



MINNESOTA STATE
Hennepin Technical College

**REQUEST FOR PROPOSAL (RFP)
FOR
ROOF REPLACEMENT DESIGNER SERVICES**

April 26, 2021

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, hereinafter referred to as “Minnesota State”, its Board of Trustees, or **Hennepin 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. Responding vendors 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.

**REQUEST FOR PROPOSAL (RFP)
FOR
ARCHITECTURAL AND ENGINEERING SERVICES**

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For Reference Only

- ST.21 A/E RFP Response Instructions (*On-line responses only*)
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SECTION I. GENERAL INFORMATION

Background

With 30 community and technical colleges and seven state universities, Minnesota State is the largest provider of higher education in the state of Minnesota. Minnesota State's 54 campuses, conveniently located in 47 Minnesota communities, serving 350,000+ students. Fifty-eight percent of the state's undergraduate students attend a Minnesota State college or university. It is the third-largest system of higher education in the country. For more information about Minnesota State Colleges and Universities, please view its website at <https://www.minnstate.edu/>.

Purpose of this Request for Proposal

The Minnesota State Board of Trustees, on behalf of **Hennepin Technical College**, hereafter referred to as the "Owner", is soliciting to provide architectural and engineering consulting services for the design and construction administration services for roof replacement for **Brooklyn Park campus, Area F roof**, hereafter referred to as the "Project".

Design work may include, but is not limited to the following: existing roof tear-off and replacement with a Minnesota State-approved roof system, mechanical work to replace and/or reconfigure roof drainage systems if necessary to meet codes and Minnesota State Facilities Design Standards, raise mechanical units to accommodate minimum base flashing heights, relocate and/or modify associated mechanical piping and electrical conduits as required, replace roof hatch, add/or modify roof access ladders, remove or replace skylights, evaluate and prepare a scope plan for masonry repairs to include, but not limited to: installation of through-wall flashings, window replacement and raise access doors, ensure water-tightness of the building envelope and the integrity of the roofing system, all as required by the particular roof project. All design shall comply with the Minnesota State Facilities Design Standards, the Minnesota State Reroofing Design Standards Manual and the Minnesota State Exterior Masonry Design Standards Manual as minimums, all available at: [Minnesota State Design-Construction](#)

Bidding, Construction Observation and Construction Administration Phase Services shall also be included in proposals. Provide full time roof observation during construction. Roof Observers shall have a thorough knowledge of roofing details, flashing, and roof and building systems and shall ensure conformance with the design documents. On a daily basis, the Roof Observer shall consider weather conditions to determine which days are roof working days, shall check night seals, drain edges, and penetrations for water tightness every night before leaving job site, and provide daily roof reports on work progress and any issues found.

Firm shall have roofing specific testing capabilities, either in-house or by an independent certified testing lab, which will guarantee test results within 48 hours of submittal.

This RFP is undertaken by Hennepin Technical College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

The purpose of this Request for Proposal (RFP) is to evaluate and select an A/E to assist the Owner in the performance of its obligations and enforcement of its rights during the design and/or construction of the **Area F roof** located at **Hennepin Technical College, Brooklyn Park campus**.

The A/E shall work with the Owner's appointed Project Manager, the Owner's System Office Program Manager, the Owner's Project Representative, related consultants and the construction contractor(s) to administer the design and/or construction contract(s) on behalf of the Owner to assure that the Project is designed and constructed in accordance with the Minnesota State Design Standards and the Contract Documents and that the Project is completed on schedule, on budget and to a level of quality commensurate with the Owner's requirements.

Definitions

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

A/E: Architect or Engineer licensed in the State of Minnesota.

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Hennepin Technical College.

Minnesota State system office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota.

Owner: The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Hennepin Technical College.

Responder/Respondent: A firm who may reply to this RFP.

Vendor: The firm selected by Minnesota State as the successful Responder responsible to execute the terms of a contract.

Project Information

Project Scope and Team

To provide architectural and engineering consulting services for the design and construction administration services for roof replacement of roof on Area F roof at the Brooklyn Park campus, main building, and as described in the Predesign document

This project includes removing the existing roof system down to the deck and installing a new, 40-year, four-ply built-up asphalt roof system and sheet metal flashings to meet Minnesota State standards.

