



City of Burlington

REQUEST FOR QUALIFICATIONS (RFQ)

FOR DESIGN BUILD SERVICES

ENTERTAINMENT VENUE at the BURLINGTON ATHLETIC STADIUM

Key Dates:

RFQ Issue Date	September 6, 2022
Site Visit Opportunity	September 13, 2022, 10-11am
Deadline for RFQ Inquiries	September 26, 2022, 5pm
SOQ's Due	October 3, 2022, 5pm
Earliest Potential Interview Date(s)	October 4 & 5, 2022

INFORMATION AND INSTRUCTIONS TO DESIGN BUILDERS

1 - GENERAL INFORMATION

1.1 Authority

Pursuant to NCGS 143-128.1A the City of Burlington (City) is issuing this RFQ to procure a Design Builder (DB) to provide design and construction services for the Entertainment Venue at the Burlington Athletic Stadium.

1.2 Project Site

The project site is the Burlington Athletic Stadium located at 1450 Graham Street, Burlington NC. See Attachment A for a graphic that shows the area available for an entertainment venue (green highlight) which is located on the right-field line area. The existing structure in the area will be removed by the City prior to construction.

1.3 Anticipated Project Budget

The anticipated project budget is \$1.95 million which would include design and any contingencies.

1.4 Project Schedule

The goal of the project is to complete the entertainment venue by mid-May 2023 so that it can be utilized for the 2023 Season which starts early June and ends early/mid August.

1.5 History/Background (source: https://en.wikipedia.org/wiki/Burlington_Athletic_Stadium)

Burlington Athletic Stadium is a baseball stadium in Burlington, North Carolina. It seats 3,500 and serves as the home field for the Burlington Sock Puppets of the Appalachian League. The Sock Puppets were previously known as the Burlington Royals (2007–2020) and Burlington Indians (1986–2006) when the Appalachian League was a rookie league affiliated with Minor League Baseball prior to Major League Baseball's 2020 reorganization of the minor leagues.

Originally built in Danville, Virginia and known as League Park, the stadium was purchased in 1958 for \$5,000 after the Danville Leafs folded. After being dismantled in Danville, it was hauled to its present location and rebuilt. It reopened for play in 1960. At that point, the team left their previous home at Graham Athletic Park, which is now used by Graham Middle School.

The ballpark was known historically as Fairchild Stadium, after the adjacent Fairchild Park and nearby World War II Fairchild Aircraft manufacturing plant. It played host to many games in the original Carolina League, and appears in Ron Shelton's 1988 film, "Bull Durham."

Burlington Athletic Stadium is also known to have played host to many Major League Baseball stars beginning their careers. Notable former Burlington Indians include CC Sabathia, Bartolo Colón, and Manny Ramírez. 2018 Baseball Hall of Fame inductee Jim Thome also began his career in Burlington. Historic greats who once made Fairchild Stadium their home field include another Red Sox legend, Luis Tiant, and longtime New York Yankees pitcher and coach Mel Stottlemyre. Former Burlington Royals who played at Burlington Athletic Stadium include Nicky Lopez, Salvador Pérez, and Wil Myers.

The park was also the site of the longest continuous single-game broadcast in baseball history. The 27-inning marathon between the Burlington Indians and Bluefield Orioles lasted eight hours and fifteen minutes, and occurred over two days on June 24–25, 1988. Indians' announcer Richard Musterer called the entire game for WBBB-AM.

1.6 Project Description/Goals

The City of Burlington has made continuous improvements over time to the Burlington Athletic Stadium to enhance player and patron experiences. Most recently the City of Burlington invested over \$1 million dollars in a new entry way, ticket booth and sales area as well as new bathrooms.

The addition of an entertainment venue will provide:

- an enhanced social experience for patrons
- increased opportunities for events and rentals, including off-season
- comparable entertainment offerings of other area/regional venues
- integration with existing facility with a scalable design to allow future expansion

The City of Burlington intends to make improvements to the right field area of the stadium to create an entertainment venue with the following elements.

