

Re: Request for Proposal for a
Single User Restroom to
Lakes International Language Academy
Forest Lake, MN

To Whom It May Concern:

This letter is an invitation to submit qualifications and information for consideration as General Contractor for a project being planned by Lakes International Language Academy (LILA) in Forest Lake, MN and as described below. LILA intends to select a general contractor to work with through this Request for Proposal (RFP) process. This is a state grant-funded project that requires a formal process for selecting a contractor/construction company. Submitted qualifications and information will be reviewed and one contractor will be selected.

A walkthrough of the site will be held for prospective contractors on July 17, 2024 at 9:00 a.m. at 246 11th Ave SE, Forest Lake, MN. Please enter through the main entrance, Door 1.

PROJECT DESCRIPTION

The project is the expansion and remodel of a storage room into an ADA compliant, gender neutral, single user restroom at LILA's Lower School. Lower School serves students in grades 1-5.

The project is funded in full by a state Gender Neutral, Single User Restroom grant. LILA is committed to equity, diversity, inclusivity and providing safe spaces for students, staff, and all who use our buildings. This project highlights that commitment.

We ask for a "cost of work plus a fee" contract. During the project, written change orders must be submitted for approval.

The project will include, but not be limited to:

- permit(s) and inspections,
- minor demolition (remove flooring, metal wall built-in floor-to-ceiling cabinet, remove existing acoustic ceiling, vent covers),
- floor leveling (current floor has a noticeable slope)
- plumbing,
- electrical,
- lighting on ceiling and for restroom mirror,
- bathroom sink, toilet (toilet size should allow children in grades 1-5 to use the restroom independently),
- fixtures (over-sink mirror, wall-mounted stainless steel trash receptacle next to toilet, grab bar, faucets, etc) (toilet paper and paper towel dispensers not included),
- a short section of new wall (drywall and steel stud),
- durable commercial grade flooring—luxury vinyl tile and base
 - alternates ceramic tile, Dura-flex flooring or similar
- durable wall surface finishes in the restroom
- durable painted walls in hallway directly outside the restroom,

- horizontal, fold-down, wall-mounted changing station, stainless steel hinges, holds up to 250 pounds;
 - Alternate: special needs changing station, stainless steel, supports up to 400 pounds;
- new door and locking door hardware (door hardware will have an interior lock and an exterior emergency access key or hex key),
- signage to direct staff, students, and visitors to the new restroom from at least three points (hallway on east end, hallway on west end, and directly outside the restroom),
- Restroom will be ADA compliant.

The proposed restroom will be designed to create a safe, family-friendly restroom for elementary students, families, staff, and visitors. The restroom is heated and cooled with existing systems; replacement of vent covers is within the project scope. The current space has an automatic fire sprinkler head and strobe that meets fire code. Square-footage is shown in the attached drawings of the proposed project.

PROJECT REQUIREMENTS

Insurance. The General Contractor insurance requirements:

- General Liability Limits of \$1,000,000 per Occurrence / \$2,000,000 General Aggregate and name LILA as an Additional Insured.
- Workers' Compensation – Statutory Limits.
- Auto Liability - \$1,000,000 Combined Single Limit.
- Umbrella / Excess Policy Limits of \$1,000,000 per Occurrence / \$1,000,000 General Aggregate and name LILA as an Additional Insured.

Prevailing wage. The project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form is attached for your convenience. Once the project is complete, the school is required to obtain a statement from the selected contractor assuring that prevailing wages were paid to individuals working on the project and that documentation will be provided upon request.

Job Reporting. After project completion, the school is required to obtain information from each contractor and subcontractor about jobs created or retained as a result of the project. This includes contractor, subcontractor, or firm name, number of hours worked, and information about pay ranges.

Work Hours. Work hours are generally between the hours of 7:00 a.m. and 7:00 p.m. on weekdays, excluding holidays.

Schedule. The proposed project must be completed by June 1, 2025, but completion in 2024 is greatly preferred and priority will be given to proposals that can meet that schedule.

SELECTION PROCESS

A panel of LILA representatives (Facilities Director, Chief Financial Officer, Executive Director, and other members of the Grant Team) will review submitted proposals and select based on scoring factors including price, schedule, and references. Targeted Group/Economically Disadvantaged/Veteran-Owned Minnesota small businesses receive a priority point. If two proposals are similarly scored, the selection panel may arrange for a phone interview. Questions for such an interview will be provided in advance.

RFP Selection Timeline

Site Walkthrough: July 17, 2024 at 9am.

Questions may be submitted through July 25, 2024 to jlundgren@mylila.org.

