



REQUEST FOR PROPOSAL

CONSTRUCTION MANAGER AT RISK

CITY OF RAMSEY - THE WATERFRONT WATERPLAY

September 30, 2025

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PROJECT INTRODUCTION AND CMAR RFP INVITATION(S)

PREQUALIFICATION BACKGROUND

The City of Ramsey is pursuing a Construction Manager at Risk (CMAR) delivery method for The Waterfront project—an approximately 2-acre park project focused on water play features, scheduled to open by July 1, 2026. Due to the specialized nature of the work, including integrated aquatic systems, complex site coordination, and a non-negotiable summer opening, the CMAR approach was selected to enable early contractor involvement, constructability input, and cost/schedule control.

To meet the project's goals while complying with applicable procurement statutes, the City intends to issue a **CMAR Request for Proposals (RFP)** to three pre-qualified firms. This approach is consistent with Minnesota Statutes § 471.345 (Uniform Municipal Contracting Law) and § 16C.28 (Best Value Procurement), which allow municipalities to evaluate and award construction contracts using qualifications, experience, schedule, and other performance-based criteria—not solely low bid.

The rationale for inviting three 'prequalified' CMAR firms is as follows:

- 1. Proven Relevant Experience**

The invited firms have each successfully completed public park projects in Minnesota that included significant aquatic components, all in collaboration with the same landscape architect leading this project. Their shared history with the Design Team demonstrates an ability to coordinate effectively on fast-tracked, public-sector projects of similar scope and complexity. This minimizes learning curves and reduces risk related to miscommunication or delays.

- 2. Best Value and Schedule-Driven Selection**

With a construction window of less than six months (February–June 2026), it is imperative to bring in a CMAR that can immediately engage in preconstruction services, including value engineering, phasing, and cost estimating. The three firms receiving this RFP are uniquely positioned to do so based on their prior experience, internal resources, and understanding of CMAR protocols. (A broader open solicitation would significantly increase the administrative timeline and could introduce unqualified or inexperienced responders—jeopardizing schedule certainty.)

3. **Maintaining Fair Competition**

While the solicitation is limited to three firms, each was selected based on objective criteria: relevant past experience, successful CMAR project delivery with aquatic scope, and capacity to meet the project's aggressive timeline and budget constraints (estimated at under \$4 million total construction cost). All three firms will receive the same RFP documents, evaluation criteria, and scoring methodology, consistent with Minnesota Best Value procurement practices.

4. **Statutory Compliance**

The City will fully comply with the requirements of Minn. Stat. § 16C.28, including clear identification of evaluation criteria in the RFP and the relative weight of price versus other qualitative factors. The selection process will be documented and defensible under audit. Additionally, Minn. Stat. § 471.345 permits municipalities to use a competitive RFP process sans public advertising when professional or technical expertise is required, provided that the selection process remains competitive and transparent.

By inviting these three highly qualified CMAR firms, the City is balancing the need for **competitive procurement** with the equally critical goals of **project quality**, **timely delivery**, and **cost containment** – all of which align with Minnesota's procurement rules and the public interest.

PROJECT OVERVIEW

GENERAL INFORMATION

The City of Ramsey (“City”) is seeking proposals for a Construction Manager at Risk (“CMAR”) with a Guaranteed Maximum Price (“GMP”) for the water play plaza and associated improvements at The Waterfront. The selected firm will work with the Project Team which will be comprised of City staff as Owners Representatives, and Damon Farber Landscape Architects (“DESIGN TEAM”) to provide preconstruction and construction services including cost and schedule estimating, bidding, and day-to-day construction management for the public park project consisting of a water play experience with support structures and associated landscape in Ramsey, MN.

The City has retained an architectural firm, Damon Farber for professional design services to provide programming and preliminary design, concept design, schematic design, design development, construction documents and construction administration.

