



**Request For Proposals  
Arena Seating  
September 20, 2024**

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**PART A: PROJECT INTRODUCTION**

**1. Greenville Arena District Introduction**

The Greenville Arena District (“GAD”), a political subdivision of the State of South Carolina, has a strong tradition of bringing high quality entertainment to Greenville since 1940. The GAD, owner and operator of Bon Secours Wellness Arena (“Arena,” “BSWA”) is governed by a nine (9) member Board of Directors, nominated by Greenville County (the “County”) Council and appointed by the Governor of South Carolina.

The BSWA is self-operated with a highly experienced full-time management team of 32 professionals, with a strong focus on customer service, safety, and security. BSWA continues to be a source of world-class sporting and live entertainment events year over year. The Arena hosts approximately 130 commercial/ticketed events each year, plus an additional 75-100 community/non-profit events annually.

With a capacity of 15,500, diverse programming includes an average of 30 Concerts per year, SEC Women’s Basketball Tournament, NCAA Basketball Tournament (Men’s 1<sup>st</sup> & 2<sup>nd</sup> Rounds, Women’s Regionals), Furman University Basketball (alternative home court), WWE, Disney on Ice, Cirque du Soleil, Monster Jam, Graduations, and the Greenville Swamp Rabbits Hockey of the ECHL. Annual attendance is approximately 600,000 guests.

**2. Project Introduction**

The GAD is seeking proposals from qualified firms to remove existing seats (original to the building) and install new, industry standard, fixed seating (both upholstered and un-upholstered) and foldable seating in the upper and lower bowls of the Bon Secours Wellness Arena. GAD will award the contract to the Proposer (Contractor, Bidder, Proposer used interchangeably throughout the RFP) that best demonstrates their ability to complete the project. The GAD will award the contract based on the most advantageous outcomes for the Bon Secours Wellness Arena including but not limited to, pricing, installation schedule, ability work around programming, and other factors as determined by GAD.



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**3. Proposal Submission Date**

Sealed Proposals will be received until **5:00 p.m. on Monday, October 21, 2024**, at the Bon Secours Wellness Arena, 650 North Academy Street, Greenville, SC 29601. Sealed Proposals can be hand-delivered to the Administrative Offices or can be sent via Mail. Proposals should be addressed to **Adam Lambright, Director of Finance & Administration**, GAD's Designated Representative, for this Proposal process.

**4. Pre-Proposal Walkthrough**

A mandatory pre-proposal conference will be held at Bon Secours Wellness Arena on Thursday, October 3, 2024 at 11:00am located at 650 N. Academy St, Greenville, SC 29601. Meeting attendees may park in the "VIP Lot" on Church Street and must enter at the security office in the loading dock. By submitting a Proposal, Proposer acknowledges that the Proposer is thoroughly familiarized with the site, existing conditions, and Proposal documents under which the work is to be performed.

**5. Interpretations or Addenda**

Proposers should examine the RFP carefully. Questions, and/or requests to GAD for interpretation or correction of any ambiguity, inconsistency, or error must be submitted, via email, to Adam Lambright ([ALambright@BSWArena.com](mailto:ALambright@BSWArena.com)), Dwight Rust ([Dwight@BSWArena.com](mailto:Dwight@BSWArena.com)) and Beth Paul ([BPaul@BSWArena.com](mailto:BPaul@BSWArena.com)) by 5:00 pm on Wednesday, October 9, 2024.

Proposer's inquiries will be answered in the form of an Addendum to this RFP. All Addenda, if any, will be e-mailed to all prospective Proposers and posted on the GAD's website [www.greenvillearenadistrict.com/building-notices](http://www.greenvillearenadistrict.com/building-notices). All such Addenda shall become part of the Contract Documents and all Proposers shall be bound by such Addenda, whether or not received by them.

**6. Acceptance of Proposal (Award)**

Proposals will be evaluated by the GAD and its evaluation committee to identify the Proposer or Proposer Team which is the most advantageous to GAD to undertake and successfully complete the project.



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Without limiting the GAD’s rights under the RFP, evaluation of each Proposal will be based on information submitted in that Proposal, and any publicly available reports and filings, reference checks as applicable, and company or court records available to GAD.

As part of the evaluation process, GAD may require, but is not obligated to, a Proposer to participate in a presentation and/or interview(s) to present its Proposal and how the proposer will perform the work if selected. Presentations or interviews will be scheduled by the GAD’s Procurement Officer.