Proposals due July 31, 2024 by 4pm.

Selection by August 5, 2024.

LILA intends to make the selection as soon as possible so that the project can be completed within the grant funding period and so that the new restroom is available within the 2024-25 school year.

In the RFP, qualifications and information to be submitted are in general to include information and qualifications listed in the current version of the AIA305 Contractor Qualification Statement or similar document. You need not use the AIA form to communicate this information, but may use an already prepared format.

In addition to the above requested information please address the following items in your prepared submittal:

1. Your experience with projects of similar type and size, particularly for schools or inclusive spaces for children and families.
2. Assuming we enter into a cost-of-the-work-plus-a-fee type contract, your fees on the base contract and on change orders during the project, both as the general and as a subcontractor. Describe what is included in your overhead and profit.
3. The portions of the construction, if any, you will be doing in-house (by your own trades).
4. Identify, if possible, the key personnel that would be assigned to this project including project manager.
5. Assuming we enter into a cost-of-the-work-plus-a-fee type contract, discuss how you price out and handle the "General Conditions", including a list of what you might include in these parts of the work. It is the intent of the Owner and Architect to be able to have a clear understanding of how total project cost breaks down and what is included in the cost of the work, general conditions, and the contractors fee.
6. Your workload and ability to undertake this project in a timely manner, assuming a fall 2024 construction start and completion of the project by December 2024.
7. Your ability to separate billing into non-taxable materials, and taxable labor and materials. (LILA is a public school and is exempt from state sales tax on certain materials.)

Enclosed are pdfs of plans and elevations of the proposed project for your review and information.

Please submit two copies of your qualifications and information package to the LILA Lower School by 4:00PM on or before Wednesday, July 31, 2024.

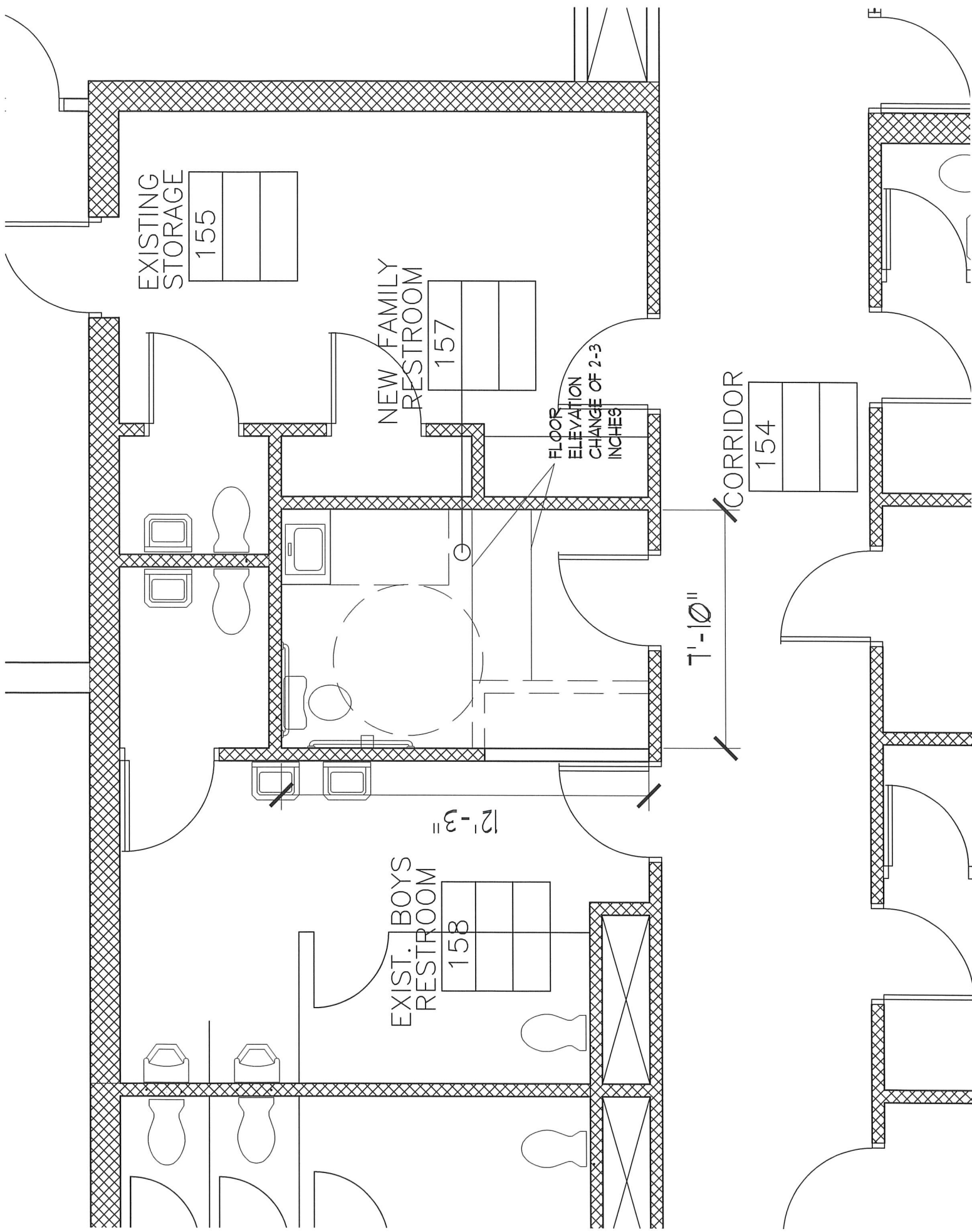
A decision on the contractor of choice is expected to be made by August 5, 2024.

