

Request for Proposals

Construction Management Services Library Expansion Stewartville MN

The City of Stewartville, MN is inviting proposals from interested persons/firms to provide Construction Management Services for the proposed expansion of the Public Library, 102 2nd St. SE.

Interested persons are encouraged download the proposal packet at:
<https://stewartvillemn.com/government/public-notices/all-public-notices/>

Questions? Feel free to contact
City Administrator Bill Schimmel, 507-533-4745 or bschimmel@stewartvillemn.com
Library Director Nate Deprey, 507-533-4902 or ndeprey@stewartvillemn.com

Proposals are due by 12:00 Noon on October 25, 2024.

**Request for Proposal
For
CONSTRUCTION MANAGER SERVICES
For
Expansion of the Stewartville Public Library
Stewartville, MN 55976**



Issued: September 10, 2024

Proposals Due: Friday, October 25, 2024
12:00 P.M. Local Time
Stewartville City Hall

Contact Person: Bill Schimmel, Jr – City Administrator
City of Stewartville
105 East 1st Street
Stewartville, MN 55976
(507) 533-4745
bschimmel@stewartvillemn.com

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Attachments:

Proposed Building/Facility Design/Floor Plan
Existing Site Layout
Minimum Insurance Coverage

I. Scope of Consultant's Work

The City of Stewartville (City) is requesting proposals from Construction Managements firms interested in providing professional construction management services for the City's proposed Library Expansion project. The Construction Manager (CM) is viewed as part of the project team. BTR Architects have been retained as the Architectural/Engineering (A/E) firm. The City has an interest in CM participation throughout the construction phases and is interested in reviewing your firm's proposal for a CM. The City anticipates construction documents completed by December 31, 2024.

II. Proposal Submittal

This Request for Proposal (RFP) describes the selection process and the documentation required for submitting proposals for this project. Any firm failing to submit their proposal in accordance with the procedures set forth in the RFP may be considered non-responsive.

The selection of the consultants for these services will proceed in the following manner:

- Proposal will be received by the City no later than 12:00 p.m. local time on October 25, 2024
- CM's are requested to submit the proposal in two parts, as described in this request. Proposal will be evaluated based on their Technical Proposal and Cost Proposal.
- An evaluation by the Construction Manager Selection Committee (Committee) comprised of City staff and City Council representative(s) will follow and a short-list of qualified firms will be requested to interview, tentatively set for the First Part November, 2024 at 6:00 p.m. in front representatives from the City Council, Library Board and city staff.
- Interviews will be conducted with the short-listed firms in accordance with a schedule to be determined by the Committee.

Interested firms are encouraged to visit the site, to review the design plans, to review the soil boring report and/or to contact City Administrator Schimmel - bschimmel@stewartvillemn.com and/or Library Director Deprey - ndeprey@selco.info with questions or requests for clarification at (507) 533-4745 or (507) 533 - 4209.

All proposals shall be submitted at the dates and times indicated herein to:

Address: Bill Schimmel, Jr. – City Administrator
City of Stewartville
105 East 1st Street
Stewartville, MN 55976

III. Project Background

The City has proposed funding for the construction of this project in fiscal year 2025. The Architect will cooperate with the CM in bidding and any phasing of the project required to maintain the proposed schedule.

This RFP provides the prospective CM with information to enable preparation of a proposal to provide services needed to assist in the construction. Services for this project will include but not limited to:

Section A- Bid Phase Services

- Assist with Identification of Vendor Services
- Coordinate and Obtain Bids for Construction
- Prepare and Issue – Scope of Work Documents for the associated Bid Packages in conformance with the construction documents

Section B – Construction Phase, Start-up, Occupancy and Warranty Plan Services

- Establish Construction Schedule
- Value Engineering
- Contract Document/Specification/Inspection/Warranty Coordination
- Coordinate and Attend Weekly Construction Progress Meetings

