

MINNESOTA STATE COLLEGES AND UNIVERSITIES



Minnesota State Community and Technical College Center for Student and Workforce Success

REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL AND ENGINEERING DESIGN

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or Minnesota State Community and 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 sending such notice to all invited bidders.

CONSULTANTS are expected to review information sent as part of this RFP carefully before submitting a final proposal. Addendum to the RFP will be sent to all invited proposers. Consultants must acknowledge any addendum when submitting a proposal. Failure to acknowledge any addendum may result in rejection of Consultant's RFP response.

March 2018

**REQUEST FOR PROPOSAL (RFP)
FOR
ARCHITECTURAL DESIGN**

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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 www.mnscu.edu.

Minnesota State Community and Technical College, a member of the Minnesota State system, is made up of four distinct campuses in Detroit Lakes, Fergus Falls, Moorhead, and Wadena. The college has an extensive array of academic programming in the areas of health, business, trades, technology, and liberal arts. The Fergus Falls campus has an enrollment of approximately 500 students on campus in a variety of programs with an additional 1,250 students served through concurrent enrollment. The largest programs on the campus are liberal arts and nursing.

For more information please view the college website at www.minnesota.edu.

Nature of RFP

The Minnesota State Board of Trustees, on behalf of Minnesota State Community and Technical College, hereafter referred to as the "Owner", is soliciting proposals from interested, qualified consultants, and intends to retain a professional consulting firm to provide architectural design services to assist with the design and/or construction coordination of the described facilities improvement(s), hereafter referred to as the "Project". This RFP is undertaken by Minnesota State Community and 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 an Architectural and Engineering Design consultant to assist the Owner in the performance of its obligations and enforcement of its rights during the design and/or construction of the Center for Student and Workforce Success project located at Minnesota State Community and Technical College – Fergus Falls campus, 1414 College Way, Fergus Falls, Minnesota. The CONSULTANT 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 following:

- The Project is designed and constructed in accordance with the Minnesota State Design Standards and the Contract Documents
- The Project is completed on schedule, on budget and to a level of quality commensurate with the Owner's requirements.

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

- State of Minnesota, Minnesota State Colleges and Universities System Office, Facilities Professional or Technical Consultant Master Contract
- 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

A predesign dated October 9, 2014 by Zerr Berg Architects entitled "Center for Student & Workforce Success" is the basis for this project design scope. The Center for Student & Workforce Success project consists of renovating and downsizing the existing library to allow for lease space for the Regional Workforce Center. The project will also repurpose existing space to allow for space for a workforce-training lab, a university transfer center, and academic tutoring services space. A campus need identified through our fundraising efforts that may be included in the design is a small art preservation storage space. The proposed renovation will include:

- Approximately 14,362 square feet of remodeling
- Updated adjacent restrooms to ADA compliance
- Collaborative space within the library
- Upgraded technology in the library
- Exterior concrete slab with power requirements for training trailers
- Workforce development lab to be used by Workforce Center and the college
- Art preservation space
- University transfer center
- Academic tutoring space

The design team will be comprised of members of various functions within the college. Because a portion of the space will be designed for the Regional Workforce Center, representatives from that organization will be on the design team and will have input on how their space is designed. In addition, a large portion of the project is funded through private donations and therefore a representative of the Fergus Area College Foundation will be on the design team.

Project Budget and Fees

The estimated construction cost is \$ 1,368,750.00. This cost includes building and site construction, hazardous materials abatement, demolition, and contingency.

The estimated total Project cost is \$ 1,728,000.00. 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, 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
Schematic Design	4.24.2018	8.31.2018
Schematic Design Technical Review	9.01.2018	9.14.2018
Design Development (including review)	9.16.2018	11.16.2018
Construction Documentation (including review)	11.17.2018	1.25.2019
Bid and Award (Quest CDN advertisement begin)	3.01.2019	4.16.2019
Demolition & Construction through Substantial Completion	4.20.2019	12.31.2019
Final Completion and Close-Out	1.01.2020	2.28.2020
12-month warranty period	2.28.2020	2.28.2021

Informational Project Meeting and Tour

An informational Project Meeting and Tour will be held on Monday, March 26, 2018 at 10:00am starting in room S436. If your firm is interested in attending, please contact Pat Nordick at the contact information below.

Project Information Contact

Minnesota State Community and Technical College's agent for purposes of responding to inquiries about the RFP is:

Name: Pat Nordick
 Title: Chief Financial Officer
 Address: 405 Colfax Avenue S.W., Wadena, MN 56482
 Telephone: (218) 631-7920 -or- (218) 850-9961 (cell)
 Fax: (218) 631-7930
 E-mail address: Pat.Nordick@minnesota.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State Community and Technical College shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons.

Purchase Order Termination

Termination for Insufficient Funding. Minnesota State may immediately terminate a Purchase Order, if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here.

Deviations and Exceptions

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the CONSULTANTS's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the CONSULTANT shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A CONSULTANT'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 CONSULTANT'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 Minnesota State Community and Technical College and the CONSULTANT.

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 CONSULTANT, and must be fully and properly executed and signed in blue or black ink by an authorized representative of the CONSULTANT.

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 Minnesota State Community and 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. Minnesota State Community and 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 II. Parties to the RFP

Minnesota State Community and Technical College

Section III. CONSULTANT Scope of Services

Deliverables:

- Project scope verification
- Studies and Reports
- Test Results
- Project status updates
- Field observations and surveys
- Drawings for each phase of project development
- Specifications
- Cost Estimate for each phase of project development
- Schedule updates
- Meeting minutes
- Graphics, photos, and presentations, including one completing Schematic Design in the Minnesota State System Office in Saint Paul.

