

MINNESOTA STATE COLLEGES AND UNIVERSITIES



**Anoka-Ramsey Community College
ARCC/CR-19 - College Services and Library Renovation**

**REQUEST FOR QUALIFICATIONS (RFQ)
For
CONSTRUCTION MANAGER at RISK (CM@r) SERVICES**

May, 2019

SPECIAL NOTE: This Request for Qualifications (RFQ) does not obligate the Minnesota State Colleges and Universities system, hereinafter referred to as "Minnesota State", its Board of Trustees, or Anoka-Ramsey Community College (ARCC) to award a contract or complete the proposed project and each reserves the right to cancel this RFQ if it is considered to be in its best interest. Responding vendors must include the required information called for in this RFQ. Minnesota State reserves the right to waive minor informalities, reject a submittal if required information is not provided or is not organized as directed.

Minnesota State also reserves the right to change any provisions in this RFQ by posting notice of the change(s) on Minnesota State's website, <http://www.minnstate.edu/vendors/index.html> under FACILITIES CONSULTANT & CONTRACTOR OPPORTUNITIES. Anoka-Ramsey Community College also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to reject any and all RFQ responses received.

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for
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Section I. General Information

Minnesota State Colleges and Universities is the fifth-largest system of higher education in the United States. It is comprised of 31 two-year and four-year state colleges and universities with 54 College/University, Campuses located in 47 Minnesota communities. The System serves approximately 400,000 students each year. The Minnesota State Colleges and Universities is an independent state entity that is governed by a 15 member Board of Trustees. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system, other than the University of Minnesota College/University, Campuses. For more information about Minnesota State Colleges and Universities, please view its website at www.minnstate.edu.

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, hereinafter referred to as "Minnesota State", on behalf of Anoka-Ramsey Community College, intends to retain a Construction Manager at Risk, hereinafter referred to as "CM" services for the design and construction of the "Project".

Definitions

Wherever and whenever the following words or their pronouns occur in this RFQ, they shall have the meaning given here:

Minnesota State: Minnesota State Colleges and Universities

Minnesota State system office: The central administrative system office of Minnesota State Colleges and Universities.

Owner: the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Anoka-Ramsey Community College, Coon Rapids campus.

Responder/Respondent: A company who may reply to this RFQ.

Vendor: A company that executes a contract with the Owner.

Nature of RFQ

Minnesota State is soliciting statements of qualifications from interested, qualified construction management firms, and intends to retain a firm to provide Construction Management (CM) services for the design and construction of the described facilities improvement(s), hereafter referred to as the "Project". This RFQ is undertaken by the Owner, pursuant to the authority contained in provisions of Minnesota Statutes § 16C.34, § 136F.581 and other applicable laws.

Minnesota State will evaluate responses to the RFQ in accordance with criteria set forth in Section III of this RFQ. Vendors whose proposed qualifications demonstrate, in Minnesota State's sole opinion, the qualifications that best fulfill the purposes of this RFQ, will receive a request for proposal (RFP).

The purpose of the RFQ is to evaluate and select a group of qualified Construction Managers to interview for the role of Construction Manager at risk (CM@r) to assist Minnesota State in the performance of its obligations and enforcement of its rights during the design and construction of the Project. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as

necessary to serve the best interests of the Owner. The RFQ will not obligate the Owner to award a contract or complete the proposed project and Minnesota State reserves the right to cancel the RFQ if this action is considered to be in Minnesota State's best interest.

Evaluation of RFQ Respondents' proposals will be conducted by a committee composed of a minimum of three persons, at least one of whom has construction industry experience. RFQ respondent's proposal will be evaluated with criteria and point scale described within the RFQ. The evaluation may include interviews with Respondents and requests for additional information, and will focus on the specifics of the Respondent's proposal and approach.

The CM@r shall work with the Owner's designated Project Manager, the Minnesota State system office Facilities Unit, the Architect/Engineer (A/E) design teams, and others as designated by the Project Manager to evaluate the proposed design and complete the construction on behalf of Minnesota State to assure that the Project is designed and constructed in accordance with the Minnesota State Design Standards and meets the Project requirements.

Project Description

The College Services and Library renovation project at Anoka-Ramsey Community College, Coon Rapids campus will focus on renovating approximately 28,000 square feet of existing space. The project will:

- Create space to support student's needs in the 21st century.
- Increase opportunities for the College to provide a higher level of service to students, faculty, and staff.
- Provide a solid platform for the partnership between student's needs and the available supports services they require.
- Allow ARCC to better serve all students.
- Privacy for our students when seeking college support services.
- Better working environments for our faculty and staff.

