

**OFFICE OF THE MINNESOTA
SECRETARY OF STATE
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is:
Carlson Disc Centers of America
2. The street address of the principal place of business is or will be:
2130 2nd Street
White Bear Lake, MN 55110
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

Dustin Carlson
130 2nd Street
White Bear Lake, MN 55110

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.

Dated: November 10, 2025

Signed: Dustin Carlson DC, President

Published two times in the White Bear Press on November 26 and December 3, 2025.

**CITY OF MAHTOMEDI, MINNESOTA
NOTICE OF PUBLIC HEARING ON
2026-2030 CAPITAL IMPROVEMENT PLAN
AND INTENTION TO ISSUE
CAPITAL IMPROVEMENT PLAN BONDS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Mahtomedi, Minnesota (the “City”) will meet on Tuesday, December 16, 2025, at approximately 7:00 p.m., at City Hall, 600 Stillwater Road, Mahtomedi, Minnesota, in part to hold a public hearing concerning (1) the adoption of a Capital Improvement Plan (the “Plan”) pursuant to Minnesota Statutes, Section 475.521 (the “Act”), and (2) the intention to issue general obligation bonds (the “CIP Bonds”) in one or more series, at one time or from time to time, in an aggregate amount not to exceed \$24,325,000 (in addition to amounts issued to finance other capital improvements under the Plan) to finance a portion of the costs of the capital improvements set forth in the Plan including without limitation the acquisition, construction and equipping of a new city hall and fire station.

A copy of the Plan is on file with the City Clerk and is available for public inspection at City Hall during regular business hours. Questions or comments may be directed to the City Clerk’s Office at 651-426-3344.

If a petition requesting a vote on the issuance of the CIP Bonds under the Act, signed by voters equal to 5% of the votes cast in the City in the last general election, is filed with the City Clerk within 30 days after the public hearing (i.e., by January 15, 2026), the City may issue the CIP Bonds only after obtaining approval of a majority of voters voting on the question at an election.

All interested persons may appear and be heard at the public hearing either

orally or in writing, or may file written comments with the City Clerk before the hearing.

BY ORDER OF THE CITY COUNCIL OF THE CITY OF MAHTOMEDI,
MINNESOTA

Published one time in the White Bear Press on November 26, 2025.

**BIRCH LAKE IMPROVEMENT DISTRICT
AERATION NOTICE**

AN AERATION SYSTEM CREATING OPEN WATER AND THIN ICE IS INSTALLED AND WILL BE OPERATED ON BIRCH LAKE IN WHITE BEAR LAKE STARTING DECEMBER 1, 2025.

The system is located in the south central area of Birch Lake and approximately 300 feet from shoreline.

Published two times in the White Bear Press on November 19 and 26, 2025.

**CITY OF GEM LAKE
RAMSEY COUNTY, MINNESOTA
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of Gem Lake, Minnesota will hold a Truth in Taxation public hearing for the 2026 proposed budget and property tax levy on December 16, 2025, during the City Council Meeting. The City Council meeting is scheduled for 7:00 p.m. at 4200 Otter Lake Rd, Gem Lake.

Gretchen Artig-Swomley, Mayor

Published one time in the White Bear Press on November 26, 2025.

RAMSEY COUNTY ELECTIONS

**NOTICE OF ELECTION
SPECIAL PRIMARY FOR HOUSE DISTRICTS 47A & 64A
DECEMBER 16TH, 2025**

Notice is hereby given that Special Primary Elections for House District 47A and 64A will occur on December 16th, 2025. Visit mnvotes.org to view a full list of candidates and ballot content. The following offices will be on the ballot in their respective jurisdictions:

- Minnesota House of Representatives - District 47A (Primary)
- Minnesota House of Representatives - District 64A (Primary)

The following polling places will be open from 7 a.m. to 8 p.m. on December 16th, 2025:

