



PROPOSAL FOR

WATERVILLE ELYSIAN MORRISTOWN SCHOOL DISTRICT #2143

CONSTRUCTION MANAGEMENT SERVICES



Mr. Joel Whitehurst, Superintendent
Waterville-Elysian-Morristown School District #2143
500 East Paquin Street
Waterville, MN 56096

DECEMBER 12, 201





Responsive partner.
Exceptional outcomes.

December 12, 2018

Mr. Joel Whitehurst, Superintendent

Waterville-Elysian-Morristown School District #2143
500 East Paquin Street
Waterville, MN 56096

RE: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES

Dear Mr. Whitehurst:

Thank you for the opportunity to submit our proposal to provide Construction Management services to WEM Schools. Over the past 30+ years, Wenck has built or improved more than 10,000,000 square-feet of learning environments within the state of Minnesota. In this time, we have never delayed the opening of a school, or exceeded a pre-referendum budget. Below we wish to highlight several key components that will distinguish our company as the one to represent your District.

- **Specialized Focus** – This is exactly what we do! Wenck’s primary business is to provide Construction Management services to public school districts. Our processes have been developed over 30+ years to specifically meet the needs of building programs like yours.
- **Team Strength** – We have proposed members of the same construction team that is currently in the final stages of a district-wide building program in the Rosemount-Apple Valley-Eagan School District. This team has a proven track-record of creating successful projects in other districts and will do the same for you. As an added benefit, we have proposed our in-house mechanical expert to serve as your Project Manager for these mechanically-intensive projects.
- **General Conditions Savings** – Wenck provides savings and eliminates conflicts of interest by competitively procuring all general conditions on behalf of our clients. We do not seek to gain any profit by inflating and expending General Conditions budgets, and work to maximize the funds retained by our clients.
- **We Are Ready to Start** – We believe that these projects will require a great deal of planning in a short timeframe to meet your objectives. Wenck’s Pre-Construction team is immediately available to begin planning, phasing, and budgeting for your projects.

Should you have any questions regarding our services or proposal please feel free to give me a call at 952-292-4833 or send me an email at ahoffmann@wenck.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andy Hoffmann', with a stylized flourish at the end.

Andy Hoffmann
Vice President of Pre-Construction

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YEAR ESTABLISHED:

1985

AREAS OF EXPERTISE:

Construction
Environmental
Engineering
Response

LEGAL STATUS:

Corporation

OWNERSHIP:

100 % Employee-owned

SIZE:

275+ employee-owners

PRIMARY CONTACT:

Andy Hoffmann
Vice President
Phone: 952-292-4833
Email: ahoffmann@wenck.com

LOCATIONS:

- Golden Valley, MN
- Woodbury, MN
- Maple Plain, MN
- Duluth, MN
- Windom, MN
- New Hope, MN
- Fargo, ND
- Mandan, ND
- Fort Collins, CO
- Denver, CO
- Sheridan, WY
- Cheyenne, WY
- Roswell, GA

ABOUT US

Founded in 1985, Wenck operates both nationally and internationally providing holistic construction, environmental, engineering, and response solutions. We are your partner and advocate with 275+ multidisciplinary technical experts championing all facets of your most essential business interests. With a passion for air, water, waste, land/natural resources, and infrastructure, we utilize our expertise to ensure your organization is operational and thriving.



Wenck believes collaboration leads to innovation, so we engage the right internal experts and leverage strategic alliance partners to drive projects forward. We stay current on the latest technical details, regulations, and movements across all our market areas, managing the risk for you with economic efficiency in mind. And as environmental stewards, we value community and resilient ideals that result in shared success. Let us know how we can help you build a better planet.

Construction Focus

Over the past 30+ years, Wenck has constructed more than 10,000,000 square-feet of public space within the state of Minnesota, with past projects ranging in value from \$10,000 to over \$140,000,000, and up to 410,000 square-feet in size.

Our clients trust us to deliver innovative, cost effective solutions. Our consultative approach is one of the many reasons that 90% of our clients have partnered with us time and again over the past 10-years.

In addition to developing our own project management best practices in-house, Wenck was one of the first firms in the nation to specialize in Construction Management (CMA) as the primary delivery method for large-scale, public building projects for clients across the Midwest. Our firm was among the founding members of the Construction Management Association of America (CMAA), and past members of our firm co-authored the CMAA Quality Management Guidelines. Today, we continue to be innovators not only to elevate the quality of our buildings, but ultimately to enhance the overall client experience.