If you have questions, please contact Julie Lundgren at 651-252-6705 or jlundgren@mylila.org starting July 15, 2024.

Sincerely,

Julie Lundgren
Chief Financial Officer
Lakes International Language Academy

Enc.





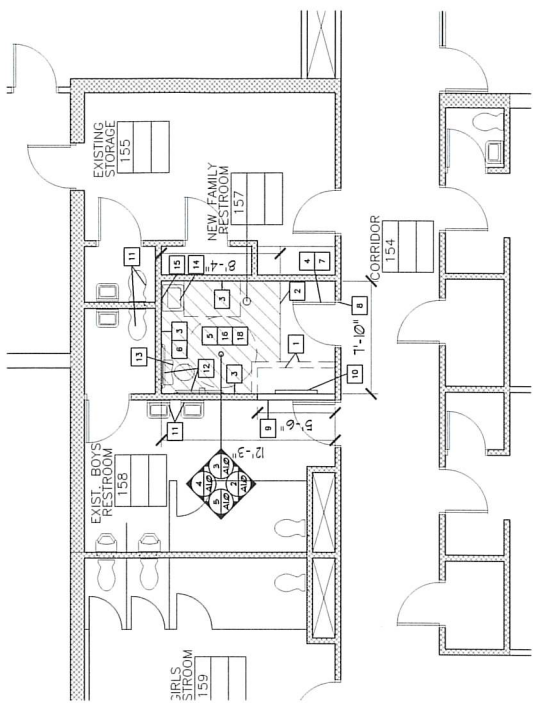
The Dennis Batty & Associates Group
architects & planners
incorporated

MINNESOTA
23770 IMPERIAL AVENUE N.
ROBERT LAKE, MN 55025
EMAIL: info@dennisbatty.com
PHONE: 651-464-3756
FAX: 651-464-3794
DRAWN BY:
COMMISSION NUMBER:
ISSUE DATE:
PILOT DATE:
REVISIONS:

ONSUR RESTROOM PROJECT FOR
LAKES
INTERNATIONAL
LANGUAGE
23770 IMPERIAL AVENUE SE
ROBERT LAKE, MN

FLOOR PLAN
INTERIOR
ELEVATIONS &
DETAILS

A1.0



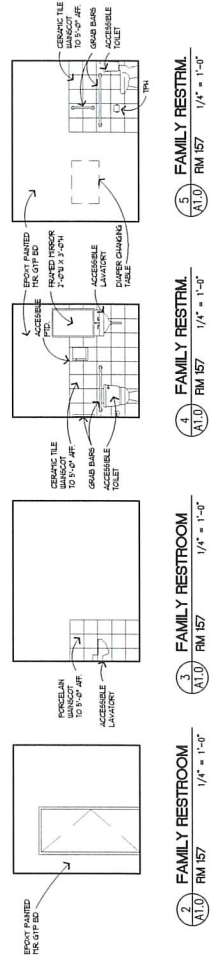
1" = 4'-0"

1 MAIN FLOOR PLAN

A1.0

PLAN NOTES:

1. DEMOLISH EXISTING FRAME OR HOLLOW WALL AS SHOWN. RECONSTRUCT WITH FULL WALL LOADS IN NECESS. IN ADJACENT RESTROOM, REMOVE EXISTING FRAME, REPAIR EXISTING FRAME OF WALL IN SIMILAR POSITION. REPAIR TO BE IDENTICAL TO EXISTING.
2. DEMOLISH EXISTING FLOORED AND HIGHER LEVEL CERAMIC TILE. REPAIR TO BE IDENTICAL TO EXISTING COMPLETE FLOOR.
3. DEMOLISH EXISTING CERAMIC WALL TILE AND PREPARE WALL TO RECEIVE WALL FINISH.
4. DEMOLISH EXISTING DOOR AND HARDWARE. LEAVE EXISTING HOLLOW METAL FRAME IN PLACE.
5. DEMOLISH EXISTING LIGHT FIXTURES, GRILLS AND FURNISH AND INSTALL NEW LIGHT FIXTURE, SUPPLY AIR GRILL AND EXHAUST AIR IN AND CONTROLS.
6. DEMOLISH EXISTING PLUMBING FIXTURES, REPAIR AS REQUIRED AFTER PIPING IS INSTALLED. IF STEEL STUD AND DRYWALL AS REQUIRED TO BE INSTALLED, REPAIR TO BE IDENTICAL TO EXISTING. INSTALL NEW SOLID CORE GASKETS TO ALL EXISTING ADJACENT DOORS. DOOR HARDWARE TO BE IDENTICAL TO EXISTING. HANG SET, KICK PLATE BOTH SIDES OF DOOR. WALL STOP.
7. REPAIR EXISTING HOLLOW METAL FRAME AND REPAINT.
8. REPAIR EXISTING HOLLOW METAL FRAME AND REPAINT.
9. CONSTRUCT A NEW SECTION OF WALL TO FULL HEIGHT ON EITHER SIDE OF 3 1/2" STEEL STUD. WALL FINISH TO MATCH ADJACENT SURFACE. SEE FINISHES NOTATION CHART THIS SHEET.
10. FURNISH AND INSTALL HORIZONTAL FOLD-DOWN STEEL HINGES AND RATED TO HOLD UP TO 200 LBS. AND INSTALL 5/8" DIA. STEEL STUDS TO FURNISH CHANGING STATION RATED TO SUPPORT UP TO 400 POUNDS.
11. EXISTING PLUMBING FIXTURES IN ADJACENT ROOMS.
12. FURNISH AND INSTALL ADA COMPLIANT 86 GRAB BARS AND INSTALL ADA COMPLIANT WATER CLOSET AND RELATED WASTE AND SUPPLY PIPING.
13. FURNISH AND INSTALL ADA COMPLIANT LAV AND RELATED WASTE AND SUPPLY PIPING.
14. FURNISH AND INSTALL ADA COMPLIANT LAV AND RELATED WASTE AND SUPPLY PIPING.
15. FURNISH AND INSTALL 1/2" OAK ADA COMPLIANT 86 FRAMED THROUGH WITH CONCEALED FASTENERS.
16. FURNISH AND INSTALL NEW 100 CERAMIC TILE SELECTED BY OWNER. COLOR AND PATTERN TO BE SELECTED BY OWNER.
17. FURNISH AND INSTALL 5" HIGH WANGSCOTTING OF NEW 1/2" OAK ADA COMPLIANT 86 FRAMED THROUGH WITH CONCEALED FASTENERS. COLOR AND PATTERN TO BE SELECTED BY OWNER. SEE FINISHES NOTATION CHART THIS SHEET.
18. PRIME AND PAINT REMAINING EXPOSED GYP BOARD WALLS. PAINT COLORS TO BE CHOSEN BY OWNER.
- 19.



2 FAMILY RESTROOM 1/4" = 1'-0"
A1.0 RM 157

3 FAMILY RESTROOM 1/4" = 1'-0"
A1.0 RM 157

4 FAMILY RESTROOM 1/4" = 1'-0"
A1.0 RM 157

5 FAMILY RESTROOM 1/4" = 1'-0"
A1.0 RM 157

MINNESOTA DEPARTMENT OF TRANSPORTATION
PRIME CONTRACTOR – SUBCONTRACTOR’S
STATEMENT OF COMPLIANCE
FEDERAL COPELAND ACT / DAVIS BACON ACT
MINNESOTA PREVAILING WAGE STATUTES

Table with 4 rows and 3 columns: REPORT NUMBER, STATE PROJECT NUMBERS (S), DATE, PRIME CONTRACTOR/SUBCONTRACTOR, PHONE NUMBER, CONTRACT NUMBER, ADDRESS, FEDERAL PROJECT NUMBER, TYPE OF WORK.