Key features of the project include:

- A complete remodel of our library with updated technology and learning spaces.
- Student Services and office remodel
- Restroom renovation
- New technology for better learning environments

A design firm has yet to be selected as the Architect/Engineer (A/E) for this project. Owner's budgeted Guaranteed Maximum Price is \$3,600,000.

Unique Project Considerations and Requirements

Renovations to the College Services building and Library were originally planned as three phases of construction. The College Services will be temporarily relocated to the Legacy Room in the Student Center. The Library will be temporarily relocated to the lower riverside student lounge. Construction of the entire project must be completed by April of 2021 to allow the use of the swing space for the planned renovation of the Nursing and Business Center. A primary task of the CM's responsibility is to phase the work to maximize the budget within the space constraints.

Project Predesign Information

The following documents are available for review at <http://www.minnstate.edu/vendors/index.html> under Facilities Consultant & Contractor Opportunities:

- Pre-design report prepared by Rivera Architects, dated November 1, 2018
- Drawings, dated December 20, 2018 prepared by Rivera Architects
- Construction estimate, dated December 7, 2018 by Loeffler Construction

Proposed Milestone Dates

Milestone	Date
Design Development completion	July 15, 2019
Guaranteed Maximum Price submittal	August 1, 2019
Construction Document completion	November 1, 2019
Issue Bid Documents	December 1, 2019
Construction commencement	
Phase 1	January 2020
Phase 2	May 2020
Substantial Completion date	
Phase 1	July 15, 2020
Phase 2	March 1, 2021
Final Completion date	April 1, 2021

Allow at least (4) weeks for Owner Review at the end of Schematic Design and (2) weeks for Owner Review at the end of each design phase.

Selection Process

The selection process includes representatives from Anoka Ramsey Community College and the Minnesota State system office. The selected A/E and/or Owner's Representative may participate in an advisory role only. This group will evaluate the responses to the RFQ, and select the firms to receive the RFP. The selection will result in 3-5 firms being shortlisted, who will then move forward to the RFP and interview stage.

Selection and Implementation Timeline

The following is Minnesota State's proposed schedule for the selection process to obtain Construction Manager Services. Minnesota State reserves the right to modify this schedule if necessary.

RFQ Schedule:

EVENT	DAY	DATE	TIME
RFQ advertisement #1,	Tuesday	May 28, 2019	-
RFQ advertisement #2,	Monday	June 3, 2019	-
Mandatory Information Meeting #1	Tuesday	June 4, 2019	2:00 PM
RFQ Questions due	Friday	June 6, 2019	Noon
RFQ Addendum posted	Friday	June 6, 2019	-
Deadline for RFQ Submissions	Tuesday	June 11, 2019	2:00 PM
Shortlist 3-5 vendors to receive RFP	Friday	June 14, 2019	-

RFP Schedule:

EVENT	DAY	DATE	TIME
Mandatory Information Meeting #2	Tuesday	June 18, 2019	1:00 PM
RFP Questions due	Friday	June 21,2019	Noon
RFP Addendum issued by email	Friday	June 21, 2019	
Deadline for RFP Submissions	Friday	June 28, 2019	2:00 PM
Interviews	Tuesday	July 2, 2019	-
Planned selection of CM@r by this date	Wednesday	July 3, 2019	-

The Owner desires to enter into a contract with the successful vendor by **July 15, 2019**. If the Owner and the vendor are unable to negotiate and sign a contract by **July 16, 2019** the Owner reserves the right to seek an alternative vendor.

Mandatory Information Meeting

A **mandatory** RFQ informational meeting is scheduled for June 4, 2019, 2:00 pm, at ARCC. Meet in the C-270 Mississippi Room of the College Services building. Parking available on all campus lots. All firms interested in this meeting should contact Ken Karr kenneth.karr@anokaramsey.edu to confirm attendance. All potential or interested Responders must attend the meeting. Respondents who do not attend this meeting will not be considered.

Shortlisted Responders will be required to attend a second mandatory meeting. Additional information will be provided in the RFP. There will be no additional private tours, meetings, or communications out the provisions of the RFQ or RFP.

Information Contact

Owner’s agent for purposes of receiving inquiries about the RFQ only is:

Name: **Ken Karr**
Title: **Director of Facilities**
Email: Kenneth.Karr@anokaramsey.edu

The information contact listed above is the only person authorized to receive questions regarding this RFQ. No member of the proposing firm or its sub-consultants shall discuss this Request for Qualifications (RFQ) or the project with any member of the requesting agency from the date of publication of this RFQ on the website other than the prescribed communication provisions set forth in this RFQ. The Owner shall not be bound by and Responders may not rely on information regarding RFQ requirements obtained from non-authorized persons.

