

REQUEST FOR PROPOSALS
DILLON STADIUM
Hartford, CT

RFP#18-001

Issue Date: September 15, 2017

DUE DATE
October 13, 2017
2:00pm

Capital Region Development Authority
100 Columbus Boulevard
Suite 500
Hartford, CT 06103

A. PURPOSE

The Capital Region Development Authority (“CRDA”) is seeking proposals from individuals, firms and/or organizations authorized to do business in the State of Connecticut who are interested in using, redeveloping and operating Dillon Stadium and potentially securing a professional sports team for that facility.

CRDA is seeking such proposals on behalf of the City of Hartford. Submissions will be reviewed by CRDA and forwarded with an assessment to the City for final consideration and action.

B. INTRODUCTION

The Capital Region Development Authority is a quasi-public agency of the State of Connecticut working to encourage the redevelopment and economic expansion of the City of Hartford. In addition to overseeing housing construction and other economic development projects, CRDA owns and/or manages various sports and entertainment venues, including the Connecticut Convention Center, the XL Center and Pratt & Whitney Stadium at Rentschler Field. The Authority is statutorily charged with promoting the State’s sports and entertainment facilities.

The City of Hartford has asked CRDA to utilize its expertise to assist them with the redevelopment of Dillon Stadium (Exhibit A).

C. BACKGROUND -- Dillon Stadium Facts

An aerial photo, site photos and a site plan are attached as Exhibits B, C and D.

Opened: 1935

Site: 6.43 acres

Seating: Approximately 9,600 bleacher seats

- 5,000± on aluminum bleachers
- 4,600± on wooden bleachers (currently unusable)

Field: Grass, with working irrigation system and trench drains

Field Lighting and Scoreboard: yes

Restrooms: yes, but not ADA compliant

Press Box – yes, but currently unusable due to presence of asbestos

Program: Capable of hosting soccer, football, lacrosse and other field sports, as well as music and entertainment events.

Outbuildings:

- a. Northwest - Team locker rooms and public restrooms
- b. Northeast - Concessions
- c. Southwest - Referees' locker room and storage
- d. Southeast – Public restrooms

Parking: City zoning regulations require one (1) parking space for every three (3) Stadium seats. There are no patron spaces on site, however, there is a 500-space City-owned lot directly across from the Stadium (“Chase Lot”) that is available for event parking on evenings and weekends. The City has identified an additional 2,200 spaces in the vicinity of the Stadium, however, they currently have no agreements with these lots for Stadium parking (see Exhibit E).

Historically, Dillon has hosted professional sports, as well as collegiate and high school athletic events and has been used for festivals and concerts. Owned and operated by the City of Hartford, Dillon is currently utilized by Hartford Public Schools for sports-related events. It is also currently available for rent by other groups.

Located on Huyshope Avenue in the Coltsville section of Hartford, the Stadium is part of the larger Colt Park complex and is a component of the new U.S. National Park there. It is easily accessible from both Interstates 84 and 91.

The Stadium has not been renovated in some time and is in need of repairs and code updates.

D. PROJECT OBJECTIVES AND SCOPE

1. *Secure greater uses of Dillon Stadium with a strong preference for a professional sports team.*

The City seeks to increase the number and type of events held at Dillon Stadium, as well as to increase attendance at all events, while preserving and enhancing access to the facility for scholastic, amateur, and community sporting and other events. In order to accomplish this objective, the selected respondent may develop agreement(s) with professional and/or collegiate sports team(s) to utilize Dillon Stadium as their game location.

2. *Provide for the upgrade and repair of the Stadium.*

Developing Dillon Stadium into a premier sports venue will require renovations to existing facilities, including, but not limited to:

- a. Upgrades to playing field

- b. Replacement or refurbishment of bleachers
- c. New press box and skybox seating
- d. Lighting and sound system upgrades
- e. Upgrades to concessions, restroom and locker room facilities
- f. Upgrades necessary for building code and ADA compliance, and
- g. New site entrance

3. *Establish an operational management program for the Stadium.*

The selected respondent must present a management plan for Dillon Stadium events that will be responsible for operations required at the field and overall site, as well as for maintenance and capital improvements. Such plan shall also address parking requirements for the Stadium.

