



**ASM Global - Pensacola Bay Center
Invitation to Bid**

**CONSULTATION AND DESIGN SERVICES FOR
ARENA AUDIO SYSTEMS, ARENA LIGHTING SYSTEMS, VIDEO SYSTEMS
AND ARENA STEEL/RIGGING SYSTEMS**



**201 East Gregory Street
Pensacola, Florida 32502
Phone: (850) 432-0800**

Since opening in 1985, Pensacola Bay Center, formerly known as Pensacola Civic Center, has been serving the Gulf Coast region in Pensacola, FL to host a wide range of events, concerts, family shows and professional sports teams. The venue is owned by Escambia County, FL and operated by ASM Global. The arena has a capacity of 10,000 seats with over 20,000 square feet of exhibition space and an additional 13,000 square feet of meeting spaces with 12 meeting rooms. Operations include a full service, on-site or off-site catering through Savor...Pensacola and ticketing through Ticketmaster. Past tenants have included the Tornados with the CBA, the Barracudas with the AF2, the Flyers with the EISL, the Ice Flyers with the ECHL and the current home to the SPHL Ice Flyers. The venue also hosts the Sun Belt Conference Men's and Women's Basketball Championship tournaments.



SECTION I: GENERAL INFORMATION

A. OBJECTIVE

ASM Global is issuing an invitation to bid (ITB) for Consulting Services for Lighting, Audio, Video and Rigging systems. Consulting services include assessment and programming services, system design, development of bridging documents expressing the intent and functionality of each respective system, creation of ITB's, management of the procurement process, including vendor recommendations, project oversight, project closeout, and commissioning. Respondents must have extensive experience with each of the systems, current trends, installation, and implementation in large public venues.

B. SUBMISSION REQUIREMENTS:

This Invitation to Bid is being issued by ASM Global. All correspondence regarding this ITB must be

1. Electronically Submitted to: procurement@pcolabaycenter.com
2. Must include in the email subject line – **Consultation and Design Services**
3. Bid Submission Deadline: May 2nd, 2025, at 3:00pm
4. Site tours (if necessary): April 21st – 23rd

C. BACKGROUND INFORMATION:

The Lighting system is a metal halide system original to the building that was opened in January 1985. The Audio system is a Bose PA and only the second system in the history of the venue that was installed in the early 2000's. The Video system was added with Samsung boards and Motion Rocket controls and OES scoring integration in 2020 with (1) center hung, (4) panel board with (1) top ring, (2) corner boards and (1) 40ft scoring table. The Steel and Rigging Capacity is currently 125K with 66ft spacing on low beams for bridles. Low beam (75ft-85ft) capacity is 4,000lb per point, high beam (95ft) capacity is 700lb per point per 15ft

D. MILESTONE SCHEDULE

	DAY	DATE	TIME
• ITB Issued:	Mon	04/15/25	8:00 AM (CST)
• Q&A Due:	Fri	04/25/25	12:00 PM (CST)
• Q&A Response Due:	Tue	04/29/25	12:00 PM (CST)
• ITB Due:	Fri	05/03/25	12:00 PM (CST)
• ITB Awarded:	Fri	05/09/25	12:00 PM (CST)



SECTION I: GENERAL INFORMATION (continued)

E. PROPOSAL

1. FORMAT FOR RESPONSE TO ITB

Potential consultants are required to provide proposals in the format described below. Incomplete responses or responses not in the specified format may be rejected by ASM Global and/or Escambia County, FL.

- A. Firm name
- B. Firm address
- C. Firm type of legal entity
- D. Age of the firm

2. PROJECT TEAM

Provide a resume for the individual or team providing the review and their experience on similar projects. Include and identify any sub-contractors that may be utilized.

3. PROJECT EXPERIENCE

Provide a list with detailed information on projects with similar scopes for each of the systems described above. Projects should be of comparable size and complexity. Provide contact information for the selected projects.

4. INSURANCE

Confirm compliance with the requirements in Exhibit A. Provide information on any unresolved claims or financial issues that could affect the firm's ability to provide these services.

5. SUPPLEMENTARY INFORMATION

Provide supplementary information respondent believes will provide additional support for the firm's proposals.

6. SERVICE FEE

Provide service fee for each discipline and a total fee if awarded for all disciplines, along with any alternate optional or additional fees that may apply with a change of scope for services awarded. All fees are to include all in costs associated with the performance of the services outlined in the scope.

7. AWARD OF AGREEMENT

After reviewing ITB responses, ASM Global and Escambia County FL personnel may schedule interviews with a shortlisted selection of firms to confirm the scope and schedule prior to developing a recommendation for the award. Bids will be evaluated using the following criteria in no specific order:

- A. Ability of Consultant to supply services as described
- B. Experience of project team
- C. Work History and references
- D. Ability to meet specified timelines
- E. Pricing and terms

8. COST LIABILITY

ASM Global or Escambia County assumes no responsibility or liability for costs incurred by the vendor prior to the execution of an agreement.



SECTION II: SCOPE OF WORK

ASM Global is issuing an invitation to bid (ITB) for Consulting Services for Lighting, Audio, Video and Rigging systems described herein. Consulting services include assessment and programming services, system design, development of bridging documents expressing the intent and functionality of each respective system, creation of ITB's, management of the procurement process, including vendor recommendations, project oversight, project closeout, and commissioning. Respondents must have extensive experience with each of the systems, current trends, installation, and implementation in large public venues.

