

Request for Proposal for Construction Management Services

Moorhead Area Public Schools is soliciting Construction Management Agent of the Owner (CMA) proposals for the construction of a new K-4 elementary school with a capacity of 750 students, a new 5-6 addition to Horizon Middle School for approximately 1,300 students; including a 750 seat performing arts center, remodel of existing district buildings to improve the safety and security and remodel existing elementary schools to create a flexible learning environment.

All work is to achieve substantial completion by August 1, 2018 and final completion by October 1, 2018. The total cost of the project including all fees and Owner expenses is \$78,280,000. The Moorhead Area Schools bond vote is scheduled to take place on November 3, 2015. Project program of spaces, project budget, project schedule, and the schematic design are attached at the end of this RFP.

The services requested will be for pre-construction services and construction services as detailed below:

- Develop detailed cost estimates for all phases based on architectural design.
- Track cost estimates against budgets monthly.
- Assist and manage team meetings with the Owner and the Architect.
- Prepare a detailed project schedule, including sites, and phasing. Provide regular schedule updates.
- Provide services to the school district that include the advertising of the request for bids, securing bids, analyzing bid results, and furnishing recommendations on award of contracts.
- Provide comprehensive construction phase administration which would include on-going full-time supervision, project management and inspection of work, review shop drawings, preparation of change orders and contractor payment estimates, final inspections, and submitting project completion reports.
- Depending on the scope of the project, it is expected that each project be organized into at least 15-25 bid divisions.
- The construction manager will not be allowed to “self-perform” any divisions of the work.
- The construction manager will not be allowed to bid any divisions of the work.
- Perform all other related work as required by the School District.
- Provide review and comment during all phases of design and construction document preparation.
- Participate in all team coordination meetings during design and document preparation.

Proposed Schedule:

RFP for Construction Manager Services released: **October 22, 2015**

Proposals for Construction Manager Services due: **November 10, 2015**

Interviews of Construction Manager firms: **November 16-19, 2015**

Board Selection of Construction Manager firms: **November 23, 2015**

Construction Management firm begins: **November 24, 2015**

Site Development and Construction begins: **June 1, 2016**

Substantial Completion of all projects: **August 2018**

Final Completion of all projects: **October 2018**

Following is the criteria to include within your proposal response.

FIRM PROFILE

1. List company name and address.
2. How many years has your company provided professional construction management services?
3. What other services does your firm presently provide beside professional construction management?

PROFESSIONAL ORGANIZATION

1. How many people are employed by your organization?
2. List the project team which will service this project and provide an organizational chart of those who will be involved in the project.
3. Describe the role of each person proposed for this project and their experience in this type of project.
4. Proposed superintendents, managers, and staff may be changed only with the express prior written permission of the School District. However, the School District retains the right to approve or reject replacements.

PROJECT EXPERIENCE

1. List your experience providing Construction Management services for similar building facilities in our region.
2. List five (5) PreK-12 educational references including name, title, school, phone, and email address.
3. Based on your professional organization, can you manage the project proposed by the Owner?

CONSTRUCTION MANAGEMENT APPROACH

1. How do you propose to manage the following:
 - a. Cost estimating and cost control.
 - b. Project Scheduling.
 - c. Coordination with other consultants (Architect, etc.).
 - d. Procurement of bids for construction.
 - e. Project supervision and management.
 - f. Communications with the School District.

WORK LOAD

- List your firm’s current construction management projects including type of project, location, size, and anticipated completion date.

COMPENSATION PROPOSAL

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

Include separate percentage of construction cost fees for Pre-Construction and Construction Phase services for Construction Management (CMA) based on the proposed project scope.

1. The proposed percentage fee for Pre-Construction Services should include:

| | | |
|-----------------------------------|--------------------------------------|--------------------|
| Planning and Scheduling | Estimating | Value Management |
| Quality Review | Preparing Contracts for Construction | Life-Cycle Costing |
| Front end specifications | Bid Procurement | Project Director |
| Tracking costs against the budget | Design Meetings | Clerical Costs |

2. The proposed percentage 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 | Project Completions Reports | Superintendent Vehicle |
| Clerical Costs | | |

3. The proposal does not need to identify the predicted costs for the following (these items will be considered reimbursable expenses):

Items to be included in the General Conditions will be:

| | | |
|---|-------------------------|-------------------------------|
| Safety Equipment | First Aid Supplies | Handrails and Toe Boards |
| Opening Protection | Fire Extinguishers | Temporary Fencing |
| Storage Rental | Temporary Toilets | Temporary Stairs |
| Temporary Enclosures | Temporary Barricades | Project Signs |
| Bulletin Boards | On-Site Equipment | Printing |
| Telephone Expenses | Temporary Power Service | Temporary Water Service |
| Temporary Heating Service | Heating Energy Charges | Heating Energy Charges |
| Temporary Wiring | Temporary Lighting | Periodic Clean-Up |
| Trash Dumpsters | Dump Permit and Fees | Traffic Control |
| Temporary Roads | Roadway Maintenance | Job Trailer/Trailer Utilities |
| All other construction related miscellaneous expenses excluding job site supervision, project management, and office staff. The Construction Manager's employee expenses shall be included within the percentage CMA Fee as previously noted. | | |

Items to be completed by other Consultants (Paid directly by the Owner):

- Architecture and Engineering
- Special Testing
- Site Surveys
- Soil Explorations
- Material Testing
- Permits for Construction

4. The Proposal shall be in writing and directed to:

Mr. Brandon Lunak, Assistant Superintendent of Finance and Operations
Moorhead Area Public Schools-ISD 152
2410 14th St. South
Moorhead, MN 56560

The fee proposal is to be presented in your response to this Request for Proposal. Please document any qualifications or special conditions affecting your fee proposal.

Submit no later than Tuesday, November 10, 2015 at 12:00pm. Please provide 12 written copies of each proposal labeled "Proposal for Construction Management Services" plus one pdf copy emailed to dbecker@moorheadschoools.org.

Moorhead Area Public Schools will not reimburse any cost incurred in preparing or delivering proposals or for the costs incurred in preparing for any subsequent presentation to the school board.

Information supplied in response to this Request for Proposal becomes the property of the school district and will not be returned.

Moorhead Area Public Schools reserves the right to request additional information from any applicant to qualify or disqualify applicants, to reject any or all proposals, to waive any irregularities in any proposal should it be in the best interest of the School District, to select the proposal that is in the best interest of the School District and not necessarily the lowest cost proposal, and to cancel the Request for Proposal at any time.

Direct all questions to Brandon Lunak at blunak@moorheadschoools.org.