The Arizona Sports Foundation, Valley of the Sun Bowl Foundation, Fiesta Events Inc., and The Arizona College Football Championship Foundation

Request for Proposal
Renovation of Existing Office Space
Proposal Due Date: May 9, 2016

**Purpose:** The Fiesta Bowl is seeking bids on a renovation project at the offices in Scottsdale Arizona. The project consists of two parts, the first will be to create an open conference media center with the capability of being divided into two meeting areas both complete with full media operations. The space is currently configured as a business office with cubicle units and enclosed office space. The second part of the project will be to repurpose a small portion of the existing cubicle units from part one of the project into a smaller space and to build two new enclosed office spaces. This space to be used for this part of the project is currently an open space and will not require major remodeling. Construction area on this project is approximately 6,000 square feet. Appointments for walkthroughs can be made by contacting the project manager. Existing building plans for this project will be provided at the time of the walk through appointment.

**Project Cost Estimates:**
Estimated costs for the RFP should be outlined by the following categories with a description and cost associated by each line item (add lines items not currently indicated):

- **Metals:**
  - Structural framing
- **Woods and Plastics:**
  - Basic woods and plastics
  - Cabinets
- **Door and Window:**
  - Basic doors and window
  - Speciality doors
  - Glass and Glazing
- **Electrical:**
  - Building electrical
  - Communication/Media electrical
- **Finishes:**
  - Gypsum wall board
  - Painting
  - Tile/Granite/ Marble
  - Carpet
- **Furnishings:**
  - Electronics
  - Special Construction
  - Removal and rebuild of existing cubicles
- **Electrical:**
  - Fire Sprinkler System / Alarm changes
  - HVAC
- **Overhead:**
  - Salaries/Wages
  - Cleanup/Debris disposal
  - Insurance

**Project Timeline:**
The timeline provided should include start dates and the projected end date with milestones that affect the project called out. Special attention should be made to business disruption and dates that will involve staff downtime or movement. Weekend and evening work is acceptable but variances in cost should be noted in the RFP. An end date of mid to late August is preferred.

**Visual plans and project renderings:**
The response to this RFP should include visual renderings of office and media conference room space as well as diagrams and preliminary blueprints for the project. It is necessary that the RFP committee is able to see what the project will look like at completion.

**Insurance:**
The selected vendor will be responsible for any and all insurance associated with the job responsibilities outlined in this RFP. The selected vendor will maintain, until all of their obligations have been discharged
including any warranty periods, a commercial general liability insurance policy in an aggregate amount of not less than $2 million and a preferred amount of $5 million, as more specifically set forth below. The insurance requirements herein are minimum requirements and in no way limit indemnity covenants. Arizona Sports Foundation, Fiesta Events, Inc., Valley of the Sun Bowl Foundation and Arizona College Football Championship Foundation in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise. Proposer(s) shall provide coverage with limits of liability not less than stated below and name the following as additional insured; The Arizona Sports Foundation, Fiesta Events, Inc., the Valley of the Sun Bowl Foundation and the Arizona College Football Championship Foundation.

A. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability coverage. (*additional coverage may be required depending upon scope of contract).
- General Aggregate $2,000,000
- Products-Complete Operations Aggregate $1,000,000
- Personal and Advertising Injury $1,000,000
- Each Occurrence $1,000,000
- Fire Damage (Damage to Rented Premises) $50,000

B. Workers’ Compensation and Employers’ Liability

- Workers’ Compensation Statutory

C. Employers’ Liability

- Each Accident $100,000
- Disease-Each Employee $100,000
- Disease-policy limit $100,000

Other:

The Arizona Sports Foundation reserves the right to conduct discussions with other vendors. The Arizona Sports Foundation reserves the right to revise and negotiate the proposal.

The proposal determined to be the most suitable to the organization shall be chosen based on the evaluation of the factors requested in this proposal.

Finalists in this process may be requested to appear before the RFP committee and present their proposal.

There will be no obligation between the parties until a valid contract is executed. Selected vendor may be, with notification, subject to reference and background checks.

The project manager for the RFP is:
Peggy Eyanson
peyanson@fiestabowl.org
480-350-0900

To be considered, responses to this RFP must be received no later than May 9, 2016 and may be mailed or emailed.

Mailing address:
The Arizona Sports Foundation
RFP Committee
7135 E Camelback Suite 190
Scottsdale, AZ 85251