

CITY OF WINSTON-SALEM

Letter of Interest / Statement of Qualifications

LOI25232

Truist Stadium Playing Field Evaluation Services

The City of Winston Salem is seeking proposals for field evaluation services for the future renovation of the playing field at Truist Stadium, which is the home of the Winston-Salem Dash Minor League Baseball team. All submissions must adhere to the Professional Development League (PDL) facilities compliance guidelines set forth by Major League Baseball. The awarded company or firm is to provide a final report on the existing surface and what renovations must be made to meet full PDL compliance and provide a high-performing sand base surface to the City of Winston Salem.

Qualifications:

Interested firms or companies must have completed a minimum of three (3) comparable playing field evaluation studies on high performance sand base athletic fields preferably within MILB or MLB. All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of proposals will be based on the firm's overall experience, past performance, knowledge, and familiarity with the type of work required, the experience of proposed staff to perform specific work required, including any sub-consultants, with preference given to firms in North Carolina and/or who have reduced travel expenses.

The City of Winston-Salem reserves the right to either: advertise a formal Request for Proposals to determine the most qualified vendor, or to directly negotiate a contract with the most qualified vendor who submitted a proposal for this solicitation.

This is the complete document. For questions, contact Darren Redfield at darrenmr@cityofws.org, by 336-747-6936.

The City of Winston-Salem in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Darren Redfield
Purchasing

FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

All Letters of Interest proposals should be limited to eighteen (18) pages including any cover sheet but excluding any blank pages. As a sustainability practice, only electronic proposals in PDF format are to be submitted to bids@cityofws.org prior to the deadline of **4:00:00 PM, March 28, 2025**.

Section I - Cover/Introductory Letter

The letter should be no more than two (2) pages, addressed to the City of Winston-Salem, and should contain the following information:

- Expression of firm's interest in executing the work;
- Statement of any possible conflicts of interest; and
- Summation of information contained within the letter of interest, including an email address and telephone number for the company's primary contact person.

Section II - Qualification Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify personnel/sub-consultant qualifications and experience with similar projects;
- Demonstrate an understanding of this project (site conditions, professional baseball turf needs, etc.);
- Unique qualifications/certifications of key team members;
- Proposed schedule for completion; and
- Provide between 3 and 10 job references (and photos) of similar work performed within the last seven (7) years.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Workforce Chart/Graph;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firm's North Carolina personnel and resources to be assigned to the work; and
- Other relevant information

Section IV – Proposed Scope of Work

The proposed scope of work for this engagement should include the following. Firms should address each item in their response.

- Extensive analysis of the existing as-built drawings
- Topographic survey of the existing playing field and surrounding areas

- Undisturbed core samples of the existing playing field to be analyzed by a third-party laboratory (ISTRIC or Turf and Soil Diagnostics are the preferred testing agencies)
- Full audit of the existing irrigation system including pump system if applicable
- Full audit and/or scope of the existing drainage system
- Complete report of the findings on the existing surface and what renovations are needed, and provide a full in-person presentation to all stakeholders regarding the path to PDL compliance.
- Create a preliminary cost estimate for the project as proposed.

Additional items recommended but not required:

- Sonar scan of the field to show all infrastructure and material depth.
- Ability to produce a specifications document to include all materials and mixes if the project requires a public bidding process (determined based on total cost). All specifications should be agreed upon by all stakeholders prior to the publication of the bid.

If an award is made directly from this solicitation, the selected company will be notified by telephone. Notification of award to companies not selected cannot be made until a contract is awarded.