



October 30, 2023
Facilities

Minnesota State System Office Redesign Request for Proposal for Architectural and Engineering Services

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- Affidavit of Non-Collusion (CC.70)
- Workforce and Equal Pay Declaration Page (CC.71)
- RFP-RFQ Response Certification Form (On-line responses only) (CC.72)
- Preference Form (If Applicable) (CC.73)
- Veteran Owned Preference (If Applicable) (CC.74)
- Existing Wells Fargo Place building plans, Tower floors 3, 4, 5, and 6
- Concept fit plan, authored by Mohagen Hanson
- System Office Furniture and Building Standards (existing)

For Reference Only

- RFP-RFQ Response Instructions (On-line responses only) (CC.68)
- Certificate Liability Insurance, Example (CC.20)
- AIA B101-2017/B133-2014 Standard Form of Agreement between Owner and Architect (ST.30/CM.30)
- AIA Document A201-2017 General Conditions of the Contract for Construction (CC.30)

GENERAL INFORMATION

Background

With 26 community and technical colleges and 7 state universities, Minnesota State is the largest provider of higher education in the state of Minnesota. Minnesota State's 54 campuses, conveniently located in 47 Minnesota communities, serving approximately 300,000 students. Fifty-eight percent of the state's undergraduate students attend a Minnesota State college or university. It is the third-largest system of higher education in the country. For more information about Minnesota State Colleges and Universities, please view its website at <https://www.minnstate.edu/>. The system office was formed by the legislature in the late 1990's to provide system-wide administration and shared services to all campuses, improving efficiency in delivering education services for the state as a whole. Departments located at the system office include:

- Academic and Student Affairs
- Human Resources & Labor Relations
- Marketing
- Legislative Affairs
- Finance (including Procurement and Facilities)
- Office of General Counsel
- Audit
- I.T.

The System Office has been located in the Wells Fargo Place (WFP) tower in downtown St. Paul for over 20 years. The amount of space utilized has varied over the years with the current occupancy being almost 90,000 sq.ft. on the atrium floors 2 and 3, and the tower floors 3, 4, 5, and 6. The lease on this space expires August 1, 2024. Atrium second floor was vacated by ASA in August, 2023, with third floor atrium (I.T.) still occupied. The proposed design schedule is being driven by the need to vacate the atrium spaces by this date, unless a lease extension is requested and granted by WFP. Tower space renovations can be accomplished while occupied by utilizing remote work practices.

Real estate strategy firm CBRE was hired in March of 2023 to assist with lease negotiations for a smaller footprint, estimated at that time to be around 60,000 sq.ft. CBRE also assisted with an additional workforce strategy process and right-sizing of the system office. In July of 2023, CBRE published a final report that recommended a target square footage of 56,868 gross sq.ft. The full workforce strategy report will be shared with the awarded firm.

An Owner Advisory Team was formed and toured 6-8 potential properties in downtown St. Paul. An RFP was issued to the preferred three properties. Mohagen Hansen was retained by the three landlords to provide limited fit planning services to help Minnesota State determine how we would fit in a new location and the pro's and con's of each location. The decision has been made to remain at the Wells Fargo Tower for a new 10-year lease with (2) 5-year extensions. Minnesota State's Board of Trustee's approved this decision on October 18, 2023.

Purpose of this Request for Proposal

The Minnesota State Board of Trustees, on behalf of the system office, hereafter referred to as the "Owner", is soliciting proposals from interested, qualified Vendors, and intends to retain a professional consulting firm to provide Architectural/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 the system office 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 team to assist the Owner in the performance of its obligations and enforcement of its rights during the design and construction of the **System Office Redesign** project located at the Wells Fargo Place building, 30 East 7th Street, St. Paul, MN.

The A/E shall work with the Owner's appointed Project Manager, the Owner's System Office Program Manager, the Owner's Project Representative, related Vendors 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 Description

Project Scope and Team

There are several design principles that Minnesota State desires to achieve with the renovation:

- Provide access to daylight for all regularly occupied staff office space
- Achieve more flexibility with a greater use of furniture to meet space requirements
- Improve technology access to provide consistency across meeting and conference rooms spaces
- Improve space infrastructure including updated energy efficiency measures

- Create new space types for hybrid employees including hybrid work stations, and small, individual offices for Zoom or Teams calls

The Wells Fargo tower space interiors vary from floor to floor. We created a limited **System Office Furniture and Building Standards** document to summarize our current design elements. It is anticipated that our future renovation would generally align with the level of quality of our existing space.

Third Floor:

The third floor Lobby, restrooms, and main conference rooms (3309/3310) are thought to be in good condition and require only new flooring and technology upgrades. The remaining space on third floor is a combination of offices and workstations and is planned to receive significant renovations including constructing new walls, ceilings, flooring, lighting, etc...The awarded A/E consultant should evaluate the feasibility of creating a large conference room suite with dividing partitions in the space directly behind the reception desk, as shown on the fit plans.

Fourth Floor:

The fourth floor currently houses the Board Room and board support offices. This floor is highly underutilized, due to the limited schedule of the board. Board meetings are also held out at Minnesota State campuses to give the board an opportunity to visit campus. Conference rooms are used by staff for large team gatherings. The catering kitchen is used only for special events. Food is historically served from tables in the corridor. The Board Room itself lacks flexibility to be reconfigured due to the fixed nature of the board stations. There is ample daylight on 4th floor, so the fit planning shows this floor being renovated into general office space, allowing window access to regularly occupied spaces.

Fifth Floor:

The fifth floor currently houses Minnesota State administration and related leadership departments including the Office of General Counsel, Marketing and Communications and Government Relations. The perimeter is entirely filled with private offices, limiting daylight penetration for those staff occupying interior workstations. This floor will receive extensive renovations. It is thought that the bathrooms on this floor are not currently ADA accessible but with a single ADA accessible toilet room, perhaps that is adequate moving forward? IT reports that the main server room on fifth floor has temperature regulation issues that should be explored by the mechanical engineer on the project.

Sixth Floor:

The sixth floor consists of a combination of perimeter offices and open office landscape work stations. The restrooms are not ADA accessible and it's thought that this project should create 1-2 ADA accessible, single-use, gender neutral restrooms. This may be required by the Department of Labor and Industry as part of the overall renovations. There is a kitchen/break room existing that is adequately sized for the number of people using the floor but the countertops and flooring are in need of replacement. This project is envisioned to remove

some of the perimeter private offices, as shown in the fit planning drawings. The rest of the area should get new flooring, new lighting and ceiling modifications.

Programming:

Minnesota State has a detailed programming spreadsheet showing the 303 staff occupying each department. We also have a list of existing conference rooms and the number of people each can accommodate. A preliminary space needs meeting was held with each department at the end of August and those notes can be provided as a basis for the design. The programming spreadsheet includes some of the existing auxiliary spaces such as departmental storage, IT and break rooms, supplies, etc...

Furniture Planning:

The furniture design will be done in concert with the furniture vendor most familiar with the existing furniture. Our Office Services department has a long relationship with General Office Products (now [Acre](#)) The selected A/E team will need to show a furniture layout for the purposes of sizing the rooms and overall space planning. The furniture will be procured by Minnesota State, with this design team providing furniture plans that can be used to solicit furniture quotes, potentially utilizing state contracts for procurement.