PROJECT BACKGROUND

The Waterfront is a 16-acre public park with the 2-acre project site centered around a warm-weather water play experience, yet thoughtfully designed to function as an inviting and engaging public plaza throughout all seasons. While the interactive water elements provide a vibrant and dynamic atmosphere during warmer months, the surrounding landscape, seating, architectural features, and site amenities ensure that the space remains visually appealing, inviting and accessible year-round. The project aims to serve as a community hub that balances seasonal activity with lasting placemaking. The project emphasizes integrated landscape design, interactive water features, and user comfort, all within a carefully managed construction schedule and budget.

At the core of the park will be a large decorative concrete plaza, surrounded by densely landscaped earthen berms and natural stone seating areas. From the highest point of the site, a cascading waterfall will flow into a designed stream feature that runs through the plaza. The plaza and stream will include more than 90 ground-mounted spray nozzles, creating a variety of interactive spray patterns. Water from the system will be collected via two main drains before cascading over a second constructed waterfall into an existing adjacent forebay before entering the 7+ acre deep-water recreational pond.

To support the anticipated volume of seasonal visitors, the project includes a new park support building housing men’s and women’s restrooms, a family changing room,

mechanical and utility space, and secure storage. Enhancing the visitor experience, the site will also feature:

- Three permanent shade pavilions
- Several fixed shade canopies
- Site furniture, including Adirondack chairs, backed benches, chaise loungers, bistro-style tables and traditional picnic tables
- Three permanent natural gas fire features for extended seasonal use

PROJECT SCHEDULE AND BUDGET

- **CMAR Procurement & Preconstruction:** Fall 2025
- **Final Bidding & GMP Establishment:** January 2026
- **Construction Start:** February 2026
- **Substantial Completion / Park Opening: July 1, 2026**

The project at present has a working budget of approximately \$4 million, inclusive of all site work, utilities, structures, and amenities. The CMAR will be expected to provide **preconstruction services that include cost estimating, constructability reviews, schedule validation, and value engineering recommendations** to ensure delivery within this budget and on schedule.

Primary Project Scope Includes:

- Earthwork and grading
- Underground utilities – sanitary sewer & water main (installed fall 2025)
- Underground drain tile and storm sewer for site drainage
- 900 sf park support building
- (3) 384 sf shade pavilions
- 17,000 sf of decorative concrete paving
- Metal guard rails
- 10-15 permanent fabric shade umbrellas
- 145 tons of natural stone
- Irrigation and irrigation pump station with pond intake
- 3,000 sf of synthetic turf
- 150 lf of aluminum fencing
- Landscape plantings

Water Play Detail Includes:

- 90 plus in-ground spray nozzles for water play
- Water play controls
- In-building manifolds
- 3 in-ground manifold boxes
- 6 or more in-ground LED lights
- Ground spray piping
- Splash pad drains and related piping
- Low voltage wiring and conduit for site manifold boxes
- Splash pad control system in mechanical room
- Grounding grid for ground spray assemblies and manifold boxes

Electrical Detail Includes:

- Site will be fed from a utility transformer on the north end to the utility building CT Cabinet & utility meter.
- Service will be 400 amps at 120/208 volt, 3-phase with a panel board inside the building to feed lighting & power.
- Site lighting provided by 12' high pole mounted fixtures. Quantify of 13.
- Catenary lighting (cable mounted lights) hanging over a portion of the plaza.
- Pavilion Lighting/Electrical:
 - Linear fixtures on the underside of the pavilion ceilings
 - Pendant mounted fixtures running down the middle of the pavilions
 - Receptacles provided for gatherings
 - Receptacles & lighting for pavilions fed from panel inside the building

Irrigation Detail Includes:

- Irrigation pump station with cabinet (at pond shoreline) with VFD pump powered from panel inside the building.
- Two-wire Aclima Irritrol Controller with in-ground soil moisture sensors, and various zone valves, some placed in the manifold boxes.
- Irrigation mainlines sufficient to serve irrigation zones beyond the 2-acre waterplay project, various irrigation zones consisting of rotators, sprays and drip irrigation – with one flow-controlled zone to supplement the lower waterfall feature above the forebay.