- Provide a bar (island type preferred) at the heart of venue.
 - plenty of counter space for sales is important; most patrons are not expected to sit at the bar but will order and pick up drinks while standing
 - shading for this area is important as well
 - include multiple video monitor locations
 - refrigeration and beer tap system required
- Shade structures should be provided to the extent feasible. It is important to provide plenty of height for the shade structures. Permanent structures are preferred but fabric devices can be used sparingly to help provide strategic shading and a festive environment. Priority should be given to the following areas:
 - Bar Area
 - Group/Reservation Areas
 - New seating/gathering areas for non-reserved areas
- Social/Group gathering areas are to be provided and should be for a combination of standing, high top, and seating for group/reservation settings of 10-25 people with ease of transition to 75-150 people. These areas should be planned to allow for sectioning off areas to keep other spectators out of the party without having to station people for crowd control. Capacity of the entire venue including standing and seated should be 300 people, minimum. Provide for 3 discreet areas of seating that can be reserved but flexible so they can be combined. Round tables for seating smaller groups (2-6) should be considered in lieu of rectangular tables. Tiered seating areas should be also considered for a portion of the area to allow views over those in front of the seating areas. Drink rails (~12" deep) should also be considered for guardrail locations facing the field, where practical/logical. These spaces should be

strategically planned to provide multiple elevations of fan experience. Consideration should be given to an at grade area near the foul line with a higher level located behind it. If feasible, rooftop seating above the bar would be desirable. Moveable seating and tables need to be functional and easily broken down or stacked for storage. The semi-circular tables and 4 swivel type chairs, like the 4Topps brand, could be incorporated at prime locations for corporate sponsorship opportunities.

- If feasible, consideration could be given to extending an element of seating or gathering space behind the right-field fence. This would provide a unique fan experience and perspective and give the stadium a sense of scale found with larger venues.
- Look for an opportunity to develop an entry gate into this venue from the back parking area, that could be used when the remainder of the stadium is closed as well as for open events and exits from the stadium.
- A commercial kitchen facility shall be included with the project to allow for the provision of food/beverage for the group/reservation areas as well as the other stadium areas that meets the local health and safety protocols. The kitchen should include the following:
 - Walk In Cooler(s) large enough for beers, produce, beer kegs, etc.
 - Flat top grill/griddle
 - 2-3 Fryers
 - Convection oven
 - 3-Section sink and handwash sink
 - Dry storage area conveniently located for delivery
 - 4-6 burner stove top
 - 3-4 portable electric stand-up food warmers, minimum
 - Double-door reach in freezer(s) with room for future growth
 - Prep station cooler
 - 2-3 stainless steel prep tables with adequate working and storage space
 - Hood system , as required.
- Provide ADA ramp access for all patrons and service personnel where possible. Ramps are essential for service staff to avoid having to navigate steps when delivering food. If switchbacks are necessary, provide wide enough areas for ease of service access. Elevators are costly and cumbersome, and therefore are to be used as a last resort.
- Provide convenient service access for deliveries and trash pick-up.
- All spaces to have adequate height for utilities and be spacious for guests (9' minimum).
- Provide adequate storage and prep space.
- Modern netting to protect people from line drive type foul balls but allow clear views is a must. Review existing netting and augment with new netting, as required.
- Wayfinding to be intuitive, as much as possible, with open areas at decision points so patrons can easily maneuver the venue.
- Provide plenty of power outlets throughout the venue; this will be very beneficial for

rolling hot boxes to be used for catered or plated events.

- Restrooms should be provided in the event venue so patrons do not have to leave the area.
- It is desirable to be able to physically isolate the entertainment venue so access to the rest of the stadium is not allowed, so events can be held here without the rest of the stadium being open. The entertainment venue is expected to be used longer than the normal baseball season.
- Consideration should be given to sound/pa system/speakers for this area.
- The entire facility needs to be designed with ease of cleaning, minimal personnel to manage an event, security in mind, and above all a fun place to be.
- To the extent practical the design for this entertainment venue should be scalable to allow for future expansion into adjacent areas and to provide a logical flow of pedestrian traffic thru the space.
- The City will provide any video input sources for monitors; conduits for those sources will need to be provided to ensure adequate pathways for these sources or for any other security/etc. cables.
- Attachment B includes images that reflect some of the items detailed above.

