MEMORANDUM

TO: Interested Companies
FROM: Mark Karnowski, City Administrator
SUBJECT: **Public Works Addition Project Management Request for Proposals (RFP)**
DATE: March 28, 2016

The City of Princeton is seeking a Construction Management Firm to assist in the planning, development and construction of additional garage space at its existing Public Works building as well a new Office/Breakroom /Locker Room to that same existing building.

Toward that goal, the City has decided to employ a project management company to oversee development of the project. This request for a firm to specifically:

1. Develop final design plans to add garage space to the existing building with same or similar building materials pursuant to the attached diagram. That addition will add approximately 4500 square feet of floor space with 20 foot side walls and (4) 16 x 16 foot overhead doors (3 on the south side and 1 on the north side). The addition should include, 3 service doors (1 on the south side, and 2 on the east side). Included would be an upgrade of the electrical service to 208 volt 400 amp 3 phase.
2. Develop final design plans for approximately 1500 square feet of office building with wood frame construction including 10 foot side walls pursuant to the attached diagram. The office space will include restroom, locker room, office space and a breakroom. This structure will be connected to the east end of the new addition noted in #1 above with access by way of one of the service doors.
3. Provide a preliminary estimate of all final design, construction and related costs.
4. Develop construction and bidding documents based on the final design and cost estimates. (Note: the city will require that local contractors and suppliers are asked to supply a bid. The city will supply a list of some of the local contractors that may be interested.
5. Provide a construction manager who will monitor development of the preliminary plan modifications, manage the creation of the final construction documents, manage the bid process, and manage overall construction responsibilities.

REQUEST FOR PROPOSALS

PROJECT MANAGEMENT SERVICES
CITY OF PRINCETON, MINNESOTA

The City of Princeton, Minnesota (pop. 4,732) is considering the construction of approximately 6,000 ft^2 of additions to the city's existing Public Works Building located at 1012 5th Ave. North, Princeton MN) with all of the necessary improvements including but not limited to final design, bidding process, site preparation, actual construction, landscaping and related site improvements. The City seeks to obtain the services of an experienced project management firm to control the entire construction project.

The City seeks to employ a firm that exhibits the following characteristics:

1. Strong project experience with similar construction projects.
2. An ability to assure that the project is completed within project budget limitations.
3. A willingness to participate as a part of a project team that includes City Council Members and City Hall Staff.

The following information is provided to assist you in preparing your proposal:

1. Number of copies needed: Ten (10)

2. Due date: 3 p.m., Friday, April 22, 2016. Proposals received after this time and date will be automatically disqualified from the selection process.

3. Proposal Schedule:
   RFP's mailed and/or advertised: **Monday, March 28, 2016**.
   Last date for receipt of proposals: **3 p.m.**, **Friday, April 22, 2016**
   Interviews held for selected proposals: **Tentatively May 2nd or 3rd**
   Contract awarded by City Council: **Tentatively May 5, 2016**
   Project Completion Date: **September 1, 2016 or earlier**

4. Mail proposals to: City Administrator, Second Street North, Princeton, MN 55371, with each proposal clearly marked PROPOSAL FOR PROJECT MANAGEMENT SERVICES –PRINCETON PUBLIC WORKS BUILDING ADDITIONS

5. If there are questions about the preparation of your proposal contact: Mark Karnowski, City Administrator at 763-389-2040.

The City intends to select no more than three firms for further consideration.

SUBMITTAL FORMAT

Interested firms should submit a proposal that contains the following:

1. **FIRM'S BACKGROUND –** Present information about your firm's history you feel is relevant. Include the size of firm, number of employees by job category, the areas of specialization for which your firm is recognized and key features that might set your firm apart from the other applicants. Include the address and phone numbers (office, fax, and cell) of the office and specific staff that would be assigned to the project.

2. **EXPERIENCE** - List all similar type facilities your firm has managed over the last five years. Feature projects of similar size and scope that are directly related to facilities of this type.

   a) For each of these projects, list the date of completion, the total square footage, total overall cost, the construction time frame, the project designer and project manager.

   b) For reference purposes, include the names, addresses and phone numbers of contacts for at least three (3) of those projects.

   c) List any design awards won by your firm. Identify the project and date of award.

