

STATE DESIGNER SELECTION BOARD RFP TEMPLATE

As adopted by the State Designer Selection Board on November 30, 2010 (last revised October, 2013)

Note to agencies: The items **in GREEN** font are to be completed by the Executive Secretary, anything in **BLACK** is the required language, and anything in **RED** must be completed by the agency. **RED** italicized items are examples (although not an exhaustive list of all possible options).

***Note to Respondents:**

The State Designer Selection Board Request For Proposals document was adopted by the Board on November 30, 2010, modified May 2011, May 2012, and October 2012. Please carefully review all of the requirements of the RFP when preparing your response to ensure compliance with the RFP.

The changes include but are not limited to:

- **Pay particular attention to Section I. F. Pass/Fail Requirements to ensure you've included and met all requirements referenced in this section;**
- **NOTE Pass/Fail Requirement: Targeted Group Subcontracting Goal requirement explained in Section VI. I.;**
- Projects may require Sustainable 2030 – see Section I. C.;
- If section I. D. indicates a discipline is required to be outside of the Prime Firm, clearly identify compliance;
- Identify Minnesota Registration numbers for all licensed professionals identified in Respondent's proposal per the requirements in Section III. C. 2. Project Team, 6);
- Fee Chart requirements clarified in Section III. C. 7.;
- Forms to be returned have changed. Please review and complete the forms indicated in Section II. D., as well as noted on the Transmittal Form. New forms include Certification Regarding Lobbying, Organizational Conflict of Interest Form, and Targeted Group Subcontracting Form

Department of Administration, State Designer Selection Board

Request for Proposals for Designer Selection for Project 13-03

St. Peter MSOP Project

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a Design Team for the above project. Proposals from interested firms must be received by, **12:00 noon CT Monday,**

December 30, 2013 Submit proposals to:

Kathy Grochowski, Executive Secretary

State Designer Selection Board

Department of Administration

Real Estate and Construction Services

Administration Building, Room 309

50 Sherburne Ave.

St. Paul, Minnesota 55155

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at 651.201.2389.

Questions relating to the project are to be referred to the Project Contact(s) in Item 1.k.

I. PROJECT 13-03

A. PROJECT DESCRIPTION:

Provide Pre-design, design and construction administration for the renovation/remodeling/construction of existing residential, program, and activity buildings, and related site work on the lower campus of the St. Peter Regional Treatment Center campus for the Minnesota Sex Offender Program (MSOP). This project

shall hereinafter be referred to as the St. Peter MSOP Project.

This renovation/remodeling/construction work will involve the replacement and/or upgrading of the HVAC systems, plumbing and electrical, security, life safety (fire sprinklers and new detection/alarm systems) systems, and the integration of separate technology systems (i.e., building automation, security, perimeter surveillance/monitoring, personal tracking, CCTV electronic access/egress monitoring /control, communications, etc.) into single integrated campus based control systems. In addition, the building envelopes will be upgraded, including tuck pointing and window and door replacement. Some interior reconfiguration will also be involved; however, the extent of interior reconfiguration for each individual building will be established in the predesign phase of the design process for this project.

The initial design work will focus on: Predesign for the remodeling proposed for Green Acres, Sunrise, Bartlett and Tomlinson Buildings for residential, program, activity and administrative/clinical spaces for MSOP, and the design through construction documents of the construction/remodeling of the west wing of Green Acres,. Funds for this initial phase of work will come from the agency's operating budget and the department intends to start this initial phase of work upon the selection of the design team and the execution of the related contract. The estimated cost as of July 2013 for the predesign work is \$331,940.

The Department of Human Services (DHS) intends to implement the balance of the St. Peter MSOP Project as a three phase project in accordance with following outline:

Phase One: (Estimated construction cost as of July 2013 - \$ 5.1 million):

- 1) Bid and provide construction administration for the construction/renovation of the west wing of Green Acres.
- 2) Design through construction documents the construction/renovation of the east wing of Sunrise and all of Bartlett.
- 3) Bid and construction administration services for the construction/renovation of the east wing of Sunrise.

Phase Two (Estimated construction cost as of July 2013 - \$ 10.4 million):

- 1) Provide design services from schematic design through construction documents for Tomlinson.
- 2) Bid and construction administration services for the construction/renovation of Bartlett, and the construction/renovation of Tomlinson.

Phase Three (Estimated construction cost as of July 2013 - \$ 9.2 million):

- 1) Provide design services from schematic through construction documents for the construction/renovation of the west and north wings of Sunrise and the north wing of Green Acres.
- 2) Bid and construction administration services for the construction/renovation of the west and north wings of Sunrise and the north wing of Green Acres.

As indicated above, funds for the “initial phase” (pre-design for Green Acres, Sunrise, Bartlett and Tomlinson, and design of the west wing of Green Acres) will come from the agency’s operating budget. Funds for designing and implementing the balance of work for the St. Peter MSOP Project (Phase One through Phase Three) will be requested as part of the Department of Human Services 2014, 2016 and 2018 capital budget requests.