OUR SAFETY COMMITMENT

Our goal at Wenck is to have every member go home in the same condition that they came to work. In order for that to happen, we provide a rigorous health and safety program that includes continuous training, ongoing job site inspections, and a variety of timely safety initiatives. Safety is at the forefront of everything we do as an organization. It is a commitment we make to ourselves, our families, fellow employee owners, and our clients.



Patrick Kinney,
Director of Health & Safety

ANDY HOFFMANN

Vice President

Andy has 20 years of experience working in the Construction industry, including more than 10 years with Wenck. He will work with project stakeholders to develop a project management plan that meets your needs during construction. He will work to identify the key milestone dates for design, procurement, and construction that will serve as a roadmap for completing the work on-schedule. During the Design phase, Andy will develop schematic cost estimates for various design options and building features being considered allowing you to make informed decisions about design scope and cost implications.

Andy will lead our team through the Planning and Design phases, and transition day-to-day leadership to our Construction-phase team, led by Shawn Meschke, as we approach the Bid phase. During construction, Andy will be responsible for oversight of our team, and serve as the District's executive contact at Wenck.

EDUCATION

Minnesota State University, Mankato – Mankato, MN
BS, Construction Management

PROJECT EXPERIENCE

- **St. Paul Public Schools** – \$115 Million in District-Wide Deferred Maintenance, Additions, and Renovations
- **Jordan Public Schools** – \$35 Million Jordan Middle School Addition/ Renovation and Jordan Community Education & Recreation Center Projects
- **Burnsville-Eagan-Savage Public Schools** – \$65 Million in District-Wide Deferred Maintenance, Additions, and Renovations
- **Duluth Public Schools** – \$80M Additions and Renovations to Duluth East High School, and Myers Wilkins Elementary School
- **Rosemount-Apple Valley-Eagan Public Schools** – \$130 Million in Deferred Maintenance, Addition, and Renovations
- **Hopkins Public Schools** – Planning and Cost Estimating Subconsultant for \$30 Million in Deferred Maintenance, Additions, and Renovations
- **Metropolitan Airports Commission** – Capital Improvement Projects at MSP Airport Totaling \$95 Million
- **City of Marshall** – New \$16 Million Red Barron Arena & Expo Center
- **Prior Lake-Savage Schools** – Planning and Cost Estimating Subconsultant for \$119 Million District-Wide Building Program



AREAS OF EXPERTISE

Pre-construction
Project Management
Estimating
Community Outreach
Public Bid Procedure
Bid Marketing
Value Engineering
Construction Phasing

PROFESSIONAL MEMBERSHIPS

Construction Management Association of America (CMAA) Board of Directors (2012-2018)

Minnesota Educational Facilities Management Professionals (MASMS) Member

Minnesota Association of School Administrators (MASA)

Minnesota Construction Association (MCA) Member

SHAWN MESCHKE, PE, LEED®

Senior Project Manager

Shawn, an Owatonna native, has strong family ties to the District with many family members who have attended and/or worked for the District. He is a registered, but non-practicing Professional Engineer with over 25-years of experience in the construction industry. The greater part of his career has been focused on the successful delivery of public construction projects for his clients.

He will be involved in your project from concept to completion. He will work with our pre-construction team members to provide input prior to construction, actively participate in the bid marketing process, and lead our day-to-day construction phase operations. Shawn will vet all change order pricing, review pay applications, provide progress reports to the District, and ensure that the specified project requirements are met or exceeded.



EDUCATION

University of Minnesota – Twin Cities, MN
BS, Civil Engineering

UW Wisconsin – Eau Claire
Pre-Engineering

PROJECT EXPERIENCE

- **St. Paul Public Schools, Como Park Athletic Field** - New turf field, site remediation, stormwater improvements and lighting
- **St. Paul Public Schools, Como Park High School** - \$44 Million phased addition and renovation of an occupied High School
- **Prince of Peace Lutheran Church, Burnsville Campus** - \$12 Million Site improvement and building expansion
- **University of Minnesota, Amplatz Children’s Hospital** - 260,000/SF expansion and 50,000/SF renovation*
- **University of Minnesota, Variety Club Research Center** - 6,400/SF medial research facility renovation*
- **University of South Dakota, Student Union Center** - \$10 Million renovation, expansion, and site improvement project*
- **BlackRock, Calhoun Square Redevelopment** - \$30 Million retail center redevelopment*
- **McNally Smith College of Music, St. Paul Campus** - Various renovation projects*

