

Request for Proposal - CMAR  
August 12, 2015

The New Glarus Public Library (NGPL) with mailing address P. O. Box 35, New Glarus, WI 53574, located at 319 Second Street, kindly requests interested General Contractor/Construction Managers to submit a detailed proposal for Construction Manager At Risk (with a Guaranteed Maximum Price per AIA A133-2009) (CMAR) services associated with our upcoming new Public Library project to be located in Glarner Park, just west of the New Glarus Fire Station. A fundraising campaign is well underway for the new ~12,000 SF library building. The New Glarus Public Library Board of Trustees 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 meeting the conditions set forth in Village Resolution R15-27, and village approval of construction documents.

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 \$1,600,000 including immediate site improvements) and managing the construction process with minimal disruption of ongoing library operations. NGPL 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. 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. Include commentary about your process for local participation, sales-tax exempt purchasing, and your interest and willingness to provide in-kind services or donations of any nature, if any. 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 design phase concluding in construction cost estimating and preparation and negotiation of the Guaranteed Maximum Price proposal based on the architect's Scope 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 NGPL 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. When you submit your proposal, please provide one (1) signed "original" and six (6) bound copies, and include your proposal in PDF format on a thumb drive.

The following timetable applies:

1. A pre-proposal conference will take place on Wednesday, August 26, 2015, at 2:00 p.m., at the New Glarus Public Library and Village Hall, 319 Second Street, New Glarus, WI.
2. All inquiries and communications shall occur via email (no phone calls please) to [jgersich@dimensionivmadison.com](mailto:jgersich@dimensionivmadison.com) on or before 5:00 p.m., Thursday, August 27, 2015; they will be answered by email the following day. Please do not call or otherwise contact staff at New Glarus Public Library, the Library Board of Trustees, or any ancillary groups affiliated with the library.
3. Submit proposal on or before Thursday, September 3, 2015 at noon, preferably via hand-delivery to NGPL.
4. Interview(s) (if necessary) will be scheduled for the week of September 28, 2015; CMAR selection to follow shortly thereafter.

For additional information, see [www.newglaruspubliclibrary.org](http://www.newglaruspubliclibrary.org)

We thank you in advance for your proposal.

Ms. Linda Hiland and Mr. Kevin Budsberg, Owner's Representatives  
New Glarus Public Library