



**CITY OF DULUTH**

**REQUEST FOR PROPOSALS FOR**

**CONSTRUCTION MANAGER AT RISK FOR  
HARTLEY NATURE CENTER BUILDING ADDITION PROJECT**

**RFP NUMBER 20-99073**

**ISSUED December 19, 2019**

**PROPOSALS DUE THURSDAY, JANUARY 23, 2019 AT 4:30 PM**

**SUBMIT TO**

**CITY OF DULUTH  
ATTN: PURCHASING DIVISION  
CITY HALL, ROOM 120  
411 WEST 1ST STREET  
DULUTH, MN 55802**

## PART I - GENERAL INFORMATION

**I-1. Project Overview.** The City of Duluth in partnership with the Hartley Nature Center (HNC) Corporation is seeking a Construction Manager at Risk (CMAR) for a HNC building addition project (the "Project"). The Project includes an approximately 6,300-square foot addition to the HNC building with new mechanical mezzanine and remodeling 2,200-square feet within the existing building. The project includes utility and site work as well as ancillary parking and walkways.

This project is funded in part with State of Minnesota Historical and Cultural Heritage Legacy Grants Program funds. Contractor shall comply with all State requirements. In accordance with the Minnesota Department of Administration's guidance, the CMAR will not be permitted to bid on any of the trade/subcontract work.

Due to the estimated dollar value of the proposed construction, bidders should be aware that a Project Labor Agreement and the city's Community Benefits provisions will be required for the construction contracts.

Additional details are provided in **Part IV** of this RFP.

**I-2. Calendar of Events.** The City will make every effort to adhere to the following schedule:

Activity	Date
Pre-proposal conference at 10:00 am at Hartley Nature Center, 3001 Woodland Avenue, Duluth, MN 55803	01/09/20
Deadline to submit Questions via email to <a href="mailto:purchasing@duluthmn.gov">purchasing@duluthmn.gov</a>	01/16/20
Answers to questions will be posted to the City website no later than this date.	1/20/20
Proposals must be received in the Purchasing Office by 4:30 PM on this date.	1/23/20

**I-3. Rejection of Proposals.** The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

**I-4. Pre-proposal Conference.** The City will hold a pre-proposal conference as specified in the Calendar of Events. Interested proposers are encouraged to attend.

**I-5. Questions & Answers.** Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) **no later than** the date

indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

**I-6. Addenda to the RFP.** If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

**I-7. Proposals.** To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. **The Cost Submittal should be in a separate sealed envelope.** In addition, Bidders shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Exhibit A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

**I-8.Small Diverse Business Information.** The City encourages participation by minority, women, veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority-, women-, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is available at <https://mnucp.metc.state.mn.us/>,

**I-9. Term of Contract.** The term of the contract will begin once the contract is fully executed and is anticipated to end by June 30, 2022. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

**I-10. Mandatory Disclosures.** By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or

competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.

- B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

**I-11. Notification of Selection.** Bidders whose proposals are not selected will be notified in writing.

## **PART II - PROPOSAL REQUIREMENTS**

Proposals shall be limited to no more than 12 sheets (or 24 printed pages cover to cover) and shall include a cover letter, background and experience of the firm, resumes for all individuals who will be working on the project, a proposed work plan with a timeline, and at least three references from similar projects.

The cost submittal shall be in a separate sealed envelope from the technical proposal, and shall be broken down into the following components:

- Firm, fixed fee for Preconstruction Phase Services.
- Proposed fee for providing CMAR services (as a percentage of the final cost of construction)
- Itemized Rate Sheet showing standard hourly rates for staff and equipment
- Reimbursables not to exceed (General Conditions for Construction Phase Services)

## **PART III - CRITERIA FOR SELECTION**

The proposals will be reviewed by City and HNC staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Qualifications of the Company & Personnel	30%
Understanding/Approach to the CMAR Process	20%
Work Plan/Schedule	20%
References	10%
Cost	20%

## **PART IV - WORK STATEMENT**

**IV-1. Objectives.** Construction of an approximately 6,300-square foot addition to the HNC building with new mechanical mezzanine and 2,200-square foot remodeling within the existing building. Project includes two new classrooms, a second restroom, an updated exhibit hall, a parent/family gathering area, an expanded office, a public meeting room, sidewalks, utilities, storm water, landscaping, and associated site work.

