



Wright County
PARKS DEPARTMENT

1901 Hwy. 25 North
Buffalo, MN 55313
763-682-7693/7894

Bertram Chain of Lakes
Beach House and Restrooms
Request for A/E Led Design/Build Contractor

Project Overview:

Wright County Parks is soliciting Design Build proposals for the design and construction of a Beach House and Restroom Facility located at the Bertram Chain of Lakes Regional Park, near Monticello, Minnesota. We anticipate awarding this contract in late February, 2017 with the goal of having the work completed on-site on or before November 1, 2017. Design Builders shall submit sealed proposals on or before 12:00 PM Central Time on February 17, 2017. Submittal requirements shall consist of (3) hard copies to:

Attn: Marc Mattice
Wright County Director of Parks and Recreation
Beach House Proposal
1901 Highway 25 North
Buffalo, MN 55313
Phone: 763-682-7693
Email: marc.mattice@co.wright.mn.us

Project Budget:

Wright County has established a construction range exclusive of site preparation, utilities, parking, and or other site improvements. Furniture should not be included in the estimate.

The complete project budget range is \$350,000 to \$430,000 to complete all aspects of design and construction. This project has STATE PREVAILING WAGE PROVISIONS. All proposals must be developed and submitted following the Minnesota Department of Labor and Industry Prevailing Wage Provisions.

Pre-Submission Meetings:

The Wright County Parks Department will host a pre-submission meeting, on February 6, 2017 at 9:00 a.m. on location (9842 Briarwood Ave. NE, Monticello, MN) to assist with questions and concerns related to the project.

The Wright County Director of Parks and Recreation reserves the right to accept or reject any or all proposals and/or to waive any informalities or irregularities during the selection process.



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Additional Instructions:

EXAMINATION OF DOCUMENTS AND SITE

Before submitting, each proposer shall read all the proposed documents, and shall visit the site of the work. Each proposer shall fully inform themselves prior to submittal as to existing conditions and limitations under which the work is to be performed and shall include in the quote a sum to cover the costs of items necessary to perform the work as set forth in the Request of Proposals documents. No allowance will be made to a contract because of lack of such examination or knowledge. The submission of a proposal will be considered as conclusive evidence that the contractor has made such examination.

WITHDRAWAL OF PROPOSAL

A proposal may not be modified, withdrawn, or cancelled by the proposer for a period of 45 days following the time and date of the scheduled deadline for submittal.

AWARD OR REJECTION OF CONTRACT

The contract, if awarded, will be awarded to the responsible proposer who has shown the ability to complete the project in a timely, cost affective, and professional manner. The award is subject to the Owner's right to reject any or all proposals and to waive informality and irregularity in the proposal.

SUBCONTRACTORS LIST

It shall be the responsibility of the proposer to furnish the Wright County Park Department with a complete list of the sub-contractors prior to the awarding of the contract. No revisions shall be made to the list of sub-contractors without the prior written approval of the Owner.

CONSTRUCTION TIME

1. The proposal is required to state in the 'Proposal Form' the number of calendar days required to complete the work from the date of commencement. The Contractor shall commence work after September 4, 2017 and shall complete all work within the number of consecutive calendar days as stated in the Proposal.
2. Interpretation or correction of proposed contract documents will be made only by Addendum. The Owner will be responsible for any other explanation or interpretations of the proposed documents.
3. All equipment at the site will need to be secured when not in operation and any hazardous areas must be covered or fenced off during non-working hours.



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ADDITIONAL CONTRACT REQUIREMENTS

All work must comply with all applicable codes.

ORDINANCES AND REGULATIONS

1. The successful Contractor shall comply with all Federal, State, and Local laws, together with all ordinances and regulations applicable to the work.
2. The successful team shall procure, at his/her sole expense, all, permits, inspections, licenses, and additional permits or other rights necessary for the fulfillment of his/her obligation under this document.

WORKER'S COMPENSATION

1. Prior to commencement of contract term, the successful team shall submit a signed statement evidencing compliance with the worker's compensation insurance coverage requirement of M.S. 176.182.

LIABILITY INSURANCE

The Contractor will be required to supply the Owners with a proof of insurance in the following amounts:

- a. \$1,500,000 Each Occurrence
- b. \$3,000,000 General Aggregate
- c. \$3,000,000 Products and Completed Operations Aggregate

PAYMENT AND PERFORMANCE BOND

Contractor shall, pursuant to Minnesota Statutes, Section 574.26, Subd. 2, provide a performance and payment bond in the full amount of the Contract price.

INVASIVE SPECIES BEST MANAGEMENT PRACTICES:

The Contractor is required to take active steps to prevent or limit the introduction, establishment and spread of invasive species during the contracted work. Before entering and leaving the site, all vehicles, equipment and trailers must be free of caked mud, dirt clods, plants, plant parts, bark and debris. The use of a power washer or air compressor to clean equipment is NOT required unless specified.