IV. Project Information

Stewartville Public Library Expansion

Proposed Structure is a 1-story building
 Estimated to be approximately 6,500 – 7,500 square foot of new construction in two segments

V. Selection Process

A. Schedule

Date	Selection Process
Mid September, 2024	Advertisement for Request for Proposals Published and/or Solicited
October 25, 2024	Proposal Due at 12:00 p.m. Local Time
Late Oct./Early Nov., 2024	Short-listed Firms will be Notified
Early November, 2024	Interviews with City Library Board/City Council/City Staff Committee
November 26, 2024	City Council Final Approval
January 1, 2026	Desired Completion of Project

B. Method of Selection

1. An initial screening of the proposals will be conducted to establish a short-list of qualified CM's. The short-list will be provided in alphabetical order without any ranking whatsoever.
2. The Committee will determine an interview schedule for the Council and notify the short-listed Construction Management firms of the same.

Key personnel from proposing teams to be assigned to the project are requested to be present at the interview. As part of the interview process, both the short-listed firms and their key personnel should meet the selection criteria set out below.

In addition to the material included in the RFP and information which may be requested by the Committee, the short-listed firms should be prepared to discuss the following in the interview:

- The CM's experiences in construction management
 - The CM's experiences on handling disputes and claims on past projects
 - The firm's approach to management of the project based of their understanding on the contract
3. Following the completion of the interviews, the City Council will determine in the City's best interest which firm will provide the services required for the proposed project. Upon approval of the City Council a contract will be signed with the successful Construction Management firm, upon referendum approval.
 4. The following selection criteria will be the basis for CM selection:
 - Professional qualification necessary for satisfactory performance of required services,
 - Demonstrated expertise on recent similar projects,
 - Knowledge of the general geographical area of the project,
 - Capacity to accomplish the work in the desired time,
 - Past performance on contracts in terms of cost control, quality of work and compliance with performance schedules, and
 - Fee structure/value

C. Notifications

The Committee will provide timely notifications of the following actions to firms responding to the RFP as follows:

- All firms will be notified of selection status
- City of Stewartville Council approval

D. City of Stewartville - Right to Reject Fee Proposal

The City reserves the right to reject any and all proposals and re-advertise and/or solicit for CM's at any time prior to the City Council's approval of the recommended CM and the negotiated agreement. All costs incurred in the preparation of the RFP process shall be borne by the proposed CM's. Proposals submitted in response to this RFP shall become the property of the City and be considered public documents under applicable laws.

E. Procedure Requirements

Any CM's failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

VI. Submittal Requirements

The Submittal requirements shall be as follows for the CM:

1. The proposing CM shall submit three (3) print and one (1) electronic (pdf) copy of their proposal for the project.
2. In preparing the proposal, the proposing CM shall clearly identify the individual(s) who will be responsible for the referenced project. If the individual(s) are/is representing their previous experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified.
3. Provide the following information in your submittal:
 - a. Company Profile**
 - i. Identification of the firm submitting the proposal, telephone number and date the firm was established.
 - ii. Give a corporate overview of your firm including location(s), firm history.
 - iii. Describe your teaming philosophy with A/E's, City Engineer and City Council and staff.
 - iv. Include a description of your quality control processes for reviewing "biddability" and "constructability" in reducing potential changes orders.
 - b. Project Approach**
 - i. Describe your approach to cost estimating and material value analysis/life cycle costing.
 - ii. Identify your firm's ability to get multiple qualified and competitive trade contractors bids on this project
 - iii. Describe and/or list services you would be providing during the construction phase of this project.
 - iv. Describe and list how many bid categories and bid phases you see for this project

- v. Describe your approach to on-site construction supervision.
- vi. Any other information that you view as appropriate to this proposal.

c. References

Provide the client name, address, and client's project representative and telephone number for the firm's three (3) most recent projects that most closely relate to the firm's proposal for this project. If a joint venture or other form of association, provide reference information for each member firm.

d. Availability and Capacity

Briefly discuss the availability of all key personnel for the scheduled time frame of the proposed project.

e. Compensation For Services

Please enclose your fee structure per this document including any proposed supplemental conditions. Note that your fee is must come out of the estimated working range \$2 - 3.7 million for the project construction costs and all potential contingencies.