This project, and the Minnesota Security Hospital (MSH) Project currently being designed for the upper campus of the St. Peter facility, represents a new long-range strategic plan for the St. Peter campus. This new initiative for the St. Peter campus will result in the eventual relocation of all of the MSH residential and program activities from the lower campus to the upper campus and **the reuse/redevelopment of the lower campus for the Minnesota Sex Offender Program.**

Please Note: The work proposed for MSH on the upper campus is a separate and distinct capital project and is not part of this RFP for design services. The State Designer Selection Board, made a selection for the MSH Project in the spring of 2012.

Background Information:

The intent of this new proposal for the St. Peter campus is to provide a logical long-range plan to address several significant issues the Department faces as it operates MSOP and MSH, two distinctly different programs on the St. Peter campus:

- First, there is a real need to address critical patient and staff safety issues resulting from the design of the living units in the existing Minnesota Security Hospital. The poor unit configuration often results in patient and staff injury as MSH staff mitigates the situation by relocating a patient(s) whose behavior requires their removal from the living unit pod.
- Second, both programs (MSOP & MSH) currently have individuals which are housed on the lower campus who have reached the point in their treatment where they have earned the privilege of campus liberty (the ability to move about campus with limited control). While MSH patients are considered vulnerable adults, MSOP clients are not. Allowing individuals from both programs to circulate on the lower campus is not good policy and presents safety risks. The Department believes it is time to make a concerted effort to separate the two populations. Moving MSH programs to new facilities on the upper campus will address this issue and physically separate these very different populations in the future.
- Third, MSOP will need additional bed capacity on the St. Peter campus as that program continues to grow. MSOP will be out of beds by the fall/winter of 2015. The type of space that MSOP needs at St. Peter (the location which MSOP uses for individuals that are in the later stages of treatment), is much different than the space that it uses for the early stages of treatment at Moose Lake. The buildings that MSH will vacate on the lower campus once new facilities are developed on the upper campus for MSH programs, will, after basic renovation and/or infrastructure upgrades, readily meet MSOP's later stage treatment program requirements and create needed space for MSOP to utilize for residential and program purposes. The smaller living units will promote a much more therapeutic environment for those individuals that are working hard to reach the reintegration phase of their treatment program.

Please Note: As stated above the work proposed for MSH on the upper campus is a separate and distinct capital project and is not part of this RFP for design services. The State Designer Selection Board, made a selection for the MSH Project in the spring of 2012.

ST. PETER REGIONAL TREATMENT CENTER CAMPUS MASTER PLAN:

In 2009, the Department of Human Services commissioned BKV Group Architects to conduct a Master Plan assessment report on the St. Peter Regional Treatment Center. The intent of this Master Planning effort was to identify capital maintenance requirements and to develop a long-range concept illustrating potential building expansion opportunities for both the MSH and MSOP programs.

Changes to client/patient profiles and populations throughout the DHS residential system have occurred since the 2009 report, necessitating an update to the 2009 Master Plan. New program strategies were needed to meet current and anticipated needs at the St. Peter Campus for both the MSH and MSOP programs. Leo A Daly architects were engaged in August 2011 to provide an update to the 2009 Master Plan. The updated plan was based on the original 2009 Master Plan, new data provided by DHS, and information obtained from planning sessions with DHS staff and leadership from September through October 2011. The updated conceptual organization established in the 2011 Campus Master Plan, reconfigures the St. Peter campus to concentrate future MSH operations on the “Upper Campus” surrounding the existing MSH, allowing the lower campus to be utilized to address MSOP future facility needs at the St. Peter Campus.

In early summer 2013 MSOP requested an update of the 2011 Mast Plan focusing on the needs of MSOP on the “lower campus.” The intent of this 2013 update was to determine the extent and requirements for re-use of the existing “lower campus” buildings available to MSOP, and to develop a thoughtful plan for MSOP to move forward. The 2013 Master Plan Update was conducted in coordination with the ongoing St. Peter MSH Project to consider building availability and timing, and to coordinate use and responsibilities for potential buildings and/or workspace to be shared by MSH and MSOP. Shared buildings are likely to include, but not limited to: food service, warehouse, and maintenance.

Buildings included in the 2013 St. Peter MSOP Project Master Plan Update included:

- Green Acres
- Sunrise
- Bartlett
- Tomlinson

The update focused on confirming the programmatic requirements for the various departments at MSOP, evaluating the availability and use of buildings that will become available to MSOP, and updating cost estimates to renovate buildings for use by MSOP. Schedule was also an important consideration in the update as it will dramatically impact MSOP's ability to address their projected operational bed capacity shortage.