3. **PROJECT TEAM** - Identify the specific project team that will be committed to this project and the specific responsibilities, qualifications and specific areas of experience of each member including, but not limited to, the Principal in Charge/Project Manager, Project Superintendent and any other key staff that will be committed to the project. Note that proposals selected for an interview should have the Principal in Charge/Project Manager and Project Superintendent available for that interview. Demonstrate the firm's ability to address this project as a member of a coordinated tam that will cooperatively manage the project to make maximum use of time and budget.

4. **ADDITIONAL CONSULTANTS** – Each proposal must contain the names of any additional proposed consultant(s), if any. The city reserves the right to approve all consultants and/or engineers.

5. **ADDITIONAL REQUIRED INFORMATION**

   a) If your firm carries insurance to protect clients from errors and omissions and professional liability insurance, please provide a sample certificate of insurance in a form you would provide should your firm be selected.

   b) Has your firm been the subject of litigation, mediation, or arbitration during the last five years? If so, give details of the issues and its resolution. Provide names of client's involved and contact names and telephone numbers. Involvement in litigation will not necessarily disqualify a proposal, however failure to provide accurate information may disqualify the firm further consideration.

   c) Has your firm ever been requested by a client to retire from a project? If so, provide details.

   d) Each proposal must be signed by an authorized representative of your firm who can be held accountable for all representations.

6. **TOTAL COMPREHENSIVE FEE AND COMPENSATION STRUCTURE** – Outline the firm's proposed total lump sum fee and all home office reimbursable expenses for basic construction services including all upper management, project management, assistants, estimators, accounting, clerical personnel, consultants and home office expenses. Also include travel (gas, auto/pickup rental or allowance), food lodging and living expenses for home office related personnel. Identify the basic services included in your fee and any additional services and additional costs not included in your basic fee. Provide a best estimate of what the reimbursable costs will be. Failure to provide a comprehensive fee calculation may result in disqualification.

Lump Sum Fee: $_____

Fee for On-Site Services – Outline the firm's proposed total fee for on-site services. Include all site related personnel including project manager(s), assistant project manager, project superintendent, foremen(s), project engineers, administrative personnel, safety personnel and other. Also include travel (gas, auto/pickup rental or allowance), food lodging and living expenses for home office related personnel.

On-Site Services: $_____

Site Reimbursable Costs – Identify the site reimbursable costs, including field office trailer, trailer sanitation, mileage/vehicles, telephone, secretarial, office equipment, postage, fax, courier, supplies, equipment rental and miscellaneous.

Site Reimbursable Costs: $_____

Any other expenses or costs not listed above $_____

The above stated amount should represent the total cost of services to the City except as it may be modified by owner changes and/or negotiated in the scope of work.

7. **SELECTION CRITERIA** – In no particular order of importance, the selection criteria will include firm's approach to the scope of services, demonstrated previous experience in project management services in similar type facilities, compatibility of the applicant's management approach with the requirements of this specific project, cost control methods, fees, and demonstrated ability to effectively and efficiently deliver the project within the Owner's stated requirements and within both the budget and timeframe allotted.

8. **RIGHTS RESERVED -** The City reserves the right to waive any irregularities in any proposal and to select the proposal evaluated to be most advantageous to the City. Further, the City reserves the right to disqualify any proposal or to reject any and all proposals if it is deemed to be in the city's best interest. The City of Princeton reserves the right to request additional information from all firms submitting proposals.

10. APPLICANT ASSURANCES - The applicant hereby assures and certifies that:

a) The individual signing the assurance form on behalf of the individual, partnership, company or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.

b) The firm agree to comply with all applicable federal, state and local compliance requirements.

c) That the firm is adequately insured to do business and perform the services proposed.