Attachments

- **Proposed Building/Facility Design/Floor Plan**
- **Existing Site Layout**
- **Minimum Insurance Coverage**

End of Request for Proposal

MINIMUM INSURANCE COVERAGE
FOR
CONTRACTORS INVOLVED IN MUNICIPAL PROJECTS

A. Commercial General Liability

1. General Aggregate Limit (Other Than Products- Completed Operations)	\$2,000,000
2. Products-Completed Operations Aggregate Limit	\$2,000,000
3. Personal & Advertising Injury Limit	\$1,000,000
4. Each Occurrence Limit	\$1,000,000
5. Fire Damage Limit – any one fire	\$ 50,000
6. Medical Expense Limit – any one person	\$ 5,000

The City of Stewartville shall be named as additional insured under the policy. The Contractor shall submit a Certificate of Insurance that clearly indicates compliance with the Insurance requirements. The Contractor shall also submit a copy of the appropriate endorsement which names the City of Stewartville as additional insured. A 30-day written notice of cancellation shall be provided on all Certificates of Insurance.

B. Automobile Liability

1. Bodily Injury and Property Damage – Combined Single Limit	\$1,000,000
2. Automobile Liability coverage must be provided on an “any Auto” basis	

C. Workers Compensation

Workers’ Compensation as required by the State of Minnesota and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements, with the following minimum limits:

- Bodily Injury by Accident - \$500,000 Each Accident
- Bodily Injury by Disease - \$500,000 Each Accident
- Bodily Injury by Disease - \$500,000 Policy Limit

D. Umbrella Liability

Provide coverage at least as broad as the underlying General Liability. Automobile Liability and Employers Liability:

1. Minimum Limit Each Occurrence	\$2,000,000
2. Aggregate Limit	\$2,000,000
3. Maximum Self Retention	\$ 10,000

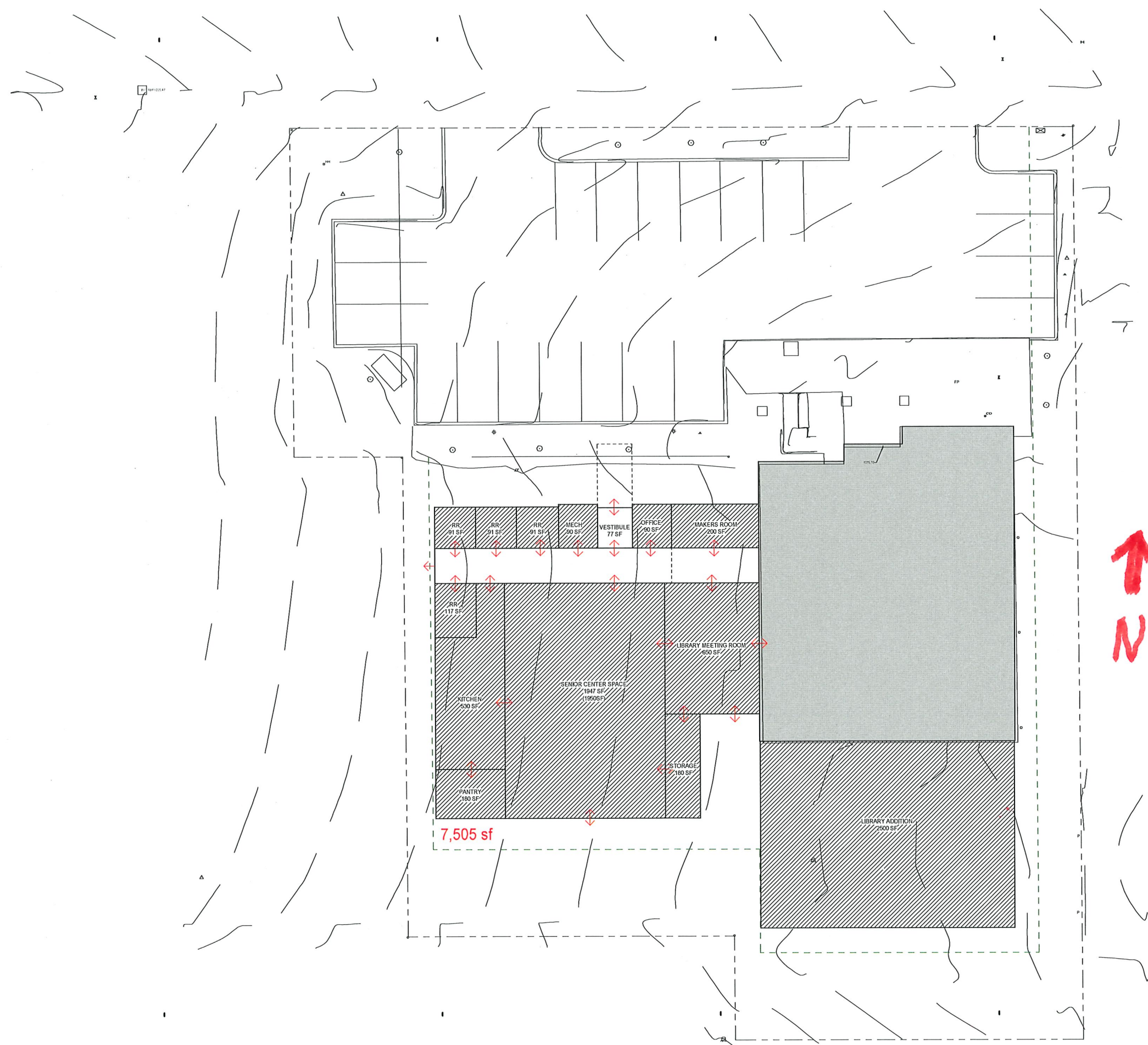
E. Professional Liability

- | | |
|---|-------------|
| 1. Each Claim Limit | \$2,000,000 |
| 2. Annual Aggregate | \$2,000,000 |
| 3. Must continue coverage for 2 years after final acceptance of service/job | |

F. Property Damage Coverage

- | | |
|--------------------|-------------|
| 1. Property Damage | \$1,000,000 |
|--------------------|-------------|

If the contractor is required to obtain a Builders Risk Policy, it should be an “all risk”, 100% to completed value.



