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## CITY OF RAMSEY

### Request for Proposal for Construction Manager as Construction Services

#### Ramsey Public Works and Fleet Maintenance Facility

June 19<sup>th</sup>, 2019

The City of Ramsey has completed a space needs study for our public works and fleet maintenance facility building project. At this time, the architects for the project have not been selected. The city intends to construct a facility consisting of approximately 66,000 sq. ft. on a city owned site. The existing buildings will remain as temperate and cold storage. The building site is located at 14100 Jaspar Street NW, Ramsey MN 55303. The facility will be constructed and owned by the City of Ramsey. The City of Ramsey seeks to obtain the services of an experienced construction management firm to assist the city in this effort. It is estimated that the construction budget for this project will range from \$13-\$15m. Total project cost will not exceed \$15,000,000. It is anticipated that the project will consist of preconstruction services, and construction services with Phase I-construction services being site work, moving the salt storage building and misc. other items which will be determined once costs are updated. Phase II – construction services will consist of bidding and building construction. The schedule for Phase II will be determined upon completion of design and updated cost estimates. Please refer to space needs study for the master plan of the site.

A project team consisting of representatives of the City of Ramsey staff and City Council is coordinating the City of Ramsey Public Works Campus project. The construction manager will be responsible for providing a project construction cost estimate based on site design development drawings, assisting the design and ownership teams in the value analysis of estimated project costs and constructability reviews. The construction manager will also be responsible for coordinating the public bidding of all subcontract work, overseeing the selections of contractors, and entering into a Guaranteed Maximum Price (GMP) agreement with the City of Ramsey. All contracts for the construction of the project will be competitively

bid and awarded by the City of Ramsey. At the time the City of Ramsey accepts the GMP, the City of Ramsey will assign the contracts to the construction manager.

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

1. Recent experience with the construction of public works facilities or other relevant projects.
2. Ability to demonstrate value and quality of construction and to adhere to pre-established project budgets and construction time frames.
3. A demonstrated willingness to successfully participate as an integral part of a project team that will include the Owner(City of Ramsey), a full design team of architects and consultants, the City Council and staff of the City of Ramsey.
4. A demonstrated ability to accurately estimate the cost of the project using design development plans and specifications. To effectively participate in the value engineering and value processes to insure adherence to the project cost budget.
5. Evidence of experience in working with public entities on projects of this magnitude involving public bidding and in entering into a contract with said public entities to perform the work on a guaranteed price basis.

**Proposal Submission Requirements**

- A. Any firm submitting a proposal must attend the **mandatory** pre –proposal meeting as outlined later in the RFP.
- B. Please complete the AIA Document A305 Contractor Qualifications Statement.
- C. Please describe your firm, including its history, the size and makeup of staffing and an indication of the persons who will be responsible for project management, cost estimating, value engineering, and alternate methodologies to meet design intent. Indicate the staffing you propose for this project.
- D. Please list the 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 or as a 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 project time frames and project budget limits.
- E. Given the project will be publicly bid to the subcontracting community, please describe methods you have used on other publicly bid projects to ensure that the bids received on this project come from qualified subcontractors.
- F. Please provide evidence of general liability, business, automobile insurance and worker’s compensation.

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- G. Please provide three references from clients for whom you have built similar projects and performed the role of construction manager as construction services.
- H. Please provide detail of your cost estimating process and identify what distinguishes your process as compared to other construction managers.
- I. Please 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. Why your firm should be selected for this project.
- J. Please note that an authorized representative of your firm who can be held accountable for all representations must sign each proposal. The applicant assurances form attached hereto as Exhibit B must be provided with your proposal.