Requests for information or clarification by Responders shall be submitted to the Information Contact person. Questions or communications regarding this RFQ shall be submitted in writing no later than date and time identified in the selection and implementation timeline.

Proposals shall be disqualified if discussions occur with the Owner outside the prescribed communications provisions set forth in the RFQ.

Sample Contract

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. The CM@r scope of services will be based upon the AIA Document A133-2009 contract and AIA Document A201-2017 general conditions as amended by Minnesota State Colleges and Universities. The successful Respondent will be required to enter into the most current version of the contract. A sample of the contract documents (CC.30, CM.70 and CM.71) is available at http://minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html. If Respondent requests clarifications to the terms and conditions of this contract, they may submit a question during the question and answer period of this RFQ and it will be addressed by Addendum.

Parties to the Contract

Parties to this contract will be the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of **Anoka-Ramsey Community College, Coon Rapids** and the successful vendor.

Contract Termination

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract in accordance with the contract.

Section II. Vendor Requirements

CM@r Responsibilities

The CM shall provide a scope of services in accordance with the proposed CM@r contract, including, but not limited to the following:

- The Contractor shall use Minnesota State internet-based Enterprise Project Management System (EPMS) during the design and construction of the Project. The selected system is based upon software created by the firm, "e-Builder". Training is required and provided at no cost.

Pre-Construction Phase Services:

- Evaluate the Owner's program, Project budget and schedule requirements each in terms of the other.
- Provide construction cost estimates per the contract.
- Develop a Construction Management plan including cost and time parameters, means and methods, number and timing of construction contracts and a complete management information system.
- Prepare and enforce Project schedules, including a Preliminary Project Schedule, design schedules, and construction schedules.
- Provide value engineering and constructability reviews.
- Assist in design documents reviews and coordination.
- Identify and recommend procurement of long lead items.
- Establish Guaranteed Maximum Price

Construction Phase Services:

- Ensure maximum participation of qualified subcontractors as well as open competition by following all State laws relating to Construction Manager at Risk.
- Work on this contract may be self-performed by the Construction Management firm if prior approval is given by the College.
- Soliciting, receiving and evaluating bids.
- Award construction contracts.
- Obtain approvals from local and state code and regulatory agencies.
- Establish and maintain a Project financial status reporting system.
- Provide construction phase services as listed in the contract

Section III. Response Contents and Evaluation

Criteria described below, based upon the point scale, will be used to evaluate Respondents' qualifications. The evaluation may include requests for additional information, and will focus on the specifics of the Respondent's response to the RFQ and approach. The response to the RFQ will be evaluated by the following criteria:

PASS /FAIL REQUIREMENTS:

The Respondent shall:

- 1) Meet Responsible Contractor requirements as outlined in Attachment A
- 2) Attend Mandatory information meeting
- 3) Submit RFQ response on-time
- 4) Submit Signature Page bearing an original signature of a person with the authority to enter the firm into a contract
- 5) EMR must be at or below 1.00 for the previous three years

COMPANY PROFILE – 10 points

Include a cover letter on the Responder's official business letterhead. The letter shall transmit the qualifications, identify all materials being forwarded collectively as a response to this RFQ,

The Responder shall submit a company profile. Respondents should briefly describe the history of the company with an emphasis on its specific involvement with CM@r as Constructor. Include the following:

- Name of firm.
- Location of principal and branch offices.
- Length of time in business.
- Firm ownership.
- Firm size and other available services provided by the firm.
- Total Firm Bonding Capacity/Individual Project Bonding Capacity
- An outline of the Responder's background and experience with particular emphasis on local, state, and federal government work.

Factors favorable to a Responder would be **stability of the Responder's business**, greater length of experience that would contribute to the Responder's performance on this Project, and Responder's safety program and rating. Factors unfavorable to a Responder would be civil or criminal judgments or financial defaults that would affect the Responder's performance or failure to complete work.

SAFETY CULTURE – 20 points

The safety of ARCC's student, faculty and staff is of the utmost importance. Describe the company's safety strategy, plan, and program. Factors favorable to a Responder are a low EMR, a clear comprehensive safety strategy inculcated into all aspects of the CM's business and operations, or other personnel safety credentials and certifications (such as OSHA).

