



Request for Proposals
Construction Manager At Risk
Moorhead Community Center/Public Library
Moorhead, MN

Due by June 30, 2023 by 2:00 PM Central Time

**City of Moorhead, MN
ATTN: Library Community Center
500 Center Avenue
Moorhead, MN 56561-0779**

Email: LibraryCC@moorheadmn.gov



1. PROJECT DESCRIPTION

The City of Moorhead, Minnesota (the “City”) is accepting Proposals for a Construction Manager At Risk (CMAR) to provide design phase/pre-construction services and construction phase services for the construction of the Lake Agassiz Regional Library and Community Center (the “Community Center/Public Library”). The building is anticipated to be a multi-story building with a footprint of approximately 20,500 square feet and used for a public library, community center, office space and community rooms, Center for Entrepreneurship, parking needs, utility/storage spaces and other similar spaces. The anticipated budget for the project is \$31.59 million, including design fees, soft costs, and contingencies.

Requested pre-construction and construction services are outlined below and will be finalized during contract negotiation:

- Work with client/design team to establish project charter and project performance metrics.
- In collaboration with the design team, develop preliminary target values for all aspects of the scope of work aligned with the Owner goals and objectives and total project budget.
- Act as liaison between subcontractor/fabricator/vendor community during design phases to improve constructability, labor efficiencies, material detailing, and cost value.
- Provide construction feasibility recommendations throughout the design phase.
- Estimating and budget analysis services throughout the design phase based on regular participation in design meeting with the owner, architect, consultants, and in the drawings of the design team. This shall include development of an estimated Guaranteed Maximum Price (GMP) at the end of the Schematic Design and Design Development phases of the project.
- Provide any documentation or process required by the Contractor if State of Minnesota State Historical Office (SHPO) requirements arise throughout the duration of the project design or construction phases.
- Prepare, monitor, and enforce a detailed project schedule. Provide regular schedule updates.
- Provide services to the City that include the coordination of all bid packages, advertising of the request for bids, securing bids, analyzing bid results, and furnishing recommendations on award of contracts.
- Determination of the GMP upon completion of the Construction Document phase by the Architect. The CMAR will be required to obtain bids and/or quantify costs for all work so that the GMP amendment may be executed within one month of completion of the Construction Document phase.
- Obtain all required bonding and insurance policies.
- Prepare, implement, and maintain contracts with all subcontractors for all bid packages.
- Obtain and/or confirm permit issuance prior to start of work.
- Provide comprehensive construction phase administration, including:
 - On-going full-time project supervision,
 - Project management and inspection of work,
 - Conduct and preside over meeting to discuss construction procedures, progress, and scheduling with Owner, Contractors, and Design Team. CM shall prepare agenda, meeting minute, and promptly distribute such to the Owner, Architect, and all meeting participants.



- Implement and monitor a safety program to include but not limited to; conducting safety meetings, performing work site safety assessments, recordkeeping, and pre-construction safety audits.
- Review plans, shop drawings, etc.
- Implementation and management of an ongoing open book cost management system.
- Monitoring and enforcing the construction schedule,
- Preparation of change orders and contractor payment estimates,
- Final inspections, and
- Submitting project completion reports.
- Review and prepare all close-out documents including warranties, operating and maintenance manuals, schedule and coordinate City and Library training of system components.
- Manage and follow up on any warranty issues for one (1) year.
- The construction manager may “self-perform” any divisions of the work up to 5% of the project construction costs.
- Perform all other related work as required by the City.

2. SUBMITTAL REQUIREMENTS

Submittals are limited to 25 pages maximum. Your company may choose how those pages are used.

