

PROPOSAL FOR CONSTRUCTION MANAGER AT RISK SERVICES

# RUNESTONE COMMUNITY CENTER **EXPANSION**

6.15.2021

**Contact Person**

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June 15, 2021

Marty Schultz  
City Administrator  
City of Alexandria  
704 Broadway  
Alexandria, MN 56308

RE: Request for Proposal for Construction Management Services for Runestone Community Center Expansion

Dear Marty and Selection Committee,

Terra Construction (Terra) would like to thank you for the opportunity to submit our proposal for construction management services for the Runestone Community Center Expansion. We are excited about the opportunity to be your collaborative construction partner on this important community project.

Why select Terra for your project?

**// Extensive Construction Management Experience**

We have served as construction manager for numerous projects, including many with local municipalities. We will manage an efficient work site while minimizing disruptions to residents, pedestrians and traffic.

**// Guaranteed Maximum Price (GMP) Development**

Terra develops realistic budgets throughout the design phase and clearly represents this information to establish the GMP. This is proven by the fact that our CM projects to date have come within 2% of the GMP.

**// Value Engineering & Alternate Methodologies for Meeting Design Intent**

Far too often the label "value engineering" is applied to an activity that is more accurately described as cost-cutting or scope reduction. Our value engineering process will provide cost effective solutions to meet the City of Alexandria's expectations for quality, function and budget.

We look forward to sharing with you our approach. Should you have any additional questions, please contact me at (763) 463-0243 or bnewlin@terragc.com.

Respectfully submitted,

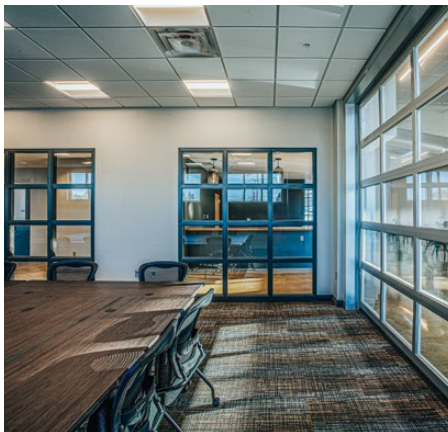
A handwritten signature in green ink that reads 'Benjamin Newlin'.

Ben Newlin  
Vice President



21025 Commerce Blvd, Suite 1000 // Rogers, MN 55374





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B //

# **BUSINESS ORGANIZATION AND HISTORY**







## Terra Construction is a Minnesota-based commercial builder.

At Terra, we believe in making each project a great experience for everyone involved. We assure you we will provide leadership, but also allow for a collaborative spirit where you, as our client, feel confident, well-informed and are an integral part of the process. We understand and respect the importance of this project to your community.

### History

Terra Construction began as Terra General Contractors in 2007 with just six employees. Since then, our roster has grown to 31 to support the growth of the firm. We have completed over 25 construction management projects for municipalities and higher education facilities.

### Principal Officers

Tom Brown, President  
Ben Newlin, Vice President  
Jason Whiting, Vice President

### Corporate Structure/ Ownership Type

Terra is a Limited Liability Company.

### Years of Experience (CM@R Services)

14 years

### Services

In addition to providing construction manager at risk services, Terra also provides construction manager as agency, general contracting, design-build and tenant improvement services to the municipal, education, healthcare, retail and industrial markets.



“ I often use Terra as an example of **great leadership, teamwork and work ethic** ... their example of process and product is **exceptional to watch**.

Glen Werner • Former College of Saint Benedict Athletic Director

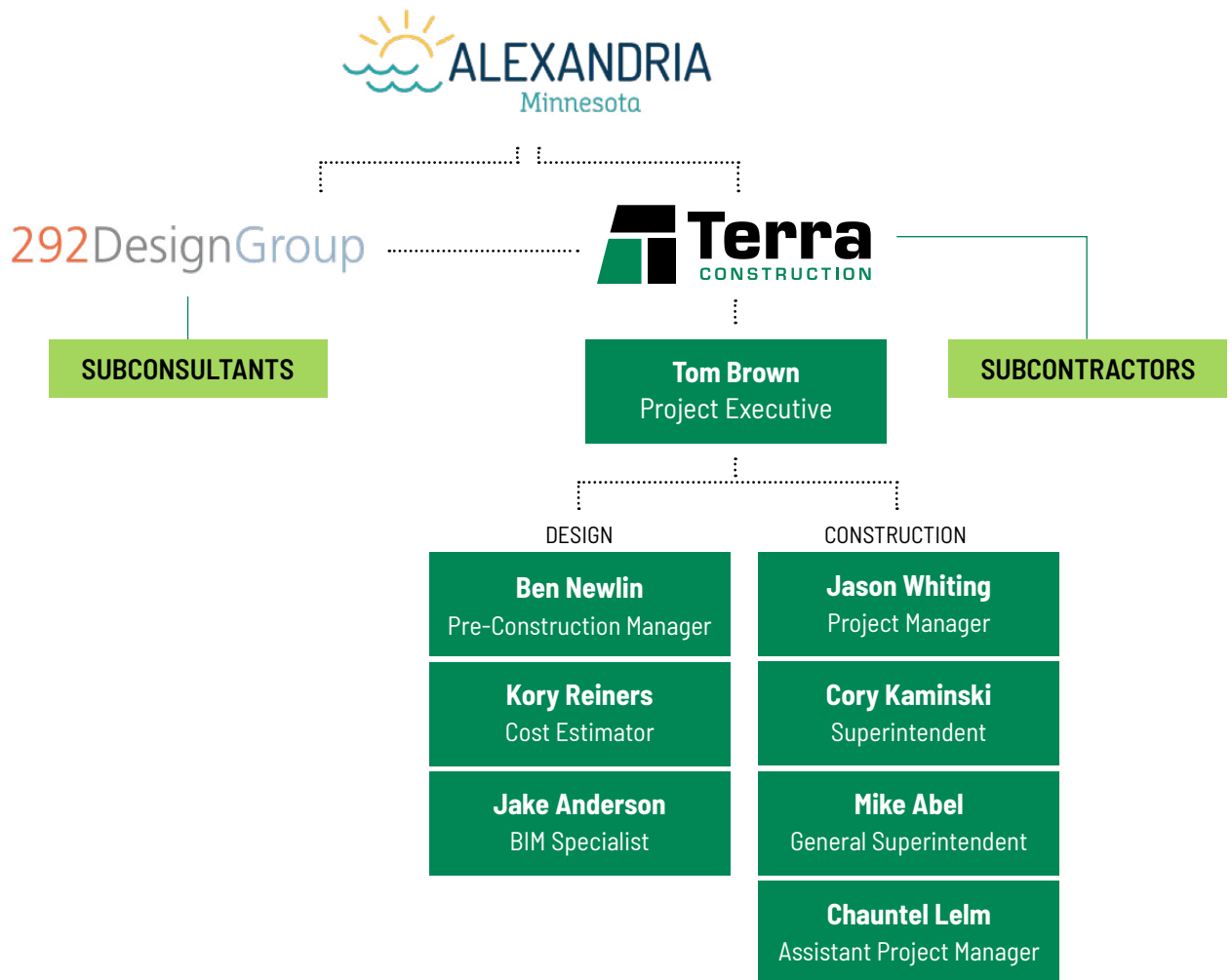
C //

## TEAM IDENTIFICATION





## Organization Chart



We have evaluated our proposed team's workloads and ensured we have the resources available to perform the work from the pre-construction phase through construction completion.