PROJECT TEAM – 30 points

The Responder shall list the members of its team that will be assigned to this Project work and their planned responsibilities on this Project. The Responder shall attach summary resumes of all team members, stating the years with the company, qualifications and special expertise, including specific experience with projects similar to the one that is the subject of this RFQ. Identify individual's experience if performed under a previous firm.

- Project organization chart including consultants or associated firms.
- Resumes of key personnel, including their responsibilities for this Project.

Factors favorable to a Responder are the assignment of experienced and highly qualified team members with substantial expertise on similar projects. Description of staffing should demonstrate:

- Capacity of Key Personnel
- Past Performance of Key Personnel
- Planned percentage of time for each team members' participation during preconstruction phase services and construction phase services
- Technical Competence
- Capability to Perform
- Familiarity with the project locale

RELEVANT TEAM EXPERIENCE WITH SIMILAR PROJECTS – 30 points

The Respondent shall provide relevant team experience with similar projects managed with CM@r delivery method. List a maximum of eight (8) most recent projects for which the Respondent provided, or is providing, professional services which are most related to this scope of services. List the projects in order of priority, with the most relevant project listed first. Project must be completed after January 1, 2012. A minimum of two projects shall have a construction value of **two million seven hundred thousand dollars (\$2,700,000)** or greater. Provide the following information for each project listed:

- Project owner, name and location, and current contact information
- Project description and size in gross square feet or other applicable indices.
- Description of services Respondent provided.
- Type of construction (new, renovation or expansion).
- Original and actual start and finish dates for both design and construction.
- Initial and final construction and total project costs, to include CM fees.
- Name of project manager (individual responsible to the Owner for the overall success of the project) and superintendent.
- Specialty consultants
- Relevancy of project to the proposed project
- Identify at least one (1) constructability issue on each project and the approach used for resolving each issue
- Any and all litigation involved with project.

The Owner may contact the references at its discretion. The Owner reserves the right to refer to its own references at any time during the RFQ process.

Factors favorable to a Responder are projects of similar geographic location, nature, and scope to the Project of this RFQ.

UNIQUE QUALIFICATIONS – 10 points

Describe any unique services or qualifications that may benefit the Owner in the execution of the proposed project.

PREFERENCES – 6 points (extra)

In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.), economically disadvantaged (E.D.), and Veteran Owned small businesses will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract.

Only eligible, verified, small businesses currently listed in the Directory of Certified Targeted Group, Economically Disadvantages and Veteran-Owned Vendors will be eligible for the preference. This directory is located at <http://www.mmd.admin.state.mn.us/mn02001.htm>. Include a screen shot of your firm’s listing with your response, if applicable.

Responders interested in becoming a certified vendor or to verify their T.G. eligibility and certification or E.D. certification, should refer to the state of Minnesota, Department of Administration, Office of Equity in Procurement Division website at <https://mn.gov/admin/business/vendor-info/oep/sbcp/>, or call the division’s help line at (651) 296-2402.

Section IV. Additional RFQ Response and General Contract Requirements

Rights Reserved

Notwithstanding anything to the contrary, the Minnesota State Colleges and Universities, or Anoka-Ramsey Community College reserves the right to:

1. Cancel the Request for Proposal at any time with no cost or penalty to the State.
2. Reject any and all Proposals received in response to this RFP;
3. Disqualify any Responder whose Proposal fails to conform to the requirements of the RFP;
4. Duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the Proposal;
5. Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score;
6. Negotiate as to any aspect of the Proposal with the selected Responder;
7. Extend the contract, not to exceed a total contract term of five (5) years;
8. Change any provisions in this RFQ by posting notice of the change(s) on Minnesota State’s website, <http://www.minnstate.edu/vendors/index.html> under FACILITIES CONSULTANT & CONTRACTOR OPPORTUNITIES; and
9. Waive any non-material deviations from the requirements and procedures of this RFQ and waive informalities contained in the RFQ;

All costs incurred in responding to this RFQ will be borne by the Responder. This RFQ does not obligate

the Owner to award a contract or complete the project, and the Owner reserves the right to cancel the solicitation if it is considered to be in its best interest

Attachment A: Responsible Contractor Verification and Certification of Compliance

All respondents shall complete Attachment A and submit with their response to this request for qualifications.

Attachment B: Workforce Certification

For all contracts estimated to be in excess of \$100,000, all responding vendors shall complete Attachment B, the Workforce Certification Form, and submit it with their proposal. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rule 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. Copies of Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 - 5000.3600 are available at <https://www.revisor.mn.gov/pubs/> or from the Minnesota Bookstore, 680 Olive Street, St. Paul, MN 55155. All responding vendors shall comply with the applicable provisions of the Minnesota Affirmative Action law, Minnesota Statutes §363A.36. Failure to comply shall be grounds for rejection.

