

Williamsport Ballpark Incorporated Synthetic Sports Fields Complex Project – 2021

WILLIAMSPORT BALLPARK INCORPORATED

**Request for Qualifications for Specialty Design-Build
Services for Synthetic Sports Fields Project – 2021**

Deliver Qualifications Submissions to:

**Jason Fink, President/CEO
Williamsport/Lycoming Chamber of Commerce c/o
Williamsport Ballpark Inc.
102 West Fourth Street, Williamsport, PA 17701**



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Introduction

Williamsport Ballpark Incorporated (WBI), a 501 c2 not for profit organization established by the Williamsport/Lycoming Chamber of Commerce (WLCC), desires to retain the services of a Specialty Design/Build Contractor (SDBC) for the design and construction of the sports field projects described herein. A SDBC is defined as a specialty contractor whose business is in the complete design and construction of athletic fields and ancillary site activities. A minimum level of recent experience is required to meet the qualifications criteria and must be demonstrated as a part of the RFQ response. The WBI shall have the right to terminate the relationship with the SDBC firm at any time without cause.

To qualify for consideration, a firm must be prepared to provide the expertise, resources and personnel experience in project designing/planning, cost management, project control, pre-construction and construction techniques, value-engineering analysis, scheduling and quality assurance throughout the planning and construction phases of the project. Examples should be included in the submission.

The services to be performed by the SDBC will have as their objective the efficient, economical, and timely design and delivery of the project, managing the construction of the project within the time and cost limitations and within established quality requirements. The services will be performed during the pre-construction phase as design services in project design, planning, arrangement of bid packages, bidding and award of the trade contracts and construction phase as well for management and oversight of construction until occupancy is achieved.

Any questions concerning the RFQ they should be submitted in writing and must be submitted no later than three business days prior to the RFQ submittal deadline to the contact person indicated below.

Williamsport Ballpark Incorporated
Jason Fink, President/CEO
102 West Fourth Street
Williamsport, PA 17701
Phone: 570-320-4213
jfink@williamsport.org

Project Overview and Description

WBI owns 28 acres of land located at 2 Rose Street, Williamsport PA. This property is at the site of the former Susquehanna Supply Company. It is a brownfield site which is still monitored by PA DEP.

WBI is seeking qualifications from SDBC firms to install (6) 220' fenced youth baseball/softball synthetic fields, (1) 400' collegiate size baseball synthetic field, (1) playground, (1) railroad train platform and ancillary amenities including parking, concession and support buildings.

Selected respondent shall be responsible for designing and constructing the project to meet all applicable codes and regulations including life safety codes, building codes, Disabled Accessibility Standards, City of Williamsport fire requirements, state, city and county regulations, etc.

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Project Schedule:

- Request for Qualifications advertised – **01/20/20**
- Receive and Review RFQ Responses – **02/17/20**
- Selection of SDBC Firm at Board Meeting – **02/26/20**
- Notice to SDBC Firm – **Within 5 business days of the 02/26/20 board meeting.**
- Design and construction – **March 2, 2020 – February 1, 2021**

Section 1 – Scope and Style of Services to be Performed

In issuing the RFQ, it is the intent of WBI that the successful SDBC will provide the required services for a fixed Guaranteed Maximum Price (GMP) to be mutually agreed upon by the parties. It is further the intent of WBI that the successful SDBC will provide a Guaranteed Completion Date (GCD). WBI also intends that the successful SDBC:

- 1.1 Will be a licensed General Contractor in the Commonwealth of Pennsylvania.
- 1.2 Shall employ a Certified Field Builder (CFB) as certified by the American Sports Builders Association (ASBA) to oversee the day to day construction of the athletic fields.
- 1.3 Provide Performance and Material and Labor Payment Bonds in the amount of 100% of the GMP.
- 1.4 Comply with any outside funding requirements or expectations depending upon funding source.
- 1.5 During the planning and design phase the SDBC is expected to:
 - Review design and plans for the project with WBI based on budget and determined use of spaces.
 - Consider ideas and suggestions offered by WBI with regard to design, feasibility or construction.
 - Evaluate designs with respect to constructability issues.
 - Evaluate value-engineering opportunities.
 - Prepare complete construction documents.
- 1.6 In awarding subcontracts, the SDBC is expected to:
 - Secure subcontracts between SDBC and the Subcontractor, subject to WBI approval
 - Arrange and advertise bid packages
 - Identify bidders and generate bidder interest.
 - Schedule and conduct pre-bid conferences in conjunction with WBI.
 - Review and analyze bids and recommend awards
 - Update schedule as needed.
- 1.7 During the construction phase the SDBC is expected to:
 - Secure all required building permits.
 - Comply with all required codes, regulations and laws.
 - Maintain on-site staff for construction management.
 - Establish and maintain coordinating procedures.
 - Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction and occupancy.