STATE PREVAILING WAGE PROVISIONS

All bids a must be developed and submitted following the Minnesota Department of Labor and Industry Prevailing Wage Provisions. The contractor is responsible to review this information throughout the contract term. The following link will provide the most recent and up to date information:

<http://www.doli.state.mn.us/LS/PrevWage.asp>



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Project Details:

1. **Scope of Service** - Detailed chronological list, time frame, and costs of activities that your firm will complete to fulfill the design, bidding, and successful construction of a beach house and restroom facility at Bertram Chain of Lakes Regional Park. The County envisions the building to be a one story stick-build structure with a gabled roof, between 1800 and 1900 square feet, including restrooms (men's, women's and family), six changing rooms (2 ADA compliant), storage area, and maintenance area, to be used throughout the months of May through September.
 - a. **Design Materials Desired**
 - i. LP Smart Siding and Shakes – Exterior
 - ii. Cultured Stone from the base up four feet on all exterior walls
 - iii. Interior of men's, women's, and changing areas should be block veneer.
 - iv. 10"X10" rough sawn cedar posts on the lake side gable end, wrapped in cultured stone to a height of four feet, and capped.
 - v. Plumbing fixtures to be specified by owner; items such as Chicago Faucets will be required.
 - vi. Flooring in men's, women's, and changing rooms to be tile or similar material.
 - vii. Design should include mixing valves for tempered water to restrooms, furnace for off season use, water softener, electric water heater, and pressure tank.
 - b. Prior to construction, Wright County Parks and Recreation will be completing all the site and civil work, including septic design and installation, well/water supply testing as necessary, and provide electrical service at the construction site.
2. **Phase 1 – Schematic Design/Programming/Cost Estimate** (Include proposed time frame)
 - a. Hold a kick-off meeting which will include the design team, county staff, and project stakeholders. Meeting should include project goals and expectations, schedule, owner concerns, and other issues.
 - b. Discuss and document sustainable design strategies.
 - c. Number of additional meeting to be held during schematic design process, and purpose for meeting.
 - d. The design team shall complete a site inspection noting conditions, impacts of the project.
 - e. Firm will prepare floor plans and drawings to illustrate the proposed design concepts, both internal and external.
 - f. Firm will prepare a cost estimate of completed project.
 - g. Meeting with county staff and stakeholders to review and discuss the plans.
 - h. Rendering of the exterior for county review and conceptual approval.

Phase 1 Deliverables:

- Meeting notes from all meetings.
- Final building program as discussed.



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- Sustainable design goals, strategies, and details, if any.
 - Site inspection recommendations.
 - Conceptual design plans and related drawings to convey the concept. Follow up plans and concepts.
 - Final, detailed design plan for cost estimating.
 - Building sections and elevations as needed to describe the scope of work.
 - Detailed cost estimate and quality identification.
 - Rendering of exterior of the building.
3. **Phase 2 – Construction Phase** (Include proposed time frame)
- a. Meeting to discuss concerns and issues, including budgetary concerns that arose during Schematic Design Phase.
 - b. Approval of Schematic Design and Cost Estimate, complete construction drawings and specifications.
 - c. Provide review meetings on a regular basis, meeting to include design team, county staff and stakeholders, to discuss design changes, and project costs.
 - d. Provide a complete construction drawing and specification package to the county for review and comment, provide responses.
 - e. Provide final project cost estimate, and obtain permits from proper jurisdictions.

Phase 2 Deliverables:

- Meeting notes from all meetings.
 - Building Code review and report.
 - Sustainable design update and verification.
 - Final CD document package to include, site plan, building plans, elevations, sections, details and other drawings or schedules, and preliminary specifications. Package to include structural, mechanical, and electric CD phase drawings.
 - Product sample and literature.
 - Updated cost estimate.
 - Provide a complete set of as-built drawings.
4. **Phase 3 – Construction and Administration** (Include proposed time frame)
- a. Host a preconstruction meeting.
 - b. Meet weekly at construction site with stakeholders.
 - c. Receive, review, and process all shop drawings.
 - d. Receive samples and assist the county in finalizing all finishes and colors.
 - e. Keep the project on schedule by monitoring the construction and comparing the original approved schedule with the status of the construction.
 - f. Ensure that the plans and specifications are followed by review of shop drawings, pre-installation meetings, observations of work and follow through on corrections if necessary.



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PARKS DEPARTMENT

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- g. If a change is needed, prepare and issue documents describing the change and issue to the contractor for pricing.
- h. Conduct a punch-list inspection and prepare a list of items for completion. Assist the contractor in collecting the close-out documents. Review the close-out documents for completeness and turn over to the county when complete.

