Minnesota State Colleges and Universities

Request for Proposals for Designer Selection for

Minneapolis Community College

Student Affairs Renovation

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minneapolis Community College, Minneapolis, Minnesota, is seeking a designer for the above project. Proposals from interested firms must be received by, **2:00 pm CDT**, **Thursday**, **August 23**, **2018** to:

Roger Broz

Director of Facilities

Minneapolis Community College

1312 Harmon Place

Minneapolis, MN 55403

Management Education Center Building, Lower Level, room M-0520

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions are to be referred to the project contact(s) in Item 1.k.

I PROJECT

Project Description

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minneapolis Community College intends to retain architectural and engineering consulting services for the design and construction to renovate the second floor of the campus T-Building Student Affairs Department.

Key planning and design strategies:

- Open Stair structure connecting second and third floors of T-Building
- Create an attractive and welcoming presence for the Welcome Center near the entry from the Hennepin Avenue skyway.
- Increase visibility and access for key "public-facing" programs and services, including Express
 Advising, Transfer Center, Career Services, and One Stop.
- Strategically locate shared spaces (A&R Labs, Presentation spaces) to ensure resources are readily accessible by multiple departments.
- Design departmental spaces to allow generalist staff roles to occupy "front-of-house" spaces, while specialist staff roles occupy "back-of-house" spaces. Proposed layout should support collaboration between generalists and specialists.
- Consolidate departments to promote staff collaboration.
- Create discrete, comfortable spaces connected to primary and secondary circulation for students to study, wait for appointments, meet with peers, etc.
- Renovation consist of approximately 43,000 GSF. Campus general operating funds will be used to
 pay for the renovation and it is anticipated that the funding will span three or four years. In
 addition, the space will be occupied during construction, so it is anticipated that the renovation will
 be done in multiple phases.
- The university plans to use the construction manager at risk contracting method to construct the project.

A. Scope Of Services:

The selected design team shall:

- a. Prepare all design documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to Minnesota State.
- b. Confirm the project original pre-designs to understand the program needs for this project by meeting with stakeholders and project partners.
- c. Define construction phasing to include cost of each phase and timeline for construction.
- d. Assist campus in evaluating staging/scheduling aspects that minimize the disruption of the academic

- schedule. The design team will need to clearly communicate design and cost ramifications of the schedule impact to allow the campus full understanding of the design and schedule decisions.
- e. Ensure the construction complements the aesthetics of the overall campus architecture.
- f. Include field verification of existing conditions and systems in scope of services.
- g. Complete all designs, drawings and specifications in accordance with, as a minimum:
 - i. Current Minnesota State Design Standards, available on website:
 http://www.minnstate.edu/system/finance/facilities/design-construction/resources.html
 - ii. All applicable building, life safety and energy codes
 - iii. ADA regulations
 - iv. Program requirements
 - v. State of Minnesota Sustainable Building Guidelines (B3)
 - vi. Mechanical & Electrical codes

B. Special Considerations:

Design Team Requirement:

- a. The firm shall provide examples of current and recent higher education student services renovation projects of similar size and scope since 2012.
- b. The design team shall demonstrate their use of life cycle costing during the design process. Life cycle items include, but are not limited to, energy efficiency, sustainability, and the maintainability of design, materials, and equipment.
- c. The firm shall demonstrate ability to clearly communicate and engage the client in appropriate scheduling and cost analysis that maximizes the building potential.
- d. The firm shall demonstrate the ability to work with plan and coordinate multiphase projects.
- e. The firm shall demonstrate ability to advance campus sustainability goals.
- f. A history of constructability, meeting schedule deadlines, accurate cost estimating and designing within a project budget are critical criteria for selection of a designer. Quality control and complete, accurate and fully coordinated contract documents are an important element of the selected design team's services.
- g. The design team shall provide examples of recently related completed projects, including adjacent building additions and innovative solutions, for review, by the selection committee.

C. Required Consultant Team:

a. Architectural Services – including interiors, furniture, fixtures and equipment design, interior identification and directional signage, cost estimating (if not provided by internal assets may be provided by consultant, see services listed below), project scheduling that includes assistance with staging concepts for construction, construction administration and provide all services related to

the State of Minnesota Building Guidelines (B3), specifically required of the Guideline Leader for design and construction of the project.