Much of the existing furniture could be reused, if it fits the final design requirements. A detailed inventory will be provided to the A/E team for use. The existing private office furniture is in good quality and in a neutral color. Much of our conference room furniture is in good condition. The existing workstations use higher 65”h panels, with lower 48”h panels as wing walls. The worksurfaces and storage are in good condition and many have sit-stand function. The fifth floor contains workstations with an alternate color palette that would NOT be reused as it limits our flexibility with moving product around as needed. With workstations being converted to use by hybrid employees, in a shared environment, the overhead storage is no longer needed, however, permanently assigned staff may wish to keep their overhead shelves and need them for storage. We anticipate utilizing more of the lower, 48” high panels to help open up the space more than currently.

Detailed furniture specifications are not needed at this time. The A/E team will need to collaborate with the furniture vendor(s) to select materials for the FF&E that align with the approved interior palette for the newly renovated space.

Mechanical:

It is anticipated that the existing suspended ceiling will need to be either demolished or removed and reinstalled to accommodate ductwork changes. On 6th floor, the air distribution system is through the fluorescent lighting fixture, which will need to be updated. The other mechanical item we are aware of has to do with the cooling to the main server room, which is reported to be too warm. Other HVAC modifications would be as needed to accommodate the construction.

Electrical:

The existing workstation feeds are run through holes in the floor slab. Every effort should be made to utilize these existing power feeds. With the trend towards working in a variety of spaces, the electrical engineer should ensure that there is adequate power to not just offices and workstations but other casual seating areas, conference tables, lunch tables and other areas that support touch-down work.

The lighting will need to be updated to LED fixtures, unless completed already. Some accent lighting has been updated fairly recently. The engineer should explore the use of lighting controls at window areas, for energy efficiency when there is ample daylight to light the space. The lighting solution for the meeting rooms should take into account the movement to use of screens and optimize lighting for video meetings.

Technology:

The technology at workstations and offices is generally adequate. We would like to consolidate the type of docking stations used in unassigned workstations, so that anyone can use the workstation or office with minimal modifications.

The technology in the conference rooms varies. Most conference rooms have a central table control panel and the app "Via" is used to connect to the screen. This system is not seen as user-friendly by many as it takes several clicks, and a room password, to access the system. There is a desire to consolidate to one system with the same interface in all rooms.

The addition of a white noise/pink noise system should be considered, as spaces open up and panel divider heights are lowered in some areas. The conference rooms may also need a microphone over the center of the table, and/or in several areas around the room, to ensure good acoustics during video meetings/presentations.

It is anticipated that the project could be constructed in as many as **4 phases**, if one floor were remodeled at a time. For the purposes of this RFP, the Owner intends to use the **building owner** (Wells Fargo Place) to price out the improvements and hire a contractor and construct the renovation utilizing contracting methods available to them. If this changes, the A/E contract can be amended as needed.

Project Budget and Fees

The estimated cost of construction is **\$90.00 a square foot or not to exceed \$4,500,000**. The design fee for all Basic and Supplemental Services is estimated to range from **6.0 - 7.0%**. Final total fees will be negotiated with the selected Design Team.

The estimated total Project cost is **\$6,000,000-\$7,000,000**. This cost includes: all professional Vendors, Architect/Engineer and Owner's Representative fees, project management and fees, construction inspection and testing, furniture, fixtures and equipment, contingencies, and inflation factors.

Final contract amount will be negotiated with the selected Vendor. The rates provided by the Vendor in response to this RFP may be used by the Owner to add or deduct services to modify the contract as necessary.

Proposed Project Milestone Schedule

The anticipated overall project schedule is:

Milestone	Date
Program Validation/Data Drop (2 weeks)	December 4, 2023 - Dec 15, 2023
Schematic Design (4 weeks – less holiday)	December 18, 2023 – January 19, 2024
SD Owner’s presentation and review (1 week)	January 15, 2024 - January 19, 2024
Design Development/CD completion (6 weeks)	January 22, 2024 – March 1, 2024
Owner Final Review	March 4, 2024 – March 8, 2024
Issue Bid Documents	March 18, 2024
Construction commencement – Phase One	April 29, 2024
Substantial Completion – Phase One (8 weeks)	April 29, 2024 – June 21, 2024
FF&E Installation – Phase One	June 21, 2024 – July 3, 2024
Owner moves from 3 rd Floor Atrium (2 weeks)	July 8, 2024 – July 19, 2024
Dismantle 3 rd Floor Atrium furniture & turn over	July 22, 2024 – August 1, 2024
Construction commencement – Phase Two	June 24, 2024 -
Substantial Completion – Phase Two (8 weeks)	June 24, 2024 - August 16, 2024
FF&E Installation – Phase Two	August 19, 2024 – August 30, 2024
Construction commencement – Phase Three	August 19, 2024
Substantial Completion – Phase Three (8 weeks)	August 19, 2024 – October 11, 2024
FF&E Installation – Phase Three	October 14, 2024 – October 18, 2024
Construction commencement – Phase Four	October 14, 2024
Substantial Completion – Phase Four (8 weeks)	October 14, 2024 – December 6, 2024
FF&E Installation – Phase Four	December 8 – December 13, 2024
Final Completion	January 3, 2025

This project schedule is just our preliminary thoughts about how this construction could be scheduled to allow the Owner to move out of the 3rd Floor Atrium space when the lease is up at the end of July (row shown highlighted above). The selected A/E team should review the schedule and validate it with a short list of potential contractors provided by Wells Fargo Place after contract award. It’s possible that Minnesota State could request and be granted an extension on the lease of the 3rd Floor Atrium space until the first phase of construction is complete. It’s also possible that Minnesota State will need to hire our own Contractor to do the work, utilizing our standard Design/Bid/Build delivery method, in which case the schedule would be delayed for bidding and contracting. Final schedule to be determined with the selected firm.

Project Predesign Information

The following documents are attached or available for review at

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

- Fit planning drawings for WFP tower by Mohagen Hansen
- Existing building plans for WFP tower
- System Office furniture and building standards document

Selection Process

The selection committee includes the following people:

- Jamie Norstrom, System Director, Technology and Budget
- Noelle Hawton, Chief Marketing and Communications Officer
- Dale Johnson, Office Manager, and

Justine Pliska, the System Office Program Manager assigned to this project. This group will evaluate the proposals and make the final decision.

Selection and Implementation Timeline

EVENT	DAY	DATE	TIME
RFP advertisement	Monday	October 30, 2023	
Information Meeting (optional)	Friday	November 3, 2023	10:30 a.m.-noon
RFP Questions due	Wednesday	November 8, 2023	4:00 p.m.
RFP Addendum posted	Friday	November 10, 2023	4:00 p.m.
Deadline for RFP	Thursday	November 16, 2023	2:30 p.m.
Planned selection	Wednesday	November 22, 2023	
Planned contract execution		December 1, 2023	

A virtual interview would occur Tuesday, November 21st at 10:00 if requested by the evaluation team. If the Owner and the Vendor are unable to negotiate and sign a contract by December 1, 2023, the Owner reserves the right to seek an alternative Vendor.

Information Meeting Details

Minnesota State will hold a **VOLUNTARY**, In-Person informational meeting on **Friday, November 3, 2023**, at **10:30 a.m.**, at **Minnesota State offices, Wells Fargo Place, 30 E 7th Street, St. Paul, MN**. 2-hour on-street parking is available. Parking is also available in adjacent parking ramps serving the Children’s Museum and Treasure Island Center. The front door is secure, so respondents should meet outside our office suite, Suite 350, and we will enter together.

Information Contact

Owners’ agent for purposes of responding to inquiries about the RFP is:

Name: Justine Pliska
Title: Facilities Program Manager
E-mail: Justine.pliska@minnstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and **Owner** shall not be bound by and Responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number and/or e-mail address. Anonymous inquiries will not be answered.

