REQUEST FOR PROPOSAL (RFP)
FOR
ENGINEERING SERVICES
FOR
RVCC/A-18 - ELECTRICAL INFRASTRUCTURE

February 19, 2020

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 Riverland Community 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 ENGINEERING SERVICES

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SECTION I. GENERAL INFORMATION

Background
Minnesota State 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. Minnesota State is an independent state entity that is governed by a 15 member Board of Trustees. For more information about Minnesota State, please view its website at www.Minnesota State.edu.

Campus History
Riverland Community College is a three campus college in the southeast region of Minnesota, with campuses located in Albert Lea, Austin, and Owatonna. The Austin campus has two sites referred to as Austin East and Austin West. The overall square footage of buildings for Riverland Community College is roughly 531,000. This RFP is for upgrades at the Austin East building.

Purpose of this Request for Proposal
The Minnesota State Board of Trustees, on behalf of Riverland Community College, hereafter referred to as the “Owner”, is soliciting proposals from interested, qualified consultants, and intends to retain a professional consulting firm to provide Engineering services, hereafter referred to as the “A/E”, 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 Riverland Community 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 firm to assist the Owner in the performance of its obligations and enforcement of its rights during the design and/or construction of the RVCC/A-18-Electrical Infrastructure project located at Riverland Community College, Austin, MN.

The A/E 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 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.
Project Information

Project Scope and Team

Riverland Community College purchases power from Austin Utility. The campus is fed from a line on Fourteenth Street. The existing electrical system is distribution from there to the East Building in 13,800 Volts (13.8kV) lines. The utility has requested that the campus upgrade the power distribution to the East Building to a 480 volt system. A similar upgrade was made to the West Building in 2012. The East Building electrical distribution is original to the building, constructed in 1965.

Austin Utilities has stated in the past that they are willing to provide two services to the East Building as part of the infrastructure upgrade project. Refer to the project pre-design report for more information.

Key features of the project include:
- Remove 13.8kV from campus and replace with 480/208 volt secondary distribution system. This will have to be coordinated to minimally affect the operations of the campus.
- Clean, inspect, and test existing panelboards on campus to determine which are in need of replacement.
- Grounding investigation of existing main switchboards.
- Investigate sources of ground water infiltration in tunnels. Design scope to include scope of water infiltration repair work and a cost.
- Investigate surge protection for panel switchboards
- Arc flash analysis

The pre-design recommended this work be spread over two phases. Dependent on the level of funding available; the campus desires the project to be constructed as a single project with (2) construction phases to allow for proper sequencing to lessen the impact on the campus. The Owner intends to use the Design/Bid/Build delivery method for this project.

Project Budget and Fees

The estimated cost of construction for Phase 1 is $880,000, and Phase 2 is $650,000 for a total of $1,530,000.

The design fee for all Basic and Supplemental Services is estimated to range from 8.0 - 9.5% of the estimated construction cost. Provide a proposal for the full design effort from Schematic Design through Construction Administration and project close-out based on design of both phases and construction over two phases as shown in schedule above. Show the Schematic Design phase fee separately, as this work will occur first.

The estimated total Project cost is $1,730,000. This cost includes: all professional consultants, Architect/Engineer 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 anticipated to be funded by Higher Education Asset Preservation and Replacement (HEAPR) funds.
Proposed Project Milestone Schedule
The overall Phase One project schedule is:

<table>
<thead>
<tr>
<th>Milestone – Phase One</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schematic Design completion</td>
<td>May 15, 2020</td>
</tr>
<tr>
<td>Design Development completion</td>
<td>*September 30, 2020</td>
</tr>
<tr>
<td>Construction Documents completion</td>
<td>*December 1, 2020</td>
</tr>
<tr>
<td>Issue Bid Documents</td>
<td>*December 14, 2020</td>
</tr>
<tr>
<td>Construction commencement</td>
<td>*May 17, 2021</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>*August 13, 2021</td>
</tr>
<tr>
<td>Final Completion</td>
<td>*September 17, 2021</td>
</tr>
</tbody>
</table>

*If additional design and construction funding is authorized in June, 2020

<table>
<thead>
<tr>
<th>Milestone – Phase Two</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design confirmation and validation</td>
<td>*November, 2020</td>
</tr>
<tr>
<td>Construction Documents completion</td>
<td>*December, 2021</td>
</tr>
<tr>
<td>Issue Bid Documents</td>
<td>*December 13, 2021</td>
</tr>
<tr>
<td>Construction commencement</td>
<td>*May, 2022</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>*August, 2022</td>
</tr>
<tr>
<td>Final Completion</td>
<td>*September, 2022</td>
</tr>
</tbody>
</table>

*If two phases are maintained, Phase Two for the East Building would be constructed in the summer of 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 or propose an alternative approach in the RFP response.

