

NOTICE INVITING STATEMENTS OF PROPOSAL FOR:

Construction Manager Services for Construction of the North Fire Station

May 19, 2020

The City of Maplewood is seeking Statements of Proposal from experienced, qualified Construction Management firms to provide professional construction management services for the North Fire Station replacement project.

Qualified companies are required to submit one copy of a Statement of Proposal as described in the City's RFP. Please remit Statements of Proposal to:

Michael Mondor
Chief of EMS
City of Maplewood
1830 County Road B
Maplewood, MN 55109

All Statements of Proposal must be received no later than 4:00 p.m. on Tuesday June 9, 2020. Statements of Proposal will be reviewed, and those firms whose proposals most appropriately meet the City's needs will be considered.

Thank you for your interest.

Sincerely,
Michael Mondor
City of Maplewood, Chief of EMS

CITY OF MAPLEWOOD, MINNESOTA

**REQUEST FOR PROPOSALS FOR
CONSTRUCTION MANAGER SERVICES FOR THE
NORTH FIRE STATION REPLACEMENT PROJECT**

CITY OF MAPLEWOOD

1830 COUNTY ROAD B

MAPLEWOOD, MN 55109

WWW.MAPLEWOODMN.GOV

MAY 19, 2020

SECTION I: INTRODUCTION & BACKGROUND

General Information

The City of Maplewood (“City”) is requesting proposals from qualified Construction Management firms (“firm” capable of providing professional construction management services as detailed in the following request for proposal (“RFP”).

Purpose of Request

The purpose of this Request for Proposal (RFP) is to evaluate and select a construction manager to provide services where the delivery method of Construction Manager As Advisor (“CMA”) is utilized, for the proposed North Fire Station Project.

It is the intent of the City of Maplewood to proceed forward and contract with the selected construction manager for preconstruction (to include design and product consultation with the Architectural and Engineering services firm) and construction phase services based on the CMA delivery method.

Project Overview

The City of Maplewood(Owner) has completed a space needs study for the replacement of the North Fire Station that can serve our community for the next 30 years. The Owner proposes to construct a facility consisting of approximately 30,000 sq. ft. on the site of the existing North Fire Station. The project site is located at 1530 County Road C East, Maplewood, MN 55109 at the intersection of County Road C and Hazelwood Streeg. The facility will be constructed and owned by the City of Maplewood. It is expected that the total project cost including construction costs, soft costs and owner costs will not exceed \$10,700,000. The expected project timeline is July 2020 through November 2021 and that construction will take 10 months of the project timeline.

The Owner seeks to obtain the services of an experienced construction management firm to assist the city with Phase 1 (pre-construction) and Phase 2 (construction) services. Phase I work will include preconstruction services generally consisting of assisting the Owner and architect with the development of plans, specifications and estimated costs; assisting with any value engineering exercise; performing constructability reviews; and assisting with bid efforts. Phase II work is proposed to include construction services generally consisting of construction management from start to finish, processing pay requests, and providing project closeout services. The tentative schedule for Phase 1 runs from May 2020 through quarter 1 2021. The schedule for Phase II services will be determined upon completion of Phase 1, and will require City Council approval to initiate.

A project team consisting of representatives of City of Maplewood staff from Public Works, Fire, Finance, IT, Community Development, and Administration will be coordinating the North Fire Station project. The selected Construction Manager (CM) will be responsible for providing all Phase 1 and Phase 2 services, pending required City Council approvals. Contracts for the construction of the project will be competitively bid and awarded by the Owner.

A fire station needs assessment and design recommendations study was completed in February 2020. The proposed building is anticipated to be approximately 30,000 square feet with the following features and areas of emphasis:

- Public lobby and historical component
- Training room
- Conference Rooms
- Offices
- Living area
- Kitchen
- Fitness room
- Dorm rooms (gender neutral)
- Storage areas
- Hot zone separation/transitions
- Decontamination Area (Showers/Lockers)
- 7 drive through apparatus bays
- 5 vehicle command garage
- Building materials are durable and LEED standards are considered to reduce long-term maintenance and operational costs

The existing fire station on the proposed site must be demolished prior to constructing the new facility.

The City seeks to retain a construction management firm that exhibits the following characteristics:

1. Recent experience with the construction of Fire Stations, Public Safety facilities or other relevant projects.
2. Ability to adhere to pre-established project budgets and schedules.
3. Ability to effectively manage development of plans and specifications by successfully participating as an integral part of a project design team including the CM, a full design team of architects and consultants, and City of Maplewood staff.
4. A demonstrated ability to accurately estimate project costs using developed plans and specifications.
5. A demonstrated ability to effectively manage the value engineering exercise to

insure adherence to the project cost budget.