**34 YEARS OF EXPERIENCE**  
14 YEARS WITH FIRM

# TOM BROWN CHC

## Project Executive

Tom has over 30 years of construction experience managing and overseeing municipal, education, healthcare and industrial projects.

**Responsibilities:** Executive oversight on team performance, staffing, risk management, quality control, client satisfaction and MEP coordination throughout design and construction working with the design team and MEP subcontractors

### EDUCATION

- B.S. in Building Construction Management, University of Wisconsin - Platteville

### TRAINING/CERTIFICATION

- OSHA 10-Hour
- American Hospital Association Certified Healthcare Constructor
- ASHE Healthcare Construction Certificate
- Adult/Child CPR
- First Aid
- AED Training

## SELECT EXPERIENCE



### MISSISSIPPI CROSSINGS

*Champlin, MN*

- 12-acre development on Mississippi River
- Work includes construction of an open-air, riverfront amphitheater and a 9,500 sf public pavilion and plaza



### ROGERS EVENT CENTER

*Rogers, MN*

- 9,438 sf ground-up construction
- Work includes an event hall, meeting room, kitchen, beverage center, concessions, office, restrooms, parking lot and landscaping



### COLLEGE OF SAINT BENEDICT ATHLETIC COMPLEX

*St. Joseph, MN*

- Construction of intramural/multi-use, soccer and softball fields as well as a 20,000 sf Alumni Center housing locker rooms, restrooms, concessions, training facilities, lounges and a press box



### ROGERS ACTIVITY CENTER EXPANSION

*Rogers, MN*

- Work includes new full NCAA turf soccer field, second sheet of ice, 40,000 sf two-level community wellness center, as well as walking track and administrative space



### MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE HEALTH & WELLNESS CENTER

*Worthington, MN*

- 27,845 sf renovation of existing fieldhouse
- Scope included renovation of spaces for toilets and locker rooms, a gymnasium expansion, offices, classrooms, training rooms, concessions and the construction of a geothermal well field





**23 YEARS OF EXPERIENCE**  
13 YEARS WITH FIRM

# BEN NEWLIN

## Pre-Construction Manager

Ben has 20 years of construction experience including municipal, education, healthcare, industrial, retail and office projects. Ben has been the Pre-Construction Manager on all of our CM@R projects.

**Responsibilities:** Managing the pre-construction phase to include scheduling, development of a logistics plan, creation of the various bid packages, management of the entire bidding process and overall construction procurement

### EDUCATION

- B.S. in Construction Management and Architecture w/ Minor in Landscape Architecture, University of Minnesota

### TRAINING/CERTIFICATION

- OSHA 10-Hour
- Adult/Child CPR
- First Aid
- AED Training

## SELECT EXPERIENCE



### MISSISSIPPI CROSSINGS

*Champlin, MN*

- 12-acre development on Mississippi River
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*St. Joseph, MN*

- Construction of intramural/multi-use, soccer and softball fields as well as a 20,000 sf Alumni Center housing locker rooms, restrooms, concessions, training facilities, lounges and a press box



### ISD 279 PARK CENTER SPORTS DOME

*Brooklyn Park, MN*

- Scope included construction of 2,452 sf facility with lobby, offices, restrooms and storage leading to a 92,480 sf inflatable sports dome



### MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE HEALTH & WELLNESS CENTER

*Worthington, MN*

- 27,845 sf renovation of existing fieldhouse
- Scope included renovation of spaces for toilets and locker rooms, a gymnasium expansion, offices, classrooms, training rooms, concessions and the construction of a geothermal well field



**10 YEARS OF EXPERIENCE**  
8 YEARS WITH FIRM

## EDUCATION

- B.S. in Construction Management, North Dakota State University

## TRAINING/CERTIFICATION

- LEED® Green Associate™
- OSHA 30 Hour
- Adult/Child CPR
- First Aid
- AED Training

# KORY REINERS

LEED® Green Associate™

## Cost Estimator

Kory brings a decade of experience working on projects in the municipal, education, healthcare and industrial markets.

**Responsibilities:** Providing detailed and accurate construction estimates throughout the design phase including early SD budget estimates, establishment of the detailed GMP and CD price checks

## SELECT EXPERIENCE



### BSU ACADEMIC LEARNING CENTER

*Bemidji, MN*

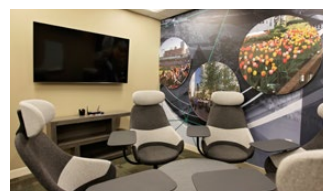
- 54,883 sf remodel of Benson Hall, Bangsberg Hall, Sattgast Hall and A. C. Clark Library and 27,739 sf ground up construction of new Hagg-Sauer Hall
- Includes 82,500 sf of demolition including Hagg-Sauer Hall



### EBENEZER COMMUNITY CHURCH

*Brooklyn Park, MN*

- 20,000 sf addition
- Scope includes a 1,000 person capacity sanctuary and two-story support/educational wing with offices and classrooms



### PLAISTED COMPANIES ADDITION & REMODEL

*Elk River, MN*

- Interior renovation and two-story addition
- Added conference rooms, offices, break rooms, a sales desk, retail and parts storage spaces, restrooms, lockers, a company store, a work room and an executive lounge



### HENNEPIN HEALTHCARE BROOKLYN PARK CLINIC & PHARMACY

*Brooklyn Park, MN*

- 12,500 sf phased renovation of an existing clinic
- Scope included waiting rooms, exam rooms, provider work rooms, occupational/physical therapy rooms, lab, offices and a breakroom



### ISD 728 SALK MIDDLE SCHOOL IMPROVEMENTS

*Elk River, MN*

- 88,440 sf, three-phase renovation
- Scope included mechanical and electrical modifications, new classrooms, front office and security improvements, commercial kitchen, cafeteria/commons, media center upgrades and new lockers.





**9 YEARS OF EXPERIENCE**  
9 YEARS WITH FIRM

## EDUCATION

- B.S. in Civil Engineering, Iowa State University

## TRAINING/CERTIFICATION

- OSHA 30-Hour
- Adult/Child CPR
- First Aid
- AED Training

# JAKE ANDERSON

## BIM Specialist

Jake will utilize the Building Information Modeling (BIM) process to provide 2D and 3D modeling, collaborating with all parties to reduce possible errors and ensure less rework occurs.

