

May 25, 2021

**REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT AT RISK SERVICES
For Runestone Community Center Expansion**

1. INTRODUCTION

The City of Alexandria invites firms to submit a Construction Management at Risk (CM@R) Services proposal for the Runestone Community Center Expansion Project. In addition to the expansion, the project may include the renovation of existing spaces.

The CM will be part of an integrated team to assure that the scope of work and the goals of the City are properly aligned through the design process.

Interested firms must submit their proposals by **12:00 p.m. on Tuesday, June 15, 2021.**

RFP Dates of Importance (subject to change)

- | | |
|-----------------------|---------------------------|
| • Proposals due | 12:00 p.m., June 15, 2021 |
| • Short List Notified | June 18, 2021 |
| • Interviews Held | June 21-23, 2021 |
| • Council to Award | June 28, 2021 |

2. PROJECT DESCRIPTION

The expansion of the Runestone Community Center has been in the planning stages for almost ten years. The attached project narrative describes the history of the project. The current objective is for the expanded facility to open on or near January 1, 2023

The Runestone Community Center project was selected for funding in the bonding bill approved by the Minnesota Legislature in October 2020. The project was funded by the Legislature for \$5.6 million, which was one-half of the estimated project cost when the application was submitted to the State of Minnesota in June 2019.

3. CONSTRUCTION MANAGEMENT AT RISK (CM@R) – Scope of Services

Contract Type: The contract for the project will be AIA A133-2019, Standard Form of Agreement Between Owner and Construction Manger as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

The RCC expansion project will require multiple bid packages, and some with complicated scheduling and coordination issues which are expected to benefit from the Construction Management method.

It is expected that communication will be maintained through regularly scheduled meetings with written meeting minutes to keep everyone apprised of the activities of the projects from early planning meetings to the final punch list item.

Communication skills are essential since many of the materials in the planning and in the implementation phases are funneled through two points of contact: the CM, manager of the construction team, and the Architect, manager of the design team. Both entities are hired as the City's agents and will endeavor as a team to guard the City's interests.

It is not intended that the CM team and the Architect partner but that they provide independent services to the City and thereby offer checks and balances in the interest of maximizing facility improvement funds while retaining buildings of high quality. The approach to Construction Management services (CM) anticipated for this work include the following concepts:

- The CM offers a perspective on cost, quality, and value to provide the City with the best information possible in the development of building programs
- The CM acts as Owner's agent in the field and contractually during construction
- Allows the inclusion of smaller, local contractors since the project is broken down into numerous small projects
- Multiple bid packages can be implemented and managed
- Added experience helps identify lead time concerns and cost control methods during the design process
- The CM retains the primary responsibility on the budget and project delivery schedules during the implementation phases

More specifically, the scope of the service will include the following:

1. Assist in managing the overall planning and processes for the RCC Expansion Project.
2. Develop detailed cost estimates for all phases.
3. Track costs against budgets on a timely basis.
4. Assist and manage team meetings with the Owner and design team
5. Prepare a detailed project schedule, including sites and phasing.
6. Provide regular schedule updates.
7. Provide services to the City that include project advertising, securing bids, bid results analysis and recommendations on awards of contracts.
8. All scopes of work to be competitively bid out.
9. Provide comprehensive construction phase administration which would include on-going, full-time supervision, project management and inspection of work, review of shop drawings, preparation of change orders and contractor

- payment estimates, final inspections and submission of project completion reports.
10. Perform CM@R services as detailed in the A133– 2019 Contract.

The architect identified and selected for this work is: 292 Design Group, 3533 East Lake Street, Minneapolis, MN, 55406. Phone is 612-767-3773.

4. SUBMISSION REQUIREMENTS

Interested firms shall submit 3 bound copies, 1 unbound copy and an electronic version of the submittal by 12:00 p.m., Tuesday, June 15, 2021 to the attention of Marty Schultz, City Administrator at 704 Broadway, Alexandria, MN 56308. Questions shall be directed to Marty Schultz by phone at (320) 759-3629 or via email at mschultz@alexandriamn.city.

