



**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER SERVICES  
FOR A CONSTRUCTION MANAGEMENT AT RISK PROJECT**

Due: April 25, 2025

**A. PROJECT DESCRIPTION**

The Red River Regional Council (RRRC) is seeking proposals for a Construction Manager services for a downtown, vacant 10,600 sq ft building for the 532 Hill Avenue Incubator project in Grafton, North Dakota. The construction method to be applied is Construction Manager at Risk (CMaR) in partnership with owner and the architect of record, Icon Architects located in Grand Forks, North Dakota.

**B. PROJECT SPECIFICS**

<b>Project:</b>	532 Hill Avenue Incubator Project	
<b>Owner:</b>	Red River Regional Council 516 Cooper Ave, Suite 101 Grafton, ND 58237	
<b>Primary Contacts:</b>	Dawn Mandt, Executive Director Red River Regional Council	Brenda Baumann, Consultant & Project Manager
	EM: <a href="mailto:Dawn@redriverrc.com">Dawn@redriverrc.com</a> Mobile: 701.520.0487	EM: <a href="mailto:brenda@redriverrc.com">brenda@redriverrc.com</a> Mobile: 218.452.1153
<b>Federal Grant Partner:</b>	US Department of Commerce: Economic Development Administration	Award No. 05-79-06189 Denver Regional Office 1244 Speer Boulevard, Suite 431 Denver, CO 80204

<b>Building Walk Through:</b>	The building and primary contacts will be available on April 8, 2025, from 9AM – 12Noon.
<b>Submission Requirements:</b>	<ul style="list-style-type: none"> <li>• Responses limited to 20 pages</li> <li>• Submit responses electronically to Dawn Mandt and Brenda Baumann at email addresses listed above.</li> </ul>
<b>Questions:</b>	Shall be directed to Dawn Mandt and Brenda Baumann via email. Answers will be in writing and posted to the RRRC’s website (www.redriverrc.com)
<b>Public Records:</b>	All documents submitted in response to this RFQ are public except for surety letters showing bonding capacity and insurance certificates and policies.
<b>Deadline:</b>	Friday, April 25, 2025 at 5:00 PM.
<b>Selection Timeline:</b>	<ul style="list-style-type: none"> <li>• One-hour interviews will be held in the week of May 5, 2025</li> <li>• Selection will be no later than May 16, 2025</li> </ul>
<b>Construction and Kitchen Equipment Budget:</b>	\$2,045,943
<b>Must Comply With:</b>	<p>U.S. Department of Commerce Standard Terms and Conditions for Construction Projects; and</p> <p>U.S. Department of Commerce Financial Assistance Standard Terms and Conditions (Sections F and G). Environmental review has been completed and accepted by EDA.</p>

**Attachments:**

1. Preliminary Architectural Report (01/28/22)
2. Incubator 4-page outline
3. EDA Bid Document (informational only)
4. Environmental Narrative
5. Additional information is available upon request.

**C. PROJECT COMPONENTS**

The RRRC seeks Construction Manager at Risk partner from an experienced firm to convert a vacant historic building on Grafton’s main street (Hill Avenue) into a small business incubator, with a commercial kitchen. RRRC is a political subdivision serving as a regional

economic and community development organization operating in Nelson, Pembina, Walsh and Grand Forks Counties in northeast North Dakota.

The building is approximately 10,600 SF of usable space (including 9,600 SF main floor and 1,000 SF mezzanine level) located at 532 Hill Avenue, Grafton, ND. The construction will include:

- New store front
- New rear windows and entrance
- Replace HVAC system
- Fire Protection / Sprinkler system
- Roof repair/reconstruction
- Build out of up to 10 small solo-preneur offices (for rental) and two larger offices on main floor
- Four to six offices on the mezzanine level
- One large and possibly one smaller conference rooms
- Up to four small retail spaces
- Large gathering space
- Kitchenette area for building tenants
- Dual workstation commercial kitchen
- Two public restrooms
- Janitorial closet with sink

A preliminary kitchen equipment list has been developed, and consideration must be given to phase in the design over time. There is a partial, unfinished basement and crawlspace. The project must meet the programmatic needs, utilize historic features to the greatest extent feasible, and align with an overall \$2.2 million construction budget that has been committed for the project.

The building is not on the National Registry of Historic Places. An architectural and environmental assessment has been completed, and documentation is available upon request. We presume a typical AIA A-133 CM contract with the owner would be acceptable.

#### **D. CONSTRUCTION BUDGET**

In 2022, the RRRRC received a federal grant from the U.S. Department of Commerce, Economic Development Administration in the amount of \$1.6 million dollars to support the

cost of construction and kitchen equipment. Other cash contributions are from the RRRRC, Walsh County Job Development Authority, City of Grafton, and U.S. Bank Foundation. Marvin has agreed to donate the exterior windows at an estimated value of \$150,000 (this is in addition to the construction budget). Polar Communications has already extended broadband infrastructure in the alley behind this building for this project.

