

LACKAWANNA COUNTY REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by Lackawanna County (the "County") at 200 Adams Avenue, Scranton, Pennsylvania 18503, on **Monday December 13, 2010, at 12PM** prevailing time.

1. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified Architectural/Engineering firms to provide complete professional design services for the substantial renovation of the multi-purpose stadium, known as PNC Field (the "Project"). A qualified firm will be selected through a fair and open process at the sole discretion of the County. The scope of Architectural and Engineering services shall include the Schematic Design Phase, Design Development Phase, Construction Document Phase, Bid/Award, Construction Administration Phase and Project Close-out.

2. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**
 - a. Four (4) copies of the proposal must be provided. Proposals must be submitted to Maria Elkins, Chief of Staff, 200 Adams Ave., 6th Floor, Scranton, PA 18503 with the name of the firm submitting the proposal clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone or email are not permitted;

 - b. The final selection will be made at the sole discretion of the County. The County reserves the right to reject any or all offers, waive any defect or negotiate for better terms; and

 - c. All questions regarding specifications should be submitted to the Office of the Lackawanna County Chief of Staff, 570-963-6800 or to elkinsm@lackawannacounty.org. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

3. **PROGRESS DESIGN DOCUMENTS:** The proposal shall be based on conceptual drawings and preliminary program documents, which are available for pickup from the Office of the Lackawanna County Chief of Staff located at 200 Adams Avenue, 6th Floor, Scranton, PA 18503. The project "bricks and mortar" budget is \$28.7 million.

4. **PROCESS FOR THE SELECTION OF THE A/E Firm:** The selection of the A/E firm will follow the process outlined in the Lackawanna County Qualifications Based Selection Process, which is available at <http://www.lackawannacounty.org/uploads/100423QBS.pdf>.

5. SCHEDULE FOR THE PROJECT: The anticipated Project schedule is as follows:

- a. Schematic Design Phase
- b. Design Development Phase
- c. Construction Documents
- d. Bid/Award
- e. Construction Administration
- f. Project Close-out

The County anticipates the construction shall begin on site immediately following the end of the baseball season or playoffs in September 2011 and the work being fully completed and accepted by March 1, 2013, although that date may change. The date of substantial completion will be March 1, 2013.

6. GENERAL CANDIDATE REQUIREMENTS: The County wishes to engage an A/E firm with the experience and manpower necessary to realize the objectives of delivering a first class project, on time and on budget. Schedule and cost control will be a crucial element in the delivery of this project. Given that this substantial renovation project will involve careful coordination of existing infrastructure and MEP systems, the County desires to hire a full-service firm that can offer all major engineering disciplines within the same practice. For these reasons, the proposer shall:

- a. Be a recognized Sports Architecture/Engineering practice; and
- b. Be an Architectural/Engineering firm with the ability to provide design and construction phase services for the major design and engineering disciplines in house – Architecture, Structural, Mechanical, Electrical, Plumbing, Fire Protection and Interior Design.

7. EVALUATION CRITERIA: Each Proposal will be evaluated and scored based on the following weighted percentages:

- a. Offerors will be evaluated in light of their demonstrated experience in:
 - i. Undertaking and successfully completing projects similar to that described and illustrated on the Progress Design Documents, and in particular, their experience with between-season renovations of sports facilities;
 - ii. Their knowledge of the requirements of major sports facilities (specifically baseball) and their experience in achieving those requirements;
 - iii. Their track record of working with a Construction Management firm and successfully staying within the project budget through preconstruction and construction; and
 - iv. Their knowledge of, and experience with, the local regulatory environment.

This element of the evaluation will be weighted at 35%.