**Responsibilities:** Create BIM models to serve as digital representations of the project to help with planning, designing and building

## SELECT EXPERIENCE



### ST. CLOUD STATE UNIVERSITY EASTMAN HALL RENOVATION

*St. Cloud, MN*

- 58,853 sf renovation of historic Eastman Hall
- Work included demolition and infill of an existing pool and construction of classrooms, exam rooms, waiting rooms, a lab, a pharmacy, conference rooms and a break room



### CARGILL GEOS PILOT PLANT

*Location Confidential*

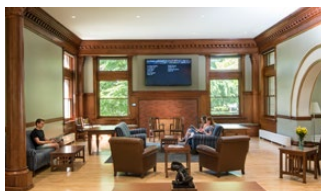
- Scope included the ground-up construction of a Global Edible Oil Solutions (GEOS) pilot plant
- Work included the building shell and corresponding infrastructure



### UMN LAB SCHOOL-CDC UNIFIED BUILDING PROJECT

*Minneapolis, MN*

- 31,000 sf renovation on all three levels
- Scope includes providing additional space, upgraded infrastructure and interior improvements



### CARLETON COLLEGE SCOVILLE HALL

*Northfield, MN*

- 14,463 sf renovation
- Scope included restoring the architectural integrity of the building and addressing issues of accessibility
- Now public-centered home for Admissions and Financial Aid



### HENNEPIN COUNTY DETOX & MENTAL HEALTH FACILITY

*Minneapolis, MN*

- 69,497, multi-phased remodel on all three levels of existing, occupied facility including patient rooms, waiting rooms, nurse stations, conference room, dining room, kitchenette, lounge, intake/treatment rooms, offices, laundry and restrooms



**23 YEARS OF EXPERIENCE**  
9 YEARS WITH FIRM

## EDUCATION

- B.S. in Construction Management w/ Minor in Business Administration, North Dakota State University

## TRAINING/CERTIFICATION

- OSHA 30-Hour
- Adult/Child CPR
- First Aid
- AED Training

# JASON WHITING

## Project Manager

Jason is an Alexandria native with over two decades of experience in commercial construction providing management for projects in the municipal, education and industrial markets.

**Responsibilities:** Project management from the beginning of construction through closeout and warranty, coordination of subcontractors, continuous updating and management of CPM schedule, management of submittal phase to ensure procurement of long lead items and review of pay applications and change order requests

## SELECT EXPERIENCE



### UMN BLAKELY HALL LOWER LEVEL INSTRUCTIONAL CLASSROOM IMPROVEMENTS

Morris, MN

- 4,880 sf renovation of lower level
- Scope includes two classrooms, seminar room, curriculum room, restrooms and custodial room



### UMN HUMANITIES INSTRUCTIONAL CLASSROOM IMPROVEMENTS

Morris, MN

- 16,800 sf renovation on all three levels
- Scope included classrooms, teaching center, media screening room and conference rooms



### ISD 728 ROGERS ELEMENTARY SCHOOL EARLY CHILDHOOD ADDITION & RENOVATIONS

Rogers, MN

- 21,406 sf renovation and addition
- Scope included an addition for the early childhood program, new playground and some additional interior remodeling



### ROSEMOUNT FAMILY RESOURCE CENTER

Rosemount, MN

- 4,913 sf ground-up construction
- Scope included reception area, waiting area, kids area, offices, activity rooms, food shelf, storage area and restrooms



### MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE HEALTH & WELLNESS CENTER

Worthington, MN

- 27,845 sf renovation of existing fieldhouse
- Scope included renovation of spaces for toilets and locker rooms, a gymnasium expansion, offices, classrooms, training rooms, concessions and the construction of a geothermal well field





**8 YEARS OF EXPERIENCE**  
6 YEARS WITH FIRM

# CORY KAMINSKI

## Project Superintendent

Cory has strong experience with commercial construction projects on busy, public sites. He brings strong leadership and attention to detail, ensuring quality work is delivered efficiently.

**Responsibilities:** On-site supervision, construction coordination and monitoring of all work/activities, coordination of owner-related activities, progress reviews, safety monitoring and daily field documentation of activities

### EDUCATION

- B.S. in Industrial Technology w/ Emphasis in Construction Management, Bemidji State University

### TRAINING/CERTIFICATION

- OSHA 30-Hour
- Erosion & Stormwater Management Certification
- Adult/Child CPR
- First Aid
- AED Training
- Forklift Training
- Aerial Lift Training

## SELECT EXPERIENCE



### UMN BLAKELY HALL LOWER LEVEL INSTRUCTIONAL CLASSROOM IMPROVEMENTS

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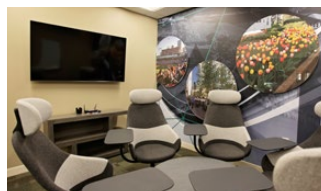
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*Elk River, MN*

- Interior renovation and two-story addition
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### EBENEZER COMMUNITY CHURCH

*Brooklyn Park, MN*

- 20,000 sf addition
- Scope includes a 1,000 person capacity sanctuary and two-story support/educational wing with offices and classrooms



**18 YEARS OF EXPERIENCE**  
6 YEARS WITH FIRM

## EDUCATION

- B.S. in Construction Engineering, Iowa State University

## TRAINING/CERTIFICATION

- OSHA 30-Hour
- Erosion & Stormwater Management Certification
- Adult/Child CPR
- First Aid
- AED Training
- Forklift Training
- Aerial Lift Training
- ASHE Healthcare Construction Certificate
- Infection Control Risk Assessment (ICRA) Awareness

# MIKE ABEL

## General Superintendent

With 18 years of commercial construction experience, Mike will provide leadership in quality control, safety and compliance management.

**Responsibilities:** Developing a project specific QA/QC program, coordinating pre-installation meetings with trade contractors, developing a project specific schedule, preparing an in-house pre-punch list, defining quality of work goals, monitoring craftsmanship to ensure a high end finished product, providing site safety oversight and implementing safety directives

## SELECT EXPERIENCE



### COLLEGE OF SAINT BENEDICT ATHLETIC COMPLEX

St. Joseph, MN

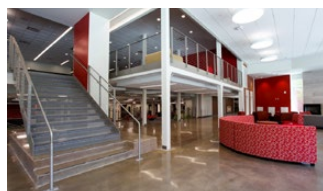
- Construction of intramural/multi-use, soccer and softball fields as well as a 20,000 sf Alumni Center housing locker rooms, restrooms, concessions, training facilities, lounges and a press box



### BSU ACADEMIC LEARNING CENTER

Bemidji, MN

- 54,883 sf remodel of Benson Hall, Bangsberg Hall, Sattgast Hall and A. C. Clark Library and 27,739 sf ground up construction of new Hagg-Sauer Hall
- Includes 82,500 sf of demolition including Hagg-Sauer Hall



### MSU-MOORHEAD COMSTOCK MEMORIAL UNION

Moorhead, MN

- Interior remodel and addition
- Added open lounge space and renovated quiet study lounge, student organization and office space



### NORTHLAND COMMUNITY & TECHNICAL COLLEGE AVIATION ADDITION & RENOVATION

Thief River Falls, MN

- Renovation of NCTC airport facilities to adequately meet future needs
- Hangars were demolished and replaced with new multi-purpose structure



### ELK RIVER FIRE STATION #3

Elk River, MN

- 17,500 sf one-story building with mezzanine area
- Scope includes apparatus bays, support spaces, a training tower, classroom, dayroom, dining and kitchen spaces, offices, shower rooms and a physical training room



**6 YEARS OF EXPERIENCE**  
3 YEARS WITH FIRM

## EDUCATION

- B.S. in Construction Management; Minor in Business Administration, North Dakota State University

## TRAINING/CERTIFICATION

- OSHA 30-Hour

# CHAUNTEL LELM

## Assistant Project Manager

Chauntel's skills range from pre-construction services to client communication, risk management, construction planning and scheduling, budget analysis and quality control.