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- Meet regularly, at least bi-weekly, with WBI personnel to update project progress.
 - Identify any possible project issue with WBI/WLCC staff as soon as possible.
 - Maintain a system for review and approval of shop drawings.
 - Maintain records and submit routine reports to WBI.
 - Maintain quality control and ensure conformity to contract documents.
 - Provide cost control thorough progress payments review and verification according to the approved schedule and contract documents.
 - Complete the work within the time frame established in this RFQ.
- 1.8 During the post construction phase the SDBC is expected to:
- Coordinate post completion activities, including the assembly of guarantees, manuals, and WBI's final acceptance.
- 1.9 The SDBC may perform portions of the project with its own forces as mutually agreed to by the owner and the SDBC.
- 1.10 The SDBC will be "at risk" in the proposed undertaking and will be responsible for completing the project within the GMP.
- 1.11 Should the final cost of the project be less than the GMP, all savings shall be shared equally between SDBC and WBI.
- 1.12 10% of pay applications will be held in retention until completion of project and submission of all close out documents.
- 1.13 The SDBC will share with WBI the calculations and assumptions on which the SDBC's proposed GMP is based.
- 1.14 The SDBC will comply with E-verify and submit construction affidavit with proposal. Any contract awarded will include a termination for convenience provision.
- 1.15 The requirements of this RFQ and proposals submitted in response, as agreed to by WBI, shall be incorporated into the contract for services.
- 1.16 Respondents agree to waive any claims they have or may have against WBI, its employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

Section 2 – General Requirements

- 2.1 Seven sealed original responses and one electronic submission on thumb drive are due in the Williamsport/Lycoming Chamber of Commerce office on **Monday February 17, 2020 at 10:00 a.m.** local time. Any submittals received after that will not be accepted and will be returned unopened to the respondents. Packages are to be sealed and clearly labeled:

Response to Williamsport Ballpark Incorporated RFQ for Specialty Design Build Services
ATTN: Jason Fink, President/CEO Williamsport Ballpark Incorporated
102 West Fourth Street
Williamsport, PA 17701

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- 2.2 RFQ submissions must address each applicable requirement set out in the RFQ. Only respondents who can provide, either directly or as part of a team under its control, both design and construction should tender their RFQ submission.
- 2.3 Unless expressly allowed by a written authorization or addendum to this solicitation/request, no RFQ submissions may be changed, amended, or modified in any manner after it has been delivered to WBI; however, a RFQ submission or proposal may be withdrawn and resubmitted any time prior to the deadline for receipt thereof.
- 2.4 One of the bound copies must be executed original bearing the signature of an authorized representative of the Respondent or Team.
- 2.5 RFQ submissions must be on standard paper, with each page numbered sequentially. The RFQ submissions should be in the format set forth as requested herein.
- 2.6 Persons, entities or teams delivering timely and accepted RFQ submissions shall be notified by Tuesday, February 18, 2020 as to whether they have been selected as a Finalist. The WBI may select to interview up to three finalists. Interviews, if required, will be held the morning of Friday February 21, 2020.
- 2.7 If it is determined that a site visit is necessary, a tour of the site shall be held by appointment with Jason Fink to gain a better understanding of the site and the proposed project.

Section 3 – Selection of Design/Build Services

- 3.1 The services being sought under this RFQ are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers, which will result in an award that is deemed to be in the best interest of WBI.
- 3.2 Prior to any receipt of, request for, or consideration of any submission, WBI request will consider, the relative qualifications of any person, entity or team seeking to provide the goods and services necessary for the development, design, and construction of seven synthetic turf fields. After such consideration, WBI may choose to interview any respondent and/or request additional information.
- 3.3 Each respondent must submit an RFQ submission containing a full and complete response to each of the items that are set forth below and fully complying with the general requirements set out above. No price or cost information is to be included with the initial RFQ submission.
- 3.4 By submitting a proposal, the design-build firm certifies to owner that each architect and engineer that is a member of the design-build team will be selected based on demonstrated competence and qualifications.
- 3.5 The RFQ submissions received will be reviewed, evaluated by a committee based upon the application of the following criteria. If a Respondent is unable to provide qualifications responsive to each of the criteria below, it will be disqualified as non-responsive.