AREAS OF EXPERTISE

Project Management
Estimating
Community Outreach
Civil Construction
Bid Marketing

CERTIFICATIONS

Professional Engineering
License: MN #25507

LEED: Green Associate

OSHA: 10-hour

U of M Erosion and
Stormwater Management:
through 2018

*Experience prior to joining Wenck

GREG KOBA

Project Manager

Greg has over 15 years of construction experience, including 8 years as a Mechanical Project Manager. He holds a Masters State Plumbing License and both St. Paul and Minneapolis Masters Plumbing Certificates. Greg has overseen a wide variety of school projects at Wenck, but his expertise in the mechanical field makes him an ideal Project Manager for projects that include significant portions of Deferred Maintenance work.

In the Pre-Construction phase, Greg is responsible for assisting with estimates, developing scope of work specifications, and troubleshooting MEP designs. During construction, Greg has day-to-day responsibility for budget, schedule, and contractor performance oversight.



EDUCATION

St. Paul Technical College Plumbing Certification – St. Paul, MN
Plumbing Certification

Hamline University – St. Paul, MN
Bachelor of Science Degree

PROJECT EXPERIENCE

- **Rosemount-Apple Valley-Eagan Public Schools** – \$6 Million Diamond Path Elementary Additions and Renovations
- **Rosemount-Apple Valley-Eagan Public Schools** – \$5 Million Cedar Park Elementary Additions and Renovations
- **Rosemount-Apple Valley-Eagan Public Schools** – \$14 Million Rosemount High School Additions and Renovations
- **Rosemount-Apple Valley-Eagan Public Schools** – \$5 Million Echo Park Elementary Additions and Renovations
- **Rosemount-Apple Valley-Eagan Public Schools** – \$2 Million Thomas Lake Elementary Additions and Renovations
- **Burnsville-Eagan-Savage Public Schools** – \$52 Million Burnsville High School Addition and Renovation
- **St. Louis Park Public Schools** – Various Deferred Maintenance Projects*
- **Prior Lake-Savage Area Schools** – Various Deferred Maintenance Projects*
- **St. Paul Public Schools** – Various Deferred Maintenance Projects*

* Experience prior to joining Wenck

AREAS OF EXPERTISE

Project Management
Estimating
Bidding
Mechanical, Electrical,
Plumbing
Budget Management
Quality Assurance
Project Closeout

PROFESSIONAL MEMBERSHIPS

Minnesota Educational
Facilities Management
Professionals (MASMS)
Member

MARK INDRELIE

Project Superintendent

Mark has over 25 years of experience in the Construction industry. He will serve as your Project Superintendent. He will become involved prior to the start of the Construction phase, and will be responsible for managing all on-site activities with support from the rest of our project team.

As a Project Superintendent, Mark will be responsible for the overall coordination of contractors, sequencing of work, and performing quality assurance inspections. He will oversee the safety of contractors, District staff, students, and the public while serving as the District's "eyes and ears".

Mark will take pro-active measures to enforce standards of quality, making sure the schedule is adhered to, work is performed according to specifications and plans, and that materials are delivered as promised.



EDUCATION

University of Minnesota – Waseca, MN
A.A.S Animal Science

PROJECT EXPERIENCE

- **Rosemount-Apple Valley-Eagan Public Schools** – \$12 Million Apple Valley High School Additions and Renovations
- **Rosemount-Apple Valley-Eagan Public Schools** – \$3 Million Oak Ridge Elementary Additions and Renovations
- **Burnsville-Eagan-Savage Public Schools** – \$52 Million Burnsville High School Addition and Renovation
- **St. Paul Public Schools** – \$20 Million Adams Spanish Immersion School
- **Prince of Peace Lutheran Church** – \$12 Million Burnsville Campus Expansion and Renovation
- **Jordan Public Schools** – New High School*
- **Jordan Public Schools** – Elementary School Addition and Renovation*
- **Albert Lea Public Schools** – Senior High, Middle, and Elementary School*
- **New Prague Public Schools** – New Elementary Schools, Senior High Addition, and Middle School Remodel*

* Experience prior to joining Wenck

AREAS OF EXPERTISE

Project Management
Safety & Security Planning
Contractor Coordination
Site Logistics
Construction Phasing
Scheduling
Project Closeout