**Responsibilities:** Project assistance and support throughout entire project, issue RFIs, shop drawings and both weekly and monthly reports

## SELECT EXPERIENCE



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### UMN LAB SCHOOL-CDC UNIFIED BUILDING PROJECT

Minneapolis, MN

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Rosemount, MN

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### ISD 728 SALK MIDDLE SCHOOL IMPROVEMENTS

Elk River, MN

- 88,440 sf, three-phase renovation
- Scope included mechanical and electrical modifications, new classrooms, front office and security improvements, commercial kitchen, cafeteria/commons, media center upgrades and new lockers.



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## KEY QUALIFICATIONS AND APPROACH



## TEAM EXPERIENCE

Our team has extensive experience working on construction sites with lots of public activity and requiring careful coordination with occupied spaces. We develop detailed disturbance avoidance plans to ensure minimal disruption around these occupied spaces. Terra's staff participates in ongoing safety initiatives to ensure all those involved in a project and those occupying areas around the work site are kept informed and safe.

## RELEVANT PROJECTS

		CM@R Delivery	Bonding Bill Funded (MN)	Occupied Building	Ground-Up Construction	Completed On-Time	Delivered Under Budget
	<b>Anoka-Ramsey Community College</b> Library Renovation	✓	✓	✓		✓	✓
	<b>Bemidji State University</b> Hagg-Sauer Hall	✓	✓		✓	✓	✓
	<b>Century College</b> Engineering & Applied Technology Center	✓	✓	✓		✓	✓
	<b>Century College</b> Transportation Training Center	✓	✓		✓	✓	✓
	<b>Inver Hills Community College</b> Learning Center	✓	✓	✓		✓	✓
	<b>Minnesota West Community &amp; Technical College</b> Health & Wellness Center	✓	✓		✓	✓	✓
	<b>Minnesota State University</b> Moorhead Comstock Memorial Union	✓	✓		✓	✓	✓
	<b>Northland Community &amp; Technical College</b> Aviation Addition & Renovation	✓	✓		✓	✓	✓
	<b>Saint Paul College</b> East Tower Masonry Restoration & Window Replacement	✓	✓	✓		✓	✓
	<b>St. Cloud State University</b> East & West Shoemaker Halls	✓	✓	✓		✓	✓
	<b>St. Cloud State University</b> Eastman Hall Renovation	✓	✓		✓	✓	✓
	<b>St. Cloud State University</b> North Shoemaker Hall	✓	✓	✓		✓	✓
	<b>Southwest Minnesota State University</b> Sweetland Hall	✓	✓		✓	✓	✓
	<b>University of Minnesota</b> Blakely Hall Instructional Classroom Improvements	✓	✓	✓		✓	✓
	<b>University of Minnesota</b> Humanities Instructional Classroom Improvements	✓	✓	✓		✓	✓

### Additional CM delivery projects:

Carleton College Scoville Hall, ISD 728 Rogers High School 3rd Wing Addition, ISD 728 Rogers High School Auditorium, ISD 728 Salk Middle School Improvements, ISD 728 Rogers Elementary School Early Childhood Addition, Newmark Knight Frank Office Relocation, Rogers Event Center, Chaska Truck Station, East Metro Public Safety Training Center, Ebenezer Community Church Addition, Elk River Public Safety Building Renovation & Expansion, Elk River Fire Station #3





# Health & Wellness Center

Minnesota West Community & Technical College | Worthington, MN



Minnesota Construction Association  
Government Construction Project of the Year (2014)



## Project Description

This project renovated the existing Fieldhouse facilities for physical education, health, law enforcement and physical therapy technician programs. It also included the renovation of spaces for toilets and locker rooms, an expansion of the existing gymnasium adding offices, classrooms, training rooms and concessions, and the construction of a geothermal well field that included 72 wells over 250 feet deep.

## Project Relevance

Recreational facility



### CONSTRUCTION PERIOD

10.2012 - 08.2013



### CONSTRUCTION COST

\$4,522,159



### OWNER CONTACT

Gordon Heitkamp  
Building Maintenance Foreman  
(507) 360-1128  
gordon.heitkamp@mnwest.edu

DELIVERY	TYPE	SQ FT	ARCHITECT
Design-Bid-Build	New Construction	27,845	Hay Dobbs



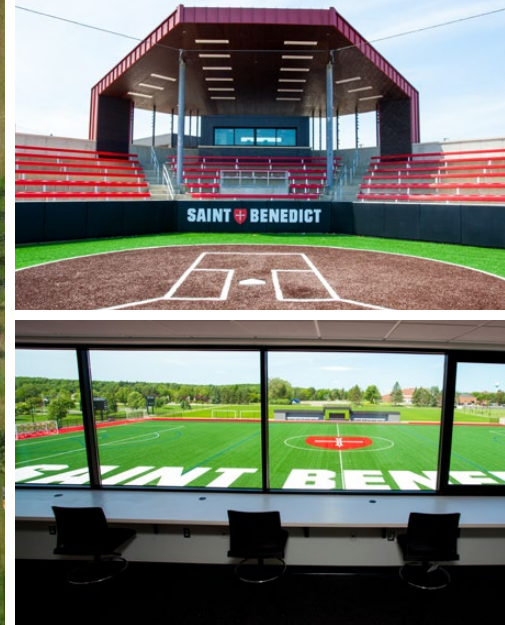
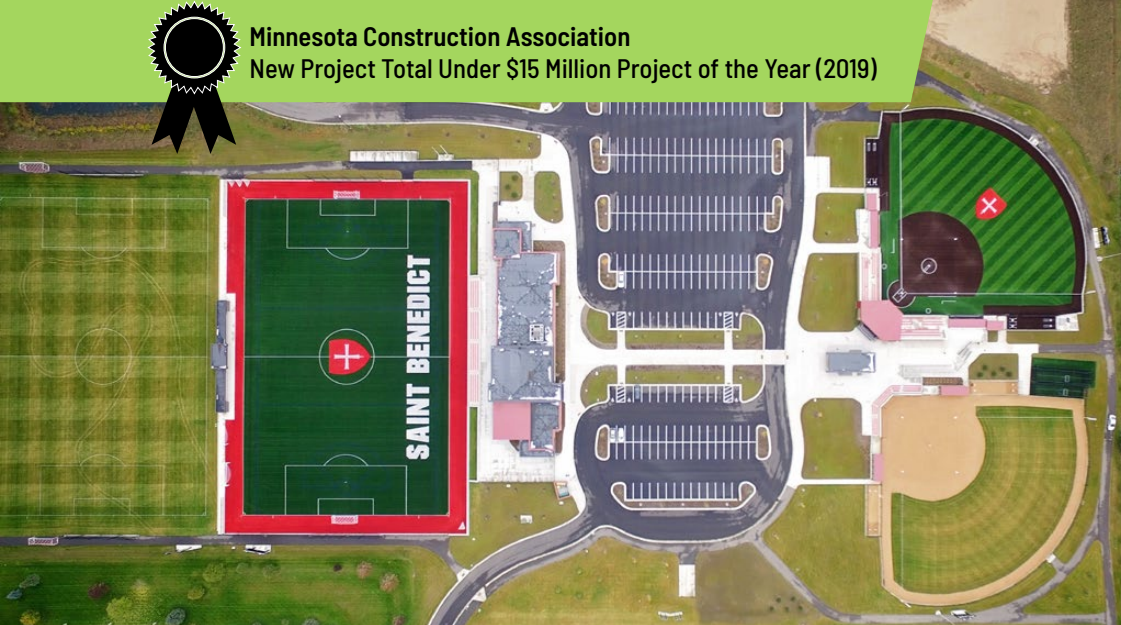