MAPLEWOOD P-11	MAPLEWOOD YMCA/COMMUNITY CENTER	2100 WHITE BEAR AVE N	MAPLEWOOD
MAPLEWOOD P-12	LUTHERAN CHURCH OF PEACE	47 CENTURY AVE S	MAPLEWOOD
MAPLEWOOD P-13	LUTHERAN CHURCH OF PEACE	47 CENTURY AVE S	MAPLEWOOD
SAINT PAUL W-1 P-2	MARTIN LUTHER KING REC. CENTER	271 MACKUBIN ST	SAINT PAUL
SAINT PAUL W-1 P-7	UNITY UNITARIAN CHURCH	733 PORTLAND AVE	SAINT PAUL
SAINT PAUL W-2 P-5	LINWOOD REC. CENTER	860 ST CLAIR AVE	SAINT PAUL
SAINT PAUL W-2 P-6	SUMMIT CHURCH	845 SUMMIT AVE	SAINT PAUL
SAINT PAUL W-3 P-7	MACALESTER/PLYMOUTH UNITED CHURCH	1658 LINCOLN AVE	SAINT PAUL
SAINT PAUL W-3 P-8	GLORIA DEI LUTERAN CHURCH	700 SNELLING AVE S	SAINT PAUL
SAINT PAUL W-3 P-13	EDGECUMBE REC. CENTER	320 GRIGGS ST S	SAINT PAUL
SAINT PAUL W-4 P-4	MERRIAM PARK REC. CENTER	2000 ST ANTHONY AVE	SAINT PAUL
SAINT PAUL W-4 P-5	ST THOMAS UNIVERSITY – MCNEELY HALL	2060 SUMMIT AVE	SAINT PAUL
SAINT PAUL W-4 P-6	MERRIAM PARK LIBRARY	1831 MARSHALL AVE	SAINT PAUL
SAINT PAUL W-4 P-12	GROVELAND REC. CENTER	2021 ST CLAIR AVE	SAINT PAUL

A public test of the voting system to be used for the Special Primary Elections will be conducted at 2:00 p.m. on Tuesday, December 9th at the Ramsey County Elections Office (located at 90 W Plato Blvd, Saint Paul MN 55107). For more elections and voting information, contact Ramsey County Elections Office at elections@ramseycounty.us or 651-266-2171.

Published one time in the White Bear Press on November 26, 2025.

OFFICE OF THE MINNESOTA SECRETARY OF STATE
CERTIFICATE OF ASSUMED NAME

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is:
The Sycamore at The Preserve
2. The street address of the principal place of business is or will be:
2615 MAPLEWOOD DR N, MAPLEWOOD MN 55109
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.
SATPMC, LLC
1605 30TH AVE S STE A, MOORHEAD MN 56560

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.

Dated: November 10, 2025

Signed: Shari Frisbie

Published two times in the White Bear Press on November 19 and 26, 2025.

OFFICE OF THE MINNESOTA SECRETARY OF STATE
CERTIFICATE OF ASSUMED NAME

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is:
Emily's Auto Service
2. The street address of the principal place of business is or will be:
1450 Energy Park Drive, Suite 101, St. Paul, MN 55108
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.
Michael Goggin
1450 Energy Park Drive, Suite 101, St. Paul, MN 55108

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.

Dated: November 5, 2025

Signed: Michael Goggin, owner

Published two times in the White Bear Press on November 19 and 26, 2025.

