



Request for Proposals

Construction Manager At Risk

Moorhead – Reimagine Romkey Park

Pool Replacement and Park Renovations

Moorhead, MN

Amended 4/22/2024 - Attachment D

Due: May 1, 2024 by 2:00 PM Central Time

City of Moorhead, MN

ATTN: Moorhead Parks – Romkey Park Project

500 Center Avenue

Moorhead, MN 56561-0779

Email: parkandrec@moorheadmn.gov

1. PROJECT DESCRIPTION

The City of Moorhead, Minnesota (the "City") is accepting Proposals for a Construction Manager At Risk (CMAR) to provide design phase/pre-construction services and construction phase services for the construction of *Reimagine Romkey Park – Pool Replacement and Park Renovations*. Included in the project is replacing the existing outdoor 50-meter pool with a new 25-meter pool, construction of a pool house, splashpad, skatepark, pickleball courts, playgrounds, sledding hill and various other park amenities. The pool house building is anticipated to be a single-story building with a footprint of approximately 7,350 square feet and used for the mechanical systems for the pool, splashpad, bathhouse, lifeguard training area, first aid, office area, storage, reception, and concessions along with other similar spaces.

The City of Moorhead received the Outdoor Recreation Legacy Partnership (ORLP) Program grant to assist with funding of this project. The Federal grant is administered through the Minnesota Department of Natural Resources. Compliance with the grant requirements is included in the scope of this service including Davis Bacon, Prevailing Wages, and Buy American.

The anticipated project cost is \$11.3 million, including design fees, soft costs, contingencies, and grant administration.

Additional project information found in Attachment A – Project Summary.

Scope of Services

Requested pre-construction and construction services are outlined below and will be finalized during contract negotiation:

- Work with client/design team to establish project charter and project performance metrics.
- Initiate contracts and manage Aquatics Design & Construction. The selected subcontractor will coordinate design with the lead architect, YHR Partners.
- In collaboration with the design team, develop preliminary target values for all aspects of the scope of work aligned with the Owner goals and objectives and total project budget.
- Act as liaison between subcontractor/fabricator/vendor community during design phases to improve constructability, labor efficiencies, material detailing, and cost value.
- Provide construction feasibility recommendations throughout the design phase.
- Estimating and budget analysis services throughout the design phase based on regular participation in design meeting with the owner, architect, consultants, and in the drawings of the design team. This shall include development of an estimated Guaranteed Maximum Price (GMP) at the end of the Schematic Design and Design Development phases of the project.
- Provide any documentation or process required by the Contractor if State of Minnesota State Historical Office (SHPO) requirements arise throughout the duration of the project design or construction phases.
- Prepare, monitor, and enforce a detailed project schedule. Provide regular schedule updates.
- Provide services to the City that include the coordination of all bid packages, advertising of the request for bids, securing bids, analyzing bid results, and furnishing recommendations on award of contracts.
- Determination of the GMP upon completion of the Construction Document phase by the Architect. The CMAR will be required to obtain bids and/or quantify costs for all work so that the GMP amendment may be executed within one month of completion of the Construction Document phase.
- Obtain all required bonding and insurance policies.
- Prepare, implement, and maintain contracts with all subcontractors for all bid packages.
- Perform grant administration for ORLP grant and prepare documents are required.
- Obtain and/or confirm permit issuance prior to start of work.

- Provide comprehensive construction phase administration, including:
 - On-going full-time project supervision,
 - Project management and inspection of work,
 - Conduct and preside over meeting to discuss construction procedures, progress, and scheduling with Owner, Contractors, and Design Team. CM shall prepare agenda, meeting minute, and promptly distribute such to the Owner, Architect, and all meeting participants.
 - Implement and monitor a safety program to include but not limited to; conducting safety meetings, performing work site safety assessments, recordkeeping, and pre-construction safety audits.
 - Review plans, shop drawings, etc.
 - Implementation and management of an ongoing open book cost management system.
 - Monitoring and enforcing the construction schedule,
 - Preparation of change orders and contractor payment estimates,
 - Final inspections, and
 - Submitting project completion reports.
- Review and prepare all close-out documents including warranties, operating and maintenance manuals, schedule and coordinate City training of system components.
- Manage and follow up on any warranty issues for one (1) year.
- The construction manager may “self-perform” any divisions of the work up to 5% of the project construction costs.
- Perform all other related work as required by the City.