1.7 The Design Build services will be performed as a single contract with one entity identified as the Design Builder (DB). Services will include all necessary activities to design and construct the project.

1.8 The DB will be an integral member of the Project Team, consisting of the DB, representatives from City, and other consultants as required. Generally, it will be the responsibility of the DB to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting, to provide design, code analysis, value engineering and constructability reviews, develop schedules; prepare detailed project construction estimates; study labor conditions; and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase.

1.9 The DB assumes design and construction risk and has direct authority over the sub-consultants and subcontractors. The DB will act as the City's fiduciary and have a relationship of trust and confidence between itself and City. The Project will be an "open book" job whereby City may attend any and all meetings of the DB firm relating to the Project and have access to any and all books and records of the DB relating to the Project.

2 - ANTICIPATED SCOPE OF WORK

2.1 After being selected, the DB will execute a contract with City to provide design and construction services of the project.

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Build Team.

Schematic / Preliminary Design (SD)

1. Prepare site, architectural, structural, mechanical, plumbing, fire protection (if needed) and

electrical schematic design plans for City Staff consideration.

2. SD Phase plans and Preliminary Design report will minimally include:
 - a. Building Design information including: reconfirming design intent, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with existing systems and outline specification to integrate systems, products and procedures for architectural, civil and landscape.
3. Work in digital format: Revit or Building Information Modeling (BIM) software.
4. Develop preliminary estimate of construction cost setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.
5. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
6. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
7. Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
8. Conduct regular, biweekly, design meetings.
9. Attend two Board meetings (if required.)
10. Update the design schedule.

Design Development (DD)

1. Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include structure design, review and confirm building plan configuration and elevation elements including interior elevations, finishes and colors, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, review and coordinate systems integration to include all utilities and controls.
2. Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
3. Documents produced in digital format: Revit or Building Information Modeling (BIM) software.
4. Conduct regular, biweekly, design meetings.
5. Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
6. Review, update and confirm project schedule.
7. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

Permitting, Reviews and Approvals

1. Review and / or present design concepts to the City of Burlington Planning Department and any other regulatory agencies whose approval is required.
2. Submit plans and applications to regulatory agencies
3. Secure approvals from all other local and state agencies as required.
4. Coordinate the construction or relocation of privately owned utilities if necessary.

5. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize the project's Construction Documents to support the prepared budget, obtain necessary permits to construct the project.
2. Documents produced in digital format: Revit or Building Information Modeling (BIM) software.
3. Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
4. Incorporate bid alternates as necessitated by the project budget.
5. Conduct regular, monthly, design meetings.

Construction Administration (CA)

1. Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

Post Construction Phase/Deliverables

1. Prepare as-built documents based on information received from the contractor in AutoCAD or in such a format as the owner requires.
2. Assist in project closeout, establishment of warranties and guarantees.
3. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

Summary of Design Build Process

1. There will ultimately be a single contract from the Owner with a lead Design-Builder who will be expected to fulfill the terms of the contract through delivery of a finished, fully usable facility, on a turnkey basis, that satisfies the Owner's project requirements. The Owner chose the Design-Build delivery method specifically to give them a single point of responsibility on the part of the Design-Builder for every design service and construction need. Moreover, the Design-Build delivery method is expected to allow concurrent design and construction activities. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural, design, and construction services) shall act in the best interests of the Owner. At all times and project stages, the Design-Builder shall use their best efforts to perform the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints, and budget. The lead Design-Builder shall hold all design professionals, testing services, trade contractors, and trade supplier contracts. The Design-Builder shall develop an overall project schedule, which will be a contractual obligation. In addition, the lead Design-Builder will be responsible for methods of construction and safety, as well as for the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its

predetermined budget limits and schedule.