Other work includes:

- Evaluate roof drainage and reconfigure as necessary to meet current code requirements and Minnesota State standards.
- Remove obsolete mechanical equipment not scheduled for reuse and raise mechanical equipment as necessary to accommodate new insulation heights.
- Repair the exterior masonry wall at the walls adjacent to the roof replacement areas.
- Evaluation existing skylights for either repair or replacement.

Key features of the project include:

- Evaluate skylights for repair or replacement
- Evaluate door to roof access

The project will be constructed in 1 phase. The Owner intends to use the Design/Bid/Build delivery method for this project.

Project Budget and Fees

The estimated cost of construction is **\$1,041,000**.

Final total fees will be negotiated with the selected Design Team.

The estimated total Project cost is \$1,189,000. 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, contingencies, and inflation factors. This project is funded with Higher Education Asset Preservation and Replacement (HEAPR) funds.

Proposed Project Milestone Schedule

The anticipated overall project schedule is:

Milestone	Date
Schematic Design completion	August 13, 2021
95% Construction Document completion	October 29, 2021
Issue Bid Documents	November 18, 2021
Construction commencement	January 1, 2022
Substantial Completion	August 12, 2022
Final Completion	September 30, 2022

It is important to the campus to achieve the completion and occupancy dates in the above Project Schedule. Responders to this RFP must be able to execute the project within the timeline shown. Final schedule to be determined with the selected firm.

Project Predesign Information

The following documents are available for review at:

<http://www.minnstate.edu/vendors/index.html> under Facilities Opportunities.

- Pre-design report prepared by Inspec, dated December 18, 2018

Selection Process

The selection committee includes staff from Hennepin Technical College and the System Office Program Manager. This group will evaluate the proposals and make the final decision.

Selection and Implementation Timeline

EVENT	DAY	DATE	TIME
RFP advertisement	Monday	April 26, 2021	
Mandatory Information Meeting	Thursday	May 6, 2021	9:00 AM
RFP Questions due	Tuesday	May 11, 2021	4:00 PM
RFP Addendum posted	Thursday	May 13, 2021	

EVENT	DAY	DATE	TIME
Deadline for RFP (Quest CDN)	Tuesday	May 18, 2021	4:00 p.m.
Planned selection	Friday	May 28, 2021	
Planned contract execution	Friday	June 11, 2021	

An interview would occur **Tuesday, June 1 at 9:00AM** if requested by the campus.

If the Owner and the vendor are unable to negotiate and sign a contract by June 11, 2021 the Owner reserves the right to seek an alternative vendor.

Informational Project Meeting

Minnesota State will hold a **MANDATORY** informational meeting on **Thursday, May 6th at 9:00 a.m.**, at **Hennepin Technical College, Brooklyn Park campus**. It is recommended all potential or interested responders attend the conference. It is recommended firms limit participation in this in-person interview to no more than two persons from each team, to allow for social distancing to occur. Visitors to campus will be required to fill out the COVID screening tool for HTC located here: [Hennepin Technical College |](#). **Parking to be in Lot J**, first lot to the right as you enter the drive to the campus. The meeting will be held in **Room H195**.

Questions Regarding This Project

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

Name: Joe Wightkin
 Title: Interim VP of Finance and Operations
 E-mail address: joe.wightkin@hennepintech.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Hennepin Technical College shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number and/or e-mail address. Anonymous inquiries will not be answered. If appropriate, a change responding to questions or clarifications may be issued by Hennepin Technical College in the form of addenda to the RFP. All addenda will be posted to Quest CDN and at <http://www.minnstate.edu/vendors/index.html>.

Addendum to RFP

If appropriate, a change responding to questions or clarifications will be issued by the Owner in the form of addenda to the RFP. Addenda to the RFP will be posted at [Minnesota State Facilities Opportunities](#) and to Quest CDN.

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

Contract

The successful Respondent will be required to meet all the terms and conditions and execute the most current Minnesota State **AIA Document B101 – 2017, Standard form of Agreement between Owner and Architect as amended by Minnesota State Colleges and Universities**, the B101 Project Attachment for Roof Projects, and the AIA Document A201-2017, General Conditions of the Contract for Construction.