Project Pre design Information
The following documents are available for review at:
http://www.minnstate.edu/vendors/index.html under Facilities Opportunities.
- Pre-design report prepared by TKDA, dated January 4, 2016

Selection Process
The selection committee includes the following Brad Doss, CFO and Shawn O’Connor, Physical Plant Supervisor at Riverland Community College and Justine Pliska, System Office Program Manager. This group will evaluate the proposals and make the final decision.

Selection and Implementation Timeline

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP advertisement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Meeting (mandatory)</td>
<td>Monday</td>
<td>February 28, 2020</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>RFP Questions due</td>
<td></td>
<td>March 4, 2020</td>
<td>2:00 PM</td>
</tr>
</tbody>
</table>
An interview would occur **Friday, March 13, 2020 at 10:00 am** if requested by the campus.

If the Owner and the vendor are unable to negotiate and sign a contract by **March 20, 2020**, the Owner reserves the right to seek an alternative vendor.

### Informational Project Meeting

Minnesota State will hold a **MANDATORY** informational meeting on **Friday, February 28, 2020**, at 1:00, at Riverland Community College, Austin Campus, 1900 8th Avenue NW, Austin, MN 55912, East Building, Room C108. Park in the Theatre lot and enter through the E5 entrance. It is required that all potential or interested responders attend the conference.

### Questions Regarding This Project

Riverland Community College’s agent for purposes of responding to inquiries about the RFP is:

- **Name:** Shawn O’Connor
- **Title:** Physical Plant Supervisor
- **E-mail address:** shawn.o’connor@riverland.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Riverland Community 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, fax 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 Riverland Community College in the form of addenda to the RFP. All addenda will be posted at [http://www.minnstate.edu/vendors/index.html](http://www.minnstate.edu/vendors/index.html).

### 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 and its accompanying Project Attachment, and AIA Document A201-2017.

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 Riverland Community 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 Riverland Community 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

- Electrical Engineer licensed in Minnesota, as project lead for the overall design, project management, and project scheduling that includes phasing concepts for construction, and construction administration.
- Architect - licensed in Minnesota, as applicable
- Structural Engineer- licensed in Minnesota, as applicable
- Mechanical Engineer - licensed in Minnesota, as applicable
- Cost Estimating – may be in-house

Services Provided by Others

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

- Commissioning Agent
- Hazardous materials survey, design and abatement, as needed
- Construction testing
- Water-proofing Full-Time Observation

Scope of Services

The selected design team shall review Articles 2 and 3 of the AIA B101-2017 contract for a full description of responsibilities required of the A/E firm. Refer also to the Minnesota State Facility Design Standards for descriptions of deliverables required at each design phase: Minnesota State - Design and Construction.

Basic Services
Some highlights are as follows:

A. General:

- Examine the project’s design documents and balance the program needs for this project with the budget.
- Evaluate existing buildings’ structural, mechanical, electrical, and telecommunications systems to verify capacities to support the proposed work.
- 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.
• 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. Proposed code updates that come into effect in March of 2020 should be complied with on this project. Apply for variance requests as needed.

• 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 log-in 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: Develop and refine the design to meet Owner’s stated goals and budgeted cost of the work.

• Develop Schematic Design deliverables as described in the Facilities Design Standards located at: http://www.minnstate.edu/system/finance/facilities/design-construction/resources.html.

• Schematic Design submittal will be reviewed by the Owner and System Office prior to the acceptance of this phase work on the project.

• Future design work will be added to the project, by contract amendment, when additional funding is available.


• Include Division 0 documents from the Minnesota State Facilities Web site, prevailing wage rates for the county where the work is to be performed from the Department of Labor and Industry web site, 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 project. Include a separate title page with signature block for approval, table of contents, drawing schedule, and division 0 documents.

• All drawings and specifications necessary to convey the exact scope of the work and the full intent of the design.

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, 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.

• Attend Pre-bid meeting 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 to the Owner prior to the pre-construction meeting.

E. **Construction Administration**: Pre-construction, Construction (progress), and Pre-Installation Meetings.
   • Attend and document progress meetings. Verify all required permits are obtained by the Contractor. 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.
   • Coordinate sub-consultant inspections and testing, if applicable.