3 - SELECTION CRITERIA & WEIGHTING OF THE QUALIFICATIONS CRITERIA

3.1 Firms interested in providing Design Build services must submit a Statement of Qualifications (SOQ) that addresses the following qualifications criteria. Applicants are encouraged to organize their submissions in such a way as to follow the qualification criteria listed below.

3.2 Qualifications will be evaluated by the Review Committee (see Section 5 below) using the weighting listed on the qualification criteria below.

3.3 Qualifications Criteria

3.5.1. General information

- Cover Letter (1 page) with company name, contact name, address, fax number and email address
- Description of firm/team
- Legal company organization; organization chart with names
- List of applicable North Carolina licenses
- Indicate firm's good faith effort to accomplish the City's 10% MWBE participation goal that utilizes the same process/forms as North Carolina's State Construction Office (SCO)

3.5.2. Relevant Firm Experience 20%

- Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in North Carolina.
- Provide narrative of applicant's overall reputation, service capabilities and quality as it relates to this project.
- Provide annual workload for each of the last five (5) years, number of projects and total dollar value.
- List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.
- List and briefly describe 3-5 comparable design-build projects completed by proposing firms, or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable); list the Guaranteed Maximum Price (if given), or if not given, the estimated cost provided by you, and the total cost of the project at completion. Include project owner, project location, contact name and title, address, current and accurate telephone number, fax number, and email address (if available). Include specific details on the extent to which design, pre-construction & construction phase services were provided.
- Firm should have experience delivering Design Build projects to public sector clients.

- Provide type and amount of self-performed work.
- A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- Financials – Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Indicate Dunn & Bradstreet rating if one exists. (Firms must submit financial data and may clearly indicate a request for confidentiality.)
- Attach letter from Surety Company or its agent licensed to do business in North Carolina verifying proposer’s capability of providing adequate performance and payment bonds for this project in accordance with the provisions of Article 3 of Chapter 44A of the General Statutes.
- Litigation/Claims. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and designer and provide a full explanation with relevant documentation.
 1. Has your company ever failed to complete work awarded to it?
 2. Has your company ever failed to substantially complete a project in a timely manner (i.e., more than 20% beyond the original contracted, scheduled completion date)?
 3. Has your company been involved in any suits or arbitration within the last five years?
 4. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents?
 5. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?

3.5.3. Team Experience & Qualifications 25%

- Describe the structure and location of the proposed project team.
- Attach project organizational chart indicating the placement of each of proposed project team members.
- Describe each team member's position within the firm. Provide resumes of each proposed team member.
- Provide an explanation of your project team selection in accordance with NCGS 143-128.1A(c)(8) and 143-128.1A(f).
- Briefly describe each team member's role on this project.
- Provide "team" experience working together on similar projects.
- Explain your understanding of, and experience with, the Design Build Delivery Method, especially as it applies to management staff.

3.5.4. Project Understanding and Approach 45%

- Provide a brief, overall description of how the project will be organized and managed, and how the services will be performed in the Design, Pre-Construction and Construction Phases. Project planning that offers the same project manager for pre- construction and construction phases shall be given preference. Please describe the following in your proposal:
 1. Preconstruction and Design approach
 2. Cost Model and Estimating process during Preconstruction
 3. Construction Management Process and management system that will be utilized during the project
 4. Project Tracking/Reporting and systems utilized
 5. Closeout and Project Turn Over
- Demonstrate your understanding of the project.
- Provide a conceptual graphic/layout of the entertainment venue.
- Identify and discuss any potential foreseen problems during design and construction and methods to mitigate those problems.
- Describe your quality control plan, dispute resolution, and safety management.
- Describe your communications plan to communicate to different entities and stakeholders while delivering the project.
- Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors.
- Provide certification that each design professional who is a member of the design-build team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31.

3.5.5. Other Factors 10%

- Current workload and ability/capacity to proceed promptly and complete the project.
- Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- Relevant factors impacting the quality and value of work.
- Clarity, organization, level of detail in proposal.