(Complete as described on proposal)

STATEMENT WITH RESPECT TO COMPLIANCE AND WAGES PAID

I, _____, _____ do hereby state:
(Name of signatory party) (Title)

(1) That I pay or supervise the payment of the persons employed by _____ on said Contract; that during the payroll period commencing on the _____ day of _____ of the year _____, and ending the _____ day of _____ of the year _____, there were _____ workers performing covered work on said Contract. That all persons performing work under said Contract are listed on the payroll and have been paid the full prevailing wages for all hours worked under said Contract, that no rebates and/or deductions have or will be made either directly or indirectly to or on behalf of _____ (Prime Contractor or Subcontractor) from the full wages by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the U.S. Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145) and/or permissible deductions as defined in Minnesota Statutes 177.24, Subdivision 4, 181.06, and 181.79, issued by the Minnesota Commissioner of Labor and Industry and described below.

DESCRIBE LEGAL DEDUCTIONS

Three horizontal lines for describing legal deductions.

(2) That the payroll submitted under said Contract is complete and accurate; that the wage rate(s) of the laborer(s), mechanic(s), and worker(s) performing work under said Contract is (are) paid according to the wage determination(s) and labor provisions incorporated in said Contract and according to applicable laws; that wages paid to laborer(s), mechanic(s), and worker(s) performing work under said Contract is at least the prevailing wage rate for the most similar classification of labor performed as defined under applicable law; and that the laborer(s), mechanic(s), and worker(s) performing work under said Contract is (are) paid for all hours in excess of the prevailing hours of labor at a rate of at least one and one-half times the applicable base rate of pay.

(3) That any apprentices employed during said payroll period are duly registered in a bona fide apprenticeship program registered with the Minnesota Department of Labor and Industry, or are registered with the Bureau of Apprenticeship and Training; United States Department of Labor.

(4) That: (Check one box only)

(a) WHERE FRINGE BENEFITS ARE PAID TO ANY APPROVED PLANS, FUNDS, OR PROGRAMS

[] In addition to the basic hourly wage rates paid to each laborer, worker, or mechanic listed on said payroll, payments to current, bona fide fringe benefit programs as set forth in paragraph 4(d), have been or will be made to the program’s administrators, per state and federal regulations and plan requirements, as set forth in paragraph 4(e) for the benefit of said workers, except as noted in Section 4(c).

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH TO ALL WORKERS

[] Each laborer, worker, or mechanic listed on said payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic rate plus the fringe rate as listed in the appropriate wage determination incorporated into said Contract.

(c) EXCEPTIONS

WORKER NAME	CLASSIFICATION/OCCUPATION	EXPLANATION

(d) BENEFIT PROGRAM INFORMATION in DOLLARS CONTRIBUTED PER HOUR (Must be completed if 4(a) is checked)

PROGRAM TITLE, CLASSIFICATION TITLE, OR INDIVIDUAL WORKERS	HEALTH/WELFARE	VACATION/HOLIDAY	APPRENTICESHIP/TRAINING	PENSION	OTHER INCLUDE TITLE
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

(e) BENEFIT PROGRAM INFORMATION (Must be completed if 4(a) is checked)

NAME AND ADDRESS OF FRINGE BENEFIT FUND, PLAN, OR PROGRAM ADMINISTRATOR	BENEFIT ACCOUNT NUMBER	THIRD PARTY TRUSTEE AND/OR CONTACT PERSON	TELEPHONE NUMBER

The willful falsification of any of the above statements may subject the prime contractor or subcontractor to civil or criminal prosecution under federal and/or state law. See Minnesota Statute 15C; 16B; 161.315, Subdivision 2; 177.43, Subdivision 5; 177.44, Subdivision 6; 609.63; or United States Code 18 U.S.C. 1001; 31 U.S.C. 231; CFR 5.12.

NAME AND TITLE OF CONTRACTOR'S REPRESENTATIVE (PRINT)	SIGNATURE	DATE
---	-----------	------

As a representative of the contractor submitting the attached payroll, I hereby certify that the information is true and accurate to the best of my knowledge.

NAME AND TITLE OF PRIME CONTRACTOR (PRINT)	SIGNATURE	DATE
--	-----------	------

As a representative of the Prime Contractor, I have reviewed the attached forms and certify to the best of my knowledge that they accurately reflect operations of this company on this project and meet the contract requirements for this project.

NOTE: For information regarding this form, submission of payroll records, or copies of the laws stated above, contact the Minnesota Department of Transportation, Labor Compliance Unit, Mail Stop 650, 395 John Ireland Boulevard, St. Paul, Minnesota 55155-1899, or call 651-366-4209 or 651-366-4204.