**Fees**

The CM shall provide a scope of services in accordance with the proposed CM contract (AIA A133-2009), including, but not limited to the following:

**Preconstruction Phase:**

- Develop a construction management plan including the cost and time parameters, means and methods, number and timing of construction contracts and a complete management information system.
- Prepare and enforce project schedules, including a preliminary project schedule and construction schedules.
- Provide value engineering and constructability reviews
- Assist in design document reviews and coordination
- Assist in value engineering with special emphasis on civil, structural, mechanical and electrical systems.
- Assist in receiving and evaluating bids
- Identify and recommend procurement of long lead items
- Assist in awarding construction contracts
- Obtain approvals from local and state code and regulatory agencies
- Establish and maintain a project financial status reporting system

**Construction Phase Services (included in fee:)**

- Coordinate contractors and consultants
- Monitor and enforce construction schedules
- Analyze, negotiate and recommend changes
- Prepare project reports and schedules
- Develop and implement quality assurance plans
- Maintain record documents
- Assist in substantial completion and final completion inspections and preparation of punch lists

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- Certify contractor payment applications
- Coordinate construction site safety program
- Communicate, as required with local officials and regulatory agencies
- Provide close out documentation to the City of Ramsey within 90 days of substantial completion

**Fee Summary**

- Please propose your construction management fee, a proposed general conditions amount by preconstruction service and potential construction services breakdown(with phase I-construction services being potential items like site work) and phase II-construction services being the building (which the timing is pending).
- Please list items that are provided as part of general conditions and not included in the proposed construction management fee.
- Provide a separate fee, if any, for pre-construction services, which will include attending weekly design review meetings, providing a schematic design(SD) cost estimate, ongoing value analysis and overseeing preparation of bid documents and assisting with bidding and review of contractors.

Please format your responses in the order of the listed submission requirements. This helps us 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.

**Tentative Schedule of Selection Process**

- I. The city’s intended schedule for the Construction Manager selection is set forth below; however, the city reserves the right to modify this schedule as necessary. Respondents may submit written questions and requests for clarification to the City Contact via email ([Griemer@cityoframsey.com](mailto:Griemer@cityoframsey.com)) for consideration at the mandatory pre-proposal meeting.

A pre proposal meeting will be held at 10:00 AM on July 10<sup>th</sup>, 2019 at the City of Ramsey Municipal Center, located at 7550 Sunwood Drive NW, Ramsey, MN 55303. Attendance is **mandatory** for firms interested in proposing on the project.

<b>Event</b>	<b>Date</b>
RFP Available for Distribution	June 19 <sup>th</sup> 2019
Mandatory pre proposal meeting 10: 00 AM (Ramsey Municipal Center)	July 10 <sup>th</sup> 2019
Deadline for RFP Questions 10:00 AM	July 12 <sup>th</sup> 2019
RFP Responses Due 4:00 PM CDT	July 17 <sup>th</sup> 2019

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Interviews of Short Listed Finalists (if necessary)	July 30 <sup>th</sup> 2019
Anticipated City Council Recommendation	August 27 <sup>th</sup> 2019

**Submission Requirements and Selection Process:**

- I. Please submit six copies and one electronic (PDF) copy of your proposal to:  
Grant Riemer, City of Ramsey, 7550 Sunwood Drive NW, Ramsey MN 55303  
Each Proposal should be clearly marked "PROPOSAL FOR CONSTRUCTION  
MANAGEMENT SERVICES CITY OF RAMSEY PUBLIC WORKS CAMPUS"
- II. Copies of your response are due at City of Ramsey Municipal Center, 7550 Sunwood  
Drive NW, Ramsey, MN 55303 no later than 4:00 p.m. CDT July 17<sup>th</sup> 2019
- III. It is our intent to interview no more than three construction managers the week of July  
22<sup>nd</sup> 2019. You will be notified of your selection to interview no later than July 19<sup>th</sup> 2019
- IV. It is our intent to make a recommendation concerning the selection of the construction  
manager to the City of Ramsey City Council at its August 20<sup>th</sup> 2019 meeting.
- V. **DISCLAIMER:** This request for proposal is only a solicitation for information. The City of  
Ramsey is not obligated to enter into a contract and is not responsible for any costs  
associated with the preparation of proposals or interviews.

The City of Ramsey sincerely thanks you for your consideration and time spent in responding to this RFP.

Enclosures:

Exhibit A- Space needs Study

Exhibit B-Application Assurance Form