2. SUBMITTAL REQUIREMENTS

Submittals are limited to 25 pages maximum. Your company may choose how those pages are used.

Professional Organization

- List company name, address, telephone number, and email address
- List other services your firm presently provide beside professional construction management
- Describe years of experience providing professional Construction Management At Risk services
- List the project team which will service this project and provide an organizational chart of those who will be involved in the project.
- List Key Personnel
 - Organizational chart for all members on team.
 - Provide the following information for the proposed principle in charge, lead project manager, superintendent, design phase lead, and any other key personnel (other project managers, consultants, etc.)
 - Summary of role on this project (include percentage of time involved during design phase and construction phase)
 - Relevant project experience
 - Years of construction experience and years with company
 - Location of employee during design phase and construction of this project
 - *Proposed superintendents, managers, and staff may be changed only with the express prior written permission of the City. However, the City retains the right to approve or reject replacements.*
- Familiarity with the Location of the Project
 - Number and type of employees by office location.
 - Summary of construction experiences in the Fargo-Moorhead area.
 - Provide information that demonstrates a positive working relationship with local subcontractors, including references from key mechanical and electrical contractors attesting to the ability of the CMAR to complete the project and coordinate the various aspects of the work.
 - Summarize how you will forecast local bidding and construction conditions to ensure a sufficient work force and to manage project costs.
- Compliance with State and Federal Law
 - Summarize your understanding of the CMAR requirements in MN, including the requirements for selection of subcontractors.
 - Summarize your understanding and compliance with state and federal wage & hour regulations, minimum wage requirements, OSHA, Drug-Free Workplace, and other laws, regulations and requirements that will impact the construction of the project.
 - Disclose any information or findings relevant to this project regarding your current or historical compliance with state and federal laws.
 - Provide a copy of your Minnesota Contractor's License or renewal.
 - Attach a Certificate of Insurance for General Liability and Worker's Compensation.
 - A statement must be included indicating if the CMAR has a common ownership with the design architect. No firms with common ownership to either firm will be considered for the project.

Project Experience

- Related Experience on Similar Projects
 - Provide a list of all similar projects completed by the firm in the past seven years in chronological order.
- Provide examples of three completed projects that most closely resemble the proposed Reimagine Romkey Park – Pool Replacement and Park Renovations. Include the following detail:
 - Name of project
 - Date completed or expected completion.
 - Total construction cost, square footage, and other relevant information
 - Include a Gantt schedule with major milestones

Safety Record of the Company

- EMR for the past 3 years
- Company safety leader resume and anticipated involvement in this project
- Provide pdf copy of company safety manual/policy on thumb drive (do not provide printed copies)
- Provide example(s) of high-risk activity safety plans
- List any safety recognitions/awards received in the past 3 years

Construction Management Approach

- How do you propose to manage the following:
 - Cost estimating and cost control
 - Project Scheduling
 - Coordination with other consultants (Architect/Aquatics Engineer/Engineers etc.
 - Procurement of bids for construction
 - Project supervision and management
 - Safety Inspections and Coordination
 - Communications with City -Parks Staff

Workload

- List your firm's current construction management projects including type of project, location, size, and anticipated completion date.
- Indicate current commitment and availability of all personnel listed.
- Indicate your agreement, unless prevented by circumstances outside of your control, to retain the project manager and the principal design team member on the project until all work of this contract is complete.

Compensation Proposal

***Compensation proposals must be in a sealed envelope –Attachment B – Fee Template**

Your proposal should be based on the attached project summary, budget, and project schedule.

Fees and Prices

- Lump sum design and percentage construction fees will be reviewed as part of CMAR selection process.
- Other CM fees such as profit and overhead, staffing, bonding, general conditions, etc. will be negotiated once the budget and schedule has been established.

