

MINNESOTA STATE COLLEGES AND UNIVERSITIES



Dakota County Technical College

Pod 6 AHU Replacement

REQUEST FOR PROPOSAL (RFP)
FOR
MECHANICAL ENGINEERING SERVICES
JULY 16, 2018

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or *Dakota County Technical College* to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding CONSULTANTS must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on: <http://www.minnstate.edu/vendors/index.html>. For this RFP, posting on the captioned web site above constitutes written notification to each CONSULTANT. CONSULTANTS should check the site daily and are expected to review information on the site carefully before submitting a final proposal. Addendum to the RFP will be available on Minnesota State's website. Consultants must acknowledge any addendum when submitting a proposal. Failure to acknowledge any addendum may result in rejection of Consultant's RFP response.

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Section I. General Information

Background

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 campuses located in 47 Minnesota communities. The System serves approximately 430,000 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 campuses. For more information about Minnesota State Colleges and Universities, please view its website at [Minnesota State - Minnesota State Colleges and Universities](#).

The mission of Dakota County Technical College (DCTC) is to provide collegiate-level education for employment that will empower individuals to enhance their opportunities for career advancement and success in a global economy. DCTC serves approximately 2,300 students in 53 different academic programs.

Nature of RFP

The Minnesota State Board of Trustees, on behalf of *Dakota County Technical College*, hereafter referred to as the "Owner", intends to retain a professional consulting firm to provide *Mechanical Engineering Services* to assist with the design and construction coordination of the replacement of the Pod 6 Air Handler, hereafter referred to as the "Project". This RFP is undertaken by *Dakota County Technical College* pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Purpose of this Request for Proposal

The purpose of this Request for Proposal (RFP) is to evaluate and select a *Mechanical Engineering Consultant* to assist the Owner in the performance of its obligations and enforcement of its rights during the design and/or construction of the *Pod 6 AHU Replacement* located at *Dakota County Technical College, Rosemount, Minnesota*. The design team shall work with the Owner's appointed Project Manager, the Owner's System Office Program Manager, and related consultants and the construction contractor(s) to administer the design and/or construction contract(s) on behalf of the Owner to assure the Project is designed and constructed in accordance with the Minnesota State Design Standards and the Contract Documents and the Project is completed on schedule, on budget and to a level of quality commensurate with the Owner's requirements.

Mechanical Engineering shall be provided more specifically as described in Section III, and also as referenced in the most current versions of the following documents:

- Owner's standard General Conditions of the Contract for Construction (AIA Document A201, as amended by the Owner)
- Architect/Engineer-Owner contract, Standard Form of Agreement Between Owner and Architect, (AIA Document B101, as amended by the Owner).

Project Information

The Pod 6 Air Handler Replacement is a continuation of an effort to replace other similar air handlers in the Main Building of the DCTC campus. A Pre-Design Report by TKDA dated January, 2016 outlines the effort to replace the Pod 6 air handler as well as others planned for the future. Replacement of the Pod 5 air handler was completed in 2016 and can be used as a basis for the design of Pod 6.

Project Pre-Design Information

The 11-page Pre-Design for the replacement of multiple air handling units, including Pod 6, was submitted by TKDA on January of 2016. The Pre-Design is attached to this RFP for reference. The Owner believes that hazardous materials are not present in this area, so there are no surveys to include.

Project Budget and Fees

The estimated construction cost is \$ 1,330,500.00. This cost includes building and site construction, hazardous materials abatement, and contingency.

The estimated total Project cost is \$ 1,450,000.00. This cost includes: all professional consultants, Architect/Engineer and Owner's Representative fees, site investigations and surveys, hazardous materials removals design, construction cost, project management and fees, construction inspection and testing, furniture, fixtures and equipment, contingencies, art and inflation factors.

Reimbursement for fees paid for securing approval of authorities having jurisdiction, Minnesota State's requested printing, reproductions, renderings, models and presentation materials shall be as provided by and agreed to in the Purchase Order.

Final contract amount will be negotiated with the selected CONSULTANT. The rates provided by the CONSULTANT in response to this RFP may be used by the Owner to add or deduct services to modify the contract as necessary.

Proposed Project Schedule

Phase	Begin	Complete (*Incl 2 week Owner Review)
Schematic Design (8 weeks)	August 27, 2018	*October 19, 2018
Design Development (6 weeks)	October 22, 2018	
Air Handler Procurement Package	November 11, 2018	
Design Development (6 weeks)		December 7, 2018
Construction Documentation (6 weeks plus holiday week)	December 10, 2018	*January 25, 2019
Bid and Award	January 28, 2019	February 14, 2019

Construction	March 1, 2019	August 16, 2019
Close-out	September, 2019	

Informational Project Meeting

Minnesota State will hold a **mandatory** pre-proposal conference on *Monday, July 30th at 9:00 AM*. CT in Room 2-106 at *DAKOTA COUNTY TECHNICAL COLLEGE, 1300 145TH STR., ROSEMOUNT, MN 55068*. All potential or interested responders are required to attend the conference.

