



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax: (763) 434-9599

TO: Interested Construction Firms

FROM: Doris Nivala, City Administrator

RE: Request for Proposals for Construction Management Services

DATE: July 7, 2010

The City of Ham Lake is seeking proposals for the Construction Management Services for the construction and renovation of Fire Station One and the Public Works Building. The architect for this facility is Lampert Architects, 13837 Lincoln Street NE, Ham Lake, MN 55304.

The successful firm must be an agency construction manager and have experience in planning, controlling and directing work relating to public construction projects. Previous experience as an agency construction manager, along with the ability to meet project schedules and budgets, must be demonstrated.

Proposals for consideration will be accepted until Noon on Friday, July 23, 2010.

Proposals and qualifications should be sent to the attention of Doris Nivala, City Administrator, 15544 Central Avenue NE, Ham Lake, MN 55304.

The proposals will be reviewed by members of the City Council. The selection of the Construction Manager is expected to take place at the City Council meeting on August 2, 2010.

A description of the project, and the required proposal form, is attached for your information.

**CITY OF HAM LAKE, MINNESOTA
CONSTRUCTION MANAGER
REQUEST FOR PROPOSAL**

Please submit ten copies of your response by Noon on July 23, 2010. The evaluation will be based on information contained in the proposal. It is our intent that a construction manager be selected as soon as possible to obtain the optimum assistance from this firm, as a contributing member of the Building Design Team of Owner, Architect and Construction Manager.

The City of Ham Lake is requesting construction management proposals for the design and construction of additions to Fire Station One and the Public Works Building and renovations of the existing Fire Station One and Public Works Building which is estimated to cost \$2.3 million. The project will involve the construction of an expansion and renovation of Fire Station One consisting of a 2,400 sq. ft. addition including a training room which will also function as the City's Emergency Operations Center. The existing 7,200 sq. ft. facility would be remodeled and renovated, including changes to the mechanical and electrical systems, insulation and building interior layout. The project will also involve the construction of an expansion and renovation to the Public Works Building consisting of a 18,360 sq. ft. addition which would be attached to the west side of the existing facility. It would be designed to house the current vehicle fleet. This addition would preferably be built of precast concrete or masonry construction. The existing facility would be remodeled and renovated to house vehicle maintenance functions, and include shop space and office space.

CONSTRUCTION MANAGEMENT GOALS:

1. To manage and complete the project within a defined time schedule.
2. To manage and complete the project within the given budget.
3. To manage and complete the project within quality and program guidelines.

SCOPE OF WORK OF CONSTRUCTION MANAGER

1. Develop the project budget from information provided by the Owner and A/E.
2. Design of the management plan and strategy based on the Owner's project parameters.
3. Scheduling of project delivery from design through construction.
4. Application of value engineering including direction in "constructability" and "contractibility" decisions.
5. Formation of contract conditions to facilitate the use of the Construction Management project delivery system, format and variation.
6. Review of the contract documents prior to issuance to bidders for proposals.
7. Determination of divisions of work to facilitate the multiple bidding process.
8. Pre-qualification of contractors and the identification of Owner direct-purchase items.
9. Survey and analysis of the labor and local contracting practices.
10. Development of bidding competition to generate the most favorable pricing.
11. Communication with bidding contractors to clarify conditions and resolve discrepancies in bidding documents.

12. Assistance to the Owner during the bidding process to ensure that the receipt of proposals is properly conducted.
13. Review of proposals to determine if those being considered are complete and in the Owner's best interest.
14. Leadership in negotiations with contractors on behalf of the Owner.
15. Administrative assistance in the signing of the contracts and the accumulation of required documentation.
16. Organization and chairing of pre-construction meetings with contractors.
17. Development and implementation of the on-site construction schedule.
18. Coordination of contractors at the site on a full-time basis.
19. Chairing of periodic project and progress meetings with contractors.
20. Organization and administration of a contractor system for expediting material and equipment.
21. Establishment and administration of a project reporting system.
22. Institution and coordination of the progress payment procedure for contractors.
23. Procurement and control of construction support requirements for the project.
24. Assistance to the Owner and contractors with respect to any labor relations efforts connected with the project.
25. Design and implementation of the project's Quality Management Program.
26. Administration of contract changes and the project's change order procedure.
27. Cost-tracking and the administration of the Owners cost-accounting program.
28. Assistance in the resolution of disputes arising from the performance of the contractors.
29. Overview of all trade contractors' safety programs.

**RESPONSES MUST BE IN THE ORDER AND FORMAT PRESENTED BELOW.
ADDITIONAL INFORMATION, IF DESIRED, MAY BE INCLUDED IN ITEM NO. 6.**

1. Construction Management Firm Qualification Statement: (List work experience as a CM-not as a General Contractor. See Attached.)
2. Scope of services by phase (construction manager's approach to fulfilling the "Scope of Work of Construction Manager.")
 - a. Design Phase
 - b. Pre-bid, bid and award phases
 - c. Construction phase
 - d. Post-construction phase
3. Construction Management Approach (How do you propose to administer this project?)
 - a. Value engineering
 - b. Cost control during design
 - c. Project scheduling
 - d. Bid phase administration
 - Marketing project to potential bidders
 - Pre-qualification of bidders
 - Pre-bid meetings
 - Bid review and interview prior to contract
 - e. Contractor bonding requirements
 - Local bidders
 - Effect on construction cost
 - f. Number of bids proposed to be requested for project construction
 - g. Relation to Architect in preparing Project Manual
 - h. On-site project supervision
 - i. Safety Program and on-site implementation
 - j. Change order procedures
 - k. Is any of your work force in any way related to contractors utilized in the actual construction of the project?
 - l. When do CM services terminate?
4. Basis of compensation
 - a. Fixed fee for Construction Management Services
 - b. Reimbursable costs, including site supervision. Provide estimated quantities.
 - c. Additional services
5. References (at least four of each)
 - a. Clients
 - b. Architects
6. Additional Pertinent Information

CONSTRUCTION MANAGEMENT FIRM QUALIFICATION STATEMENT

Submitted to: Doris Nivala, City Administrator
City of Ham Lake
15544 Central Avenue NE
Ham Lake, MN 55304

Submitted by: _____

1. How many years has your firm provided professional construction management services?
2. What other services does your firm presently provide, besides professional construction management, under the name stated above or any other name?
3. If your organization has branch offices, list locations for each.
4. How many people in your organization will be assigned to the construction management activity at this location? List assignment.
5. List your experience as a construction manager in the following categories: (List number of projects with average costs.)

Fire Stations

Public Works Buildings

Other Public Facilities

Related Construction

6. What has been your annual volume of construction management project during the past five years?
7. What Construction Management projects are underway at the present time?

References:

Please include: Project, owner with address, telephone number, architect and address, architect contact and telephone number.

Briefly explain your approach to the construction management project delivery system as practiced by your organization.

Certification of Information Provided:

The information provided herein is to the best of my knowledge accurate and can be accepted by the recipient first named above as a true representative of:

Firm: _____

By: _____

