



**ST. TAMMANY  
CORPORATION**

*The Economic Development Organization for St. Tammany*

**REQUEST FOR QUALIFICATIONS (RFQ)  
SPORTS COMPLEX PRELIMINARY DEVELOPMENT PLAN  
AND MARKET ANALYSIS**

**Completed Response Due Date:**

Thursday, September 23, 2021, by 5:00 p.m.

**Deliver electronic response to:**

**Keith Espadron**

Special Associate for Economic Development

[kespadron@sttammanycorp.org](mailto:kespadron@sttammanycorp.org)

St. Tammany Corporation  
21489 Koop Dr. #7  
Mandeville, LA 70471  
Phone: 985-809-7874

## INTRODUCTION

The St. Tammany Parish Development District a/k/a St. Tammany Corporation (STC) is soliciting, through this Request for Qualifications (RFQ), the services of a qualified firm to assist in the pre-development plan, market review, and other related technical advising work prior to the design and construction of a new 200- to 300-acre highly functional, state-of-the-art, multi-sport complex in East St. Tammany Parish, Louisiana, that would attract major youth league, high school, and college tournaments. This competitive sports complex will meet the highest quality standards and requirements for recreational activity. This is an economic development- and tourism-focused project that would promote hotel room stays, family attractions, restaurants, and visitor spending within St. Tammany Parish.

An email addressed to Keith Espadron, Special Associate for Economic Development for St. Tammany Corporation ([kespadron@sttammanycorp.org](mailto:kespadron@sttammanycorp.org)), containing a completed proposal meeting all criteria listed in this document must be received no later than 5:00 p.m. on September 23, 2021. Late responses will not be accepted for consideration. It shall be the responsibility of the firm submitting the proposal to ensure that it has been properly received by the deadline. If a proposal is not legible, St. Tammany Corporation has the discretion to determine that the proposal is non-responsive.

Each proposing firm shall submit a proposal by an authorized individual or officer of the firm, and no proposals shall be withdrawn for a period of 90 days after receipt. In order to control the information disseminated regarding this RFQ, firms are **NOT** to make personal contact with St. Tammany Corporation with exception of the person designated on the cover page above. All questions or contacts shall be made in writing. All answers will be given in writing and will be shared with any other recipients of this RFQ that so request. All submitted items will become property of St. Tammany Corporation, and St. Tammany Corporation reserves the right to make use of any or all information it contains or reject any or all proposals, information in the proposal will become public property and subject to disclosure laws.

All costs associated with the preparation or submission of the proposal for this RFQ are solely the responsibility of the candidates. It is also expected that all out of state submissions will have a St. Tammany- or Louisiana-based collaborative professional services partner.

***St. Tammany Corporation may, for good cause, reject any or all proposals and rescind the award of any contract at any time before the execution of said contract by all parties with no liability against St. Tammany Corporation.***

### 1) BACKGROUND

In August 2021, St. Tammany Corporation was awarded a \$100,000 grant by Peninsula Pacific Entertainment (P2E) to be used for preliminary planning and development work for a sports- and tourism-related complex that would be in East St. Tammany Parish, Louisiana. The grant was part of a larger \$35 million commitment by P2E, dependent upon the approval of public vote of an entertainment and gaming resort facility. This engagement will be segmented into multiple phases of development. The first phase will include the initial scope of work for this RFQ and services will be expected until November 30, 2021. At the end of this initial engagement period, St. Tammany Corporation will evaluate the services delivered and establish a new contract for full development consultancy, engineering, and design as necessary depending on the outcome

of the public vote regarding the overall entertainment and gaming project.

## 2) SCOPE OF SERVICES

The specific scope of services will be negotiated prior to signing the Final Proposal. The selected firm will work with St. Tammany Corporation to determine the viability, profitability, cost, location, size/layout, etc., of a regional sports- and tourism-based complex located in East St. Tammany Parish. The selected firm will be expected to be available for at least two in person meetings with the STC project team and accessible for in person and/or virtual project briefing sessions with STC’s Sports Complex Advisory Working Group. The facility must be designed efficiently and meet the project goals. In general, services may include, but are not limited to the following:

- Conceptual Renderings and Site Plan
- Pre-Facility Asset Mix Recommendations
- Pre-Operational/Organizational Recommendations
- Projected Economic Impact/Financial Modeling
- Projected Tourism Metrics/Economic Impact
- Recommended Site(s) Identification criteria
- Competitive Market Analysis

## 3) TENTATIVE PROJECT SCHEDULE

<b>PROPOSAL AND AWARD TIMELINE</b>	
<b>September 9<sup>th</sup>, 2021</b>	RFQ issued
<b>September 23<sup>rd</sup>, 2021</b>	RFQ Proposals due at 5:00 p.m., Central Standard Time
<b>September 29<sup>th</sup>, 2021</b>	Project Awarded

## 4) PROPOSAL CONTENT

Proposers shall provide the following information, clearly separated by tabs for the written copies provided, in the order listed below:

1. **Cover letter and your firm’s statement of interest**
2. **Description of your firm’s relevant experience with projects of similar size and scope**
3. **Examples of your firm’s specific experience with Feasibility Assessments, Market Analysis, Financial Modeling, Conceptual Design Services, and/or Municipality Partnerships for projects of similar scope and size**
4. **Reasonable timeline for completion of the initial Planning and Development materials, projected cost of services and the firm’s ability to meet critical milestone dates**
5. **References and contact numbers from previous or pending projects completed of similar size and scope**

**6. Resumes and/or backgrounds of key personnel assigned to the project, including the firms local or in state partner company**

**5) EVALUATION AND SELECTION PROCESS**

Submissions will be assessed by St. Tammany Corporation based upon the following:

Experience with projects of similar size and scope	40%
Qualifications and experience of personnel to be assigned to the project	30%
Understanding of the project and ability to perform within a reasonable timeframe	20%
Intangible qualities	10%
<b>Total</b>	<b>100%</b>

A maximum of two candidates will be invited to an interview with St. Tammany Corporation. Unsuccessful candidates will be notified immediately after the selection process is complete. After approval by St. Tammany Corporation, STC will enter into negotiations with the awarded candidate. If negotiations are successful, the other candidates will be informed immediately. If negotiations are unsuccessful with the awarded candidate within 30 days, the negotiations will be terminated and started anew with the second ranked finalist, and thus, until a suitable agreement is reached.

Depending on the number and quality of submittals received, St. Tammany Corporation reserves the right to make the selection of the preferred firm based on the submittal information alone and may decline to conduct the interview stage of the selection process.

Selection of the successful firm will be entirely at the discretion of St. Tammany Corporation, and STC reserves the right to waive minor irregularities in the selection process and to reject any and all proposals. This RFQ shall not commit St. Tammany Corporation to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods, or services. St. Tammany Corporation reserves the right to accept or reject any and all responses received as a result of procurement, proposers agree to be bound by the laws of the State of Louisiana.