ISD 624, WHITE BEAR LAKE AREA SCHOOLS
DISTRICT REVENUES AND EXPENDITURES BUDGET FOR FISCAL YEAR (FY) 2025 AND FY 2026

	Division of School Finance 400 NE Stinson Blvd. Minneapolis, MN 55413		District Revenues and Expenditures Budget for Fiscal Year (FY) 2025 and FY 2026				ED-00110-48	
General Information: Minnesota Statutes 2024, section 123B.10, requires that every school board shall publish the subject data of this report.								
District Name:		White Bear Lake Area Schools					District Number:	0624
Fund	FY 2025 Beginning Fund Balances	FY 2025 Actual Revenues and Transfers In	FY 2025 Actual Expenditures and Transfers Out	June 30, 2025 Actual Fund Balances	FY 2026 Budget Revenues and Transfers In	FY 2026 Budget Expenditures and Transfers Out	June 30, 2026 Projected Fund Balances	
General Fund/Restricted	\$ 3,351,913	\$ 27,737,529	\$ 28,112,763	\$ 2,976,679	\$ 22,123,532	\$ 22,462,974	\$ 2,637,237	
General Fund/Other	\$ 11,247,576	\$ 122,057,599	\$ 120,436,471	\$ 12,868,703	\$ 124,658,981	\$ 124,587,107	\$ 12,940,577	
Food Service Fund	\$ 3,004,234	\$ 7,250,712	\$ 7,681,911	\$ 2,573,035	\$ 7,212,413	\$ 8,043,813	\$ 1,741,635	
Community Service Fund	\$ (322,047)	\$ 8,296,536	\$ 8,113,726	\$ (139,237)	\$ 8,457,476	\$ 8,342,070	\$ (23,831)	
Building Construction Fund	\$ 111,487,424	\$ 5,383,876	\$ 62,284,741	\$ 54,586,559		\$ -	\$ 54,586,559	
Debt Service Fund	\$ 6,508,028	\$ 30,640,403	\$ 31,214,885	\$ 5,933,546	\$ 35,214,967	\$ 34,402,556	\$ 6,745,957	
Trust Fund	\$ 200,789	\$ 230,063	\$ 271,497	\$ 159,354	\$ -	\$ -	\$ 159,354	
Internal Service Fund	\$ 5,023,666			\$ 5,845,041			\$ 5,845,041	
* OPEB Revocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OPEB Irrevocable Trust Fund	\$ 31,190,182	\$ 2,775,684	\$ 956,870	\$ 33,008,996	\$ -	\$ -	\$ 33,008,996	
OPEB Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total - All Funds	\$ 171,691,765	\$ 204,372,400	\$ 259,072,864	\$ 117,812,676	\$ 197,667,369	\$ 197,838,520	\$ 117,641,525	
Long-Term Debt			Current Statutory Operating Debt per Minnesota Statutes, section 123B.81					
Outstanding July 1, 2024	\$ 427,450,000		Amount of General Fund Deficit, if any, in excess of 2.5% of expenditures 06/30/2025			\$	-	
Plus: New Issues	\$ -							
Less: Redemmed Issues	\$ 18,350,000		Cost per student - Average Daily Membership (ADM) 06/30/2025					
Outstanding June 30, 2025	\$ 409,100,000							
Short-Term Debt			Total Operating Expenditures			\$	152,312,761.17	
Certificates of Indebtedness	\$ -		FY 2025 Total ADM Served + Tuitioned Out ADM + Adjusted Extended ADM				8,412.56	
Other Short-Term Indebtedness	\$ -		FY 2025 Operating Cost per ADM			\$	18,105.40	
The complete budget may be inspected upon request to the superintendent.								
Comments:								
An annual budget for the Building Construction Fund is not adopted as project length financial plans are budgeted in accordance with bond issue authorization. This information can be found on the District's website: https://www.isd624.org/departments/finance. The District's school report card can be found on the Minnesota Department of Education website: https://rc.education.mn.gov								
* Other Post-Employment Benefits (OPEB)								

INDEPENDENT SCHOOL DISTRICT NO. 832
MAHTOMEDI PUBLIC SCHOOLS
REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGER AT RISK (CMaR) SERVICES
Due Date: December 10, 2025, due by 12:00 p.m. CST
INTRODUCTION

Independent School District No. 832 (Mahtomedi Public Schools)(the “District”) is requesting Statements of Qualifications to evaluate and select a Construction Manager at Risk (CMAR) who will provide construction manager at risk services (the “CMAR Services”) for a proposed construction project at specified District sites and facilities (the “Project”). It is the intention of the District to select a CMAR that will provide the CMAR Services for the duration of the Project (described below). The District reserves the right to modify this approach at any time.

- The selection of the CMAR will be done through a two-step process:
1. In the first step, the District will evaluate the qualifications of each respondent using specified criteria (discussed below) and choose a short-list of two to five respondents as CMAR finalists.
 2. In the second step, the short-listed respondents will be asked to submit a proposal responding to a Request for Proposal (RFP) for CMAR Services. The evaluation panel will score each respondent’s proposal based on RFP published criteria, and interview up to the three (3) highest scoring respondents. The District will enter into contract negotiations with the highest-scoring respondent.

The award of a contract to the selected respondent will be subject to the availability of District funding and the CMAR and District agreeing to a Guaranteed Maximum Price (GMP) for the Project work, as per the construction documents.