Contract Method

- Contract Terms will be based on AIA Document A133-2019, Agreement between Owner and Construction Manager.
- After the design phase services have progressed sufficiently to provide the CMAR with the necessary project details, The City of Moorhead will enter negotiations for a guaranteed maximum price and contract terms. If the City is unable to negotiate a satisfactory contract with the highest qualified person on the list of finalists, the city will terminate negotiations. The City will commence negotiations with the next most qualified person on the list in sequence until an agreement is reached, or a determination is made to reject all persons on the list.

The fee for Pre-Construction Services should include:

- Aquatic Design Services
- Planning and Scheduling
- Estimating
- Value Management
- Quality Review
- Preparing Contracts for Construction
- Review front end specifications.
- Bid Procurement
- Project Director
- Tracking costs against the budget
- Design Meetings
- Clerical Costs
- Grant Administration

The proposed fee for Construction Services should include:

- Senior Project Manager
- Senior Project Manager
- Project Manager
- Assistant Project Manager
- Safety Officer
- Project Superintendent
- General Superintendent
- Miscellaneous Staff Expenses
- Review Shop Drawings
- Prepare Change Orders
- Grant Administration
- Project Completions Reports
- Superintendent Vehicle
- Clerical Costs
- Building Permit Coordination

List reimbursable cost items.

3. SELECTION PROCESS

**Responses must be received no later than
2:00 PM Central Time on May 1st, 2024.**

Submit 6 Copies and a PFD Copy to:
City of Moorhead
ATTN: Reimagine Romkey Park
500 Center Avenue
Moorhead, MN 56561-0779
Email: parkandrec@moorheadmn.gov

Selection Timeline:	<i>Timeline is subject to change</i>
April 9 th , 2024	RFP for Construction Management At Risk Advertisement
May 1st, 2024 2:00PM	RFP for Construction Management At Risk Deadline
May 10 th , 2024	Interview Candidates
May 28 th , 2024	Recommendation to City Council

Proposals will be reviewed by a Selection Committee. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City may request follow-up interviews. The City, at its sole discretion, may reject any or all submissions. The City may make its selection by May 28, 2024, or at a later date, as the City so desires.

4. EVALUATION CRITERIA & SUBMITTAL

The proposals will be evaluated relative to the following criteria:

- Experience on similar projects: 25 points
- Capacity and experience of key personnel and availability for this project: 25 points
- Technical competence and capability to perform: 10 points
- Past performance of the CMAR and its employees: 10 points
- Safety record: 15 points
- Availability to and familiarity with the project locale: 10 points
- Other appropriate facts submitted by the applicant in response to the RFP: 5 points

***Compensation proposals must be in a sealed envelop**

Selection Committee may consist of the following:

1. Public Works Director
2. Parks and Recreation Director
3. Recreation Program Supervisor - Aquatics
4. Community Development Director
5. Facility and Fleet Manager
6. Project Architects
7. Others as Appropriate

5. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to parkandrec@moorheadmn.gov. Questions must NOT contain confidential or proprietary information. All questions may be submitted through April 25, 2024. Answers to questions received will be posted online at <https://www.cityofmoorhead.com/government/rfps-and-bids>, by April 29, 2024. The City does not guarantee that questions received after April 25, 2024, will be answered.

6. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.

7. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting proposals.

8. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. It is intended to identify potential independent applicants capable of providing construction management services for the City. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.

9. HELPFUL REFERENCES:

- Reimagine Romkey Website :
<http://cityofmoorhead.com/departments/parks-recreation/reimagine-romkey-park>

10. BUILDING CODE REFERENCES

The building must be compliant with:

- 2020 Minnesota Building Code
- 2020 Minnesota Energy Code
- 2020 Minnesota Mechanical and Fuel Gas Code
- 2020 Minnesota Plumbing Code
- 2020 Minnesota Fire Code
- Minnesota Electrical Code

For details please visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes

LIST OF ATTACHMENTS

ATTACHMENT A – PROJECT SUMMARY

ATTACHMENT B – FEE TEMPLATE

ATTACHMENT C – CONCEPT DESIGN

Attachment D - Clarification Questions

ATTACHMENT A – PROJECT SUMMARY

In December 2023 the City of Moorhead received notice from the Department of Interior that the Outdoor Recreation Legacy Partnership (ORLP) Program grant for the Reimagine Romkey – Park Renewal and Pool replacement project (Project) -had been selected to receive funding. The Federal grant is administered through the Minnesota Department of Natural Resources.

