

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2019-57**

**RESOLUTION REGARDING THE ENGAGEMENT OF
CONSTRUCTION MANAGER AT RISK**

WHEREAS, the Village of Windsor (Village) contracted with Dimension IV Madison Design Group (Dimension IV) as the architect-engineer for the Windsor Public Works & Recycling Facility on CTH V; and

WHEREAS, the Village contracted with Dimension IV as the architect-engineer for the Windsor Police Department renovation at the Windsor Public Works Department facility on Depot Street; and

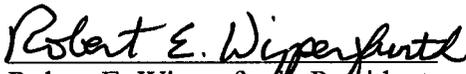
WHEREAS, Dimension IV has prepared the plans for the Windsor Public Works & Recycling Facility and the Windsor Police Department; and

WHEREAS, it is anticipated that the hiring of a Construction Manager will reduce the project cost in the long term;

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor that it hereby approves proceeding with the Request for Proposal for a Construction Manager and authorizes the Village Attorney, Village President and Administrator to finalize the Request for Proposal process and terms.

The above and foregoing resolution was duly adopted by the Village Board of the Village of Windsor, Dane County, Wisconsin at a meeting held on June 6, 2019, by a vote of 5 in favor, and 0 opposed.

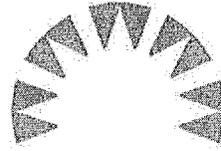
VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Christine Capstran, Clerk

INCORPORATED BY REFERENCE:
Exhibit A: Memo



Windsor

Growing Forward

To: Village of Windsor Board
From: Tina Butteris, Administrator
Date: June 6, 2019
Re: Request for Proposal – Construction Manager at Risk with a Guaranteed Maximum Price Per AIA A133-1997

Dimension IV Madison Design Group has almost completed the construction plans for the Windsor Police Department renovation and the Windsor Public Works/Recycling facilities. Staff, along with President Wipperfurth, recently met with Dimension IV to discuss the next steps for the project.

Based upon our discussion it is our recommendation that the Village advertise a Request for Proposal for a Construction Manager at Risk with a Guaranteed Maximum Price per AIA A133-1997 (CMAR). It is anticipated that the CMAR will reduce the project cost in the long term. The CMAR will guide, assist and represent the Village of Windsor during the remainder of the project planning, construction and occupancy.

The duties of the construction manager will vary as the needs of the Village of Windsor require, but services to be provided by the construction manager include, but are not limited to, the following:

- Offer project design and/or coordination ideas that may result in cost savings, efficiencies and a higher-quality facility.
- Help establish, monitor, and adjust a project time-line, and assure that deadlines are met.
- Facilitate the bidding of each component construction contract.
- Review the lowest responsible bidder(s) and provide recommendation of award.
- Provide the services of ordering materials to save sales taxes.
- Act as the Village of Windsor's representative on the project, including providing an on-site presence.
- Oversee the project safety and insurance programs.
- Manage the site security.
- Monitor the compliance of contractors with applicable codes and regulations, including ensuring that all materials are of high quality and standards, and that all necessary building and construction permits are obtained.
- Prepare any routine progress and budget reports deemed necessary by the Village of Windsor, including but not limited to progress updates, budget status and forecasting, activities planned, and deviations from the Village of Windsor's approved work schedule.
- Ensure the success of the building project.

A sample of the Advertisement, Request for Proposal information, and potential scoring card are below.

Advertisement/Notice:

Request for Proposals – Construction Manager At Risk (CMAR)

Village of Windsor New Public Works Building & Police Department Remodeling

The Village of Windsor requests qualified CMs to submit proposals for the combined ~\$4,600,000 building project.

Refer to <https://www.windsorwi.gov/> for details and complete RFP.

Pre-proposal meeting will be conducted at Windsor Village Hall Municipal Building, 4084 Mueller Rd, Windsor, WI 06/??/2019 at 2 pm.

Proposals due 07/??/2019 at 2 pm.

Details on the Request for Proposal:

Request for Proposal - CMAR

June ??, 2019

The Village of Windsor (VOW) with mailing address 4084 Mueller Rd., DeForest, WI 53532, kindly requests interested General Contractor/Construction Managers to submit a detailed proposal for Construction Manager At Risk (with a Guaranteed Maximum Price per AIA A102-2017) (CMAR) services associated with our upcoming new Public Works-Recycling project (a Pre-Engineered Metal Building structure) to be located at 4160 County Highway V, just north of the Windsor Sports Commons at the Highway V off-ramp from Highway 51. In addition, the scope will include a renovation of a portion of the existing Public Works garage known as "DPW-2" at 6770 Depot Street, Windsor, WI 53598 for purposes of creating a Police Department. VOW has engaged Dimension IV – Madison Design Group as the architect-engineer.