The District will use AIA Document A133-2019, Standard Form of Agreement between the District and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a GMP; and the A201-2017 General Conditions of Contract, as modified by the District, as the form of agreements between District and the selected CMAR.

BACKGROUND AND NATURE OF THE PROJECT

- A. Project Background:
1. At a November 4, 2025 special election, District voters authorized the issuance of school building bonds in an amount not to exceed the \$28,535,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction, acquisition and installation of safety and security improvements at all school sites; HVAC and electrical infrastructure improvements; additions and renovations to the high school to add a new weight room and safer circulation; renovations and upgrades to create flexible learning spaces, and improve accessibility and acoustics in performing arts facilities; and the acquisition and installation of a multi-sport artificial turf athletic field and lighting.
 2. Pursuant to the authority granted by District voters, the District intends to issue and sell bonds to finance construction and renovation projects at school sites and facilities.
 3. The Project includes planning, design, and construction. A summary of the Project is as follows:
 - a. **Mahtomedi High School.** Replace mechanical ventilation equipment and upgrades to existing controls; construction of an addition to expand narrow hallway to improve safety; renovation and addition to weightroom from approximately 1,900 sf into approximately 5,000 sf physical education multi-purpose space; create collaborative multi-purpose learning space by removing lockers; remove risers and improve acoustics and accessibility in band room; improve acoustics in choir room; improve performer accessibility and replace seating in auditorium; renovation of toilet room; security system upgrades.
 - b. **Mahtomedi Middle School.** Renovate existing spaces; relocate main office adjacent to main entrance for improved safety and security; security system upgrades.
 - c. **Athletic Field Number 1.** Improve drainage; replace grass turf with artificial turf; add lighting.
 - d. **O.H. Anderson Elementary School.** Security system upgrades.
 - e. **Wildwood Elementary School.** Security system upgrades.
 - f. **District Education Center (DEC).** Security system upgrades.
 4. All buildings and the athletic field are owned by the District and are in relative proximity to each other. The High School, 8000 75th St. North; Middle School, 8100 75th St. North; Wildwood Elementary, 8698 75th St. North and Field Number 1 are clustered on the same campus. O.H. Anderson, 666 South Warner Ave is about 1.7 miles from the cluster and the District Education Center (DEC) is about 2.6 miles from the cluster.

- B. Project Budget:
1. The total Project budget, which includes construction costs, design fees, soft costs, contingencies, FFE and other related costs is \$27,881,000.
 2. The Project budget by site is: High School, \$21,219,000; Middle School, \$3,410,000; O.H. Anderson, \$405,000; Wildwood, \$330,000; DEC, 117,000 and Field Number 1, \$2,400,000. Additional square footage allocation is approximately 9,960 sq. feet for the High School. Field Number 1 is a multi-purpose field.
- C. Project Schedule:
- Anticipated/tentative schedule:** Design/Pre-Construction through November 2026; Construction January 2026-August 2027

PROCEDURES FOR SUBMITTING QUALIFICATIONS

To facilitate the selection process, all respondents’ submissions will be limited to no more than twenty-two (22) 8.5”x11” pages in length, excluding a cover sheet, a cover letter, and appendices. The font shall be no smaller than 11 point. 11”x17” pages can be used for maps, exhibits, and/or a schedule and will count as a single page. Appendices are anticipated to contain pre-prepared marketing materials and/or full resumes or other supporting documents. Reviewers may or may not review material contained in appendices. The District shall not be responsible for any costs incurred by respondents related to preparing or submitting responses to the RFQ.