The 2009 St. Peter Campus Master Plan, 2011 St. Peter Campus Master Plan Update, and the 2013 St. Peter Campus Master Plan Update are available at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click on Project 13-03) and copies will be provided to the selected designer.

B. SCOPE OF SERVICES:

The scope of services for the St. Peter MSOP Project includes pre-design, space programming, design service from schematic through working drawings, bidding/contractor selection, and construction administration services for all phases of proposed work.

Although Phase One through Phase Three as listed above for the St. Peter MSOP Project are not yet funded, the "initial phase" as outlined above (predesign for all phases proposed for the St. Peter MSOP Project and the completion of construction documents for Green Acres West project), will be funded with existing agency funds. The intent is to begin this "initial phase" as soon as the designer selection process is completed and related contracts are executed.

Funds for the balance of the St. Peter MSOP Project will be requested as part of the Department of Human Services 2014 through 2018 Capital Budget requests. Related work, including design and construction, will be contingent on future governor recommendations and legislative appropriations.

- It is the State's intent, as project funds become available, to contract with the selected designer (contingent on funding and acceptable performance in execution of this RFP) for work included through Supplemental Agreements to the original contract, Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration and Post-Construction phase services as required to complete this project.

- The selected Design Team shall provide the services described in this RFP in accordance with the Basic Services Agreement, and Consultant Designers Procedures Manual. Full design services will be expected to include schematic alternatives, development of contingency and phasing plans, discipline coordination, alternative bid packaging; and extensive construction administration services for the project. The extent of these services shall be comprehensive and all inclusive of responsibilities and deliverables as defined in the State's "Designers Procedures Manual", available at the Real Estate and Construction Services (RECS) website, <http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/> and as further elaborated in this document.

- The design team shall complete all construction design documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to the owner (AutoCAD 2008 or newer version). A PDF copy of the electronic construction design documents, including all addendums, shall be provided to the owner upon award of the project to a successful contractor. In addition, the owner requires the design team to provide "as-built" project documents in both the AutoCAD and PDF electronic file formats.

- The project shall comply with the following:
 - State of Minnesota Sustainability (B-3) guidelines.
 - Sustainable Buildings 2030.
 - The State's Real Estate and Construction Services Division's Design Guidelines.
 - State Licensing Standards and Regulations for "Supervised Living Facilities"
 - Department of Human Services requirements, reviews and comments.
 - MSOP requirements, comments and reviews.
 - Minnesota State Building Code

C. REQUIRED CONSULTANT TEAM:

Design Team shall have an Architect as Team Lead. In addition, the design team selected for this project shall

at a minimum be made up of the following disciplines;

- *Architecture*
- *Structural engineering*
- *Mechanical engineering*
- *Electrical engineering*
- *Civil engineering*
- *Interior Design*
- *Landscape architecture*
- *Cost and bidding estimating*
- *Construction Administration Security consultant*
- *Fire protection engineering*

This is a multi-phased project, and the selected Design team should be available for all phases of the St. Peter MSOP project.

D. SERVICES PROVIDED BY OTHERS:

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

- Site survey, geo-technical, environmental and material testing programs
- Hazardous materials abatement survey
- Construction Document quality control review consultation (if project continues into CD phase).
- Construction testing, exterior envelope inspection.
- Roofing consultant

E. PASS/FAIL REQUIREMENTS:

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

1. The Proposal must be submitted on time at the location indicated herein.
2. A representative of the Prime Firm must have attended the mandatory meeting and shall so state in the affirmative statements.

3. Respondents shall make affirmative representations of the following on the Transmittal Form attached to this RFP:
 - a. Submittal shall bear an original signature, in ink, of a principal of the Prime Firm.
 - b. A statement that proposal contents are true and accurate to the best knowledge of signatory
 - c. A statement of commitment to enter into the work promptly, if selected, by engaging the Sub-Consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
 - d. A statement indicating that the Sub-Consultants listed have been contacted and have agreed to be a part of the team.
 - e. A statement indicating that the Prime Firm and Sub-Consultants are willing to enter into a contract using the state's contract forms and agreeing to their terms.
 - f. 10% Targeted Group Subcontracting Goal – See Section 6. Contract Requirements for requirements and details.

F. PROJECT BUDGET/FEES:

- The estimated/anticipated/allocated/fixed project budget for all phases is \$32.38 Million.
- The estimated cost of construction is \$24.7 Million.
- The design fee for full design services is estimated to be 7% to 8 % of the estimated construction cost (for phased projects).
- Design fees for the Pre-design, Schematic Design and Design Development Phases are estimated to be 5.2% of the full design services fee.
- Final total design fees are to be negotiated.