Sample documents are available for review on the Minnesota State website, e-Manual, Section 4 under the **ST.30 AIA B101-2017**, **RM.25 B101 Project Attachment**, and the **CC.30 AIA Document A201-2017**. All documents are located at [e-Manual for Vendors](#).

Questions or concerns about the contract should be raised during the RFP stage when all Respondents can see the clarification.

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 Hennepin Technical College and the successful vendor.

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 Hennepin Technical College and the CONSULTANT. Prices and terms of the proposal as stated must be valid for the length of the resulting Purchase Order.

SECTION II. VENDOR REQUIREMENTS

Required Consultant Team

- Architect licensed in Minnesota for Architectural Services, as applicable – including architectural design, project management and project scheduling that includes assistance with staging concepts for construction, and construction administration.
- Structural Engineer, licensed in Minnesota
- Mechanical Engineer, licensed in Minnesota – to include fire protection and integration of the campus energy management system
- Electrical Engineer, licensed in Minnesota

Services Provided by Others

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

- Hazardous materials survey, design and abatement, as needed
- Construction testing
- Other

Scope of Services

The selected design team shall review the AIA B101-2017 contract for a full description of responsibilities required of the A/E firm.

Basic Services

A. General:

- Evaluate existing buildings' structural and mechanical systems to determine capabilities and design capacities to support the proposed new roof systems and to comply with current plumbing codes.
- Assist the campus in evaluating construction-phasing options that minimize the disruption of the academic schedule. Clearly communicate design and cost ramifications of the schedule's impact to allow the campus a complete understanding of the design and schedule decisions.
- Investigate life cycle costs during the design process. Life cycle cost considerations include but are not limited to energy efficiency; sustainability; and the maintainability of design, materials, and equipment.
- Meet schedule deadlines, provide accurate cost estimating, and design buildings for ease of constructability. Quality control and complete, accurate and fully coordinated Contract Documents are an important element of the selected Design Team's services.
- Prepare all Construction Documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to the Owner. All drawings and specifications shall conform to Minnesota State Colleges and Universities Facilities Design Standards and adhere to all applicable building, life safety, and energy codes.
- The successful vendor shall utilize the Owner's web-based enterprise project

management system (EPMS), called e-Builder. This software includes real time Internet visibility of the Project status, coordination, reporting, and a central location for all Project information. The functionality of this software may include, but is not limited to the processing of: Plan Reviews, contracts, Purchase Orders, Change Orders, Invoices, Applications for Payment, and Requests for Information, Submittals and document management related to the Project. Minnesota State will provide and manage a login license for the vendor's designated Project representative(s) at no cost to the vendor. Minnesota State will provide initial software training to the vendor's designated Project representative(s) at no cost to the vendor. Except for licenses and initial training, Minnesota State assumes no responsibility for any real or potential costs associated with the use of this software by the vendor.

B. Design: The selected design team shall provide as a minimum the following:

- Schematic Design Phase: Interview facility personnel at the C/U campus. Review the Project Predesign(s) and original building construction documents (available from the C/U), review roof leak history, field verify existing conditions including conducting destructive test openings (properly patched) of all roof systems, all conditions and all details. Prepare a Schematic Design/Design Development Report, including construction cost estimate, prepare minutes from design meetings with campus personnel, code authorities having jurisdiction, and the Minnesota State system office (if applicable). Include Structural, Mechanical, Electrical, and Masonry sub-consultant services and asbestos roofing materials testing, if necessary, with field verification of all roof and roof-related existing conditions and weather-tight patching of test openings.
- Schematic Design/Design Development Report shall include:
 - Title page that includes Project name and location, and index.
 - Project Identification with a campus map identifying and showing the outline of each roof area, proposed staging areas, and north directional arrow.
 - Project Scope: Describe scope of roofing services, a description of the existing roof system(s) and a narrative describing the new roof system(s), including all structural, mechanical, electrical, masonry and miscellaneous work. Highlight unusual or challenging issues of the Project and provide proposed solutions.
 - Provide an updated construction cost estimate to include: # of squares @cost/square, structural, mechanical and electrical work, masonry work, window replacement work (if applicable), 10% construction contingency, bid process fees, and estimated construction inspection and testing fees.
 - Provide an estimate of the construction schedule (number of roof working days or number of weeks).
 - Prepare a Schematic Design/Design Development Roof Plan and major details at 3" = 1'-0" scale. The Roof Plan shall indicate elevations of roof section that are being replaced and the elevations of adjacent roof sections that are not included in the scope of the work.

