

REQUEST FOR QUALIFICATIONS FROM COMPANIES
TO ENTER INTO A DESIGN AND CONSTRUCT
BALL FIELD COMPLEX
WITH THE
TOWN OF PINEDALE, WYOMING

Introduction

The Town of Pinedale, Wyoming (“Town”) is situated in the northern part of Wyoming and is the County Seat of Sublette County. The population was 2,030 at the 2010 Census. The Town has considered relocation of the existing Ball Fields located along Fremont Lake Road, north of the Pinedale Clinic. Relocating the Ball Fields is necessary to provide a location for expansion of the existing health care facilities (Critical Access Hospital). To properly evaluate what it will take to relocate the ball field facility to a new location, the Town contracted Jorgensen to provide this analysis. Subsequently, the Town has chosen **Site 1, Option A**, identified as the “Bus Barn” location in the August 9, 2019 Ball Fields Site Relocation Analysis prepared for the Town of Pinedale by Jorgensen Associates. This site is located at 1776 West Pine Street right near the western edge of the Town of Pinedale Corp. Limits. The parcel is a 35-acre lot owned by SCSD#1 and houses the Bus Barn and a Compressed Natural Gas Station.

The purpose of this Request for Qualifications (“RFQ”) is to identify qualified companies who may be interested in entering into a contract for designing and managing the construction of 2 softball fields and dugouts, 1 little league field and dugouts, 1 soccer field, parking, concessions building, relocation of top soil from existing facility, fencing, lighting, and any access improvements. Refer to the August 9, 2019 Ball Fields Site Relocation Analysis prepared for the Town of Pinedale by Jorgensen Associates for a detailed description.

Submittal Procedures

A response to this RFQ must be submitted electronically, or by mail or courier service, to the following address by 4:30 p.m., local time, October 3, 2019:

Maureen Rudnick, Clerk-Treasurer
Town of Pinedale
69 Pinedale South Road
P.O. Box 709
Pinedale, WY 82941
Phone: 307-367-2348
Email: maureenrudnick@townofpinedale.us

The following general framework should be used in the proposal:

1. A brief introduction of the individual(s) or firm(s) involved in the response, including year established and any former names of the firm, as well as contact information including name, address, telephone number and email addresses. That introduction should include information as to the size of the company.
2. A summary of relevant experience in designing and managing municipal Ball Field complexes. Include contact information for municipality with whom you have worked.
3. A summary of some past projects that were successfully completed related to the design and management of Ball Fields in Wyoming or other states. This would include site acquisition and design and construction management.
4. An estimated timeline to enter into the design and contract management of the complex.
7. Certificates of insurance indicating policy limits.
8. Identify personnel, including expertise and qualifications of key team members anticipated to be assigned to this project.
9. Provide a list of three (3) references for the firm. For each, include a contact name, phone number and email address.

General Criteria for Evaluating Statement of Qualifications

Experience: The experience of the proposed company should be documented, including experience in projects similar to the project being considered by the Town.

Expertise: Specific expertise is desirable in a variety of areas, including the following: Site Selection, Ball Field Design, and Construction Management.

Workability: Assurance of the demonstrated ability of the company to work with a diverse group of individuals and agencies, including citizens, property owners, businesses and governmental organizations.

Conflicts of Interest: The qualifications statement shall specifically address any possible conflicts of interest and the company's position or response as to whether or not such other work or relationship may be deemed a conflict of interest.

Special Qualifications: The qualification statement shall identify any specific qualifications which might make the company uniquely qualified to provide the requested design, construction, management, ownership and requested services. These may include similar work experience related to another community of similar size or a project of similar design.

Professional Staff: The experience of the company's personnel assigned to this potential project shall be noted.

Acceptance: The Town reserves the right to accept or reject any or all Statements of Qualifications, to waive informalities and irregularities in Statements of Qualifications, and to enter into a contract or otherwise proceed or choose not to proceed on this project.