G. PROJECT SCHEDULE:

As indicated earlier in this document, the St. Peter MSOP Project will be a multi-phased project. The proposed scheduling will require the design team to work on and develop several different bid packages and administer several different construction projects simultaneously. For instance, the design team can begin work on the initial phase of work, predesign for the entire project; however, the MSOP will require the design team to expedite predesign for the west wing of Green Acres so that schematic design, design

development and construction documents for Green Acres west wing can be completed and the Green Acres west wing remodeling project work can proceed while the design team works to complete the balance of the predesign and design for Phase One of the proposed St. Peter MSOP Project. The following schedule is provided to illustrate preliminary/proposed timelines for the phases of work proposed for the St. Peter MSOP Project, all of which are contingent on future funding.

Proposed Schedule

Project Phase	Building(s)	Scope	Begin	Complete
Initial Phase (Project Startup)	Green Acre	Predesign	Jan. 2014	March 2014
	Sunrise		Jan. 2014	April 2014
	Bartlett		Jan. 2014	April 2014
	Tomlinson		Jan. 2014	April 2014
	Green Acres		Schematic through Construction Documents	Feb. 2014
Phase One	Green Acres	Construction	Oct. 2014	April 2015
	Bartlett	Schematic through Construction Documents	June 2014	Dec 2015
	Sunrise	Schematic through Construction Documents	June 2014	Oct. 2015
		Bid and Construct	Nov. 2015	Oct. 2016
Phase Two	Bartlett	Bid and Construction	May 2016	Jan. 2018
	Tomlinson	Schematic through Construction Documents	June 2016	Dec. 2016
		Bid and Construct	Jan. 2017	March 2018
Phase Three	Sunrise West & North	Schematic through Construction Documents	June 2018	Dec. 2018
		Bid and Construct	Jan. 2019	Dec. 2019
	Green Acres North Wing	Schematic through Construction Documents	June 2018	Dec. 2018
		Bid and Construct	Jan. 2019	Dec. 2019

H. PROJECT MASTER PLAN INFORMATION:

The Master Plan Reports, dated October 30, 2009 and November 22, 2011 by **BKV Group and Leo A Daly**, and the 2013 MSOP – St. Peter Master Plan Update by BWBR Architects are available for review at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click on Project 13-03) and copies will be provided to the selected designer.

I. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

A mandatory informational meeting will be held on Thursday, December 12, 2013 at 10:00 a.m. CT, in Tomlinson Building, St. Peter Regional Treatment Center, 100 Freeman Drive, St. Peter, Minnesota. Follow the signs to the Main Entrance on the east side of the building. This is a “secure facility”, with controlled access. At least 24 hours prior to arriving, you **must** contact: Shelly Maas via email shelly.maas@state.mn.us with the following information:

- Full Name
- Company Name
- Contact Number

Shelly will provide the guard at the access gate your information. Pull up the guard station and tell the attendant that you are attending the informational meeting for the St. Peter MSOP Project, and give him your name and the names of others in your vehicle. If you made contact with Shelly you will be given directions to the Tomlinson Building and the attendant will let you through the access gate. If you do not contact Shelly you will not be allowed to enter the facility.

The informational meeting will include a tour of the proposed project areas and a review of the scope of work.

J. QUESTIONS REGARDING THIS PROJECT

Questions regarding this RFP must be received by **Monday, December 16, 2013**, no later than 4:30 p.m. Central Time. Only Prime Firms responding to this RFP should send inquiries on behalf of themselves and of their Sub-consultants.

There is only one person authorized to respond to questions regarding this RFP. Questions concerning the project RFP should be referred to Gary A. Krocak. **Submit questions by e-mail or fax only to: gary.krocak@state.mn.us FAX – [651.215.2381](tel:651.215.2381).** When emailing or faxing questions, please include the subject line, “RFP questions from (firm name)”.

Agency anticipates posting answers to such questions no later than **4:30 p.m.** Central Time on Monday, December 23, **2013**. All questions and answers will be posted at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click on Project 13-03). Note that questions will be posted verbatim as submitted.

Addenda and Supplementary Information: All prospective Respondents shall be responsible for information regarding this Project and RFP posted to the web page, including any addenda to this RFP and for answers to submitted questions.

No representatives of Prime Firms responding to this RFP nor its Sub-consultants shall have discussions regarding this RFP nor regarding the Project with any member of the Requesting Agency or its local employees other than the prescribed communications provisions set forth in this RFP from the date of the publication of the RFP in the State Register until after the completion of Consultant Selection for this Project. Proposals may be rejected or disqualified by the State Designer Selection Board if prohibited discussions occur with the Requesting Agency.

