



**Southern Lehigh School District  
5775 Main Street  
Center Valley, PA 18034**

## **Request for Qualifications & Proposal for the Stadium Complex**

### **Project Summary**

The Southern Lehigh School District (“Owner”) is requesting qualification and proposals for the design-build (turn-key) improvements to the Southern Lehigh School District Field Complex located at 3715 Preston Lane Center Valley, PA 18034.

The Project will consist of a new Synthetic Turf Field, replacement of a well-worn all weather track and demolition and replacement of home side bleachers. The new infilled turf field and track surface will be in the same location as the existing natural grass field and all-weather track and shall include all demolition, clearing, earthwork, storm drainage, stormwater management, utility improvements, synthetic turf, urethane track, athletic equipment, pavement, curbing, fencing and acrylic surfacing as needed for the project. The design-build “firm” will be required to provide all necessary and required labor and materials for an operation-ready project. The successful firm will collaborate with the district’s architect on matters of design. Permitting will be the responsibility of the district’s architect.

The Contractor is expected and required to visit the site and familiarize themselves with the existing site conditions, utilities, wetlands, etc prior to submitting their proposal to the District.

The requested proposals for the above referenced design-build services shall utilize a Commonwealth of Pennsylvania accepted or approved “Cooperative Purchasing Program” for acceptance by Southern Lehigh School District.

The anticipated time frame for this project is from the start of construction at the conclusion of the Fall 2022 athletic season with expected completion in August, 2023 prior to the start of the Fall 2023 athletic season.

The selection process for the design-build firm is a “best value” selection process. SLSD is requesting the proposing firms determine the best product/system with a proven track record and warranty for the stadium field, track and bleachers. The Owner may interview none, any or all of the firm's qualifications/ proposals. The Owner also reserves the right to evaluate previous projects referenced by the responding firms.

Proposals will be received in triplicate, as well as a digital file (cd/dvd) at the SLSD administrative office no later than Tuesday, May 31, 2022. The Owner reserves the right at its sole discretion to modify these procedures, criteria, and or terms. **Pennsylvania prevailing Wages do apply.**

#### **A. General Information**

1. All responses to this RFQ/RFP are prepared solely at the Firm's expense.
2. The Owner does not obligate itself to accept any submittal. The Owner reserves the right to reject any and all submittals and will have no liability whatsoever to any Firm whose submittal is not accepted.
3. Acceptance of a submittal shall not constitute any interim or final agreement between the Firm and the Owner, and such acceptance will not be binding on the Owner unless, and until, an agreement covering all conditions and provisions of the work have been developed in writing executed by both the successful Firm and the Owner, and the appropriate certificates have been attached to the agreement.

#### **B. Definitions**

1. The "RFQ/RFP" is the Request for Qualifications/Request for Proposal.
2. The "Owner" is the Southern Lehigh School District.
3. The "Firm" is any firm, or combination of teaming firms, submitting a statement of qualifications/proposal in response to this RFQ/RFP.
4. The "Submittal" is the information submitted by the Firm that contains its qualifications, pricing proposal, warranties etc. for consideration by the District.

#### **C. Submittal Content**

1. Provide a complete statement of qualifications and other documentation as necessary to demonstrate the Firm's financial responsibility and ability to provide a surety bond.
2. Provide a listing of the firm's projects and experience. NOTE: If the Firm is a national firm with a regional office/staff or a branch office in Pennsylvania, provide firm information limited to the firm's Regional Office/Staff serving this project or the firm's Pennsylvania experience. Do not submit firm-wide experience not applicable to the office and staff serving this project.
3. Provide a general description of the Firm, a brief history of the organization, and areas of expertise. Identify the Firm's total number of in-house, full-time employees.