- A. Cover Letter (**Maximum of 2 pages**)
1. Legal Name of Firm, address, and phone number.
 2. Name, title, address, telephone number, fax number, and email of contact person during the period of proposal and/or contract evaluation.
 3. Type of business organization.
 4. Confirmation of receipt of any Addenda to the RFQ.
 5. Confirm ability to start project as noted in the included timeline.
 6. Signature of a person authorized to bind the offering firm to the terms of the proposal.
- B. Surety and Insurance (Maximum of 2 pages)
1. Confirm the ability to meet insurance requirements listed in this RFQ.
 2. Confirm ability to obtain necessary bonding for Project.
 3. Explanation of measures taken to protect against subcontractor work default and sub-subcontractor nonpayment claims.
- C. Firm, Experience and References: (**Maximum of 10 Pages**)
1. Provide at least three examples of previous comparable projects in scale and nature completed in the last ten (10) years, while acting as a Construction Manager at Risk or as a Construction Manager Advisor. Include all projects the firm has acted as Construction Manager at Risk.
 2. List any projects completed for Minnesota school districts.
 3. List as a percentage of original contract, amount of all change orders to the listed projects. Include the following change order categories, Value Engineering, Owner Initiated, Unforeseeable Conditions, and construction document related.
 4. List all claims that were filed on the projects listed above. Provide the following details: nature of dispute, initial claim amount, settlement amount and method of resolution.
 5. References: Provide references for three of the projects listed above in which you served as Construction Manager at Risk or as Construction Manager as Advisor if less than three projects as CMAR.
 6. Explain whether, over the past ten (10) years, the firm failed or refused to perform or complete any work it was obligated to complete pursuant to that project’s contract documents? If so, please explain

- the work that was not completed and provide the reason.
7. Are there any outstanding liens against any projects that your firm has been involved in? If so, please provide details.
- D. Project Team and Team Member Experience: (Maximum of 4 Pages)
1. Provide an organizational chart showing involvement and correlation of project key members including Preconstruction Project Manager, Construction Project Manager, Site Superintendent, Mechanical Coordinator, Electrical Coordinator, Project Scheduler, Project Estimator, Sustainability (B3) Manager. It is preferred if the Preconstruction Project Manager and Construction Project Manager are the same person.
 2. Experience/Resume of Team Members
 - a. Name
 - b. Email Address
 - c. Firm Name
 - d. Firm Location
 - e. Professional Licensure(s), Education, and Professional Affiliations.
 - f. Number of years working for current firm and total number of years of professional work experience.
 - g. Job title/role for this project.
 - h. Percent time on this project.
 - i. Number of projects completed with other team members.
 - j. Recent experience on similar projects and responsibilities for those projects.
- E. Safety Program and Record: (**Maximum of 2 Pages**)
1. List your worker’s compensation Experience Modification Rate (EMR) for the last three (3) years.
 2. Has your firm had any accidents which resulted in construction fatalities on any of your construction sites in the last five (5) years? If so, please provide details. If not, this should be noted.
 3. Has your firm received from OSHA any willful or repeated safety citations for which a final order has been issued within the last five (5) years?
 4. For the past five (5) years please provide details of alleged violations associated with penalties and corrective action taken on your project sites as a result of inspections by OSHA, other applicable health and safety agencies and any environmental agencies.
- F. Procedure for Submission of Response to RFQ:
1. Documents include one (1) complete original, marked “ORIGINAL”; ten (10) complete copies of the original; and other related documentation required by this RFQ.
 2. Submit documents in a sealed envelope marked: “**RFQ Mahtomedi Public Schools Construction Manager at Risk Services.**”
 3. The submission should be addressed to: **Mahtomedi Public Schools, ATTN: Tim Erickson, 1520 Mahtomedi Avenue, Mahtomedi, MN 55115.**
 4. Respondents may direct questions about the RFQ in writing only (no oral questions will be entertained) to Tim Erickson (tim.erickson@isd832.net) and Artemis Ettsen (aettsen@woldae.com) with the subject line of “Questions to CMAR RFQ”. The contacts listed here are the only individuals who may be contacted about the Project. The deadline for submitting questions is **December 4, 2025 at 3:00 o’clock p.m.**
 5. Respondents are prohibited from communicating in any other manner about the Project with the District. Respondents are not permitted to communicate with members of the school board, other District employees, or the District’s consulting firms. Failure to comply with these procedures may result in the respondent’s disqualification.
 6. **RFQ submissions must be received at the above-referenced address no later than 12:00 o’clock p.m. CST on December 10, 2025. Submissions not received by the deadline may not be considered.**

TIMELINE OF EVENTS

Release of RFQ (Expected Publication Date)	November 26, 2025
Deadline for Submission of Questions	December 4, 2025, 3 PM
Qualifications Documents Due	December 10, 2025, NOON
Review and Ranking of Submissions	December 11, 2025
Selection of Short List (2-5 proposers)	December 12, 2025
	Approximate Dates
Short List receives RFP from the District	December 15, 2025
Responses to RFP Due	December 28, 2025
Interviews	January 7-8, 2026
Selection Announced	January 12, 2026
Contract Finalize for BOE Approval	Prior to January 20, 2026