L. STATE DESIGNER SELECTION BOARD CONTACT

Questions concerning State Designer Selection Board procedures should be referred to:

Kathy Grochowski, Executive Secretary

(651) 201-2389

kathy.grochowski@state.mn.us

M. STATE DESIGNER SELECTION BOARD SCHEDULE:

Mandatory Pre-Proposal Project Information	Thurs. December 12, 2013 at 1:00 a.m. CT
Questions Due:	Mon., December 16, 2013 by 4:30 p.m. CT
Project Proposals Due:	Monday, December 30, 2013 by 12:00 noon CT
Project Shortlist:	Tuesday, January 14, 2014
Project Interviews and Award:	Tuesday, January 28, 2014

N. INTERVIEWS, TEAM CHANGES AND INTERVIEW MATERIALS

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

Firms selected for interview may not submit any additional materials to the Board beyond their original proposal with the exception of the following:

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

- If a team member must be removed due to cause

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

- Interview Presentation Materials: During the interview, Respondent's presentation materials may be distributed, such as a PowerPoint presentation or presentation boards. Such materials should include only materials to be referenced by the Team during the interview.

While not encouraged by the Board, in cases of emergency, unresolvable issues, or schedule conflicts of an interviewing Team member, a substitute Team member can attend the interview.

O. **SAMPLE CONTRACT:**

The successful Respondent will be required to execute the Agency's Basic Services Agreement, which contains the agency's standard contract terms and conditions, and includes insurance requirements and compliance with Designer Procedures Manual , Design Guideline, and Computer Aided Drafting (CAD) Guidelines. Copies are available on the following RECS' websites:

<http://mn.gov/admin/business/vendor-info/construction-projects/Forms/index.jsp>

<http://mn.gov/admin/business/vendor-info/construction-projects/index.jsp> .

II. PROPOSAL FORMAT

- A. **12** paper copies
- B. Two (2) electronic copies on two (2) CDs in 'pdf' format. The file size should be 2-3 MB or less. Use the reduce file size feature if necessary to accomplish this. The document should be password secured against copying of text, images and other content.
- C. 8 ½ x 11, binding only bound or stapled, in vertical 'portrait' format, no plastic dividers or covers
- D. Maximum 20 faces (excluding faces of cover letter, front and back covers, blank dividers, Transmittal Form, Targeted Group Subcontracting Form, Affidavit of Non-collusion, Affirmative Action Data Page, Certification Regarding Lobbying, Organizational Conflict of Interest Form, and additional pages of Fee Chart if more than one page is necessary to list fees)
- E. All pages numbered

- F. Font size no smaller than 10 point (this does not apply to the Fee Schedule referenced in Section III. C. 7. below)
- G. Respondents are highly encouraged to follow the order of proposal contents found in Section III of this RFP.

III. PROPOSAL CONTENTS

A. TRANSMITTAL COVER:

Prime Firms are required to submit one (1) original Transmittal Form with their responses. The required Transmittal Form is attached and also available on the SDSB website at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp>, click on (click on Forms) and then on “Proposal Transmittal Form”. Please attach the following to the Transmittal Form:

1. Targeted Group Subcontracting Form
2. Affidavit of Non-collusion Form
3. Affirmative Action Data Page
4. Organizational Conflict of Interest Form
5. Certification Regarding Lobbying

B. COVER LETTER:

Single face cover letter, including a brief overview of proposal

C. RESPONDENT’S PROPOSAL: (BY SECTION)

1. INFORMATION ON FIRM (S)

For Prime Firm and each Consultant Firm provide brief description including:

- a. Name and location
- b. Year established
- c. Legal status
- d. Ownership
- e. Total staff, staffing by discipline, and how many employees are located in Minnesota
- f. For each firm with multiple offices, briefly summarize which office will be the primary firm location, which office will do what parts of the project and how many employees in each office will be working on the project.
- g. Identify if certified as a Targeted Group/Economically Disadvantaged firm

2. PROJECT TEAM

- a. Brief statement of the Team's past or present working relationships
- b. For each team personnel member provide:
 - 1) Name and position in firm, include name of firm
 - 2) Home base (if in multi-office firm)
 - 3) Responsibility on this project
 - 4) Years of experience (Note that Section I. C. of this RFP often stipulates requirements for specific team members in this area.)
 - 5) Relevant recent experience (if with another firm, so note)
 - 6) Registration – List Minnesota Registration numbers for licensed professionals (include specialty if Professional Engineer)
 - 7) Specifically address the availability of appropriate personnel and their capacity to accomplish the work within the time constraints.

3. TEAM ORGANIZATION

This section shall explain the cohesiveness and compatibility of the team. The proposal shall demonstrate and explain the team leadership, structure and integration of its members. This may be done using an organizational chart, matrix or other means. This section should identify team leaders and contacts, the degree of their involvement and an understanding of the stakeholders and commitment to assignments/project phases. If planning or design consultants are a part of the team, explain how they will be utilized (e.g. major role during design, absent during construction, etc.)

4. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, please provide examples of relevant projects recently completed or in progress including:

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

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

5. APPROACH/METHODOLOGY

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

6. UNIQUE QUALIFICATIONS

Briefly summarize the Team's unique qualifications for this project.

