

1. Introduction

The City of Mankato, Minnesota (“CITY”) is requesting Statements of Qualifications from interested construction contractors for the Mankato Regional Airport (MKT). It is the intent of the CITY to select and negotiate with one prime airport construction manager at risk for the duration of the project identified below (or 5 years, with ability to extend).

This Request for Qualification is for Construction Manager at Risk services of an Airport Traffic Control Tower under the Federal Contract Tower Program at the Mankato Regional Airport. The project team consists of the design team EXP, the City of Mankato, and the CMaR who provides a Guaranteed Maximum Price (GMP) for the project. The CITY reserves the right to modify this approach at any time. Should the approach or delivery method change, the selected CMaR firm may be excluded as a construction contractor due to involvement in design.

2. Procedures for Submitting Qualifications

To facilitate an equitable review process, submissions should conform to the following format: Paper regardless of size is one page. Double sided printing is two pages. Letter of Introduction is limited to two pages, and the Statement of Qualifications is limited to twenty pages for a total of 22 pages. The complete package, which includes the project team members, resumes, and references, has no page limit.

Letter of Introduction (2-page limit)

Statement of Qualifications (20-page limit)

- Experience of the Firm: Describe your firm’s recent relevant experience and qualifications to provide the services requested, specifically Construction Manager at Risk services. Bidders who have experience with airport construction are preferred and may or may not score higher. Reference the experience working with the Minnesota Department of Transportation (MnDOT) and Federal Aviation Administration (FAA) regulations and procedures.
- Experience and Approach: Provide experience and firm’s approach to the projects identified in the scope of work section of this document.
- Knowledge of Airport: Describe knowledge and understanding of the Mankato Regional Airport.
- Other Supporting Data: Include other information relevant to the selection process.

Project Team (No page limit) Identify team members and responsibilities. Provide a brief resume for each, outlining credentials and experience. If project team includes subcontractors or individuals from other firms, provide a brief description of the firm.

References (No page limit) Provide three (3) airport references by name and contact information familiar with the quality of work similar in nature as the projects identified in the scope of work section of this document.

Submission documents must be received at the address no later than 3:00 p.m. central standard time November 14, 2025. Submissions not received by the deadline may not be considered.

Documents include one (1) complete original, marked "ORIGINAL"; ten (10) complete copies of the original; and other related documentation required by this RFQ as well as one (1) electronic copy (USB drive).

Submit qualifications documents in a sealed envelope marked:

"RFQ Airport Construction Manager at Risk Services"

Addressed to:

Intergovernmental Center
10 Civic Center Plaza
Post Office Box 3368
Mankato, MN 56002-3368

Questions concerning this RFQ shall be submitted to Shawn Schloesser via email on or before November 4, 2025.

Shawn Schloesser, Associate Director Transportation Planning Services
sschloesser@mankatomn.gov

3. Timeline of Events

Release of Request for Qualifications	October 28, 2025
Deadline for Questions	November 4, 2025
Answers to Questions	November 6, 2025
Qualifications Documents Due	3:00 pm November 14, 2025
Review and Ranking of Submissions	November 18, 2025
Selection of Short List (2-5 proposers)	November 20, 2025
<i>Short List receives Request for Proposals</i>	<i>November 25, 2025</i>
<i>Pre-Bid Meeting</i>	<i>December 4</i>
<i>Proposals Due</i>	<i>December 22</i>
<i>Selection Announced</i>	<i>January 13</i>

4. Evaluating the Desired Qualifications

Evaluation and award will be conducted in an open, competitive, and objective manner in accordance with Minnesota Statute 471.463 and the City of Mankato Financial Management Policies, adopted by Council May 22, 2023, addressing procurement policies using the scoring method below.

Qualifications of the Firm and Key Personnel (20 points): Preference to firms with recent experience in airport projects similar to those identified in the scope of work section of this document and airports similar in size to the Mankato Regional Airport.

Experience with State and Federal Grant Programs (20 points): Preference to project teams whose members have a demonstrated working relationship with the MnDOT Office of Aeronautics and the FAA Minneapolis Airports District Office and possess an understanding of Airport Improvement Program regulations and procedures.

