



## **TABLE OF CONTENTS**

- 1.0 PURPOSE OF REQUEST**
  - 2.0 PROJECT INTRODUCTION**
  - 3.0 DESCRIPTION OF SERVICES**
  - 4.0 DESCRIPTION OF REQUESTED INFORMATION**
  - 5.0 EVALUATION CRITERIA**
  - 6.0 INSTRUCTIONS TO PROPOSERS' ATTACHMENTS**
- ATTACHMENT A. BID SCHEDULE**

## **1.0 PURPOSE OF REQUEST**

The purpose of this Request for Proposal (RFP) is to evaluate and select a General Contractor to provide construction services for the City of North Mankato (Owner) on a Park Shelter located at 1895 Howard Dr, North Mankato MN, 56003. This project is approximately 1,950 square foot structure with restrooms, mechanical room and open air shelter.

The basis of selection will be based on cost proposals received including alternates as defined within.

## **2.0 PROJECT INTRODUCTION**

### **2.1 Facility and Project Introduction**

The City of North Mankato has received a grant to construct a shelter near fallenstein playground and the new splashpad.

### **2.2 Preliminary Project Schedule**

- Break ground on project September 2022
- Complete project November 2022

## **3.0 DESCRIPTION OF SERVICES**

The General Contractor will complete the following:

- Permitting
- Construction inspection
- Quality control
- Value engineering
- Risk management (Safety)
- Dispute avoidance and resolution
- Activation
- Maintaining positive working relationships among the Owner, Project Manager, Architect/Designer and Constructors
- Punch List, O&M Manuals and Warranty follow-up
- Staking of shelter location is the responsibility of the contractor, the owner is to verify location prior to starting excavation.
- Contractor acknowledges that site security is the responsibility of the contractor and subcontractors.
- There will be no pre-bid meeting for this RFP. Contractors can visit the site at their discretion.
- This contractor is to supply an insurance certificate prior to starting work on the project site. Insurance must meet the requirements as shown in section 2.4.

- This contractor is responsible for obtaining a building permit from the city of North Mankato. The fee for the building permit will be waived but the state surcharge will still be applied. This contractor is responsible for coordinating all inspections with the city of North Mankato inspection team.
- This contractor is responsible for obtaining the plumbing permit from the department of labor and industry. This contractor is responsible for coordinating all plumbing inspections.
- No portable bathroom facility will be provided to the contractor by the owner.
- The city will provide this contractor with a water meter for use of water during construction. This contractor acknowledges that temp water is across the parking lot from the project site. The parking lot cannot be blocked off for any period for construction or for running of temp water line.
- This contractor acknowledges that all equipment, furnishings, job site trailers, toolboxes, etc. are to be stored on the grass/dirt of the project site. Any damage down to the pavement or to the turfgrass around the laydown area is the responsibility of this contractor to replace. All materials, equipment, tools, garbage etc. are to be removed from the project site upon completion.
- The City of North Mankato will have a roll-off dumpster delivered to the lay down area. It is the responsibility of this contractor to communicate with the city when the dumpster needs to be serviced.
- This contractor is to submit product data for all permanent materials for review.
- The city will take down and replace the fence at the site. This contractor is responsible for site security of this contractors' items. The city shall not be held responsible for any damage, theft, etc. to the contractor's equipment, tools, vehicles, materials, etc.
- Contractor is responsible for excavation of spoils, haul off, placing and compacting subbase. Subbase is to be 1.5" of clean rock to bottom of footing. Foundation walls are to be back filled with clean sand. Reference geotechnical report for additional guidance.
- This contractor is to backfill to 6" below finish grade. The contractor will fill to finish grade with topsoil and complete restoration with seed or sod. If seed is used, this contractor is to blanket the restored areas.
- This contractor is responsible for the connection the water service from the building to the water main. The water main is located north of the project site. It serves this shelter and the splashpad.
- The grinder pump and forcemain will be set by the city. The contractor is responsible for electrical connection and sanitary sewer connection to the forcemain. City and contractor to ensure grinder pump startup and operation is complete.
- This contractor shall complete testing and startup of all equipment. This contractor is to schedule with the owner when that startup will be to ensure that the equipment vendor is on site during startup.
- This contractor is to create and maintain a punch list, as developed between the contractor and owner. It is expected that all punch list items are completed within 30 calendar days of substantial completion unless agreed to otherwise.
- This contractor is to warrant all work for one calendar year. This contractor is to complete site visit with the owner one year after substantial completion is awarded.
- This contractor is to provide a set of as built drawings to the owner at the time of substantial completion.