INSURANCE REQUIREMENTS

- A. Before work commences, the CMAR must submit to the District for review and approval a certificate of insurance. The certificate shall be composed of a Standard Form C.I.I.I.-701 or an ACORD 25 Form. The certificate of insurance shall list the District as an additional insured on the listed policies and shall be maintained at all times throughout the life of the contract and provide for the following minimum coverage:
1. Commercial General Liability (Including Premises, Operations, Products, Completed Operations, Advertising, and Personal Injury): \$1,000,000 per occurrence; \$2,000,000.
 2. Commercial Auto Liability (including Hired and Non-Owned, and the District should be named as an additional insured): 1,000,000 each person/\$1,000,000 each occurrence for Bodily Injury \$1,000,000 each occurrence for Property Damage. If combined single limit: \$1,000,000 per occurrence.
 3. Workers’ Compensation: Statutory Amounts
- B. The insurance cancellation language must provide that an insurance policy shall not be materially changed, canceled or non-renewed except upon sixty (60) days prior written notice to the District. Neither the District’s failure to require or insist upon certificates, nor other evidence of a variance from the specified coverage requirements, amends respondent’s responsibility to comply with the insurance specifications.

SCOPE OF SERVICES

The CMAR shall provide services during the pre-construction, construction, post-construction and project close-out phases, including, but not limited to, the following:

- A. Pre-Construction Services
1. During pre-construction, the CMAR shall actively participate with the District, the Architect/Engineer (A/E), and other design consultants in completing the construction documents. Additionally, the selected CMAR is expected to help define and prioritize the scope of work within the allocated budgets while working collaboratively with the A/E from the latter portion of the Schematic Design through the completion of the Construction Documents phase.
 2. The pre-construction phase services include, but are not limited to, the following:
 - a. Develop a Construction Management plan including cost and time parameters, protocol, and a complete management information system.
 - b. Be responsible for budget management in cooperation with input from the District and project design team. Provide continual monitoring of budget from design through implementation.
 - c. Develop comprehensive quantitative cost estimates for construction document phase. Estimates should align with the anticipated bid package structure and be phased according to the project’s funding.
 - d. Provide value engineering and constructability reviews of the contract documents.
 - e. Provide a Guaranteed Maximum Price (GMP) for the project at the 95% design phase. CMAR will be required to engage subcontractors to solicit pricing for the main trade work. GMP must be submitted to the District at the 100% design submittal for final approval.
 - f. Prepare, implement, and maintain contracts, purchase orders, insurance certificates and bonds with all sub-contractors and suppliers.
- B. Construction Services
- a. Provide comprehensive construction phase administration including on-going full-time site supervision, coordination, project

- b. Obtain approvals from regulatory agencies
 - c. Establish and maintain a project financial status reporting system
 - d. Monitor and enforce the construction schedule
 - e. Develop and maintain submittals, shop drawings, samples and change directive logs. Indicate any electronic or web-based project management systems your firm provides for these processes
 - f. Analyze, negotiate, and process change orders and other change directives
 - g. Prepare project construction reports, minutes, and schedules
 - h. Develop and implement a quality assurance plan
 - i. Maintain record document set
 - j. Assist in punch list preparation, substantial completion, and final completion inspection
 - k. Review, make recommendations and process contractor payment applications
 - l. Monitor contractor safety programs
 - m. Managing prevailing wage reporting
- C. Post-Construction Services
- a. Assist in reviewing and preparing all close-out documents including warranties, operating and maintenance manuals; schedule and coordinate training of systems components with the CITY
 - b. Manage transfer of building operation to the CITY
 - c. Monitor and follow up on any warranty issues throughout the one-year warranty period
- D. Project Closeout
- a. Include all basic services rendered after the completion of a construction contract and final inspections, punch list and a report of the completed project for the District’s review. Include as-builts built drawings (prepared from contractor’s redlines), summary of material testing, change orders, grant amendment, final financial summary, and obtain release of liens from all contractors.
 - b. Obtain all contractors and subcontractors Form IC134 (Contractor Affidavit) and submit to Minnesota Department of Revenue for certification to receive final payment.

