



## ***Willmar Public Schools- ISD 347***

611 5<sup>th</sup> Street SW – Willmar MN 56201

Dr. Jeffrey Holm, Superintendent

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### **Request for Proposal for Construction Management Services**

Willmar Public Schools is soliciting Construction Management proposals for the construction of a PreK-5 facility, construction of additions to the middle school, and construction of additions to the senior high.

All work is to achieve substantial completion by August 1, 2017 and final completion by October 1, 2017. The total cost of the project is \$52,345,000.00. The District received voter approval in a referendum on May 19, 2015 to sell general obligation bonds to fund the cost of the project work. 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.
- It is expected that each project be organized into at least 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 District.

## **PROPOSED SCHEDULE**

RFP for Construction Manager Services released	August 18, 2015
Proposals for Construction Manager Services due	September 11, 2015 by 3:30 p.m.
Interviews of Construction Management Firms	After September 22, 2015
Board Selection of Construction Management Firm	September 28, 2015
Construction Management firm begins	October 1, 2015
Site Development and Construction begins	December 2015
Substantial Completion of all projects	August 1, 2017
Final Completion of all projects	October 1, 2017

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 or subsidiaries of 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 related 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 for similar building facilities.
2. List five (5) PreK-12 educational references including name, title, school, phone, and e-mail address.
3. Based on your professional organization, can you manage the project proposed by the Owner?

## **CONSTRUCTION MANAGEMENT APPROACH**

- 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.

## **ADDITIONAL INFORMATION**

- Please provide any other information your firm feels is necessary.

## **COMPENSATION PROPOSAL**

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

Include a fee for Construction Management based on the proposed construction cost and a proposal of costs for construction/site services.

1. The fee for Construction Management 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 budget
  - Design meetings
  
2. The proposed cost for Construction/Site Services should include:

<ul style="list-style-type: none"><li>• Senior Project Manager</li><li>• Project Manager</li><li>• Assistant Project Manager</li><li>• Safety Officer</li><li>• Project Superintendent</li><li>• General Superintendent</li></ul>	<ul style="list-style-type: none"><li>• Miscellaneous Staff Expenses</li><li>• Review Shop Drawings</li><li>• Prepare Change Orders</li><li>• Project Completion Reports</li><li>• Superintendent Vehicle</li><li>• Job Site Trailer</li></ul>
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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:

<ul style="list-style-type: none"><li>• Safety Equipment</li><li>• First Aid Supplies</li><li>• Handrails and Toe boards</li><li>• Opening Protection</li><li>• Fire Extinguishers</li><li>• Temporary Fencing</li><li>• Storage Rental</li><li>• Drinking Water</li><li>• Temporary Toilets</li><li>• Temporary Stairs</li><li>• Temporary Enclosures</li><li>• Temporary Barricades</li><li>• Project Signs</li><li>• Bulletin Boards</li><li>• On-Site Equipment</li><li>• Printing</li></ul>	<ul style="list-style-type: none"><li>• Telephone Expenses</li><li>• Temporary Power Service</li><li>• Temporary Water Service</li><li>• Temporary Heating Service</li><li>• Heating Energy Charges</li><li>• Temporary Wiring</li><li>• Temporary Lighting</li><li>• Periodic Clean-Up</li><li>• Final Clean-Up</li><li>• Trash Dumpsters</li><li>• Dump Permit and Fees</li><li>• Traffic Control</li><li>• Temporary Roads</li><li>• Roadway Maintenance</li><li>• Trailer Utilities</li></ul>
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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: Dr. Jeffrey Holm, Superintendent  
Willmar Public Schools-ISD 347  
611 5th St SW -  
Willmar, MN 56201

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 Friday, September 11, 2015 at 3:30 pm, 7 written copies of each proposal labeled "Proposal for Construction Management Services" plus one pdf copy emailed to [holmj@willmar.k12.mn.us](mailto:holmj@willmar.k12.mn.us)

Willmar Public Schools will not reimburse any costs incurred in preparing or delivering proposals or for 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.

Willmar 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 this Request for Proposal at any time.

