

Request for Proposal
for
Construction Manager,
for Construction of
Outdoor Aquatic Center

City of Marshfield, Wisconsin
Parks and Recreation Department



August 2, 2019

I. INTRODUCTION

The City of Marshfield (City) is requesting proposals (RFP) from Construction Management firms interested in providing professional construction management services for the construction of our new Outdoor Aquatic Center. The design and build of this facility will be done on a team-based approach. The Construction Manager (CM) is viewed as part of the design team. The estimated budget for the project is \$6,000,000. The project is being funded through a 50-50 partnership with public and private dollars; \$3,000,000 each. A committee of citizens have been assembled and charged with the task of raising the private funds.

The City has retained Ayers Associates Inc. (Ayers) as the Architect & Engineer (AE) and has been working with the City since 2016 on the planning for and designing of this particular project. Neither the AE, nor a general contractor (GC) may be from the same company (including parent company). The CM shall participate in the planning and design phase through coordination with Ayers, offer project design and/or coordination ideas that may result in cost savings and efficiencies, act as the City's agent on the project, and perform other duties and tasks.

A Design Team from the City will participate in the management of design and design reviews with the Ayers & the CM. The CM is expected to participate in these meetings as part of the team-based approach. The City will require of the CM, a minimum of three (3) design reviews, constructability reviews and value engineering in the Design and Construction Document phase. Ayers shall chair regular design team meetings, at the 2nd Street Community Center, 211 E. 2nd Street, Marshfield, Wisconsin and issue minutes of those meetings.

II. PROJECT SCHEDULE

August 14, 2019	RFP dissemination
September 6, 2019	RFP submittal deadline
September 2019	Board of Public Works/Common Council Approval
December 2019	Final Design & Construction Documents Complete
January 2020	Advertisement for Construction Bids
February 2020	Bids Awarded
August 2020	Construction Begins
July 2021	Construction Complete

III. SCOPE OF SERVICES

The only outdoor public swimming facility in the City is the Hefko Pool located at 1805 South Roddis Avenue. The Hefko Pool was built in 1933 with a major renovation in 1974 that added a diving well and a new bathhouse. No significant improvements have been made since that time. The City has agreed to build a new outdoor aquatic center that is being funded through a 50-50 partnership with public and private dollars; \$3,000,000 each. The centerpieces to this new project will be two separate swimming vessels and a 4,500-square foot bathhouse. The center will have approximately 15,000 total square feet of water surface, 2 large waterslides, a water play structure, 2 diving boards, a climbing wall, basketball hoops, many shade structures

and an open air shelter. The bathhouse will include a large lobby, family changing rooms, men's and women's locker rooms, a concession stand, and many lockers.

The City has approved funding for the design and construction of this project, with construction beginning in the second half of 2020 (July). The City has an interest in CM participation throughout the design and construction phases and is interested in reviewing your firm's proposal. The CM is only allowed to self-perform 25% of the work, throughout the process. The CM will act as an advisor and conduit between the prime sub-contractors to the City. The CM will be selected by the City for this project. Ayers will cooperate with the CM in bidding and any phasing of the project required while maintaining the schedule.

The following are a list of services that should be addressed in the proposal. Please include specific information that clearly identifies the methods you will utilize to address each item. Should you feel additional services not identified on the list would substantially enhance the value of your proposal, please note these as additional service options and indicate any cost or other considerations.

Section A. Design Phase

- Have complete understanding of project design requirements.
- Participate in design meetings to ensure project feasibility and compliance with budget.
- Offer cost savings through value engineering ideas.
- Establish construction schedule.

Section B. Bid Phase

- Determine number & coordinate bid packages.
- Assist with solicitation of prime sub-contractor bid packages.
- Prepare recommendations to City for sub-contractor services.

Section C. Construction Phase

- Prepare and submit completed contract documents.
- Review and approve as-builds and change orders with the City.
- On-site presence during work, oversight of prime sub-contractors.
- Coordination of prime sub-contractors.
- Project safety oversight, site security, and oversight of construction compliance.
- Monitor, approve, and advise City-direct purchases.
- Conduct regularly scheduled meetings with prime sub-contractors.
- Keep, prepare, maintain, and present routine progress, budget, and any other reports.

IV. PROPOSAL SUBMISSION REQUIREMENTS

The City will only accept written questions concerning the project. These questions will be directed to Justin Casperson at email: justin.casperson@ci.marshfield.wi.us. Written answers to all questions will be provided to all firms interested in the project. Questions will be responded to by August 30, 2019. A firm's proposal shall be rejected if they make any contact with City Design Team or appointed or elected officials in an effort to pursue or lobby a decision.