# Athletic Complex

College of Saint Benedict | City, MN



Minnesota Construction Association  
New Project Total Under \$15 Million Project of the Year (2019)



## Project Description

The project resided on a 40 acre site and included (3) intramural/ multi-use fields, (2) soccer fields and (2) softball fields. In addition, this project included construction of a 20,000 sf Alumni Center to house locker rooms, restrooms, concessions, training facilities, alumni lounges and a press box. This creation of the new athletic center will bring a competitive advantage in recruitment and offer modern features to the student athletes.

## Project Relevance

Recreational facility, locker rooms



### CONSTRUCTION PERIOD

06.2017 - 03.2018



### CONSTRUCTION COST

\$5,637,226



### CLIENT REFERENCE

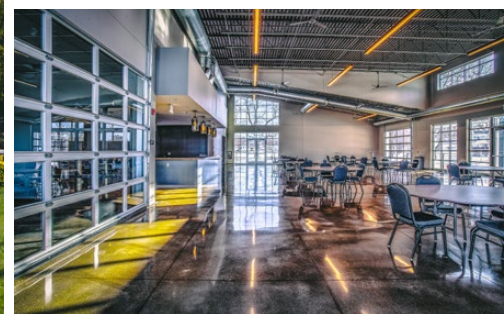
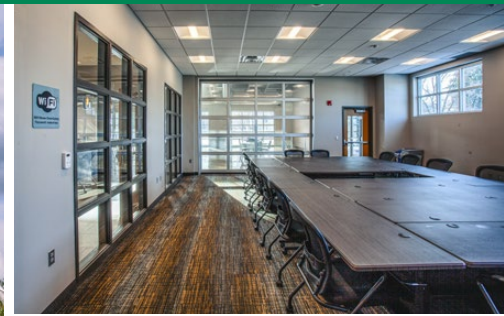
Glen Werner  
Former Athletic Director  
320.406.7618  
gwerner@ent.com

DELIVERY	TYPE	SQ FT	ARCHITECT
Design-Bid-Build	New Construction	37,345	CREO Design Collaborative



# Rogers Event Center

City of Rogers | Rogers, MN



## Project Description

This project includes construction of a new 9,438 square foot event center in Rogers, MN. This facility provides the community with an event hall and meeting room space. It includes amenities like a kitchen, beverage center and concessions. Additional work includes offices, restrooms, parking lot and landscaping.

## Project Relevance

Community facility



### CONSTRUCTION PERIOD

09.2019 - 09.2020



### CONSTRUCTION COST

\$2,304,924



### CLIENT REFERENCE

John Seifert  
Public Works Director  
763.428.2253  
jseifert@rogersmn.gov

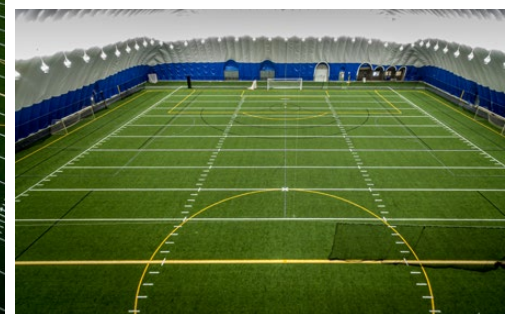
DELIVERY	TYPE	SQ FT	ARCHITECT
CM@R	New Construction	9,438	HTG Architects



OSSEO AREA SCHOOLS  
ISD 279

# Park Center Sports Dome

ISD 279 | Brooklyn Park, MN



## Project Description

This project included the construction of a 2,452 sf facility with lobby, offices, restrooms and storage. The facility connects to a 92,480 sf inflatable sports dome with soccer field (including field marking for football, lacrosse and softball), three batting cages and a walking track (with net protection).

## Project Relevance

Recreational facility



### CONSTRUCTION PERIOD

07.2019 - 01.2020



### CONSTRUCTION COST

\$2,983,507



### CLIENT REFERENCE

Dale Carlstrom  
Director of Facilities & Transportation  
763.391.7207  
carlstromd@district279.org

DELIVERY	TYPE	SQ FT	ARCHITECT
Design-Bid-Build	New Construction	2,452 (facility) 92,480 (dome)	Wendel



greco

# Mississippi Crossings Pavilion Community Center

City of Champlin | Champlin, MN



## Project Description

This project is part of a 12-acre development in an area known as Mississippi Crossings. Located along Highway 169 and the Mississippi River in Champlin, Minnesota, this project includes construction of two primary areas. An open-air, riverfront amphitheater will be equipped to operate for concerts, outdoor presentations and other community events. A 9,500 sf public pavilion and plaza will allow for all-season functionality with private event options.

## Project Relevance

Community facility



### CONSTRUCTION PERIOD

07.2021 - 06.2022



### CONSTRUCTION COST

\$6,000,000



### CLIENT REFERENCE

Charlie Lehn  
Parks & Facilities Manager  
763.923.7163  
clehn@ci.champlin.mn.us

DELIVERY	TYPE	SQ FT	ARCHITECT
CM@R	New Construction	9,500 sf	BKV Group

## Why should the City of Alexandria team with Terra?

### Experienced Team

- Our proposed team has 131 years of combined experience - an average of 16 years per team member. Having completed successful projects for cities throughout Minnesota, Terra is prepared to deliver a successful project for the City of Alexandria.

