

**Request for Qualifications**

**Spirit Mountain Recreation Area Phase II Projects**

1. **Background:**

Spirit Mountain Phase II Projects include the following aspects;

* Chalet at Grand Avenue
* Renovated Express Chair Lift
* Reconditioned Parking Lot at Grand Avenue
* Six-lane Snow Tubing Park at Grand Avenue

Spirit Mountain Recreation Area Authority is seeking a Construction Management (CM) firm for services related to the construction of Phase II Master Plan projects.

The CM will be selected through this RFQ process.

1. **Project Description**

Phase II projects consist of an approximately 11,000 square foot chalet to be constructed at the Grand Avenue entrance to Spirit Mountain. The chalet will house rental, ticketing, ski patrol and food and beverage services and is intended for both winter and summer use.

The project includes oversight of construction of a renovated four-place express lift which will be constructed primarily by Spirit Mountain staff.

This project also includes renovation of the existing parking lot at Grand Avenue and the construction of an approximately six-lane snow tubing park at the Grand Avenue location.

This project is dependent upon issuance of a general obligation bond by the city of Duluth, which shall be determined following a ballot referendum in November, 2011.

This project must be complete by November 19, 2012. The budget for the entire project should not exceed $7,000,000.00 including fees and FF&E.

1. **Scope of Services**

The CM will be contracted to deliver services related to the construction of the Phase II projects. The CM will be required to select and prepare bid plans for construction as well as architectural services. The areas of construction work will include, but not be limited to the following:

1. Infrastructure work required to prepare the site for the new facilities.
2. Chalet construction, including design and build.
3. Oversight of lift installation.
4. Parking lot renovation and construction.
5. Snow tubing park site work and build oversight.

Spirit Mountain has completed the site survey and grading plan with Salo Engineering and the lift manufacturer completing the lift renovations is responsible for the engineering and design work related to the project. An initial architectural drawing on the chalet has been completed but the interior layout is not done.

1. **General Instructions**

Three (3) hard copies of the RFP/qualifications must be submitted to:

City of Duluth Purchasing

411 West First Street, Room 100

Duluth, MN 55802

By 2:00pm on July 12, 2011. All RFP’s/qualifications will be read and acknowledged aloud as being properly received.

1. **Proposal Content**

**Your submission must include the following:**

1. Provide the following information about your company:

* Name of firm;
* Address of firm;
* Telephone & fax numbers; and
* Primary telephone and correspondence.

2. Brief history of the firm:

* Size of firm/staff;
* Years in business;
* Organizational chart of firm; and
* Distance from Duluth.

3. Provide a schedule of professional fee rates and overall total project cost estimate.

4. Design team background:

* Please list up to four (4) key staff members that would be assigned to this project, their title, the number of years they have been employed by the company the number of years of experience they have in the requested service.
* Experience with designing buildings to U.S.G.B.C. LEED standards.

5. Project approach:

* Describe your firm’s management approach for these projects.
* Please describe any unique aspects your firm may employ in the design of the project.

6. Representative projects – list a minimum of three projects completed by your firm that best represents a similar scope, budget, program, and complexity. For each project, please include:

* Completion date;
* Name and location;
* Budget;
* Cost of firm’s services as a total amount and percentage of total project cost;
* Graphic description;
* Photographs;
* Total square footage;
* Cost per square foot – exclude site costs and architectural fees; and
* Change order percentage

7. Cost effective design:

* Please list the cost per square foot for your new construction projects in the past five years. Please exclude all site costs and professional fees.
* For projects completed in the last five years, please list the cost estimate, bid amount, and difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.

8. Current workload:

* Describe your design workload in terms of project size, percent complete, and completion dates.

9. Licensure:

* Is the principal licensed to practice architecture in the State of Minnesota?
* Is there a structural engineer licensed in Minnesota?

10. Legal proceedings – Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an owner or contractor against your firm for any project in the past five years.

12. References – please provide a minimum of five references to contact.

13. Unique qualifications – please state why your firm should be selected by the owner.

1. Selection Criteria

All submittals meeting the established criteria will be evaluated by the Spirit Mountain Construction Project Team. Each submittal will be evaluated using the criteria below. The two top-ranking firms will have interviews with the Project Team before final selection is made.

1. Composition and qualifications of staff – 40 points
2. Relevant past experience – 40 points
3. Firms project approach – 25 points
4. Report structure – 15 points
5. Environmentally sensitive design – 10 points
6. References – 20 points
7. Proposal completeness – 10 points