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1.	Reputation and Stability of Respondent	10 Points
2.	Performance History of Respondent	20 Points
3.	Relevant Experience and Qualifications	25 Points
4.	Quality of Proposed Management Plan	25 Points
5.	Intangibles to meet the needs of WBI	<u>20 Points</u>
	TOTAL	100 Points

- Reputation and Stability of Respondent: The Firm’s corporate history, growth, resources, form of ownership, litigation history and financials.

 - Performance History of Respondent: Firm’s past performance including level of quality of services to owners. Ability to meet budget and scheduling requirements. References attesting to Firm’s performance.

 - Relevant Experience and Qualifications: Firms experience successfully completing synthetic sports field projects of similar scope and scale, type and complexity.

 - Quality of Proposed Management Plan: The Firm’s personnel team for the design, construction and oversight of the project. Firm’s cost management plan; Firm’s schedule management plan during design and construction; Firm’s approach for managing changes within the stated cost and schedule limitations; Firm’s approach to the inclusion of local sub-contractors or self-performance of work.

 - Intangibles to meet the needs of WBI: The demonstrated ability to best meet the needs of the WBI for this project. To include but not be limited to past successful projects with WBI, ability to provide unique support, quality of product, proximity of the respondent’s office to the project location, and ability to support on site needs on a daily basis.
- 3.6 Following completion of the initial evaluations, if deemed necessary by the committee, up to three firms best qualified as finalist may be granted an opportunity to interview with WBI.
- 3.7 After evaluations the WBI will identify the SDBC firm it will recommend based on the information contained in the proposal, reference analysis and interviews if required. The decision will be based on the SDBC offering the best option for the WBI. Qualification determination will be at the sole discretion of WBI.
- 3.8 The GMP will be negotiated with the selected firm. If negotiations fail, the next ranked firm will be considered. WBI reserves the right to accept or reject any and all proposals at its sole discretion and to re-issue the RFQ.
- 3.9 Following the successful negotiation of a Contract, the SDBC Team shall complete the design of the project, submitting all design elements to WBI for approval before construction begins.
- 3.10 The SBDC Team shall provide a signed and sealed set of "as-built" construction documents for the project to WBI at the conclusion of construction.

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Section 4 – RFQ Response Format

Please provide the following information for the SDBC firm in the sequence and format prescribed below. If the firm is a joint venture, please provide information on both firms. Supplemental materials providing additional information may be attached after this information, but the information requested below is to be provided in this format. The RFQ response should be bound and in a sealed package upon delivery.

- 4.1 Firm Information
 - 4.1.1 Name of Firm
 - 4.1.2 Address of Main Office
 - 4.1.3 Phone and Fax
 - 4.1.4 Form of Business Entity (Corporation, Partnership, Individual, Joint Venture, other) Year Founded
 - 4.1.5 Primary Individual to Contact Regarding This Response
 - 4.1.6 Email and phone number of primary contacts

- 4.2 Business Entity
 - 4.2.1 How many years has your entity been in business in its current capacity?
 - 4.2.2 If your entity is a corporation, answer the following: Date of Incorporation, State of Incorporation, President's Name, Vice President's Name(s), Secretary's name, and Treasurer's Name.
 - 4.2.3 If your entity is a partnership, answer the following: Date of Partnership, Type of Partnership (if applicable), Name(s) of General partners.
 - 4.2.4 If your entity is individually owned, answer the following: Date Established, Name of Owner.
 - 4.2.5 If the form of your organization is other than those listed above, describe it and name the principals.

- 4.3 Financial Information
 - 4.3.1 Attach a financial statement including your organization's latest balance sheet and income statement.
 - 4.3.2 Provide name, address, and phone number of your primary financial institution.
 - 4.3.3 Provide name, address, phone number and contact of your bonding company and agent.
 - 4.3.4 List your total bonding capacity and the total value of all projects currently under construction.
 - 4.3.5 List all litigations, arbitrations and mediations in which the firm has been involved in the past five (5) years. This involves claims by an owner against the firm or by the firm against the owner and indicates the disposition of each such claim, the name of the owner and the nature of the claim.

- 4.4 References
 - 4.4.1 Provide name, address, phone number and contact of five references from sports field projects completed during the last two years.

- 4.5 Relevant Experience
 - 4.5.1 Provide a list of at least five synthetic baseball/softball field projects constructed by

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your organization as project lead in the past five (5) years. For each project, provide the name and type of project, size in square feet, location, final cost, change order costs, start and completion dates, names and phone numbers of the owner and architect contacts. Also, list the specifications for the synthetic field surface used for each project.