Name of Firm: _____

Street/Mailing Address: _____

City: _____ State: _____ Zip: _____

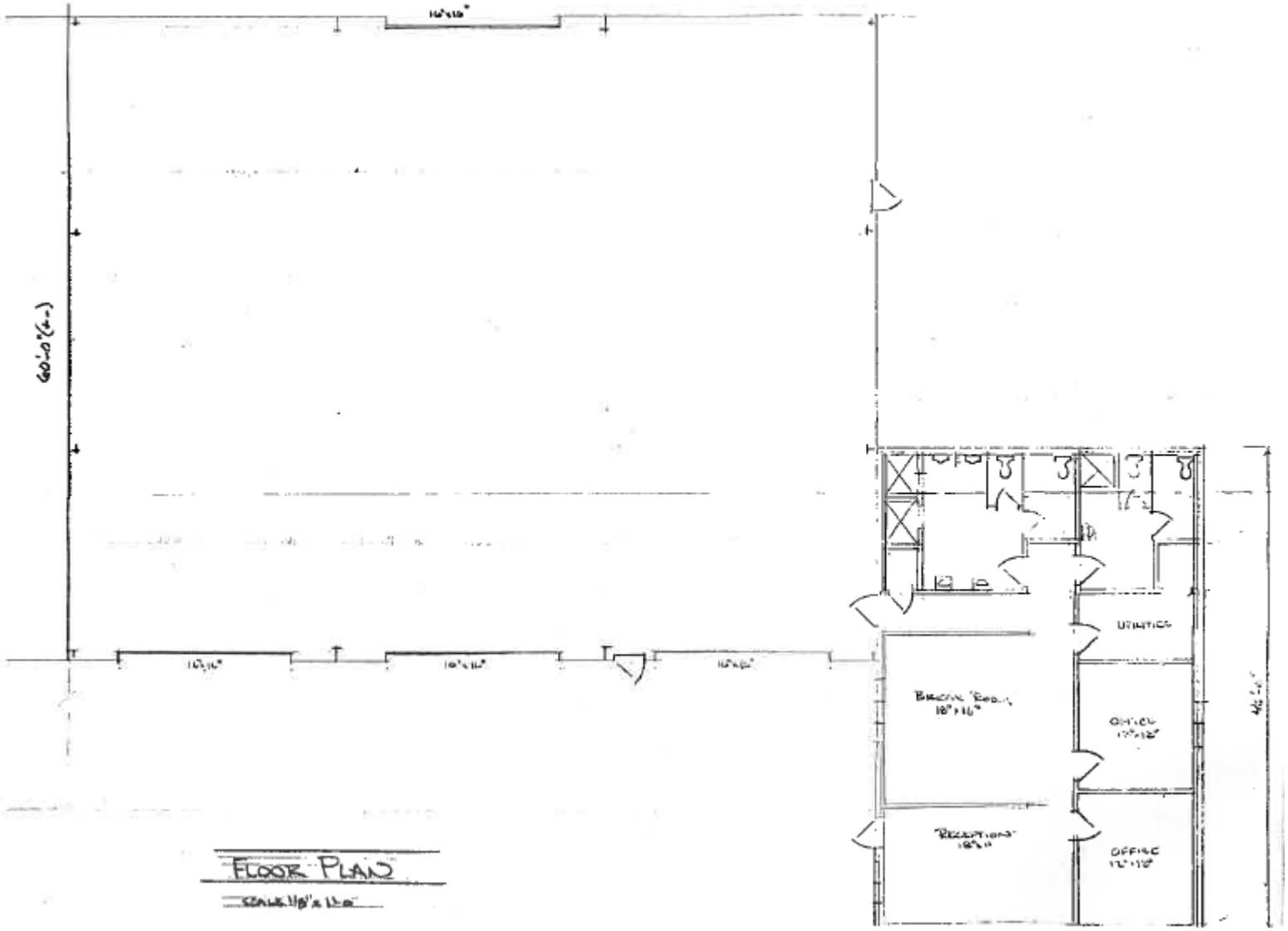
Printed Name of Signer: _____ Title: _____

_____

(Signature) (Date)

DISCLAIMER: This request for proposals is only a solicitation for information. The City of Princeton is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of proposals and interviews. The City reserves the right to reject any and all proposals and interview firms which in the City's judgment will best meet City needs.

CURRENT LAYOUT OF PRINCETON PUBLIC WORKS SHOP



FLOOR PLAN

SCALE: 1/8" = 1'-0"

PROPOSED PRINCETON PUBLIC WORKS ADDITIONS