PROJECT COST ESTIMATE AND BUDGET

Based on facility needs discussed through Schematic Design, the City is estimating a project cost of +/- \$4 million dollars, which includes all construction phases of the project from mobilization to closeout and commissioning. The budget established after the CMAR is on-boarded, will be inclusive of all aspects of final design and construction including soft goods, FF&E, and program-based needs, if any.

This project will include Owner Procured and Contractor Installed items. These are either or both items with longer lead times or acquisitions made through cooperative purchasing contracts that would lower the CMAR management costs as a percentage of construction value. Owner procured items known at this time that would fall above and beyond the construction value are:

- Romtec restroom and support building
- Shade pavilions
- Site furnishings to include outdoor furniture, waste receptacles and other movable fixtures

SCOPE OF SERVICES

City intends to enter into an open book Cost of Work plus a fee with a Guaranteed Maximum Price contractual arrangement with the selected CMAR through GMP. The contract will be negotiated for the construction work required, but City will retain the option to select a different CMAR if the City and the selected CMAR cannot agree on a GMP. City intends to use a modified AIA Document A133-2019 Agreement between the Owner and CMAR. An amended AIA Document A201-2017 General Conditions of the Contract for Construction with added supplementary conditions may also be utilized. The City reserves the right to modify the standard forms of agreement to include provisions consistent with City policies. **The Responder must make requests for modifications to the contract documents in the RFP submission if any. Requests for modifications after selection will not be considered. Requests not identified in the proposal constitute an incomplete RFP submission and are grounds for disqualification.**

RESPONSIBILITIES

The CMAR will be responsible for, but not limited to the following:

PUBLIC AND STAKEHOLDER ENGAGEMENT

- Participate in City Council meetings as needed.
- Attend, present, answer inquiries, and supply information for public and stakeholder meetings.
- Provide information and updates for project website, and other City communications.

DESIGN

Design is anticipated to be completed at 50% Construction Documents at CMAR onboarding, with possible alternates still under evaluation. The CMAR shall actively participate in any remaining design meetings, constructability reviews, provide cost estimate(s), and ultimately develop a GMP. More specifically, the CMAR shall provide the following, but not limited to, preconstruction services and activities:

- Assist City and Design Team with keeping the project within the established project budget.
- CMAR to provide recommendations to DESIGN TEAM and City regarding materials, building components and systems, and also evaluate all project systems, components and materials for long term performance, life cycle cost analysis, and economy.
- CMAR to provide cost control resources for the Project Team during the remainder of the Construction Documents (“CD”) phase of design for the pump room expansion, which includes reviewing and monitoring the development, and preparation of documents to maintain the project cost within the project budget. CMAR to notify DESIGN TEAM and City of potential cost issues during the development of the drawings and specifications that may have an impact on the cost of the work. Work collaboratively with City and DESIGN TEAM to develop alternatives to keep the project estimates within the fixed budget. Ultimately, CMAR owns and is responsible for the schedule and estimate.

- CMAR to provide formal review and comment, and cost estimate at 100% complete CD documents. CMAR to provide value analysis/engineering ideas and provide associated cost estimates.
- CMAR to prepare scope and bid packages in coordination with DESIGN TEAM and should anticipate multiple bid packages. CMAR to develop a strategy for issuing bid packages that facilitate the completion of those packages. The purpose is to utilize this bidding package strategy to gain the most advantageous issuing of documents, to maximize local subcontractor participation, minimize construction duration while allowing the bid packages to be completed efficiently. Early bid packages may be required of certain building components that are subject to long lead times and/or sub-trades that have high potential for cost escalation.
- GMP to include pricing of alternates as defined by DESIGN TEAM which will be equal to approximately 5% of the GMP.
- CMAR along with DESIGN TEAM to coordinate with building inspections and City planning for plan reviews prior to permit submission. These are reviews by City Staff and stakeholders and are separate and in addition to required reviews by Engineering, and Building Inspections.