C. Construction Documents:

- Prepare drawings and specifications per the Minnesota State Facilities Design Standards, the Minnesota State Reroofing Design Standards Manual, and the Minnesota State Exterior Masonry Design Standards Manual as minimums, all as applicable.
- Include asbestos roofing material removal and disposal specification section, if necessary.

- Prepare the Project Manual to include Division 0 documents from the Minnesota State Facilities Web site, prevailing wage rates from the Department of Labor and Industry's web site, for the county where work will be performed, and specification sections using CSI format sections as applicable to the specific Project.
 - Provide technical specifications for each division and section that applies to the reroofing and applicable mechanical, masonry, and asbestos removal work with emphasis on language so that the prescribed quality of all materials, products, components, and workmanship requirements are clear and unambiguous.
 - An updated construction cost estimate, to include: # of squares @cost/square, mechanical and electrical work, masonry work, window replacement work (if applicable), 10% contingency, bid process fees, and estimated observation and testing fees.
 - All drawings and specifications necessary to convey the exact scope of the work and the full intent of the design.
 - Prepare all Construction Documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to Minnesota State Colleges and Universities.
 - All drawings and specifications shall conform to Minnesota State Facilities Design Standards and adhere to all applicable building, life safety, and energy codes.
- D. **Bid & Award:** Coordinate bid dates and times with the campus personnel where the project is located. The campus will advertise the project following Minnesota State's On-Line Bidding procedures via QuestCDN.
- Prepare project documents and upload to e-Builder. Review document *DIV00.0001 Instructions for Division 00 Documents, Advertised Bids* on the Minnesota State eManual for detailed instructions on the format needed for bidding.
 - Submit Plans and Specifications to governmental authorities having jurisdiction for their written approval.
 - Attend Pre-bid meeting, answer questions and provide meeting notes.
 - Prepare addenda for the Owner to post as applicable.
 - Provide award recommendations to the Owner.
 - Provide a conformed set of documents prior to the Pre-construction meeting, if requested by the Owner.
- E. **Construction Administration:** Pre-construction, Construction (progress), and Pre-Installation Meetings.
- Schedule and conduct Pre-construction, Construction (progress), and Pre-installation Meetings. Verify the Contractor has obtained all required permits. Review and approve submittals, review and approve Contractor's Applications for Payment, initiate construction change directives and change orders, coordinate with campus personnel and campus schedules.
 - Verify construction conformance with the Contract Documents.
 - Provide full time observation and testing of the complete roofing system.
 - Coordinate sub-consultant inspections and testing, if applicable.
- **Project Closeout:** Conduct inspection(s) for Substantial Completion(s) and provide written punch list(s).
 - Issue Certificate(s) of Substantial Completion.
 - Coordinate and document receipt of warranties, operation and maintenance manuals.

- Provide record documents as required by the contract.
- Provide “As-Built” Record Documents and warranties to the C/U Project Manager and the Minnesota State System Office in an electronic format acceptable to the Owner.
- Coordinate Project Final Closeout(s) including verify completion of punch list(s) and final Application for Payment submittal.

F. Supplemental Services

- None

SECTION III. RESPONSE CONTENTS AND EVALUATION

Scoring Criteria

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

Pass /Fail requirements

Responder's proposal must be submitted on time.

Responder shall provide a statement to confirm that the firm has available, experienced staff to provide full time observation and roof testing capabilities for the Project during construction.

Attendance at mandatory information meeting, if applicable.

Company profile – 10 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. Describe problem-solving successes on a) service and support generally, b) service and support as reflected by quality control, and c) service and support as reflected by use of information technology. Factors favorable to a Respondent are:

- Ability to demonstrate a service and support approach that serves the interests of the Owner on this project.
- A detailed and wide-ranging quality assurance plan for all elements of work the Respondent would perform on this project.
- Sophisticated and state-of-the art information technology in its performance of its project duties.