All submissions to this RFP shall clearly contain the items detailed below:

1. Letter of Intent – Submit a brief letter of interest and other relevant information.
2. Experience – Complete descriptions of three (3) recent projects, which are similar in Construction Management nature to the proposed project. Descriptions of the projects should be given in detail including contact persons (name, address and phone number). projects and/or studies. Specifically, why do you feel your firm should be selected for this project?
3. Organization –
 - A. List the credentials or key personnel who will be responsible. Provide an organizational chart as required, and describe the responsibilities of all relevant firms or team members.
 - B. Identify the key contact and/or project manager.
 - C. If the prime consultant is proposing a joint venture or similar arrangement with another firm, state the nature of the relationship, and state how (if) the team has worked together on past projects.
 - D. Location of office(s) where work will be performed.
4. Services and Deliverables – Clearly state the services and deliverables to be provided to the City.
5. Approach – Clearly describe your firm's process, planning methodology, or approach for the project and how it will ensure the provision of the above stated services.
6. City Services – List any requested use of City staff, office staff, as well as any equipment or materials (e.g. maps) that will be expected from the City at the onset of the project.
7. Compensation – Expected fees and schedule of work, all billable hours, including meetings and site visits (state how many) to be included in a “not to exceed” fee.
8. Statement that no personal or corporate conflict is known to exist.
9. References – Submit a minimum of the three most recent references for similar projects, the project manager's name, the client contact information and the project schedule.
10. Additional Information – Include any additional information you feel will assist us in the evaluation of your firm's qualifications and proposal.

V. SELECTION PROCESS

An evaluation team consisting of staff members from the City will review all proposals. Selected firms will be contacted if it is determined that interviews are necessary. Firms are prohibited from lobbying or contacting appointed or elected officials to persuade a decision, and their proposal shall be rejected. The City reserves the right to reject any and all proposals and to choose a proposal that is in the best interest of the City. The evaluation team will select a firm and make its recommendation to the Board of Public Works for their approval. The goal of the selection process will be to identify the most qualified firm with exceptional project history that is able to provide the desired services within the identified time line, in the most cost

effective manner. Cost alone will not determine the firm, but references and experience on similar projects will be a major factor. **Submittal deadline is 3:00 p.m. CST, Friday, September 6, 2019.**

The following selection criteria will be the basis for CM selection:

- Professional qualification necessary for satisfactory performance of required services;
- Demonstrated expertise on recent projects of this magnitude and complexity;
- Experience and technical competence in sustainable practices;
- Knowledge of the general geographical area of the project;
- Capacity to accomplish the work in the required time;
- Past performance on contracts in terms of cost control, quality of work and compliance with performance schedules;
- Fee structure / value

VI. INSURANCE

The successful firm will be required to have in force professional liability insurance of at least \$2-million.

VII. NON-DEBARMENT CLAUSE

The firm hereby certifies that neither it nor any of its principal officers, architects, engineers or officials have ever been suspended or debarred, for any reason whatsoever, from doing business or entering into contractual relationships with any governmental entity.

VIII. PROPOSAL SUBMITTAL

In submitting a proposal, the CM firm certifies they have reviewed this RFP and are familiar with the conditions contained therein. The City will not be responsible for, nor incur any cost associated with responding to this RFP. The City reserves the right to interview selected firms for this project and reserves the right to reject any and all proposals with or without cause.

