

REQUEST FOR PROPOSAL (RFP)
STATE OF MINNESOTA OFFICES
LOCATED IN THE
CITY OF MARSHALL

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REAL ESTATE AND CONSTRUCTION SERVICES
50 SHERBURNE AVENUE, ROOM 309
ST. PAUL, MINNESOTA 55155

Proposals due March 12, 2015

By 2:30 p.m.

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I.	INTRODUCTION (Agency Description)	
		The State of Minnesota agencies included in this RFP are Department of Natural Resources (DNR), Minnesota Department of Health (MDH), Minnesota Pollution Control Agency (MPCA), Board of Water and Soil Resources (BWSR), Department of Revenue (MNDOR) and Office of the State Auditor (OSA).
	Department of Natural Resources (DNR)	The DNR works with citizens to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.
	Minnesota Department of Health (MDH)	Health operates programs for disease prevention and control, health promotion, family and community health, environmental health, health care policy, and regulation of health care providers and facilities.
	Minnesota Pollution Control Agency (MPCA)	The MPCA monitors environmental quality, offers technical and financial assistance and enforces environmental regulations. The MPCA finds and cleans up spills or leaks that can affect our health and environment. Staff develop statewide policy, and support environmental education. The MPCA works with many partners — citizens, communities, businesses, all levels of government, environmental groups, and educators — to prevent pollution, conserve resources, and to help ensure pollution does not have a disproportionate impact on any group of people.
	Board of Water and Soil Resources (BWSR)	BWSR is the state soil and water conservation agency, and it administers programs that prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.
	Department of Revenue (MDOR)	Revenue manages the states revenue system and administers state tax laws. Functions include the administration of 28 different taxes, interpret and enforces the tax laws, provides taxpayers both individuals and businesses with forms, processes tax returns/payments, and auditing.
	Office of the State Auditor (OAS)	The Office of the State Auditor is a constitutional office that is charged with overseeing more than \$20 billion spent annually by local governments in Minnesota. The Office of the State Auditor does this by performing audits of local government financial statements and by reviewing documents, data, reports and complaints reported to the Office. The financial information collected from local governments is analyzed and serves as the basis of statutory reports issued by the Office of the State Auditor.

II.		PROJECT GOALS	
A.	It is the intent of the State to enter into leases for space in an existing or newly constructed building that will best meet the needs and requirements, as defined in the attached <i>Exhibit A, Space Program</i> .		
B.	The stated Project Goals are to:		
	i.	Find a location where these State agencies can co-locate and share resources thereby reducing operating expenses yet positively impacting the community through the services they provide to the area.	
	ii.	Partner with a Landlord to incorporate and utilize energy efficient strategies and sustainable workplace practices for mutual benefit of Owner and State Agencies.	
	iii.	Modernize and upgrade the office environment.	
	iv.	Utilize the synergies and efficiencies of co-locating in one building and enhance the existing working relationships between these agencies.	
	v.	Create a collaborative, professional and pleasant working environment for staff and visitors.	
	vi.	Allow for better coordination of work activities between agencies.	
III.		SITE LOCATION	
A.	Preferences:		
	i.	The preferred site of the Leased Premises is the City of Marshall and surrounding 2.5 mile radius as set forth on the map attached as <i>Exhibit B, Location Parameters Map</i> . In the proposal response, Proposer must indicate on a map the location of the proposed site.	
	ii.	The building/proposed site shall be in a location that can be easily accessed by public transportation; preferably within <u>one (1)</u> block of a bus stop.	
	iii.	The proposed location should be easily accessible by main thoroughfares and streets.	
B.	Requirements:	The proposed location must be accessible for persons with disabilities in accordance with the ADA.	
IV.		PROGRAM REQUIREMENTS	
A.	The Space Requirements as set forth on the attached <i>Exhibit A, Space Program</i> , provide for an estimated <u>19,390</u> usable square feet of office space. The square feet listed above is an estimate only. The verification of square feet from the approved floor plan layout will dictate the total amount of square feet leased based on the measurements defined in <i>Exhibit C-1, Lease, Clause 4, Page 2</i>.		
B.	The requirements specified for the types of space described on the attached <i>Exhibit A, Space Program</i> , must be provided at Proposer's expense, unless otherwise specified.		
C.	Proposer shall be responsible for providing, at its expense, all construction drawings required for the project, including but not limited to architectural and engineering services and drawings. Upon completion of the remodeling, Proposer shall be responsible for providing, at its expense, as-built drawings in AutoCAD 2010, or earlier format. Final dimensions must be gathered via field verification of existing and newly constructed spaces and used to create the As-Builts. As-Builts must include accurate locations of all new and existing doors, windows, columns, walls and data and electrical locations.		