CMAR to be a resource to DESIGN TEAM as they prepare Construction documents that conform to the agreed upon scope of the work that is included in the GMP.

CONSTRUCTION PLANNING AND SCHEDULING

- CMAR to work with the City and DESIGN TEAM to develop a work plan for design activities in support of the schedule and budget for the project.
- During the remainder of the construction documents phase, the CMAR will develop the project master schedule including integration of the DESIGN TEAM design efforts, key City activities, preconstruction activities, procurement, construction activities, and work performed by other parties.
- **CMAR to schedule all construction activities to optimize efficiency and to ensure the goal of substantial completion and being fully open for public use on July 1st, 2026.**
- CMAR to provide disruption avoidance planning and

communication with stakeholders and for the safety of residents using the adjoining park and trail areas during construction.

- Ongoing, the CMAR will evaluate all systems, components, and materials for constructability, sustainability, economy, long-term performance for use intended and schedule impacts, and provide recommendations for preferred options consistent with cost and schedule goals.
- In addition, the CMAR will identify long lead times requiring early bid packages and recommend issue dates for same to meet the above completion date.

CONSTRUCTION AND CONSTRUCTION ADMINISTRATION

- CMAR to provide competent, experienced full-time staff, including an experienced construction field superintendent and project management team to coordinate the work, maintain the progress of the subcontractors, coordinate with ongoing activities and operations, and provide overall direction to the project during the construction phase. Establish on-site organization and levels of authority to carry out the overall plans of the construction team.
- Demonstrate high levels of effective, proactive project leadership.
- Work cooperatively and constructively with members of the Project Team to foster positive relationships that support positive outcomes for the team members and the project.
- **CMAR to designate a point of contact/project manager from construction documents design through construction, which will not be reassigned.**
- CMAR will be contractually obligated to not reassign key staff members to other projects without the City's prior written consent. The City will have approval rights to any and all new personnel assigned to this project.
- Before the beginning of construction, and in agreement with the Owner, CMAR will coordinate and lead all pre-construction conferences.
- CMAR will work with City, Owner's representative, DESIGN TEAM in coordinating all RFIs, shop drawings, and any material testing.
- CMAR shall coordinate schedules with all City's vendors.

COST MANAGEMENT

- Implement effective cost management control and tracking procedures to provide the City with the opportunity to make such decisions as required to keep project cost within the fixed budget.
- Implement and maintain cost control methods with “open book” sharing of cost information.
- CMAR to inform City of pending cost issues within five (5) business days of identifying potential issues.
- Implement and maintain a current log of pending cost issues impacting the final cost of the project and review no less than monthly with the City.
- Work with the City and DESIGN TEAM to develop and implement a change management process for the project.

SUBCONTRACTOR SELECTION STRATEGY/BIDDERS LIST

- Bid packages will be developed and include invitations to bid, instructions to bidders, and other forms and supplements needed to convey requirements. CMAR shall demonstrate familiarity with the QuestCDN bidding platform in the RFP response or presentation. The Owner’s representative, and DESIGN TEAM will be involved with bidding process and bidding strategy with the CMAR for all work reflected in the Construction Documents, including consideration for vendor outreach, and specifically to provide opportunities for small businesses based in the City of Ramsey.

COORDINATION MEETINGS

- Conduct weekly job site meetings that include appropriate subcontractors, City representatives, and DESIGN TEAM representatives to review open issues, schedule work, and resolve pending and upcoming issues. CMAR to prepare a written agenda in advance of each meeting. CMAR to maintain a list of action items with identification of responsible party and due dates for each item. CMAR to distribute written meeting minutes and action item list within 48 hours of each meeting.