Phase 3 – Deliverables:

- Samples of colors and finishes.
- Field observation reports – bi-weekly.
- Progress reports and meeting minutes from each meeting (within 3 days).
- Change request forms and documentation.
- Change orders, supplemental instructions, and change directives.
- Processed shop drawings.
- Shop drawing log.
- Certified applications for payment.
- Punch list.
- Record drawings (as-built drawings)

Proposal Content

1. Letter of interest that includes a synopsis of qualifications, including the project manager and primary contact, the project principal representing the contractual authority of the firm.
2. Profiles of the company, including number of employees, location, number of years in business under its current name, and relevant experience. List of key staff and relevant experience –
Design & Construction Team
 - a. Project Manager
 - b. Project Designer
 - c. Structural Engineer
 - d. Mechanical - for performance specifications
 - e. Electrical - for performance specifications
 - f. Plumbing - for performance specifications
3. A project organizational chart. Identify team composition, if team is proposed. Define key staff members who will be working on the project and explain their roles.
4. Project understanding, approach, and coordination methods: describe understanding of the project and identify approach to fulfill the scope of services required.
5. Three project descriptions for recent projects of similar scope (regional parks, public spaces, water oriented development). Include specific types of experience your firm has had in the following areas:



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- a. Experience with planning, design, and construction of public facilities.
 - b. Experience working with advisory councils and public.
 - c. Experience planning and constructing around natural resources to enhance resources and user experience.
6. Provide three (3) references (name, email, and phone numbers).
7. To be considered, all proposals must include a minimum of two general concept ideas, which include a general interior layout and exterior elevation that can be designed and constructed within the range listed.
8. Schedule: Confirming key tasks, milestones, and critical path based upon County's proposed schedule.
9. A fee proposal:
- a. Total lump sum fee for all services/labor/materials/electronic files/printed documents as described in scope of work.
 - b. Proposed method of delivery of electronic files and number of printed documents delivered.

Note: All costs for project meetings and site visits necessary to facilitate completion of the project are to be included in the total fees and expenses listed above.

Estimated Project Schedule

Proposals due:	February 17, 2017 12:00 p.m.
Anticipated county approval:	February 28, 2017
Start of construction:	September 5, 2017

Selection Process Overview

Selection of a design build team (DBT) for this project will follow a value based process that includes an evaluation of technical qualifications, project duration, and price.

All proposals received by the deadline will be reviewed by a subcommittee of the Bertram Chain of Lakes Advisory Council, which includes:

- Two Members of the Wright County Board of Commissioners
- One Wright County Park Commission Member
- Two Wright County Citizens

Scoring is a competitive process in which the proposer submittals are weighted heavily not only for the ability to design and build, but to show the potential for creating innovative ideas and the ability to implement those ideas on this project.



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Disclosure

All information in a submitter’s proposal is subject to public disclosure, after a Design Builder has been chosen, under the provisions of Minnesota Statutes Chapter 13, “Minnesota Government Data Practices Act.”

Cost Liability

Wright County assumes no responsibility or liability for the costs incurred by a submitter in preparing a proposal for this project or any costs prior to the signing of the construction agreement.

Evaluation of Qualifications

Proposed Design Build Team’s (DBT’s) qualifications will be evaluated based on the following criteria:

Topic	Evaluation Criteria	Maximum Points
References	References will be asked to evaluate: 1. Quality of DBT’s performance 2. Timeliness of DBT’s performance 3. Ability to complete project on time and on budget, with minimal changes or overruns. 4. DBT’s ability to prepare appropriate project plans and specifications.	20
Project Understanding and Approach	How well does the DBT’s Statement of Qualifications (SOQ) demonstrate an in-depth understanding of the design and construction requirements of the project?	20
Design Build Project Team	How well do the DBT’s qualifications, experience and time availability relate to the requirements of the project?	25
DBT Capabilities	How well does the DBT’s SOQ communicate their design, construction and project management experience for this project? Including their technical capabilities, and ability to assess and minimize risks.	20
Over All Project Budget (Price)		15
Total		100



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PROPOSAL FORM
Bertram Chain of Lakes – Beach House

Wright County Parks Department
 % Marc Mattice, Parks and Recreation Director
 1901 Highway 25 North
 Buffalo, MN 55313

The undersigned have familiarized themselves with the local conditions affecting the cost of the work and with in the Request for Proposal documents as prepared, and hereby proposes and agrees to furnish all labor, materials, equipment and services required to complete the project, for the following amount:

Total Quote: _____ : Dollars (\$ _____)

FEES FOR SERVICES:

- 1. **Phase 1 – Schematic Design/Programming/Cost Estimate** \$ _____
- 2. **Phase 2 – Construction Drawings** \$ _____
- 3. **Phase 3 and 4 – Bidding, Construction and Administration** \$ _____

In submitting this quote, it is understood that the Owner reserves the right to reject any or all proposals.

If awarded the contract for work, the proposer agrees to commence the work on or before _____, 2017, consistent with the weather and material supply, after receipt of executed copy of the contract, and to complete the work in _____ calendar days.

Date: _____, 2017

Firm Name: _____ Signature: _____

Title: _____ Printed Name: _____

Phone: _____ Email: _____

Official Address: _____