- b. The County desires that senior personnel be assigned to the project who have experience in bringing high profile projects in on-time and on-budget. The Offeror must commit to assigning the senior staff members to this project from beginning to end. The key personnel proposed to staff this project will be evaluated in light of these goals. This element of the evaluation will be weighted at 35%.
- c. The Project must be completed in time for Opening Day, 2013. Offerors should submit a schedule which will accomplish this objective. At a minimum, the schedule shall comply with the Project Schedule outlined in Part 5. The schedule should include a narrative description of the key issues that drive the completion and how they will be managed. This element of the evaluation will be weighted at 20%.
- d. This ballpark is a municipally owned, multi-purpose facility which is governed by a public Stadium Authority Board. The Stadium Authority anticipates entering into a long-term lease agreement with the SWB Yankees for the use of the multi-purpose facility. The SWB Yankees will operate a Triple A baseball franchise in the facility. The Stadium Authority will appoint an Owner's Representative during the design and construction process, and the SWB Yankees will participate in the design process. The ability of the Offeror to demonstrate the skills necessary to work within the context of a public-private partnership through the design and construction process will be evaluated in light of these goals. This element of the evaluation will be weighted at 10%.

8. GENERAL INFORMATION REQUESTED: The County is requesting that the A/E firm:

- a. Provide your firm's project approach, limited to eight (8) type written pages describing:
 - i. Your design services and process and how you will work with the public-private project team in a collaborative fashion;
 - ii. How the concept of cost control and value engineering shall be applied throughout the design and construction document process;
 - iii. How your firm proposes to manage and identify any critical path issues;
- b. Identify any litigation and claims your firm has been involved in over the last five years with appropriate details to enable an understanding of the issue;
- c. Demonstrate your firm's ability to deliver phased design releases to benefit the schedule and cost control on the project;
- d. Demonstrate your effective working relationships with the specialty consultants required to complete this project; and
- e. Demonstrate your firm's successful completion of stadium projects of similar size, complexity, materials on or ahead of schedule.

9. **SPECIFIC INFORMATION REQUESTED:** It is recommended that your proposal be as specific as possible to this Project. In order to expedite the review process, standard marketing literature should not be submitted, nor is it required or desired. The County requests the following additional information:
- a. Provide a list of relevant project experience including identifying project name, client and location, a brief description of the project scope (square footage and construction cost) and month/year of completion;
 - b. Provide a list of the proposed project team members; listing their current responsibilities as well as their credentials. Include resumes of each project team member. Please correlate team member experience to the projects listed in 9(a);
 - c. Provide a list of the specialty consultant firms being proposed for your team (i.e. Site/Civil, Landscape Architecture, Food & Beverage Service Design, Audio/Visual, Signage and Graphics, etc.); listing their relevant project experience including identifying project name, client/location, a brief description of the project scope and month/year of completion;
 - d. Provide an organizational chart illustrating the relationships, roles and lines of communication and reporting for your firm and all consultants; and
 - e. Provide a copy of the firm's general commercial liability insurance certificate as well as the professional liability insurance certificate.

For sake of clarity, it should be assumed that the Owner will contract directly for professional services related to Surveying, Appraisals, Environmental Engineering, Geotechnical Engineering, and Testing & Inspection Services.

10. **THE AGREEMENT:** The basis of the contract shall be AIA B101, Abbreviated Standard form of Agreement between owner and Architect, 2007 edition, with modifications. It is the County's intentions to complete the design services with the assistance of a selected Construction Manager. During this time period the selected CM will participate in meetings with the project team and provide feedback on cost, schedule, quality, material choices and value engineering in a collaborative effort.
11. **PRICING INFORMATION IN PROPOSALS:** Under the Lackawanna County Qualification Based Selection Process previously referred to herein, pricing information is negotiated after selection of the top-ranked firm. Please be advised that any firm submitting pricing information as part of their proposal will be EXCLUDED from consideration.
12. **NO OBLIGATION TO ENTER INTO AN AGREEMENT:** While it is the County's intent to proceed with the Project as indicated in the anticipated schedule, this process does not obligate the County to enter into an Agreement. The County reserves the right to cancel this process at any time without obligation to pay for any costs incurred in the preparation or submission of the response.