CERTIFICATIONS

OSHA 10 Hour Certification



SHAWN LOUWAGIE | CIVIL COORDINATOR

Shawn holds Bachelor's degrees in Construction Management from Minnesota State University Moorhead, and Civil Engineering from North Dakota State University. He has been with Wenck for over eight years, serving first as a Civil Engineer in the municipal sector where he earned his Professional Engineer License, and for the past two years as a Civil Construction Coordinator. His responsibilities include civil cost estimating, civil design review, and verification of site conditions. Shawn will help our team establish reliable costs in the Design phase, and review designs to avoid or minimize the impact of change orders during construction.



JOE UHLHORN | PROJECT CONTROLLER

Joe has over 12 years of construction industry accounting experience and currently serves as Controller for Wenck Construction. He holds a Bachelor's degree in Finance from the University of St. Thomas, and has led the accounting process for more than two hundred million dollars in construction contracts on behalf of Minnesota Public School Districts. Joe's responsibilities will include overseeing the preparation and reconciliation of contractor Pay Applications, and all contractor, vendor, and Construction Manager invoicing. Joe will tailor his documentation process to fit your needs, and work with our Project Management team to provide a complete financial summary to the District on a monthly basis.



LISA KNOX | PROJECT ADMINISTRATOR

Lisa has four years of experience in the construction industry as a Project Administrator and over 25 years of administrative and service experience. Lisa will assist with the preparation of contracts, submittals, Insurance, and Closeout Documents as well as tracking all Change Orders, preparing/reviewing meeting minutes and assisting with the overall project documentation and communications. Lisa is also proficient in the use of our Procore construction management software. She will serve as our lead for implementing Procore systems across the District's projects, and will provide training to District representatives so that the District's team members can access real-time project information using any mobile device.



PATRICK KINNEY, MPH, CIH | SAFETY MANAGER

Patrick has over 17 years of experience working in the Construction industry, including seven years as an OSHA Inspector. He has been with Wenck for four years. During the Pre-Construction phase, Patrick will assist with our development of a Safe Site Utilization Plan. During Construction Patrick will regularly visit the sites to review safety procedures and update our safety plans. He will also be responsible for reviewing contractor safety plans, preparing the project safety specifications, and providing continuous safety training to our on-site staff.



St. Paul School District # 625

PROJECT NAME: District-Wide Building Improvements
PROJECT LOCATION: St. Paul, MN
PROJECT SIZE: \$115,000,000

Wenck was selected to join the St. Paul Public School team in 2012 as one of two Construction Management consultants. Since our initial selection, Wenck has earned a reputation for undertaking the District's largest, and most complex projects. Led by our Vice President Andy Hoffmann, the Wenck Pre-Construction team has recently completed a 12-month Pre-Construction effort helping the District plan for a significant portion of their district-wide facilities program.

Wenck's past Construction Management projects have included a three month, \$4.5 million renovation at Humboldt Junior High School, and a two-phase, \$9 million addition and renovation project at the Downtown Creative Arts High School. Our current Construction Management projects include the three largest construction projects that the District has undertaken in the past 50-years. The addition and renovation projects at Adams Spanish Immersion Elementary School, Como Park High School, and Humboldt High School total \$115 million in value, and will be completed in up to eight phases while nearly 3,000 students continue to occupy the buildings.

This type of construction requires a degree of care that Wenck is known to provide. To plan for projects of this type, Wenck engages our in-house Pre-Construction team, which includes a mechanical, electrical, and plumbing (MEP) coordinator, civil systems coordinator, engineering staff, traffic planner, and safety manager. The customized phasing and site-use plans for each building were designed to meet the District's occupancy needs, while maintaining building life-safety systems at all times. In addition to addressing building safety, our in-house Safety Manager and traffic planning staff helped to prepare site utilization and traffic flow plans to ensure safe operation of the site, and minimize the impact to staff and student traffic.



JORDAN SCHOOL DISTRICT # 717

PROJECT NAME: Jordan Middle School and Community Education and Recreation Center
PROJECT LOCATION: Jordan, MN
PROJECT SIZE: \$35,000,000; 168,000/SF

Serving as Construction Manager, Wenck partnered with the Jordan Public School District to plan a successful bond referendum in 2014. Voters overwhelmingly supported the referendum to complete additions and renovations to the existing Jordan Middle School; creating a 21st century learning environment for students as well as a new Community Education and Recreation Center.