The submission shall include the following:

A. Cover Page:

- i. Identify the name of the project
- ii. Company Name, Address, Phone & Fax Numbers, Contact Person, voice telephone, and e-mail address.

B. Business Organization and History

- i. Brief history of the firm, including listing of principal officers, corporate structure, and ownership type. Identify the number of years the firm has provided similar construction manager at risk services.
- ii. Identify other services your firm presently provides, besides construction management, under the name stated above or any other name. Identify construction services and/or other services, you provide as agency construction manager.

C. Team Identification

- i. Identify key staff, consultants, and positions for each of the phases proposed for this work. Include basic and brief resume' information focusing on project experience that enhances qualifications for this work.
- ii. Identify project availability during the work and any project conflicts based upon other work or project commitments.

D. Key Qualifications and Approach

- i. Identify CM@R experience for community centers and/or ice arenas within the last ten years not to exceed five project examples. Please include the following information:
 - a. Project type and location
 - b. Square footage and cost

- c. Project delivery method
- d. Owner contact information

ii. Identify CM@R experience, if any, on projects that were funded in part by the State of Minnesota through a bonding bill approved by the Minnesota Legislature.

ii. Based upon your knowledge of the proposed work, describe why the City of Alexandria should team with your firm for these projects. Key reasons may include some of the essential process items listed below in Part E.

iii. Briefly, how do you propose to administer this project.

E. Supplemental Information

i. Briefly, utilize this portion of the proposal to identify those “value-added” qualities, conditions, services, or attributes of your proposal that enhance or support the proposal document.

F. Cost Proposal

While price and fees are a factor, this is not a price competition. The City of Alexandria selection will be based upon qualifications and experience with similar projects. The cost proposal must include the following elements:

i. Please outline your firms not to exceed staff cost, not to exceed CM Fee expressed as a percentage or lump sum, and not to exceed reimbursable expenses expressed as a lump sum.

ii. Please note the number of hours you will allocate per week toward onsite supervision during the construction phase.

iii. Please separate the costs as stated in F.i. above into two phases; preconstruction/bidding services and construction/post construction services.

iv. In order to assist in comparing proposals, please fill out the attached Construction Manager at Risk Fee Summary

Please note that the selected CM@R will not be allowed to self-perform any work on the project.

Please provide estimated fees and cost schedules and a sample completed AIA A133-2019 agreement with all applicable attachments in a separately marked envelope as part of the submittal package.

5. METHOD OF SELECTION

The City intends to retain the services of the firm evaluated to be best qualified to perform the work for the City, cost and other factors considered. The firm will be selected upon the basis of the information provided as requested in this proposal.

The review committee will undertake a preliminary review of all proposals submitted and shall determine which firms it will call for interviews. Follow-up with any or all firms submitting proposals may occur to gather additional information upon which to make a decision. Any other pertinent data generated by the City will be considered.

The City Council reserves the right to reject any and all proposals, in whole or in part, to waive any or all informalities, to disregard all non-conforming, non-responsive or conditional proposals, to request additional information from a proposer, or to expand the period for submitting proposals.

6. OTHER

Proposer understands and acknowledges that this proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or nonpublic until they are opened by the City. Once the proposals are opened, the name of the proposer becomes public. All other data in a proposal are private or nonpublic data until the completion of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minnesota Statutes 13.37. Data at all times will be governed by the Minnesota Governmental Data Practices Act, Minnesota Statutes Chapter 13. Proposer agrees to maintain all data obtained by the City consistent with the requirements of the Data Practices Act. Proposer agrees to defend/indemnify the City from any claim, liability, damage or loss asserted against the City as a result of the Proposer's failure to comply with the requirements of the Data Practices Act.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any individual or company for any costs incurred in preparing or submitting proposals, providing additional information when required by the City or for participating in any meetings or interviews.