If appropriate, a change responding to questions or clarifications may be issued by the Owner in the form of addenda to the RFP. All addenda will be posted to **QuestCDN**.

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 (ST.30)** and its accompanying Project Attachment, and AIA Document A201-2017, General Conditions of the Contract for Construction (CC.30) along with a copy of the Respondent's Certificate Liability Insurance - Example (CC.20).

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

Contract Term

The Owner desires to enter into a contract with the successful Vendor by December 1, 2023. The length of such contract will be approximately thirty-six (36) months. If the Owner and the Vendor are unable to negotiate and sign a contract by December 1, 2023 then the Owner reserves the right to seek an alternative Vendor.

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 **the system office** and the successful Vendor.

Contract Termination

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract in accordance with the contract.

Definitions

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

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

Diversity: The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing those differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equity: The proactive reinforcement of policies, practices, attitudes and actions that produce equitable power, access, opportunities, treatment, impacts and outcomes for all.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of **the system office**.

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

Owner: The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **the system office**.

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

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

Applicable Law

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

Contract Assignment

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of Minnesota State.

Deviations and Exceptions

Respondents may propose additional tasks, activities, or alternative suggestions if they will substantially improve the results of their work. These items shall be separated from the required items on the proposal.

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFQ shall be described fully on the Respondent's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the Respondent shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFQ. A Respondent's failure to raise an issue related to the terms, conditions, specifications

or manner of this RFQ prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that Respondent's right to raise the issue later in any action or proceeding relating to this RFQ.

Duration of Offer

All proposal responses shall indicate they are valid for a minimum of thirty (30) calendar days from the date of the proposal submission deadline, unless extended by mutual written agreement between the Owner and the Vendor.

Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or **the system office** to award a contract or complete the proposed Project work and each reserves the right to cancel this RFP if this action is considered to be in Minnesota State's best interest. **The system office** also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to reject any and all proposals received in response to this RFP.

VENDOR REQUIREMENTS

Required Vendor Team

- Architect licensed in Minnesota for Architectural Services, as applicable – including architectural design, project management and project scheduling that includes assistance with staging concepts for construction, and construction administration.
- Certified Interior Designer – including interior finishes, fixtures and equipment design
- Mechanical Engineer, licensed in Minnesota – to include fire protection
- Electrical Engineer, licensed in Minnesota
- Technology Planning (if not performed by electrical engineer – could also be an outside sub-consultant)
- Cost Estimating

Services Provided by Others

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

- Owner's Representative
- Specialty Vendors for various building elements

Scope of Services

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

Basic Services

A. General:

- Examine the project's design documents and balance the program needs for this project with the budget.
- **Meet with stakeholders and project partners to evaluate the optimum efficiency of the spaces and to improve overall space utilization.**
- Evaluate existing buildings' structural, mechanical, electrical, and telecommunications systems to determine capabilities and design capacities to support the proposed renovated building spaces.
- Assist the owner in evaluating construction-phasing options that minimize the disruption to system office staff and operations. Clearly communicate design and cost ramifications of the schedule's impact to allow the owner a complete understanding of the design and schedule decisions.
- Create healthy, vibrant, flexible, and modern spaces to facilitate the delivery of

system office services to our colleges and universities.

- 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 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.
- 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. The selected design team will have all documents and files from the pre-design for their use.

- Develop design deliverables by phase as described in the Facilities Design Standards located at: <https://www.minnstate.edu/system/finance/facilities/design-construction/index.html>, unless otherwise noted during design meetings.
- Participate in Schematic Design review and presentation at the system office prior to proceeding with Design Development/Construction Document phase.

C. **Construction Documents:** Prepare drawings and specifications per the Minnesota State Facilities Design Standards as minimums, all as applicable.

- 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.
- Show existing furniture and equipment being relocated or reused on drawings, in cooperation with furniture vendor. Design new furniture and equipment where needed.

- All drawings and specifications necessary to convey the exact scope of the work and the full intent of the design.
- D. **Bid & Award:** Coordinate pricing dates and level of documents needed with the building's preferred general contractor. Attend any pre-bid meetings as requested by the building in order to ensure a good understanding of the proposed scope of work.
- 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, initiate construction change directives and change orders, coordinate with system office personnel and Owner's Representative
 - Verify construction conformance with the Contract Documents.
 - Coordinate sub-Vendor 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 and e-Builder-related processes.

Supplemental Services

Supplemental services are not included in Basic Services but may be necessary to support the project. The Architect shall provide Supplemental services listed below:

None.

RESPONSE CONTENTS AND EVALUATION

Scoring Criteria

Criteria described below, based upon the **100 point** scale, will be used to evaluate Respondents' proposal. Minnesota State is committed to closing the educational and economic equity gaps across race and ethnicity, socioeconomic status, and geographic location. The scoring criteria intentionally integrates the principles of diversity, equity, and inclusion. 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

Responder's proposal must be submitted on time.

Company Profile – 10 points

Summarizes the firm's attributes, resources, and culture. Factors favorable to a Respondent will be stability of the Respondent's business, diversity and inclusion practices, and greater length of experience that would contribute to the Respondent's performance on this project. Other firm profile characteristics to share could include any of the following as applicable:

- How long has the firm been in practice?
- 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
- A diverse leadership and workforce composition
- A mentorship program for underserved populations
- Strong commitment to engage or volunteer with minority communities
- A number of pro bono projects in diverse or economically disadvantaged communities
- Firm is geographically near (within # miles) the proposed project site

Project Team – 20 points

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. Include 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 **diverse** 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-Vendor 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, (include specialty if Professional Engineer)
- Experience with projects in diverse communities

Relevant Team Experience – 25 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:

- Projects with similar scope as this one, including some performed for other governmental entities or Minnesota State campuses.
- The members of your proposed team for the present project that worked on the previous project and in what capacity.

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 – 25 points

Describe its understanding of the project and its approach and methodology. Describe anticipated difficulties or challenges in providing services to the Owner on this project. Explain how the team will manage those difficulties or challenges, and what assistance may be required of the Owner. Additionally, describe any special services, product characteristics, or generally other benefit or advantage to the Owner in selecting the Respondent for the project.

Fee – 20 points

Provide a lump sum fee for all Basic 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 proposer's 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.

Minnesota State Preference – 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

<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.

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.

ADDITIONAL RFP RESPONSE & CONTRACT REQUIREMENTS

Requirements

Rights Reserved

Notwithstanding anything to the contrary, the Minnesota State Colleges and Universities reserves the right to:

- 1) Cancel the Request for Qualifications at any time with no cost or penalty to the State.
- 2) Reject any and all responses received in response to this RFP;
- 3) Disqualify any Responder whose submittal fails to conform to the requirements of the RFP;
- 4) Duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the RFP;
- 5) Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score;
- 6) Negotiate as to any aspect of the Proposal with the selected Responder;
- 7) Extend the contract, not to exceed a total contract term of five (5) years;
- 8) Change any provisions in this RFQ by posting Addenda on Minnesota State website; and
- 9) Waive any non-material deviations from the requirements and procedures of this RFP and waive informalities contained in the RFP.

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

Insurance Requirements

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

Notice to Vendors and Contractors

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

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

Affidavit of Non-Collusion (CC.70)

All respondents shall complete this form (CC.70) and submit with their response to this request for proposals.

Workforce and Equal Pay Declaration Page (CC.71)

The Respondent must complete the State of Minnesota – Workforce and Equal Pay Declaration page and submit it with their response. If the Response to this solicitation could be greater than or equal to \$100,000, then the Responder must obtain a Workforce Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. 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”.