6. Evidence of experience in working with public entities on projects of similar magnitude involving public bidding, and in entering into a contract with said public entities to perform the work.

Proposal Submission Requirements

- A. Any firm submitting a proposal may choose to attend a pre-proposal meeting as outlined later in the RFP.
- B. A completed AIA Document A305, Contractor Qualifications Statement.
- C. A description of your firm, including its history, the size and makeup of staffing, and an indication of the person(s) who will be responsible for managing Phase 1 and Phase 2 services including managing the development of plans and specifications, cost estimating, value engineering, and reviewing alternate methodologies to meet design intent. Indicate all staffing proposed to work on this project.
- D. A list of projects your firm has constructed or managed that are similar in scope and complexity to this project. Please indicate if your firm acted as a general contractor, owner's representative, or construction manager. If you acted as the construction manager, please describe what specific services you provided the owner of the project(s) and how you were able to administer and adhere to project schedules, milestones, and budget limits.
- E. Provide evidence of general liability, business, automobile insurance and worker's compensation.
- F. Provide a description of your safety program including; written safety program, written document showing experience modification rating (EMR), a summary of your EMR over the past three years, describe the person(s) responsible for safety on this project listing specific duties and amount of time dedicated to these responsibilities and their safety related qualifications.
- G. For past five (5) years please provide details of alleged violations, associated penalties and corrective action taken on your project sites as a result of inspections by OSHA, other applicable health and safety agencies, and any environmental agencies.
- H. Provide three references from clients for whom you have built similar projects and performed the role of construction manager.
- I. Provide details of your cost estimating process and identify what distinguishes your process as compared to other construction managers.
- J. Provide any additional information that will assist us in evaluating your firm and its ability to manage this construction project in a cost effective and timely manner.
- K. Explain why your firm should be selected for this project.
- L. Please note that an authorized representative of your firm who can be held

accountable for all representations must sign each proposal.

- M. Proposals may not be withdrawn for at least 60 days after the scheduled closing time for the receipt of proposals. The City of Maplewood reserves the right to reject any or all proposals, and to waive informalities.

SECTION II: DESCRIPTION OF SERVICES/FEES

The CM shall provide a scope of services in accordance with the proposed CM contract, including, but not limited to the following work tasks:

Phase 1 Pre-Construction Services (Includes Pre Construction, Bidding and Award):

- Assist with development of plans, specifications and cost estimates, as needed
- Attend bimonthly design review meetings
- Provide value engineering and constructability reviews for civil, structural, mechanical and electrical systems to ensure project budget and design standards are maintained.
- Provision of timely and accurate information, cost and time estimates and participation in decisions regarding construction materials, methods, systems, phasing and costs to achieve the highest quality construction and facilities within the budget and schedule.
- Identification of sustainable alternates where it financially and feasibly makes sense (e.g. LEED, application for energy related incentive programs, etc.).
- Provision of information informing City and A/E of current construction market, bidding climate, status of key sub-contract markets and other local economic and weather-related conditions.
- Assessment and recommendation of alternative construction options to achieve cost savings.
- Recommendation of division of work to facilitate bidding and award of trade contracts including factors such as bidding climate, weather, accelerating milestones and related issues.
- Provision of information to Owner's Representative on contracting or opportunities with local minority or women-owned firms.
- Recommendation of appropriate number of bid packages including sub-contractor bidding, bid phasing and identification of any elements of the Project that may require special procurement processes including but not limited to the prequalification of bidders or qualifications-based selection.
- Assist in preparing advertisements for bids
- Development and coordination of all bid packages.
- Assist in responding to bidders and receiving and evaluating bids
- Provide recommendations for accepting bids and awarding contracts

The City requires the CM to attend design reviews, constructability reviews and value engineering at a location determined by the Owner's Representative, but likely to be at the

Central Maplewood Fire Station (1955 Clarence Street North, Maplewood, MN 55109)

Phase 2 (Construction) Services:

- Assist in award and execution of construction contract documents
- Schedule and lead pre-construction meeting
- Identify and recommend procurement of long lead items
- Coordinate required approvals from local and state code and regulatory agencies
- Establish and maintain a project financial status reporting system
- Coordinate work between contractors and consultants
- Develop, monitor and enforce construction schedules
- Process partial and final pay requests
- Analyze, negotiate and recommend change orders, if needed
- Prepare project reports and schedules
- Develop and implement quality assurance and control plans
- Maintain record documents
- Assist in substantial and final completion inspections and preparation of punch lists
- Oversight to ensure completion of punch lists
- Certify contractor payment applications
- Coordinate construction site safety program
- Oversight of the occupancy process
- Provision of warranty plan services
- Communicate as required with local officials and regulatory agencies
- Provide close out documentation to the City of Maplewood within 180 days of substantial completion

Examples of desired skills include:

- Critical Path scheduling
- Construction cost-estimating
- Performing value engineering and life-cycle cost studies
- Analyzing alternative design solutions
- Understanding local conditions: labor, climate, weather, etc.
- Understanding construction methods and techniques
- Performing constructability reviews
- Sequencing of work
- Ensuring safety
- Timely and accurate communication
- Effective coordination of work
- Familiarity with sustainable construction practices
- Maintaining a strong, professional work ethic

Fee Summary

- Proposals must include separate lump sum fee proposals for Phase 1 (Pre-Con, Bidding and Award), Phase 2 Construction services, firm fees and anticipated site service costs.
- Proposal fees must include all costs anticipated to be incurred by the CM to complete Phase 1 and Phase 2 services including costs related to meals, travel, mobilization, attending meetings, etc.

Please format your responses in the order of the listed submission requirements. This will help to track and compare responses and to ensure that all questions have been adequately answered. No submission materials will be returned to you after the selection process.

SECTION III: SELECTION SCHEDULE

During the evaluation process, the City shall reserve the right to request additional information or clarifications from a vendor, or to allow corrections of errors and/or omissions. Further, the City reserves the right to make changes to the RFP no later than seven (7) calendar days prior to the Proposal due date listed in Section III of this RFP. Any changes shall be made by written addendum which will be available to all prospective proposers.

The deadline to submit questions is listed below. The City will respond to all questions received in writing, making the questions and responses available to all perspective proposers by the deadline listed below. Proposer may amend or withdraw its proposal any time prior to the time and date established for the Proposal due date.

The tentative schedule for the CM selection process is set forth below; however, the Owner reserves the right to modify this schedule as necessary. Respondents must submit questions and requests for clarification in writing via email to michael.mondor@maplewoodmn.gov for consideration prior to the established deadline.

A pre-proposal meeting will be held at 10:00 AM on **May 29, 2020** via Zoom video conference. Attendance is optional for firms interested in proposing on the project. In order to participate in the Zoom conference you must e-mail michael.mondor@maplewoodmn.gov and provide your contact information by 2:00 PM on May 28th, 2020 to receive the meeting invitation.

Event	Date
RFP Available for Distribution	May 19 th , 2020
Pre-proposal meeting 10:00 AM/PM via Zoom video conference	May 29 th , 2020
Deadline for RFP Questions 2:00 PM	May 29 th , 2020
RFP Responses Due 4:00 PM CDT	June 9 th , 2020
Review of RFP's Completed	June 12 th , 2020

Short list firms notified and interviews scheduled	June 12 th , 2020
Interviews of Short Listed Finalists (if necessary)	Week of June 15 th , 2020
Evaluation Committee final decision (tentative)	June 19 th , 2020
Anticipated City Council Recommendation (tentative)	July 14 th , 2020

Submission Requirements and Selection Process:

- I. Please submit one electronic (PDF) copy of your proposal to: Michael Mondor at michael.mondor@maplewoodmn.gov. The e-mail subject line should be clearly marked “PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES –NORTH FIRE STATION REPLACEMENT PROJECT”
- II. Copies of your response are due no later than 4:00 p.m. CST June 9, 2020

SECTION IV: STATEMENT OF PROPOSAL CONTENTS AND INSTRUCTIONS

All proposals must be received by **June 9, 2020 at 4:00 p.m. CST** via e-mail, with the Subject Line marked “**Proposal For Construction Management Services-North Fire Station Replacement Project,**” for a Proposal to be considered. Late proposals will be not considered. All proposals shall be submitted to:

Michael Mondor, Chief of EMS
 City of Maplewood
 1830 County Road B
 Maplewood, MN 55109
 651-249-2822
michael.mondor@maplewoodmn.gov

All responses, questions and correspondence shall be directed to Michael Mondor. In the interest of fairness to all respondents, please do not contact other staff or elected or appointed officials.

