# Request for Proposals
# for Construction Manager as Constructor
## for the
# Hennepin Schools Building Remodel for a Community Facility
# Minneapolis, Minnesota

**Issued by:**

HENNEPIN SCHOOLS

**Date Issued: December 5, 2025**

**Hennepin Schools**
**1006 East 46th Street**
**Minneapolis, MN 55407**
**Ph. (612) 843-5055**

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## INSTRUCTIONS TO PROPOSERS

### I. Solicitation

The Hennepin Schools of Minneapolis, Minnesota is seeking proposals from firms qualified and interested in providing construction manager services for the Hennepin Schools Building Remodel for a Community Facility (hereafter referred to collectively as the Project). The selected construction manager will join the Owner, Hennepin Schools, and Damberg Scott Gerzina Wagner Architects, Inc. (Design Team) in December 2025. The selected construction manager will provide for the professional oversight and delivery of all aspects of the construction services required to complete the Project successfully, on time and within the Project's budget. The selected construction manager is expected to perform pre-construction, construction-phase, and project close-out services, in accordance with the terms and conditions of the Contract, for the Cost of the Work Plus a Fee with a Guaranteed Maximum Price (GMP) within the Project's agreed-upon schedule.

### II. Submittals

To be considered, Proposers must deliver submittals to the email address below, by the deadline. The Owner is not obligated to accept submittals received after the deadline, even if submittals are sent in a timely manner and the delay is due to circumstances outside of the Proposer's control. Proposer's should take appropriate precautions to ensure submittals are received by the deadline.

***Deadline:*** Proposals will be accepted until: **5:00 p.m. Central Standard Time (CST) on December 31, 2025.**

***Address Responses To*:**

Julie Henderson
hennepinrfp@hennepinschools.org

No proposals will be accepted by facsimile or mail.

***Mark Submittals as Follows*:**

"Construction Manager Proposal – Hennepin Schools Building Remodel for a Community Facility Construction Project"

By submitting a proposal, the Proposer represents that the Proposer has visited the site where the work is to be performed **and** has become familiar with local conditions and has correlated that knowledge with the requirements in this RFP. The proposal shall remain valid for at least sixty (60) days after the closing date for receipt of proposals. Modifications to or withdrawal of a proposal may be allowed only if received prior to the deadline for receipt of the proposal. No changes to or withdrawals of the proposal will be permitted after the time for specified receipt.

### III. Project Financing

This project is being funded by the Minnesota Department of Education under the Minnesota Mulit-Purpose Community Facility Project. The entire project budget totals $500,000.

## IV. Background and Project Summary

Hennepin Schools is a public charter school that relocated to its current facility in the fall of 2022 following a comprehensive renovation of an existing building. With students and staff now fully occupying the new space, the school seeks to establish a Community Learning Center to make productive use of the remaining unutilized areas within the facility. The proposed center will feature a large community gathering space, a classroom designed for adult education, four administrative offices, and a small demonstration kitchen to support instructional and community engagement activities.

## V. Schedule

Interested Proposers are requested to give careful consideration to their workload and capability of meeting Project schedules. Subject to the requirements and constraints outlined in the paragraph below, the Owner estimates the following schedule for the Project.

1. Request for Proposal (RFP) issued — December 5, 2025
2. Tour — December 12, 2025
    a. 11:00 am at 1001 E. 46th Street, Mpls, MN 55407, Door A
3. Written responses to RFP due to the Owner — December 31, 2025
4. Interviews (if desired by the Owner) — Week of January 5, 2026
5. Final Selection and Notification — January 20, 2026
6. Construction Manager Services Contract Award — Week of January 26, 2026

## VI. Questions and Clarifications

Interviews will not be held unless the Owner deems it appropriate to do so after evaluation of submittals is complete.

Questions regarding this RFP must be directed in writing to hennepinrfp@hennepinschools.org **no later than December 17, 2025, at 5:00 PM CST** so answers may be published and distributed to all Proposers. All emails must identify the RFP title in the subject line, include the contact information for the person submitting the question, and indicate the relevant document title, section, and page number, as appropriate. Questions will only be answered in writing. Revisions to this RFP shall only be made through formal written addenda that will be made available to all interested Proposers. Oral and other interpretations or clarifications will be without legal effect. It is the Proposer's responsibility to ensure they are on the Owner's list to receive all addenda.

Proposers must read this RFP thoroughly. Any ambiguity, conflict, discrepancy, omission, or other errors in this RFP must be reported in writing. Any changes or corrections to the RFP will be made only by written addendum issued by the Owner. Failure to report ambiguities, conflicts, discrepancies, omissions, or other errors in a timely manner prior to submission of the proposals will result in waiver of those issues.

## VII. Type of Agreement

The Owner will use AIA Document A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor as the Contract, where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

The Owner will use AIA Document A201-2017 General Conditions of the Contract for Construction. Additional Supplementary Conditions and details of the General Conditions may be included if mutually agreed by the parties. All Pre-construction, GMP, and Change Order negotiations shall be open book.