If the Response to this solicitation exceeds \$500,000, then the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution.

A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months.

<https://mn.gov/mdhr/certificates/workforce-certificate/>

Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

RFQ/RFP Response Certification Form (CC.72) (On-line only)

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

Minnesota State Preference Form (CC.73)

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

Veteran-Owned Preference Form (CC.74)

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

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

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 VENDOR 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 **the system office**.

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 **the system office** 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.

RFP RESPONSE

Submission

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

Format

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

Responding

On-line submission will be received electronically through QuestCDN by the date and time shown in the Selection and Implementation Timeline Section of this RFP. Reference the Architect/Engineer RFP On-Line Response Instructions (ST.21).

Thank you!



MINNESOTA STATE

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

[MinnState.edu](https://www.mnstate.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.

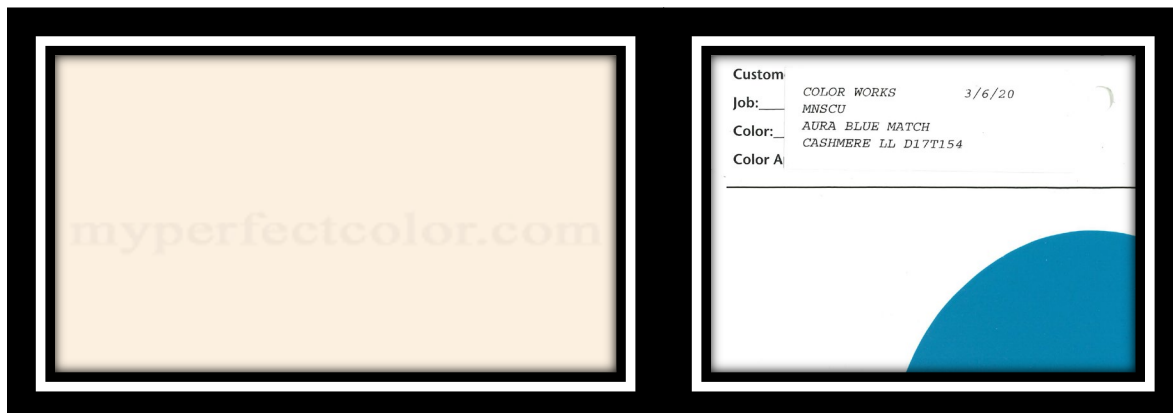
June 7, 2023
Facilities & Office Services

SYSTEM OFFICE FURNITURE AND BUILDING STANDARDS

Building Standards

This document is designed to summarize interior building standards currently applied to the System Office interior office leased space.

The paint colors currently used include a neutral off-white field color (Crème Froth) with a medium blue accent (close to Pantone 2955C) color allowed in certain key areas:



Benjamin Moore #2158-70 "crème Froth"

Most of the flooring throughout the office is carpet. Porcelain tile is used at heavy traffic areas such as the Reception area through the elevator lobby. Carpet tile is preferred to broadloom carpet in open office and circulation areas for ease of replacing damaged areas. The most recent carpet tile purchased is: Ecoworx by Shaw Innovation, which may no longer be available. Tile is placed directly on cement floor, taped to adjacent tiles. Various small areas have different tiles in small quantities.



A good quality carpet tile is specified so that it withstands foot traffic, food stains, etc. Longevity of the material should be at least 10 years with commercial wear and tear. Chair pads are used at each work station to keep the chair movement from prematurely wearing the carpet down.

Wall protection is encouraged on exposed gypsum board corners.

Warm wood paneling and trim is used in areas frequented by Visitors and Campuses. The use of wood lends a warmth to the interior, as well as an executive appearance to the space befitting a large, state-wide education system. Interior doors are solid wood, stained to match the general wood accent color used throughout.

Cabinetry used in Kitchenette's and Work Rooms is typically a wood-grain laminate with a laminate countertop. The only place where higher quality quartz countertops are used is at the Reception Desk and higher visibility conference rooms, frequented by visitors and executives.

Ceilings are typically lay-in acoustical ceiling panels in open office areas and private offices. The use of gyp board soffits for accent lighting or visual interest occurs in highly visible visitor areas. Soffits are painted flat white. Soffits are also used where the ceiling height varies to assist with managing ceiling transitions.

Graphics used on the walls have been created by the Marketing Department and reflect current brand standards. All graphics are students and campus activities to visually remind staff and visitors of the core work of Minnesota State. Personal artwork is allowed in Private Offices/Workstations.

The use of plants throughout the offices are allowed and can be a maintenance issue. The System Office maintains plants in the reception, main walkway and board room areas. All other plants are staff purchased and maintained.

Window coverings are standard mini-blinds.

Interior signage is modular from MinnCor Industries and includes interchangeable inserts at offices and work stations so a name can be inserted and maintained by Office Services. Existing hanging department signs will be removed. Hanging Conference Room signs are from MinnCorr and need to be updated. The naming workstation/office/conference room numbering will need to be updated and workstation/office signs with the new logo on them will need to be ordered.

Furniture

Reception Area

The Reception area includes space for about 6-8 people to enter the office, wait and gather while waiting to be received and taken to their destination.

The Reception desk is built-in with an ADA accessible transaction counter. People stop at the desk to check-in, pick up a key card for further access or staff picking up a company vehicle.

Offices

There are three general types of offices used.

1. Chancellor office
2. Large executive offices
3. Standard private offices

The Chancellor's office is furnished with a small conference table for 6 and lounge seating area for up to 4 visitors. The office has a screen and remote conferencing capability.

Large executive offices are large enough for a separate round table. Some may have remote conferencing capability and/or TV access.

Standard offices typically have space for separate bookcases, filing cabinets, or other storage. They can be outfitted as an “L” shape with a round table, or as an “L” shape with a peninsula with side chairs opposite. Office users are allowed to select the furniture arrangement that best suits them. Most have height adjustable functionality built in. (See Attachment A)

Workstations

Modular workstations are Steelcase furniture. Standard workstations are 90” x 105” and furniture is in an “L” shape. All have a corner height adjustable table on the inside with straight worksurfaces to the right and left of the corner. There are a few custom sizes due to the building/location. Panels are 65” high between the facing workstations with 53” panels between on the length of the workstation. The lower walls accommodate airflow. (See Attachment B)

Each station is outfitted with a Box/Box/File (BBF) pedestal and an optional second BBF or 2-drawer File/File (FF). On request a 2-drawer lateral file is included in the workstation. Workstation corners have height adjustable functionality. One overhead storage unit is provided and can be an open shelf or a flipper door cabinet. A tower corner unit is included in each workstation which includes a BBF, open shelves and a coat closet.

Work stations have a transaction counter if the individual gets a lot of visitors and requests it. This is primarily the administrative assistants on the executive floor.

Employees are provided with a high quality, fully adjustable, task chair. Current task chair standards are for a Herman Miller “Aeron” chair in Sizes A to C. Side or guest chairs are typically Herman Miller side chairs.

Materials for modular furniture is neutral and shown on Attachment B.

Panel fabric: “Adagio”

Trim color is: #4700 “Warm White”

Laminate worksurfaces are: #2823 “Driftwood Speckle”

Conference Room

Conference Rooms vary in how they are outfitted. Large, highly visible executive conference rooms have large tables with wood veneer and integrated power management. Smaller, working conference rooms used by staff have laminate tables, either a single table or several rectangular tables pushed together. Large group conference rooms have laminate round tables with 5-6 chairs each.