F. **Project Closeout**: Conduct inspection(s) for Substantial Completion(s), provide Certificate(s) of Substantial Completion, and written punch list(s). Coordinate and document receipt of warranties, operation and maintenance manuals. Provide record documents as required by the contract. Coordinate Project Final Closeout(s) including verify completion of punch list(s) and final Application for Payment submittal.
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.
- Attend mandatory information meeting.

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 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,
Relevant team experience - 20 points
The Respondent will provide a brief summary 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
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. 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 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
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.

Fee - 25 points
Provide a lump sum fee for all basic and supplemental 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. 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.

The evaluation for cost of services (excluding reimbursables) will award points according to the lowest fee proposal. The lowest fee proposal will receive the maximum points. Points will be awarded to each of the other proposals by dividing the lowest proposal by each of the other proposal costs. 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.

Please complete Attachment 4: Preference Form and Attachment 5: Veteran-Owned Preference form, if applicable. 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 REQUIREMENTS

RFP Response

Rights Reserved
Notwithstanding anything to the contrary, the Minnesota State Colleges and Universities, or Riverland Community College reserves the right to:

1. Cancel the Request for Proposal at any time with no cost or penalty to the State.
2. Reject any and all 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 RFP 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.

Attachment B: Workforce Certification

For all contracts estimated to be in excess of $100,000, Responders are required to complete the State of Minnesota – Workforce Certificate Information page and return it with the response. The form is available at Workforce Certificate / Minnesota.gov, 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.

Attachment H: Affidavit of Non-Collusion

Respondents are required to complete Attachment H. Affidavit of Non-Collusion form and submit it with the response.

Contract

Insurance Requirements
By submission of a proposal, Responder certifies that it is in compliance with all insurance requirements specified in the proposed sample contract, see Article 2.5. The selected vendor will be required to maintain and furnish satisfactory evidence of insurance for the duration of the contract.
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.

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 Anoka Ramsey Community 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 Anoka Ramsey Community 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.

Sealed proposals must be received at the following address no later than 2:00 p.m. CT on Wednesday, March 11, 2020: Drop off at Copy Center/Mail Room in Room #A171.

Name: Shawn O’Connor  
Title: Physical Plant Supervisor  
Address: 1900 Eighth Avenue Northwest, Austin, MN 55912

Quantity

The responder shall submit one [1] hard copy of its RFP response and one [1] electronic copy on media of choice 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.

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.

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

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

MINNESOTA STATE

30 East 7th Street, Suite 350 | St. Paul, MN 55101-7804
651-201-1800 | 888-667-2848
www.MinnState.edu

This document is available in alternative formats to individuals with disabilities.

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.

Minnesota State is an affirmative action, equal opportunity employer and educator
Attachment 4

MINNESOTA STATE PREFERENCE FORM

In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.) prime Bidders and certified economically disadvantaged (E.D.) prime Bidders will receive a six percent (6%) preference. Preference will only be allowed if the Bidder is certified prior to the scheduled bid opening. Both the targeted group (T.G.) preference and the economically disadvantaged (E.D.) preference are applied only to the first $2,000,000 of the bid. 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. Bidders 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) 296-2600. The Bidder shall designate their company’s status in below.

ARE YOU A CERTIFIED, TARGETED GROUP PRIME CONTRACT BIDDER? ___Yes ___No

ARE YOU A CERTIFIED, ECONOMICALLY DISADVANTAGED PRIME CONTRACTOR? ___Yes ___No

Statutory requirements and appropriate documentation must be met by the solicitation response due date and time to be awarded the targeted group or economically disadvantaged preference.

Claim the Preference

By signing below I confirm that:

My company is claiming targeted group or economically disadvantaged preference afforded by Minn. Stat. § 16C.16. By making this claim, I verify that:

• The business has been certified by the Office of Equity in Procurement as being a targeted group (T.G.) or an economically disadvantaged (E.D.) business.

Name of Company: _____________________________ Date: __________________________

Authorized Signature: _____________________________ Telephone: __________________________

Printed Name: _____________________________ Title: __________________________

Attach a copy of your firm’s letter indicating certification by the Office of Equity in Procurement and sign and return this form with your solicitation response to claim the TG/ED preference.
Attachment 5

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 veteran-owned 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).