7. FEE CHART

List all State of Minnesota, Minnesota State Colleges and Universities (MnSCU) and University of Minnesota current and past projects and studies awarded to the Prime Firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal (whether your firm was the Prime Firm or a Subconsultant working on projects and studies). Four years shall be from the date the contracts were originally executed.

Projects and studies shall be defined as those projects and studies (1) funded by the state legislature, by state/user agencies, MnSCU or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies, MnSCU or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies, MnSCU or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems, including owner's representative fees.

The Prime Firm(s) shall list and total all Gross Fees contracted for the above projects and studies, whether the fees have been received or are anticipated. In addition, the Prime Firm(s) shall indicate the amount of fees

listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The Prime Firm(s) shall subtract Consultant Fees from Gross Fees to determine total Net Fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).

8. ADDITIONAL FORMS

Please attach the following to the Transmittal Form. These forms may be found and down-loaded from <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click on Forms).

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

- a. Targeted Group Subcontracting Form is completed.
- b. **Affirmative Action Data Page** is completed and signed.
- c. **Affidavit of Noncollusion** form is completed, signed, and **notarized**.
- d. **Certification Regarding Lobbying** form is completed and signed.
- e. **Organizational Conflicts of Interest form is completed and signed**.
- f. *If applicable, Veteran Owned Preference* form is completed.

IV. SELECTION CRITERIA

In making its selection of designers the Board considers the criteria stated in Section I, Project Description and the following, which are derived in part from Minnesota Statutes 16B.33 Subd. 4(a) and Minnesota Rules Chapter 3200.0700. The order of the criteria does not imply priority, nor are they necessarily weighted equally.

- A. **(Primary): Qualifications and technical competence** in the required field of design and **prior performance** of the Team on projects for the state and others. This is demonstrated by experience of the proposed Team on similar projects and by the proposed Team's discussion in the proposal and in the

interview. [Note: Unsatisfactory performance must be documented in writing from the Commissioner of Administration, the University of Minnesota or Minnesota State Colleges and Universities based on criteria set forth in Minnesota Statutes 16B.33 Subd 4(f).]

- B. **(Primary): Leadership, integration and cohesiveness of the proposed Team, compatibility** between the proposed Team and the project stakeholders, and **availability** of appropriate personnel and capacity to accomplish the work within the required constraints. This is demonstrated by:
1. The organization of the project Team and commitment to assign and support the team members proposed.
 2. The team dynamics, previous experience of the team working together, and leadership style shown in the interview.
 3. The stakeholders' perception of the style demonstrated at the interview as well as previous positive working relationships.)
- C. **(Primary): Ability to deal with aesthetic factors**, including the level of design your firm brings into the spaces both interior and exterior. This is demonstrated by experience of proposed team on similar projects.
- D. **(Primary): The proposed team's project understanding, the approach/methodology** as it applies to this project, and the constraints and issues affecting this proposed project. This is demonstrated by the team's proposal and discussion in the interview.
- E. **(Primary): Unique qualifications** of the proposed team. This is demonstrated by qualifications of the proposed team.
- F. The following 'fairness' factors are also considered:
1. If certified as a Targeted Group/Economically Disadvantaged firm. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.
 2. If certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time as a Veteran-owned firm. Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov>.
 3. Geographic relationship of the Prime Firm's base to the project site. This is demonstrated by the location of the Prime Firm and/or its consultants with respect to the project site.
 4. Awards previously made to the Prime Firm by the state. This is in the interest of equitable distribution of commissions. Consideration is given to all state work awarded (by executed contract) to the Prime Firm

during the past four years prorated based on the number of employees in the Minnesota office(s) of the Prime Firm.

V. RIGHTS RESERVED

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

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

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

VI. CONTRACT REQUIREMENTS

A. AFFIDAVIT OF NONCOLLUSION

Each Respondent must complete the attached Affidavit of Noncollusion. This form is available at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp>, (click on Forms).

B. CONFLICTS OF INTEREST

Respondent must provide a list of all entities with which it has relationships that create, or appear to create, a

conflict of interest with the work that is contemplated in this request for proposals by completing the Organizational Conflict of Interest Form available at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click on Forms). The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

C. ORGANIZATIONAL CONFLICTS OF INTEREST

The Respondent must include in their proposal a statement warranting that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest by completing the Organizational Conflict of Interest Form available at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click on Forms). An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the Respondent is unable or potentially unable to render impartial assistance or advice to the State, or the Respondent's objectivity in performing the contract work is or might be otherwise impaired, or the Respondent has an unfair competitive advantage. The Respondent agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD"), 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the Consultant has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the Respondent was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime Consultant, and the terms "contract," "Consultant," and "contracting officer" modified appropriately to preserve the State's rights.

D. DISPOSITION OF RESPONSES

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

§ 13.37, the Respondent must:

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

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

Notwithstanding the above, if the State contracting party is a part of the judicial branch, the release of data shall be in accordance with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time.