Project Information Contact

Dakota County Technical College's agent for purposes of responding to inquiries about the RFP is:

Name: Paul DeMuth
 Title: Director of Operations
 Address: 1300 145th Street East, Rosemount, MN 55068
 Telephone: (651) 423-8370
 E-mail address: Paul.DeMuth@dctc.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and *Dakota County Technical College* shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must be e-mailed to the above e-mail address by the date required. Include the text "Pod 6 RFP question" in the subject header. and include the name of the questioner and his/her telephone number and/or e-mail address. Anonymous inquiries will not be answered.

Section II. Contract

Contract & Contract Term

The successful vendor will be required to meet all the terms and conditions and execute the current AIA Document B101 – Standard form of Agreement Between Architect and Owner, as amended by Minnesota State. A copy of the AIA Document B101 is posted on the Minnesota State Facilities Division unpublished website:

http://www.minnstate.edu/system/finance/facilities/design-construction/AIA_documents/index.html.

Dakota County Technical College desires to enter into a contract with the successful vendor in August, 2018. The length of such contract will be approximately two (2) years.

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 Dakota County Technical College 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 terms and conditions.

Applicable Law

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

Contract Assignment

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of Minnesota State.

Contract and Review

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 design team scope of services will be based upon the Minnesota State Colleges and Universities AIA Architect/Engineer-Owner Contract B101, as amended by the Owner. The Contract includes an Attachment Letter, which will be modified to incorporate the scope of the Project and the negotiated fees. The successful Respondent will be required to enter into this contract. All previous communications between the parties whether oral or written, with reference to the subject matter of this contract are void and superseded.

Respondents shall include a statement in their proposal that they have reviewed the sample contract, and have no objections to signing the contract. If Respondent takes exception to any term or condition in this document, clearly reference in your proposal the section number of the term or condition and, describe the proposed exception or deviation.

Deviations and Exceptions

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the Respondent's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement, the Respondent shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A Respondent's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that Respondent's right to raise the issue later in any action or proceeding relating to this RFP.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of thirty (30) calendar days from the date of the proposal opening unless extended by mutual written agreement between ***Dakota County Technical College*** and the Respondent. Prices and terms of the proposal as stated must be valid for the length of the resulting Purchase Order.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Respondent, and must be fully and properly executed and signed in blue or black ink by an authorized representative of the Respondent.

Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or *Dakota County Technical College* to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. *Dakota County Technical College* also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

1. reject any and all proposals received in response to this RFP;
2. select a proposal for contract negotiation other than the one with the lowest cost;
3. negotiate any aspect of the proposal with any CONSULTANT;
4. terminate negotiations and select the next most responsive CONSULTANT for contract negotiations;
5. terminate negotiations and prepare and release a new RFP;
6. terminate negotiations and take such action as deemed appropriate.

Section III. Scope of Services

The selected design team shall provide a scope of services in accordance with the proposed contract, including, but not limited to the following:

Deliverables:

- Drawings for each phase of project development
- Specifications
- Cost Estimate for each SD
- Construction schedule
- Meeting minutes

Tasks:

- Meet with project stakeholders
- Project scope verification
- Work with Owner's existing energy management vendor
- Investigate existing site and building conditions
- Field observations and existing drawing review
- Communicate with project team
- Project status updates & coordination meeting
- Respond to Owner review comments
- Design
- Recommend paths for regulatory compliance
- Inspections

- Project coordination
- Bidding coordination in support of Campus Project Manager
- Coordinate Pre-Construction and bi-weekly construction meetings
- Construction administration
- Facilitate project close-out

Enterprise Project Management Software (e-Builder)

The Respondent shall use Minnesota State Colleges & Universities (Minnesota State’s) internet-based Enterprise Project Management System (EPMS) during the entire Project. The selected system is based upon software created by the firm, “e-Builder”. The functionality of this software includes, but is not limited to the filing and/or processing of the following (based on project role):

- Purchase orders and other commitments
- Project correspondence and meeting minutes
- Cost estimates
- Schedules
- Design phase submittals, reviews and approvals
- Bidding and construction documents
- Bids, bid tabulations, evaluations and recommendations
- Construction contract modifications, including Requests For Information (RFIs), Supplemental Instructions (SIs), Proposal Requests (PRs), Construction Change Directives (CCDs), and Change Orders (COs)
- Invoices and Applications for Payment and other financial correspondence
- Submittals, including construction schedules, product data, shop drawings, and samples
- Closeout documents, and
- other Project related information

Minnesota State will provide the Respondent and sub-consultants with login access and initial software training for the selected Project representative(s) at no cost. Except for licenses and initial training, Minnesota State assumes no responsibility for any real or potential costs associated with the use of the EPMS by the Respondent and the project participants.

- Additional e-Builder training or participation in e-Builder user-group meetings or attendance in Facility Design Standards Seminars is required after the CONSULTANT is hired and receives a Purchase Order for professional services.