Chairs in conference rooms are typically on casters with limited adjustability. Some larger gathering rooms have a mix of task/conference chairs on casters and 4-leg side chairs with or without casters.

Board Room

The Board Room is outfitted with built-in cabinetry in wood veneer with integrated power/data camouflaged from view. A more flexible boardroom configuration is being considered so the space will be more versatile for other uses. Several coordinating rectangular tables are provided for staff to present from and manage paperwork.

Chairs for the board are the same as conference rooms.

Chairs for the gallery audience while attending board meetings fabric stackable chairs without casters or other adjustments.

Lounge Areas

There are various casual lounge areas scattered throughout the office and near executive offices that receive a lot of visitors. The seating includes commercial style executive style sofas and individual lounge chairs in a clean, boxy shape.

Occasional tables are usually glass or wood veneer, in an oval, rectangular, or square shape.

Kitchenette

Kitchenette's throughout the office space are furnished with laminate tables in a cleanable finish. Side chairs are typically plastic and stackable.

Technology - if integrated in furniture

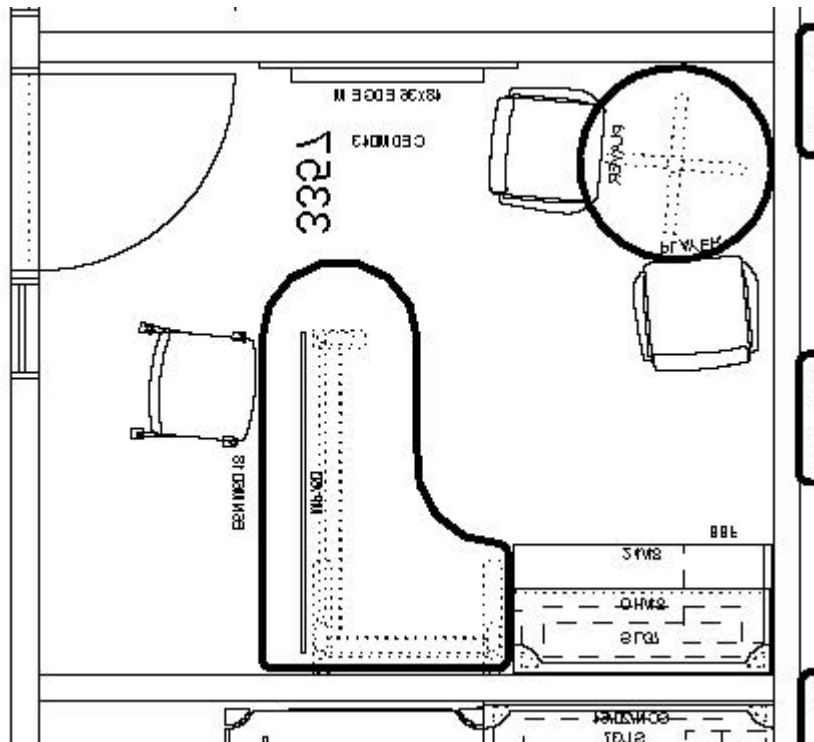
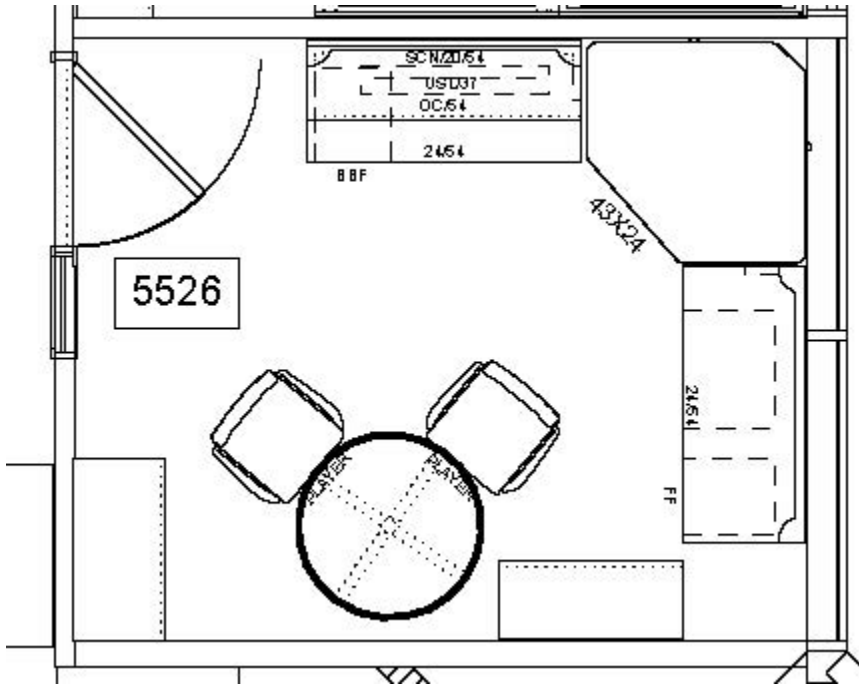
Dual monitors are supplied if requested. Most staff are utilizing a laptop, so a docking station is provided. Monitor and keyboard arms are supplied if requested.

Mailroom/Supply Room

The mailroom is supplied with a large laminate workstation, supply sorter and mail sorter. Additional equipment includes shelving for office and kitchen supplies as well as basic tools. Space is also required for dollies and shipment receiving. Technology is required to connect to USPS and UPS, including a printer for associated labels.

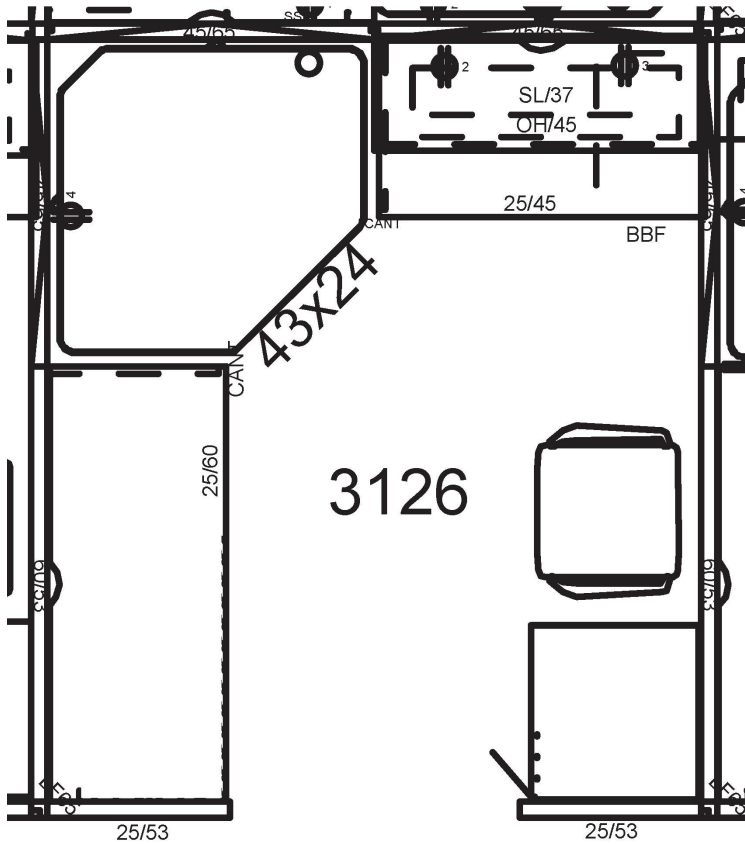


Attachment A – Standard and Alternate Office Layouts





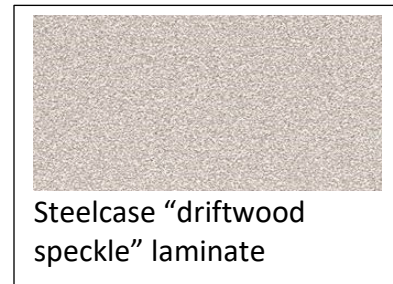
Attachment B – Standard Cubicle/Workstation Layout