- b. Structural Engineer
- c. Mechanical Engineer including fire protection engineering and integration with the existing energy management system
- d. Electrical Engineer including integration with the existing security and fire detection and alarm systems
- e. Telecommunications, data, security, and audio/visual Systems Design
- f. Cost Estimating Consultant (unless provided as part of the architectural firm's services) Plan for this service up to DD.

D. Services Provided By Others:

The owner may contract directly for, or arrange to provide:

- a. Environmental and/or material testing contracts
- b. Construction Document quality control review consultation
- c. Mechanical and electrical systems commissioning services
- d. Owner's Representative services
- e. Construction Manager at risk preconstruction services

E. Pass/Fail Requirements:

The requirements of this section will be assessed on a pass/fail basis. Responders must "pass" each of the requirements identified to proceed to the proposal evaluation stage.

- a. The responder's proposal must be submitted on time.
- b. Responders have made affirmative representations of the following on the transmittal form:
 - 1. Original Signature in ink of principal of prime firm
 - 2. A statement that proposal contents are true and accurate to the best knowledge of signatory
 - 3. A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
 - 4. A statement indicating that the consultants listed have been contacted and have agreed to be a part of the team.
 - 5. A statement indicating that consultants are willing to enter into a contract using the state's contract forms and agreeing to their terms.

F. Project Budget/Fees:

The estimated total project cost as defined in predesign documents is <u>8,000,000</u>. This cost includes all professional fees and reimbursable expenses, site investigations and surveys, construction, project management, construction inspection and testing, furniture, fixtures, equipment, and contingencies.

Construction costs as defined in predesign documents are approximately \$6,450,000. Construction will be completed in a minimum of 3 phases. Funds for the Project will be campus general operating funds appropriated over 3 fiscal years.

The design fees including reimbursable costs for this project are anticipated to be approximately 9% of the budgeted construction cost. Final total fees will be negotiated with the selected design team.

G. Project Schedule:

Project Phase	Begin	Complete
Pre-design Validation & Schematic Design for all phases of construction	September 2018	November 2018
Design Development phase 1 construction	November 2018	December 2018
Construction Documentation phase 1 construction	January 2018	February 2018
Bidding and Award phase 1 construction	March 2018	March 2018
Construction Administration phase 1 construction	May 2018	August 2018

H. Project Pre-Design Information:

T-Building Floor 2 Pre-design Report dated May 2018 was prepared by BWBR. Stair Pre-Design report dated July 2018 was prepared by LHB. An electronic copy of these reports is provided on the web site with the RFP at: http://www.minnstate.edu/vendors/index.html

I. Project Informational Meeting(S)/Site Visit(S):

A mandatory informational meeting is scheduled for *August 2, 2018 at 10:30 am CDT*, in the *Technology Building, room T-1400* located at Minneapolis Community College, 1501 Hennepin Avenue, South, Minneapolis, MN. Parking is available in the ramp off of Hennepin Avenue. A flat fee of \$5.00 will apply. Directions to the campus can be obtained by visiting our web site: http://www.minneapolis.edu/about-us/directions. This informational meeting will include a tour of the proposed project areas and a review of the scope of work.

To avoid any possible unfair competitive advantage among responders during the solicitation process this will be the only public meeting for the project. There will be no private tours, meetings or communications outside the provisions in this RFP.

J. Questions Regarding This Project:

To assure potential vendors receive the same information about the Project, only questions submitted by email for clarifications about this RFP will be addressed. Responder questions must be emailed only to the attention of Roger Broz, (e-mail to Roger-Broz@minneapolis.edu) no later than 4:00 PM CDT, Thursday, August 16, 2018 to ensure a web page posting by 3:00 PM CDT, Monday, August 20, 2018. This is the only person authorized to respond to questions regarding this RFP. When emailing questions, please include the following in the subject line, "RFP question from (firm name)". Questions will be answered by website addenda obtained from the Minnesota State website: http://www.minnstate.edu/vendors/index.html. Responders are responsible for checking the website daily for any updated information on this project that is posted.

No member of the proposing firm or its sub-consultants shall discuss this Request for Proposal (RFP) or the project with any member of the requesting agency from the date of publication of this RFP in the State Register, other than the prescribed communication provisions set forth in this RFP.

No member of the proposing firm or its sub-consultants shall have discussions regarding this RFP or project with any member of the requesting agency until after the completion of interviews for this project. Proposals may be rejected by Minneapolis Community College, if discussions occur with the requesting agency outside the prescribed communication provisions set forth in the RFP.

