



# Request for Proposal

2024 FIRST Robotics Competition Championship  
Host

**ISSUED BY**

FIRST CHESAPEAKE, JANUARY 2023

**REPRESENTATIVE**

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## Introduction & Background

*FIRST* Chesapeake, a 501(c)(3) nonprofit organization dedicated to promoting STEM education through competitive robotics leagues, is seeking proposals from qualified venues to host the *FIRST* Robotics Competition 2024 Championship. The event will take place over 4 days, April 3-6, 2024 and will bring together at least 60 robotics teams from the Virginia, Maryland, and DC areas. The ideal venue must:

1. have at least 8,000 square feet of space for the pit area;
2. have at least an 80 feet by a 100 feet space for robotics competition fields with 25 foot high ceilings;
3. provide at least two dedicated 20-amp circuits available to operate the playing field;
4. provide at least six dedicated 20-amp circuits to be utilized for power in the pit area(s);
5. provide a wired ethernet connection in the playing field area;
6. have a seating capacity of at least 1,200 guests;
7. have parking capacity for at least 900 vehicles; and
8. be located in Virginia, Maryland, or DC.

We are looking for a venue that will provide the best overall value to *FIRST* Chesapeake, taking into consideration factors such as price, location, and amenities. Proposals will be evaluated based on the criteria described in the Evaluation Factors section of this Request for Proposal.

[See Appendix A for maps and diagrams of sample spaces.](#)



## Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified organizations with prior experience hosting large sporting or robotics events such as this should submit proposals in response to this Request for Proposal.
2. Bidders must list at least three projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
3. A logistical proposal must be provided that is not more than four pages. This logistical proposal must provide an overview of the proposed venue as well as the qualifications of all key personnel performing the work. In addition, the proposal should provide a schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than two pages. This price proposal should indicate the overall fixed price for the venue as well as additional rates, fees, and non-profit discounts.
5. Proposals must be signed by a representative that is authorized to commit on behalf of the bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received prior to February 28, 2023 to be considered.
8. Proposals must remain valid for a period of 90 days.
9. *FIRST* Chesapeake anticipates selecting at least two venues to have more in-depth discussions with and will make an award to one of these "down-selected" venues.
10. Proposals must be submitted to [events@firstchesapeake.org](mailto:events@firstchesapeake.org) with the subject line "FRC Championship 2024 Proposal" by the deadline provided.



## RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	01/16/2023
Submission Deadline	02/28/2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	03/03/2023
Start of Negotiation	03/08/2023
Contract Award / Notification to Unsuccessful Bidders	03/31/2023

The need-date for project completion is April 3-6 of 2024. The event date cannot be moved.



## Evaluation Factors

*FIRST* Chesapeake will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of hosting
5. Technical expertise/experience of bidder and bidder's staff

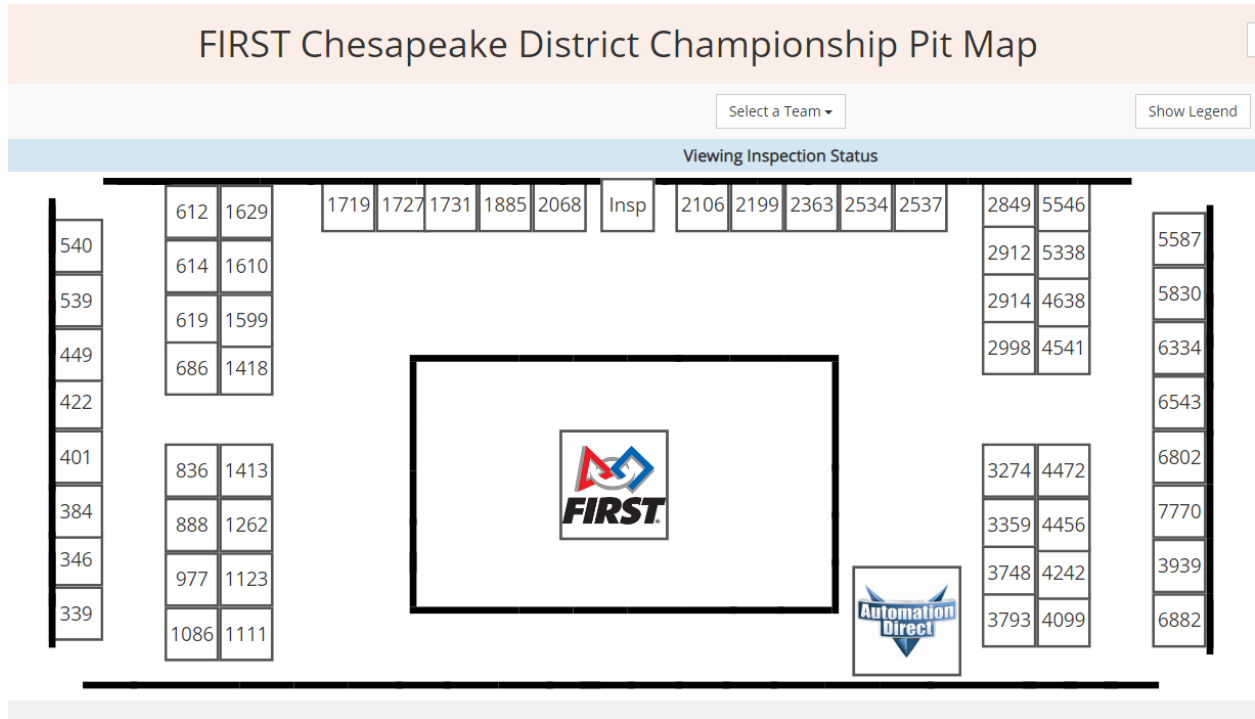
*FIRST* Chesapeake reserves the right to award to the bidder that presents the best value to *FIRST* Chesapeake as determined solely by *FIRST* Chesapeake in its absolute discretion.

# Appendix A

## Sample Diagrams

The following samples are meant to be guides in how space has been allocated in the previous FRC events. Configurations may vary based on venue.

Sample Pit Diagram:



### Field Diagram:

See pages 1-3 in the document linked below.

<https://firstfrc.blob.core.windows.net/frc2023/FieldAssets/2023LayoutMarkingDiagram.pdf>