Steelcase "Adagio" fabric

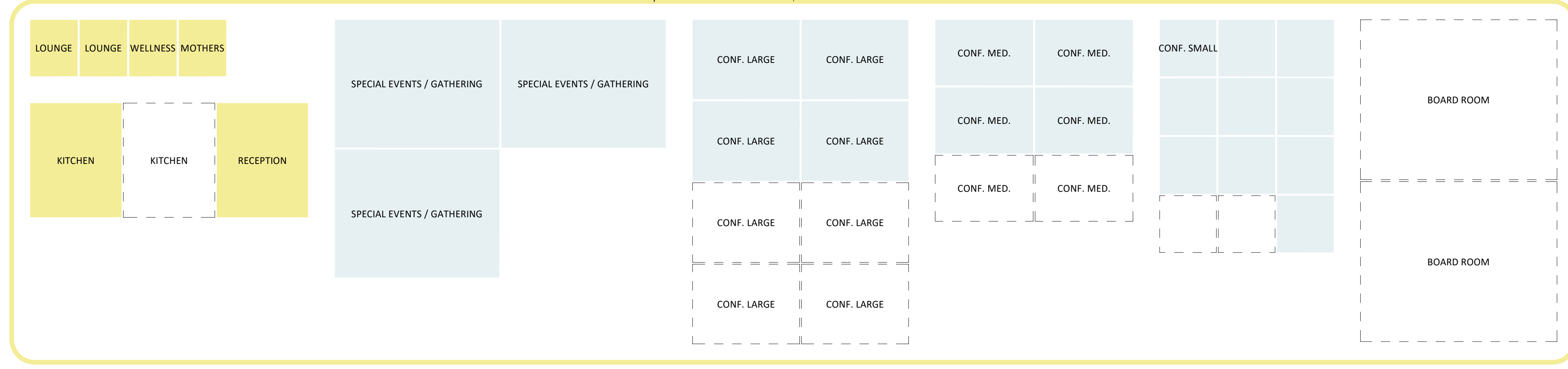
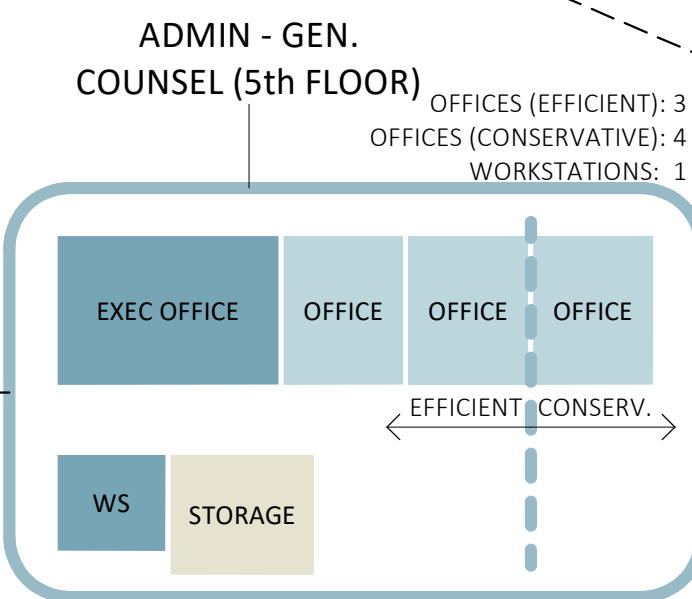
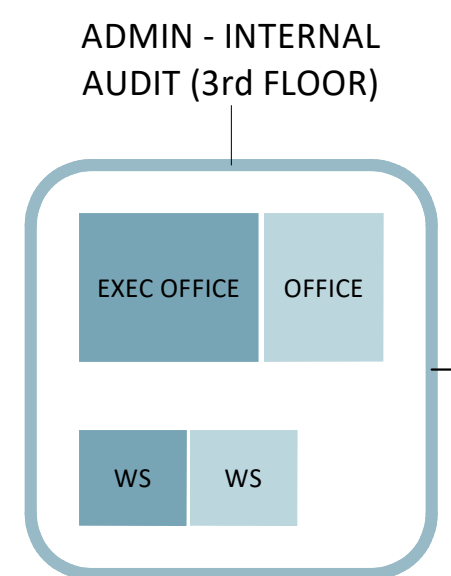
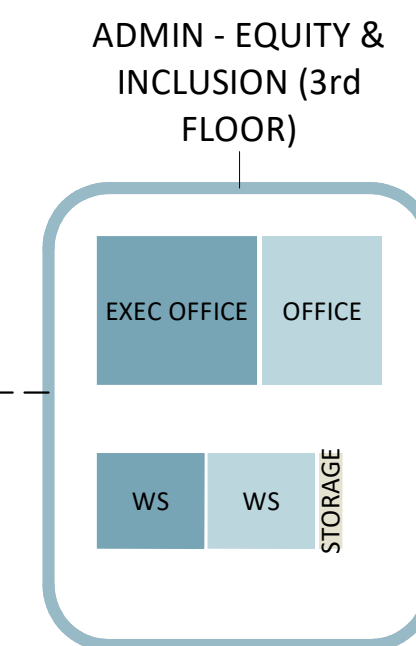
