

ADDENDUM #1 – February 7, 2024

Re: Request for Proposals
Land Lease for Hotel Development
Middle Tennessee State University
SBC Project No. 366/009-03-2023

From: Middle Tennessee State University
1301 E. Main St., Box 44
Murfreesboro, TN 37132

To: All Prospective Proposers

This Addendum forms a part of the RFP documents and modifies the original RFP Documents issued January 12, 2024.

This Addendum consists of five (5) pages.

QUESTIONS RECEIVED:

The Mandatory Requirements addendum #10 asks for a completed “Financial Interested Parties” in the format provided herein, however I am not able to find the format within the RFP.

Please find the **mandatory** “Financial Interested Parties” form linked [here](#). This form is Item 10 in “Exhibit 2: Mandatory Requirements.”

ADDITIONAL CONTEXT:

Please note the RFP Transaction Number is incorrectly listed on page 17 of the RFP. The correct RFP Transaction Number is: **24-00-001**.

A CAD file for site 1 posted below addendum on web page.

The agenda from the Pre-Proposal Conference and Site Tour hosted on January 24, 2024 is included below.

END OF ADDENDUM #1

Addendum #1 dated February 7, 2024, is posted on:
<https://www.mtsu.edu/campusplanning/RFPQ.php>

Pre-Proposal Conference Agenda

MTSU Hotel Development – Land Lease for Hotel Development – RFP#24-00-001

January 24, 2024

Meeting Agenda:

1. Introductions:

- Bill Waits – AVP Campus Planning
- **Jamie Brewer, RFP Coordinator, Jamie.brewer@mtsu.edu (615) 898-2307 – MTSU Campus Planning**
- Edward Norwood, Brailsford and Dunlavey, P3 Consultant

2. Attendance is not mandatory for today's pre-proposal conference

- In-person attendees please fill out sign-in sheet
- Virtual attendees please send Jamie Brewer, RFP Coordinator, an email stating that you were in attendance virtually

3. RFP Communications:

- Proposers are to direct all RFP communications to Jamie Brewer (Jamie.brewer@mtsu.edu (615) 898-2307) , RFP Coordinator. On all communications copy Ed Norwood with Brailsford and Dunlavey: Brailsford & Dunlavey, Inc. Attn: Ed Norwood 1170 Peachtree Street NE, Suite 625 Atlanta, GA 30309 Phone: (404) 890-7020 Email: enorwood@bdconnect.com
- Only the University's official, written responses and communications will be binding with regard to the RFP. All oral communication of any type will be unofficial and nonbinding.
- The University has assigned "RFP# 24-00-001" to this RFP. Reference this number on any communication with the RFP Coordinator and all submittals. Note that on section 8.6 the RFP number indicated is the old number and is incorrect and will be revised via addendum.
- Original RFP posting and any issued addenda will be posted to the following web address (<https://w1.mtsu.edu/campusplanning/RFPQ.php>) and listed under "Land Lease for Hotel Development". Notification of any future addenda posting will be sent to known proposers.

4. This RFP includes a three phase or step selection process:

- **Step 1:** Evaluates Development Team composition and experience, financial capabilities, and project approach summary. Short-listed firms will then be asked to proceed to Step 2.
- **Step 2:** Evaluates proposals that include conceptual plans, budget, deal structure, proformas, and implementation schedule.
- **Step 3:** The Best and Final Offer (BAFO) step allows for additional information and further discussion with Development teams that completed Step 2. In this phase, selected finalists will be invited to engage the University to refine and optimize their submission with the goal of submitting a BAFO with the greatest benefit for MTSU.

5. Mandatory Requirements

- All proposers please note mandatory requirements for submittals. Submittals will be disqualified for failure to include.
- For RFP Step 1 Requirements please reference section 8.4 “Submission Requirements”
 - **Proposal Transmittal and Statement of Clarifications and Assurances** form included as a hyperlink in the RFP document is required to be signed and included as part of the submission. This document is also linked as “Exhibit 1” on page 2 of the RFP. Note that this required for Step II submittal as well.
 - **Mandatory Requirements** document included as a hyperlink in section 8.4 includes additional required information and shall reference that page number in the submittal where this information is included. This document is also linked as “Exhibit 2” on page 2 of the RFP.