- 4.5.2 What experience does your firm have with the following synthetic sports field specifications?
- Utilizing texturized root zone technology that reduces infill migration and splash.
 - Utilizing a shock pad underneath the synthetic turf surface.
 - Utilizing alternative infill systems that are comprised of renewable resources.
- 4.5.3 List all major projects with which the firm is currently involved and identify the firm's role on the project.
- 4.5.4 Within the last five (5) years, has your organization failed to complete a construction contract? (If the answer is yes, please attach details).
- 4.6 Project Planning and Management
- 4.6.1 Identify by name and experience the project manager, architect, engineers, construction superintendent, estimator, and any other field personnel you would assign to this project. Prior to contracting with a Design/Build firm, Owner reserves the right to interview any of the project personnel assigned to the work.
- 4.6.2 Does your proposed team include a Certified Field Builder (CFB) to oversee day to day construction of this project? If so, please include a copy of the certificate at the end of this package.
- 4.6.3 Describe how you propose to navigate the design process and how the design team and construction team will interact and influence one another.
- 4.6.4 Describe your method of subcontractor awards.
- 4.6.5 What portions of the project would your firm propose to self-perform?
- 4.6.6 Describe your organization's management plan and concepts for working with a Design/Build relationship with WBI during design and construction.
- 4.6.7 Describe your plan for assuring that the project stays within the GMP.
- 4.6.8 Describe your method of assuring that materials, equipment and construction methods meet the WBI's design expectations.
- 4.6.9 Describe your firm's start up and close out procedures for this project.
- 4.7 Intangibles
- 4.7.1 What synthetic turf vendor do you propose to use for the baseball/softball fields in this project? What attributes of this vendor's product would be favorable for WBI?
- 4.7.2 Does your firm have experience in installing alternative infill systems for synthetic fields? If yes, what product and give examples of the most recent jobs using this type product.
- 4.7.3 In 500 words or less, explain why you believe your organization is uniquely qualified to perform Design/Build services for WBI on this project. What advantages would your firm bring to this project.

Section 5 - Miscellaneous

- 5.1 The contracts awarded will be governed by the laws of the Commonwealth of Pennsylvania, and is (are) deemed payable and performable in the City of Williamsport located in Lycoming

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County, Pennsylvania. If a dispute arises out of, or in connection with this Contract, the parties agree to litigate through court resolution. The venue for all disputes shall lie in Williamsport located in Lycoming County, Pennsylvania.

- 5.2 WBI does not assume, and hereby specifically disclaims, any responsibility or obligation of any nature, to any of the persons or entities responding to this RFQ and will make no payment or reimbursement of any cost, fee, or other expenditure whatsoever associated with the preparation or submission of a Qualification Submission.
- 5.3 In addition to all rights provided by law, WBI:
- a. reserves the right to reject any or all Submissions;
 - b. reserves the right to reject any Finalist after interviews are completed;
 - c. may, at its sole discretion, waive technical mistakes, informalities, or irregularities in any submissions received; and
 - d. reserves the right to select the Finalist which, in its discretion, is determined to provide the best value and product to WBI and which it believes to serve its best interests in accordance with all applicable Pennsylvania laws.
- 5.4 Neither this document, nor the advertisement of the Notice of the RFQ is an offer. The exhibits attached hereto are incorporated herein for all purposes.

NOTE ON THE FOLLOWING PAGE A BASE CONCEPTUAL LAYOUT OF THE SITE IS INCLUDED FOR REFERENCE.

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NOTES:
 1. PROPERTY BOUNDARIES SHOWN ARE BASED ON TAX PARCEL MAPPING AND DO NOT PURPORT TO BE SURVEYED PROPERTY LINES.

PLOTTED: June 06, 2019 - 1:24am (rct2) FILENAME: I:\CAD\544\proj\MISC PROJECTS\Athletic Complex\180\Athletic Complex - Sketch Plan.dwg LAYOUT: CONC

HAWBAKER ENGINEERING
 1952 Waddle Road, Suite 201 State College, Pa 16803
 1-800-284-8590 hawbakereengineering.com

**CONCEPTUAL SITE PLAN
 PROPOSED ATHLETIC FIELDS
 ON LANDS OF SUS. SUPPLY COMPANY
 CITY OF WILLIAMSPORT
 LYCOMING COUNTY**

CONCEPTUAL SITE PLAN			
DATE	BY	CHKD	APPD
6/16/2019	RSB		
DRAWN BY: 1 OF 1			

DATE	REVISION	REV. BY