PLEASE NOTE: Any and all fees and costs for CMAR services and related activities *cannot and will not be paid* until *when and if* the construction project begins, which is contingent on Village approval.

CMAR services include but are not limited to construction cost estimating, the preparation and negotiation of a Guaranteed Maximum Price, competitive bidding as required by Wisconsin statutes, providing a Performance and Payment Bond covering the entire work (which is broadly estimated at \$4,600,000 including immediate site improvements) and managing the construction process with minimal disruption of ongoing operations. VOW may, at its sole discretion, permit the CMAR to self-perform, but if so, only by way of the required competitive public bidding process.

Please address the following in maximum ten (10) single-sided pages, and in the following sequence (these do not need to be separate tabs):

1. Cover letter indicating your interest and availability. Please limit to one page.
2. Brief description of the firm, current number of employees, owners, location(s), contact person, etc. Please limit to one page or less.
3. Brief description of similar, recent project experience with references; both PEMBs and remodeling projects if possible. Include photos. Please limit to two pages or less.
4. Resumes of your key team member(s). Please limit to one page or less, each. Please also identify one team member as your Project Manager and include an organizational chart if desired.
5. Brief description of similar, recent project experience for other similar organizations. Please limit to one page or less.
6. Fee proposal broken down into the following:
 - a. Fixed fee (if any) inclusive of all costs known as “reimbursables” for the preliminary phase concluding in construction cost estimating and preparation and negotiation of the Guaranteed Maximum Price (GMP) proposal based on the architect’s Documents. The CMAR fee as described below will not apply to these costs, and these costs cannot and will not be paid or a liability to the VOW until and if the construction project begins.
 - b. Percentage fee inclusive of all costs known as “reimbursables” for the bidding and construction phase.
 - c. A detailed estimate of your General Requirements (General Conditions) costs including the cost of the Performance and Payment Bond.
 - d. Please note: Owner will contract separately for architecture, site planning, interior design, and engineering. The CMAR fee will not apply to these costs.
7. Include an Insurance Certificate (ACORD form) reflecting your standard insurance coverages.
8. Please provide a brief description of your financial health, any claims or lawsuits you are currently resolving, and disputes related to your recent projects. Please limit to one page, and preferably, one paragraph.

Please note that extraneous, boiler-plate marketing material is unnecessary and unwelcome.



Windsor

Growing Forward

To: Village of Windsor Board
From: Tina Butteris, Administrator
Date: June 6, 2019
Re: Colleague Input on Use of Construction Managers

As Windsor is considering the use of a Construction Manager, I thought it might be helpful to see what other colleagues thoughts were on the use. Through the Wisconsin City/Management Association, we have a Peer Resource Center to which I was able to find the following:

Responses to Question: How many municipalities have used a Construction Manager (professional services) vs. a General Manager (bid item) for new or expansion of buildings?

City of Baraboo: I found it to be cost effective because the construction manager represented the City whereas; the General Contractor represented himself and the subcontractors. The Construction Manager is more likely to look out for the City's interests and is a good problem solver. I think they are very cost effective.

Eau Claire County: We believe the Construction Manager is cost effective and will work directly for the County and its interest.

Village of Pleasant Prairie: The Village has used a construction manager on several large projects and we have realized some significant savings as well as avoiding some of those peeing matches between architects and general contractors.

City of Oshkosh: I used a construction manager for a fire station and town hall. I made the recommendation based on input from my colleagues. I continue to recommend and use the Construction Manager for all of the above stated reasons.

Responses to Question: Have you had successful building construction project utilizing a Construction Manager? If the construction manager is also a contractor, did you allow the firm to bid on the project? What percent of project costs was the fee for the construction manager? Did the construction manager oversee the selection of an architect?

Village of Pleasant Prairie: We has a Construction Manager build a recreation center, ice arena, and Department of Public Works Addition. We allowed the Construction Manager to bid on various aspects of the project because we still received the bids, and opened them in public. We did not have the Construction Manager oversee the selection of the architect, and we felt that was a valuable check on the Construction managers work, as well as evaluating any bids that were

submitted. We k now that we were able to value engineer more effectively with a Construction Manager than through a straight bid.

Town of Grand Chutte: We used a Construction Manager to assist us with our new Town Hall. They came on board after we hired the architect (not a conscious decision, it just took me a while to sell the benefits of a Construction Manager). We did not allow them to bid on any aspect of construction, but we had a slight change of heart as the project progressed. After we developed a comfort zone with the Construction Manager, we allowed the onsite project Superintendent to do work. It was worth every penny. In addition to saving us money through their recommendations, it saved me many headaches I would have had fighting with a General Contractor. I strongly recommend the use of a Construction Manager.

Hope this information if helpful.