**7. Evaluation Criteria**

GAD will evaluate Proposals based on the following criteria with associated maximum points for each such criteria as set forth below:

<b><u>Criteria</u></b>	<b><u>Maximum Points</u></b>
The Proposer’s exhibited understanding of the scope of the Work and approach to meeting and exceeding the Project goals.	30
Professional qualifications, technical capabilities, specialized knowledge and experience of project team.	20
Experience working on similar projects in sports and entertainment venues	20
Price Proposal	25
Other factors as determined by the committee, i.e. industry knowledge, organization, and completeness of submission.	5
<b><u>Maximum Points</u></b>	100



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Unless GAD determines the need for interviews, the Proposer with the highest score shall be deemed to have submitted the most advantageous proposal and will receive notice of an intended award of a contract, and pending successful negotiations of such contract, GAD will award a contract to that Proposer. Should contract negotiations fail with the first-ranked Proposer, GAD will enter into negotiations with the second-ranked Proposer, and so on, until a contract is executed, or the RFP is cancelled.

**8. Proposal Format**

Proposals may be submitted in one part and encompass the following Proposal Information. Three (3) copies of each part shall be submitted marked "RFP for Arena Seating".

a. General Proposal Information:

- Description of Proposer – provide a brief company overview including history, size, number of employees, affiliated companies, etc.
- Experience of Proposer – List relevant company experience within the past five (5) years, including current contracts and references. In particular, identify any experience on contracts similar in scope and size to the services sought under this RFP.
- Experience of Key Personnel – Briefly summarize the experience of key personnel and managers who would be working on this Project. Manager/Supervisor must be named in the proposal and the manager and include relevant experience within the least three (3) years. GAD reserves the right to interview and approve the manager.
- Proposals must include visual images of the seating options as well as color palettes for each seat type. A proposer may forward samples to GAD, however this is optional not a requirement. Instructions on how to return samples should be included.
- Project Timeline – in addition to providing the cost of installation, proposer must provide a project timeline.
- The Pricing chart below is a guide, however, Proposer may substitute the chart for a more suitable format to include seat options and pricing for each type of seat but must include the 6 descriptions listed at a minimum.



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- Greenville Arena District is a government entity and frequently uses government pricing for purchases. Clearly mark where government pricing is proposed.

b. Pricing

<b>Description</b>	<b>Quantity</b>	<b>Price</b>
Fixed Seating Unupholstered ^	11,230	
Fixed Seating Upholstered	837	
Foldable Chair Seating (locking)	3,479	
Chair Carts		
Total Installation	N/A	
<b>TOTAL PROJECT COST</b>	<b>N/A</b>	

^ The sizes of the seats in the Arena range from 19" to 21". For pricing, only include pricing for 21" seats with the understanding that the actual number of each size will vary.



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c. Other Requirements

- Proposals shall be signed by an authorized representative of the Contractor.
- Proposal must include a Certificate of Insurance entailing coverage for the Proposer in the State of South Carolina.

**9. Selection, Award, and Execution**

Milestone	Date and Time
RFP Issued	September 20, 2024 <a href="http://www.greenvillearenadistrict.com">www.greenvillearenadistrict.com</a>
Pre-Proposal Mandatory Walk-Through	October 3, 2024, 11:00 am <i>* At Bon Secours Wellness Arena</i>
Final Deadline for RFP Comments/Questions	October 9, 2024, 5:00 pm
GAD Responses to Comments/Questions	October 14, 5:00 pm <a href="http://www.greenvillearenadistrict.com">www.greenvillearenadistrict.com</a>
Proposal Due Date	October 21, 2024, 5:00 pm
Virtual Interviews (if any, as determined in GAD's Sole Discretion)	October 22-25, 2024
Contract Negotiation	October 22 – November 1, 2024
Contract Award	November 4, 2024



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The evaluation committee may elect to interview firms short-listed but reserves the right to award the contract based upon the review and ranking of proposals. If the GAD chooses to short-list and interview for this project, 15 additional points per evaluator will be allocated for this phase, and these points will be added to the totals from the initial review phase.

**10. Contract Negotiation**

Contract negotiations shall be conducted for performance of the contract at terms that are fair and reasonable. Should the evaluation committee be unable to negotiate a contract, negotiations shall be formally terminated with the highest ranked Proposer, and the Selection team shall have the option to commence negotiations.