Our Team worked with District staff over a six month period to develop phasing options that effectively met the District's needs. We identified construction limits and completion dates associated with each phase to develop a bidding/procurement schedule unaffected by material lead times. Contracts were bid in three phases, or "Bid Packages", allowing work to begin as final designs were being completed. We carefully monitored the design and budget, resulting in a final cost as-bid that was approximately \$500,000 below budget.

The original 1960s era building did not include a commons area, so the District's vision involved creating a new "Heart" of the building. The new "Heart" features a 15-foot raised roof with storefront windows running from the main entrance into the center of the building to provide natural lighting in the commons area.

The new three station gymnasium and Community Education and Recreation Center features a secure entrance for the general public to access during the school day. The Center amenities include rubberized multi-purpose flooring, an elevated walking track, large group meeting space, an open exercise room; and indoor tennis, volleyball and basketball amenities as well as a concessions area.



Rosemount - Apple Valley - Eagan School District #196

PROJECT NAME: District-Wide Building Program
PROJECT LOCATION: Rosemount, Apple Valley, Eagan, Burnsville, and Lakeville, MN
PROJECT SIZE: \$130,000,000

Wenck has a long-standing relationship with the Rosemount-Apple Valley-Eagan School District, completing a wide variety of projects within the District since 1996. Past projects have included a \$65 million district-wide facilities plan which was completed in 2008, construction of the new \$13.5 million Dakota Valley Learning Center which was completed in 2014, and dozens of other addition and renovation projects spanning more than two decades and several district administrative teams.

Wenck is currently completing a \$130 million district-wide building program which was funded by a successful referendum in November of 2015. The building program consists of thirty five (35) individual projects ranging in value from \$300,000 to over \$27 million, including a new elementary school, several site-improvement projects, and additions/renovations across the district.

Members of Wenck's proposed team are currently in the final stages of a district-wide improvement program that began in the summer of 2016, and the last of the projects will be occupied in December 2018. Building program costs are currently tracking under budget, and all projects are on-schedule with less than one month of construction remaining on the final three of 35 projects.



Burnsville-Eagan-Savage School District #191

PROJECT NAME:	District Wide Building Program
PROJECT LOCATION:	Burnsville, Eagan, and Savage, MN
PROJECT SIZE:	\$65,000,000

Wenck was selected to serve as the Burnsville-Eagan-Savage School District's Construction Manager before passing a referendum in the spring of 2015. The referendum provided space for students at ten elementary schools, relocated the district offices, and provided several additions to Burnsville High School.

The keystone project in the \$65 million building program was a \$52 million addition of a 9th grade campus, science wing, and fieldhouse to Burnsville High School. In order to meet the District's schedule for reconfiguring grades, Wenck was tasked with completing the project in 13-months.

Since a typical project of this scale would require up to 20-months of construction, our team had to expedite every aspect of the project. We bid the work in phases as design was still underway which allowed our team to begin construction six-months before final designs were completed. This approach also allowed us to procure long-lead materials such as precast concrete and steel before they were needed on-site. Our Pre-Construction team also played an important role in the Design phase, reviewing designs and identifying methods and materials that could be expedited more easily.

After overseeing an average of nearly \$200,000 in construction per day for 13-consecutive months, our team was able to complete the project on-time, and below budget. The tremendous planning, scheduling, and coordination of work has led to a project that seemed impossible given the tight timeframe.



Duluth School District #709

PROJECT NAME: Denfeld High School
PROJECT LOCATION: Duluth, MN
PROJECT SIZE: 104,000/SF Addition, 152,000/SF Renovation; \$41,700,000

Wenck provided Construction Management services for the District's \$140 million building program which included additions and extensive renovations to Denfeld High School.

Our Team worked with the District and Architect to develop a phasing plan which allowed the full renovation of the building to take place while students occupied the building. Existing masonry was fully restored, all mechanical and electrical systems were replaced, and classroom spaces were reconfigured to match the delicate aesthetic of the existing building.

The newly renovated High School features a historic 120-foot tall clock tower, up-to-date science classrooms and labs, modern classrooms with state-of-the-art technology, secure entry and monitoring systems to ensure student safety, improved parking and separation of bus and auto traffic, modernized heating and plumbing systems to save energy and reduce environmental impact; and spaces for art, media, and athletics.