The overall budget for construction, kitchen equipment and non-EDA funding sources was estimated at \$2,216,943 as noted in the 2022 preliminary architectural report attached. Design costs are not included in this budget. Summarized as follows:

• Total Cost Estimate (EDA Funding)	<b>\$2,045,953</b>
○ Total Construction Estimate	\$1,987,943
○ Grant Administration	\$ 20,000
○ Asbestos Removal	\$ 38,000
○ Requested EDA Funding (80%)	\$1,636,754
○ Match Funding (20%)	\$ 409,188
• Total Cost Estimate (Non-EDA Funding)	\$ 171,000
• Project Sum Total Estimate (EDA & Non-EDA)	<b>\$2,216,943</b>

## E. SCOPE OF WORK

### 1. **Predesign Services. Initial consultation (s) with Owner and Architect to establish:**

- Identify Value Engineering opportunities
- Survey existing facilities, take field measurements and develop accurate drawings of existing structures, if necessary.
- Outline the approach to project management services, budget tracking, etc., that is customary with the CMAR approach.

### 2. **Preliminary Structural Condition Assessment**

Review and validate 2022 Preliminary Architectural Report. Work with the architect and structural engineer to confirm structural condition of building and help develop cost effective solutions as needed.

- a. Visual inspection including the building envelope (walls, façade, roof) and note condition.
- b. Note any evidence of structural modification, deterioration of materials, weakness in structural members or connection, settlement or foundation problems, or unusual structural features.
- c. Identify primary vertical and lateral load resisting systems and load path to foundation. Identify critical members.
- d. Critical members and connections should be analyzed to determine resistant capacities and compared to Building Code requirements and good practice.
- e. If non-structural components significantly contribute to structural resistance, the components should also be evaluated.
- f. The results of the preliminary assessment shall be summarized in a report which should include condition of building envelope, description of loading and performance criteria considered, description of building, discussion of preliminary findings, and recommendations including the need for a more detailed assessment.

**3. Schematic Design through Design Development Services**

- a. Work with RRRC, and its representatives and architect of record to develop updated design plans that include the prioritized spaces, enhance the historic character of the space, considers the future monetization of the space for its long-term sustainability, and stays within the prescribed budget.
- b. Project Administration including consultations with Owner and interested parties
- c. Creation and/or Coordination of Construction Set of Documents
- d. Disciplines Coordination/Document Checking
- e. Agency Consulting/Review/Approval. Ensure design complies with applicable laws, statutes, regulations and codes.
- f. Approaches to asbestos/lead paint abatement as necessary.
- g. Apply Owner-supplied data, including architectural and environmental assessments, EDA criteria
- h. Electrical Design/ Documentation
- i. Civil Design/Documentation
- j. Structural Design/Documentation
- k. Mechanical Design/Documentation
- l. Architectural Design/Documentation
- m. Materials Research/Specifications

- n. Statement of Probable Construction Cost at completion of design development. Assist owner and architect in plan and scope adjustments from schematic design to final construction documents to align final constructions documents with construction budget.
- o. Presentations to Owner and interested parties prior to sending documents out for bids.

4. **Construction Management Services**

Construction services include but are not limited to the following:

- a. The CMAR must procure all trade contractors that were not identified as members of the CMAR team in the Proposal, in accordance with the federal procurement requirements and regulations.
- b. Prepare, execute and manage contracts with material suppliers and sub-contractors.
- c. Coordinate with project team and direct the work of sub-contractors.
- d. Conduct a general pre-construction and in-depth pre-construction meeting with all contractors and major sub-contractors prior to the start of their work activities.
- e. Provide temporary job site facilities and services.
- f. Provide site security, safety, and site access controls.
- g. Track construction costs and maintain detailed construction cost records.
- h. Review and process shop drawings and other submittals.
- i. Establish, monitor, and update a construction scheduling system.
- j. Maintain and provide as-built information to owner and prepare record drawings.
- k. Review requests for change orders and make recommendations to the Owner.
- l. Review and process all pay request applications by the sub- contractors.
- m. Develop and monitor a comprehensive safety program for the project.
- n. Conduct progress and coordination meetings with on-site trade foremen or superintendents.
- o. Conduct meetings with the Project Manager and the Engineer of Record to review construction progress, scheduling, conflict resolution, etc.
- p. Supervise, direct and manage complete construction of the Project.
- q. Obtain governing authorities' required permits and approvals.