Direct all questions to Dr. Holm at [holmj@willmar.k12.mn.us](mailto:holmj@willmar.k12.mn.us)

RFP summary of projects 8-12-15

this spreadsheet is a list of all projects included in the may 2015 bond referendum													
the district is asking the construction manager to provide construction management services to the three projects indicated below.													
the district will provide construction management services with their own staff to the remaining projects. (mostly maintenance projects)													
construction manager to manage this project													
district will manage this project with their own staff													
					middle school addition	high school remodeling	high school addition	new elementary school	kennedy remodeling	roosevelt remodeling	window/ entry	HVAC improve	reroofing
			referendum										
constr costs			\$22,358,705					\$22,358,705					
constr costs			\$3,051,380		\$3,051,380								
constr costs			\$6,332,546				\$6,332,546						
constr costs			\$500,000										
constr costs	HS	remodeling	\$336,135			\$336,135							
constr costs	MS	remodeling	\$336,135		\$336,135								
constr costs	kennedy	remodeling	\$336,135					\$336,135					
constr costs	roosevelt	remodeling	\$336,135							\$336,135			
constr costs	garfield	brick	\$104,000	\$104,000									
constr costs		HVAC/gym	\$50,000	\$50,000									
constr costs	jefferson	misc struct	\$22,500	\$22,500									
constr costs		brick	\$48,000	\$48,000									
constr costs		misc elec	\$18,500	\$18,500									
constr costs		ext drs/stoop	\$50,500	\$50,500									
constr costs		add lift	\$20,000	\$20,000									
constr costs		boilers/ctrl	\$450,768									\$450,768	
constr costs	kennedy	recaulking	\$30,000	\$30,000									
constr costs		misc struct	\$64,500	\$64,500									
constr costs		brick	\$138,000	\$138,000									
constr costs		fuse panels	\$26,143	\$26,143									
constr costs		main doors	\$62,608								\$62,608		
constr costs		windows	\$266,522								\$266,522		
constr costs		switch gear	\$96,021	\$96,021									
constr costs		vent at admin	\$49,898									\$49,898	
constr costs		vent at theate	\$76,478									\$76,478	
constr costs		reroofing	\$420,550										\$420,550
constr costs		fan coil at K	\$21,208									\$21,208	
constr costs		unit vents/ctr	\$508,261									\$508,261	
constr costs	roosevelt	misc struct	\$10,980	\$10,980									
constr costs		fire suppr	\$417,391									\$417,391	
constr costs		reroofing	\$1,158,261										\$1,158,261
constr costs	WMS	cracks misc	\$52,000	\$52,000									
constr costs		rooftop units	\$609,565			\$609,565							
constr costs		vent music	\$78,261			\$78,261							
constr costs		reroofing	\$85,156			\$85,156							
constr costs		boiler burn	\$247,826			\$247,826							
constr costs	WHS	pool dehum	\$313,043									\$313,043	
constr costs		reroofing	\$2,896,969										\$2,896,969
total construction costs			\$731,144	\$731,144	\$4,408,323	\$336,135	\$6,332,546	\$22,358,705	\$336,135	\$336,135	\$329,130	\$1,837,047	\$4,475,780
arch/eng fee			\$0	\$0	\$308,583	\$23,529	\$443,278	\$1,408,598	\$23,529	\$23,529	\$23,039	\$128,593	\$313,305
permits, etc			\$0	\$0	\$132,250	\$10,084	\$189,976	\$670,761	\$10,084	\$10,084	\$9,874	\$55,111	\$134,273
contingency			\$0	\$0	\$220,416	\$16,807	\$316,627	\$1,117,935	\$16,807	\$16,807	\$16,457	\$91,852	\$223,789
project budget			\$41,981,080	\$731,144	\$5,069,571	\$386,555	\$7,282,428	\$25,556,000	\$386,555	\$386,555	\$378,500	\$2,112,604	\$5,147,147
		furniture	\$0	\$0	\$339,554	\$13,445	\$216,685	\$2,263,441	\$13,445	\$13,445	\$0	\$0	\$0
		total	\$731,144	\$731,144	\$5,409,125	\$400,000	\$7,499,113	\$27,819,441	\$400,000	\$400,000	\$378,500	\$2,112,604	\$5,147,147



**RFP Middle School science classrooms 2-9-15**

	<b>department</b>		<b>space name</b>			<b>proposed</b>
	science	1	classroom/lab			1,500
		2	classroom/lab			1,500
		3	classroom/lab			1,500
		4	classroom/lab			1,500
		5	classroom/lab			1,500
		6	classroom/lab			1,500
		7	classroom/lab			1,500
		8	classroom/lab			1,500
	<b>totals</b>					<b>12,000</b>
	building net square feet					12,000
	cooridors, walls, stairs, elevators, etc.					2,650
	<b>building gross square feet</b>					<b>14,650</b>
	architects rego + youngquist, inc.					

**RFP High School addition 2-9-15**

	<b>department</b>	<b>space name</b>	<b>proposed</b>
	physical education	gymnasium	13,600
		phy ed equipment	400
		other equipment	400
		fitness/weights	3,000
	<b>totals</b>		<b>17,400</b>
	building net square feet		17,400
	cooridors, walls, stairs, elevators, etc. at 25%		4,350
	<b>building gross square feet</b>		<b>21,750</b>
	architects rego + youngquist, inc.		