E. CONTINGENCY FEES PROHIBITED

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

F. HUMAN RIGHTS REQUIREMENTS

For all contracts estimated to be in excess of \$100,000, Respondents are required to complete the Affirmative Action Data page and return it with the response. The form is available on the State Designer Selection Board website <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp>, (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 upon request."

G. WORKERS' COMPENSATION AND OTHER INSURANCE

By submission of a proposal, Respondent certifies that it is in compliance with all insurance requirements specified in the State's Basic Services Agreement available on the RECS website at

<http://mn.gov/admin/business/vendor-info/construction-projects/Forms/index.jsp>, titled “BSA-DC”.

H. **VETERAN-OWNED PREFERENCE**

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 small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a). Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** found at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp>, (click on Forms).

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

I. **DEPARTMENT OF ADMINISTRATION 10% TARGETED GROUP SUBCONTRACTING GOAL:**

The Department of Administration has set a ten percent (10%) subcontracting goal for this contract. Prime contractors are required to subcontract at least ten percent (10%) of their contract to certified Targeted Group businesses or individuals. If Responder is the selected consultant, Responder’s commitment will be assessed at the time of cost proposal. At the time of cost proposal, if the selected consultant’s cost proposal does not result in meeting the 10% Targeted Group subcontracting goal, contract negotiations shall not continue and the contracting agency shall contact the State Designer Selection Board’s alternate selection for contract award and negotiation. This provision does not apply to prime contractors which are certified Targeted Group businesses. A complete listing of certified Targeted Group businesses is available on the Materials

Management Division Website at www.mmd.admin.state.mn.us/process/search/. This is the only acceptable list. Other agencies may have their own similar lists; however, these other similar lists do not apply to this

RFP. **PRINT AND ATTACH PROOF OF TARGETED GROUP CERTIFICATION available at**

www.mmd.admin.state.mn.us/process/search/. Do this for EVERY Targeted Group subcontractor your firm lists (or for prime firm if prime firm is Targeted Group certified) on the Targeted Group Subcontracting Form included with your proposal response.

Instructions for printing proof of Targeted Group certification:

1. Go to www.mmd.admin.state.mn.us/process/search/
2. Enter TG subcontractor company name
3. Click on subcontractor company name
4. Print page that provides TG subcontractor information, attach to the Targeted Group Subcontracting Form and submit with proposal.

*Do this for every TG subcontractor identified on your firm's completed Targeted Group Subcontracting Form.

*Note that Targeted Group firms are identified on this website with the following Category codes:

- Minorities
 - (A) Asian/Pacific Islander
 - (B) African-American
 - (H) Hispanic
 - (I) American Indian
 - (E) Alaska Native
- (D) Disabled
- (W) Women

In order for the proposal to be considered, a list of the Targeted Group businesses or individuals to be utilized and the percentage of utilization on this contract MUST be submitted with the proposal. A form has been provided for this purpose and is available at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click on Forms). **The total percent to be subcontracted must be equal to or in excess of the stated goal. Do not leave the percentage blank or identified as "TBD".**

Prime contractors may request a waiver from the Targeted Group subcontracting goal requirement as set out in Minn. Rules 1230.1820. subp. 3 if the Responder has demonstrated good faith efforts to meet the goal by submitting documented unsuccessful efforts to obtain certified subcontractors via e-mail to Sheila Scott, Materials Management Division, at sheila.scott@state.mn.us (copying Kathy Grochowski, Real Estate and

Construction Services, at kathy.grochowski@state.mn.us and Sherry Van Horn, Real Estate and Construction Services, at sherry.vanhorn@state.mn.us). If requesting a waiver from this subcontracting goal, **it must be received via email no later than December 23, 2013 at 4: 30 p.m. C.T.**

Whether or not to grant a waiver will be determined on a case-by-case basis by the Director of the Materials Management Division of the Minnesota Department of Administration or his designee, who shall review all the documentation submitted by the Responder and all relevant documentation in the Division's possession to determine if good faith steps were taken. The Director or his designee must consider whether the documentation demonstrates good faith efforts to achieve the TGB subcontracting goal based on the following general types of activities conducted by the Responder. This list is not intended to be an exhaustive list of activities that may be considered good faith steps:

1. Retrieving a list of certified Targeted Group Businesses that provide the services included in Responder's proposal (Contact info, not just company names)
2. Contact log (who, how when – particularly important for phone contacts that are not as easily documented as email/fax)
3. Confirmation of contact (emails, faxes, etc)
4. Responses from TGBs (no response, no thanks, etc.)
5. Notes on evaluation of TGB responses (if eliminated from consideration, why)
6. Any other efforts responder made to increase (or attempt to increase) the utilization of TGBs.
7. Info on any obstacles responder encountered.

