



Request for Qualifications (RFQ) For
Construction Manager at Risk (CMaR)

Vetter Stone Amphitheater Improvements

Issue Date: January 13, 2026

Due Date: January 30, 2026, due by 3:00 p.m.

1. Introduction

The City of Mankato, Minnesota ("CITY") is requesting Statements of Qualifications from interested construction contractors for the Vetter Stone Amphitheater (VSA) Improvements. It is the intent of the CITY to select and negotiate with one prime construction manager at risk for the duration of the project identified below.

This Request for Qualification is for Construction Manager at Risk services of a stage house and stage improvements at the Vetter Stone Amphitheater at Riverfront Park in Mankato, MN. The project team consists of the design team at LSE, 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 outdoor performance space are preferred and may or may not score higher. **Experience and Approach:** Provide experience and firm's approach to the projects identified in the scope of work section of this document.
- **Knowledge of Facility:** Describe knowledge and understanding of the Vetter Stone Amphitheater.
- **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) references, preferably from comparable facility projects 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 January 30, 2026. Submissions not received by the deadline may not be considered.

Documents include one (1) complete original, marked "ORIGINAL"; five (5) 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 Vetter Stone Amphitheater 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 Jim Tatge via email on or before January 20, 2025.

Jim Tatge, Construction & Facilities Services Director
jtatge@mankatomn.gov

3. Timeline of Events

Release of Request for Qualifications	January 13, 2026
Deadline for Questions	January 20, 2026
Answers to Questions	January 23, 2026
Qualifications Documents Due	3:00 pm January 30, 2026
Review and Ranking of Submissions	February 4, 2026
Selection of Short List (2-5 proposers)	February 6, 2026
<i>Short List receives Request for Proposals</i>	February 10, 2026
<i>Pre-Bid Meeting</i>	February 17, 2026
<i>Proposals Due</i>	February 27, 2026
<i>Selection Announced</i>	March 9, 2026

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. Owner may request additional or clarifying information from respondents as necessary. All responses deemed complete will be scored based upon the following factors:

Qualifications of the Firm and Key Personnel (20 points): Firms with recent, relevant experience in stage projects similar to those identified in the scope of work section of this document and amphitheaters similar in size to Vetter Stone Amphitheater.

Approach to Projects (30 points): 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): 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 Vetter Stone Amphitheater (15 points): Firms who demonstrate an understanding and knowledge of VSA.

Provided favorable References of similar size and scope of outdoor performance spaces (20 points): Firms that provide favorable references from similar projects in size and scope to those of the VSA.

5. Proposed Terms and Conditions

The length of this Construction Manager Agreement will be for the duration of the project.

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 and the A201-2017 General Conditions of Contract, as modified.

6. Project Schedule

Professional Architectural and Engineering Services were initiated on December 8, 2025, with LSE Architects, Inc. with a contingency based upon funding availability. LSE anticipates the following project schedule:

Full Design Contract Award	December 9, 2025
Schematic Design Complete	January 30, 2026
100% Schematic Design Submittal	March 27, 2026
95% Construction Design Submittal	April 17, 2026
Construction Documents Complete	May 15, 2026
Bidding & Negotiations	June 12, 2026
Permitting Review	July 10, 2026
Construction	August 3, 2026-May 14, 2027

Facility Usage to Begin in June 2027

7. Budget Limits

The overall approximate cost of the project, including construction costs, design fees, contingencies, and equipment is \$2,301,000.

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). Each proposer shall confirm its ability to meet the insurance requirements for this project.

9. Performance and Payment Bonds

Each separate proposal shall be accompanied by evidence that the proposer is able to obtain necessary payment and performance bonds for this project, as required by Minnesota Statutes section 574.26.

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 or 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% construction design submittal. 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 Construction Documents Complete stage for final City Council 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.

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.

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, final inspections and punch list. Include as-builts built drawings (prepared from contractor's redlines), summary of material testing, change orders, 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.

13. Miscellaneous

Duration of offer: Proposals submitted in response to this RFQ are valid for ninety (90) days following the date of submission on proposals. This period may be extended by written mutual agreement between Owner and the respondent.

Completion of RFQ Responses: An RFQ Response Package may be rejected if it is conditional; incomplete; contains conflicting, false, or misleading statements; or provides references that contradict or do not support an attribute or condition stated by the Respondent.

Laws and Regulations: Any and all services, articles or equipment offered and furnished shall comply fully with all State and federal laws and regulations, including Minnesota Statutes, Section 471.463.

Government Data Practices: A Qualifications Submittals Package or Proposal submitted to Owner is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Such information is public unless it falls within one of the exceptions in the Act, such as security information or trade secret information pursuant to Minnesota Statutes, Section 13.37.

If a Respondent believes any nonpublic information will be supplied in response to this RFQ, it must take reasonable steps to identify and provide reasonable justification to Owner regarding which data, if any, falls within an applicable exception under the Minnesota Government Data Practices Act. However, the Respondent agrees as a condition of submitting a Qualifications Submittal Package or a proposal that Owner will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality or other disclosure as may be related to the submitted documents. The Respondent agrees, by submitting a Qualifications Submittal Package or proposal, to indemnify Owner from any liability resulting from any and all third-party claims and/or losses which may arise as a result of the disclosure of, or failure to disclose, information.

Disposition of RFQ and RFP Responses: All materials submitted in response to this RFQ and RFP will become property of Owner and will become a public record in accordance with Minnesota Statutes, Section 13.591, after the evaluation process is completed. Owner will not consider the prices submitted by a Respondent to be trade secret materials.

Rights Reserved by Owner: Notwithstanding anything to the contrary, Owner reserves the right to:

- Negotiate any aspect of a proposal with any Respondent and negotiate with more than one Respondent.
- Select for CMAA contract negotiation a proposal that is not the lowest cost.
- Add subsequent or withdraw or reduce work packages to or from the CMAA's contract when they are defined and funded.

Organizational Conflict of Interest: The Respondent warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons or organizations:

- A Respondent is unable, or potentially unable, to render impartial assistance or advice to Owner;
- The Respondent's objectivity in performing the work is or might be otherwise impaired;
- The Respondent has an unfair competitive advantage.

The Respondent agrees that if an organizational conflict of interest is discovered after award, an immediate and full disclosure in writing shall be made to Owner, that shall include a description of the action the Respondent has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, Owner may, at its discretion, cancel the contract. In the event the Respondent was aware of an actual or perceived organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the Contracts Administrator. The provisions of this clause shall be included in all subcontracts for work to be performed, and the terms "Contract" and "Contracts Administrator" modified appropriately to preserve Owner's rights. Owner may, in its sole discretion, waive any conflict of interest.

Addenda to RFQ: Any Addendum issued will become part of the RFQ. Owner may modify or clarify the RFQ by publishing one or more addenda. Addenda will be numbered consecutively in the order they are issued. Respondents will be responsible for meeting the requirements of all addenda and will be required to acknowledge in their response their review of all addenda.