4. *Compliment and assist Colt Park renewal and recreational programs operating within the Park.*

Respondents shall submit a plan that discusses the equitable sharing of revenue generated from such activities.

5. *Spur other community redevelopment and renewal within the U.S. National Park area.*

E. RFP TIMETABLE

ACTIVITY	DATE
1. RFP Issued	Friday, September 15, 2017 9:00 AM (EST)
2. Tours of Facility	Weeks of Sept. 18th and Sept. 25th – <u>Please contact CRDA’s Kim Hart at (860) 493-2925 to arrange a tour</u>
3. Deadline for Questions	Monday, October 2, 2017 at 2:00 PM (EST)
4. Responses Provided to Questions	Wednesday, October 4, 2017 at 2:00 PM (EST)
5. Deadline for Submission	Friday, October 13, 2017, 2:00 PM (EST)

Interested parties are encouraged, but not required, to submit a letter of intent to Kim Hart at khart@crdact.net by Friday, September 22, 2017 acknowledging receipt of the RFP and informing CRDA of its intent to respond. Such letters should also provide the name, telephone

number, mailing address and email address of an individual who can address inquiries related to this RFP and the respondent's proposal, as well as receive clarifications or addenda.

Questions related to the RFP should be submitted in writing to Ms. Hart. All questions must be received prior to the Deadline for Questions noted above. Responses will be posted on the CRDA webpage at www.crdact.net.

If any question results in a change to the RFP, CRDA will issue an addendum and such addendum will be posted on CRDA's website. It is the responsibility of respondents to check the CRDA website periodically for any addenda or exhibits.

F. SELECTION CRITERIA

Submissions will be reviewed based on the following:

- 1.) Proposed use of facility
- 2.) Respondent's experience, technical competence and financial plan
- 3.) Respondent's capacity to perform work
- 4.) Private capital/public capital program, and
- 5.) Efficacy of revenue return and economic impact to the City of Hartford.

G. SUBMISSION REQUIREMENTS (SPECIFIC)

Submissions must include the following:

- 1.) Cover letter summarizing submission and identifying principals, proposed uses and describing capability to perform. The cover letter should also include a primary contact person with a telephone number, mailing address and email address.
- 2.) Description of proposed use(s) for Dillon Stadium, including business and marketing plans if appropriate. If such uses include a professional sports team, please identify respondent's rights, affiliations and/or permission to represent such team in the RFP process
- 3.) Budget and description of capital improvements necessary at Dillon in order to meet the uses identified in submission.
- 4.) Sources of funding for such improvements identified in (3) above;
- 5.) Plan to manage and operate Dillon, including proposed operating proforma showing annual revenues and expenses. Such plan shall also include credentials and relevant experience of the proposed management team. Respondent shall also identify any changes that might be required to the City's Dillon Stadium ordinance (Exhibit F) in order to facilitate such management plan.

- 6.) Proposed contribution to community uses and programs at Dillon and/or the larger Coltsville area.
- 7.) General submission information as more fully explained and outlined in Section H below.

H. SUBMISSION REQUIREMENTS (GENERAL)

Respondents shall include general information as identified below in their submission:

- **Firm/Organization Information:** Include a description of the firm/organization, its history, ownership structure, officers and directors and number of employees. Provide information regarding any contractual litigation, arbitration and mediation cases for the last five (5) years that are material or relevant to this RFP.
- **Comparable Experience:** Provide a brief history of the firm/organization's relevant or comparable large-scale development projects, similar entertainment and associated development projects, as well as any experience with public-private ventures and the results of those experiences. Include a description of the company's professional qualifications that demonstrate extensive experience with such projects.
- **Staff and Roles:** Provide a description of key staff that would be involved in the Dillon Stadium redevelopment, along with their roles, experience and qualifications.
- **Financial Strength:** Provide proof of firm/organization's financial capacity, such as credit information, credit references and audited financial statements for the last 3 years, as evidence that the firm/organization has financial capacity to perform in accordance with the plan making up this submission.
- **References:** Identify at least three (3) references for projects where your firm/organization has been involved in a large-scale development project, similar entertainment and associated development projects or public/private partnership. Explain the role your firm/organization performed/continues to perform. For each reference, please include a contact name, telephone number and email address of the individual.
- **Other Relevant Information:** Provide any other information that would be appropriate and helpful in determining the respondent's capacity and reliability to perform these services, including marketing materials, background information or descriptive examples of the firm/organization's work.