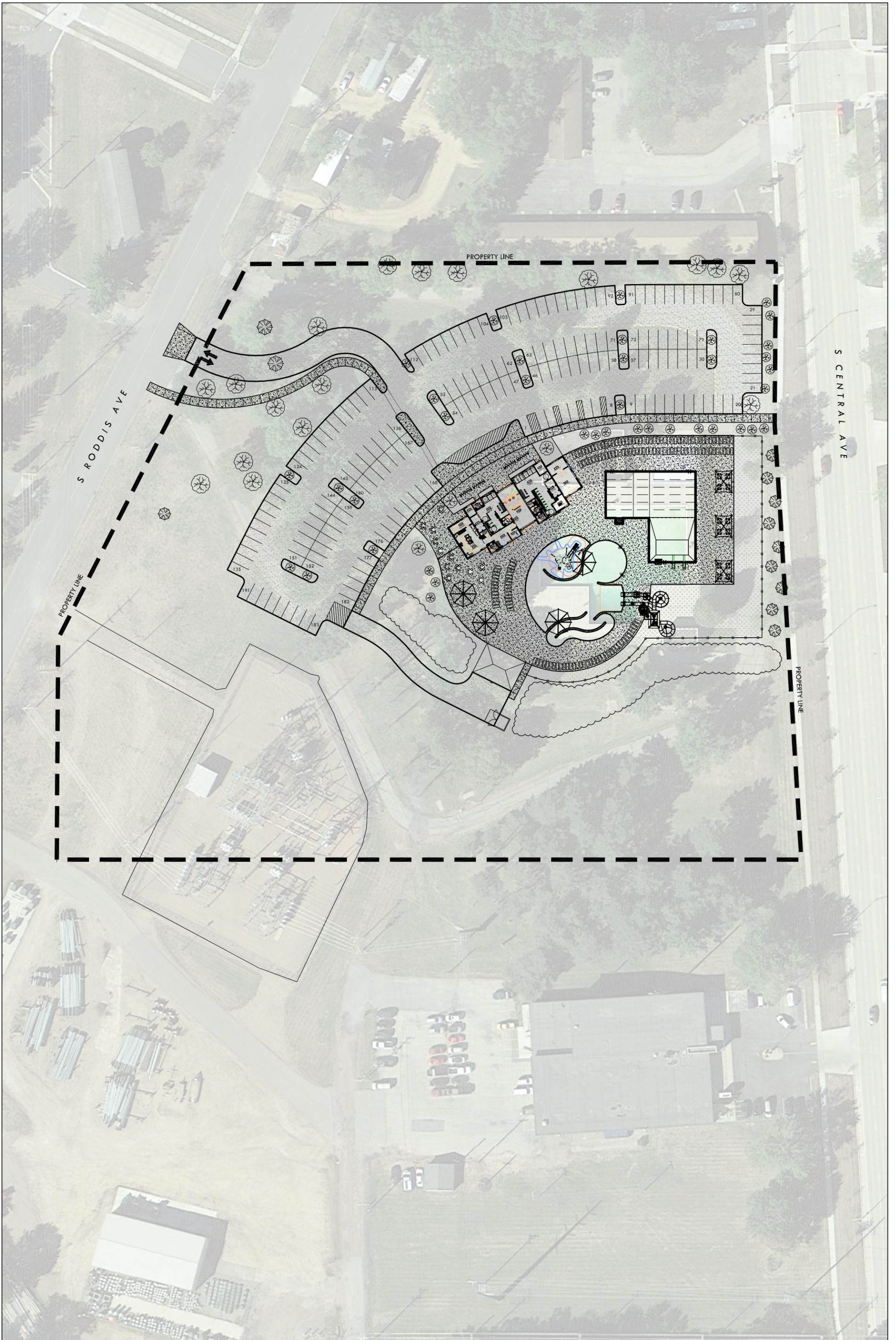
Submit five (5) copies of the proposal and one electronic version in pdf format on a USB drive no later than **3:00 p.m. CST, Friday, September 6, 2019**. Envelope must be clearly marked "Construction Manager Services for Construction of Outdoor Aquatic Center"

Submit Proposals to:

Justin Casperson
Parks and Recreation Director
211 E. 2nd Street, Suite 111
Marshfield, Wisconsin 54449
justin.casperson@ci.marshfield.wi.us

Any additional terms or conditions which are deemed necessary for entering into a contract with the city should be attached or incorporated as part of the proposal.

All proposals shall become the property of the City of Marshfield and will not be returned. The City of Marshfield reserves the right to reject any or all proposals, waive technicalities, or to negotiate further with a responder who appears to clearly meet the City's needs.