Preparation of Proposal. Proposals that contain insufficient information for a meaningful evaluation or are not legible may result in disqualification from further consideration. It is the responsibility of all proposers to examine the entire RFP package and seek clarification of any item or requirement. Further, it is the responsibility of all proposers to review responses for accuracy before submitting the Proposal.

Responses must be typewritten and limited to a maximum of thirty (30) pages (8 ½” x 11”) with font not smaller than 11-point type.

Responses must be straightforward and concise to the extent possible. Emphasis should be on

completeness and clarity of content and shall not include any promotional material.

The Proposal shall clearly identify the individual(s) who will be assigned to the Project. If the individual(s) are/is representing any previous experience while employed with another firm, the firm of record for the project and the individual's role shall be clearly identified.

Failure to meet these requirements or proposals that contain insufficient information for a meaningful evaluation or are not legible may result in disqualification from further consideration.

Please submit questions regarding the contents of the RFP on or before May 29, 2020 at 2:00 pm.

Rights of Review.

The City reserves the right without prejudice to reject any or all proposals or to request additional information from any and all companies submitting proposals. This RFP shall not commit the City to engage any company for the services described in this RFP.

Confidential Material.

All materials submitted in response to his RFP ultimately become public record and shall be subject to inspection after the contract award. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope marked as such shall be considered to qualify as Trade Secret Data under the Minnesota Government Data Practices Act (MGDPA). Any material to be treated as Trade Secret Data must include a justification for the request. The request will be reviewed and either approved or denied by the City. If denied, the Company shall have the opportunity to withdraw the entire Proposal or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total Proposal shall be considered confidential or proprietary. Any costs to preserve the Trade Secret data designation under the MGDPA shall be the responsibility of the Company.

Addenda.

All questions shall be submitted in writing to the City's point of contact as indicated in Section 4 of this RFP by 2:00 p.m. CST on May 29, 2020. Any interpretations, corrections and changes to this RFP shall be made by written Addendum to the RFP. Addenda will be issued electronically through the City of Maplewood website. Proposers shall acknowledge receipt of all addenda in their Statement of Proposal.

Response Ownership.

All proposals become the property of the City upon receipt. Selection or rejection of a proposal shall not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP subject to the limitations as described in Section 5.2, Confidential Material. Disqualification of a proposal does not eliminate this right.

SECTION V: EVALUATION & SELECTION CRITERIA

The City will convene an Evaluation Committee (“Committee”) comprised of City staff. The Committee will evaluate all proposals submitted to the City using both an objective and subjective process to determine the “best value”.

Evaluation Criteria

The following is an outline of the criteria that will be used in order to ascertain which proposal best meets the needs of the City. Evaluation of Proposals will be based upon, but not limited to the following:

1. Responsiveness of the written Proposal.
 - a. Compliance with format.
 - b. On-time Proposal submission.
 - c. Completeness of Proposal – clear and concise.

2. Capability.
 - a. Technical competence.
 - b. Demonstrated expertise and ability to consistently, knowledgably and professionally perform CM services as required.
 - c. Availability and responsiveness to staff as derived from the written Proposal.
 - d. Knowledge of general geographic area.
 - e. Capacity to accomplish work in required timeline.

3. Services provided.
 - a. Organizational structure.
 - b. How and where the work will be performed.

- c. Types of services provided for each phase identified in the RFP: design, bid, construction and post-occupancy
4. Safety
 - a. Demonstration of established safety program and assigned personnel.
 - b. Experience Modification Rate (EMR) score
5. Specialized Experience
 - a. Experience and technical competence in sustainable practices and/or LEED
 - b. Other demonstrated experience that would be advantageous to the City in the successful delivery of Project.
6. Community Inclusiveness
 - a. Firm's representation, employment or utilization of employees, subcontractors or other service providers that will be utilized on this project that come from traditionally underrepresented communities.
7. References and applicable experience.
 - a. Past performance on contracts in terms of cost control, quality of work and compliance with performance schedules
8. Cost.

Interview

Firms may be required to participate in person for an oral interview to supplement their proposals. In order to select the most qualified firm, interviews will be conducted with the short-listed firms in accordance with a schedule to be determined by the Evaluation Committee. The purpose of the interviews is for clarification to assure full understanding and or conformance to the solicitation requirements. Any oral interview will be made to the Evaluation Committee.

If invited to interview, Firm must ensure key personnel assigned to the Project be present at the interview.