SCHEDULE MANAGEMENT

- CMAR to prepare and manage a logic-based project schedule indicating key milestone events, dates, and responsibilities. Project schedule to include design efforts, preconstruction activities, procurement of goods and construction activities. CMAR to provide regular monitoring of the actual progress versus the scheduled progress, identify any variances and prepare a written action plan along with an updated schedule to maintain on-track with the substantial completion date.
- CMAR to determine the adequacy of the subcontractors' personnel and equipment and the availability of materials and supplies to meet the schedule. Report status no less than weekly in regular weekly coordination meetings.
- CMAR to prepare a short-term (2- to 3-week look-ahead) schedule on a weekly basis.
- Coordinate City-purchased and/or third party provided restroom and support building, furniture, fixtures, and equipment with construction of the project.

PROJECT REPORTING

- CMAR to prepare a monthly report with each progress billing that details a project work status report, buy-out to schedule of value analysis, contingency status, schedule status and project progress commentary with applicable job-site photos. Provide other formal communications as requested by City.

QUALITY MANAGEMENT

- CMAR to complete a quality/coordination/constructability review of each bid package prior to issuing bid documents to subcontractors.
- Complete construction of the work in strict accordance with the quality requirements established by the contract documents.
- All testing and independent inspection services required will be secured and paid for by the City. CMAR to cooperate and coordinate with testing and inspection service agencies. CMAR will be responsible for the cost of excessive additional testing due to failed

- tests.
- Develop an initial CMAR punch list and issue to subcontractors prior to formal punch list issued by DESIGN TEAM. CMAR to ensure completion of CMAR's initial punch list prior to DESIGN TEAM's punch list walk through.
 - Work cooperatively with the Project team to develop and implement an effective commissioning plan.

SAFETY

- Implement a formal project safety plan.
- CMAR to designate on-site safety point of contact.
- CMAR to coordinate jobsite Safety Talks as may be necessary.
- Inform City of any inspections or incidents.

PROJECT CLOSEOUT

- Timely submission of operation and maintenance manuals and completed punch lists, coordination of training, submission of as-built field documents, and financial close-out of project. CMAR to actively support and participate in the commissioning activities.
- Upon completion of construction the DESIGN TEAM and CMAR team will prepare and deliver one set of as-constructed record drawings and specifications in an electronic format acceptable to the City, incorporating revisions made by the DESIGN TEAM during the construction phase and field changes noted on the CMAR's marked up field set.

OTHER

- Assist City in working with various governing authorities as requested.
- Work with the Project Team to develop a communication system that is effective for the participants and meets the schedule requirements of the project.
- CMAR will meet all standard City requirements, including licensures and insurance.

RFP SCHEDULE

Activities & Deliveries	Dates
RFP Solicitation	Tuesday, September 30 th , 2025
RFP Submission Due	Thursday, October 9 th , 2025, by 3pm
Interviews	Afternoon of Oct. 13 th , 2025
Public Works Committee Recommendation to City Council	October 21 st , 2025
City Council Contract Approval	October 28 th , 2025
Start of Services	Early November 2025
End of Construction	June 2026 (Grand Opening July 4 th)

SUBMISSION REQUIREMENTS

The proposal and interview presentation should be a demonstration of the firm's ability to communicate concisely and succinctly. Submissions are to be organized in the same sequence as outlined below. Limit electronic proposal response to ten (10) single-sided printable sheets, minimum font size of 11 point (excludes transmittal cover letter). **Failure to include requested information, or follow the organizational requirements outlined above, will have a negative impact on the evaluation of the proposal. The minimum contents of a proposal are as follows.**

Six (6) bound copies to be brought to the interview. Electronic copy to be submitted on October 9th, 2025, by 3 pm to the contacts below.

Electronic Copies to:

Mariah Albrecht: malbrecht@ci.ramsey.mn.us

Chuck Evens: cevens@damonfarber.com

COMMUNICATIONS

- Provide a brief description of your communications plan for the project.
- Indicate how your firm will communicate with the project team and to overall stakeholders in the project.