4 - SUBMITTAL REQUIREMENTS

- 4.1** The Statement of Qualifications (SOQ) shall include a one-page cover letter plus a maximum of **thirty (30)** pages to address the SOQ criteria specified in Section 3. The Cover Letter, Table of Contents, Financials, Surety Letter, Resumes and section divider pages do not count toward the total page count. Resumes for each key team member shall be limited to no more than two pages.
- 4.2** Six (6) hard copies of the SOQ must be submitted to the City’s Capital Projects Manager, Fred Patrick, at 425 S. Lexington Avenue, Burlington NC 27215, by October 3, 2022 at 5pm. One electronic copy in PDF format must also be emailed to fpatrick@burlingtonnc.gov by the same date and time.
- 4.3** INQUIRY/SUBMITTAL DEADLINES: Any questions related to these RFQ submittal package requirements or related documents must be submitted to fpatrick@burlingtonnc.gov by September 26, 2022. Clarifications and/or additional information will be provided by the City of

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Burlington. City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders.

- 4.4** City reserves the right to reject any or all SOQ’s, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. Failure to comply with the following may be grounds for disqualification:
- a. Receipt of submittal by the specified cut-off date and time.
 - b. The number of originals and/or copies of the submittal specified.
 - c. Adherence to maximum page requirements.

4.5 All costs for development of the written submittal and the oral presentation are entirely the obligation of the submitting entity and shall not be remunerated in any manner by the Owner.

4.6 The City of Burlington will expect the following insurance coverage during the life of the potential contract. Professional liability insurance will also be required.

Certificates for Workers Compensation, General Liability and Vehicle/Equipment Insurance will be required and submitted as part of the bid package. The Contractor, at its own expense, shall keep in force and at all times maintain during the Agreement:

<u>Insurance Type</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
<u>General Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Automobile Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	
<u>Owners Protective Liability or Project Specific Aggregate</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Excess Liability</u>	\$5,000,000	\$10,000,000

The City of Burlington must be named as an additional named insured on the Contractor’s insurance policy.

The following statement must be on the certificate of insurance: a blanket waiver of subrogation shall apply in favor of the City of Burlington and all additional insured’s as required by contract.

Workers’ Compensation Coverage

Full and complete Worker’s Compensation Coverage, as required by the State of North Carolina, shall be required.

For the certificate holder it needs to be listed as:

City of Burlington
425 S. Lexington Avenue
Burlington, NC 27215

4.7 ADDITIONAL INFORMATION – The City of Burlington reserves the right to request additional information or clarification of information provided in the response without changing the terms of this RFQ.