V. **GENERAL SPECIFICATIONS** The following are general specifications pertaining to the facility as a whole. These specifications shall be used as base standard for all spaces. When feasible, Proposer shall utilize B3 Guidelines Version 2.2 (formerly the Minnesota Sustainable Building Guidelines (MSBG)) (<http://www.b3mn.org/guidelines/index.html>) for new building construction or for remodeling of existing space to meet energy efficiency and sustainability goals for site, water, energy, indoor environment, materials and waste. Additional requirements for specific areas are specified in *Exhibit A, Space Program*. All requirements whether specified under “General Specifications” or in *Exhibit A, Space Program* shall be provided at Proposer’s expense unless otherwise specified.

A. FLOORING	
1.	Flooring materials shall emphasize the use of materials that are durable, non-toxic, low-VOC, and sustainable, contain high post-consumer recycled content and are recyclable.
2.	Flooring Material Requirements
a.	<i>Vinyl Composition Tile (VCT) and Resilient Base (RB):</i> Newly installed VCT flooring in designated areas shall use tiles with .08”, 1/10” or 1/8” gauge. The Carpet Base shall be 4” height with .08”, 1/10” or 1/8” gauge. Flooring shall be installed in a workmanlike manner in accordance with manufacturer’s approved installation instructions using the appropriate recommended 100% solvent-free adhesive. Heat welded is to be used as recommended by manufacturer. Must provide a 10% surplus of the various linoleum installed.
b.	<i>Tile:</i> Newly installed tile flooring shall be manufactured with no toxic substances or waste and consisting of 70% recycled postindustrial and post-consumer glass in a ceramic matrix. Tile flooring shall be installed in a workmanlike manner in accordance with manufacturer’s approved installation instructions, using the appropriate environmentally friendly adhesive. Must provide a 10% surplus of the various tiles installed.
c.	<i>Carpeting:</i> Must use commercial grade carpet tiles. Newly installed carpet tiles shall be 100% commercial grade nylon fiber 6 or 6.6 which is solution dyed with EPA approved antimicrobial protection and 100% recyclable to an equal or higher use. Carpet tiles shall be provided and cut by the die cut method only. Carpet material shall have a face weight of 20 oz. with a 1/13 tufted multi-level loop, 9.0-9.5 stitches per inch, static resistant of 1.0 KVS, and a minimum denier of 6000. The carpet must have a minimum 10-year wear warranty. Carpeting must conform to Federal Occupation Safety and Health Regulations concerning fireproofing. Alternative, LEED- qualifying carpet materials may be used upon the State’s prior approval. Must provide a 10% surplus of the various carpet tiles installed.

B.	WALLS
1.	Walls shall be floor to finished ceiling and/or to rough ceiling where required by code, NC rating, through/over/under, of all walls shall be 45 min.
2.	If acoustical privacy is required, as noted in <i>Exhibit A, Space Program</i> , then installation of 5/8" gypsum board walls on metal studs and full height insulation with a minimum rating of STC 50.
3.	Use of durable, non-toxic, no/low VOC paint and non-vinyl wall covering materials.
C.	CEILINGS Suspended grid systems with acoustical lay-in tiles. Acoustical rating of NRC 50 minimum.
D.	SIGNAGE Proposer shall, at its expense, provide:
1.	Building directory and suite identification
2.	Monument sign identifying the building and any agency requiring to be identified in a design subject to the State's approval
E.	PLUMBING
1.	Provide restrooms, toilets for each gender, and handicapped unisex restrooms as required by code and tenants.
2.	If multi-tenant building, the State's customers must have easy access to common area restrooms separate from tenant's Leased Premises.
3.	Use of low flow toilets and faucets, and faucet aerators preferred.
4.	Use of filtered water filling station/drinking fountains throughout Common Areas and Leased Premises.
F.	HEATING, VENTILATING AND AIR CONDITIONING
1.	See Clause <u>15.4</u> of attached <i>Exhibit B-1, Lease</i> . The Proposer must describe how it will comply with these clauses.
2.	Phone/Computer Rooms – Can be served by the building HVAC system with a separate zone and control located within each specific room
G.	LIFE SAFETY See Clause <u>15.13</u> of attached <i>Exhibit C-1, Lease</i> . The Proposer must describe how it will comply with these clauses. Examples: life safety gen-set, fire alarms and strobes, sprinkler system, AED Defibrillator, and evacuation procedures, etc.
H.	LIGHTING
1.	Access to natural light is desired. Proposer must provide blinds for all windows
2.	Indirect lighting preferred in areas where natural light is not available.
3.	Proposer shall provide the Leased Premises with overhead lighting at 50- foot-candle power at desk level and 30- foot-candle power in hallways and corridors unless otherwise specified in the <i>Exhibit A, Space Program</i> .
4.	Use of LED lights and light sensors preferred.
I.	CABINETRY, WALL AND SURFACE FINISHES Where applicable, use paint and finish systems that have low or no VOC's, and/or contain high-recycled content. Use of rebleded or remanufactured paints or finish systems with higher VOC's is acceptable only if the possibility for contaminating adjacent materials is minimal. Exterior walls shall not have wall covering.