### Accurate GMP

- We have successfully delivered numerous construction management projects, all of which have come within 2% of the GMP.

See Tab E – Supplemental Information for additional value-added components Terra brings.

## How do we propose to administer this project?

### Quality Control

We will implement a Quality Assurance/Quality Control (QA/QC) program during the design phase. We will work with the City of Alexandria and 292 Design Group to evaluate any and all potential risks associated with costs, material selections, construction means/methods and the construction schedule. During the evaluation of these risks, Terra will assist in identifying specific guidelines that should be followed to eliminate or reduce the chances of those risks occurring.

Our QA/QC program will continue through to the construction phase of the project. The program will address critical construction phase items such as the site use (disruption avoidance) plan, safety, workmanship, quality of work, subcontractor performance and construction schedule. Terra will work with the City and the design team to establish a specific construction related QA/QC program that would include any potential risks identified by the involved parties. Terra will include the following construction related QA/QC processes during the construction phase:

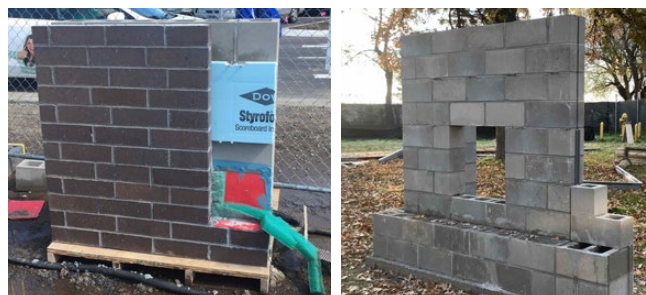
- Pre-Installation Meetings
- Mock-Ups
- Weekly Scheduling Meetings

- Weekly Safety Meetings
- Partial and Final Inspections

### Constructability Review

Part of our quality assurance program is to perform a constructability review. Our thorough understanding of means and methods helps us identify potential problems and offer realistic solutions. During design, this type of coordination and oversight is critical in today's construction environment and can provide insight on scheduling key milestones, identifying cost savings and other project related requirements. Throughout the entire pre-construction phase of the project, Terra will continually review and update all team members of their constructability review. This activity will help reduce the number of conflicts or changes once construction begins.

Another part of our quality control process during construction is performing pre-installation meetings on specific key aspects of construction such as roofing, flashing, waterproofing, curtain walls, windows and finishes. In addition, we also require that in some instances "mock-ups" be constructed as part of the pre-installation meeting. An example would be an exterior window opening mock-up that shows the wall cavity, construction material, flashing and craftsmanship.



Example pre-installation masonry mock-ups

Prior to these pre-installation meetings and mock-ups, we require that all submittals be submitted and approved by the architect. Often times, the pre-installation meetings and mock-ups can resolve issues before the construction of these activities begins.

### Cost Estimating & Cost Control

Terra will create a cost format from the design documents the architect provides. This format will be

utilized to determine if the current design is within the project budget. We will utilize our Revit® construction design software for BIM modeling, Bluebeam, Sage, Terra's cost database and recent historical cost comparisons in establishing the GMP and further estimates.

As the DD phase continues, we will continually update the estimate by updating our BIM model, completing quantity takeoffs, utilizing our current market cost data, reviewing current market trends and utilizing the relationships that we have with local, metro and national subcontractors and suppliers. Throughout this process, Terra will also evaluate the impact of the schedule related to costs, utility/service shutdowns and alternate construction opportunities.

At the end of the DD phase, Terra will establish and present the Guaranteed Maximum Price (GMP) to the City, which will include a contingency for those items yet to be defined or designed. Terra will continue to evaluate and test the design in comparison to the GMP to confirm that the project stays on budget through CDs. This process will ensure a successful bid opening, which has been the case on all of our CM@R projects.

Cost control will begin during design with systematic document review and accurate cost estimates. Upon contract award, Terra will provide thorough review of the documents throughout the entire design phase of the project. This will not only allow us to better perform a constructability review, but also identify any discrepancies amongst drawings and specifications, or conflicts between trades. This approach will also help eliminate future change orders after construction begins.

Along with design review, Terra provides very detailed and thorough cost estimates during design. Once construction begins, cost control comes through our aggressive, but fair change order negotiation with the trade contractors. Our knowledge of material costs, means, methods and current cost trends will provide a valuable resource to the project. Terra will maintain an overall construction budget and will continually monitor and update the budget as changes occur. This will outline the history of the changes and provide the

team with an up-to-date financial status at all times. Our budget tracking system will provide the City with not only a snapshot of the entire project financials, but also a detailed itemization of every cost related to the project.

### **Value Engineering**

Terra's cost work plan for the Runestone Community Center Expansion project will include a complete material list with the identified quantities for construction and associated costs. This will be presented at the estimate/budget review meetings with the City of Alexandria and the design team. This will allow the entire team to see what the "big ticket" items are. This tool is useful if the project is coming in over budget in the design phase and allows individual specified items to be exposed from a cost standpoint. In addition to this, each specified item will have a "life expectancy" which will highlight the number of years that specific product is expected to last before it will need to be replaced. Once all of this information is presented, then real decisions can be made with full consideration of life cycle costs.

The goal of this value engineering assessment is to provide construction expertise and knowledge so the expansion is a cost-effective building solution that fully satisfies the City of Alexandria's vision as well as expectations regarding quality and lifecycle costs. Value engineering does not compromise the design solution, cost-cutting and scope reduction do. To be the most effective, we recommend that the first value-engineering session be held during the schematic design phase when preliminary system evaluations are being made.

### **Progress Meetings**

Terra will have weekly progress meetings during construction with the City and 292 Design Group. At each meeting, a three-week look ahead schedule will be provided. Meeting minutes are issued to all involved parties within 24 hours of every meeting. In addition, our superintendent will issue daily field reports and manage weekly safety meetings with subcontractors where they will be immediately aware of their responsibilities. The use of our online project management software, Procore, in the field has proven to reduce paperwork, enhance communication and save time. This has been well received on all of our projects and is included in our fee.



Activity Description		Range	7/1/2014					7/15/2014					8/5/2014					Unit	Comments
			10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15		
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### Example 3-Week Look Ahead Schedule

## Communication

Our communication plan for this project will be structured in a way to ensure deadlines are met and that all parties are aware of the most current information. During the design phase of the project, Terra will communicate with all team members as if we were an extension of their staff. Terra will be in attendance at all design meetings, respond accordingly to specific action items and ensure the design team, the City of Alexandria, user groups and consultants are copied and aware of the information being sent or the questions being asked. Terra will schedule the budget/estimate meetings to occur immediately after a design review meeting to ensure the best use of everyone's time.

Once construction begins, the communication will become more structured through the RFI process, meeting minutes and pre-installation meetings. Either before or after our weekly progress meetings, we will schedule a walk-through of the construction site with the team to review the current progress and any critical items. Terra will work directly with the special testing and inspection firm in scheduling their work.



