



7550 Sunwood Drive NW • Ramsey, Minnesota 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.cityoframsey.com

CITY OF RAMSEY

Request for Proposal for Construction Manager

City of Ramsey Public Works and Fleet Maintenance Facility

June 19th, 2019 (Revised July 29th, 2019)

The City of Ramsey (Owner) has completed a space needs study for a new Public Works and Fleet Maintenance Facility project. At this time, an architect for the project has not been selected. The Owner proposes to construct a facility consisting of approximately 66,000 sq. ft. on a city-owned site. The existing buildings will remain as temperate and cold storage. The project site is located at 14100 Jasper Street NW, Ramsey, MN 55303. The facility will be constructed and owned by the City of Ramsey. It is estimated that the total project cost will not exceed \$15,000,000.

The Owner seeks to obtain the services of an experienced construction management firm to assist the city with Phase 1 (pre-construction) and Phase 2 (construction) services. Phase I work will include preconstruction services generally consisting of assisting the Owner with the selection of an architect and the development of plans, specifications and estimated costs; assisting with any value engineering exercise; performing constructability reviews; and assisting with bid efforts. Phase II work is proposed to include construction services generally consisting of construction management from start to finish, processing pay requests, and providing project closeout services. The tentative schedule for Phase 1 runs from September 2019 through December 2020. The schedule for Phase II services will be determined upon completion of Phase 1, and will require City Council approval to initiate. Please refer to the enclosed space needs study (Exhibit A) for the master plan of the site.

A project team consisting of representatives of City of Ramsey staff and the City Council is coordinating the Public Works and Fleet Maintenance Facility project. The selected Construction Manager (CM) will be responsible for providing all Phase 1 and Phase 2 services, pending required City Council approvals. Contracts for the construction of the project will be competitively bid and awarded by the Owner.

The City seeks to retain a construction management firm that exhibits the following characteristics:

1. Recent experience with the construction of public works facilities or other relevant projects.
2. Ability to adhere to pre-established project budgets and schedules.
3. Ability to effectively manage development of plans and specifications by successfully participating as an integral part of a project design team including the CM, a full design team of architects and consultants, the City Council, and City of Ramsey staff.
4. A demonstrated ability to accurately estimate project costs using developed plans and specifications.
5. A demonstrated ability to effectively manage the value engineering exercise to insure adherence to the project cost budget.
6. Evidence of experience in working with public entities on projects of similar magnitude involving public bidding, and in entering into a contract with said public entities to perform the work.

Proposal Submission Requirements

- A. Any firm submitting a proposal must attend the **mandatory** pre-proposal meeting as outlined later in the RFP.
- B. A completed AIA Document A305, Contractor Qualifications Statement.
- C. A description of your firm, including its history, the size and makeup of staffing, and an indication of the person(s) who will be responsible for managing Phase 1 and Phase 2 services including managing the development of plans and specifications, cost estimating, value engineering, and reviewing alternate methodologies to meet design intent. Indicate all staffing proposed to work on this project.
- D. A list of projects your firm has constructed or managed that are similar in scope and complexity to this project. Please indicate if your firm acted as a general contractor, owner's representative, or construction manager. If you acted as the construction manager, please describe what specific services you provided the owner of the project(s) and how you were able to administer and adhere to project schedules, milestones, and budget limits.
- E. Given the project will be publicly bid to the subcontracting community, please describe methods you have used on other publicly bid projects to ensure that the bids received on this project will come from qualified subcontractors.
- F. Provide evidence of general liability, business, automobile insurance and worker's compensation.
- G. Provide three references from clients for whom you have built similar projects and performed the role of construction manager.
- H. Provide details of your cost estimating process and identify what distinguishes your process as compared to other construction managers.

Request for Proposals-Construction Manager
City of Ramsey

- I. Provide any additional information that will assist us in evaluating your firm and its ability to manage this construction project in a cost effective and timely manner.
- J. Explain why your firm should be selected for this project.
- K. Please note that an authorized representative of your firm who can be held accountable for all representations must sign each proposal. The applicant assurances form attached hereto as Exhibit B must be provided with your proposal.
- L. Proposals may not be withdrawn for at least 60 days after the scheduled closing time for the receipt of proposals. The City of Ramsey reserves the right to reject any or all proposals, and to waive informalities.