This project is ready for the design development phase of pre-construction, and the current budget for the project is estimated at \$2,500,000. Preliminary design work for the project is completed and a concept plan is attached as Exhibit B; a separate Request for Proposals has been issued for final design. It is expected that the successful Proposer will become an integral member of the “Project Team” as the City and the HNC seek to maintain an integrative approach throughout the project life cycle.

**IV-2. Nature and Scope of the Project.** This project includes all services necessary to manage and oversee construction of a City-owned facility that will accommodate the requirements of the HNC. In keeping with the intent of the original structure, the City expects an energy-efficient facility that will incur minimal maintenance costs.

**IV-3. Requirements.** Construction must conform to the 2019 City of Duluth Minnesota Construction Standards, available at <https://www.duluthmn.gov/engineering/standard-construction-specifications>. Hard copies are available upon request. The project is expected to be substantially completed by June 30, 2022.

The awarded contractor will be issued a construction manager at risk contract, attached as Exhibit C.

**IV-4. Tasks.** The selected firm shall be qualified to provide the following range of services:

### **A. Pre-Construction Phase**

1. Assist the Project Team in review of design proposals and make recommendations as necessary.
2. Work with the project architects and engineers to develop and coordinate a master schedule and update as necessary.
3. Attend Project Team meetings.
4. Prepare cost estimates to confirm owner and architect’s budget.

- i. End of design development drawings
  - ii. Construction documents
- 5. Provide technical review of the design documents prior to issuance for bidding.
- 6. Review all subcontractor and vendor bids with the City and HNC and make recommendations for award in compliance with State of Minnesota and City of Duluth purchasing rules and policies.
- 7. Provide an open-book, Guaranteed Maximum Price (GMP) at the completion of final bidding documents.
- 8. Provide other services as proposed or required.

**B. Construction Phase**

- 1. Provide a full-time project superintendent for the duration of the project.
- 2. Coordinate with the Project Team to facilitate weekly construction meetings at the site and to furnish meeting minutes.
- 3. Provide regular contract and budget updates throughout construction.
- 4. Coordinate, maintain and update the schedule during the project.
- 5. Assist in all aspects of construction project management
- 6. Provide other services as proposed or required.