Attachment C: Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

Attachment D: Affidavit of Non-Collusion

All Respondents shall complete the Affidavit of Non-Collusion, and submit it with their response to this request for qualifications.

Insurance Requirements

The Construction Manager will be required to obtain insurance pursuant to the requirements of the AIA Document A133-2009 which is included by reference in Section I, Contract in this RFQ. The selected vendor will be required to maintain and furnish satisfactory evidence of insurance in accordance with the requirements of the contract.

State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) shall be available for audit purposes to Minnesota State and the Legislative Auditor's Office for six (6) years after the termination/expiration of the contract.

Minnesota Government Data Practices Act

The vendor shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State, its schools and the Minnesota State system office in accordance with the contract and as it applies to all data created, gathered, generated or acquired in accordance with the contract. All materials submitted in response to this RFQ will become property of the State of Minnesota and will become public record after the evaluation process is completed and an award decision made. If the vendor submits information in response to this RFQ

that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the vendor shall:

- mark clearly all trade secret materials in its response at the time the response is submitted;
- include a statement with its response justifying the trade secret designation for each item;
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State of Minnesota, Minnesota State, its agents and employees, from any judgments or damages awarded against the State or Minnesota State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives Minnesota State's award of a contract. In submitting a response to this RFQ, the responder agrees this indemnification survives as long as the trade secret materials are in possession of Minnesota State.

Responses to this RFQ will not be open for public review until Minnesota State decides to pursue a contract and that contract is fully executed.

Conflict of Interest

The Respondent must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that it is contemplated in this RFQ. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.

Organizational Conflicts of Interest

The Responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that 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, a vendor is unable or potentially unable to render impartial assistance or advice, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The vendor agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the respective school's chief financial officer or the Minnesota State system office's Business Manager that must include a description of the action which the vendor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the school or Minnesota State system office may, at its discretion, cancel the contract. In the event the Responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the school or Minnesota State system office may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve Minnesota State's rights.

Physical and Data Security

The vendor is required to recognize that on the performance of the contract the vendor will become a holder of and have access to private data on individuals and nonpublic data as defined in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, section 270B.02, subdivision 1, and other applicable laws.

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statutes Chapters

270B and 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information.

The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of Minnesota State and South Central College.

The vendor shall recognize Minnesota State's sole and exclusive right to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.

The vendor agrees to indemnify and hold harmless the State of Minnesota, Minnesota State South Central College from any and all liabilities and claims resulting from the unauthorized disclosure by the vendor, its officers, employees or agents of any information required to be held confidential under the provisions of the contract. The vendor must return all source data to the "Authorized Representative" to be identified in the contract.

Section V. RFQ Responses

Response Preparation

Responses must be clear and concise. Responses that are difficult to follow or that do not conform to the RFQ format may be rejected.

Quantities

Responders shall submit **four (4)** original RFQ response. Responses shall be sealed in mailing envelopes or packages with the Responder's name and address clearly written on the outside.

Hard Copy and Electronic File Copy

All responses shall be stapled only, portrait format, with no plastic. Include an index for easy reference. Insert a tab sheet before each section. Sequentially number all pages. Provide **one (1) electronic copy on a flash drive or other electronic medium in .pdf format**. Do not password protect this document.

Signature Page

Sign and date the Signature page. Signature Page shall be signed by an individual authorized to commit the Respondent to the scope of work proposed. Proof of authority of the person signing shall be furnished upon request.

Format

The format shall be a maximum of 20 pages, not counting the binder cover, cover letter, signature page, index, section divider tab sheets, and required Attachments.

Required Attachments

Provide all the required Attachments identified in Section IV.

Submission

Hard copy responses must be received in the building and at the room as noted in the following address no later than **2:00 pm, June 11, 2019.**

Responses shall be delivered to:

Ken Karr
Anoka-Ramsey Community College
College Services Building
Information Desk
11200 Mississippi Blvd.
Coon Rapids, MN 55434

Late responses will not be considered and will be returned to the Responder unopened. E-mailed responses are not a valid submission.

Addenda to the RFQ

If appropriate, a change responding to questions or clarifications may be issued by the Owner in the form of addenda to the RFQ. Addenda to the RFQ will be posted at <http://www.minnstate.edu/vendors/index.html>

It is the responsibility of the Respondent to check for addenda prior to submitting qualifications. No other communications shall amend this RFQ.