Hefko Pool Reconstruction - Concept Design

Marshfield, Wisconsin

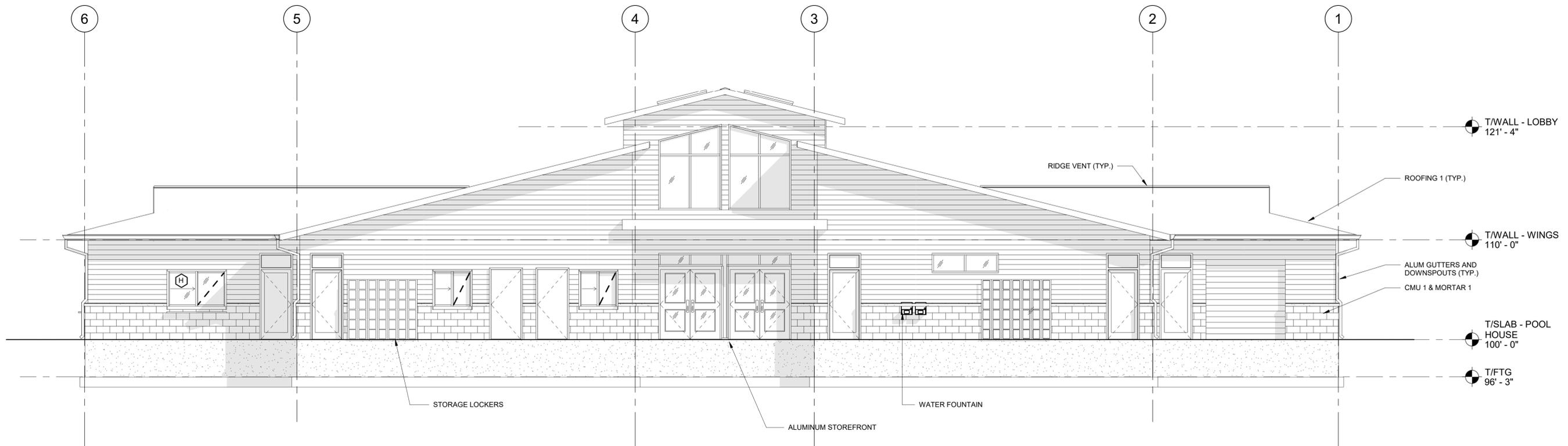


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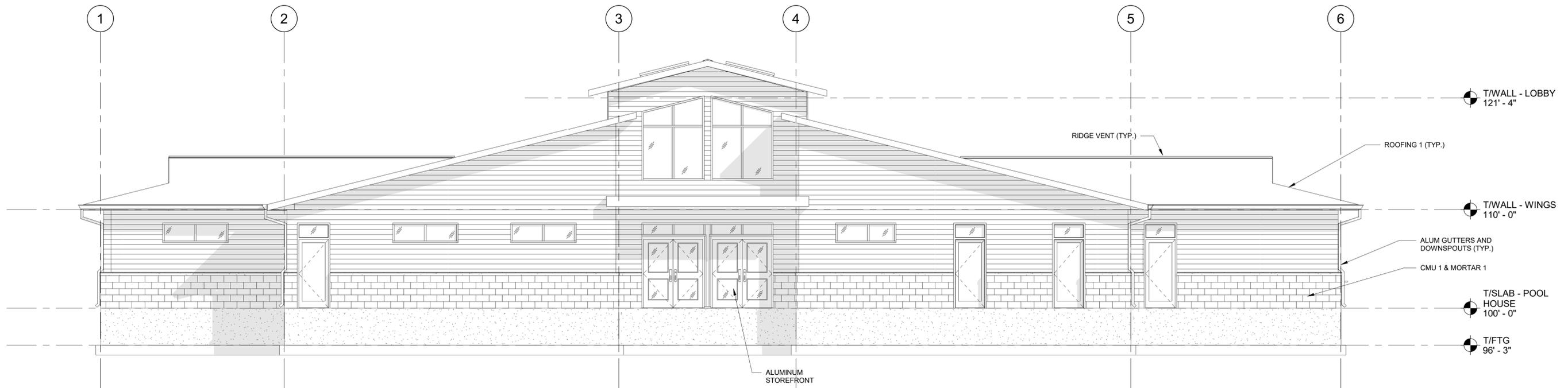
0 20' 40' 80'



2 BUILDING ELEVATION - NORTH
 A301 3/16" = 1'-0"

EXTERIOR FINISH SCHEDULE			
MARK	DESCRIPTION	COLOR	NOTE
CMU 1	8" SPLITFACE FACE CMU	PEBBLE BEACH	2
MORTAR 1	COLORED MORTAR	QUARRY RED	2
ROOFING 1	STANDING METAL SEAM	EVERGREEN	3

1. COLOR SELECTED FROM ECHELON MASONRY AVAILABLE COLORS.
 2. COLOR SELECTED FROM MORTAR TECHNOLOGIES AVAILABLE COLORS.
 3. COLOR SELECTED FROM PINNACLE GOLD SERIES COLORS.
 4. COLOR SELECTED FROM ECHELON MASONRY COLORS.
 5. ALL EXTERIOR GUTTER, SOFFIT, FASCIA, AND DRIP EDGE MATERIAL TO BE PAINTED KYNAR 500 DARK BRONZE



1 BUILDING ELEVATION - SOUTH
 A301 3/16" = 1'-0"

Drawn By:
 Checked By:
 File:
 Issued For: SD
 Date: 07/15/2019
 Project No. 20190350

Sheet Title
BUILDING ELEVATIONS

Sheet Number

A301