6. Step I upcoming dates:

- **January 31, 2024 (3:00 pm central time: written “Questions & Comments” Deadline**
- **February 7, 2024: MTSU’s response to written “questions & comments”**
- **February 14, 2024: Notice of Intent to Propose**
- **February 21, 2024: Step 1 Proposal Deadline and University opening of proposals**
- **Week of March 4, 2024: University Completion of Step 1 Proposal Evaluations and Notification of Step 2 Down select.**

7. Procurement Purpose:

- MTSU seeks development partners to deliver a new mixed-market hotel located on University-owned property.
- The goal of the solicitation is to identify the firm(s) with which the University will enter into a land-lease agreement to build, deliver, and operate a hotel. MTSU believes that there is also sufficient market demand to support a family friendly restaurant and a small amount of conference space in the project.
- MTSU expects the development partner to finance, design, construct, operate, and maintain the hotel at their cost.
- The University does anticipate some revenue to be generated by the project for lease payments and possibly profit-sharing agreements with the selected development partner.

8. Three Primary Goals for Hotel Development:

- Provide convenient lodging needed to support MTSU’s athletic and academic demand.
- Deliver experiential or hands-on learning opportunities for MTSU academic programs, especially the MTSU Tourism and Hospitality Management program.
- The hotel will be an important asset to enhance the MTSU campus experience for current and prospective students, faculty, alumni, fans, and the surrounding area.

9. Potential Sites identified for development:

- **Site 1**
 - Approximately 4.0 acres
 - Located just south of Greenland Drive on the north-west corner of MTSU’s campus

- Storm water - On the existing site, storm water drainage from the north-western area of campus bisects the site and enters the City of Murfreesboro's stormwater sewer system on the corner of Greenland Drive and Middle Tennessee Boulevard. Development of this site will require additional storm water improvements needed to accommodate storm water discharge. Note that additional information regarding storm water issues on Site #1 are included in "Appendix F – Stormwater Improvement Report"
- Site #1 location is adjacent to many of MTSU's Athletics facilities:
 - Murphy Center – Home to MTSU basketball, concerts, and other public events, the Murphy Center is slated for future renovations to interior areas including arena seating and an addition on the north-east corner to provide a new, more convenient entry and lobby spaces.
 - Floyd Stadium – MTSU Football
 - MTSU Student Athlete Performance Center – this project is currently under construction and is a \$66 million project to provide training and rehab facilities for MTSU student athletes and office spaces for MTSU Athletics staff. Estimated project completion is summer 2025.
 - Tennis Facility – construction underway on the \$7.9 million project to upgrade MTSU tennis facilities including 8 new competition standard courts, spectator seating, and a small building with locker rooms and coaches' offices. Project is nearing completion.
- **Site 2**
 - Approximately 3.8 acres
 - Located just off campus on the corner of Middle Tennessee Boulevard and Greenland Drive
 - Location allows access to MTSU athletic facilities indicated under "Site 1" information as well as the rest of MTSU's campus.
 - Several small structures are present on parcels forming Site 2. Demolition of these structures needs to be included with any proposal for this site.
- Additional information for both sites including zoning, environmental reports, and geotechnical information is included in the RFP document and appendix sections.

10. Development Standards and Program Expectations are included in section 4 of the RFP

- Section 4.1 includes Design Objectives for the Project
 - Exterior of the building shall compliment surrounding context and the MTSU campus
 - Primary exterior building materials are listed in section 4.1.2.3 of the RFP document and include durable, long-lasting materials that align with City of Murfreesboro requirements.
 - Type V wood-framed structural systems are prohibited from use.

11. Operations and Maintenance (see section 6 in the RFP document)

- The Operator is responsible for all administrative responsibilities, custodial, facility maintenance, and capital investment for the Project to ensure that hotel users receive a high-quality experience.

12. Questions? Please email any questions to Jamie Brewer, RFP coordinator
13. Site Walk – Site #1 and Site #2