I. FORMAT REQUIREMENTS

Respondents are required to submit:

- One (1) original copy
- Three (3) additional paper copies
- Electronic copies on two (2) USB flash drives

Respondent submissions shall be drafted in an organized manner, bound or presented in a three-ring binder, with sections appropriately tabbed and identified in both paper and electronic formats. Preferred formatting is 8.5" x 11", with hard copies printed back to back to reduce paper use.

Greater detail regarding supporting information and documentation will assist CRDA in the evaluation of responses. Elaborate format and binders are neither necessary nor desired. Legibility, clarity, and coherence are more important. The RFP submission should be limited to no more than twenty-five (25) pages. Information such as marketing materials, corporate brochures, personnel policies and fiscal policies and procedures should be included as exhibits and will not be considered part of the twenty-five (25) page limit.

Submissions must be delivered in a sealed package with the name and address of the respondent clearly noted. Submissions should be clearly marked on the packaging envelope as:

REQUEST FOR PROPOSALS DILLON STADIUM

**Attn: Michael W. Freimuth
Capital Region Development Authority
100 Columbus Blvd, Suite 500
Hartford, CT 06103**

J. GENERAL CONDITIONS

1. Submissions must be received no later than **Friday, October 13, 2017 at 2:00 PM (EST)** in order to be considered. Submissions received after the time and date specified shall not be considered. The qualifications and other information contained within the submission should be submitted in strict compliance with the directives provided in this RFP. It is the respondent's responsibility to make certain that CRDA receives the submission at the specified location by the established deadline.

2. All submissions, inquiries or correspondence relating to this RFP and all reports, displays, schedules, attachments, exhibits and other documentation submitted by a respondent will become the property of CRDA upon receipt and may become public records pursuant to the State of Connecticut Freedom of Information Act.
3. All proprietary information disclosed to CRDA shall, to the extent permitted by law, be held in confidence, except as CRDA may otherwise be permitted by written instructions from the respondent.
4. Each submission should clearly identify any information that is considered to be confidential or proprietary information.
5. CRDA shall have the right to request additional information from, and review additional records of any or all respondents. Failure to comply with such requests may result in elimination from further consideration.
6. CRDA, at its sole discretion, may interview none, one, some, or all of the respondents who submit to this RFP. CRDA may also require the respondents to submit additional information.
7. Issuance of this RFP does not obligate CRDA or the City of Hartford to undertake any action. This RFP does not commit CRDA or the City of Hartford to award a contract. CRDA reserves the right to use submissions as a basis for negotiation with one or more respondents and/or with parties other than those responding to this RFP and/or terms other than those set forth herein. CRDA reserves the right to waive compliance with and/or change any terms of this RFP.
8. This RFP may be reissued, amended, or withdrawn if it is deemed in the best interest of CRDA to do so, or if, in the sole and absolute judgment of CRDA (in consultation with its advisors), all responses are unacceptable. CRDA retains the right to reject any and all submissions at CRDA's sole discretion and retains the right to re-solicit for submissions if deemed to be in its best interest.
9. CRDA reserves, holds without limitation, and may exercise, at its sole discretion, all rights and conditions with regards to the RFP. CRDA makes no representations or warranties to the accuracy of the information or assumptions contained in this RFP or otherwise furnished to respondents. A respondent is expected to become familiar with the requirements of the RFP.
10. Facsimile or e-mailed submissions will not be accepted in response to this RFP. It is the sole responsibility of the respondent to ensure that its submission and any other documentation required under this RFP are received by CRDA on or before the deadline.
11. CRDA is not liable or responsible for inhibited or interrupted courier, mail or other service, regardless of the postmark, weigh bill or other details. Respondents shall be solely responsible for the delivery of their submissions in the manner and time prescribed. Late

submissions may be accepted at the discretion of CRDA. CRDA will not accept responsibility for documents delivered to other City facilities and, at the discretion of CRDA, may be declared disqualified.