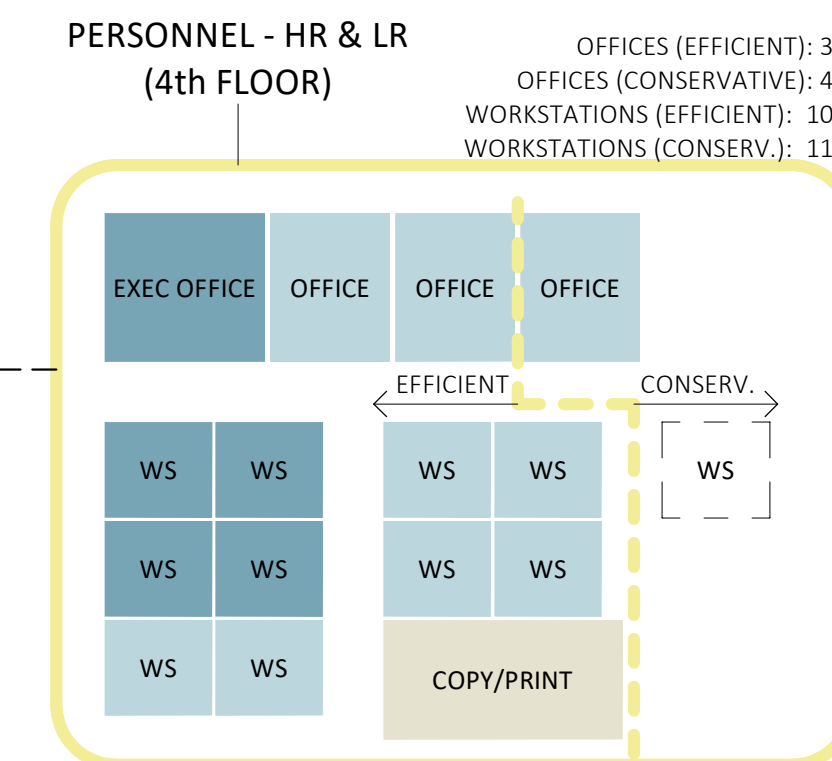
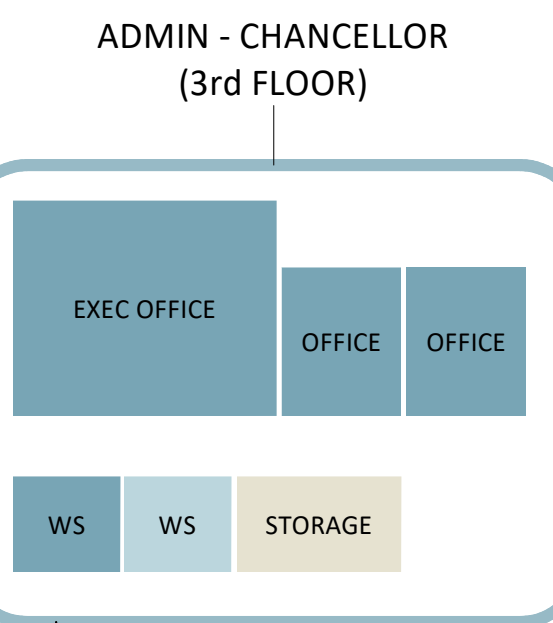
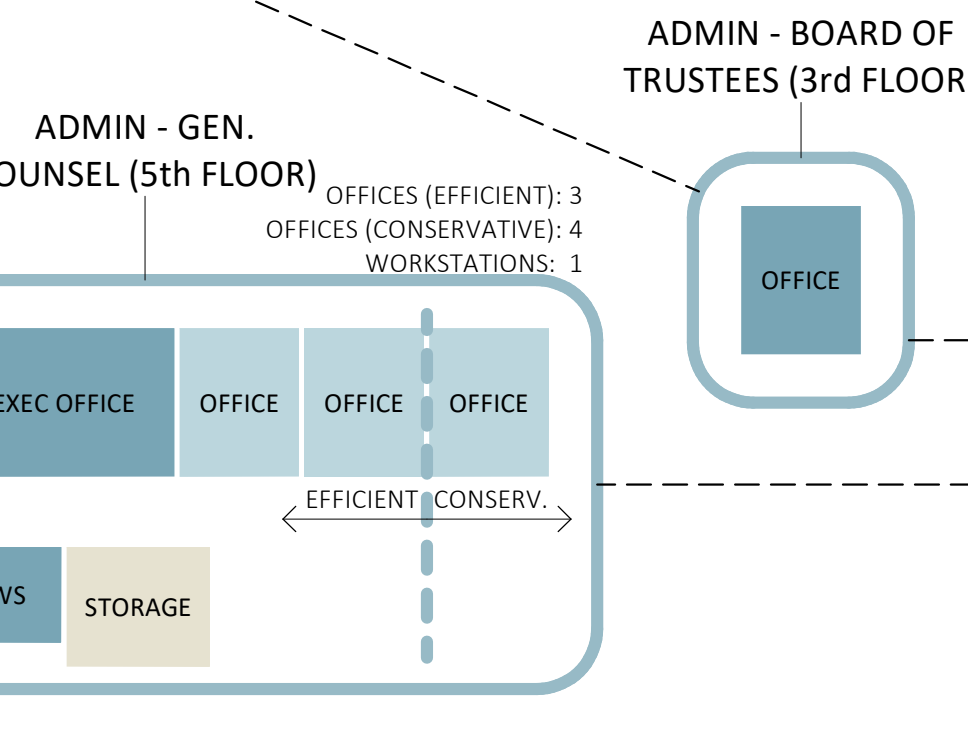
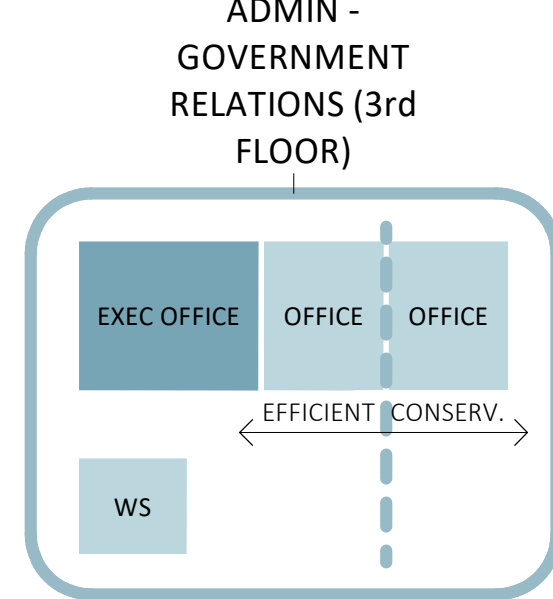