CONSTRUCTION MANAGEMENT APPROACH

Pre-Construction

A common misconception is that construction funds are determined once a project is bid, when in fact, more than 90% of construction costs are determined before designs are 60% complete. The materials and systems that will go into your building are what determines the cost, much of which is determined in the early design phase. Once a project enters the final design and/or bidding phase, it is often either too late, or too costly to redesign a project to meet either a budget or a need.

Many of Wenck's most valuable services are provided in the pre-construction phase, as our team works to understand the costs, and proposes savings, or value enhancing options. The critical cost-control steps discussed below are what will keep your project on-budget, on-schedule, and set up for success.



Cost estimating/control during design

We achieve a high level of estimating accuracy by applying the technical expertise of our entire Estimating Resources Group. Each member of our Team has a background and technical knowledge in a specific building trade. This specialization helps us to provide not only precise estimates, but also identify constructability issues, Value Engineering options, and schedule concerns as they apply to specific trades.

To determine quantities for earthwork and site utilities, our Civil Estimating Team uses AutoCAD Civil 3D software. The Civil 3D software uses the surveyed site grades and designed grade modifications to estimate precise soil quantities. Our Civil Team monitors as-bid costs, workforce availability, and transport distances to establish reliable unit pricing for utility and excavation costs.

Planswift software allows building and landscape material quantities to be estimated and recorded electronically in an easy-to-understand PDF format. This tool allows us to clearly communicate our understanding of the material quantities and locations with you and the Design Team.

Although we know that the design team is currently preparing and estimate, we are prepared to vet the costs by preparing three independent estimates for each phase of the project as follows:

Schematic Design Estimates - are developed as the early design evolves to evaluate the general scope and cost of the proposed work. Quantities are estimated where available and assumptions are made where designs have not yet been completed.

Design Development Estimates - will be prepared to continue evaluating the established project budget and scope in greater detail. As the designs develop and information is added, assumptions are replaced by actual quantities and verified costs.

Construction Documents - Estimates are extremely detailed and include the specific costs associated with labor, materials and equipment. Our Project Executive, Project Estimator, and Project Team will conduct a line-by-line review of each Construction Document estimate with all members of our Estimating Resource Group to confirm the accuracy of each final cost.

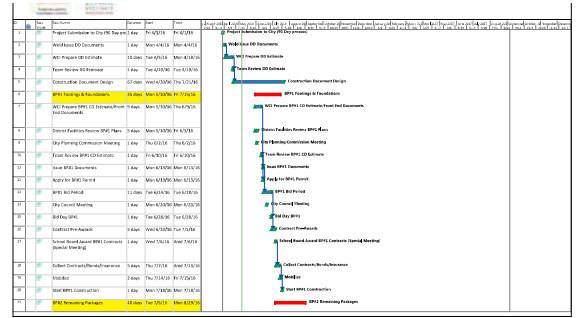
Our Team will work with the District to identify a scope of work for each project that matches the available funds. We will develop bid alternatives to ensure that projects stay within budget on Bid Day. Estimated quantities for potential unforeseen conditions will be estimated and included within the bid documents as allowances to ensure that the District receives a fair value for unknown scope or project savings when scope is less than anticipated.

CONSTRUCTION MANAGEMENT APPROACH

Project Scheduling

In over 30-years of operation and with more than 300 projects completed, Wenck has never had to delay the opening date of a new or renovated building. This is a statistic that we are extremely proud of, and one that we strive to maintain year after year.

Our team will work with your stakeholders and design team to prepare and maintain a Master Schedule that aligns with cash-flow projections and identifies the timelines for each project. This schedule will serve as a roadmap for the overall building program. We will work with your stakeholders to communicate key schedule dates to the Public and will hold all Project Team Members accountable for meeting or exceeding the established timelines.



Critical Path, Milestone, and Look-Ahead Schedules will be developed for each project and the building program as a whole. These schedules will be used to monitor progress, identify timelines for use in bidding and communicate our upcoming activities with building occupants.

