



**REQUEST FOR PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES  
FOR THE ADDITION OF A NEW ELEMENTARY SCHOOL; FUTURE RENOVATION & ADDITIONS AT SIBLEY  
ELEMENTARY, BRIDGEWATER ELEMENTARY, & LONGFELLOW; REPURPOSING GREENVALE PARK  
ELEMENTARY AS AN EARLY CHILDHOOD CENTER**

**PROPOSAL DUE DATE: FRIDAY, NOVEMBER 30, 2018 | 4:00 PM**

Northfield Public Schools is seeking proposals for professional services to provide construction management services for the school district. RFP details and introductory information about the Northfield Public Schools follows:

As a result of a successful passage of a \$40.975 million bond referendum on November 6, 2018, Northfield Public Schools intends to plan, prepare, and design the following projects:

- Construct a new six hundred student elementary school on the Greenvale Park campus
- Convert the current Greenvale Park into a district-wide early childhood center
- Additions and renovations at Bridgewater Elementary
- Additions and renovations at Sibley Elementary
- Renovation at Longfellow to house District Offices

Northfield Public Schools is seeking to hire a construction management firm that has:

- History of working with school districts; successful experience with educational facilities comparable to those desired by representatives in Northfield Public Schools.
- Ability to foster strong, positive communications and public relations.
- Ability to work cooperatively with district employees and architects.
- Ability to bring a project in on time and on budget.
- Ability to attract and work successfully with a diverse workforce.
- Examples of estimating ability, especially with early conceptual and preliminary drawing phases.
- Experience of specific personnel who will be assigned to staff the project: office manager, project manager, field superintendent.

Mail 10 copies to (please limit to 25 pages):  
Jim Kulseth, Director of Buildings & Grounds  
Northfield Public Schools  
1400 Division St S  
Northfield, MN 55057  
[jkulseth@northfieldschools.org](mailto:jkulseth@northfieldschools.org)

Proposals are due to the school district no later than 4:00 PM on November 30, 2018. Proposals will be reviewed by a district committee.

Questions should be directed to Jim Kulseth at 507-645-3435 [jkulseth@northfieldschools.org](mailto:jkulseth@northfieldschools.org).

The district will review all proposals received and may, where determined appropriate, request additional information from any proposer. Interviews will be scheduled Wednesday, December 5th. Interviews will be scheduled for one hour, including a 45 minute presentation and 15 minutes for questions and answers. Exact time and location of the interviews will be determined after review of proposals.

Northfield Public Schools reserves the right to reject any or all proposals and to waive formalities, negotiate terms and conditions with any given proposer, and select the proposer that best fits the needs of the district. There is no expressed or implied obligation for the Northfield Public Schools to reimburse responding firms for any expenses incurred in the presentation of submittal for this request. Receipt of proposals does not obligate the school district to hire a construction management firm.

**Specific Proposal Requirements:**

**A. Business Organization**

- How many years has your firm provided professional construction management services?
- What other services does your firm or subsidiaries of your firm presently provide, besides professional construction management?
- List the full-time construction management personnel in the office which will service this project in the following categories:
- Construction Management Firm 

Number of Personnel
_____
_____
_____
_____
- Principals
- Project Managers
- Project/field superintendents
- Support or administrative personnel
- Include resumes for personnel who will be permanently assigned to this project and their roles in the project.
- Include a list of similar specific projects in which they had the same role they will have for this project.

**B. Experience**

- State your construction management experience for public school educational facilities including total number of public educational buildings broken down by elementary, high school, middle school, and postsecondary. List public school districts that have retained your firm more than one time.
- Please list three 9-12 high school projects your construction management firm has completed or currently has under construction in the last five years and state the name of school districts, types of projects, and completion dates.
- List architect firms associated with the three projects.
- Provide the following information on the three projects:
  - Your final cost estimate to the owner
  - Final bid prices
  - Provide owner contact information (names, addresses, phone numbers.)
- Specifically, what contributions to the above projects did your firm make that permitted the school districts to meet community and district expectations and remain within budget? How did you save

through value engineering? What on-site services did your firm provide that assured the projects would be on schedule and within budget?

- What is the annual value of construction management for your firm for educational projects for the last five years (please break down by year and dollar amount)?
- With what architectural firms have you worked on construction projects?

### **C. Workload**

- What is your present construction management workload?
- How can you effectively manage this project with others that you also have as part of your total business load?
- List your firm's current construction management projects including type of project, location, size, and anticipated completion date.

### **D. Scope of Services**

- Please list and describe your scope of services by phase to include:
  - Design and documents phase
  - Pre-bid, bid, and award phases
  - Construction phase
  - Post-construction phase
  - Your fee proposal should reflect costs associated with each phase
- Describe the philosophy of how the owner, construction manager, owner's representative, and architect, develop a team approach. Who is to provide leadership in the project?
- How will you do the expected project estimating? How will you provide full disclosure of all cost items including all quantities, unit costs, labor burdens, insurance costs, including your own? How many estimates will you provide during the pre-bid phase?
- How will you provide for sales tax refunds? The district is a tax-exempt institution and thus is entitled to receive refunds on supplies and materials used in the construction process. Please outline your process to accomplish this on the district's behalf.
- Describe your team's approach to project closeout, punch list, warranty work, and follow-up.

### **E. Compensation**

- What is your fixed fee for basic construction management services? Provide this information in accordance with the phases identified in the scope of services.
- The contract for services with the construction manager will be in accordance with the AIA C132/CMA2009. Describe how you will work with the architect to identify areas of duplicate responsibility in the standard AIA document to mutually eliminate the overlap and adjust fees accordingly.
- What is the fee for on-site services? Please provide a breakdown for all site personnel: project manager, project superintendent, administrative personnel, and others. What is the billing rate and how many hours per week is included?
- The following costs are generally considered reimbursable: field office trailer, trailer sanitation, mileage/vehicles, telephone, office equipment, postage, fax, courier, supplies, and miscellaneous equipment rental. Should your firm have additional reimbursements as part of your fee structure, these should be clearly listed and their costs. Estimate the amount of reimbursables for this project.
- It is the intent of the school district to obtain an approximate value of fee at this early phase, and the district reserves the right to negotiate with the selected firm(s) to finalize and refine the fee and project scope.

- What additional services do you feel the district may be interested in but which are not included in the basic fee above? What is your estimate of the fee for these additional services?

Total Basis of Compensation:

Design and documents phase \$ \_\_\_\_\_

Pre-bid, bid, and award phases \$ \_\_\_\_\_

Construction phase \$ \_\_\_\_\_

Post-construction phase \$ \_\_\_\_\_

Site services including personnel \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Estimated reimbursable (include fee scale) \$ \_\_\_\_\_