4. Identify the individual within your Firm who will be the primary contact.
5. Provide resumes of the individual professionals and project personnel who will provide the proposed pre-construction and construction services. State certifications and involvement in industry trade organizations (i.e American Sports Builders Association and Synthetic Turf Council).
6. Provide all projects completed within the last 3 years, with a required minimum of 5 projects, listing completion date of project and overview of project. Describe your experience reflecting the evaluations of the previous clients on such factors as control of cost, quality of work and meeting deadlines. List pre-construction and construction partners involved in the project. Provide the owner contact name and phone number for each project submitted.
7. Provide a statement of experience in the design, permitting and construction of publicly-funded school improvement projects.
8. Provide a statement of competence to perform the required design-build services as indicated by the technical training , education, and experience of the Firm's personnel and key consultants especially the technical training, education and experience of the employees and consultants of the design-build firm who would be assigned to perform the services, including the proposed architect or engineer of record.
9. Provide a statement of ability to perform the project in terms of its workload and the availability of qualified personnel, equipment and facilities to perform the required design-build services competently and expeditiously.
10. Describe the process you will use to meet the goal of final design and construction to meet competition date.
11. Describe how you will include the Owner and current Architect in the design and pre-construction process to address the final details of the project, layout, materials, and ensuring meeting the end user needs.
12. Provide a minimum of five (5) relevant references, including client name, address, current telephone number and/or email and name and title of contact person. References shall represent the range and depth of the firms' experience in the proposed service areas. Public construction experience in Pennsylvania is strongly preferred.
13. Provide evidence of the Firm's General and Professional Liability insurances, including a current sample insurance certificate which identifies the Insurance Carrier, Policy Number and Policy Limits. Litigation history including any mediations or arbitrations, in which the firm has participated as a party related to providing the firm's proposed services during the past ten years.

14. Provide a disclosure of all convictions or fines assessed against the Firm or any of its officers or directors for violation of State or Federal Law.

#### **D. Minimum Criteria Qualifications for Design-Build**

1. Experience in the design, permitting and pre-construction and construction of similar projects in Pennsylvania, or the region/staff served by the office serving this project.
2. Sufficient number of similar completed projects within the last five (5) years that demonstrate mutually beneficial partnerships with clients.
3. Favorable performance evaluations or recently completed similar projects.
4. Ability to deliver the design, permitting, and construction of the project in a timely fashion and on budget.
5. The technical training, education, and experience of the employees and consultants of the design-build firm who would be assigned to perform the services, including the proposed architect or engineer of record and availability of staff by number of project managers/superintendents within the primary firm to perform the work.
6. Ability to perform the project in terms of its workload and the availability of qualified personnel, equipment and facilities to perform the required design-build services competently and expeditiously.
7. Financial responsibility including evidence of the capability to provide a surety bond for 100% of the ultimate value of the project.

#### **E. Submittal Process and Deadline**

1. The Firm must submit three (3) written copies of its submittal, and one electronic submittal in Adobe PDF format. Electronic submittal must be bound as one file and identical to the hard copy submittal.
2. Proposals shall be addressed and delivered to the Southern Lehigh School District Administration Office, 5775 Main Street Center Valley, PA 18034 Attn: Director of Business Services, Louis Pepe. Mr. Pepe's email address is [pepel@slsd.org](mailto:pepel@slsd.org). Proposals may also be submitted electronically to this email address.
3. Plainly marked on the outside of the package shall be "Design-Build Services Qualifications/Proposal-Southern Lehigh School District."

4. Submittals shall be delivered no later than May 31, 2022. Submissions received thereafter may be disqualified and deemed non-responsive.

## **F. Evaluation of Submittals**

After the stated deadline, the Owner will review all submittals, applying, among other things, the following criteria;

1. The Firm's recent experience, knowledge and familiarity with the design, permitting and construction of synthetic turf projects for public owners in Pennsylvania.
2. Specific qualifications and relevant experience and licensure of primary staff, who will manage, supervise and provide services for this project, including certifications and involvement of personnel and firm in industry trade organizations.
3. Proximity to the Firm and the project primary contact to the Project Site.
4. The experience of the lead firm, design firm, sub-consultants, and associated firms on similar projects and their certifications and involvement in industry trade organizations.
5. The Firm's workload and ability to meet budgets and schedules.
6. The Firm's ability to undertake the work and assume the financial liability associated with the work, including the ability to provide a Surety Bond, as well as the adequacy of the accounting and scheduling systems to identify cost and impacts to the project.
7. Favorable performance evaluations on recently completed similar projects.
8. The pricing proposal utilizing the Cooperative Purchasing Program.