This RFP is not meant to favor any one Firm. Rather, it is designed to meet the needs of the City. The evaluation team will select the proposal or proposals that best meet the needs as defined in the scope of this RFP. The City reserves the right to reject any or all of the proposals and the right to award by individual line item, by group of line items or as a total, whichever is deemed most advantageous to the City. The City reserves the right to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification

to any statement following the deadline for receipt of all proposals and to waive any irregularities is such would serve the best interests of the City.

Each proposal will be examined initially to ensure it follows the proposal format and instructions in this RFP. Proposals that do not follow the specific format will not be considered. Late proposals will not be considered.

Intent.

The City retains sole discretion to evaluate proposals and intends to select and award a contract to the firm the City believes is best qualified to perform the work as outlined in this RFP and in which the City deems to have the most responsive proposal. Only proposals that meet the qualification criteria will be considered. Therefore, it is imperative that the Statement of Proposal clearly indicate the Firm's ability and the assigned project personnel ability to provide requested services. Receipt of proposals in response to this RFP does not obligate the City in any way to engage any Firm and the City reserves the right to reject any or all proposals wholly or in part, at any time, for any reason or no reason at all, without penalty.

The City retains the right to abandon the proposal process at any time prior to the actual execution of a contract for services and the City shall bear no financial or other responsibility in the event of such abandonments. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

Evaluation will consider the firm's experience for police and fire facilities, municipal facilities and cost. The Evaluation Committee may desire a brief interview with any or all firms before finalizing a recommendation.

Recommendation for Selection Process.

Following the Committee's evaluation, the City Project Team will provide a recommendation to the City Council to enter into an agreement for construction management services with the preferred firm.

Revisions.

Revisions may be permitted per City approval after submissions and prior to award for the expressed purpose of obtaining best and final offers.

Section VII: CONTRACT EXECUTION

The information below is being provided as part of RFP to give firms an understanding of the City's expectations with respect to contract execution.

Negotiations and Contract Execution.

Negotiations for costs are generally not used as the competitive RFP process is superior for achieving the best value for the City. Revisions may be permitted per City approval after submissions and prior to award for the expressed purpose of obtaining best and final offers. The City reserves the right to negotiate the final terms and conditions of the contract to be executed, including award amount.

Should the City and a Firm be unable to agree upon the entire contract, the City reserves the right to discontinue negotiations, select another firm or reject all of the Proposals.

Unless otherwise agreed upon, the final contract will be based on a City of Maplewood Professional Services Contract which will be loosely based on the AIA Standard Form of Agreement between Owner and Construction Manager, Where the Construction Manager is Not a Constructor. Certain terms of that contract are not negotiable, including insurance requirements, monetary limits on vendor liability, choice of law and venue.

Please enclose your fee structure per this document including reimbursable expenses, General Condition items and any proposed supplemental conditions.

Upon completion of negotiations agreeable to the City and Firm, a contract shall be executed. It is expected that the form of agreement will be prepared by the City of Maplewood and shall be subject to City Council approval.

The successful Firm shall execute a contract with the City within (10) days after receipt.

Contract Ethics.

No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the Proposal shall participate in any decision which affects his or her direct or indirect financial interests.

It is a breach of ethical standards for any person to offer, give or agree to give any City employee or Council Member or for any City employee or Council Member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated

by an individual, group or corporate desire to obtain special, preferential or more favorable treatment than is normally accorded the general public.

The Firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.

The Firm shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City.

Reporting.

The successful Firm will report to the City's Chief of EMS, Michael Mondor, or his designee. The Chief of EMS will audit billings, approve payments and establish delivery schedule and generally be responsible for overseeing the execution of the contract.

Financial Liability Limitations.

The City shall not be liable for any expenses incurred by the Firm, including but not limited to, expenses associated with the preparation of the proposal, attendance at the oral presentation, onsite visit(s) or demonstrations, preparation of a compensation (fee) schedule or final contract negotiations.

Affirmative Action.

The City requires affirmative action; therefore, the company selected shall not discriminate under the contract against any person in accordance with federal, State and local regulations.

Other Information.

The City reserves the right, where it may serve the City's best interest, to request additional information or clarification from firms or to allow correction of errors or omissions. At the discretion of the City, firms submitting Statements of Proposal may be requested to make oral presentations as part of the evaluation process. Following a review of the proposals, a recommendation for award of contract will be made by City staff. The City reserves the right to retain all proposals submitted and to use any ideas in proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing company of the conditions contained this RFP unless clearly and specifically noted in the proposal submitted. The City reserves the right to terminate the selection process at any time and reject any or all offers. The City shall not be held liable for any costs incurred by interested providers participating in the selection process.