Professional Organization

- List company name, address, telephone number, and email address.
- How many years has your company provided professional Construction Management At Risk services?
- What other services does your firm presently provide beside professional construction management?
- What do you feel sets your company apart from your competition?
- How many people are employed by your organization?
- List the project team which will service this project and provide an organizational chart of those who will be involved in the project.
- Describe the role of each person proposed for this project and their experience in this type of project, including projects previously worked on in role. Provide a minimum of two reference contacts. *Proposed superintendents, managers, and staff may be changed only with the express prior written permission of the City. However, the City retains the right to approve or reject replacements.*

Project Experience

- List your direct similar experience for building facilities in our region.
- List five (5) library, community center, or institutional references including name, title, entity, phone, and e-mail address. Provide relevant project information including construction delivery method, size of building, cost, date of completion.
- What qualities does your company attribute to successfully manage a project of this scope?



Safety Record of the Company

- EMR for the past 3 years
- Company safety leader resume and anticipated involvement in this project
- Provide .pdf copy of company safety manual/policy on thumb drive (do not provide printed copies)
- Provide example(s) of high-risk activity safety plans
- List any safety recognitions/awards received in the past 3 years

Construction Management Approach

- How do you propose to manage the following:
 - Cost estimating and cost control
 - Project Scheduling
 - Coordination with other consultants (Architect/Engineer, etc.)
 - Procurement of bids for construction
 - Project supervision and management
 - Safety Inspections and Coordination
 - Communications with City and Library Staff

Work Load

- List your firm's current construction management projects including type of project, location, size, and anticipated completion date.

Compensation Proposal

***Compensation proposals must be in a sealed envelop – Template Attached as Attachment B**

Your proposal should be based on the attached project summary of project and budget, and project schedule (Attachment A).

Include a fee for Construction Management At Risk based on the proposed construction cost and a proposal of costs for construction/site services.

1. The fee for Pre-Construction Services should include:
 - Planning and Scheduling
 - Estimating
 - Value Management
 - Quality Review
 - Preparing Contracts for Construction
 - Review front end specifications
 - Bid Procurement
 - Project Director
 - Tracking costs against the budget
 - Design Meetings
 - Clerical Costs



2. The proposed fee for Construction Services should include:

- Senior Project Manager
- Senior Project Manager
- Project Manager
- Assistant Project Manager
- Safety Officer
- Project Superintendent
- General Superintendent
- Miscellaneous Staff Expenses
- Review Shop Drawings
- Prepare Change Orders
- Project Completions Reports
- Superintendent Vehicle
- Clerical Costs
- Building Permit Coordination

3. The proposal does not need to identify the predicted costs for the following (these items will be considered reimbursable expenses):

Items to be included in the General Conditions will be:

- Safety Equipment
- First Aid Supplies
- Handrails and Toe Boards
- Opening Protection
- Fire Extinguishers
- Temporary Fencing
- Storage Rental
- Temporary Toilets
- Temporary Stairs
- Temporary Enclosures
- Temporary Barricades
- Project Signs
- Bulletin Boards
- On-Site Equipment
- Printing
- Telephone Expenses
- Temporary Power Service
- Temporary Water Service
- Temporary Heating Service
- Heating Energy Charges
- Temporary Wiring
- Temporary Lighting
- Periodic Clean-Up
- Trash Dumpsters
- Dump Permit and Fees
- Traffic Control
- Temporary Roads
- Roadway Maintenance
- Job Trailer/Trailer Utilities
- All other costs involved with providing construction management service

Selection Timeline:	<i>Timeline is subject to change</i>
June 13, 2023	RFP for Construction Management At Risk Advertisement
June 30, 2023	RFP for Construction Management At Risk Deadline
July 19, 2023	Interview Candidates
July 24, 2023	Recommendation to City Council
July 25, 2023	Contract Negotiation



3. SELECTION PROCESS

**Responses must be received no later than
2:00 PM Central Time on June 30, 2023.**

Submit 6 Copies and a PFD Copy to:

City of Moorhead
ATTN: Library Community Center
500 Center Avenue
Moorhead, MN 56561-0779
Email: LibraryCC@moorheadmn.gov

Proposals will be reviewed by a Community Center/Public Library design team. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions. The City may make its selection by July 24, 2023, or at a later date, as the City so desires.