Selection Schedule:

Information Meeting and Site Visit: Thursday, August 2, 2018, 10:30 AM (CDT)

Questions due Thursday, August 16, 2018, 4:00 PM (CDT)

Responses to Questions posted Monday, August 20, 2018, 3:00 PM (CDT)

Project Proposals Due: Thursday, August 23, 2018, by 2:00 PM (CDT)

Project Shortlist (three firms): Thursday, August 30, 2018

Project Interviews: Between 9 am and 12 pm (CDT) Tuesday, September 11, 2018

K. Interviews, Team Changes And Interview Materials

Proposers who are short-listed for interviews will be notified in writing by email.

Interviewed firms may not submit any additional materials to the University beyond their original proposal with the exception of the following:

- a. An addendum to the original proposal regarding a new design team member, consultant firm or firm member may be submitted under the following conditions:
 - If the team has been awarded another major project since the Request For Proposal due date and the team member is working on the project awarded, resulting in a conflict;

- ii. If a team member has left one of the submitting firms since the Request For Proposal due date;
- iii. If a team member must be removed due to cause

In such cases, the addendum should include a cover letter of no more than one page explaining cause and attach a resume of no more than one page.

b. A copy of the proposer's presentation materials may be distributed during the interview, such as a PowerPoint presentation or presentation boards. Such materials should only include materials covered by the team during the interview.

L. Sample Contract:

The successful responder will be required to meet all the terms and conditions and execute the current AIA Document B133-2014 – Standard form of Agreement between Owner and Architect (for Construction Manager at Risk) as amended by Minnesota State. A copy of the AIA Document B133 is available at the Minnesota State Facilities website:

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

II PROPOSAL FORMAT

- A. Three (3) paper copies
- B. 8 ½ X 11, stapled only, portrait format, no plastic dividers or covers
- C. Maximum 20 faces (excluding cover letter, front and back covers, blank dividers, transmittal form, affidavit of non-collusion, affirmative action data page, location of service form and organizational conflict of interest statement)
- D. All pages numbered
- E. Font size no smaller than 10 point
- F. Responders are highly encouraged to follow the order of proposal contents found in section 3 of this RFP.
- G. In addition, provide 2 electronic copies on CD's in .pdf format. The file size should be 2-3 mb or less. Use the reduce file size feature if necessary.

III PROPOSAL CONTENTS

A. TRANSMITTAL COVER:

Firms are required to submit one original Transmittal form with their responses. The required form is attached. Please attach the following to the Transmittal form: affidavit of non-collusion, affirmative

action data page, location of service form, organizational conflict of interest statement and immigration status certification.

B. COVER LETTER:

Single face cover letter, including a brief overview of proposal

C. RESPONDER'S PROPOSAL: (BY SECTION)

1. INFORMATION ON FIRM(S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline, total staff, and how many employees are located in Minnesota for
 each firm with multiple offices, briefly summarize which office will be the primary firm
 location, which office will do what parts of the project and how many employees in each
 office will be working on the project.
- For the prime firm identify if certified as a Targeted Group/Economically Disadvantaged
 firm

2. PROJECT TEAM

- a. Brief statement of team's past or present working relationships
- b. For each team member provide:
 - Name and position in firm, include name of firm
 - Home base (if in multi-office firm)
 - Responsibility on this project
 - Years of experience (Note that Section 1.c of this RFP often stipulates requirements for specific team members in this area.)
 - Relevant recent experience (if in another firm, so note)
 - Registration (including specialty if engineer or abatement designer)
 - Specifically address the availability of appropriate personnel and their capacity to accomplish the work within the time constraints

3. TEAM ORGANIZATION

Explain how consultant and sub consultant team members will be utilized throughout project (e.g. major role during design, absent during construction, etc). Matrix or chart is required.

4. PROJECT EXPERIENCE

For architectural and/or planning firms, please provide examples of parking ramp projects recently completed or in progress including:

- a. Photographs, sketches and/or plans
- b. Name and location
- c. Brief description (e.g. size, cost, method of contracting, relevance)
- d. Firm of record indicating the role of each proposed team member on the relevant project.
- e. Completion date or current status

For engineering or technical firms, provide examples of parking ramp projects recently completed or in progress including the above. Photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible. For example, if the firm designed the mechanical system, then a photo of the mechanical system is appropriate, not an exterior building image (unless relevant to the system design).

5. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for this project. Address constraints you perceive that may affect this proposed project.

6. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

7. ADDITIONAL FORMS

One (1) copy of the following forms must be included with the proposal submitted:

- **Affidavit of Noncollusion** form is completed, signed, and notarized.
- The information on the **Workforce Certification** is complete and signed.
- A statement regarding organizational conflicts of interest
- If applicable, Veteran Owned/Service Disabled Veteran-Owned Firm form is completed.

D. PROPOSAL DELIVERY

All proposals must be sent to and received by:

Roger Broz

Minneapolis Community & Technical College

1312 Harmon Place

Minneapolis, Minnesota 55403

Management Education Center Building, Lower Level, room M-0520

In order to be considered for selection, sealed proposals must be received at the address identified above and time stamped by the Owner no later than **2:00 pm CDT**, **August 23**, **2018**. Submission by fax, email or other electronic transmission is unacceptable and proposals submitted by these means will not be considered. The Owner assumes no responsibility for delays in the US mail or courier systems, or because of weather.

A Respondent's response received after the deadline will not be accepted or considered. Receipt by

the Owner of a proposal received after the closing date and time as stated herein shall not be construed as acceptance of the proposal. Late proposals will be logged as to date/time received and thereafter returned to the late Respondent.

If delivery of the proposal is not made by courier or in person, the use of certified or registered mail is suggested. Note: Use of certified or registered mail does not relieve the Respondent of the responsibility ensure the proposal is date/time stamped as specified above.

IV SELECTION CRITERIA

In making its selection of designers, the selection committee will consider and score designers using the criteria listed below and assign points for each section. Respondents receiving high proposal evaluation scores will be selected for interviews. The committee will re-evaluate interviewed designers using the same criteria, to select one final designer for contract award.

- A. (25 points) Qualifications and technical competence in the required fields of design and prior performance of the team on projects for the state and others. This is demonstrated by experience of the proposed team on similar projects and by the proposed team's discussion in the proposal and in the interview.
 - a. The firm shall provide examples of current and recent higher education and other parking ramp projects of similar size and scope.
 - b. The design team shall demonstrate their use of life cycle costing during the design process. Life cycle items include, but are not limited to, energy efficiency, sustainability, and the maintainability of design, materials, and equipment.
 - c. The design team shall provide examples of recently related completed student services renovations projects since 2012, including innovative solutions, for review, by the selection committee.
 - d. A history of constructability, meeting schedule deadlines, accurate cost estimating and designing within a project budget are critical criteria for selection of a designer. Quality control and complete, accurate and fully coordinated contract documents are an important element of the selected design team's services.
- B. (25 points) **Leadership, integration and cohesiveness of the proposed team, compatibility** between the proposed team and the project stakeholders, and **availability** of appropriate personnel and capacity to accomplish the work within the required constraints. This is demonstrated by:
 - a. The organization and work plan of the project team and commitment to assign and support the team members proposed.
 - b. The team dynamics, previous experience of the team working together, and leadership styleshown in the interview.

- c. The stakeholders' perception of the style demonstrated at the interview as well as previous positive working relationships.
- d. The firm shall demonstrate ability to clearly communicate and engage the client in appropriate scheduling and cost analysis that maximizes the project's potential.
- e. The firm shall demonstrate the ability to work with varying stakeholders and partners.
- f. The firm shall demonstrate ability to advance campus sustainability goals.
- C. (10 points) Ability to **deal with safety and environmental/sustainable design factors**. This is demonstrated by experience of proposed team on similar projects.
- D (20 points) The proposed team's **project understanding**, the **approach/methodology** as it applies to this project, and the constraints and issues affecting this proposed project. This is demonstrated by the team's proposal and discussion in the interview.
- E. (15 points) **Unique qualifications** of the proposed team. This is demonstrated by:
 - a. Qualifications of the proposed team.
 - b. Geographic relationship of the designer's base to the project site. This is demonstrated by the location of the prime firm and/or its consultants with respect to the project site.
- F. (6 points) PREFERENCE TO TARGETED GROUP, ECONOMICALLY DISADVANTAGED & SERVICE OWNED/SERVICE DISABLED VETERAN-OWNED BUSINESSES & INDIVIDUALS

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

Veteran-Owned/Service Disabled Veteran-Owned Preference

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses should complete the **Veteran-Owned/Service Disabled Veteran-Owned Preference Form** in this solicitation, and include the required documentation. Only eligible, certified, veteran-

owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be **currently** certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at https://www.va.gov/osdbu/.