SCHEDULE

- Describe key items that will be critical to keeping this project on schedule.
- Provide a list of equipment or materials that may require early procurement.
- Outline steps within your schedule that will ensure the park will be open and operational by July 1st, 2026.
- Indicate any items of concern that may cause delays to your outline.
- Provide an outline of how you would be able to accomplish this in the short timeframe allowed.

SITE LOGISTICS / DISRUPTION AVOIDANCE

- Provide a site layout plan which shows laydown and storage areas, construction trailers, dumpsters, parking, and construction traffic flow.
- Describe your disruption avoidance plan for all stages of the project.

EVALUATION CRITERIA & PROCEDURES

SELECTION TEAM & INTERVIEWS

A City selected evaluation panel will rate respondents for this work using only objective criteria based upon the information obtained from the Proposals and your interview. The proposed project manager and personnel will be requested to represent the firm at the interviews. The City intends to conduct in-person interviews, but may consider teleconference interviews at their discretion.

SELECTION CRITERIA

The evaluation will consist of a matrix of requirements, qualifications, and experience. The following criteria will be used in evaluating firms for final selection:

Required Component	A strong proposal will:	Weight
<i>Cover Letter</i> (Required but not scored)	Clearly summarize the key elements of proposal and outline why your firm should be selected to provide the CMAR service.	0%
	Nominal 'points' provided for firms that have provided demonstrable assistance during the project development prior to issuance of this RFP	5%
<i>Communications</i>	Outline your firm's communication plan for this project. Your plan should include communication with the project team, Ramsey website updates, as well as the public.	5%
<i>Schedule</i>	Describe the steps required to complete this project on time. Provide a list of any equipment or materials that early procurement will be required. Demonstrated ability to deliver a quality project for public use on or before July 1st 2026.	35%
<i>Site Logistics/ Disruption Avoidance</i>	Provide a site plan showing laydown and storage areas, construction trailers, dumpsters, parking, and construction traffic flow. Describe how your firm will limit disruption throughout the duration of this project.	5%
<i>Interviews</i>	Interviews will be 45 minutes long with 20 minutes for presentation and 25 minutes for question and answers.	50%

CONDITIONS OF REQUEST AND REQUIREMENTS

MINIMUM REQUIREMENTS

Consideration of a prospective consultant's (firm's) proposals will be made only if the prospective consultant meets requirements of this RFP. The City reserves the right to adjust, increase, limit, suspend or rescind the rating based on subsequently learned information. The City reserves the right to award a contract to the firm that presents the best proposal and which will best accomplish the desired results for the city.

REQUEST FOR SUPPLEMENTAL INFORMATION

The City reserves the right to require, from any or all consultants (firms), supplemental information that clarifies submitted materials.

QUESTIONS

All questions regarding this solicitation should be directed to the City representative listed in this RFP. Do not attempt to contact other City staff members regarding your proposal or any related submittal.

INCOMPLETE PROPOSALS

Incomplete and/or unsigned proposals will not be considered. However, if a submission is incomplete, and if it appears that the omission can be corrected promptly, the affected firm may be contacted and offered the opportunity to complete the proposal and provide the required information within a prescribed period of time, which will not be extended. If a firm does not respond within the time stated, the Proposal will not be considered.

REJECTION OF SUBMITTED RFP

Proposals that are not current, accurate, and/or completed accurately in accordance with the prescribed format shall be considered non-responsive and eliminated from further consideration.

SELECTION PROCESS TERMINATION

The City reserves the right to terminate the selection process, at any time, without making an award to any and all consultants.

DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify proposals without further consideration:

- Any attempt to improperly influence any member of the selection staff.
- Existence of any lawsuit, unresolved contractual claim or dispute between consultant and the City.

- Evidence of consultant’s inability to successfully complete the responsibilities and obligations of the proposals; and Consultant’s default under any agreement, which results in termination of the agreement.
- Any consultant (firm) deemed not qualified, or consultants (firms) who’s rating changes sufficiently to disqualify them, will be notified in writing. No consultant shall have the right to an appeal based upon an incomplete or late submission.