**Alternate #001 – Metal Liner in Lieu of T&G Panel**

- Contractor is to furnish and install a metal liner in lieu of the wood T&G panels as indicated on the drawings.

**Alternate #002 – City to Complete Excavation and Backfill**

- Subgrade elevation to be provided to the city by the contractor. Contractor to set elevation stake for city to use as a reference point. Contractor is responsible for setting stakes around perimeter of project site to which the city can reference during subgrade excavation.
- Contractor is to verify city excavation is complete and to correct sub grade.
- City is responsible for placing and compacting subbase. 1.5” of clean rock to bottom of footing. Foundation walls are to be back filled with clean sand. Reference geotechnical report for additional guidance.
- City will backfill foundation walls with sand after contractor verifies all underground work is complete. Contractor to confirm that subgrade elevation is correct.
- City will place 6” of topsoil and seed or sod.

**Alternate #003 – City to Provide Electrical Services**

- The city will furnish and install all conduit, wiring, panels, breakers, hand dryers, lights, etc.
- City electrician and contractor to coordinate installation schedule.

**Alternate #004 – Cast in Place Walls in Lieu of Block Masonry**

- Contractor to provide cast in place walls in lieu of block masonry. Walls are to be rubbed after form stripping and made acceptable for painting. Contractor shall paint exterior of concrete walls.

**Alternate #005 – Schedule**

- Contractor to provide add or deduct to start the project in the spring of 2023 vs September of 2022.

**4.0 DESCRIPTION OF REQUESTED INFORMATION**

The proposal must include:

**4.1** Transmittal letter. A transmittal letter submitted on the respondent’s official business letterhead, from the firm principal. The letter must identify all materials and enclosures being forwarded in response to the RFP, acknowledgement of the receipt of RFP addenda (if any issued) and must be signed by an individual authorized to commit the respondent to the scope of work proposed. **(Limit to one page)**

**4.3** Insurance Information

- Provide evidence that your firm can provide the insurances as required by the contract.

The successful responder must provide a certificate of insurance showing that they have each type of insurance coverage and limits of cancellation, nonrenewal, or changes in coverage of limits to all named and additional insured. The following insurance coverages are required:

*Workers' Compensation Insurance:*

Owner will require the construction manager to provide workers' compensation Insurance in accordance with the statutory requirements of the state of Minnesota, including Coverage B, Employer's Liability, at limits not less than:

\$100,000.00 bodily injury by disease per employee \$500,000.00 bodily injury by disease aggregate \$100,000.00 bodily injury by accident

*Commercial General Liability Insurance:*

Construction manager shall maintain insurance protecting them from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services, as well as from claims for property damage, including loss of use which may arise from operations whether the operations are by the Owner or by a subcontractor or by anyone directly or indirectly employed under the contract. Minimum Insurance coverage of \$2,000,000.00 per occurrence shall be required. The Owner shall be named as an additionally insured on the General Liability policy.

*The following coverages shall be included:*

Premises and Operations Bodily Injury and Property Damage Personal and Advertising Injury  
Blanket Contractual Liability  
Products and Completed Operations Liability

*Professional Liability Insurance*

\$2,000,000 per occurrence.

*Commercial Automobile Liability:*

Construction manager shall maintain insurance protecting them from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services, as well as from claims for property damage including loss or use which may arise from operations under the Contract whether such operations were by Owner, Construction Manager, by a subcontractor, or by anyone directly or indirectly employed under the contract.

*Builders Risk*

Contractor to carry builders risk insurance for full value of the project.

*In addition, the following coverages should be included:* Owned, Hired, and Non-Owned Automobile Certificate of Insurance will list Owner as an additional insured.

