



January 17, 2023

REQUEST FOR PROPOSALS

Islamic Center of Winona, 71 W 3rd Street, Winona, MN 55987

Exterior Restoration including new flat roof, restored terra cotta parapet caps and adjacent masonry

To whom it may concern,

I. INVITATION TO SUBMIT PROPOSALS. By this Request for Proposals (RFP), AWH Architects, on behalf of the local non-profit the Islamic Center of Winona (hereby referred to as 'Owner'), is requesting proposals from a selected list of Construction firms for the award of the Construction for the project. The Construction firm will provide preconstruction and construction services necessary to construct the project scope. The awarded General Contractor/Contractor(s) will enter into an AIA A105 Standard Form of Agreement between Owner and Contractor, or similar, where the basis of the payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

II. PROJECT DESCRIPTION AND INFORMATION.

The Islamic Center of Winona (ICW) is a place of gathering for the Muslim community in Winona and surrounding areas. It serves as a place of worship and a community center for social and educational activities. ICW is a non-profit, so the project is tax-exempt.

As a first step in the rehabilitation and stabilization of this important contributing structure to the Winona Commercial Historic District the ICW proposes to commission a general contractor or separate contractors to remove the existing flat built-up asphalt roof, underlayment and associated components that is beyond its serviceable life and showing signs of severe cracking and leaking and to replace it with a fully adhered EPDM membrane, coverboard and repaired or replaced roof sheathing in order to prevent further leaking and damage to the interior including the historic plaster ceilings. Install R-50 batt insulation over existing original plaster ceiling. Associated work of repairing the masonry sidewalls extending above the roof on either side, metal counter flashing into the masonry walls and roof monitor and repairing and resetting terracotta parapet caps along the alley side of the building are included in the scope. See attached Issued for Bid Set and Project Manual dated January 17, 2023.

NOTE: THIS PROJECT IS FUNDED BY THE MINNESOTA HISTORICAL AND CULTURAL HERITAGE PROGRAM THROUGH A LARGE LEGACY GRANT. BIDDERS SHOULD FAMILIARIZE THEMSEVLES WITH THE PROGRAM AND ALL REQUIREMENTS INCLUDING, BUT NOT LIMITED TO, MILESTONE REVIEWS. PLEASE SEE ATTACHED DOCUMENTS FOR REFERENCE FOR THE GRANT AWARD, PROGRAM AND REQUIREMENTS.

MILESTONE 1: Grantee will submit the following to the Grants Office prior to purchasing materials or starting work to determine color, texture, strength, material composition, joint width, profile, and hardness of the historic mortar. 1) Mortar test results that show the color, texture, strength, material composition, joint width, profile, and hardness of the historic mortar, 2) Good quality contextual and detailed color photos at a small sample area of masonry that shows the historic and new mortar after repointing. New mortar must match historic mortar test results including in color, texture, strength, composition, joint width, and profile of historic. Masonry repointing must be executed in conformance with Preservation Brief 2: Repointing Mortar Joints in Masonry Buildings (online [<https://www.nps.gov/orgs/1739/index.htm>] at Technical Preservation Services (U.S. National Park Service). 3) Good-quality color photographs of the proposed replacement stone or masonry alongside the original stone or masonry must be submitted, reviewed, and approved by the Grants Office before proceeding with this work. Historic masonry shall be salvaged and reused whenever possible.

MILESTONE 2: Grantee must conduct a site visit to review the project progress with the Grants Office when at least 50% of the work has been completed. To schedule a site visit, upload proposed dates and times at least 30 days prior to the proposed visit.

III. REQUIREMENTS FOR PROPOSAL. Proposals submitted by interested firms must include the following in the order listed:

1. Description of Project Team – Identify individuals to fill key roles including project manager, and superintendent. Include resumes of individuals.
2. Construction Cost Estimate based upon Issued for Bid Set, and Project Manual dated 1/17/2023. – Provide a separate line item(s) either bid or allowance for all scope of work organized by CSI divisions. Please include a written narrative outlining your approach to the project, assumptions, concerns, and any market factors that impact the cost and feasibility for the project. The following documents are provided as part of the RFP.
3. Fee Proposal and Description of Service –. Provide a fee proposal, expressed as a percentage of the Cost of the Work. See item 6 below. If bidding separate scopes of work please adjust accordingly.
4. Self-Performed Work – Provide a comprehensive list of all self-performed work.
5. Experience – Provide examples of project experience of similar type, size, scale, value, and quality.
6. General Contractor or **individual scopes** of work are welcome to submit. We will accept both a full bid for the entire project performed under a general contractor or individual sub contractors for the scopes of work. Note, sub contractors are required to coordinate with other subs for areas of overlap and coordination. Neither AWH or the Owner will be involved with and Means and Methods or Coordination.
7. Provide a breakout for a suggested design and construction contingency based upon your reading of the project and today's market.

IV. CONSTRUCTION PHASE. Construction Phase services required from the selected Firm include, but are not limited to the following;

1. Assume the primary responsibility for the overall administration of construction contracts on behalf of the Owner.



2. Provide field staff throughout construction, for the purpose of managing, inspecting, scheduling, and coordinating the subcontractors. Monitor the progress, performance, quality and contract compliance of the subcontractors' activities.
3. Prepare and administer all cost control procedures, including monthly pay requests, change order logs, etc. Prepare Budget Cost Summary Reports as required.

V. PROPOSAL DUE DATE. Proposals shall be due at the office of AWH Architects; 12 East 25th Street., Minneapolis, MN 55404 by **noon on FRIDAY, FEBRUARY 10 2023**. All items may be submitted digitally via email to john@awharchitects.com.

VI. SELECTION PROCEDURE. The selection of a Contractor for the project shall be based upon a careful and objective consideration of the ability of each firm submitting a proposal to perform the services described in this RFP. Overall value is the most important consideration. Ultimately, the Owner's board of directors will make the decision based upon recommendations from the Architect.

VII. PRE-BID WALK THRU. All Contractors and their subs are encouraged to visit the site to familiarize themselves with the site conditions. ***The site will be open and available for tours January 26th from 12 noon – 3 pm.*** Please coordinate with John Greene, AWH Architects.

VIII. RFIs, QUESTIONS AND CLARIFICATIONS. Additional information and clarifications to the Issued for Bid Set and project related inquiries shall be submitted to the Architect via email by **10 AM ON January 30, 2023**. Answers will be provided by **COB MONDAY February 6, 2023** to all firms.

IX. ANTICIPATED PROJECT SCHEDULE:

- Review and Award Contract for Construction (A105) – 2/24/2023
- Construction Period – March – July 2023

Contact:

All communication is to be through email to John Greene, john@awharchitects.com

End of RFP