V RIGHTS RESERVED

Notwithstanding anything to the contrary, the State reserves the right to:

- F. Reject any and all Proposals received in response to this RFP;
- G. Disqualify any Responder whose conduct or Proposal fails to conform to the requirements of this
 RFP;
- H. Have unlimited rights to duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the Proposal;
- I. Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score;
- J. At its sole discretion, reserve the right to waive any non-material deviations from the requirements and procedures of this RFP and waive informalities contained in the RFP;
- K. Negotiate as to any aspect of the Proposal with the selected Responder including asking for a Responder's "Best and Final" offer;
- L. Extend the contract for up to an additional three years, in increments determined by the State, not to exceed a total contract term of five (5) years; and
- M. Cancel the Request for Proposal at any time with no cost or penalty to the State

 All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate
 the State to award a contract or complete the project, and the State reserves the right to cancel the
 solicitation if it is considered to be in its best interest.

VI CONTRACT REQUIREMENTS

A. AFFIDAVIT OF NONCOLLUSION

Each responder must complete the attached Affidavit of Non-Collusion. This form is available at https://mn.gov/admin/government/construction-projects/sdsb/forms/, click on "Forms."

B. CONFLICTS OF INTEREST

Responder 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 is contemplated in this request for proposals. The list

should indicate the name of the entity, the relationship, and a discussion of the conflict.

C. ORGANIZATIONAL CONFLICTS OF INTEREST

The responder must include in their proposal a statement warranting 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, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to Roger Broz, Director of Facilities, Minneapolis Community College, 1312 Harmon Place, Minneapolis, MN 55403, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State 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 State 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 (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

D. DISPOSITION OF RESPONSES

All materials in response to this RFP will become the property of the State and will become public record in accordance with Minnesota Statutes 13.591 after the evaluation process is complete. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the responder must:

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

Notwithstanding the above, if the State contracting party is a part of the judicial branch, the release of

data shall be in accordance with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time.

E. CONTINGENCY FEES PROHIBITED

Pursuant to Minnesota Statutes Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

F. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, responders are required to complete the **Workforce Certification** page and return it with the response. The form is available at https://mn.gov/admin/government/construction-projects/sdsb/forms/, click on "Forms." As required by Minn. R. 5000.3600, "It is hereby agreed between the parties that Minn. Stat. § 363A.36 and Minn. R.5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of Minn. Stat. § 363.36 and Minn. R.5000.3400 - 5000.3600 are available on the website http://www.admin.state.mn.us/recs.

G. WORKERS' COMPENSATION AND OTHER INSURANCE

By submission of a proposal, responder certifies that it is in compliance with all insurance requirements specified in Minnesota State current AIA Document B133- – Standard form of Agreement between Owner and Architect (for Construction manager at Risk). A copy of the AIA Document B133 is available at the Minnesota State Facilities website:

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

H. VETERAN-OWNED/SERVICE DISABLED VETERAN-OWNED FIRM

If certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time as a Veteran owned/Service Disabled Veteran-Owned firm, complete Veteran Preference form found at https://mn.gov/admin/government/construction-projects/sdsb/forms/, click on "Forms".

Minneapolis Community College Student Affairs Design Services

Transmittal Form [company name]