J.	ELECTRICAL
1.	Hard-walled offices: Unless otherwise noted, provide three (3) duplex receptacles for each private office of 120 usable square feet or less. Provide four (4) duplex receptacles for each private office over 120 usable square feet.
2.	Modular furniture workstations: Floor or wall direct whip connection, One (1) per every four (4) modular workstations. Provide a 5-conductor 20-amp 120/208-volt 3-circuit multi-wire connection (3 line conductors, 1 neutral, 1 ground) and a 3-conductor 20-amp 120-volt single-phase connection (1 line conductor, 1 neutral, 1 ground) to each section of office furniture. The same circuits may serve multiple sections of office furniture provided that no more than four workstations are served by a 20-amp 120-volt circuit.
K.	VOICE/DATA CONNECTIONS
1.	Hard-walled offices: 2 outlets each per office
2.	Modular furniture workstations: 2 outlets each per workstation
L.	TELECOMMUNICATIONS – FIBER INSTALLATION See Clause <u>13</u> of attached <i>Exhibit C-1, Lease</i> .
M.	SERVER ROOM:
1.	<u>Perimeter wall construction</u> : 1 hr. fire rated, deck-to-deck construction, 5/8" gypsum board on metal studs with fiberglass insulation full height. Acoustical rating of 50 STC minimum.
2.	<u>Ceiling</u> : The ceiling must NOT be a suspended ceiling and be a minimum of 8'6" above the raised floor.
3.	<u>Doors</u> : Provide a minimum of one (1) door per code requirements. At minimum, the door shall have a 1 hour fire rating and be heavy duty with controlled access.
4.	<u>Flooring</u> : A minimum of a 6" raised, accessible, grounded, grade FL-12 or better, anti-static dissipative HPL (high pressure laminate), finished floor to allow adequate space for power and data cabling.
5.	<u>HVAC</u> : The requirement for the mechanical system within the Server Room is to provide temperature and humidity control, with high reliability, and removing heat to maintain the environment for a year round operation. 1) The desired environmental condition is 68° F – 74° F and 45% - 55% relative humidity. The environmental conditions will be measured at 5 feet above the finished floor in front of or between equipment. 2) The building HVAC system must also provide necessary fresh air ventilation into the space as required by state codes and for room pressurization to minimize contamination by dirt or dust infiltration.
6.	<u>Lighting</u> : Provide a minimum 50 foot-candles at three (3) feet above finished floor.
7.	<u>Emergency Lighting</u> : Provide emergency lighting per code.
8.	<u>Power</u> : Provide a dedicated circuit for each server rack and redundant power source.
N.	RECYCLING AREA See Clause <u>15.11</u> of attached <i>Exhibit C-1, Lease</i> .