Approach to Projects (20 points): Preference to firms that demonstrate a clear understanding and familiarity with the pending projects and an approach that establishes a strategy, timeline, or schedule for completing projects identified in the scope of work section of this document.

Experience on Comparable Projects (15 points): Preference to firms who have experience and demonstrated quality performance on projects similar to those identified in the scope of work section of this document.

Knowledge of Airport (15 points): Preference to firms who demonstrate an understanding and knowledge of the Mankato Regional Airport.

Provided favorable References of similar size and scope airports (10 points) Preference to firms that provide favorable references from airports with similar projects in size and scope to those of the Mankato Regional Airport.

5. Proposed Terms and Conditions

The length of this Construction Manager Agreement will be for the duration of the project, or five (5) year term from the date of contract execution. The CITY has the option to extend the contract for an additional year(s), as needed to complete the required scope of work.

All firms are responsible for costs associated with the preparation of materials in response to this RFQ, the CITY assumes no responsibility for any such costs.

Contract terms will be based on AIA Document A133 2019, Standard Form of Agreement between the Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a GMP.

6. Project Schedule

Professional Architectural and Engineering Services were initiated on February 11, 2025, with EXP U.S. Services Inc. with a contingency based upon funding availability.

EXP anticipates the following project schedule:

Full Design Contract Award	February 10, 2025
Concept Design Complete	March 24, 2025
10%/PPD Submittal	May 23, 2025
<i>Delay due to funds exhaustion</i>	<i>July 18, 2025 – September 19, 2025</i>
45% Submittal	October 3, 2025
70% Submittal	December 5, 2025
100% Submittal	February 13, 2026
Final Submittal	April 3, 2026
Construction	2026-2027
FAA Operational Readiness Inspection no later than April 19, 2029	

7. Budget Limits

The overall approximate cost of the project, including construction costs, design fees, soft costs, contingencies, FAA reviews and coordination, and equipment is \$28.1 million dollars.

Mankato applied for the Federal Fiscal Year 2025 Notice of Funding Opportunity for the Airport Terminal Program and was not awarded funds. When the Federal Fiscal Year 2026 Notice of

Funding is announced, Mankato will apply. The duration of the contract will remain consistent throughout the project, regardless of size or timing of funding.

8. Insurance Requirements

Before beginning work on a contract, the Contractor must submit to the CITY, and obtain the CITY's approval, a certificate of insurance. This certificate shall be composed of a Standard Form C.I.I.I.-701 or an ACORD 25 Form. The certificate of insurance shall list the CITY as the policies additional insured and shall be maintained at all times throughout the life of the contract and provide for the following minimum coverage.

- Comprehensive General Liability: \$1,000,000.00 per occurrence; \$2,000,000 aggregate
- Automobile Liability for All Automobiles: \$1,000,000.00 combined single limit
- Workman's Compensation: Statutory Amounts

The insurance cancellation language should state that the company will provide the CITY with 30 days' written notice of cancellation (including this requirement in bid specifications if applicable).

9. Performance and Payment Bonds

Each separate proposal shall be accompanied by a bid bond, certified check, or other specified acceptable collateral, in the amount equivalent to 5% of the bid price specified in the proposal form. Such bond, check, or collateral, shall be made payable to the City of Mankato.

10. Information Available as Public Records

Surveys, Soil Reports, and Environmental Studies, are available at the Intergovernmental Center, 10 Civic Center Plaza, Mankato MN 56001 by calling (507) 387-8600 to make arrangements.

11. Advertising

The project advertisement documents can be found at the city of Mankato's website under Bids and Requests for Proposals.

<https://www.mankatomn.gov/about-mankato/business/bids-and-request-for-proposals>

12. Scope of Services

The CMaR will be expected to provide the following services, although a final decision on the scope of work will be made during the contract negotiations.

Pre-Construction Services

- Develop a Construction Management plan including cost and time parameters, protocol, and a complete management information system.
- Project Budget
 - Be responsible for budget management in cooperation with input from the CITY and project design team. Provide continual monitoring of budget from design through implementation.
 - Develop comprehensive quantitative cost estimates for construction document phase. Estimates should align with the anticipated bid package structure and be phased according to the project's funding tranches.