Date:		- 1 0	-		
Firm Name:		Contact Person:			
Firm Address:		Direct Phone:			
Phone Number:		Email Address of Co	ntact Person:		
Fax Number:	Company Email address:				
		r. r. y			
Response inc	cludes:				
Trans	smittal Sheet - this page with the	following attached to	oit:		
	Affidavit of Non-Collusion	Ö			
	Workforce Certification				
	Preference - Targeted Group/Economically Disadvantage (check box if applicable)				
	Veteran Owned/Service Disabled Veteran Owned Preference Form (if applicable)				
	veteral Gwiled, Service Disabled veter	an o wheat reference rom	(y apprication)		
(X) Co	pies of Proposal: (each proposal is	s no more than twen	ty pages and includes:)		
	Cover Letter (no		Project Approach/Methodology		
	more than one page)		Unique Qualifications		
	Affirmations – Pass/Fail		All pages are numbered		
_	Requirements		Portrait format and stapled		
	Information on Firms		No plastic dividers or covers		
	Project Team		The Fermion and American		
	Team Organization				
	Project Experience				
	Does not exceed 20 faces (excluding cov	ver letter, blank dividers, f	Front & back covers)		
			has discussed this Request for Proposal (RFP) or		
			tion of this RFP in the State Register, other than		
tne prescribed	communication provisions set forth in the	ne KFP.			
Proposer furthe	er certifies that no member of the propo	sing firm or its sub-cont	ractors will have any discussions regarding this		
	with any member of the requesting age				
D		find if diameniana accoun	midh dha magusadin a a can an andai la dha		
	rstands that its proposal will be disquali nmunications provisions set forth in the		with the requesting agency outside the		
By signing below	w, (Name of Firm) agrees:				
 The pro 	oposal contents are accurate to the best kno	owledge of the undersigned	d.		
			l, by engaging the consultants and assigning the		
	s named in the proposal along with adequate				
	nsultants listed in this proposal have been				
		of Minnesota State contra	act and is willing to sign the contract should it be		
offered	to our firm.				
<u> </u>					
Signature:		Dated:			

STATE OF MINNESOTA AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1.	That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);			
2.	2. That the attached proposal submitted in response to the			
3.	3. That the contents of the proposal have not been communicated by the Responder or its employees or agent to any person not an employee or agent of the Responder and will not be communicated to any successors prior to the official opening of the proposals; and			
4.	That I am fully informed regarding the accuracy of the statements made in this affidavit.			
Respon	nder's Firm Name:			
Author	ized Representative (Please Print)			
Author	ized Signature:			
Date: _				
Subscri	bed and sworn to me thisday of			
Notary	Public			
My cor	mmission expires:			

STATE OF MINNESOTA -WORKFORCE CERTIFICATE INFORMATION

Required by state law for ALL bids or proposals that could exceed \$100,000

Complete this form and return it with your bid or proposal. The State of Minnesota is under no obligation to delay proceeding with a contract until a company becomes compliant with the Workforce Certification requirements in Minn. Stat. §363A.36.

state on any single working day during the previous 12 mont	ore than 40 full-time employees within this hs, check one option below:			
☐ Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).				
☐ Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on (date).				
BOX B – NON-MINNESOTA COMPANIES that have employ working day during the previous 12 months in the state where option below:				
☐ Attached is our current Workforce Certificate issued by MDHR.				
☐ We certify we are in compliance with federal affirmative action requirements. Upon notification of contract award, you must send your federal or municipal certificate to MDHR at compliance.MDHR@state.mn.us . If you are unable to send either certificate, MDHR may contact you to request evidence of federal compliance. The inability to provide sufficient documentation may prohibit contract execution.				
BOX C – EXEMPT COMPANIES that have not employed more than 40 full-time employees on a single working day in any state during the previous 12 months, check option below if applicable:				
☐ We attest we are exempt. If our company is awarded a contract, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to compliance.MDHR@state.mn.us.				
after the contract is fully signed, the names of our employees during	g the previous 12 months, the date of separation, if			
after the contract is fully signed, the names of our employees during	g the previous 12 months, the date of separation, if			
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STATE OF MINNESOTA VETERAN-OWNED PREFERENCE FORM

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. §16C.16, subd. 6a, the state will award a 6% preference on state procurement to certified small businesses that are majority owned and operated by veterans.

Veteran-Owned Preference Requirements - See Minn. Stat. § 16C.19(d):

1) The business has been certified by the Office of Equity in Procurement as being a veteranowned or service-disabled veteran-owned small business.

or

2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation).

Statutory requirements and appropriate documentation must be met **by the solicitation response due date and time** to be awarded the veteran-owned preference.

Claim the Preference

By signing below I confirm that:

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. By making this claim, I verify that:

 The business has been certified by the Office of Equity in Procurement as being a veteranowned or service-disabled veteran-owned small business.

or

 My company's principal place of business is in Minnesota and the United States Department of Veteran's Affairs verifies my company as being a veteran-owned or service-disabled veteran-owned small business (Supported By Attached Documentation)

Name of Company:	Date:
Authorized Signature:	Telephone:
Printed Name:	Title:

Attach documentation, sign, and return this form with your solicitation response to claim the veteran-owned preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at: https://www.va.gov/osdbu/