

# Request for Qualifications For Engineering and Design Services

for

## The Borough of Pottstown Sundstrom Field Baseball Facility Restoration

### Purpose of RFQ

The Borough of Pottstown, PA invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firms interested in providing professional engineering and design services as herein outlined.

### Project Background

Sundstrom Field is a 60 / 90 baseball complex owned by the Borough of Pottstown and leased to Sports Enterprises INC. for American Legion Youth Baseball. The facility was built in the 1960's and is located at 351 Manatawny Street, just north of Memorial Park, in a bend along the Manatawny Creek. The facility is comprised primarily of 100,000 sq ft of play field (combined infield and outfield) with a grass infield, 1 recessed block masonry dugout and an approx. 4,000 sq ft 36" high raised concrete pad with block masonry sidewalls containing spectator areas, backstop, team dugout and a concession stand/pressbox.

Due to its low elevation and close proximity to the Manatawny Creek, located roughly 40 yards from the waterway at its closest point, the site does see frequent flooding, though in the past these events have had minimal effect on the complex apart from damage to the infield mix and outfield fencing. However, more recently, major flood events have caused significant damage to the areas located closer to home plate, including the spectator and team dugout areas. Flooding in 2019, saw damage to retention walls sideline fencing, backstop, dugouts and the raised concrete pad.

Utilizing funds from the Commonwealth Finance Authoring, The Borough of Pottstown seeks to repair and replace portions of the facility in such a way as to minimize damage during future flood events. It is assumed that we will replace facilities and furnishings in a similar manner, elevated 36" on the concrete pad whenever possible. Improved field drainage design is anticipated to be a part of the scope of work.

### Objectives

The Borough of Pottstown seeks to retain a highly qualified firm to develop comprehensive plans and specifications for repair or replacement of several primary features of the facility working within the grant budget. Primary focus will be on the following:

1. First baseline retention wall
2. First baseline team dugout (recessed)
3. Backstop
4. Third baseline team dugout (elevated)
5. Elevated spectators areas

6. Pressbox and concession stand
7. Utilities at these locations including water, drainage and electric for lighting and pressbox/concession stand
8. Fencing along first and third baseline sidelines.

The plan will include construction documents and all specifications necessary to have a “shovel-ready” project to be bid on Pennbid.

The Borough will give prime consideration to the firm with significant, current experience in the development and design of similar plans or projects. The Borough reserves the right to negotiate with one of more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

## Scope of Work

The selected firm will be required to perform the following:

- A. Assess condition of damaged facilities including raised concrete pad, team dugouts, retention wall, backstop, concession stand/pressbox and utilities.
- B. Design or identify replacement structures for damaged facilities.
- C. Prepare preliminary estimates of probable construction costs for selected plan components.
- D. Coordinate meetings with Borough staff during planning and design process.
- E. Provide set of project plans and construction specifications: 2 hard copies, digital and CAD files.

## Project Funding

Funding for the work herein described will be provided from a grant from the Pennsylvania Commonwealth Finance Authority and Borough Parks and Recreation Funds.

## Selection Process

The Borough may invite several firms to be interviewed prior to making a final selection for this project. If the Borough desires to interview a firm, the firm will be notified of the date and time of the interview.

The selected respondents will negotiate with the Borough on the fee and contract conditions. If in the opinion of the Borough, a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with the second-choice respondent until a mutually agreed upon contract can be negotiated.

## Submittal Requirements

Interested parties shall submit the following items:

1. Firm profile including staff size and rate structure
2. Approximate number of staff hours for a project of this type broken down by position
3. Statement of experience with similar projects

4. Narrative statement (limited to 3 pages) on management and organizational approach to the project including the following:
  - a. Description of understanding of the project
  - b. Description of how the firm will organize to perform services
  - c. Timeline with target dates for completion of project
5. Three (3) professional references to assist the Borough in determining the firm's capability to complete the project

## Evaluation Criteria

1. Qualifications of firm, specifically as they relate to this project
2. Firm experience on similar projects and related project experience of individuals who would be assigned to work on this project.
3. Available resources to complete project, including analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to project categories
4. Professional references
5. Completeness of Application

## Additional Instructions

- No gratuities: Respondents will not offer any gratuities, favors or anything of monetary value to any official or employee of the Borough for the purpose of influencing their selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials.
- By submitting a response, Respondents represent and warrant to the Borough that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the Borough for consideration in the selection process may be excluded.
- Interviews: After the initial evaluation of the statements of qualification, Respondents will be notified of their status in the selection process. IF interviews are initiated, they will focus not only on the Respondents project approach, but also on an appraisal of the design professionals who would be directly involved in the project.
- Inquiries: All inquiries should be directed to Michael A Lenhart, Parks and Recreation Director, [MLenhart@pottstown.org](mailto:MLenhart@pottstown.org)
- Cost of Responses: The Borough will not be responsible for any costs incurred by anyone in the submittal of responses.
- Contract Negotiations: This RFQ is not to be construed as a contract or a commitment of any kind. If this RFQ results in a contract offer by the Borough, the specific scope of work, associated fees and other contractual matters will be determined during the contract negotiations.
- No Obligation: The Borough reserves the right to reject any and all proposals
- Professional Liability Insurance: The Respondent shall have the appropriate liability insurance as required by the state of Pennsylvania.

## Submittal Instructions

The Borough will receive responses to this RFQ at the address set below until 4 PM on June 24, 2021.

Pottstown Borough Hall  
ATTN: Kourtney High  
100 East High Street  
Pottstown, PA 19464  
Email: [KHigh@pottstown.org](mailto:KHigh@pottstown.org)

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