If the Prime firm is a Certified Targeted Business or you choose to request a waiver from the subcontracting goal, you must check the appropriate box on the form. The submission of this form confirming that you have either met the 10% Targeted Subcontracting Goal, are the Prime Consultant **and** are Certified as a Targeted Group business, or have requested a waiver is a **PASS/FAIL requirement**; failure to complete and submit this form will result in your proposal not being considered for this project.

***Note about requesting a waiver:** You must submit the Targeted Group Subcontracting Form in order to

qualify for a “PASS” score; however, if you have checked the box indicating that you have requested a waiver you will only receive a “PASS” score if the request is approved by the Materials Management Division and the waiver is granted. If your request for a waiver is denied, you will receive a score of “FAIL”.

*A Targeted Group Subcontracting Check List is attached for your use.

St. Peter MSOP Project – 13-03
Transmittal Form [company name]

Date:

Prime Firm Name:
Prime Firm Address:
Phone Number:
Fax Number:

Contact Person:
Direct Phone:
Email Address of Contact Person:
Company Email address:

Response includes:

- Transmittal Sheet - this page with the following attached to it:**
 - Affidavit of Non-Collusion
 - Organizational Conflict of Interest Form
 - Affirmative Action Certificate
 - Certification Regarding Lobbying
 - Targeted Group Subcontracting Form w/TG Cert proof attached (*if applicable*)
 - Veteran Owned/Service Disabled Veteran Owned Preference Form (*if applicable*)
- Cover Letter (no more than one page and included with each proposal copy)**
- (12) Copies of Proposal: (each proposal is no more than twenty pages and includes:)**
 - Cover Letter
 - Information on Firms
 - Project Team
 - Team Organization
 - Project Experience
 - Fee Chart (or statement of no fees in last four years)
 - Does not exceed 20 faces (excluding cover letter, blank dividers, front & back covers)
 - Project Approach/Methodology
 - Unique Qualifications
 - All pages are numbered
 - Portrait format and stapled
 - No plastic dividers or covers

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

Respondent further certifies that no member of the proposing firm or its Sub-consultants will have any discussions regarding this RFP or project with any member of the requesting agency until after the completion of interviews for this project.

Respondent understands that its proposal may be disqualified if discussions occur with the requesting agency outside the prescribed communications provisions set forth in the RFP.

Respondent acknowledges that one or more representatives of the Prime Firm attended the mandatory project informational meeting.

By signing below, (Name of Firm) agrees:

1. The proposal contents are accurate to the best knowledge of the undersigned.
2. (Name of Firm) is committed to entering into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet the requirements of the work.
3. The consultants listed in this proposal have been contacted and have agreed to be part of the team.
4. The undersigned has read and agrees to the terms of the (State's/MnSCU's/U of M's) contract terms, and is willing to sign the contract should it be offered to our firm.
5. Respondent confirms that a representative of the Prime Firm attended the mandatory meeting.
6. Respondent has completed the required Targeted Group Subcontracting Form (*if applicable*).

Signature:

Dated:

State Designer Selection Board

Targeted Group Subcontracting

Check List

- Targeted Group Subcontracting Form is completed and included with response. This is required for ALL responses. If not included, proposal will receive a score of "FAIL"
- Subconsultant(s) (or prime firm) listed on the Targeted Group Subcontracting Form is/are identified on the Materials Management Division Website at www.mmd.admin.state.mn.us/process/search/ on or before the due date/time of the proposal. (Subconsultants in the process of being certified do not qualify.) This is the only acceptable list. If not in compliance, proposal will receive a score of "FAIL".
- Responder has attached a screen print of proof of Targeted Group certification available on the Materials Management Division Website at www.mmd.admin.state.mn.us/process/search/ for every Targeted Group identified on the Targeted Group Subcontracting Form, including prime firm if prime firm is certified Targeted Group (see instructions in RFP).
- Targeted Group Subcontracting form identifies anticipated percentages for Targeted Group Subconsultant(s) listed and the total percent is equal to or in excess of the goal stated in the RFP and on the Targeted Group Subcontracting Form (do not leave percentage blank or identified as "TBD"). If not in compliance, proposal will receive a score of "FAIL".
- If requesting a waiver, Targeted Group Subcontracting Form must still be completed and returned with the proposal, indicating such. If Responder has requested a waiver by the waiver request due date indicated in the RFP, Responder will only receive a "PASS" score if the request is approved by the Materials Management Division (as indicated in the RFP) and the waiver is granted. If Responder's request for a waiver is denied and Responder's proposal (submitted by the proposal due date) does not meet the Targeted Group Subcontracting requirement indicated in the RFP, Responder's proposal will receive a score of "FAIL".

*Responder's cannot add Targeted Group Subcontractors after the proposal due date.

*The RFP indicates the only situations in which team changes after the proposal due date are allowed.

*This Check List is for assistance and is to be used only as a guide. Responder's MUST follow all instructions for meeting the Targeted Group Subcontracting requirement as indicated in the RFP.