



Bid Process for *FIRST®* in Texas's 2019 Texas District Venue Site Selection

FIRST® in Texas is excited to begin the transition to the District Competition Model for 2019. We are currently looking to partner with schools, organizations, and groups to host venue sites for the *FIRST®* Robotics Competition season.

TIMELINE

FIRST® in Texas will be conducting an open bid process to identify competition sites. Venues will be identified and contracted by May 1, 2019. The timeline for the bid process will be as follows.

Phase 1 – Request for Information

A Group interested in bidding to be a competition site should submit a **Notice of Intent** to chris.caddel@firstintexas.org by 5:00PM CST, **April 13, 2018**. Please include Group name, Project Principal name, address, phone, email, potential venue name, location, seating capacity, room availability, and available dates as a portion of your Notice of Intent.

Phase 2 – Request for Proposal

A formal Request for Proposal (RFP) will be sent to Groups that have submitted a Notice of Intent by **April 20, 2018**. All RFP's will be due to chris.caddel@firstintexas.org by 5:00PM CST, **May 1, 2018**. Finalists for site visits will be notified by May 4, 2018.

Phase 3 – Site Selection

The site selection process will include a site visit to the venue in May. Selected sites will be notified no later than May 19, 2018.

General Project Scope:

- Event Size – Each District Qualifying Event will host up to 40 teams.
- Team Size – Teams range from 8 to 50 students per team and 2 to 20+ adults
- Spectators – Each event will expect between 1,000 and 2,000 people in attendance on any given day.
- Lodging – Between 200 and 500 hotel rooms are needed per night of each event.

General Site Requirements*:

- Playing Field Area - 9,000-12,000 sq. ft. where the teams compete with their robots. This typically takes place on an arena or gym's main floor.
- Pit Area - 7,500-10,000 sq. ft. where teams work on and house their robot when not in competition. The "Pit" needs to provide enough room for teams to work (ideally a 10'x10 workspace per team), 10' aisles, as well as same level (non- elevator) competition floor access.
- Seating for 2,000-3,000 attendees.
- (2) 1,500 sq. ft. rooms for volunteer lounge and judges deliberation area.
- (3-5) 150-500 sq. ft. rooms for judge's interview rooms, event office, and storage.
- Internet Availability (5GHz, 802.11n, Single channel)
- Electrical Power (400A-1000A/ 208V/ 3 Phase)
- Ample parking for 500+ car, buses, support vehicles, and trailers.

**Venue Requirements are addressed in-depth in the online Venue Evaluation Form as part of the RFP Process.*

Event Dates:

District Events will be scheduled for 3 days and must happen on either a Thursday-Saturday or Friday-Sunday. Day One is a Setup day with Day Two and Three serving as competition days.

Venue dates that Sites must be available within the *FIRST*® FRC competition season:

Week 1	February 28-March 2 or March 1-3
Week 2	March 7-9 or 8-10
Week 3	March 14-16 or 15-17
Week 4	March 21-23 or 22-24
Week 5	March 28-30 or 29-31

Funding Considerations:

The district model is intended to be a lower cost completion model than the regional model that was used in the past. Venue options or local funding opportunities that help to make your event more affordable to FIT will be given a higher consideration. Costs taken into account include venue rental, janitorial, seating, security, EMT personnel, catering services, tables, chairs, and network services.

Project Manager:

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