## **G. STATEMENT OF QUALIFICATIONS SUBMISSION REQUIREMENTS**

Firms are requested to submit the following information in response to this RFQ:

1. Cover Letter. Must include: a) name, address, and phone number where the personnel assigned to this project will be based, and b) name, title, email address, and phone number of principal contact person, and statement regarding value and vision alignment with the RRRC which includes resourcefulness and creative problem solving consistent with a small-town, boot-strapping and a let's figure it out approaches to complete the project on time and on-budget, and flexibility.
2. Fee structure. How do you propose to be compensated and what is your estimate of the design fee based on the scope of work and your understanding of the project?
3. Firm Profile. The firm profile must include: a) years of existence; b) legal form of firm, c) location of home office; and d) general firm history. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary describing why your firm/team is the most qualified.
4. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
5. Personnel/Staffing. General information including name(s) of principals, professional history, number of employees, professional affiliations, and an organizational chart of the proposed staff for this project, including the architect or engineer of records. For each person listed in the organizational chart, include resumes highlighting relevant experience, credentials, honors and awards.
6. Management Systems. Describe the record keeping, reporting, monitoring, and other information management systems that the firm would propose to use for the project. Describe the scheduling and cost control systems the firm would propose to use for the project.



7. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the project and, if so, the nature of the work and capability to self-perform.
8. Estimating and Value Engineering. Demonstrate capability of in-house estimating projects and value engineering.
9. Scheduling. Demonstrate track record of performance of management projects to the original schedule.
10. Prior Defaults. Provide a complete listing of any public or private construction projects for which the firm has been declared in default.
11. Legal Compliance. Provide the firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten years.
12. Prior experience with CMaR project delivery method.
13. Brief description of representative projects similar in scope and size including your scope of work, design/construction costs, completion dates, name of contractor or construction manager, name of owner, owner contact. Comment on the key personnel who worked on these projects: Are they employed by your firm now? Were they in responsible charge while associated with another firm?
14. Demonstrated knowledge and innovation in rural community/urban/downtown planning.
15. List of current projects and status of these projects.
16. List of three relatable references with contact information and brief project description.

## H. CRITERIA AND EVALUATION FOR SELECTION

Up to a five-member committee representing the Owner will review all proposals, including the Red River Regional Council's Executive Director, Board Member, Project Manager, Project Architect, and potentially an expert in local construction. The successful CMaR firm will be selected based on the following criteria and points for a maximum of 100 points:

1. Qualifications and responsiveness of the firm – 20 points: Demonstration of services provided and case studies that align with the value and vision of the project.
2. Experience with CMAR projects – 20 points: Related to project experience of the firm and individuals assigned to this project.
3. Price / Value of Construction Management services – 10 points: Consideration to be given to the what's included in the Guaranteed Maximum Price, Clearly stating additional services and value provided, and willingness to identify add-alternates to best align with the overall project budget.
4. Understanding & Experience in working with federal grant requirements – 10 points: Examples include applying Davis Bacon, complying with Affirmative Action, following EDA Construction Guidelines as required.
5. Ability to complete the project and meet schedule – 10 points: Indicate availability of personnel and resources throughout the duration of the project. Ability to work with contractors, sub-contractors, and other consultants retained by the Owner to assure a quality project.
6. Price / Value of Construction Management services – 10 points: Consideration to be given to the what's included in the Guaranteed Maximum Price, Clearly stating additional services and value provided, and willingness to identify add-alternates to best align with the overall project budget.
7. Safety Record and practices to keep workers, visitors and the public safe during construction phases of the project – 10 points
8. Collaborative Partner – 10 points: Teamwork, collaboration, creative problem solving, and appreciation for small-towns values are essential for this community-based project to be successful.

Firms with a score of 75 or above will move to the interview stage. A final interview may be held in Grafton, ND or virtually. Be prepared to discuss your firm's philosophy, experience with CMaR, why the Hill Avenue Incubator project interests you, and how you envision the best partnership approach for our project on a mutually agreeable date and time, and within budget.

## I. SCHEDULE MILESTONES

The following tentative milestone dates will apply to the project

- Q1-Q2 2025 Predesign & Programming Complete
- Q1-Q2 2025 Schematic Design/Master Plan Complete
- Q2 2025 Design Development/Construction Documents Complete
- Q2 2025 Solicit Sub-contractor bids as required under general contractor services
- Q2 2025 Receive Bids/Award Construction Contract
- Q2 2026 Construction Substantial Completion

The Red River Regional Council is not responsible for any costs incurred by respondents to this RFQ or any work performed in connection with preparing for the response to this request.

***Thank you for your interest in our project that is intended to become a cornerstone to the redevelopment of the Grafton downtown district while serving the entire Red River Valley region to incubate future entrepreneurs to the surrounding communities.***

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