

**LACKAWANNA COUNTY
REQUEST FOR QUALIFICATIONS**

DATE ISSUED: JUNE 24, 2011

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by Lackawanna County, acting on behalf of the Multi-Purpose Stadium Authority of Lackawanna County, (collectively referred to herein as the "County," unless otherwise noted), c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503, on Friday, July 15, 2011 at 4 p.m., Eastern Standard Time.

1. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified Project Owner's Representatives to oversee the partial demolition, substantial renovation and new construction of its multi-purpose stadium, known as PNC Field (the "Project"). A qualified individual or firm will be selected through a fair and open process at the sole discretion of the County and will represent the County and oversee matters related to the renovation of the existing ballpark, including design, construction, budget, scope and schedule.
2. **PROCEDURES FOR RESPONDING TO THE REQUEST FOR QUALIFICATIONS:**
 - a. Six (6) copies of the proposal must be provided;
 - b. Proposals must be submitted to Lackawanna County, c/o 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;
 - c. 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;
 - d. Submissions by fax, telephone or email are not permitted;
 - e. The final selection will be made at the sole discretion of the County;
 - f. The County reserves the right to reject any or all offers, waive any defect or negotiate for better terms; and
 - g. All questions regarding specifications should be submitted to Lackawanna County, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton PA 18503, (570) 963-6800 or at elkinsm@lackawannacounty.org. Upon written request, a County official, Chief of Staff or their designee will be available by telephone, on an appointment basis only, to answer questions of potential respondents and provide a tour of PNC Field.
3. **PROGRESS DESIGN DOCUMENTS:** The proposal shall be based on conceptual drawings and preliminary program documents, which are available for pickup pursuant to Section 2(g). The project "bricks and mortar" budget is approximately \$28.7 million.
4. **SCHEDULE FOR THE SELECTION OF THE PROJECT OWNER'S REPRESENTATIVE:** The selection of the Owner's Representative will follow the process outlined in the Lackawanna 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.	Attend design development meetings and update budget	July-Nov 2011
b.	Continuing reviews and budget updates	Nov 2011-Jan 2012
c.	Approve GMP	Jan/Feb 2012
d.	Construction Bidding	Jan-March 2012
e.	Shop Drawings and Fabrication	April-Oct 2012
f.	Construction Completion	March/April 2013

6. PROJECT REQUIREMENTS:

- a. The Multi-Purpose Stadium Authority of Lackawanna County (the "Authority") currently owns the existing stadium and a baseball franchise affiliated with the AAA International League of Baseball Clubs, Inc. The Scranton/Wilkes-Barre Yankees (the "SWB Yankees") are the current tenant and stadium operator through a management agreement with the Authority;
- b. The SWB Yankees have expressed their intent to purchase the franchise from the Authority. The Authority intends to use a portion of the proceeds from the sale of the franchise as part of the funding for the stadium renovation. The Authority will retain ownership of the renovated stadium;
- c. The total project budget for the design and renovation of the Stadium will be approximately \$40,000,000. The project will be funded in part from the Commonwealth of Pennsylvania via an RACP grant and from the County of Lackawanna and the Authority;
- d. The Authority will be responsible for the design and renovation of the Stadium. The Authority will consult with the SWB Yankees on the design and renovation;
- e. The Construction Manager will provide a guaranteed maximum price ("GMP"), will hold the trade contracts for construction and will enter into a project labor agreement with the Scranton Building and Construction Trades Council. All savings to the GMP will be returned to the Owner;
- f. The County is in the process of hiring an Architect and Construction Manager for the project;
- g. The Owner's Representative shall represent the County's interests and facilitate the decision making process for the Project using their best efforts, skills and knowledge;
- h. The Owner's Representative shall monitor the design, permitting, and construction schedule for the Project and shall have regular communication with and facilitate interaction amongst all parties (County, SWB Yankees, Architect, and Construction Manager) to adhere to the Project goals for budget and schedule. The Owner's Representative shall attend all design and weekly team construction meetings. The Owner's Representative shall be available on an as-needed basis for phone calls and email review when not on site;
- i. The Owner's Representative shall assist in reviewing and approving the design documents;
- j. The Owner's Representative shall provide timely responses on behalf of the County as it relates to project scope, budget, design approvals and coordination effort required by the County;
- k. The Owner's Representative shall perform the role of decision maker on behalf of the County with respect to scope adjustments to keep the project within the established

budget by encouraging continued cooperation between all parties and allowing them to do their job as contracted for by the County;