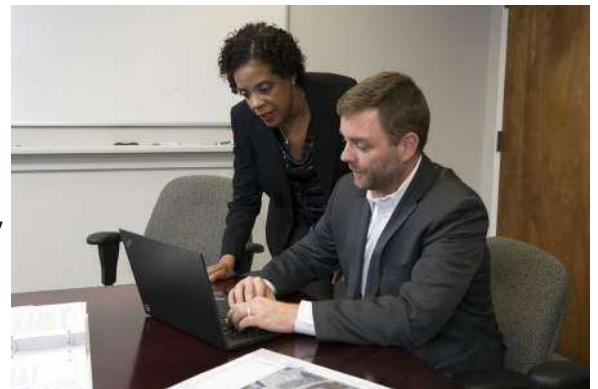
Microsoft Project Scheduling software is used to create and update the progress of Critical Path Schedules. These highly technical schedules are used to document progress, schedule recovery timelines, and identify phasing sequences for various areas of each site. Critical Path Schedules will be used to review the project and program.

Milestone Schedules will be used to communicate general construction timelines with contractors during the Bid Phase. Milestone dates will be written into the contract documents and contractors will be contractually obligated to operate within these timelines.

Look-Ahead Schedules will be prepared for each project on a weekly basis. These schedules will identify the type and location of work that will take place over the following weeks. Look-Ahead Schedules are used to coordinate the activities of various contractors and communicate upcoming activities with building staff.

Preparation of bid divisions proposed for construction of each project phase

Nearly every project we are part of involves phased-bidding, the practice of bidding portions of the work prior to completing the final design. We will administer the bidding process on your behalf and provide all contract administration to facilitate the multiple prime contracts. Our Dakota Valley Learning Center project with ISD 196 included 32 individual contracts which were bid in two phases. The phased approach on this project allowed a majority of the earthwork, utilities, large concrete footings, and retaining walls to be installed before the winter “freeze-up” saving the District approximately \$60,000 in construction costs associated with building in winter. This also allowed work to be bid in the fall while contractors were less busy.



CONSTRUCTION MANAGEMENT APPROACH

Bid and award administration

We will facilitate the bid advertisement process and list the project locally in approved Plan Rooms, construction industry publications, and approved local newspapers. We also use computer-based bid solicitation software that includes hundreds of qualified contractors. The electronic notification system notifies the contractors about your project. The program sends a customized "Invitation to Bid" to each contractor detailing the bid date, when and where bid documents are available and any special bidding requirements. Our Project Team will hold Pre-Bid Conferences to clarify contractor questions and, in conjunction with the Architect, clarify design details. At bid openings, we will organize and manage the entire process as directed by the District.



After the bids are opened an extensive bid analysis is performed. A Pre-Award Meeting is conducted with each apparent low bidder to make sure that the low bids are acceptable and the schedule outlined in the bid documents is clearly understood. We then prepare a recommendation for the contract award to be presented to the District for approval.

Once contracts have been approved by the District, we will prepare and issue contracts, procure contractor bonds, insurance certificates, contractor safety plan, and any other required documentation before beginning Construction. During Construction, our Team will be responsible for documenting any contract changes and keeping the District informed of the overall program and individual project status.

As an example of our bid marketing efforts, Wenck made over 300 bid marketing phone calls leading up to the Stillwater Police Station and City Hall Pre-Bid Meeting which was attended by forty (40) perspective bidders. After reviewing the list of attendees, we began targeting our bid marketing efforts towards divisions of work that were not represented at the Pre-Bid meeting. The end result of these efforts was a total of 65 bids for 16 contracts, with bids received from every applicable trade.

On-site full-time project supervision and project management

Wenck believes that maintaining the make-up of the construction team from project inception through project completion improves teamwork, enhances the decision-making process and ultimately, provides the greatest opportunity for a successful building program. The same key team members will serve the District for the full duration of the project.

We will provide full-time management and site supervision for the entire building program. Our project team members will be assigned to individual projects, or groupings of smaller projects in close proximity to one another to supervise and coordinate the work of contractors. We will work with the District to develop a management and supervision plan that efficiently meets your needs without compromising the requirements of the program or individual project.



Our Superintendents will be dedicated to the District on a full-time basis during their respective work assignments, or whenever efficiently possible, for the duration of the building program.

CONSTRUCTION MANAGEMENT APPROACH

Safety program

Our Team will take a proactive approach to safety on your projects. Our in-house Director of Safety and former OSHA inspector, Patrick Kinney, will carefully analyze the needs of our work sites and custom tailor a safety program to meet the unique needs of each facility. Our comprehensive safety plan will extend beyond the areas directly affected by construction activities to address building security, pedestrian safety, and the concerns of local police and fire officials.