The project location the 7 acres at Romkey Park, 800 19th St. South, Moorhead MN 56560 owned by the City of Moorhead. The project currently is 40% designed with budget estimates prepared, and environmental, tribal, and archeological work complete.

Total Project costs are estimated at \$11.3M with the main feature being the replacement of the 1958, 50 meter outdoor pool and pool building to be replaced with a 25 meter pool, a zero-entry wading pool, and a splash pad; two full size basketball courts; soccer field (used as an ice-skating rink in winter); pickleball courts; a playground repurposing existing equipment; and a second natural playground on the south end of the park. New recreation amenities are to include a skatepark, pickleball courts, sledding hill, an accessible path to all elements, trails for four-season walking and cycling, natural areas including interpretive native planting beds, clover lawn, and shortgrass prairie. The design also includes seating / gathering and performance spaces.

Current development of the Project includes survey analysis (identification of existing utilities, access points, etc.), preliminary design development, and preliminary permit approvals. The historical, archeological and tribal reviews have been completed and approved. The concept design and layout for this project are included under ATTACHMENT C – CONCEPT DESIGN. Design of the Pool House and Pool was performed by YHR Partners LLC and design work for the Park Site was performed by SRF Consulting.

Project Schedule

The City would like to have the pool closed for the 2025 season and open for the 2026 season.

Advertise for CMAR Proposals	April 9 th , 2024
Council Approval of CMaR	May 28 th , 2024
Begin Design Phase Services	June 3 rd , 2024
Begin Design Development	July, 2024
Begin Construction Documents	September, 2024
Project Groundbreaking	Fall, 2024
Substantial Completion	Spring, 2026

ATTACHMENT B – FEE TEMPLATE

City of Moorhead
Reimagine Romkey
CMAR Fee Estimate Template

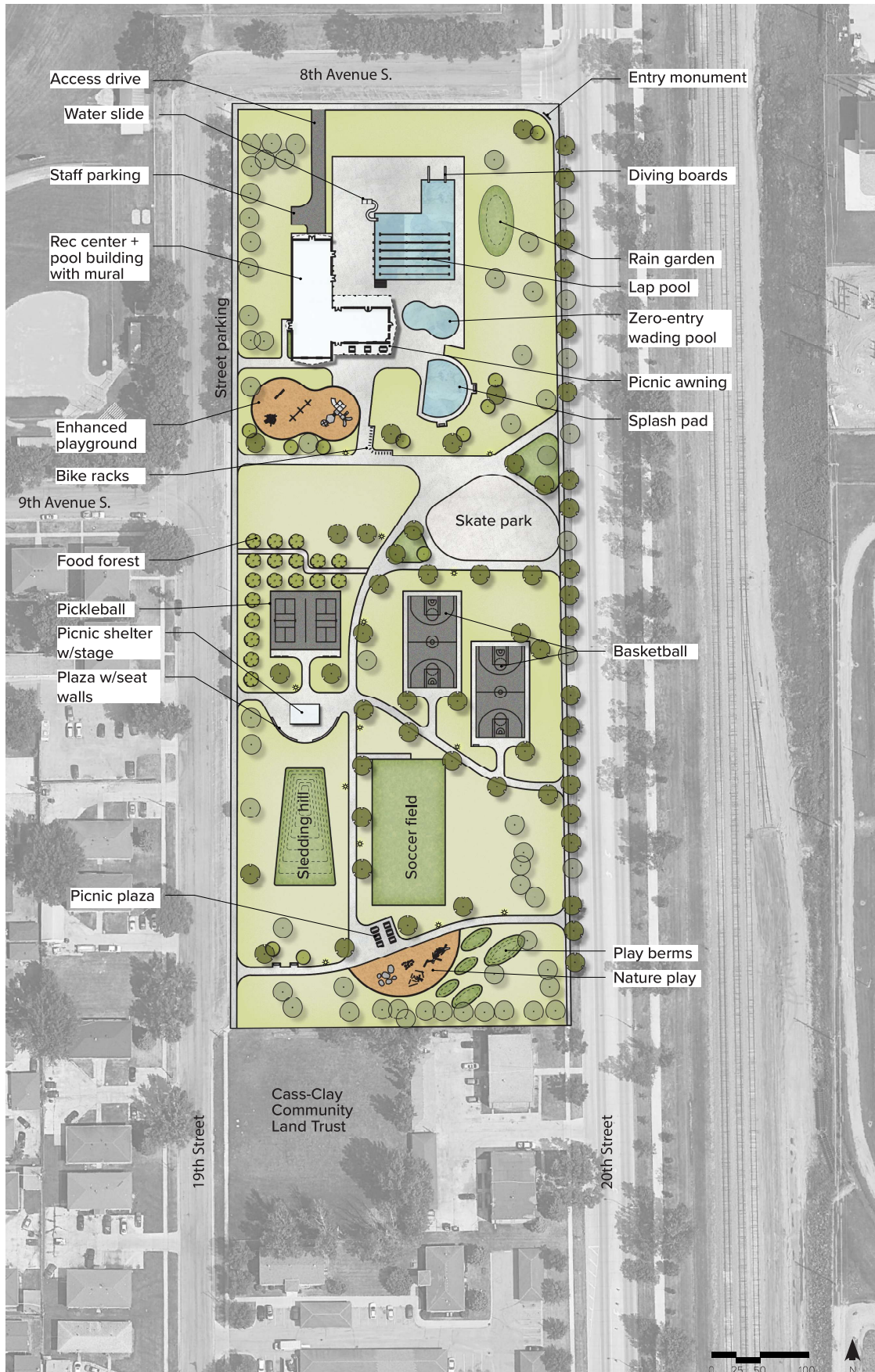
Fee Proposal Summary			
Type	Unit	Value	Total
Pre-Construction Services Fee	LS		\$ -
CMAR Construction Fee / Profit and Overhead	%		\$ -
Project Staff Monthly Estimate	LS	\$ -	\$ -
Builder's Risk Insurance	%		\$ -
Performance Payment Bond	%		\$ -
Total Cost			\$ -