ARE YOU A CERTIFIED, VETERAN OWNED OR DISABLED VETERAN OWNED SMALL BUSINESS PER EITHER REQUIREMENT ABOVE?  ___Yes ___No

Name of Company:  _____________________________

Authorized Signature:  _____________________________

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 veteran-owned or service-disabled veteran-owned small business.
- 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/

RVCC/A-18 Electrical Infrastructure RFP

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STATE OF MINNESOTA

AFFIDAVIT OF NON-COLLUSION

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. That the attached proposal submitted in response to the ______________________ Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;

3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons 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.

Responder’s Firm Name: ____________________________________________________________

Authorized Signature: _____________________________________________________________

Date: __________________________________________________________________________

Subscribed and sworn to me this ________ day of ____________

Notary Public: ____________________________________________________________________

My commission expires: ____________________________________________________________________
ATTACHMENT 2

MINNESOTA STATE COLLEGES AND UNIVERSITIES
NOTICE TO CONTRACTORS
WORKFORCE CERTIFICATION OF COMPLIANCE

It is hereby agreed between the parties that Minnesota State will require that affirmative action requirements be met by contractors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (Minnesota Statutes §363A.36, subdivisions 3 and 4).

Under the Minnesota Human Rights Act, §363A.36, businesses or firms entering into a contract over $100,000 which have more than forty (40) full-time employees within the state of Minnesota on a single working day during the previous twelve (12) months, or businesses or firms employing more than forty (40) full-time employees on a single working day during the previous twelve (12) months in a state in which its primary place of business is domiciled and that primary place of business is outside of the State of Minnesota but within the United States, must have submitted an affirmative action plan that was received by the Commissioner of Human Rights for approval prior to the date and time the responses are due. A contract over $100,000 will not be executed unless the firm or business having more than forty (40) full-time employees, either within or outside the State of Minnesota, has received a certificate of compliance signifying it has an affirmative action plan approved by the Commissioner of Human Rights. The Certificate is valid for four (4) years. For additional information, contact the Department of Human Rights, Freeman Building, 625 Robert Street North, Saint Paul, MN 55155.

Effective July 1, 2003. The Minnesota Department of Human Rights is authorized to charge a $150.00 fee for each Certificate of Compliance issued. A business or firm must submit its affirmative action plan along with a cashier’s check or money order in the amount of $150.00 to the Minnesota Department of Human Rights or you may contact the Department for additional information at the Compliance Services Unit, Freeman Building, 625 Robert Street North, Saint Paul MN 55155.
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.

BOX A – MINNESOTA COMPANIES that have employed more than 40 full-time employees within this state on any single working day during the previous 12 months, 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 employed more than 40 full-time employees on a single working day during the previous 12 months in the state where it has its primary place of business, check one 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.

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of your company.

Name of Company: ___________________________ Date ___________________________
Authorized Signature: ______________________ Telephone number: __________________
Printed Name: ______________________________ Title: ___________________________

For Assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services

Email:  compliance.mdhr@state.mn.us  TTY:  651-296-1283
The amended Minnesota Human Rights Act (Minnesota Statutes §363A.36) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of $100,000.

The first category applies to businesses that have had more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the due date and time of the response and must have received a Certificate of Compliance prior to execution of the contract or agreement.

The secondary category applies to businesses that have had more than 40 full-time employees on a single working day in the previous 12 months in the state in which its primary place of business is domiciled. The businesses in this category must certify to Minnesota State that it is in compliance with federal affirmative action requirements before execution of the contract. For further information, contact the Department of Human Rights, Compliance Services Unit, 625 Robert Street North, Saint Paul MN 55155; Voice: 651-296-5663; Toll Free: 800-657-3704; TTY: 651-296-1283.

**Minnesota State is under no obligation to delay the award or the execution of a contract until a vendor has completed the Human Rights certification process. It is the sole responsibility of the vendor to apply for and obtain a Human Rights certificate prior to contract execution.**

It is hereby agreed between the parties that Minnesota State will require affirmative action requirements be met by vendors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600.

Under the Minnesota Human Rights Act, §363A.36, subdivision 1, no department or agency of the state shall execute an order in excess of $100,000 with any business within the State of Minnesota having more than 40 full-time employees in a single working day during the previous 12 months unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved the Commissioner of Human Rights. Receipt of a Certificate of Compliance issued by the Commissioner shall signify that a firm or business has an affirmative action plan approved by the Commissioner.

Failure by the vendor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the order (Minnesota Statutes §363A.36, subdivisions 3 and 4). A certificate is valid for a period of four (4) years.