Security badges will be required for all contractors working in occupied facilities and physical separation of construction areas from occupied areas will be maintained at all times. Detailed Site Utilization Plans will be developed to communicate construction boundaries.

Controlling and coordinating site access for the contractors while maintaining access and traffic flow for the students, staff, and public will be an important component of our safety plan. Our in-house Traffic Engineering staff will work to proactively identify and address vehicle and pedestrian traffic concerns.

Change order procedures

Should a change in work scope become necessary, our Project Management and Supervision Staff will carefully analyze any Change Order requests and require each contractor to provide a detailed cost breakdown for their Change Order proposals. We will analyze each proposal for merit before summarizing and determining the final cost of any Change Order. This analysis is done with every Change Order request before it is forwarded to the design team for further action. This “first line of defense” or “culling out” process ensures that only valid changes with reasonable compensation or District credit are recommended for further action.



We will challenge contractors on any issues we believe are unwarranted and request that the contractor reconsider, revise, and/or drop their claim. Wenck will present the Change Order information with supporting documentation for presentation to the design team for review and approval. The design team will review the Change Orders and then forward to the District for approval. No changes in the work or costs/credits will be implemented without approval from the District.

Punchlist, Closeout, and Warranty Phase

Once construction is substantially complete, Wenck will work with the District’s staff and design team to identify punchlist items for contractors to complete before releasing final payments. We will administer the punchlist process and verify that all items are complete before recommending final payments be made to contractors.

Following the punchlist phase, Wenck will compile all of the as-built documents, warranties, operations and maintenance manuals, and building systems training videos into one electronic document. This document will be essential in planning for future building improvements, the long term operation of your building, and training of future building maintenance staff.

One year after substantial completion, Wenck will perform a one-year warranty inspection together with your building staff and design team. During this inspection, we will work to identify warranty related items that have been discovered within the building’s first year of operation. Once a warranty list has been assembled, Wenck will oversee the completion of any identified items. This is a critical step in the long term operation of your building because while some materials such as roofs and mechanical equipment may have ten-year or more warranties, every nut and bolt that went into your building is warranted for a minimum of one year. The one-year warranty punchlist process provides Wenck, and our clients, an opportunity to address any warranty claims before the first of your warranties expire.

Wenck proposes a two part compensation structure consisting of a percentage fee and reimbursable expenses. Our proposed fees and reimbursable expenses are based on the industry standard AIA C312 Form of Agreement Between Owner and Construction Manager as Advisor.

Construction Management Fee:

Wenck proposes a fee totaling 0.65% of the construction cost, or \$98,735 based on an anticipated construction cost of \$15,190,000. This fee will cover all costs for software licenses, home office equipment, professional insurances, accounting staff, and any per diem expenses. The Construction Management fee will not be applied to “soft costs” such as design fees, furnishings, abatement costs, bond financing, or other miscellaneous District expenses.

Reimbursable Expenses:

Wenck proposes the following rates for all Construction Management staff and equipment:

2019 Rate Schedule	
Vice President	\$130/HR
Pre-Construction Manager	\$80/HR
Safety Director	\$100/HR
Senior Project Manager	\$103/HR
Project Manager	\$96/HR
Assistant Project Manager	\$70/HR
Project Administrator	\$55/HR
MEP Systems Coordinator	\$96/HR
Civil Systems Coordinator	\$90/HR
Senior Project Superintendent	\$105/HR
Project Superintendent	\$95/HR
Assistant Superintendent	\$77/HR
Field Office Trailer	\$850/MO
Field Office Equipment	\$450/MO
Superintendent Truck & Tools	\$975/MO
Mileage	IRS/MI

Please note that Wenck does not require additional compensation for per diem expenses, small tools, cell phones, or other items that are sometimes reimbursed to Construction Managers. Additionally, Wenck will not seek to provide construction labor, equipment, or materials for additional profits.

Expense Summary:

Based on a pre-construction duration of approximately 8-months and an overall construction duration of up to 23-months, Wenck estimates a total effort consisting of 11,300 staff hours and total Construction Management budget as follows:

Construction Management Fee:	\$98,735
Construction Management Office Staff:	\$506,200
Construction Management Field Staff:	\$507,600
Construction Management Equipment:	\$75,465
Total Estimated Cost:	\$1,180,000

If the final design and occupancy requirements will allow for the construction duration to be shortened, reimbursable expenses may be reduced by approximately \$26,000 per month.



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