



Complex Projects Solved

PROPOSAL

JANUARY 26, 2022



PROPOSAL FOR OWNER'S REPRESENTATIVE SERVICES

**SHAKOPEE FIRE STATION #1 ROOF REPLACEMENT AND
PUBLIC WORKS ROOF AND ROOF TOP UNIT REPLACEMENT**

Duane Toenyan
Facilities Maintenance Supervisor
City of Shakopee
485 Gorman St.
Shakopee, MN 55379



January 26, 2022

Duane Toenyan

Facilities Maintenance Supervisor
City of Shakopee
485 Gorman St.
Shakopee, MN 55379

RE: Shakopee Fire Station #1 Roof Replacement and Public Works Roof and Roof Top Unit Replacement

Dear Mr. Toenyan:

Thank you for providing H+U Construction with an opportunity to submit a proposal to assist the City with your Re-roofing and Mechanical Unit Replacement projects at Fire Station #1 and Public Works buildings. Our staff has completed millions of square feet of roofing work over our 38-year history, serving as a Construction Manager, Owner's Representative, and General Contractor. Given the limited number of trades involved with these projects, we feel that our Owner's Representative services will be the most cost-effective solution for the City of Shakopee.

We propose to provide the following services to facilitate your projects:

1. Development of a construction scope narrative for use in contractor bidding
2. Issuance of Bidding Documents and Bid Advertisement
3. Bid Marketing and Administration
4. Review of contractor bids and/or proposals, and award recommendation
5. Contract administration
6. Monthly pay application review
7. Weekly construction phase field observation and status reporting
8. Contract close-out administration
9. Operations, Maintenance, & Warranty Manual Turn-Over

On the following pages you will find a brief overview of our company, resumes of applicable team members, examples of relevant experience, and finally a fee proposal. Please contact me with any questions on this proposal or if you would like to discuss it further in person. Thank you for your consideration.

Respectfully,

Andy Hoffmann, President
H+U Construction
Phone: 952-292-4833
Email: ahoffmann@hu-construction.com



H+U CONSTRUCTION PROFILE



ABOUT H+U CONSTRUCTION

H+U Construction ("H•and•U") has been helping clients navigate complex construction projects since 1983 - from concept through completion, and beyond. Based in Minneapolis, H+U has built or improved more than 20,000,000 square-feet of space and completed more than 500 multi-million-dollar projects on-schedule and within budget.



H+U offers a full suite of planning and construction services that are tailored to meet clients' specific goals. Whether you're responsible for a billion-dollar real estate portfolio, or are looking to build your first facility, H+U Construction can help chart a course to get from where you are to where you want to be. Ranked as one of the "Top-25" Twin Cities area General Contractors by the *Minneapolis/St. Paul Business Journal* each year for more than a decade, H+U takes pride in being a great place to work for and with.

38

YEARS EXPERIENCE

91%

REPEAT CLIENTS

FIRM NAME:

Hoffmann + Uhlhorn Construction, Inc.
dba H+U Construction

ESTABLISHED: 1983

ADDRESS:

5555 West 78th Street, Suite A
Minneapolis, MN 55439

PHONE: 612.438.0258

WEBSITE: hu-construction.com

EMAIL: info@hu.construction.com



BUILDING LEGACIES

Build with **Purpose**.
Build for the **Greater Good**.

20M+

SQUARE FEET OF SPACE BUILT IN MINNESOTA

\$84M

AVERAGE
ANNUAL
CONSTRUCTION
VOLUME

500+

MULTI-MILLION
DOLLAR
PROJECTS

80%

OF OUR WORK
IS IN OCCUPIED
BUILDINGS

TOP 25

GENERAL CONTRACTOR FOR 10+
CONSECUTIVE YEARS - MINNEAPOLIS/
ST. PAUL BUSINESS JOURNAL

SERVICES INCLUDE:

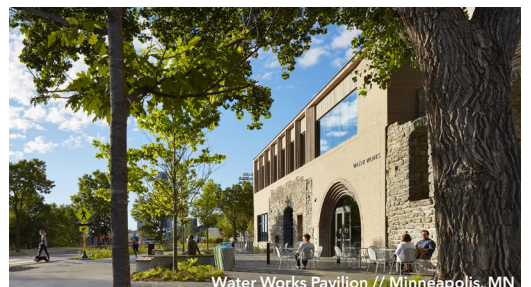
Construction Management + Owner Representation + General Contracting
Construction Consulting + Facilities Planning + Cost Estimating



Consolidated Receiving + Distribution Center // MSP Airport



City of Newport Public Safety Building + City Hall (Ongoing)



Water Works Pavilion // Minneapolis, MN



Our **teamwork philosophy** spreads far beyond our office walls.



