



MOUNTAIN IRON ECONOMIC DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS FOR

CONSTRUCTION MANAGER AT RISK FOR

BUILDING A 30,000 SQUARE FOOT WAREHOUSE

ISSUED AUGUST 16, 2019

PROPOSALS DUE FRIDAY, AUGUST 30, 2019 BY 4:00 PM SUBMIT TO

MOUNTAIN IRON EDA ATTN: EXECUTIVE DIRECTOR

CITY HALL, 8586 ENTERPRISE DRIVE SOUTH, MOUNTAIN IRON, MN 55768

PART I - GENERAL INFORMATION

I-1. Project Overview. Construction Manager at Risk (CMAR) for 30,000 Square Foot Warehouse Project.

This project is funded in part with State of Minnesota Iron Range Recourses and Rehabilitations 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 will be required for the construction contracts.

Additional detail is provided in **Part IV** of this RFP.

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

Activity	Date
Deadline to submit Questions via email to cwainio@ci.mountain-iron.mn.us	Aug 23, 2019
Answers to questions will be posted to the City website no later than this date.	Aug 26, 2019
Proposals must be received at City Hall by 4:00 PM on this date.	Aug 30, 2019

I-3. Rejection of Proposals. The EDA 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 EDA 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 EDA will not hold a pre-proposal conference. Site visits can be arranged by contacting: cwainio@ci.mountain-iron.mn.us

I-5. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to cwainio@ci.mountain-iron.mn.us **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 EDA deems it necessary to revise any part of this RFP before the proposal response date, the EDA will post an addendum to its website <https://mtniron.com/request-for-quotes/>. 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 EDA on or before the time and date specified in the RFP Calendar of Events. The EDA will not accept proposals via email or facsimile transmission. The EDA reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. Proposals must remain valid for 60 days or until a contract is fully executed.

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.

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

I-8.Targeted Group Business Information. The EDA encourages participation by minority, women, veteran-owned and other targeted group 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 maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/> . The Minnesota Office of Administration maintains a list of Targeted Group Businesses at <http://www.mmd.admin.state.mn.us/process/search/>

I-9. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by December 31, 2020. The selected Bidder shall not start the performance of any work nor shall the EDA 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 20 pages 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:

- Itemized Rate Sheet showing standard hourly rates for staff and equipment
- Proposed fee for providing CMAR services

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by EDA, IRRRB and Heliene 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 a 30,000 square foot warehouse adjacent to the current Heliene Factory located at 8787 Silicon Drive, Mountain Iron. Construction Manager at Risk (CMAR).

This project is currently in the design development phase of pre-construction, and the current budget for the project is estimated at \$5,800,000. Preliminary design work for the project is completed; 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 EDA, IRRRB and Heliene 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 an EDA-owned facility that will accommodate the requirements of Heliene. The EDA expects and energy-efficient facility that will incur minimal maintenance costs.

IV-3. Requirements. Construction must conform the Minnesota State Building Code.

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 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 EDA and Heliene and make recommendations for award in compliance with State of Minnesota and City of Mountain Iron 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.