7,505 sf



BENTZ THOMPSON RIETOW **BTR**
 900 SECOND AVENUE SOUTH, SUITE 400
 MINNEAPOLIS, MN 55402
 P: (612) 332-1234

CITY OF STEWARTVILLE

STEWARTVILLE PUBLIC LIBRARY EXPANSION

110 2ND ST SE
 STEWARTVILLE, MN 55976

10/26/2023
 NOT FOR CONSTRUCTION

22094 BTR PROJECT

10/26/2023 DATE

BTR DRAWN

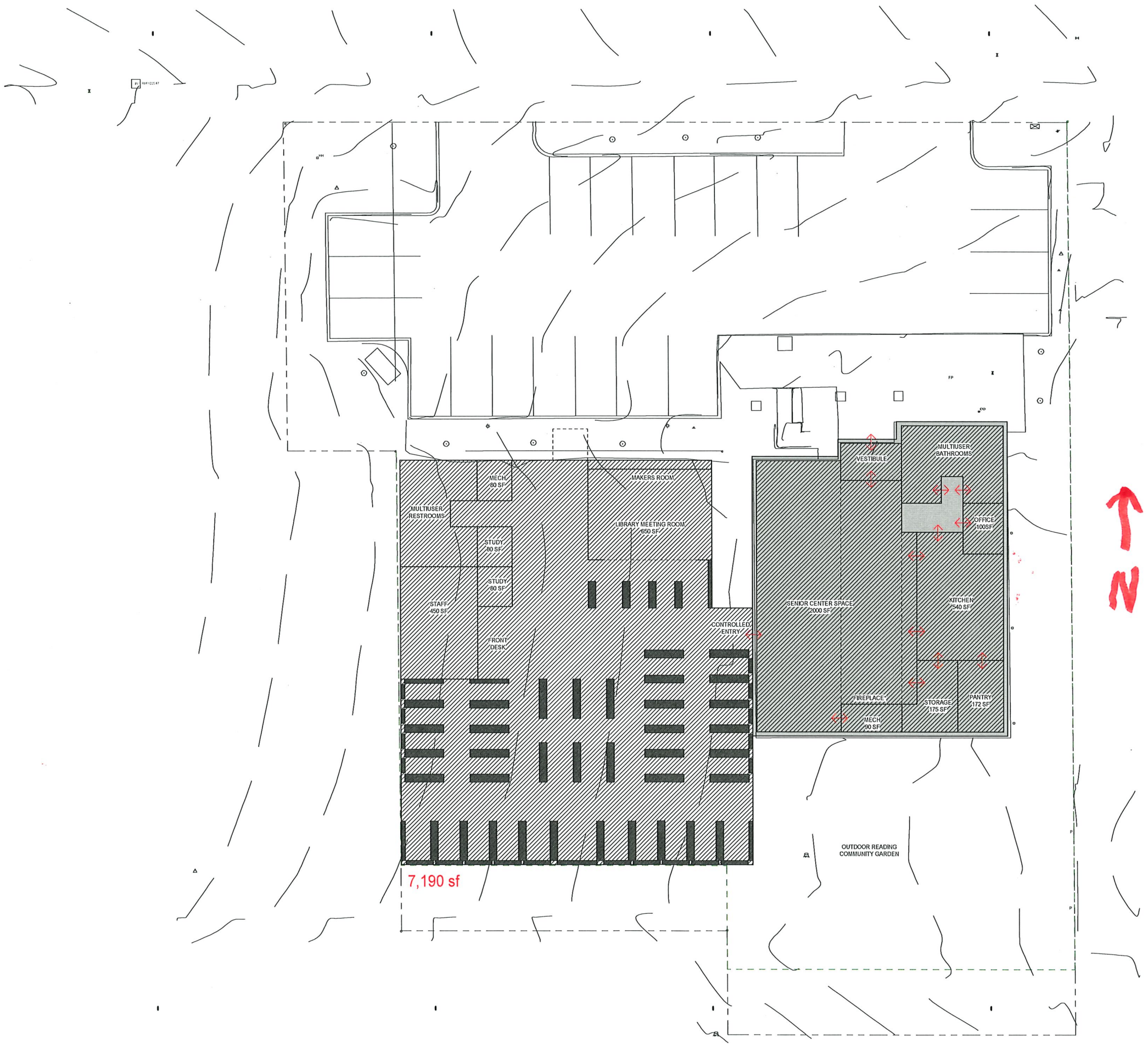
BTR CHECKED

REVISIONS

NO	ISSUE	DATE

SCHEMATIC SITE PLAN

2.0



BENTZ THOMPSON RIETOW **BTR**
 900 SECOND AVENUE SOUTH, SUITE 400
 MINNEAPOLIS, MN 55402
 P: (612) 332-1234

CITY OF STEWARTVILLE

STEWARTVILLE PUBLIC LIBRARY EXPANSION

110 2ND ST SE
 STEWARTVILLE, MN 55976

10/26/2023
 NOT FOR CONSTRUCTION

22094 BTR PROJECT
 10/26/2023 DATE
 BTR DRAWN
 BTR CHECKED

REVISIONS

NO	ISSUE	DATE

SCHEMATIC SITE PLAN