ANDY HOFFMANN

President/Partner | E: ahoffmann@hu-construction.com P: 952 292 4833

Andy began his career in the construction industry in 1996, before earning his Bachelor's Degree in Construction Management from Minnesota State University, Mankato and joining our team in 2007. Andy is responsible for key company operations including planning and preconstruction services, oversight of our project teams, and client-relations. Andy's accolades include past positions on the Board of Directors for the Construction Management Association of America, an active member of Leadership Twin Cities, and several "Top Project" Awards. He has become a regular fixture in several industry publications, and an open source for anyone looking to improve the construction industry.



JOE UHLHORN

CFO/Partner | E: juhlhorn@hu-construction.com P: 651 335 4634

Joe began his construction industry career in 2007 and holds a Bachelor's Degree in Finance and Economics from the University of St. Thomas. In addition to overseeing administrative functions at H+U, Joe also works with clients to develop risk management procedures, financial controls, and customized reporting procedures for internal and external projects. Prior to joining H+U, Joe served in similar high-level finance roles with two national construction firms. He is an active participant in the Construction Partnership Program through the Association of Women Contractors, and a regular fixture at industry and client events.

WHY H+U?

What makes H+U Construction different from our competition? It's our people, their commitment to a job well done, their dedication to our clients, and the determination to be the best they can be through continuous learning and refinement of their skills in the Construction Management profession.

Our teamwork philosophy spreads far beyond our office walls and runs deep between our collaborative work with all our partners, clients, architects, engineers, contractors, communities, and owners we work with - resulting in strong, long-lasting relationships.

Andy Hoffmann

Pre-Design Cost Estimator + Partner

Andy has 25 years of industry experience, including over 14 years with H+U where he currently serves as the firm's President/Partner. He has served as a Construction Manager for projects valued up to \$140 million and has led H+U's preconstruction team since 2012. Additionally, Andy has overseen preconstruction, facilities planning, and cost estimating efforts for over \$2.5 billion in construction projects.

Andy will lead all preconstruction services, including the development of front-end specifications and the design/build narrative. He will administer the bidding process, and oversee our construction phase services, which will be led on a day-to-day basis by H+U's proposed Project Manager. His involvement will ensure that the projects are set up for success from the start, and that expectations are being met during construction.

SELECT PROJECT EXPERIENCE

- + **Metropolitan Airports Commission (MAC):** Deferred Maintenance & Capital Improvement Projects at MSP Airport Totaling Over \$150M
- + **Saint Paul Public Schools:** Deferred Maintenance & Capital Improvement Projects Totaling Over \$165M
- + **Rosemount-Apple Valley-Eagan Schools, District-Wide Improvements:** \$130M Building Program, Including Additions, Renovations & Deferred Maintenance at 29 Buildings
- + **Burnsville-Eagan-Savage Schools, District-Wide Improvements:** \$65M Building Program, Including Additions, Renovations & Deferred Maintenance at 11 Buildings
- + **Three Rivers Park District, Mississippi Gateway Regional Park:** \$20M Park Master Plan Including New Welcome Center, Administrative Offices, Trails, Community Gathering and Learning Spaces
- + **Washington County Parks Department, Ravine Landing at Cottage Grove Ravine Regional Park:** \$4M Trailhead Building
- + **University of Minnesota, YMCA Early Childhood Learning Center (ECLC):** New \$4.1M Joint-Venture Daycare Facility
- + **Prince of Peace Lutheran Church, Burnsville Campus Expansion:** Phase-1 & Phase-1 Additions and Renovations totaling \$17.1M
- + **Prior Lake-Savage Area Schools, Prior Lake High School:** \$8M Addition (2013), and \$40M Addition & Renovation (2020)
- + **Lake Elmo City Center & Public Works:** \$13.6M City Hall, Fire Station, and Public Works Additions
- + **City of Eagan, Fire Safety Center:** New \$9M Fire Station
- + **City of Roseville, New Fire Station:** New \$9M Fire Station
- + **City of Newport, City Hall & Fire Station:** New \$7.6M City Hall & Fire Station
- + **City of Apple Valley, Valleywood Clubhouse:** New 16,700/SF Green Globe Certified Golf Course Clubhouse



INDUSTRY EXPERIENCE

25 Years

EDUCATION

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

AREAS OF EXPERTISE

Cost Estimating
Preconstruction Services
Value Engineering
Construction Phasing
Bid Marketing

PROFESSIONAL AFFILIATIONS

Leadership Twin Cities
Bloomington Parks/Arts/Recreation Commission
Construction Management Association of America (CMAA) Board of Directors, 2012-2018
Minnesota Construction Association (MCA) Member
Minnesota Educational Facility Management Professionals (MASMS) Member
Minnesota Association of School Administrators (MASA) Executive Development Committee Member
Bloomington Chamber of Commerce Board Member

Greg Koba

Project Manager

Greg has 18 years of construction industry experience, including 14 as a Mechanical Project Manager and 5 years with H+U. He is a graduate of Hamline University and holds a Masters State Plumbing License, as well as Master Plumbing certificates in Minneapolis and St. Paul. Greg has overseen a wide variety of projects, including current projects for the University of Minnesota and Prince of Peace Church in Burnsville, MN.