12. Submissions that are unsealed, conditional, illegible, obscured and/or contain arithmetical errors, erasures, alterations, or irregularities of any kind may, at the discretion of CRDA, be declared disqualified.
13. All submissions must be delivered according to the instructions herein. Each submission must comply with the stipulations set forth in this RFP, any amendments and any written responses from CRDA to respondent inquiries.
14. The respondent's submission shall identify a single contact person for receipt of responses and information from CRDA. The preferred method of receipt and distribution of information will be by e-mail. Therefore, a contact name, phone number, mailing address and e-mail address should be included in the submission.
15. Amendment(s) to the RFP, if any, will be issued at the discretion of CRDA and will be located on CRDA's website at www.crdact.net. In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the respondents to make adequate interpretation of the provisions of this RFP, an amendment to the RFP will be issued. All respondents are strongly urged to periodically check the website.
16. The respondent is responsible for any and all costs incurred by respondent while inquiring or responding to this RFP. Respondents are solely responsible and without recourse to CRDA for their own expenses in preparing and submitting an RFP response and providing any clarifications and additional information that may be requested by CRDA.
17. A submission found to be non-responsive will not be considered. A submission may be rejected if found to be in nonconformance with the requirements and instructions.
18. The Authority is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The Authority is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.

Exhibit A – City of Hartford / CRDA Letters

Exhibit B - Dillon Stadium Aerial Photo

Exhibit C – Dillon Stadium Site Photos

Exhibit D – Dillon Stadium Site Plan

Exhibit E – Available Parking Spaces in Vicinity of Dillon Stadium

Exhibit F – City Ordinance Regarding Dillon Stadium Fee Schedule

Sec. 26-9. - Dillon Stadium fee schedule.

- (a) The charges for the lease of Dillon Stadium shall be as follows:
 - (1) Professional teams and organizations:
 - (a) Day use (without sound), per four-hour event \$1,500.00
 - (b) Day use (with sound), per four-hour event 1,800.00
 - (c) Night use (without sound), per four-hour event 1,700.00
 - (d) Night use (with sound), per four-hour event 2,000.00
 - (2) Semiprofessional teams and organizations:
 - (a) Day use (without sound), per four-hour event \$720.00
 - (b) Day use (with sound), per four-hour event 850.00
 - (c) Night use (without sound), per four-hour event 850.00
 - (d) Night use (with sound), per four-hour event \$1,000.00
 - (3) Amateur teams, organizations, and Hartford Public Schools:
 - (a) Day use (without sound), per two-hour event plus eight-five dollars (\$85.00) per hour for additional usage. Normal charges for electricity and sound shall apply as stated in subsection (7) \$200.00
 - (b) Night use without sound, per two-hour event plus ten dollars (\$10.00) per hour for additional usage. Normal charges for electricity and sound shall apply as stated in subsection (7) 400.00
 - (4) For one-time civic, patriotic, religious and recreational public events, excluding any organized team sport activity, to which there is no admission fee, charges may be waived, wholly or in part, at the discretion of the Director of Public Works, or his representative.
 - (5) Hartford Youth Organizations with eighty-five (85) percent Hartford resident participation:
 - (a) Seventy-five dollars (\$75.00) per hour for field usage.
 - (b) Fifty dollars (\$50.00) per event for sound provided the event does not last more than three (3) hours.
 - (c) Twenty-five dollars (\$25.00) per event for electricity provided the event does not last more than three (3) hours.
 - (6) Practice use: The use of Dillon Stadium for practice is prohibited.
 - (7) Other functions, including, but not limited to, rock concerts, musical events and shows:
 - (a) To be negotiated and separately approved by resolution of the Council.
 - (8) The computation of charges for electricity and sound shall be as follows:
 - (a) Electricity (per event) \$75.00
 - (b) Electricity (per hour) 25.00
 - (c) Sound (per event) 75.00

- (9) The Director of Public Works may adopt, from time to time, such rules and regulations for field use, as provided for in this article, as he may deem in the best interests of the City.
- (b) Any future adjustments of the fees in subsection (a) shall be made with the approval of the Council upon the recommendation of the Director of Public Works and the Director of Families, Children, Youth and Recreation.

(Code 1977, § 25-5.5; Ord. No. 39-90, 6-25-90; Ord. No. 33-91, 6-10-91; Ord. No. 15-09, 4-13-09; Ord. No. 12-12, 11-13-12)