## Pre-Construction Scheduling

During pre-construction, Terra will coordinate a scheduling meeting with the design team to plan the design milestones including the Design Development (DD) completion, followed by GMP establishment, Construction Document (CD) duration and key CD milestones. This schedule will outline various design and user group meetings or “committee workshops” with specific agenda items. Our involvement throughout the design phase will allow the entire team to collaborate on key design, bidding and construction milestones to be included and updated in the CPM Schedule. We will review early bid packages and incorporate them into the overall schedule. Terra utilizes Microsoft Project scheduling software to create the master Critical Path Method (CPM) project schedule and will include this schedule with the bidding documents.

Terra utilizes various tools and opportunities in the documentation of the scope of work and the establishment of the GMP. Rather than relying on the information in a set of drawings, we approach this collaboratively and utilize the following strategies to establish the GMP:

- Attendance in design meetings to understand the design intent, features and finishes
- Understanding the basis of design and intent on mechanical and electrical systems from the engineers
- Individual meetings with the interior designer to understand what they are intending to specify for various finishes and manufacturers
- Specification section review and alignment to the drawing set
- Review of the drawings and details
- Quantity take-offs and unit pricing
- Manufacturer, supplier and specialty contractor budget pricing
- Analyze any upcoming material tariffs and timing of labor pay scale increases
- Timing of construction and understanding if any premium time should be considered

## Bid Phase Administration

Prior to bidding, Terra will identify specific bid scopes and packages that best fit the requirements of this project. These proposed bid packages will be reviewed by

the team prior to finalizing the bid packages. Terra's role in the development of the front-end of the specification will be to define the specific scopes and requirements within each bid package confirming all work and responsibilities are accounted for.

For every bid package, of the bids received from the pre-qualified bidders, the lowest responsible and responsive bidder will be awarded the contract for the scope of work defined. Terra's entire bid process is completely transparent from the bid advertisement to the opening of bids. Terra will ensure that all bidders receive the notice to bid, have an equal amount of time to bid and confirm that all bidders have received addendums when they are issued. Furthermore, Terra will publicly open and read aloud all bids by bid category. The City, the design team and all subcontractors are welcome to attend this bid opening.

### **Construction Scheduling**

We will use the master CPM Schedule as a baseline against the current status of construction to identify if the project is ahead or behind schedule. Our team will update and maintain the schedule throughout the entire construction period. It, along with short interval planning, are tools that we will use to help everyone understand what is expected of them.

Terra will use the schedule:

- To track progress and provide a baseline again the current status of the project
- To assist in coordinating critical construction activities with the appropriate contractors
- As a resource that can be utilized by all team members

Terra will provide a detailed 3-week look ahead schedule on a weekly basis to the City, the design team and all subcontractors. This 3-week look ahead schedule will identify specific daily tasks and activities. It is reviewed and discussed by Terra and our subcontractors during the weekly safety and scheduling meeting that we hold separate from the weekly progress meeting with the owner and architect. These safety and scheduling meetings cover specific detailed discussions with subcontractors and suppliers on delivery dates, scheduled installations, weather-related impacts, means

and methods and upcoming milestones.

At the end of every week, Terra will issue to the project team a "Weekly Report" that outlines subcontractors on site, current major activities taking place that week and the upcoming scheduled work for the following week. Included with this report will be photos documenting various construction activities that occurred that week.

### **Local Subcontractors And Resources**

Terra is very familiar with purchasing and managing trade contracts. We know the local subcontractor market and can provide added value by utilizing local subcontractors and suppliers where applicable. After securing bids from subcontractors, Terra will reviews the bids with the City and also perform a bid qualification process to ensure the bids received represent the scope of work in the contract documents. Only after this qualification process has ended are subcontractors selected.

Terra would then issue subcontracts to all the selected subcontractors reflecting our contract documents while also continually monitoring the subcontractors performance and quality of work.

### **On-Site Management**

Our qualified, experienced and professional superintendent, Cory Kaminski, will provide you with on-site supervision that is at the forefront of coordinating the trades, managing the schedule and providing on-site coordination and supervision. He will work closely with the City to effectively manage and sequence the work with respect to any owner-related activities.

We will create a partnership with the architect and implement a program to monitor the quality of the construction and the conformance to the contract documents. In addition to coordination activities, we document progress, the schedule, current activities, milestones and material delivery. We are able to determine if the actual course of construction is on schedule and is reflected in the Master CPM. Terra provides photo documentation and written field reports documenting all work activity for every working day of the project.

### Final Start-Up, Testing, And Occupancy

Our team has extensive experience in final start-up, testing, and occupancy for a variety of projects. This is the most important aspect of the project and is rarely done properly. The best process for ensuring that the start-up and testing process goes smoothly is to have inspection and verification that all systems were designed, installed and tested properly and the City is properly trained.

These processes need to occur throughout the project and require a great amount of teamwork to be successful. A project that has good communication and teamwork throughout will help make this a reality. We focus our attention during this phase of the project on good communication. Terra schedules and conducts all final start-up procedures, which will not begin until all prerequisite activities have been completed. We will coordinate and work with your staff and contractors to perform training sessions on all mechanical and electrical components of the building.

Terra will coordinate with the City for system start-up and testing, continual inspections, verifications and training of staff. During construction, these processes will occur from start to finish. Similar to our past successful projects, Terra will provide all the critical

communication and scheduling to ensure this project receives a high level of service.

### Project Closeout/Punchlist Completion/Warranty Administration

Terra considers the closeout of a project to be very important. We have developed a process that starts during the submittal phase. We secure some of the closeout documents at this time to better facilitate closeout at the end of the project. Our relationships throughout the project duration help us to secure the closeout packages from our subcontractors and suppliers. From warranties to final lien waivers, we will quickly compile the hard copies and electronic copies in a digital package for your project. Terra will confirm what the City of Alexandria expects on their projects.

Punch lists on Terra's projects are usually shorter than other contractors due to our pre-punch list efforts. We work closely with our subcontractors and complete a pre-punch walkthrough that allows us to correct most items that would come up during the architects and engineers punch list. The warranty administration will be handled by the same personnel who worked on the project which eliminates the education process for someone who hasn't been to the facility previously.



Terra is currently working with the City of Rogers on a proposed Activity Center Expansion to include dry floor, indoor ice rink, turf and lockers rooms.

RENDERING BY JLG ARCHITECTS



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## SUPPLEMENTAL INFORMATION



## Value-Added Qualities & Services

### PROJECT MANAGEMENT BY ALEXANDRIA NATIVE

Our proposed Project Manager, Jason Whiting, is an Alexandria native. Jason brings a local connection to the project and will ensure it meets the City's expectations.

### RECREATIONAL FACILITY EXPERIENCE

We have successfully completed sports and recreational facilities to include dry floor, turf, locker rooms, lobby and viewing areas, training rooms and restrooms.