RUNESTONE COMMUNITY CENTER EXPANSION PROJECT NARRATIVE

The Runestone Community Center (RCC) has served as a gathering place for West Central Minnesota since its opening in 1978, drawing athletes and event attendees from across the state. The original facility was constructed with one floor area that contains both fixed and removable seating accommodating 1,600 spectators. A second floor was added in 1994. Both floors are used for ice and dry floor events. The City constructed a link between the two buildings that opened in 1996 which includes a lobby, concession area, office space, locker rooms, restrooms, and zamboni room.

It is estimated that over 20,000 people annually attend dry floor events at the RCC, drawing visitors from throughout the region. Dry floor events include a vendor show for a local company, home and garden expo, Alexandria Technical and Community College graduation, music concerts, and more. Thousands more attend the games, tournaments, competitions, and exhibitions sponsored by Alexandria Area High School, Alexandria Area Hockey Association, Alexandria Figure Skating Club, Vikingland Curling Club, and Alexandria Blizzard.

Continued growth in programming over the past decade led to the consideration of a facility expansion. The Alexandria Events Center Feasibility and Market Study was completed in November 2013. The chosen scenario from this study estimated that the expansion would create \$1,206,000 in new spending annually and a \$71,800 fiscal impact to the tax base of the area. A needs assessment completed in 2014 showed that ice user groups could increase their programming if the facility expanded. The need has only continued to grow since 2014. The high demand for facility time has made it difficult to expand existing events and add new dry floor events.

Pre-Design work on the RCC expansion began in 2014 and has been updated several times. In June 2019, the City submitted a request to the State of Minnesota for inclusion in the bonding bill to be considered during the 2020 session. The expansion concept submitted added approximately 44,000 square feet to the existing 76,000 square foot facility. The total cost of the expansion, as estimated at that time, was to be approximately \$11,200,000. The expansion will consist of a new floor area that will accommodate both dry floor and ice events. The plan also included restrooms, locker rooms, lobby areas, viewing areas, administrative space, and an elevator to improve accessibility throughout the site. Exterior work includes an expanded parking area and improved drainage for the site.

The City recently made substantial investments to maintain the infrastructure of the facility. The ice plant was converted to a high efficiency ammonia-based system in 2016. The new compressor room was sized to accommodate at least three ice sheets and the underground infrastructure to serve a third floor was extended as part of the 2016 renovation. Other renovations in 2016 included a new floor for the West Floor, new roof for the 1978 main building, and the installation of LED lighting throughout the facility. The city also invested in an ice cover which allows for much greater flexibility in changing the facility from ice to dry floor events. In 2018, the City reconstructed and paved a portion of the parking lot for the RCC and the adjacent Douglas County Fairgrounds. This partnership between the City and the Douglas County Agricultural Association improved site drainage in addition to providing well-defined and safe parking areas.

The RCC sits adjacent to the Douglas County Fairgrounds and is utilized for fair activities during the Douglas County Fair. The City and the Douglas County Agricultural Association (DCAA) completed work in 2017 on a Fairgrounds Master Plan, which provided a future

blueprint for enhancing the regional impact of the entire 100+ acre area. Possible improvements identified in the Master Plan include renovations to the fair facilities, additional civic and recreational facilities, and new street and utility infrastructure.

Existing users expected to continue in the expanded RCC include the Alexandria Area Hockey Association, Alexandria Area High School, Alexandria Figure Skating Club, Alexandria Blizzard, and Vikingland Curling Club. The City also intends to provide more opportunity for the facility to be used for dry floor events. Dry floor events expected to continue include a home and garden expo, food vendor, craft, and motorcycle shows. Concerts and commencements also take place in the facility along with several educational events for elementary school children.

In October 2020, the bonding bill approved by the Minnesota Legislature included \$5,600,000 in funding for the RCC Expansion. Local sources will fund the remaining project costs. Local sources would be a mixture of public and private funding. A feasibility study is currently underway for the private funding portion of the project.