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**PART B: SPECIFICATIONS & GENERAL INFORMATION**

**1. General Information**

- This project will be a 1 for 1 replacement of the current fixed seats in the upper and lower bowls of the Arena. Seat sizes vary between 19", 20" and 21" and include both upholstered and unupholstered seats.
  - The upholstered seats include a padded seat and padded back.
  - The unupholstered seats are not padded.

**2. Fixed Arena Seating**

- The Arena intends to select a rail system of seating for the Fixed Arena Seats and Proposers should include only a rail system in their proposal.
- The Arena bowls are concrete and fixed seating rails will be mounted to the back vertical concrete wall of each row.
- All fixed seats must include arm rests for each seat and cup holder.
- Fixed seats on the aisle must include aisle lighting.

**3. Foldable Seating**

- Foldable seats must include padded seats and backs.
- Foldable seats must include a locking system.

**4. Installation**

- GAD intends for the Proposer to remove and dispose of the current arena fixed seats. The Proposer will install the new fixed seating in the upper and lower bowls of the Arena.
- The Arena will work with the selected Proposer to set aside an appropriate amount of time on the calendar to complete the project. If the project exceeds the agreed upon amount of time, the Proposer will be responsible for lost revenue related to shows/events that may be cancelled or postponed.

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- GAD anticipates the project to start and end between June 2025 and September 2025. While the Arena is not booked as frequently during the summer months, GAD expects proposer to work around the event schedule.

**5. Chair Carts**

- Proposer will provide the appropriate number of chair carts needed to store the foldable seating.

**6. Equipment**

- Equipment needed to remove and install Arena seating will be at the expense of the proposer and must be included in the proposal pricing. GAD will provide parking for equipment during the course of the project.

**7. Indemnification**

- Proposer agrees that it shall indemnify and hold harmless GAD, Bon Secours Wellness Arena and all of their officers, employees, clients, and agents from and against all liabilities, damages, claims, demands, and legal fees (whether incurred in third party actions or actions between the parties) arising out of or in connections with Proposer's obligations under the agreement or acts of omissions of Proposer or any of its officers, directors, or employees, and shall defend GAD and Bon Secours Wellness Arena in any suite, action proceeding, including appeals, for personal injury to or death of any person or persons, any loss of, or damage to property or other claims arising there from, provided, however, that Proposer shall have no obligation to indemnify, defend and hold harmless GAD or Bon Secours Wellness Arena to the extent that liabilities are incurred or arise solely of the acts or omission of GAD and the Bon Secours Wellness Arena.

**8. Insurance**

- Proposer shall not commence any work until all of the prescribed insurance has been obtained. Such insurance and format must be approved by GAD.
  - Workers Compensation: Provide all necessary certificates indicating registration and approval under the Worker's Compensation Act and comply with all State and Federal requirements.
  - Comprehensive General Liability: Should include Comprehensive Automobile Liability, including owned, hired and non-owned coverage and coverage for

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premises and operations while Proposer is on-site in the sum of \$1,000,000 (one million dollars) Combined Single limit of Liability for each occurrence.

- Personal Property Insurance: Include coverage on Proposer's equipment and GAD equipment in the care, custody and control of the Proposer in the amount of \$1,000,000 (one million dollars).
- The insurance must be written by an insurance company licensed to do business in the USA and South Carolina.
- GAD shall be named as Additional Insured under all coverage.

**9. Rights Reserved by GAD**

- GAD reserves the discretionary right:
  - To reject Proposals containing omissions or otherwise failing to comply with specifications of Request for Proposal.
  - To reject all proposals when GAD determines that such a procedure would be in the best interest of GAD.
  - To waive technical or insubstantial irregularities in the proposal of any Proposer when not shown to have resulted in any unfair advantage to any Proposer.
  - To reject proposals containing conditions and/or contingencies, which, in GAD's judgement, make the proposal indefinite or incomplete.
  - To reject all proposals and re-issue a Request for Proposal.
  - To select a proposal other than the lowest price if GAD deems such a decision to be in the best interest of the Bon Secours Wellness Arena.
  - To negotiate a Proposal price with a Proposer when such a process is deemed to be in the best interest of GAD.
  - To disqualify any proposal upon evidence of collusion or other unlawful practices the Proposer.
  - To negotiate minor changes in the proposal with the Proposer.
  - To request an on-site interview with all, some, or none of the Proposer after the proposals are received.

**10. Other Information**

- A CAD of the Arena Bowl may be provided to Proposers upon inquiry. To receive the CAD, please contact Adam Lambright, Director of Finance & Administration at [ALambright@bswarena.com](mailto:ALambright@bswarena.com).