O.	ACCESSIBILITY FOR PERSONS WITH DISABILITIES
	1. See Clause <u>15.23</u> of the attached <i>Exhibit C-1, Lease</i> . The Building and Leased Premises must comply with this Clause.
	2. Proposer shall provide, at its expense, power-assist automatic door openers for each exterior building entrance and the entrance doors to the Leased Premises as required by tenant.
P.	SECURITY/ ACCESS CONTROL SYSTEM
	1. Proposer shall, at its expense, provide access to the building and leased premises by an automated key card entry system that controls and records access rights and activity.
	2. Tenant will be allowed to add access control measures and install their own security cameras within their leased premises, if so desired.
	3. See <i>Exhibit A, Space Program</i> for agency specific security needs
	4. Proposer shall, at its sole expense, provide adequate lighting and 24/7 security to the exterior and interior of the Building.
VI.	LEASE PROVISIONS
A.	LEASE The state lease form, attached, as <i>Exhibit C-1</i> will be used. By Proposers response to this RFP, it agrees to use the attached lease form.
B.	TERM Provide proposals, as follows: (1) five (5) year lease term with an option to renew for five (5) years; (2) ten (10) year lease term.
C.	RENT Proposer's response to this "Lease Proposal Request" must include gross rental rate quotes for each year of the initial five (5) year lease term and five (5) year option period and ten (10) year lease term. The rental rate must include all operating costs, including but not limited to, real estate taxes, insurance, recycling, tenant improvements, snow removal, and janitorial services (including lamp, ballasts and starter replacement for light fixtures).
D.	SPACE MEASUREMENT
	1. <u>Definition</u> The Leased Premises is defined as the total usable square feet exclusively occupied by LESSEE and is the basis for calculation of rent payable hereunder.
	2. <u>Measurement Method</u> Usable square feet is calculated by measurement from the inside finished surface of exterior walls to the inside finished surface of Building corridor and other permanent walls or to the center of walls demising the Leased Premises from adjacent tenant space. Measurement is taken from the exterior wall glass line only if more than <u>fifty percent (50%)</u> of the wall is glass.
	3. <u>Exclusions and Deductions</u> Vertical shafts, elevators, stairwells, dock areas, mechanical, utility and janitor rooms are excluded from usable square feet. Also excluded from usable square feet are restrooms, corridors, lobbies and receiving areas accessible to the public or used in common with other tenants. Each and every column and/or pilaster within the Leased Premises of <u>four (4)</u> square feet or more; and each and every column and/or pilaster attached to the exterior or demising wall within the Leased Premises.
E.	PARKING The preference is to have all parking in a surface lot or ramp adjacent to the building at no additional cost to parkers. In addition, proposed parking area should have adequate lighting and security for safety of all users 24/7. Proposer must provide diagram(s) indicating the location(s) of the parking requirements set forth below:

	1.	Visitor: minimum of <u>67</u> visitor-parking stalls for the State's exclusive use.
	2.	Proposed parking must have adequate Handicapped Parking as required by code.
	3.	Employee. Minimum of <u>71</u> parking stalls for employees.
	4.	State Vehicles Minimum of <u>36</u> parking stall for State Vehicle.
	5.	Proposed parking area should be accessible and have adequate clearance height for taller/larger vehicles such as utility trucks.
	6.	Bicycle Rack- quantity sufficient for all agency's needs.
	7.	Electrical Outlets/Spaces for electric vehicles.
	F.	JANITORIAL SERVICE See Clause <u>15.9</u> of the attached <i>Exhibit C-1, Lease</i> and the detailed Janitorial Schedule, <i>Exhibit C-2</i> . Janitorial services for Department of Revenue must be provided during normal business hours.
	G	COLD AND HEATED STORAGE Proposer must describe how it will comply with the space program requirements for Cold and Heated Storage, as described in <i>Exhibit A, Space Program</i> for each agency.
	H	FACILITIES/ BUILDING ENGINEER Proposer must describe if there is or will be onsite facilities staff and/or building engineering personnel. Proposer shall, at their sole expense, provide "on call" facilities/maintenance staff to respond to daily operation, maintenance, tenant service requests and building emergencies.
	I	LACTATION ROOM Proposer shall provide one 10' x 12' room with locking door and at a minimum, <u>one (1)</u> duplex electrical receptacle, <u>one (1)</u> phone jack and small sink with faucet. The location of the room should be accessible to all state agencies.
VII.	SCHEDULE	
	A.	Issue Request for Proposal January 14, 2015
	B.	Non-Binding Letter of Intent to Submit a Proposal Due February 19, 2015
	C.	Proposals Due to Department of Administration, Real Estate and Construction Services PROPOSALS WILL NOT BE ACCEPTED AFTER 2:30 p.m. on March 12, 2015
VIII.	PROPOSAL PROVISIONS	
	A.	In the event that successful negotiations cannot be reached with the Proposer receiving the highest evaluation score, the State may in its sole discretion, commence negotiations with the second Proposer in the rankings. The State may, in its sole discretion, continue this process with additional Proposers until an agreement acceptable to the State is reached.
	B.	SEPARATE LEASES Each state agency will enter into a separate lease for its leased space.
	C.	The proposal must include color-coded block plans delineating each State agency's adjacencies and square footage for each division/unit as set forth in <i>Exhibit A, Space Program</i> .
	D.	Proposer must provide a schedule for construction/remodeling for an occupancy date of no later than <u>December 1, 2015</u> .
	E.	NON-BINDING LETTER OF INTENT TO SUBMIT A PROPOSAL To be eligible to submit a proposal, interested persons or firms must send a "non-binding letter of intent to submit a proposal" no later than 2:30 p.m. on <u>February 19, 2015</u> by email to <u>Jennifer.Barber@state.mn.us</u> or by fax to <u>651.215.6245</u> . Only those persons or firms submitting this letter will be

