Request For Proposal

FOR

Construction Manager at Risk

Newport City Hall, Fire Hall & Law Enforcement Center

NEWPORT, MN

DATE OF ISSUE: October 15, 2019

CONTACT:
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INTERVIEWS TO BE SCHEDULED LATE NOVEMBER, 2019
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1. Formal Request
The City of Newport, MN is requesting proposals from selected firms for Construction Manager at Risk (CMr) services for the new construction of a combined City Hall, Fire Hall & Law Enforcement Center on a site in the City of Newport. These services will be coordinated with the selected architectural and engineering firm.

Proposals are being sought from companies considered to be highly qualified and experienced to deliver the project.

It is the intent of the Owner to retain the services of the Construction Manager for pre-construction services, while project funding is being completed and to then proceed with construction services through the completion of the project. The intended contract form is the AIA Contract A133–2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

Assistance, as it relates to advisement on materials and systems, constructability and preliminary cost estimating is an important reason that a Construction Manager is being sought at this time. It is intended that trade services will be bid through an open bid process consistent with state legislative requirements, at a time appropriate for the project.

Requests for Proposal are being distributed by invitation at the direction of the Building Committee. All requests and questions are to be communicated through Bruce Hanson Superintendent of Public works who will be the Owner’s Representative for the Project. His contact information is included on this RFP’s cover.
2. Project Description

The Newport City Hall Fire Hall and Law Enforcement Center will be primarily a slab on grade, concrete masonry/precast plank building, located Between 2\textsuperscript{nd} and 3\textsuperscript{rd} Avenue on Maxwell Avenue/21\textsuperscript{st} Street in Newport MN.

The proposed project also includes the demolition of existing Fire Hall #1 located at 155 20\textsuperscript{th} Street and redevelopment of Lions Park - fees shall be called out separately. It is anticipated that some asbestos abatement work may be necessary prior to any demolition. The CM will coordinate the abatement work on behalf of the City of Newport. Please provide a separate line item and identify how fees will be designated for demolition and park redevelopment.

The CMr will evaluate all systems, components, and materials for constructability, economy long-term performance for intended use and schedule impacts, and provide recommendations for preferred options consistent with cost and schedule goals.

A part of the project will include the relocation and reconstruction of the existing storm sewer system currently located immediately south of proposed building. Contractor must plan and implement a stormwater management plan as a part of the remit and construction efforts.

The completed building shall be fully equipped with an automatic fire sprinkler system.
3. Proposed Budget and Funding

The current construction budget estimate, prepared by the architect Leo A Daly in July 2017, anticipates a construction cost of approximately $7 Million.

The estimate is based on the preliminary drawings prepared by Leo A Daly and is attached with RFP.

This project will be partially or wholly funded by the City of Newport through the sale of General Obligation Bonds Proposal and Project Schedule.
4. Anticipated Project Schedule

The project schedule is to be negotiated between the CM, the Architect and the City. However, an anticipated project construction schedule is as follows:

- **CM Pre-Construction Input:** Jan 1, 2020 – June 1, 2020
- **Construction Documents complete:** June 15, 2020
- **Bidding activities:** June 18 to July 6, 2020
- **Construction:** July 16, 2020 – April 2021
- **Punch list / Substantial completion:** May 2021
- **Demolition of the Existing Fire Hall** Summer 2021
- **Repairs to Park / Site** Summer 2021
5. Schedule for the CM Proposal, Interview and Selection.

   a) CM RFP’s distributed: October 15, 2019
   b) Pre-Proposal Site Visit October 21, 2019
   c) CM Proposals to be received: October 31, 2019
   d) Building Committee Review Nov 1-Nov 14, 2019
   e) Firms will be notified of Interview by: Nov. 15, 2019
   f) Proposals/Interviews: Late November
   g) Contract Approval Dec 5, 2019

   Interview times will be scheduled once confirmation of your participation is received and coordinate by the City of Newport. This confirmation is required to be received by 5pm on October 31, 2019.
6. Proposal Format

Please submit 10 copies of the Proposal with one copy of the CM FEE Proposal and your Preliminary Opinion of Construction Cost in a separate envelope. These envelopes will not be opened until after all the interviews have been completed.

Submit proposals to Bruce Hanson at the time scheduled for the interview.

The Owner anticipates receiving highly competitive and qualified proposals and to make the selection process as fair as possible will require that all proposals follow the following specific format and use the following sections to tab their proposals:

a. Company information

   1. Company Information
      • Legal name of company and address
      • Proof of insurance and bonding capacity

   2. Team composition,
      • Project Executive
      • Project Manager
      • Project Superintendent

b. Statement of Project Understanding

Provide a Statement of Project Understanding – maximum of one page - that states the most important reasons the Construction Manager, with his/her understanding of the project, will be the best choice by the City of Newport. Explain the Construction Managers role in the team that includes the Owner’s building committee and the Architect.
c. Project Schedule

Develop a sample Schedule that develops the schedule described in this RFP and that identifies targets and key dates that will assure timely project completion. If the proposed Schedule listed in this Proposal Request is considered unworkable please advise and suggest an alternative schedule. Of particular interest to the City of Newport will be suggestions to potentially shorten the construction period.

d. Project Estimating

Provide a description of how the Construction Manager’s cost estimating will be accurate and timely at different points in the construction process, and how you will work with the Owner and Architect to meet the available budget. Describe how the budget will be maintained during construction.

e. Experience within past 10 years

Identify similar projects and specific team members with direct involvement in each project, construction costs, year completed and location.

f. Construction Management FEE

- Include a proposed CM FEE. This will be part of the ultimate Guaranteed Maximum Price for construction. Based on the suggested schedule, indicate your firm’s expectation for how and when the CM FEE will be paid by the owner.
- Include a list of possible alternates the Construction Manager suggests for consideration at this time in order to maintain and/or reduce the maximum budget identified in the RFP.
- Incorporate into your proposed CM FEE the cost of all activities marked as CM Responsibility in the attached MATRIX.
7. Basis of Selection

a. It is the intent of the Owner to make the selection of the Construction Manager based on the quality indicated in the submitted qualifications as well as the Proposed CM FEE.
b. Proposals will be reviewed by the Building Committee.
c. All companies submitting proposals will be invited to interview with the Newport City Council.
d. A point system will be used for the following 8 sections using the following distribution:

   a. Company information       10 points
   b. Project Understanding     5 points
   c. Project Schedule          10 points
   d. Project Estimating        10 points
   e. Experience                20 points
   f. CM FEE                    25 points
   g. Interview Presentation    10 points
   h. Park redevelopment and demo 10 points

The order of interviews will be in alphabetical order. The interview will consist of up to a 30-minute presentation by the CMr, a 25-minute question and answer session, and a five-minute wrap-up. The proposed key project personnel must participate in the interview. Only project personnel who will have an active key role in the project should participate in the interview.

Interviewed firms will be requested to provide a detailed information on their fee and general conditions. The requested information will be required to be submitted two days prior to the scheduled interview time.