**C. Post-Construction Phase**

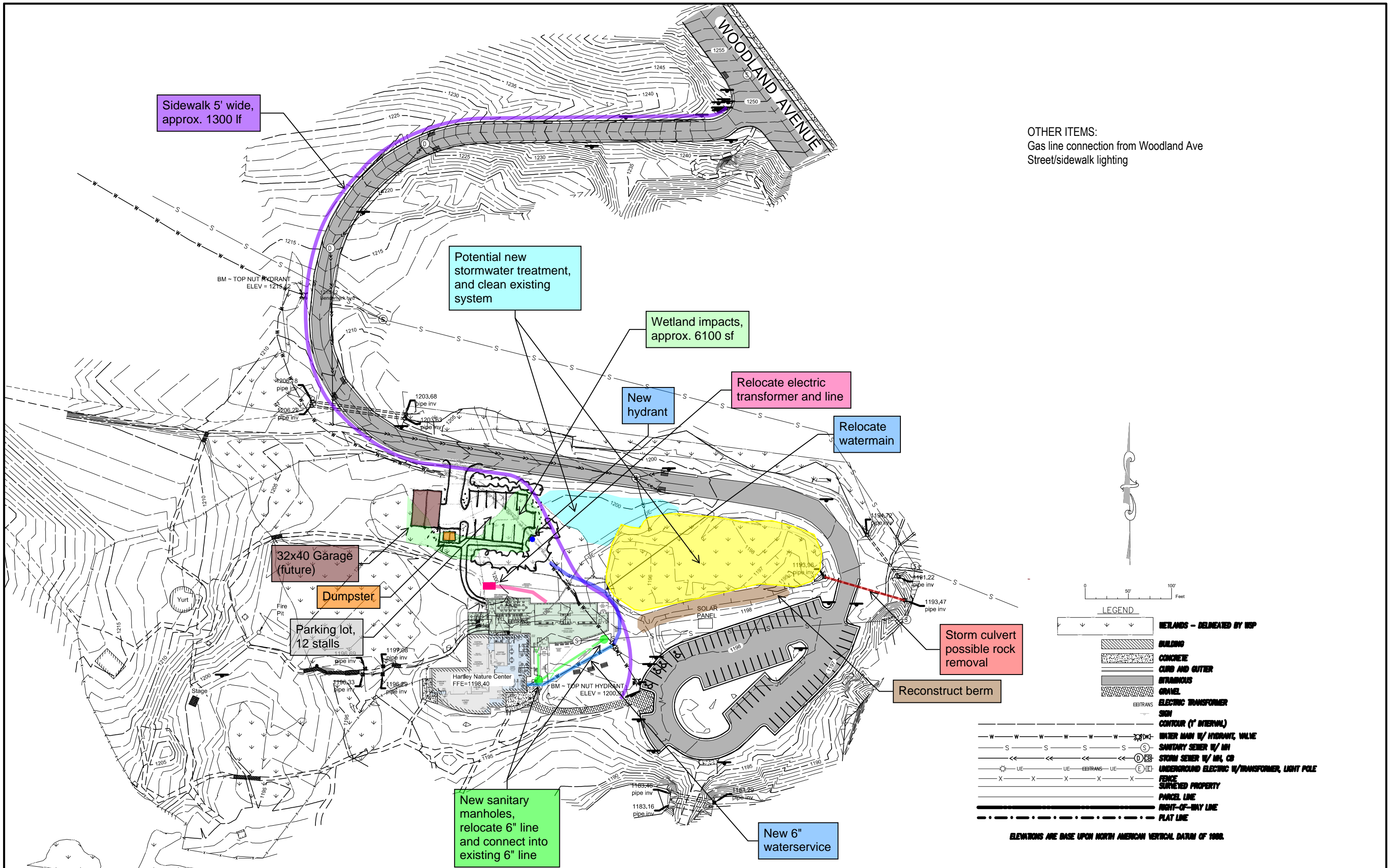
- 1. Work with Project Team to completely close out the project.

Provide other services as proposed or required.

**EXHIBIT A - PROPOSAL COVER SHEET  
CITY OF DULUTH  
RFP# 20-99073**

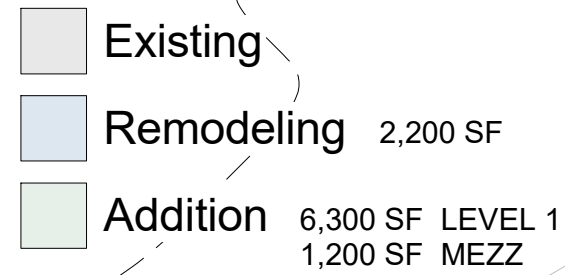
<b>Bidder Information:</b>	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	

**EXHIBIT B – CONCEPT PLAN  
CITY OF DULUTH  
RFP # 20-99073**



OTHER ITEMS:  
Gas line connection from Woodland Ave  
Street/sidewalk lighting

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BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE  
INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.



HARTLEY NATURE CENTER

Exterior Perspective

DATE: 10-16-19



**EXHIBIT C - CONSTRUCTION MANAGER AT RISK AGREEMENT  
CITY OF DULUTH  
RFP # 20-99073**

(To be provided via addendum.)