**RFP gymnastics addition to the HS 2-9-15**

	<b>department</b>	<b>space name</b>	<b>proposed</b>
	physical education	gymnastics area	8,400
	<b>totals</b>		<b>8,400</b>
	building net square feet		8,400
	cooridors, walls, stairs, elevators, etc. at 10%		840
	<b>building gross square feet</b>		<b>9,240</b>
	architects rego + youngquist, inc.		

**RFP new preK-5 - project description - 2-9-15**

school size	number of students			
	early childhood		4 classrooms	60
	K	6 classrooms	20 students per classroom	120
	grade 1	5 classrooms	24 students per classroom	120
	grade 2	5 classrooms	24 students per classroom	120
	grade 3	5 classrooms	24 students per classroom	120
	grade 4	5 classrooms	24 students per classroom	120
	grade 5	5 classrooms	24 students per classroom	120
		total number of students		
	square feet per student			130
	square feet planned			101,682
building description	two story classroom/academic area			
	steel frame with precast plank second floor			
	steel stud wall framing, masonry exterior finish			
	gypsum drywall interior finish at classrooms			
	one story at cafeteria and gymnasium			
	gymnasium to be precast concrete walls			
	aluminum windows and entrances			
	terrazzo main corridor, vinyl tile and carpet as required			
	wood floor at gymnasium			
	fully adhered single ply membrane roof			
	multiple air handling units			
	hot water modular boilers			
	cold water chiller			
	energy saving controls			
energy saving lighting and sensors				
sitework	driveways			
	parking lots (separate areas for buses and automobiles)			
	physical education fields			
	playground			
	storm water drainage			
	sewer, water, gas, electricity			
	grading			
project support	architectural and engineering			
	permits, testing, surveys and commissioning			
	construction contingency			
	furniture and equipment			
	technology hardware and infrastructure			

**RFP PreK-5 elementary program 2-9-15**

	<b>department</b>	<b>space name</b>	<b>proposed</b>
	pre-school	classroom/t/s	5,000
	kindergarten	1 classroom/t	1,260
		2 classroom/t	1,260
		3 classroom/t	1,260
		4 classroom/t	1,260
		5 classroom/t	1,260
		6 classroom/t	1,260
	grade 1	1 classroom	900
		2 classroom	900
		3 classroom	900
		4 classroom	900
		5 classroom	900
	grade 2	1 classroom	900
		2 classroom	900
		3 classroom	900
		4 classroom	900
		5 classroom	900
	grade 3	1 classroom	900
		2 classroom	900
		3 classroom	900
		4 classroom	900
		5 classroom	900
	grade 4	1 classroom	900
		2 classroom	900
		3 classroom	900
		4 classroom	900
		5 classroom	900
	grade 5	1 classroom	900
		2 classroom	900
		3 classroom	900
		4 classroom	900
		5 classroom	900

## RFP PreK-5 elementary program 2-9-15

	department	space name	proposed
		student toilets	300
		student toilets	300
		student toilets	300
		student toilets	300
		student toilets	300
		student toilets	300
		staff toilets	70
		staff toilets	70
		staff toilets	70
		student lockers	1,000
		staff supplies	300
		staff supplies	300
		staff supplies	300
		sp ed classroom	600
		sp ed classroom	600
		sp ed classroom	600
	administration	general office	400
		principal	150
		office	120
		conference	150
		nurse	100
		toilets	80
		cots	100
		workroom	240
	physical education	gymnasium	12,000
		equipment	400
		girls locker room	600
		boys locker room	600
	music	general classroom	1,200
		general classroom	1,200
		instruments/storage	400
	media center	resource	6,000
	art	studio classroom	1,000
		art supplies	400

**RFP PreK-5 elementary program 2-9-15**

	<b>department</b>	<b>space name</b>	<b>proposed</b>
	food service	cafeteria	4,000
		serving	800
		dishwasher	300
		prep kitchen	2,000
		staff dining	800
		dry grocery	600
		cooler	400
		freezer	400
	building support	boiler room	1,200
		electrical service	200
		distribution closets	100
		distribution closets	100
		distribution closets	100
		communications	200
		custodial center	400
		housekeeping rooms	100
		housekeeping rooms	100
		housekeeping rooms	100
		supplies	400
	elementary totals		78,210
	building net square feet		78,210
	cooridors, walls, stairs, elevators, etc. at 30%		23,472
	<b>building gross square feet</b>		<b>101,682</b>
		number of students	690
		square feet per student	147
	architects rego + youngquist, inc.		