Fees

The CM shall provide a scope of services in accordance with the proposed CM contract (AIA C132-2009), including, but not limited to the following work tasks:

Phase 1 (Pre-Construction) Services:

- Assist in selection of an architect, as needed
- Assist with development of plans, specifications and cost estimates, as needed
- Lead and attend bimonthly design review meetings
- Provide value engineering and constructability reviews for civil, structural, mechanical and electrical systems
- Assist in preparing advertisements for bids
- Assist in responding to bidders and receiving and evaluating bids
- Provide recommendations for accepting bids and awarding contracts

Phase 2 (Construction) Services:

- Assist in award and execution of construction contract documents
- Schedule and lead pre-construction meeting
- Identify and recommend procurement of long lead items
- Coordinate required approvals from local and state code and regulatory agencies
- Establish and maintain a project financial status reporting system
- Coordinate work between contractors and consultants
- Develop, monitor and enforce construction schedules
- Process partial and final pay requests
- Analyze, negotiate and recommend change orders, if needed
- Prepare project reports and schedules
- Develop and implement quality assurance and control plans
- Maintain record documents
- Assist in substantial and final completion inspections and preparation of punch lists
- Certify contractor payment applications
- Coordinate construction site safety program

Request for Proposals-Construction Manager
City of Ramsey

- Communicate as required with local officials and regulatory agencies
- Provide close out documentation to the City of Ramsey within 180 days of substantial completion

Fee Summary

- Proposals must include separate lump sum fee proposals for Phase 1 and Phase 2 services.
- Proposal fees must include all costs anticipated to be incurred by the CM to complete Phase 1 and Phase 2 services including costs related to meals, travel, mobilization, attending meetings, etc.

Please format your responses in the order of the listed submission requirements. This will help to track and compare responses and to ensure that all questions have been adequately answered. No submission materials will be returned to you after the selection process.

Tentative Schedule of Selection Process

The tentative schedule for the CM selection process is set forth below; however, the Owner reserves the right to modify this schedule as necessary. Respondents may submit written questions and requests for clarification via email to Griemer@cityoframsey.com for consideration at the mandatory pre-proposal meeting.

A pre-proposal meeting will be held at 10:00 AM on **July 10th, 2019** at the City of Ramsey Municipal Center, located at 7550 Sunwood Drive NW, Ramsey, MN 55303. Attendance is **mandatory** for firms interested in proposing on the project.

Event	Date
Revised RFP Available for Distribution	July 30 th , 2019
Mandatory pre-proposal meeting 10: 00 AM (Ramsey Municipal Center)	July 10 th , 2019
Deadline for RFP Questions 10:00 AM	July 12 th , 2019
RFP Responses Due 4:00 PM CDT	August 9 th , 2019
Interviews of Short Listed Finalists (if necessary)	August 27 th , 2019
Anticipated City Council Recommendation	September 10 th , 2019

Submission Requirements and Selection Process:

- I. Please submit six copies and one electronic (PDF) copy of your proposal to:
Grant Riemer, City of Ramsey, 7550 Sunwood Drive NW, Ramsey, MN 55303
Each Proposal should be clearly marked "PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES CITY OF RAMSEY PUBLIC WORKS CAMPUS"
- II. Copies of your response are due at City of Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303 no later than 4:00 p.m. CDT August 9th 2019

Request for Proposals-Construction Manager
City of Ramsey

- III. City staff proposes to interview no more than three construction managers the week of August 27th, 2019. You will be notified of your selection to interview no later than August 23rd, 2019
- IV. City staff proposes to make a recommendation concerning the selection of the construction manager to the Ramsey City Council at its September 10th, 2019 meeting.
- V. **DISCLAIMER:** This request for proposal is only a solicitation for information. The City of Ramsey is not obligated to enter into a contract and is not responsible for any costs associated with the preparation of proposals or interviews.

The City of Ramsey sincerely thanks you for your consideration and time spent in responding to this RFP.

Enclosures:

Exhibit A - Space needs Study

Exhibit B - Application Assurance Form

Exhibit C - CM Selection Ranking Form