The Owner will use AIA Document A101-2017 Insurance and Bonds Exhibit to supplement the insurance and bond requirements set forth in Article 11 of the A201-2017 General Conditions.

## VIII. Scope of Work/Scope of Services and Project Delivery Method

As described in Section 1, the Owner intends to design and construct the Project utilizing a Construction Manager delivery process, and has chosen to issue this RFP before 100% Construction Drawings and Documents are released so that the selected Contractor can join the project team in time to provide pre-construction services including constructability, technical, and material selection reviews and comments, value engineering, and assist with project scheduling, construction sequencing, logistics and transport, and identification and sourcing of long lead items. The selected construction manager shall also provide all other services required to successfully complete the Project, as described in this RFP and the attached documents, including testing, commissioning, and project close-out and submission of As-Built drawings which will become Project Record Drawings.

At a time mutually agreed to by the Owner and the selected Construction Manager, the selected Construction Manager will provide a Guaranteed Maximum Price (GMP), including the CM Fee, for the Project.

## IX. Insurance, Certifications, and Other Requirements

Financial Wherewithal and Bonding Capacity: If a Proposer intends to submit a Proposal, the Proposer must confirm its ability to secure performance and payment bonds for a minimum of $5 million and advise if its maximum bonding capacity is over $5 million.

License: All Proposers are required to hold a valid Minnesota Business License and General Contractor's License sufficient to perform the work required by Project. Proposers must submit evidence of a valid License when submitting proposals in response to this RFP.

## X. Selection Process

Proposals will be reviewed by a review committee. In evaluating proposals, the Owner places high value on the following factors:

*Relevant Experience – 20 Points*

The Owner reserves the right to investigate referenced projects, contact references, and research other projects on which the Proposer has worked.

*Management and Proposed Project Staff – 20 Points*

*Philosophy and Methodology – 10 Points*

- Describe your experience or understanding of subcontracting and bidding conditions relevant to this Project.

*Cost Control – 10 Points*

- Explain your method of estimating the costs of construction before design documents are complete. Describe how your team will work with the Design Team to help reduce construction and life cycle facility costs.
- Describe how the Proposer will track and control Project costs and provide updates to the Owner. Discuss methods to be employed to control and minimize Change Order Requests.

*Financial Information and Capabilities – 10 Points*

*Fee – 30 Points*

- Pre-Construction Fee: Provide a fixed fee for services provided during design (i.e., early cost estimates, constructability, value engineering, etc.). Fee should include personnel time, miscellaneous expenses for all Contractor and applicable subcontractor staff, and all home office overhead and profit. The current design schedule is as follows:
    - SD: December 31, 2025
    - DD: June – July 2026
    - CD: January 31, 2026
    - GMP and Subcontractor Procurement: February-July, 2026
    - Construction Phase: July-December, 2026
- Construction Manager Fee: Describe your preferred fee structure (fixed fee, percentage of Cost of Work, or other). Provide a fixed fee, percentage, or other for profit and home office overhead that will be included in the GMP.
- General Conditions Cost:
    - Provide an estimated cost for General Conditions during the construction period including, but not limited to, all requirements in the AIA A201-2017 (Exhibit B). Provide line-item costs for the following: Field office trailer, trailer sanitation, mileage, vehicles, telephone, postage, facsimile, courier, office supplies, temp fencing, temp heat, temp water, snow removal, construction sign, dumpsters, general hauling, progress cleaning, weekly progress photos, required equipment rentals, and cost for Document Cloud services (Procore, Submittal Exchange, Plan Grid, or other to be approved).
    - Provide equipment rental rates and a statement describing the basis for establishing equipment rental rates used in the estimate of General Condition costs. Also provide anticipated rental rates that could be required throughout the Project and included elsewhere in the GMP, including rental rate escalation.
- Web CA Software

- Hourly Rates for Supervisory and Administrative Personnel: Provide an estimated cost based on hourly rates for on-site and off-site personnel and include any rate escalation that may occur through the construction period. Include the estimated hours each personnel will work per month.

**TOTAL POSSIBLE SCORE: 100 POINTS MAXIMUM**

These criteria are intended to describe the qualities the Owner is looking for in the selected Contractor but are not intended to constrain the Owner's discretion in selecting the firm it determines will provide the best overall value to the Owner in carrying out the Project.

## XI. Proposal Content and Format

Proposals should only address the selection criteria listed above. Submittals should include all of the following and adhere to the specified criteria:

| | |
|---|---|
| Cover Letter: | 1 page maximum |
| Narrative: | 2 pages maximum |
| Resumes: | 3 pages maximum (each) |
| Attachments: | As required |

One page is defined as one side of a standard 8 ½" x 11" sheet of paper.

## XII. Other

The Owner is not liable for any costs incurred by any Proposers, including the selected firm. All proposal preparation costs shall be the sole responsibility of the Proposers.