The selected Design Team shall:

- Prior to starting design, the Design Team shall begin with a review, verification, and analysis of the Predesign documents and requirements to fit the project scope within the available project budget for construction.
- Meet with facilities personnel, identify and recommend products, and offer suggestions if more economical and sustainable.
- Assist in evaluating staging aspects to minimize disruptions caused by the project's schedule. Note the Design Team needs to clearly communicate design and cost ramifications of the schedule impact(s) to enable the Owner full understanding of the design and schedule decisions.
- Include on-site field verification of existing conditions and systems in all building areas in their scope of services, including photographic documentation of applicable existing conditions and providing an electronic copy of collected information and photographs to the Owner.
- Develop a project that advances the campus's sustainability goals through reduced energy use. Although this project has received a determination of non-applicability for B3 and will not need to be tracked, it is still required to implement sustainable design initiatives and energy efficient design and products.
- Complete all designs, drawings and specifications in accordance with, as a minimum:
 - a. Current Minnesota State Colleges and Universities Design Standards, available on website <http://www.minnstate.edu/system/finance/facilities/design-construction/resources.html>
 - b. Mechanical and Electrical codes
 - c. All applicable codes, statutes and laws
 - d. ADA regulations
 - e. Minnesota Sustainable Building Design Guidelines (B3-MSBDG and SB 2030)
- Prepare all design documents using computer-aided design and drafting technology in an

- electronic data exchange file format acceptable to Minnesota State Colleges and Universities.
- Recommend paths for regulatory compliance and submit documents for plan review to assist with acquisition of a building permit.
- Provide project status updates from design through construction administration.
- Assist with value management design decisions as needed.
- Provide bidding assistance, including attending pre-bid meeting, bid tabulation, and recommendation for award.
- Advertisement for bids loaded into the Quest CDN site.
- Provide construction observation and inspections as appropriate.
- Provide project coordination, including with Owner’s other specific consultants.
- Review and respond to RFIs, prepare PRs, ASIs and COs in coordination with the Owner.
- Manage and maintain project information within the Minnesota State web-based enterprise project management system (EPMS). Minnesota States’ project management software is a product known as “e-Builder”. It includes real time visibility of the project status, coordination, reporting, and a central location for all project information.

Section IV. Selection and Response Evaluation

General Selection Criteria

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

Accordingly, Minnesota State Community and Technical College shall select the CONSULTANT(s) whose proposal(s), demonstrate in Minnesota State Community and Technical College’s sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. Minnesota State Community and 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 Minnesota State Community and Technical College. This RFP shall not obligate the Minnesota State Community and 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 Process

The selection committee includes the Chief Financial Officer, the Facilities Services Supervisor, the System Office Program Manager, and the Owners Representative. This Group will evaluate the proposals and make the final decision.

Selection and Implementation Timeline

March 12, 2018	RFP made available to Design Teams
March 26, 2018	Informational Project Meeting and Tour
April 18, 2018	Deadline for RFP proposal submissions
April 19, 2018	Review RFP proposals
April 20, 2018	Complete selection process
April 23, 2018	Notification to successful firm

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.

Minnesota State Community and Technical College reserves the right to name a date at which all responding CONSULTANTS will be invited to present demonstrations or participate in an interview.

Minnesota State Community and 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 CONSULTANT's ability to work with the existing infrastructure will be too limited or difficult to manage.

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.) Teams must incorporate licensed staff for all listed disciplines required for design and construction administration.

B. COMPANY PROFILE - 5 points

The Respondent will submit a company profile. Factors favorable to a Respondent will be stability of the Respondent's business and greater length of experience that would contribute to the Respondent's performance on this project.

C. STAFFING - 20 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.

D. RELEVANT TEAM EXPERIENCE WITH SIMILAR PROJECTS - 20 points

The Respondent will provide a brief summary (7 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.

E. DESCRIPTION OF SERVICES: PROJECT APPROACH, METHODOLOGY, AND UNDERSTANDING -20 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.

F. UNIQUE QUALIFICATIONS - 10 points

Provide a brief summary of the Team's unique qualifications that would be beneficial to this project.

G. FEE - 25 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. Costs of printing requested by the Owner and Building Code Official Plan Review fees are allowable reimbursable expenses with appropriate documentation.

H. 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

Enterprise Project Management Software (e-Builder)

The CONSULTANT 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):

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

Minnesota State will provide the CONSULTANT 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 CONSULTANT 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 Architectural Design.

Conflict of Interest

The CONSULTANT 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 CONSULTANT 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 clearly labeled “Minnesota State Community and Technical College – Fergus Falls Center for Student and Workforce Success” and received at the following address no later than 3:00pm CST on Wednesday, April 18, 2018:

Institution: Minnesota State Community and Technical College – Fergus Falls Campus
Name: Pat Nordick
Title: Chief Financial Officer
Mailing Address: 1414 College Way, Fergus Falls, MN 56537
Street Address: (same)

The responder shall submit 4 double sided, bound copies of its RFP response and a portable thumb drive or disc with the RFP response in PDF format. Proposals are to be sealed in mailing envelopes or packages with the responder’s name and address clearly written on the outside.

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

Fax and e-mail responses will not be considered.

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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