

REQUEST FOR PROPOSAL AGENCY CONSTRUCTION MANAGEMENT SERVICES



TINK LARSON FIELD WASECA, MINNESOTA

WSN 1090R0065.000

Rochester
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WidsethSmithNolting.com

I. Project Description

The City of Waseca, in cooperation with Widseth Smith Nolting to design a replacement baseball field for the Tink Larson field destroyed by fire on April 6, 2016. A referendum is not required, however the project must be approved by the City Council.

The City of Waseca is requesting proposals from interested firms to provide pre-construction assistance and agency construction management services in cooperation with the City of Waseca and Widseth Smith Nolting for the following project:

New Baseball Stadium:

1. Total preliminary project budget: \$1,800,000, excluding soft costs and financing.
Preliminary space program:
 - a. Stadium seating for approximately 200 fixed seats
 - b. Steel canopy
 - c. Concessions building
 - d. Restrooms
 - e. (1) Locker room
 - f. Field storage
 - g. Concrete plaza with an enclosed fence

The selected agency construction management firm will manage and complete this project within the defined schedule, prescribed budget, and specific quality and program guidelines. A portion of the CM scope of work will be to assist in the development of the final budget and schedule.

Tentative Project Schedule:

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| 1. Selection of Agency Construction Management Firm: | February 2017 |
| 2. Pre-Construction Planning: | February-March 2017 |
| 3. Design/Construction Document preparation: | February-April 2017 |
| 4. Bid and Award Contracts: | April 2017 |
| 5. Construction: | April 2017 - November 2017 |
| 6. Occupancy: | Fall 2017 |

II. Agency Construction Management Firm Scope of Work:

1. Provide pre-construction services.
2. Develop detailed cost estimates for all phases based on architectural designs.
3. Track cost estimates against budgets monthly.
4. Assist and manage team meetings with the City of Waseca and Widseth Smith Nolting.
5. Prepare a detailed project schedule and identify phasing. Provide regular schedule updates.
6. Provide services to the City of Waseca including advertising the project, securing bids, analyzing bid results, and furnishing recommendations of award of contracts.
7. Provide comprehensive construction phase administration including on-going full-time site supervision, project management and inspection of work, review of shop drawings, preparation

of change orders and contractor applications for payment, final inspections, and submittal of project close out reports.

8. Perform all other related work as required by the City of Waseca.

III. Schedule for Contracting with Agency Construction Management Firm

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| 1. RFP issued: | February 7, 2017 |
| 2. Receipt of CM Proposals: | February 21, 2017 |
| 3. Shortlist of selected firm's notification: | February 21-28, 2017 |
| 4. Interviews for selected firms: | February 28-March 3, 2017 |
| 5. Selection and recommendation to City Council: | March 7, 2017 |

IV. Contract Between Owner and Construction Manger

The Standard Form of Agreement Between Owner and Construction Manager where the Construction Manager is not a Constructor (AIA Document C132 - 2009 edition) will be used as the basic contract for construction management services. The Owner reserves the right to make modifications to this document. In the event of any conflict between the terms and conditions stated in any amendments and those in any part of the AIA Document C132 - 2009, the amended document shall supersede the AIA Document and shall govern in all respects.

The Construction Manager will separate the bid packages for competitive bidding.

The successful respondent will not be permitted to provide any of the construction or contracting services for the project.

V. Instructions to Respondents

1. Applicants must submit nine (9) copies of their proposal by 2:00pm, February 21.
2. Proposals should be mailed/delivered to:
Mark DuChene, City Engineer
City of Waseca
508 State Street South
Waseca, MN 56093
3. Email 1 electronic copy (PDF format, 5 MB maximum file size) to:
Mark DuChene
markd@ci.waseca.mn.us
4. Questions concerning the RFP may be directed to:
Danny Lenz
507-835-9700
dannyl@ci.waseca.mn.us
5. The Owner shall not be liable for any expenses incurred by the respondent in preparing the RFP response or making presentation in its regard.

VI. Proposals shall include the following:

- A. Professional Organization:
 1. Brief firm history.
 2. Location of home office and branch offices. Location of office that from which this project will be administrated.
 3. Qualifications and Experience of the Firm: List and briefly describe relevant construction management projects completed including size, components, and other pertinent information. Include contact information for the project Owner and Architect.

4. Total number of employees including contact information for the person authorized to negotiate on behalf of the respondent.
- B. Project Team: List proposed key team members for this project including project manager and job superintendent, indicating their responsibilities, relevant experience, and other qualifications.
- C. Planning Approach:
 1. Describe expected role in working with the Owner and Architect during planning and design.
 2. Describe approach to budgeting.
 3. Describe approach to scheduling.
- D. Construction Management Approach – Describe proposed administration of this project, including:
 1. Cost estimating.
 2. Relationship to the Architect in preparation of the project manual.
 3. Value engineering.
 4. Bidding administration.
 5. Project scheduling.
 6. On-site project coordination.
 7. Cost control during construction.
 8. Change order procedures.
 9. Safety program.
 10. Management and coordination of final start-up, testing, and occupancy.
- E. Any additional information the Respondent wishes to submit.
- F. Basis for Compensation:
 1. Provide fee basis for pre-construction services.
 2. Provide a fixed lump-sum fee for agency construction management services during design, bidding, construction, and post-construction phases, including all home and on-site personnel, travel, living expenses, overhead, and profit. This is a “flat fee” for services and not a percentage.
 3. Identify any reimbursable expenses to be paid to the Construction Manager above and beyond any items identified and listed above.
 4. All construction support, general conditions, and site support items to be procured by the agency construction manager after the firm has been selected. These items will be competitively bid by support vendors and paid directly via the monthly payment process.
- G. List of References
 1. Provide a list three public client references for which the firm has provided Construction Management services.

VII. Selection Criteria

In making its selection, the City Council shall consider the following (which are not necessarily weighted equally):

1. Project understanding and construction management approach within the requirements of this project.
2. Cost Control methods, fees, and demonstrated ability to effectively and efficiently manage the project within the Owner’s stated requirements.
3. Previous agency construction management experience with other public facilities.
4. Availability of appropriate personnel.
5. Fee structure.

VIII. Rights Reserved



1. The City of Waseca reserves the right to waive any irregularities in any proposal and to select the proposal evaluated to be most advantageous to the Owner. Further, the Owner reserves the right to disqualify any proposal or to reject all proposals if it is deemed to be in its best interest.
2. The Owner shall not be liable for any expenses incurred by the respondent including, but not limited to, expenses associated with the preparation of the proposals.
3. The Owner reserves the right to reject any and all proposals or to request additional information from all respondents.

Sincerely,

Danny Lentz
City Manager, City of Waseca

Mark DuChene, PE
City Engineer, City of Waseca

Dana J. Hlebichuk, AIA
Project Architect, Widseth Smith Nolting