centers*)
- Floor utility boxes on a 30' x 30' matrix
- Sub-divisibility via 2 or 3 movable air walls (*allowing for 3 to 4 separated event spaces*)
- Covered loading docks & service via the rear length of the halls,
- Public access via the front

Ballroom:

- 10,000-12,000 sf
- Carpeted, upscale
- Minimum ceiling height of 25 feet
- Subdividable via air walls
- Robust a/v, live production, and broadcast capabilities

Breakout Meeting Space:

- 10,000-12,000 sf
- Carpeted, upscale
- Minimum ceiling height of 12 feet
- Subdividable, rooms with various capacities
- One or more hybrid presentation/engagement rooms

Pre-Function Space:

- ~5,000+ sf pre-function usable for events
- High, multi-level ceiling heights
- Natural light
- Public art and trend forward furnishings

Outdoor Event Space:

- Prioritize patio and/or rooftop terrace product
- ~5,000 square feet of usable event space
- Tent put-ins and/or permanent kiosks
- Fridge
- Electrical and fiber internet access