	eligible to submit a proposal and receive changes regarding the proposal or responses to questions about this proposal. The “non-binding letter of intent to submit a proposal” must include (1) a subject line of “Request for Proposal for State Agencies in Marshall”, (2) a statement that potential responder intends to submit a proposal, and (3) a contact person, phone number, fax number and email address.
F.	QUESTIONS In the interest of consistency of response to questions that arise in the development of your proposal, please direct all questions in writing by e-mail or facsimile to Jennifer.Barber@state.mn.us or fax to (615) 215.6245. Questions may be submitted up to 2:30 p.m. on <u>February 19, 2015</u> . Answers obtained through questions posed by some other means or to some other individual or entity must not be relied upon by you and will not be considered in evaluating your proposal.
G.	RESPONSES TO QUESTIONS Responses to questions will be sent via email or fax by <u>February 26, 2015</u> only to those who have submitted a “non-binding letter of intent to submit a proposal” by <u>February 19, 2015</u> deadline.
H.	Proposer must provide evidence of site-control for the location(s) being proposed and submit authorized representation by the owner of said proposed site(s).
I.	Proposals submitted to the Department of Administration, Real Estate and Construction Services must be valid through <u>September 7, 2015</u> .
J.	The State of Minnesota reserves the right to reject any and all offers and proposals received.
K.	Proposer may be asked to present their proposal to a review committee and/or provide a tour of the proposed location(s).
L.	The proposal must be signed by an individual authorized to bind the Proposer and shall contain a statement of the name, title, address and telephone number of an individual with authority to negotiate and contractually bind the company. The State's representative may contact this individual during the period of the proposal evaluation.
M.	This RFP does not commit the State to enter into a lease for all state agencies listed in the RFP; nor to pay any costs incurred in the preparation of a proposal to this request. Any one of the listed agencies may drop out of this co-location request. The State reserves the right to accept or reject any or all proposals or parts thereof received as a result of this request.
N.	CONFLICT OF INTEREST Proposer covenants that it presently has no interest and shall not acquire any interest, direct, or indirect, which would conflict in any manner or degree with the performance of its services hereunder.
O.	<u>Ten (10)</u> copies of the completed proposal must be submitted no later than 2:30 p.m. on March 12, 2015 to:
	DEPARTMENT OF ADMINISTRATION REAL ESTATE AND CONSTRUCTION SERVICES 50 SHERBURNE AVENUE, ROOM 309 ST. PAUL, MINNESOTA 55155 E-MAIL RESPONSES WILL NOT BE ACCEPTED
	CONTENT OF PROPOSAL (PASS/FAIL REQUIREMENTS)
	The Proposal must contain the following documents:
A.	Specific response defining compliance with each item set forth in Sections III through VIII of this Request for Proposal in a separately sealed envelope

		with the name of the proposer and notation “Response to Program/Space Requirements for State Agencies in the City of Marshall” noted on the envelope.
	B.	Proposal response must include a separate rental rate for each state agency. Rent proposal as requested in Section VI.C. page 9, submitted on the attached <i>Exhibits D-1 and D-2</i> , in a separately sealed envelope with the name of the proposer and notation “Rent Proposal” for State Agencies in Marshall noted on the envelope.
	C.	Pursuant to Minn. Stat. §13.591, Sec. b, Data submitted by a business to a government entity in response to a request for proposal is private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder’s response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected vendor.