

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 November 26, 2010, at 4 p.m. prevailing time.

1. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified construction management firms to oversee the demolition, substantial renovation and new construction of its 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 and will assist in the development of the final design and the development of a Guaranteed Maximum Price ("GMP") for construction that aligns with the budget, schedule, and quality priorities of the Project.
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.
3. **PROGRESS DESIGN DOCUMENTS:** Your 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.
4. **SCHEDULE FOR THE SELECTION OF THE CM:** The selection of the CM 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. Attend project definition phase meetings	December 2010
b. Attend design development meetings and update budget	January/February 2011
c. Continuing reviews and budget updates	March/June 2011
d. Bidding of early packages	April/May 2011
e. Bidding of balance of packages	June/July 2011
f. Finalize GMP	August 2011

The County anticipates the construction shall begin on site immediately following the end of the playoffs in September 2011 and the work being fully completed and accepted by March 1, 2013. The CM is expected to obtain the Certificate of Occupancy by March 1, 2013.

6. PROJECT REQUIREMENTS:

- a. The project will require that the CM negotiate a Project Labor Agreement with the Scranton Building Trades Council;
- b. The project “bricks and mortar” budget is \$28.7 million;
- c. The selection of the CM firm will be based on a track record of working with project team utilizing in-house estimating to stay within the project budget through preconstruction and construction (35%), personnel experienced in stadium projects that would be assigned to the Project (35%), track record of meeting project schedules (20%), managing construction with public bidding and working for a public municipality (10%);
- d. All savings to the GMP budget shall be returned to the Multi-Purpose Stadium Authority of Lackawanna County (the “Authority”);
- e. The County will hold the trade contracts; and
- f. The CM firm, the Project Architect and County Controller will provide recommendations to award to the County for each bid package within the budget established for the work.

7. GENERAL INFORMATION REQUESTED: The County is requesting that CM firms:

- a. Demonstrate how your firm can provide efficient and accurate estimating as the design progresses, and can provide timely cost evaluations and value engineering suggestions;
- b. Participate in an “open book” cooperative and collaborative cost management process to develop a GMP and ensure that your proposal prices will not increase as the construction documents are completed;
- c. Demonstrate your firm’s ability to structure bid packages to benefit the schedule and cost control on the project with examples of similar projects;
- d. Demonstrate your effective working relationships with team members on completed projects;
- e. Demonstrate your firm’s successful completion of stadium projects of similar size, complexity, materials on or ahead of schedule; and
- f. Demonstrate your firm’s ability to obtain competitive pricing from subcontractors and material suppliers in the vicinity of the project.

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. 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. Also identify your firm’s experience with significant projects in Lackawanna County or the surrounding areas;
- b. Provide a list of the proposed project team members; listing their current responsibilities as well as their credentials. Please correlate team member experience to the projects listed in 8(a);
- c. Provide an organizational chart illustrating the relationships, roles and lines of communication and reporting for your firm; and
- d. Provide your firm’s project approach, limited to eight (8) type written pages describing:

- i. Your preconstruction services and process and how you will work with the project team in an “open book relationship” in the development of the GMP budget and the execution of a contract of construction;
 - ii. How the concept of value engineering shall be applied throughout the design and construction document process;
 - iii. The level of required documentation and timing for development of the GMP budget;
 - iv. How your firm will account for scope of work not specifically covered in the documents in your cost estimating;
 - v. What will be considered a change order to the GMP budget;
 - vi. Identify any systems your firm would propose to be designed in a design/build method involving your subcontractors;
 - vii. Confirm that the construction schedule completion dates can be met;
 - viii. Identify any critical path issues and how your firm proposes to manage these issues;
 - ix. Letter from your bonding company confirming your firm’s ability to be bonded for this project; and
 - x. 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.
9. THE AGREEMENT: The basis of the contract shall be AIA A121 CM/C, Standard form of agreement between County and Construction Manager/Contractor, 1987 edition, with modifications. It is the County’s intentions to complete the balance of the construction documents with the assistance of the selected construction manager. During this time period, the selected CM will participate in meetings with the project team.
10. 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.
11. COMMUNICATION WITH COUNTY OFFICIALS: All communications during this process should be directed to the Office of the Lackawanna County Chief of Staff. 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.
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.