A. CONSULTING SERVICES FOR LIGHTING, AUDIO, AND VIDEO SYSTEMS

1. DESIGN

- A. Confirm needs analysis and related equipment requirements.
- B. Review and confirm existing budgets and proposed enhancements.
- C. Outline preliminary installation and integration requirements.
- D. Draft preliminary schedules for review.
- E. Develop design for lighting and sound system, including equipment layout and signal flow diagrams.
- F. Create a 3D acoustical model of the recommended audio design using Enhanced Acoustical Simulator for Engineers (EASE) and submit to demonstrate the proposed system's coverage patterns, sound pressure levels, and speech clarity scores throughout the seating areas.
- G. Confirm engineering requirements and minimum product and performance specifications for the lighting system for both hockey and non-hockey events.
- H. Define installation and integration requirements.
- I. Provide a comprehensive financial model that accurately defines costs for all proposed options and enhancements including infrastructure requirements, technology components, installation and integration, service, maintenance and extended warranty considerations.

2. CONSULTING SERVICES FOR PROCUREMENT

- A. Provide documents for the formal ITB packages, including vendor proposals, submissions, project scheduling, warranty, and a comprehensive performance specification.
- B. Define bridging documents, for each project category as defined by the current product performance specifications and existing infrastructure.
- C. Review all proposals and provide a comparative financial and performance analysis with recommendations for review by ASM Global.
- D. Manage post-proposal interviews and issue all required ITB clarifications, addendums, and revisions.
- E. Provide final recommendations to ASM Global based on responses to ITBs.
- F. Assist with negotiating final pricing, payment, and legal terms, subject to final approval by ASM Global, Pensacola Bay Center and Escambia County, FL.

3. CONSULTING SERVICES FOR CONSTRUCTION ADMINISTRATION

- A. Maintain ongoing project accounting versus budget allocation.
- B. Supply project status reports and recommendations.
- C. Review and manage all formal submittals and final engineering reviews by chosen vendors.
- D. Manage initial product acceptance (pre-shipment factory level where required).
- E. Negotiate and manage additions, deletions, and related change orders.
- F. On-site inspections at specified construction and installation milestones.
- G. Oversee and confirm final systems integration testing and acceptance.
- H. Formally submit deficiency lists and manage final punch list resolutions.
- I. Pre-acceptance warranty and maintenance review.



SECTION II: SCOPE OF WORK (continued)

B. STEEL AND RIGGING SYSTEMS

1. ANALYSIS AND DESIGN

- A. Collect and review available drawings and data for the existing roof.
- B. Confirm existing as-built conditions including weights of all existing systems being hung supported by roof structure.
- C. Confirm needs analysis and desired rigging improvements with arena and rigging personnel.
- D. Perform structural analysis of roof structure in order to provide an evaluation of rigging loads and potential addition of a rigging grid.
- E. Provide preliminary design and conceptual sketches with a sufficient amount of detail to provide an accurate cost estimate for both strengthening of the existing structure and the addition of the rigging grid.
- F. Provide cost estimates for both strengthening of the existing structure and the rigging grid. Include the new weight capacities achieved with each of the new designs.

C. GOAL SCHEDULE FOR CONSULTING SERVICES

The schedule for review, subject to the determination of the final scope and availability of funding, is as follows for Lighting, Audio and Video Systems:

MILESTONE GOAL	DAY	DATE	TIME
• Projects Initiated	Fri	05/16/25	8:00 AM (CST)
• ITB Issued	Fri	05/23/25	8:00 AM (CST)
• Q&A Due	Fri	06/06/25	12:00 PM (CST)
• Q&A Response	Tue	06/18/25	12:00 PM (CST)
• Interviews (if necessary)	Thu	06/25/25	TBD
• ITB's Due	Fri	07/03/25	12:00 PM (CST)
• ITB's Awarded	Tue	07/11/25	12:00 PM (CST)



SECTION III: REQUIRED INFORMATION

The Pensacola Bay Center reserves the right to not consider any proposal determined to be unresponsive or deficient in any of the information requested for evaluation. After reviewing ITB responses, ASM Global and Escambia County FL personnel may schedule interviews with a shortlisted selection of firms to confirm the scope and schedule prior to developing a recommendation for award.

Bids will be evaluated using the following criteria in no specific order:

A. PREVIOUS WORK EXPERIENCE – 35 points

Ability of Consultant to supply services as described, the contractor's qualifications, years in business, and experience in providing the level and type of service specified in the proposal. It will also list examples of similar projects completed by the vendor.

B. PROPOSE WORK PLAN – 35 points

Ability to meet specific timelines with a detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of the project. Include any specifications and anticipated schedule to completion of the project.

C. FEE SCHEDULE – 30 points

The proposal will include all the fees required to complete the work as described in the ITB. This total may be adjusted after negotiations with the Pensacola Bay Center and prior to signing a formal contract, if justified.

D. REVIEW

The Selection committee will evaluate each proposal by the above-described criteria and point system. After evaluation of the proposals, further negotiation with the selected vendor may be pursued. This may lead to the award of a contract by the Pensacola Bay Center. The Pensacola Bay Center may reject all proposals if they are determined to be unsuitable by the selection committee.

Questions regarding the ITB should be directed to procurement@pcolabaycenter.com. All questions must be received in writing for the issuance of formal responses. All questions must be received no later than noted above to allow for the issuance of responses. ITB questions and responses are due no later than the date and time indicated above and should be emailed to procurement@pcolabaycenter.com.