Project team – 20 points

- The lead Roof Designer shall be a licensed Architect or Professional Engineer in the State of Minnesota or shall have a minimum of a bachelor's degree in architecture, engineering or construction, with at least 10 years of experience in designing built-up roof systems and other commercial roofing systems and be under the supervision of a licensed Architect or Professional Engineer in the State of Minnesota. A Registered Roofing Consultant (RRC) by the international nonprofit accrediting association, RCI, Inc. is preferred.
- Full time roof observation, during Construction Administration, shall be performed by a roof observer having a minimum of 5 years of experience in commercial roof construction or roof inspection. A Registered Roofing Observer (RRO) by the international nonprofit accrediting association, RCI, Inc. is preferred.
- List the name, title, and telephone number of the firm's principal who will serve as the point of contact. Provide a complete list of all key personnel (including proposed sub-consultants, if applicable), who will be assigned to the Project. Include key personnel relevant experience, qualifications for this work, roles and responsibilities. Include resumes (limited to one page per

person), specific professional registrations and any specialized or technical certifications that your firm or members of your team may have, and relevant experience to past similar projects.

- 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.
- Provide a brief statement of the Team’s past or present working relationships. Explain how each separate design sub-consultant will be utilized (e.g. major role during portions of the design, not participating during construction, etc.). Matrix or chart is suggested. For each Team personnel member, provide:
 - Name and position in firm, include name of firm
 - Home base (if in a multi-office firm)
 - Responsibility on this project
 - Years of experience
 - Relevant recent experience (note if experience is with another firm)
 - Registration – List Minnesota Registration numbers for licensed professionals,
 - (including specialty if Professional Engineer)

Relevant team experience - 20 points

Provide examples of relevant projects from 2014 to present, completed or in progress including:

- A. Photographs, sketches and/or plans
- B. Project name and location
- C. Brief description (e.g. size, cost, relevance)
- D. Firm of record indicating the role of each proposed Team member on each relevant project
- E. Final Substantial Completion date or current status

Relevant project experience is determined by:

- F. Degree project is similar in building type, size, and scope
- G. Degree project is related to higher education
- H. Designed according to Minnesota State Facility Design Standards
- I. Similar key elements or functions to the proposed project
- J. 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 RFP process.

The Owner reserves the right to independently confirm the information provided. The Owner reserves the right to refer to its own references at any time during the RFP process.

Project approach - 20 points

Describe your approach to evaluating a roof for replacement during the design phase and your familiarity and understanding of Minnesota State Roof and Facilities Design Standards. How does it influence your approach to issues and how does it affect the final design. Description of approach should demonstrate integration of roofing, mechanical/electrical, masonry and window replacement (if applicable) in the design. Describe your Construction Administration approach to coordinate the work

with the C/U campus, resolve issues and keep the C/U informed and your approach to handling of construction observations and testing during the Construction phase.

Favorable factors are the presentation of a clear and thorough strategy, the identified constraints, risks, and issues, and insights shared by the Design team. Other favorable factor include:

- Accurate cost estimating and designing within a project budget
- Consideration of operational energy efficiency, sustainability, and the maintainability of design, materials, and equipment
- Meeting project milestones

Quality control and assurance protocols for a complete, accurate and fully coordinated set of contract documents.

Fee - 20 points

Respondents shall propose a lump sum, not-to-exceed fee in accordance with the proposed contract format. The Architect's and their sub-consultants fees in performance of this contract shall be included in the proposed total lump sum fee. Provide an estimated breakdown and total for all eligible reimbursable expenses, as defined in the proposed contract. Travel and subsistence expenses shall be included in the lump sum fee. Review AIA document B101-2017, Article 11.8, for allowable reimbursable expenses.

The evaluation for cost of services (excluding reimbursable expenses) will award points according to the lowest fee proposal. The lowest fee proposal will receive the maximum points. Points for each subsequent proposals will be calculated by dividing the lowest proposal cost by the cost of each of the other proposal. The answer will always be less than 1. Take the answer of the division and multiply by the maximum points. The answer will be the number of points (rounded to the nearest whole number) assigned to the total cost for this Respondent.

Unique Qualifications – 5 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.