5- SELECTION PROCESS AND SCHEDULE

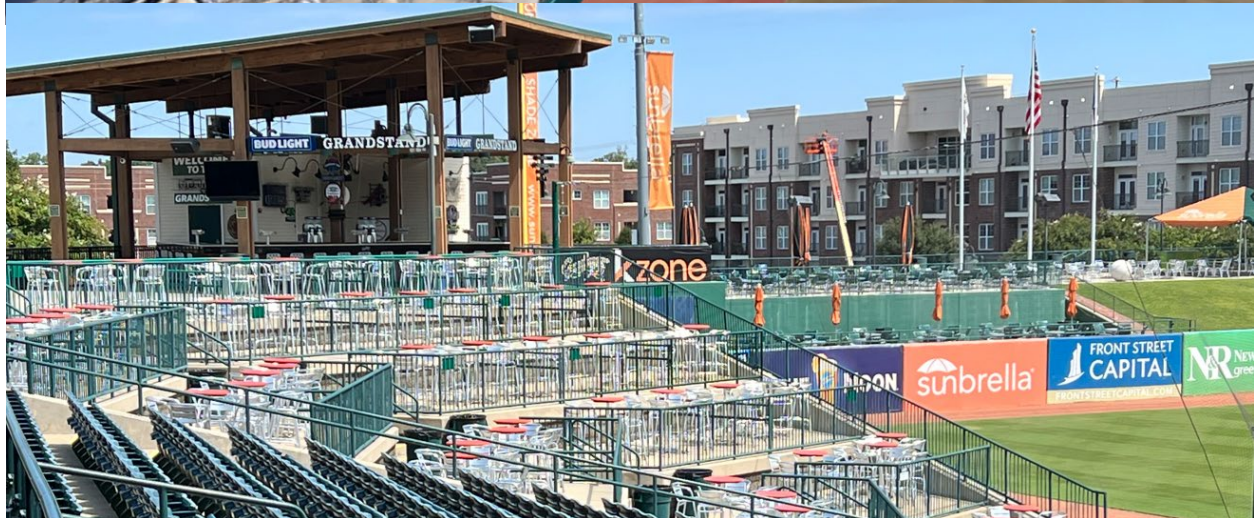
- 5.1** A Review Committee (RC) comprised of members of City staff from various departments (i.e., recreation, administration, purchasing, etc) will evaluate each Statement of Qualifications (SOQ) according to the above criteria and rank the top three design-build firms. Following a review of the submittals the RC will select the Design-Build firm and begin negotiations of fees. If the selected Design-Build firm and the City do not come to an agreement, the City reserves the right to enter negotiations with the next highest-ranking Design-Build firm. Those firms not selected for further consideration will be notified.
- 5.2** Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.
- 5.3** The City of Burlington intends to use DBIA or AIA standard form agreements between owners and design-builders.
- 5.4** There is a site visit planned for all Design-Build teams to view the existing stadium. September 13th at 10:00 AM-11:00 AM is the time. Meet at the front gate. If for some reason, you cannot make the scheduled visit you can contact Anderson Rathbun to schedule another time. His phone is 419-913-7218 and email: anderson@gosockpuppets.com
- 5.5** The following tentative schedule has been prepared for this RFQ Process. Potential interview dates are listed below.

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Attachment A: Area Available for Entertainment Venue
(service access can be outside of this area as appropriate)



Attachment B: Examples of Entertainment Venue Amenities



Tiered General Admission Areas that provides social space but also good visibility for play (lacks shade for that area); Covered bar area with bathrooms; Encroachment up to the foul line; Venue wrap around the outfield area



Large bar area with permanent shade structure and tall ceiling.

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Drink railing

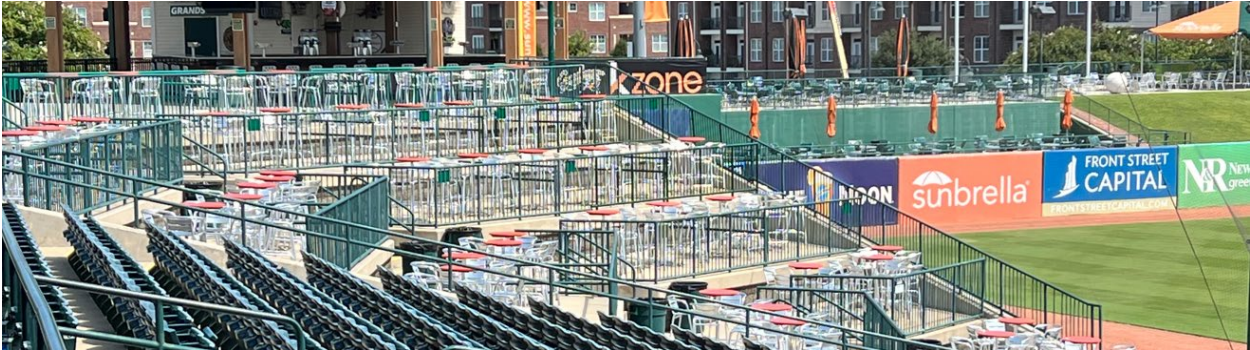


Small hi-top round tables/seating



Reservation Area that can be separated for groups

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Tiered seating with table providing good vision and spacious experience; large bar with shade structure and tall ceiling in background.



Open seating for all ticketholders.

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Modern netting with good visibility.



Cordoned off section for group reservation.

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Ramps with wide turn areas.



At grade seating projecting in foul territory towards the foul line.