Section IV. Selection and Response Evaluation

Selection Criteria

Accordingly, *Dakota County Technical College* shall select the Respondent(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in *Dakota County Technical College’s* sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. *Dakota County Technical College* reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of *Dakota County Technical College*. This

RFP shall not obligate the *Dakota County Technical College* to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Selection and Implementation Timeline

July 16, 2018	Publish RFP notice on Minnesota State Web-site
July 30, 2018, 9 a.m.	Conduct Informational Project Meeting
August 2, 2018, 2 p.m.	Deadline for e-mailed questions
August 3, 2018, 5 p.m.	Answers to questions will be posted as an Addendum to the RFP
August 7, 2018, 9 a.m.	Deadline for RFP proposal submissions (electronically)
August 7, 2018	Review RFP proposals and complete selection process
August 24, 2018	Contract executed

Criteria described below, based upon the point scale, will be used to evaluate Responder's proposals. The evaluation may include requests for additional information, and will focus on the specifics of the Responder's response to the RFP and approach.

Dakota County Technical College does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the **Selection and Implementation Timeline** above.

A proposal may be rejected if it is determined that a Respondent's ability to work with the existing infrastructure will be too limited or difficult to manage.

Selection Process

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

A. PASS /FAIL REQUIREMENTS:

- 1.) Responder's proposal must be submitted on time.
- 2.) A representative of the Responder's Firm must have attended the mandatory meeting and shall so state in the affirmative statements.

B. STAFFING - 25 points

The Respondent will list the members of its team that will be assigned to the project, their planned responsibilities on this project, and the anticipated percentage of the time of each to be used during specified portions of the project period. The Respondent will attach summary resumes of all team members, stating the years of each with the company, as well as qualifications and special expertise, including specific experience with projects similar to the one that is the subject of this RFP. Highlight individual experience if performed under a previous firm. Factors favorable to a Respondent are the assignment of experienced and highly qualified team members with substantial expertise on similar projects.

C. RELEVANT TEAM EXPERIENCE WITH SIMILAR PROJECTS - 25 points

The Respondent will provide a brief summary (six pages maximum) of experience with projects of similar nature and scope to the project, specifically stating project description, scale and complexity, and geographic location of each. The summary should include the following:

- A. Projects at Minnesota State, 2010 to present.
- B. The members of your proposed team for the present project that worked on the previous project and in what capacity.
- C. Non-Minnesota State projects completed 2010 to present. The Respondent shall provide as to these projects the name of the Owner and the name of an Owner's contact person with phone number and email address. The Owner reserves the right to independently obtain confirmation of the Respondent's information from such Owners.

D. DESCRIPTION OF SERVICES: PROJECT APPROACH, METHODOLOGY, AND UNDERSTANDING -10 points

The Respondent should describe its understanding of the project and its approach and methodology. Describe the anticipated difficulties or challenges in providing services to the Owner on this project, how it expects to manage those difficulties or challenges, and what assistance it requires from the Owner for such management. Additionally, the Respondent should describe any special services, product characteristics, or generally other benefit or advantage to the Owner in selecting the Respondent for the project.

E. FEE - 40 points

Provide a lump sum fee for all basic and additional services. Also, list for each of the phases of the project work, the team members by name providing services, their estimated hours and hourly rate. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Respondent in performance of this contract shall be included in the Respondent's lump sum fee. Do not itemize travel, meals or other miscellaneous expenses; provide a lump sum fee. The rates listed on the RFP may be used by the Owner to add or deduct services to modify the RFP response or subsequent contract on a per hour basis. Do not attach any additional terms or conditions to your response.

F. PREFERENCES - (extra points)

Preferences to Targeted Group and Economically Disadvantaged Business and Individuals or Veteran-owned/Service Disabled Veteran-Owned business and individuals will be awarded based on the most current Purchasing Policy of the Minnesota Department of Administration. A copy of this policy, GEN.20 Applying Vendor Preferences, can be found at http://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html

Section V. Other Provisions

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 Request for Proposal. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.

Standard of Care

The standard of care for all professional architectural, engineering and related services performed or furnished by the Respondent under this RFP will be the care and skill ordinarily used by members of the profession practicing under similar circumstances at the same time and in the same locality.

Section VI. RFP Responses

Submission

Sealed proposals must be received at the front desk near Main Entry at the following address not later than **9:00 a.m., Tuesday, Aug 7th**.

Institution:	Dakota County Technical College
Name:	Paul DeMuth
Title:	Director of Operations
Mailing Address:	1300 145 th Street East, Rosemount, MN 55076
E-Mail Address:	Paul.DeMuth@dctc.edu

The responder shall submit **(1)** physical copy, signed, of its RFP response. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. In addition, email a copy of the RFP response in PDF format to the contact listed above by the due date and time.

Proposals received after this date and time will be returned to the responder unopened.

Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of "white out" is considered an alteration.

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