Estimate of Project Staff (including travel and subsistence)				
Title		Hours per Month	Billable Rate	Total
Project Staff Total				\$ -

Other Cost Considerations:

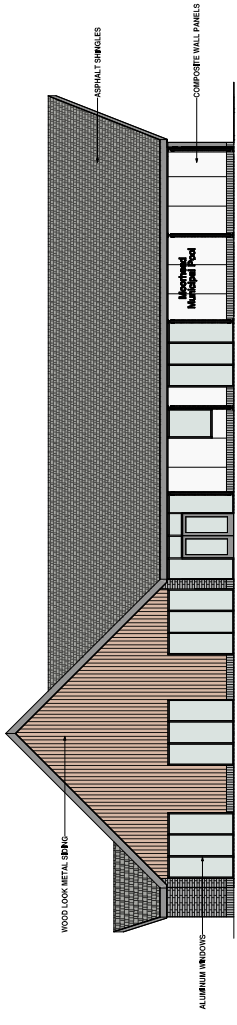
ATTACHMENT C – CONCEPT DESIGN

PARK CONCEPT

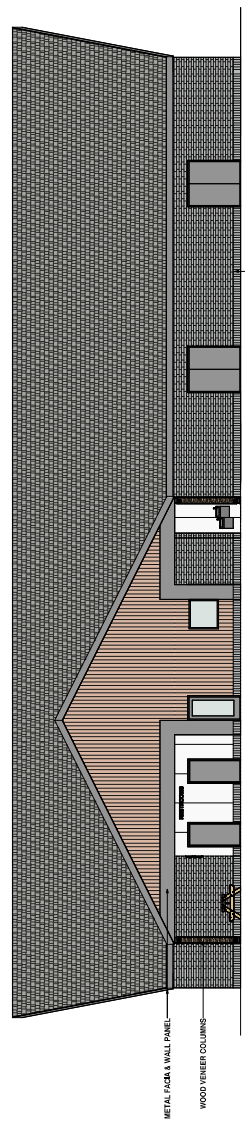


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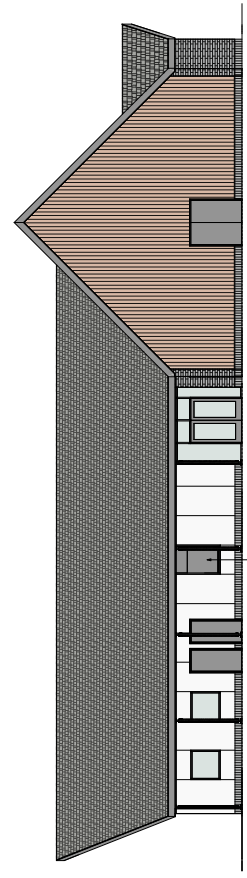




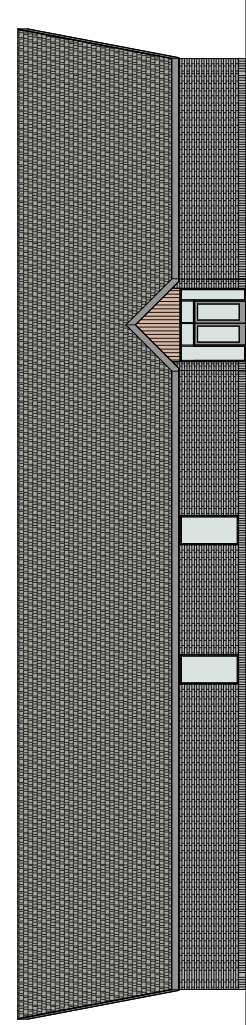
SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION

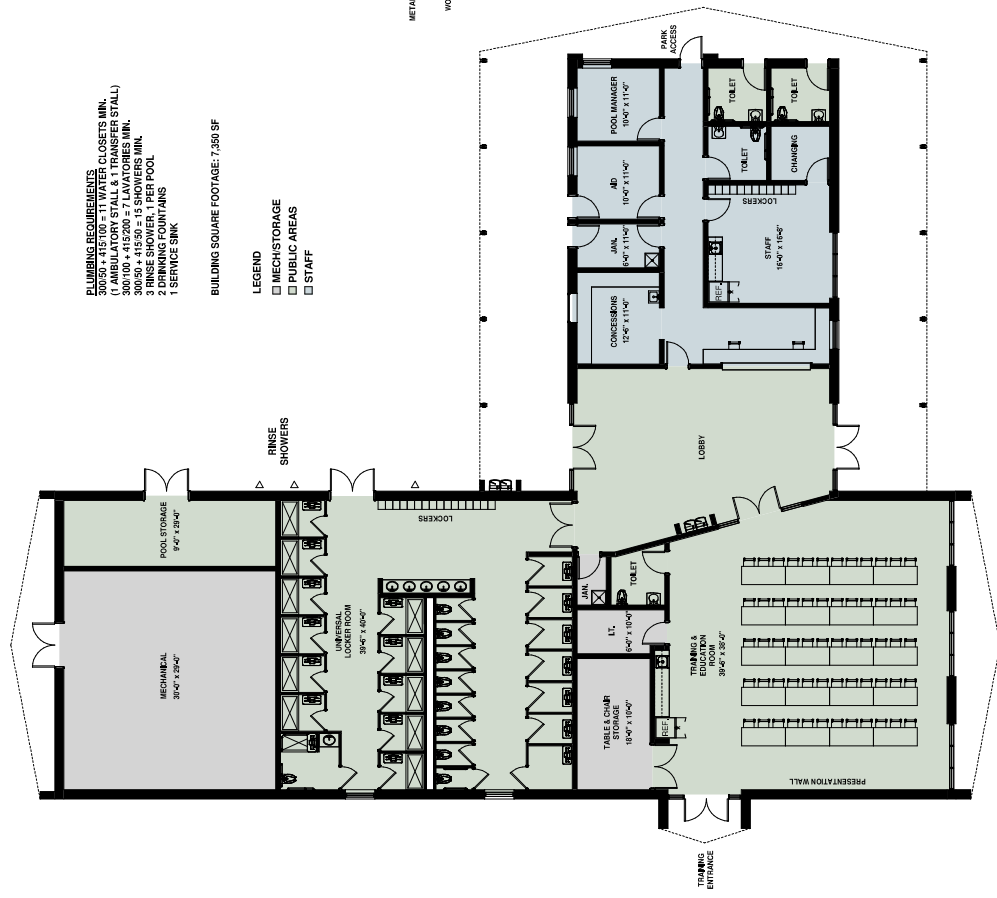


WEST ELEVATION

- PLUMBING REQUIREMENTS:**
- 61 CASSETS MIN.
 - 100' OF 1" GAS PIPING
 - 1 CUMULATORY STALL & 1 TRANSFER STALL
 - 300' 100" x 415' 200" = 7 LAVATORIES MIN.
 - 300' 50" x 415' 50" = 5 SHOWERS MIN.
 - 10' OF 1" HOT WATER PIPING TO POOL
 - 2 DRINKING FOUNTAINS
 - 1 SERVICE SINK

BUILDING SQUARE FOOTAGE: 7,350 SF

- LEGEND**
- MECH STORAGE
 - PUBLIC AREAS
 - STAFF



FLOOR PLAN
1/8" = 1'-0"

Reimagine Romkey Park- Park Renovation and Pool Replacement

Pool Building

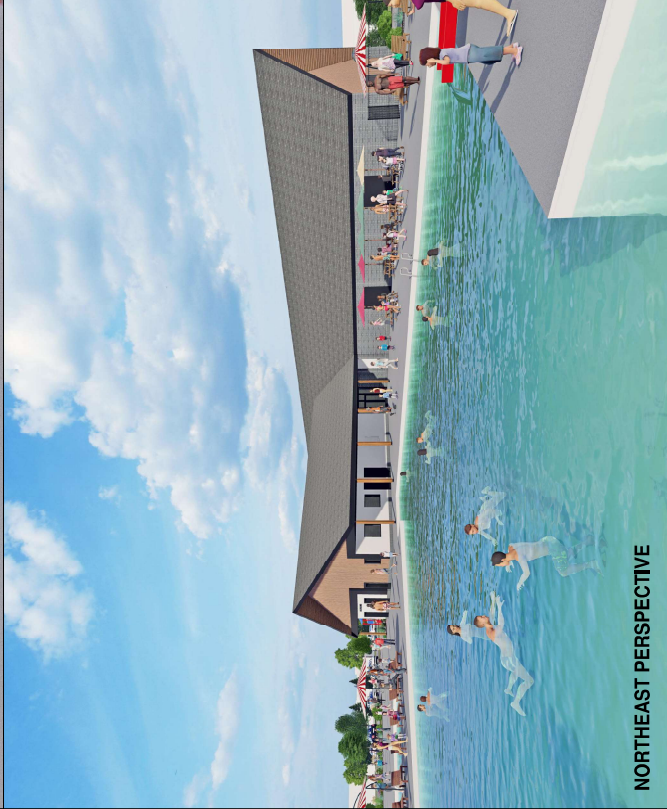




SOUTH PERSPECTIVE



EAST PERSPECTIVE



NORTHEAST PERSPECTIVE

Reimagine Romkey Park- Park Renovation and Pool Replacement

Pool Building



MOORHEAD
PARK AND RECREATION

MOORHEAD, MINNESOTA

01/27/23



YHR
PARTNERS

ARCHITECTURE | PLANNING
INTERIOR DESIGN | LANDSCAPE ARCHITECTURE

Attachment D – Clarification Questions (4/22/2024)

1. What is the expected amount of construction dollars (excluding design fees, soft costs, contingencies and grant administration)?

Answer: The estimated construction costs minus contingency, design, and construction management fee is \$9,300,000.

2. What is the extent of work expected to perform the grant administration for the ORLP grant and document preparation?

Answer: The ORLP grant requires a progress report submitted on an annual basis. Additionally, the City of Moorhead may submit quarterly pay requests. The selected Construction Manager will assist and prepare these reports along with documentation to verify compliance with stipulations of the grant; Build American, Buy America, Davis Bacon, etc.

3. Clarify scope of “perform all other related work as required by the City”

Answer: The Construction Manager at Risk will perform all other work that is customarily performed by the Construction Manager but may not be listed in the RFP scope.