Greg lives near your buildings, in Prior Lake. This, combined with his background makes him the ideal candidate to perform weekly site observations, facilitate coordination meetings, and be readily available to meet with the Owner and Contractor(s) on site as-needed.

Greg will lead construction-phase services with support from our Project Executive, including pay application review, weekly site observations, change or pricing review, and general coordination between the City and Contractor.

SELECT PROJECT EXPERIENCE

- + **University of Minnesota, 16th Avenue Early Childhood Learning Center (ECLC):** Project Manager for New \$4.1M Daycare and Deferred Maintenance
- + **Saint Paul Public Schools, Como Park Senior High School:** Project Manager for \$45.3M; 44,660/SF Addition and 217,770/SF of Phased Renovations
- + **Prince of Peace Lutheran Church, Burnsville Campus Expansion:** Project Manager for \$17.1M Additions and Renovations (Phase 1 & 2)
- + **Lester Prairie Public Schools:** Project Manager for \$13.65M Building Program
- + **Burnsville-Eagan-Savage Public Schools, Burnsville High School + Activity Center:** Project Manager for \$52M; 137,000/SF Fieldhouse and High School Addition
- + **Rosemount-Apple Valley-Eagan Public Schools, Apple Valley High School:** Project Manager for \$14M of Additions
- + **Rosemount-Apple Valley-Eagan Public Schools, Rosemount High School:** Project Manager for \$14M Addition, Renovations, and Civil Site Work
- + **Rosemount-Apple Valley-Eagan Public Schools, Oak Ridge Elementary School:** Project Manager for \$3M Addition and Renovations
- + **Rosemount-Apple Valley-Eagan Public Schools, Diamond Path Elementary:** Project Manager for \$6M Addition and Renovations
- + **Rosemount-Apple Valley-Eagan Public Schools, Cedar Park Elementary:** Project Manager for \$5M Additions and Renovations
- + **University of Minnesota, Continuing Education Conference Center (CECC):** Project Manager for Code and Fire Systems Upgrades



EDUCATION

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

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

AREAS OF EXPERTISE

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

CERTIFICATIONS

Master State Plumbing License
Master Plumbing Certificates -
Minneapolis + St. Paul



500+
Multi-million-dollar projects completed **on-schedule + on-budget.**

H+U has served hundreds of Cities, Counties, School Districts, and other public agencies over our 38-year history, and has completed millions of square feet of roofing. Within the past 5-years, we have completed new roofing and/or re-roofing projects for the following relevant clients:

- + City of Chaska
- + City of Minnetonka
- + City of Newport
- + City of Stillwater
- + Minneapolis Park & Recreation Board
- + Washington County
- + Metropolitan Airports Commission
- + University of Minnesota
- + Burnsville-Eagan-Savage Public Schools
- + Jordan Public Schools
- + Prior Lake-Savage Area Schools
- + Rosemount-Apple Valley-Eagan Public Schools
- + Saint Paul Public Schools
- + Burnsville Prince of Peace Lutheran Church
- + Wenck Response Services
- + Hans Hagen Commercial Properties
- + Delta Airlines

Our most notable roofing work from the list above includes managing the campus-wide roof replacement program at MSP International Airport, where H+U is expected to oversee more than \$25M in roofing projects over the next several years. Additionally, each of the clients listed above have been served by one or more of our proposed team members.



Consolidated Receiving + Distribution Center // MSP Airport



YMCA ECLC // University of Minnesota, Twin Cities



Prior Lake High School // Savage, MN



Water Works // Minneapolis, MN

PROPOSED SCOPE OF SERVICES

Our staff will work with the City to understand your preference for product and warranty preferences, labor requirements, and schedule/coordination needs. We will inspect the existing roofing and roof insulation with one or more roofing contractors to refine the necessary scope of work, and identify an achievable schedule for the work to occur. With input from the City, and applicable contractor(s), we will develop a design-build narrative for use in bidding, along with existing drawings provided by the City. The design-build narrative will assign responsibility for any engineering and/or code required work to the Contractors, to provide the City with a single source of accountability for any potential warranty claims in the future.