## **G. Second Step/RSP Process and Contract Negotiations**

The District will select Firms that it considers to be most qualified to provide the required services. Firms selected shall be referred to as the "short-Listed Firms" and shall move to the RFP evaluation phase. The following outlines the RFP pricing and technical proposal requirements:

### **1. General Scope of Work**

The selected vendor will be required to provide all labor, materials, equipment and tools necessary for the design and complete installation of synthetic turf field, replacement of the existing all-weather track and replacement of the home side bleachers. The work shall consist of but not necessarily limited to providing a complete synthetic turf system. Scope of work also

includes the ability to provide all required warranty and maintenance services as specified herein and working cooperatively with the Southern Lehigh School District and the municipality regarding planning, inspecting and scheduling those aspects of the project related to the installation of the field turf and infill.

#### **A. Manufacturer Qualifications**

The turf and track system manufacturer, providing the materials, is required to have the following qualifications:

1. Experience in manufacturing synthetic turf and infill materials and urethane track systems in the United States for at least the past ten (10) years for stadium caliber sports fields.
2. The synthetic turf project shall meet or exceed the Performance Guidelines for the Synthetic Turf Council.
3. Firms are allowed to provide options and alternatives in their proposals including corresponding differences in cost.

#### **C. Installer Qualifications**

1. The firm responsible for turf, track a bleacher installation, warranty and maintenance (hereinafter referred to as "Contractor") shall have operated its company for a minimum of five (5) years.
2. Contractor shall have a "certified representative" on-site who has overseen the installation of at least twenty-five (25) synthetic turf fields and urethane tracks. This representative shall supervise the installation of this project and certify the installation and warranty compliance.
3. Contactor shall meet or exceed the standards of the Synthetic Turf Council for installation of synthetic turf.
4. Contractor shall provide competent workers skilled in this specific type of synthetic turf synthetic track/bleacher installation as included in the RFP.
5. The designated project supervisory personnel shall be certified as competent in the installation of this materias, including sewing seams, gluing seams and proper installation of the infill mixture.
6. Contractor shall identify and provide the name of a single point of contact person within its company for this project, beginning with the RFP process through construction administration and project close-out.

7. Contractor shall coordinate all documents, submittals, shop drawing, schedules and warranty and close-out efforts, internally and shall not rely on the School District Representative to coordinate with multiple parties.

## **2. Scope of Work**

- A. The project requires 1) the replacement of the current track 2) the conversion of the natural surface field to a synthetic turf field to accommodate football, boys lacrosse, girls lacrosse, field hockey and soccer 3) the installation of bleachers on the home side of the stadium. Interested firms are encouraged to schedule meetings with district staff and conduct site visits. Firms will provide proposals based on their expertise and experiences that provide the greatest value to the district. Firms may provide options and alternatives, including associated costs, within their proposals.

## **3. Modification of Criteria, Procedure and Terms**

This RFQ/RFP sets forth the intent of the Owner as to the procedure and criteria by which the Design-Build firm will be selected. Except as required by statute, the Owner reserves the right, in its sole discretion, to modify this procedure and criteria until an agreement between the Owner and the successful Firm is executed.

## **4. Clarification and Supplementation for Submittals**

The Owner reserves the right, in its sole discretion, to have any Firm clarify or supplement its submittal, including making such request through direct contact with the Firm.

## **K. Questions and Answers**

1. Firms are encouraged to schedule site visits and meetings with district staff.

## **End of Request for Qualifications/Proposal**