In April 2021, the City selected 292 Design Group as the project architects for this work. The previous predesign work is currently in the process of being revised and updated. The State of Minnesota must approve the predesign of the project. The goal is for the predesign to be submitted to the state by July 31, 2021. This will allow the selected Construction Manager to participate in the review of predesign documents.

**Runestone Community Center Expansion
Construction Manager at Risk Fee Submittal**

June 15, 2021

Contract to be AIA 133-2019

Assumed Construction Budget: \$11.2M

Note: Assume a construction duration of 10 months when filling out this fee schedule, which does not include the preconstruction and estimating timeframe. The CM is to be engaged with the Owner and Design Team on or about July 1, 2021 for preconstruction and estimating services.

Preconstruction & Bidding Phase 10 Months

Description	Quantity	Unit	Unit Cost	Total
Project Principal/Director	0	HRS	\$ -	\$ -
Senior Project Manager	0	HRS	\$ -	\$ -
Project Preconstruction Manager	0	HRS	\$ -	\$ -
Project Administrator	0	HRS	\$ -	\$ -
Project Engineer	0	HRS	\$ -	\$ -
Chief Estimator	0	HRS	\$ -	\$ -
Estimator	0	HRS	\$ -	\$ -
Project Scheduler	0	HRS	\$ -	\$ -
MEP Coordinator	0	HRS	\$ -	\$ -
BIM Specialist	0	HRS	\$ -	\$ -
Document Quality Control Team	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal Preconstruction & Bidding				\$ -

Project Reimbursable Expenses 10 Months

Description	Quantity	Unit	Unit Cost	Total
Project Principal/Director	0	HRS	\$ -	\$ -
Senior Project Manager	0	HRS	\$ -	\$ -
Project Manager	0	HRS	\$ -	\$ -
Project Engineer/Assistant Project Manager	0	HRS	\$ -	\$ -
General Superintendent	0	HRS	\$ -	\$ -
Superintendent	0	HRS	\$ -	\$ -
Assistant Superintendent	0	HRS	\$ -	\$ -
Cost Estimator	0	HRS	\$ -	\$ -
Project Scheduler	0	HRS	\$ -	\$ -
MEP Coordinator	0	HRS	\$ -	\$ -
BIM Specialist	0	HRS	\$ -	\$ -
QAQC Director	0	HRS	\$ -	\$ -
Safety Director	0	HRS	\$ -	\$ -
Project Accountant	0	HRS	\$ -	\$ -
Project Assistant	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal Reimbursable Expenses				\$ -

GC's/Project Reimbursable Expense Costs***10 Months**

Description	Quantity	Unit	Unit Cost	Total
Project Management Software	0	MO	\$ -	\$ -
Cell Phone	0	MO	\$ -	\$ -
Printing	0	MO	\$ -	\$ -
Postage & Delivery	0	MO	\$ -	\$ -
Temporary Toilets	0	MO	\$ -	\$ -
Field Office Equipment	0	MO	\$ -	\$ -
Site Trailer	0	MO	\$ -	\$ -
Small Tools	0	MO	\$ -	\$ -
Internal Equipment	0	MO	\$ -	\$ -
Superintendent Truck	0	HRS	\$ -	\$ -
Progress Cleanup	0	HRS	\$ -	\$ -
Other	0	HRS	\$ -	\$ -
Subtotal General Conditions				\$ -

General Liability Insurance

General Liability Insurance	1	LS	0.000%	\$0
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Builder's Risk Insurance

Builder's Risk Insurance	1	LS	0.00%	\$0
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Construction Manager Fee

Proposed Construction Manager Fee	1	LS	0.00%	\$0
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Total Fee Including Preconstruction/Bidding, Project Reimbursable expenses, General Conditions, General Liability and Builder's Risk Insurance, and CM Fee				\$0.00
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**Expenses listed above reflect the total anticipated CMAr compensation, including any portion of the General Conditions that the CMAr expects to self-perform, and/or equipment that will be provided to the project by the CMAr.*