4. EVALUATION CRITERIA & SUBMITTAL

The proposals will be evaluated relative to the following criteria:

- Experience on similar projects: 25 points
- Capacity and experience of key personnel and availability for this project: 25 points
- Technical competence and capability to perform: 10 points
- Past performance of the CMAR and its employees: 10 points
- Safety record: 15 points
- Availability to and familiarity with the project locale: 15 points
- Other appropriate facts submitted by the applicant in response to the RFP: 5 points

***Compensation proposals must be in a sealed envelop**

5. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to LibraryCC@moorheadmn.gov. Questions must NOT contain confidential or proprietary information. All questions may be submitted through June 26, 2023. Answers to questions received will be posted online at www.cityofmoorhead.com/about-the-city/regional-library-community-center. The City does not guarantee that questions received after July 26, 2023, will be answered.



6. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.

7. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting proposals.

8. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. It is intended to identify potential independent applicants capable of providing construction management services for the City. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.

9. HELPFUL REFERENCES:

- 2020 Downtown Master Plan: www.dtmoorhead.org/
- 2022 Onward Moorhead! Comprehensive Plan: www.cityofmoorhead.com/onwardmoorhead
- Community Center/Public Library Overview Website: www.cityofmoorhead.com/about-the-city/regional-library-community-center#ad-image-5
- Moorhead Public Library: <https://larl.org/locations/moorhead/>
- https://www.cbsnews.com/news/welcome-to-the-library-of-the-21st-century/

10. BUILDING CODE REFERENCES

The building must be compliant with:

- 2020 Minnesota Building Code
- 2020 Minnesota Energy Code
- 2020 Minnesota Mechanical and Fuel Gas Code
- 2020 Minnesota Plumbing Code
- 2020 Minnesota Fire Code
- Minnesota Electrical Code

For details please visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes



ATTACHMENT A – Project Summary

On November 8, 2022, Moorhead voters approved a 0.5% local option sales tax for a new Lake Agassiz Regional Library and Community Center in the City. The Community Center/Public Library will be located in downtown Moorhead – anticipated within the master planned redevelopment site around Moorhead City Hall (pictured below).

The Mayor appointed a citizens task force to develop parameters for the project. The task force has envisioned a community center where people can gather and connect and a regional library that meets current and future information needs. The anticipated total budget for the project is \$31.59 million, including design fees, soft costs, and contingencies. The anticipated total construction budget is \$25,000,000. The project area identified in the More to Moorhead Master Plan is approximately 20,500 square feet. For more information on the Library and Community Center, please visit, www.cityofmoorhead.com/about-the-city/regional-library-community-center.



www.moretomoorhead.com – rendering by JLG architects

Through the issuance of a Request for Qualifications and Request for Proposals for Architectural/Engineering Design Services, the JLG Architects & Miller Hull team was selected as the top candidate. On May 8, 2023, the Moorhead City Council approved the authorization of an agreement with JLG Architects for Architectural/Engineering Design Services for the project.

The time has come for the Construction Manager At Risk to join this robust team. We hope to gain involvement from the CMAR for continued planning efforts and during design phase. Please see the Request for Proposals for Construction Manager At Risk for full details and submit your proposal by June 30, 2023, for consideration.



ATTACHMENT B – Fee Template / Compensation Proposal (Excel version available on the City’s website)

The total construction budget is \$25,000,000, including CMAR fees, staff, insurance, and bond as noted below.

**Moorhead Community Center/Public Library Project
CMAR Fee Estimate Template**

Project Const. Value 25,000,000
Project Duration (mo) 24

Fee Proposal Summary			
Type	Unit	Value	Total
Pre-Construction Services Fee	LS		\$ -
CMAR Construction Fee/Profit and Overhead	%		\$ -
Project Staff Monthly Estimate	LS	\$ -	\$ -
Builder’s Risk Insurance	%		\$ -
Performance Payment Bond	%		\$ -
Total Cost			\$ -

Estimate of Project Staff				
<i>including travel and subsistence</i>				
Title		Hours per month	Billable rate	Total
Project Staff Total				0