- Provide value engineering and constructability reviews of the contract documents
- Provide a Guaranteed Maximum Price (GMP) for the project at the 95% design phase. CMaR will be required to engage subcontractors to solicit pricing for the main trade work. GMP must be submitted to the City of Mankato at the 100% design submittal for final approval.
- Prepare, implement, and maintain contracts, purchase orders, insurance certificates and bonds with all sub-contractors and suppliers
- Prepare, submit, and coordinate city and building permitting documents including but not limited to all Buy American requirements.
- CMaR is responsible for meeting Buy American provisions. In the event the contractor cannot source American-made materials and equipment without significant impact to the project, the contractor will submit Buy American waiver documents to the CITY and FAA for review and approval once the subcontractor bids are done and materials are known.
- Assist and/or lead tracking and submission of Minnesota B3 required items to obtain certification. Contractor to provide input during the design phase in collaboration with the design team.

Construction Services

- Provide comprehensive construction phase administration including on-going full-time site supervision, coordination, project management and inspection of work
- Obtain approvals from regulatory agencies
- Establish and maintain a project financial status reporting system
- Monitor and enforce the construction schedule
- Develop and maintain submittals, shop drawings, samples and change directive logs. Indicate any electronic or web-based project management systems your firm provides for these processes
- Analyze, negotiate, and process change orders and other change directives
- Prepare project construction reports, minutes, and schedules
- Develop and implement a quality assurance plan
- Maintain record document set
- Assist in punch list preparation, substantial completion, and final completion inspection
- Review, make recommendations and process contractor payment applications
- Monitor contractor safety programs
- Managing prevailing wage reporting
- Assist in grant and sustainability/B3 reporting

Post-Construction Services

- Assist in reviewing and preparing all close-out documents including warranties, operating and maintenance manuals; schedule and coordinate training of systems components with the CITY

- Manage transfer of building operation to the CITY
- Monitor and follow up on any warranty issues throughout the one-year warranty period

Project Closeout

- Include all basic services rendered after the completion of a construction contract and final inspections, punch list and a report of the completed project for FAA submission. Include as-builts built drawings (prepared from contractor's redlines), summary of material testing, change orders, grant amendment, final financial summary, and obtain release of liens from all contractors.
- Obtain all contractors and subcontractors Form IC134 (Contractor Affidavit) and submit to Minnesota Department of Revenue for certification to receive final payment.

General

Compliance with Airport Construction Standard (AC 150/5370-10H) General Provisions

- Section 10 – Definition of Terms
- Section 20 – Proposal Requirements and Conditions
- Section 30 – Award and Execution of Contract
- Section 40 – Scope of Work
- Section 50 – Control of Work
- Section 60 – Control of Materials
- Section 70 – Legal Regulations and Responsibility to Public
- Section 80 – Execution and Progress
- Section 90 – Measurement and Payment

Comply with current FAA Airport Improvement Program federal contract provisions. Incorporate any updates to the provisions during the life of the project.

- Access to Records and Reports
- Affirmative Action Requirement
- Breach of Contract Terms
- Buy American Preference
- Civil Rights – General
- Civil Rights – Title VI Assurance
- Clean Air and Water Pollution Control
- Contract Workhours and Safety Standards Act Requirements
- Copeland "Anti-Kickback" Act
- Davis-Bacon Requirements
- Debarment and Suspension
- Disadvantaged Business Enterprise
- Distracted Driving
- Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
- Drug Free Workplace Requirements
- Equal Employment Opportunity (EEO)
- Federal Fair Labor Standards Act (Federal Minimum Wage)
- Lobbying and Influencing Federal Employees
- Prohibition of Segregated Facilities
- Occupational Safety and Health Act of 1970
- Procurement of Recovered Materials

- Right to Inventions
- Seismic Safety
- Tax Delinquency and Felony Convictions
- Termination of Contract
- Trade Restriction Certification
- Veteran's Preference
- Domestic Preferences for Procurements