RFQ EVALUATION AND SCORING

The following shall be the District’s CMAR RFQ process used to assist with the determination of respondents’ qualifications and possible selection to provide a proposal pursuant to a RFP.

Evaluation Criteria	Maximum Points Available
Experience and Qualifications of Firm	350 Points
<i>Specific Project Experience</i>	150 Points
<i>Overall Firm Experience/Reputation</i>	100 Points
<i>CMAR Approach/Methodology</i>	100 Points
Key Personnel Expertise & Capacity	300 Points
<i>Project Executive/Manager Qualifications</i>	150 Points
<i>Superintendent Qualifications</i>	100 Points
<i>Team Availability/Capacity</i>	50 Points
Project Approach and Work Plan	200 Points
<i>Understanding of Project Goals</i>	100 Points
<i>Schedule Management Plan</i>	50 Points
<i>Cost Control & GMP Development</i>	50 Points
Past Performance & References	100 Points
<i>Owner/Architect References</i>	100 Points
Safety Record (e.g., EMR)	50 Points
Total Maximum Points	1,000 Points

MISCELLANEOUS

- A. Duration of Offer
- Proposals submitted in response to this RFQ are valid for ninety (90) days following the date of submission on proposals. This period may be extended by written mutual agreement between the District and the respondent.
- B. Completion of RFQ Responses
- An RFQ Response may be rejected if it is conditional; incomplete; contains conflicting, false, or misleading statements; or provides references that contradict or do not support an attribute or condition stated by the respondent.
- C. Laws and Regulations
- Any and all services, articles or equipment offered and furnished shall comply fully with all State and federal laws and regulations, including Minnesota Statutes, Section 471.463.
- D. Government Data Practices
- A RFQ response submitted to District is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Such information is public unless it falls within one of the exceptions in the Act, such as security information or trade secret information pursuant to Minnesota Statutes, Section 13.37
- If a respondent believes any nonpublic information will be supplied in response to this RFQ, it must take reasonable steps to identify and provide reasonable justification to District regarding which data, if any, falls within an applicable exception under the Minnesota Government Data Practices Act. However, the respondent agrees as a condition of submitting an RFQ response that District will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality or other disclosure as may be related to the submitted documents. The respondent agrees, by submitting a RFQ response, to indemnify District from any liability resulting from any and all third-party claims and/or losses which may arise as a result of the disclosure of, or failure to disclose, information.
- E. Disposition of RFQ and RFP Responses
- All materials submitted in response to this RFQ and RFP will become property of the District and will become a public record in accordance with Minnesota Statutes, Section 13.591, after the evaluation process is completed. District will not consider the prices submitted by a respondent to be trade secret materials.
- F. Rights Reserved by the District
- Notwithstanding anything to the contrary, District reserves the right to: (i) Negotiate any aspect of a proposal with any respondent and negotiate with more than one Respondent; (ii) Select for CMAR contract negotiation a proposal that is not the lowest cost; and (iii) Add subsequent or withdraw or reduce work packages to or from the CMARs contract when they are defined and funded.
- F. Organizational Conflict of Interest
- The respondent warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons or organizations:
- A respondent is unable, or potentially unable, to render impartial assistance or advice to District;
 - The respondent’s objectivity in performing the work is or might be otherwise impaired;
 - The respondent has an unfair competitive advantage.
- The respondent agrees that if an organizational conflict of interest is discovered after award, an immediate and full disclosure in writing shall be made to District, that shall include a description of the action the Respondent has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, District may, at its discretion, cancel the contract. In the event the Respondent was aware of an actual or perceived organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the Contracts Administrator. The provisions of this clause shall be included in all subcontracts for work to be performed, and the terms “Contract” and “Contracts Administrator” modified appropriately to preserve District’s rights. District may, in its sole discretion, waive any conflict of interest.
- G. Addenda to RFQ
- Any Addendum issued will become part of the RFQ. The District may modify or clarify the RFQ by publishing one or more addenda. Addenda will be numbered consecutively in the order they are issued. Respondents will be responsible for meeting the requirements of all addenda and will be required to acknowledge in their response their review of all addenda.

Published one time in the White Bear Press on November 26, 2025.