+ **Bid-Phase Administration:**

Once the items noted above have been assembled, H+U will post the documents in approved plan rooms and advertise the bid with the City's approved publication(s). We will directly contact qualified contractors to encourage their participation in the bidding process, and conduct a pre-bid meeting to give bidders an opportunity to inspect the existing conditions prior to bidding. As or if questions arise during the bidding phase, H+U will address them in the bid documents via addendum.

At the City's discretion, H+U may solicit bids using either the low-bid, or Best-Value approach. Best Value, as permitted by Minnesota Municipal Contracting Laws, would allow the City to consider additional criteria alongside the total cost prior to awarding a contract. This method is often advantageous when working at operational buildings and/or when dealing with long-lead materials such as roofing and roof insulation, because it allows you to consider the contractor's approach to the project, proposed schedule modifications, value engineering alternatives, etc. in addition to their bid, before awarding a contract.

+ **Review of contractor bids and/or proposals, and award recommendation**

Following the bid phase, H+U will conduct a pre-award interview with the apparent low bidder. If the City determines that the Best Value approach is advantageous, your representative(s) would be invited to participate in this process. During the pre-award interview, we will confirm that the scope, schedule, and cost are in alignment with the bid documents. We will review bond and insurance requirements, owner coordination expectations, schedule considerations, and the overall scope of work, to confirm that the contractor's bid aligns with the bid documents and Owner expectations.

+ **Contract administration**

H+U will obtain the contractor's bonds, insurance, safety manuals, etc. before any work is completed on site. H+U will administer construction-phase services using our cloud-based Procore Project Management program, which will house observation reports, pictures, meeting minutes, etc., and provide the City access to these documents through our program.

+ **Monthly pay application review**

Our staff will receive and review monthly pay applications, to confirm that the work being billed matches the work that has been completed on-site. We will modify contractor pay applications to ensure that the contractor is not overpaid before work is completed, and to ensure that adequate retainage is held until final completion.

+ **Weekly construction phase field observation and status reporting**

H+U's project manager will visit the site on a regular basis, and prepare weekly construction phase observation reports including pictures and a description of completed work. These reports will identify schedule progress, identify any potential changes, and serve as long-term documentation of the conditions during construction.

+ **Operations, Maintenance, & Warranty Manual Turn-Over**

H+U will require that the contractor submit copies of all warranties, manufacturer's written maintenance literature, and as-built drawings shortly after substantial completion. These documents, along with copies of bonds, shop drawings, any color selections, etc., will be turned over to the City shortly after substantial completion, and prior to final payment.

+ **Contract close-out administration**

Once the work has been completed on site, H+U will obtain all applicable closeout documents, including warranties, signed punchlists, Consent of Surety, Lien Waivers, etc., before recommending release of final retainage.



Building Legacies // Build with purpose. Build for the greater good.

H+U Construction proposes the compensation listed below. This compensation includes rates and a not-to-exceed total cost for our staff, as well as costs associated with having a qualified roofing contractor perform an inspection of the existing decking and insulation, which may involve removing a portion of the roofing and/or taking core samples to assess the existing insulation condition. The percentage fee listed below will be adjusted, up or down, to reflect the final cost as-bid.

H+U's compensation proposal is as follows:



**Professional Services Compensation Proposal
Shakopee Public Works & Fire Station #1 Re-Roofing & RTU Replacement**

Preconstruction Phase Services				
Description	Quantity	Unit	Rate	Total
Project Executive	60	HR	\$180	\$10,800
Project Manager	20	HR	\$130	\$2,600
Project Administrator	10	HR	\$75	\$750
Roofing Subconsultant (Insulation/Deck Inspection)	40	HR	\$96	\$3,840
SubTotal Preconstruction Fees:				\$14,150

Construction Phase Services				
Description	Quantity	Unit	Rate	Total
Project Executive	40	HR	\$180	\$7,200
Project Manager	130	HR	\$130	\$16,900
Assistant Project Manager	30	HR	\$90	\$2,700
Project Administrator	30	HR	\$75	\$2,250
Software Licenses (Procore Fees)		In Fee		\$0
Printing		In Fee		\$0
Professional Liability Insurance		In Fee		\$0
Vehicles & Mileage		In Fee		\$0
SubTotal Construction Fees:				\$29,050

Construction Fee	Construction Cost (Est.)	CM Fee %	Total
Construction Fee	\$1,500,000	1.50%	\$22,500

Total Compensation (Not-To-Exceed): \$65,700



CONSTRUCTION MANAGEMENT / GENERAL CONTRACTING / OWNER REPRESENTATION / CONSTRUCTION CONSULTING

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