- l. The Owner's Representative shall monitor the design progress, procurement, bid evaluation, overall schedule, and closeout and warranty provisions;
 - m. The Owner's Representative shall provide overall total project cost control and oversee RCAP funding reimbursement administration for the County. Neither the County nor SWB Yankees will be responsible for paying any additional amounts over and above the established budget;
 - n. The Owner's Representative shall be involved in the purchasing of any fixtures, furniture and equipment for the project that is not being purchased by the SWB Yankees;
 - o. The Owner's Representative shall review and approve payment requisitions of the Architect, Construction Manager and other project consultants;
 - p. The Owner's Representative shall keep the County informed as required to support providing timely decisions and shall report to the County any issues concerning the Project that could have an adverse impact on the project budget or schedule;
 - q. The Owner's Representative shall act as a voice of reason to promptly and satisfactorily resolve conflicts; and
 - r. The Owner's representative shall have authority after consultation with and approval from the County for decisions related to the Project design, schedule and budget control.
7. GENERAL INFORMATION REQUESTED: In general, the County is requesting that the interested Project Owner's Representative demonstrate:
- a. Your firms' effective working relationships on completed projects, on time and within budget;
 - b. Your firm's successful experience in completing baseball stadium projects of similar size and complexity (i.e. aggressive, one off-season renovations);
 - c. The relevant experience of your firms' personnel; and
 - d. Your firm's experience managing publicly funded projects.
8. 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. Respondents shall submit:
- a. A list of relevant project experience including identifying project name, client, location, a brief description of the project scope (square footage and construction cost) and month/year of completion. The firm must have completed baseball minor league or spring training complex projects where they acted as the Owner's Representative from design through construction and start-up;
 - b. A list of your firm's experience with significant projects in Pennsylvania, Lackawanna County or the surrounding area, highlighting those that involved public funding via Pennsylvania RACP grants;
 - c. A list of the proposed project team members, if more than one, listing their current responsibilities as well as their credentials. Please correlate team member experience to the projects in 8(a). Identify the amount of time each team member is available to spend on the project. Each individual named shall have a minimum of 10 years

- experience working in professional sports construction with professional baseball projects as Owner's Representatives; and
- d. A list identifying any litigation and claims your firm has been involved in over the last three years with appropriate details to enable an understanding of the issue.
9. **SELECTION CRITERIA:** The selection of the Project Owner's Representative will be a qualifications-based selection, considering the firms' experience and successful completion of similar projects. In evaluating candidates, weighted consideration will be given to:
 - a. The firms' track record of successfully managing the design and construction process for ballpark projects of similar size and complexity;
 - b. Personnel experience in stadium projects;
 - c. Experience with publicly funded, municipally-owned facilities;
 - d. Experience with Pennsylvania State RACP funding and reporting procedures; and
 - e. References from other facility Owners.
 10. **THE AGREEMENT:** The County plans to enter into a mutually agreeable professional services contract with the successful firm.
 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. **COMMUNICATIONS WITH COUNTY OFFICIALS:** All communications during this process should be directed to the appropriate contact listed in Section 2(g) of this Request for Qualifications. Any firm that makes any effort to communicate with any other official of Lackawanna County or the Authority, either directly or indirectly, during this process will be EXCLUDED from consideration.
 13. **NO OBLIGATION TO ENTER INTO AN AGREEMENT:** While it is the County's intent to proceed with this Proposal as indicated by issuance of this Request for Qualifications, 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.
 14. **RESERVATION OF RIGHTS:** The County reserves the right to request clarification or additional information from any respondent. The County reserves the opportunity to modify this Request for Qualifications at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.
 15. **CONFLICT OF INTEREST:** All submissions must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

16. **CONFIDENTIALITY:** Information obtained from this Request for Qualifications, and all proposals received in response, will remain confidential (with the exception of information that was previously public information or is otherwise subject to public disclosure), and will not be used for any purpose other than the evaluation of the proposals received by the County. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of all documents related thereto.