Eligible, verified, small businesses currently listed in the Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors will be eligible for the preference. This directory is located at <http://www.mmd.admin.state.mn.us/mn02001.htm>. Attach a copy of your firm's letter indicating certification by the Office of Equity in Procurement, 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.

Eligible, verified, small businesses currently listed in the Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors will be eligible for the preference. This directory is located at <http://www.mmd.admin.state.mn.us/mn02001.htm>. Attach a copy of your firm's letter indicating certification by the Office of Equity in Procurement, [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 RFP RESPONSE & CONTRACT

Requirements

Rights Reserved

Notwithstanding anything to the contrary, the Minnesota State Colleges and Universities, or **Hennepin Technical College** reserves the right to:

1. Cancel the Request for Qualifications at any time with no cost or penalty to the State.
2. Reject any and all responses received in response to this RFP;
3. Disqualify any Responder whose submittal 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 RFP;
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 Addenda on Minnesota State website; and
9. Waive any non-material deviations from the requirements and procedures of this RFP and waive informalities contained in the RFP.

All costs incurred in responding to this RFP will be borne by the Responder. This RFP 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.

Insurance Requirements

By submission of a proposal, Responder certifies that it is in compliance with all insurance requirements specified in Article 2.5 of the AIA Document B101-2017 (ST.30) example contract, posted with this RFP. The selected vendor will be required to maintain and furnish satisfactory evidence of insurance for the duration of the contract. A sample insurance certificate (CC.20) can be found on [Minnesota State - eManual Version 2.0 for Vendors](#).

Notice to Vendors and Contractors

As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than \$250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

Attachment 1: Affidavit of Non-Collusion

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

Attachment 2: Workforce Certification

For all contracts estimated to be in excess of \$250,000, Responders are required to complete the State of Minnesota – Workforce Certificate Information page and return it with the response. 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>.

Attachment 3: - Not used.

Attachment 4: Preference Form

In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.) vendor and certified economically disadvantaged (E.D.) vendor will receive a six percent (6%) preference. Preference will only be allowed if the vendor is certified prior to the scheduled submittal date.

Attachment 5: Veteran/Service Disabled Veteran-Owned Preference Form

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs’ Center for Veteran Enterprises (CVE Verified) (prior to the solicitation opening date and time) will receive a preference in the evaluation of its proposal (consistent with RFP Section IV., Selection Criteria). Eligible veteran-owned small businesses include CVE verified, certified small businesses that are majority-owned and operated by veterans (pursuant to Minnesota Statute §16C.16, subd. 6a). Information regarding CVE verification may be found at <http://www.vip.vetbiz.gov>.

Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation per the form, will be given the preference.

mAttachment 6: Architect/Engineer RFP Response Certification Form (*On-line only*)

In accordance with Minnesota State this attests that the RFP on-line response is accurate, the firm has adequate staff and will enter into the Work promptly, is familiar with and willing to sign the Minnesota State contract(s), the firm has no actual or apparent conflict of interest with the entities of this contract, and no facts or circumstances could give rise to an organizational conflict of interest.

State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) must 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 requirements of Minnesota Statutes § 13.05, subd. 11 apply to the contract. The vendor must 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 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 RFP will become property of the State of Minnesota and will become public record after the evaluation process is completed. Pursuant to the statute,

completion of the evaluation process occurs when Minnesota State has completed negotiating the contract with the selected vendor. If the vendor submits information in response to this RFP that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the vendor must:

- 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 award of a contract. In submitting a response to this RFP, the responder agrees this indemnification survives as long as the trade secret materials are in possession of Minnesota State.

Minnesota State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

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.

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 responder 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 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 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 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 the rights of Minnesota State.

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; 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 Statute Chapters 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 Hennepin Technical College.

The vendor shall recognize the sole and exclusive right of Minnesota State 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 and Hennepin Technical 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 IV. RFP RESPONSE

Submission

By submitting a response to the RFP for this project, your firm commits to the schedule and to dedicating the required staff for the duration of the project.

Format

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

Responding

On-line submission will be received electronically through QuestCDN by **4:00 PM**, local time, on **Tuesday, May 18th, 2021**. Reference [ST.21 Architect/Engineer RFP On-Line Response Instructions](#)

Thank you!



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To request an alternate format, contact Human Resources at 651-201-1664.

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

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