## 5.0 EVALUATION CRITERIA

- The City of North Mankato will review each response to the RFP for completeness, signatures, submittal of all required information, and the consistency of the submittal to comply with the required format.
- The proposed schedule for the proposal reviews, issuance of Request for Proposals, proposal reviews, notification and interviews is as follows:

Activity	Proposed Dates
RFP available for distribution	July 19, 2022
Deadline for RFP Questions	July 29, 2022
Receipt of RFP responses by 2:00 p.m.	August 4, 2022
Bid Award (City Council Meeting)	August 15, 2022

*\*Park Shelter address: 1865 Howard Dr, North Mankato, MN 56003*

## 6.1 INSTRUCTIONS TO PROPOSERS

- All requests for **INFORMATION** shall be directed to:  
  
Nate Host  
City of North Mankato  
Public Works Director  
1001 Belgrade Ave  
North Mankato, MN 56073  
[nhost@northmankato.com](mailto:nhost@northmankato.com)  
507-345-5570
- All contacts with respect to the RFP will be made to the public works director's office with the City of North Mankato. Contacts by any representative of your firm to other owner's related entities, management, staff, or board members other than the City's project manager, will constitute a breach of this communication directive and may result in your firm's elimination from the selection process.
- All communications regarding this RFP must be submitted via email. Any request for information or clarification by respondents must be received by the date listed in Section 5.0 of this RFP. Responses to such requests will be made in writing by the owner and will be distributed to all the respondents.
- Your firm's RFP Proposal should be submitted on 8 ½ x 11 format. Please submit letter, proof of insurance, and bid page (1) in a sealed envelope. All pages, except any pre-printed inserts, must be sequential numbered and an identifiable tab sheet must precede each section of the response as detailed in Section 4.0.
- To be considered for selection, proposals must be received by the owner no later than **2:00 p.m. Thursday August 4, 2022**. Submission by email or delivered to

city hall will be accepted. Proposals are to be submitted to:

Nate Host, Public Works Director  
nhost@northmankato.com  
City of North Mankato  
1001 Belgrade Ave  
North Mankato, MN 56003  
RE: Caswell Park Shelter

- Proposals submitted in response to this RFP are valid for 90 days following the date of submission on proposals. This period may be extended by written mutual agreement between the owner and the respondent.
- The owner reserves the right to negotiate terms and conditions with respondents. The owner reserves the right to negotiate modifications to a proposal with a single respondent without obligation to negotiate similar modifications with other respondents. Unsolicited modifications without prior request of the owner will not be accepted.
- The owner reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.
- The owner reserves the right to reject any or all proposals received in response to this RFP.
- The owner assumes no liability for payment of expenses incurred by respondents in preparing and submitting proposals or in connection with attendance at any interviews in response to this solicitation.

## **7.0 RFP Publication**

This Request for Proposal is publicly advertised as the anticipated cost of the project is anticipated to be above the threshold required for public advertisement.

## **ATTACHMENT A**

### **Bid. Alternate and Unit Price Schedule**

The following schedules are to be completed and returned as part of the RFP response and based on the budget of the documents and the project description provided in Section 2.0.

#### **Base Bid**

**Construction Services:** \$ \_\_\_\_\_ to build the park shelter complete as defined within this RFP and the bid documents.

#### **Alternate Schedule**

Contractor is to circle add or deduct.

**Alternate #001:** \$ \_\_\_\_\_ Add/Deduct to use metal liner in lieu of the T&G wood in the ceiling of the open-air shelter.

**Alternate #002:** \$ \_\_\_\_\_ Add/Deduct for the city to complete the earthwork scope of work. Excavation and haul off of spoils, rock backfill under footings, sand backfill within/outside foundation walls, topsoil and seeding around the site.

**Alternate #003:** \$ \_\_\_\_\_ Add/Deduct for the city to furnish and install all electrical components. (cabinet, panel, wiring, lights, hookups etc.).

**Alternate #004:** \$ \_\_\_\_\_ Add/Deduct for walls of the shelter to be painted, cast in place concrete walls in lieu of block walls.

**Alternate #005:** \$ \_\_\_\_\_ Add/Deduct for starting project in the spring of 2023 vs September of 2022.

#### **Unit Price Schedule**

**Unit Price #001:** \$ \_\_\_\_\_ Per CY for excavation and haul off of over excavated material outside of recommendation of geotechnical report.

**Unit Price #002:** \$ \_\_\_\_\_ Per CY for furnish and placement of 1.5” clean rock outside of recommendation of the geotechnical report.

**END OF DOCUMENT**