### EXPERIENCE THROUGHOUT MINNESOTA

We have experience in areas outside the Twin Cities metro having completed projects in St. Joseph, St. Cloud, Worthington, Bemidji, Mound, Hawley, Moorhead and Morris.

### BONDING BILL PROJECT EXPERIENCE

Terra has completed more than a dozen CM@R projects funded through bonding bills by the State of Minnesota.

### IN-HOUSE BIM SERVICES

Terra provides in-house Building Information Modeling (BIM) services and will have a designated BIM Specialist on your project.

### SAFETY CULTURE

We have made a commitment to provide our employees, subcontractors, clients and the public with a safe and healthy environment in which to conduct business. Terra will not compromise safety over cost, schedule or production. We are very proud of our safety record and program. Our current EMR is 0.83. We implement several methods to help ensure our safety strategy is successful including safety policies, utilization of a third-party safety inspector, participating in an OSHA consultation program, having OSHA 30 trained staff, weekly project safety meetings, CPR/AED/First Aid training and site specific safety plans.

### OUR VALUE ENGINEERING PROCESS

Far too often the label "value engineering" is applied to an activity that is more accurately described as cost-cutting or scope reduction. Through detailed and synergetic discussion with the City of Alexandria, 292 Design Group and the engineers, we will identify and provide cost effective solutions to meet the owner's expectations for quality, function and budget.

### OUR COMMUNICATION PROCESS

Our communication is second to none. We will schedule weekly meetings with the City and 292 Design Group, providing meeting minutes within 24 hours. We understand the importance of communication throughout all phases of the project. Our team will work with the design team to ensure the City's interests are both understood and delivered. Please see the recommendations from recent clients on pages 30-32.

# SAINT BENEDICT

## ATHLETICS

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November 3, 2017

### City of Elk River

Dear Selection Committee,

Thank you for this opportunity to share a recommendation for Terra General Contractors. Our team has been so pleased with the CSB Athletics Outdoor Athletic Field Complex and this is due solely to the outcomes brought to us daily by the team at Terra. From the time they were selected as our contractor for this project, we have seen one good result after another on every aspect of the build.

It is no small task to highlight the results CSB Athletics has experienced in working with Terra General Contractors. Our project entails a 14,000 square foot athlete center that includes press boxes, locker rooms, a classroom, athlete training room, ticketing, concessions, and restrooms. Additionally, they are responsible for three other structures to the 22-acre project with the softball grandstand and press box, the ticket/concession/storage building at the softball fields and a double-sided soccer dugout for the soccer stadium.

Equally as impressive as their attention to detail on every aspect of the build, but their ability to work with the peers on a project. The field development piece was another contact and Terra's ability to work alongside an industry partner was an exceptional thing to watch. These two partners worked together seamlessly and 'played in the sandbox' like nothing I have ever experienced. I often use Terra as an example of great leadership, teamwork, and work ethic to my staff in CSB Athletics. I have worked in global sports market in addition to my time on the CSB campus, and their example of process and product is exceptional to watch. I would have not been able to predict these positive outcomes at the outset of this project. Terra's work is simply something to behold.

Terra has become a strategic partner for us in so many respects, that I am hopeful to not only work with them on our campus in the future, but share our experience with others to ensure their own project proceed as flawlessly as ours has.

Terra General Contractors has been the shining example of how important it is to hire the right partner on investments like a construction project of this magnitude. Their professionalism at with their high standard of excellence means we have an amazing product to display to our student-athlete, opponents and recruits. If you would like to hear more about Terra and what they bring to your project, I can be reached at [gwerner@csbsju.edu](mailto:gwerner@csbsju.edu) or via phone at (320) 363-5201 at your convenience.

Sincerely,

*Glen Werner*

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**Glen Werner '93 | Athletic Director**

College of Saint Benedict | 37 South College Avenue, Haehn Campus Center | St. Joseph, MN 56374 |  
o (320) 363-5201 | c (320) 406-7618 | e [gwerner@csbsju.edu](mailto:gwerner@csbsju.edu) | <http://www.csbsju.edu/> | <http://www.csbbblazers.com/>





To Whom it May Concern,

The On Being Project has had the pleasure of working with Terra Construction for a complete buildout of our lower-level office space; to include storage, common space, a restroom, and five individual multi-use spaces. From the start, the team was communicative and very organized – while also maintaining a humanistic approach to a process that can sometimes feel far from it. Our line of work includes voice and sound recording, so it required lots of coordination between our staff and the Terra team. In all instances, the Terra team was understanding and very accommodating! Always adhering to our high standard of cleanliness, and providing plenty of advance notice when certain aspects of the project could impact our daily work.

We would highly recommend Terra Construction to anyone looking to complete a project with the utmost attention to quality, timing and customer service.

Kind Regards,

Laurén Dordal  
On Being Project



O  
B E I N G

The On Being Project | 1619 Hennepin Avenue S. | Minneapolis, MN 55403  
651 206 2022 | [onbeing.org](http://onbeing.org) | [civilconversationsproject.org](http://civilconversationsproject.org)




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 FINANCE AND ADMINISTRATION

December 2, 2020

Tom Brown  
Terra Construction

Dear Mr. Brown,

It is with honor that I write this recommendation for Terra Construction. Bemidji State University (BSU) entered into a Construction Manager at Risk project with Terra Construction in 2015 to remodel and renovate four academic buildings on campus and to demolish and replace Hagg-Sauer Hall. The new building was constructed in the same location with a smaller footprint and more modernized for student learning.

Terra Construction worked with BSU on a very strict timeline to remodel more than 145 faculty offices and 20 classrooms. Once the remodeling was completed, an 82,000-square-foot building was demolished, and a new 27,739-square-foot building was built in its place. There was no question asked that the offices and classrooms had to be completed on time to move over 80 faculty from a building that was going to be demolished and rebuilt without any faculty offices. BSU discovered exactly what it was like to have faculty move out of a building that was over 50 years old and had accumulated over 50 years of "stuff" in many hidden closets and storage areas.

Terra Construction continuously updated their schedule, and made sure that all other subcontractors were on time. Terra Construction worked not only during major weather conditions in northern Minnesota, but also kept a healthy crew working during the COVID-19 pandemic. At no time was any construction shut down due to COVID-19.

In January of 2020, prior to COVID-19, Terra Construction approached BSU administrators to address construction timelines related to severe weather and unforeseen conditions on site. They proposed that construction could still be completed by August 2020 but it would involve overtime conditions, or that BSU add on to the project instead of paying overtime dollars and push completion to January 2021. This was absolutely a wonderful solution. BSU was able to accomplish more construction than originally planned, and due to COVID-19 did not need the academic space in fall semester of 2020.

The relationship between Terra Construction on-site supervisor and staff along with Terra Construction administration and BSU on-site Facility Director and administration was at a very high professional level. Bemidji State University would be more than willing to recommend Terra Construction for any complex building project.

Respectfully submitted,

*Karen Snorek*

Karen Snorek  
VP of Finance & Administration

*Travis Barnes*

Travis Barnes  
Director of Facilities