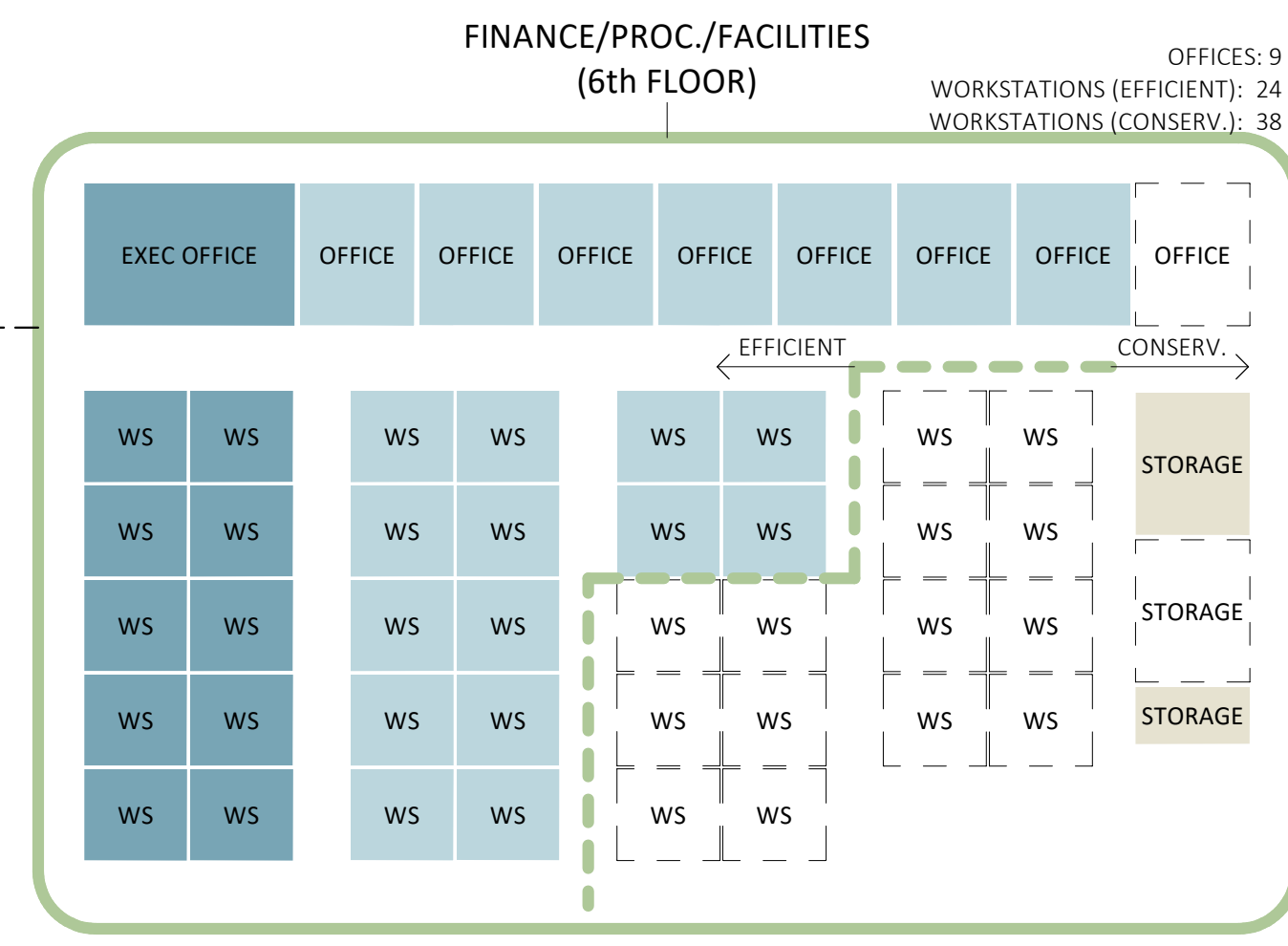
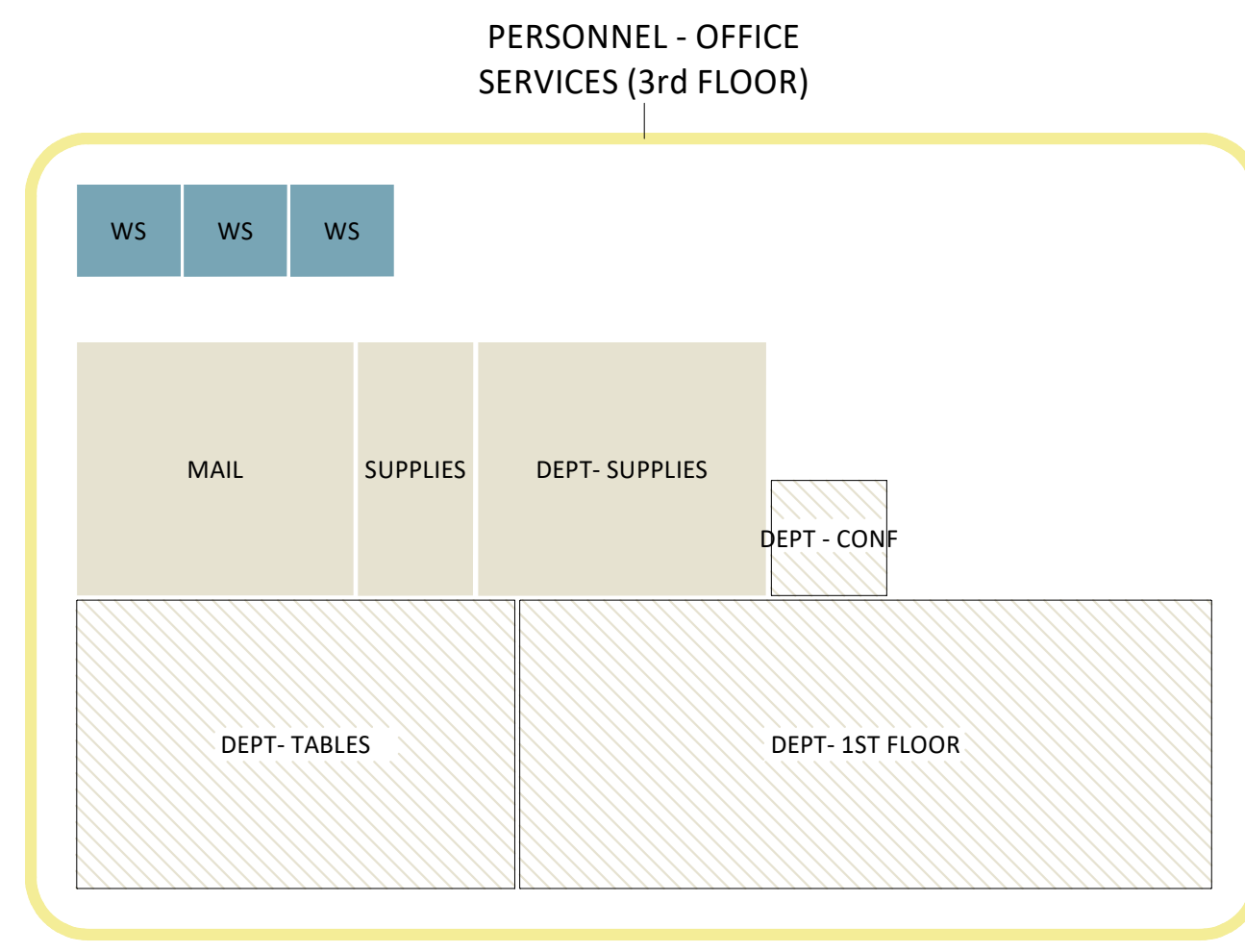
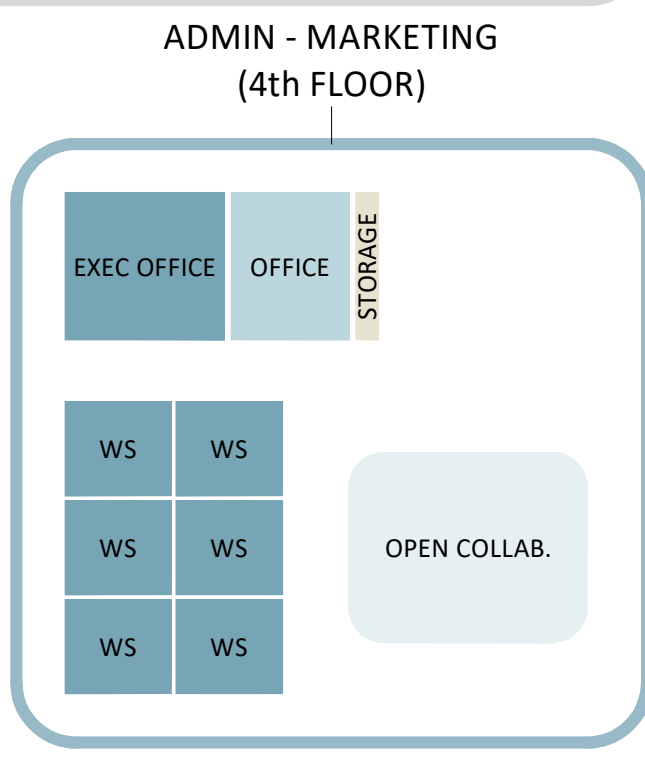
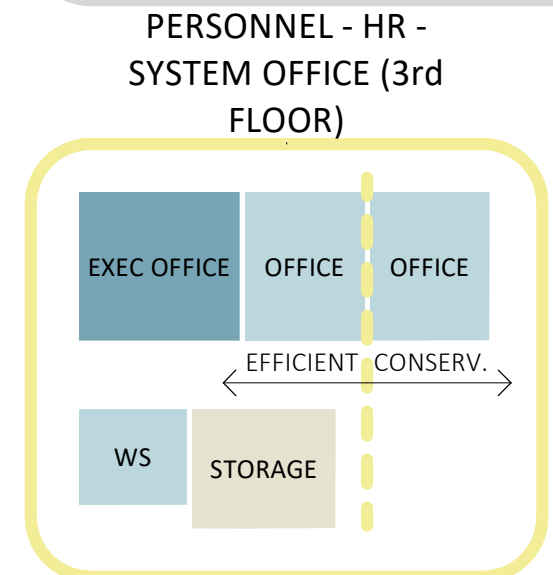
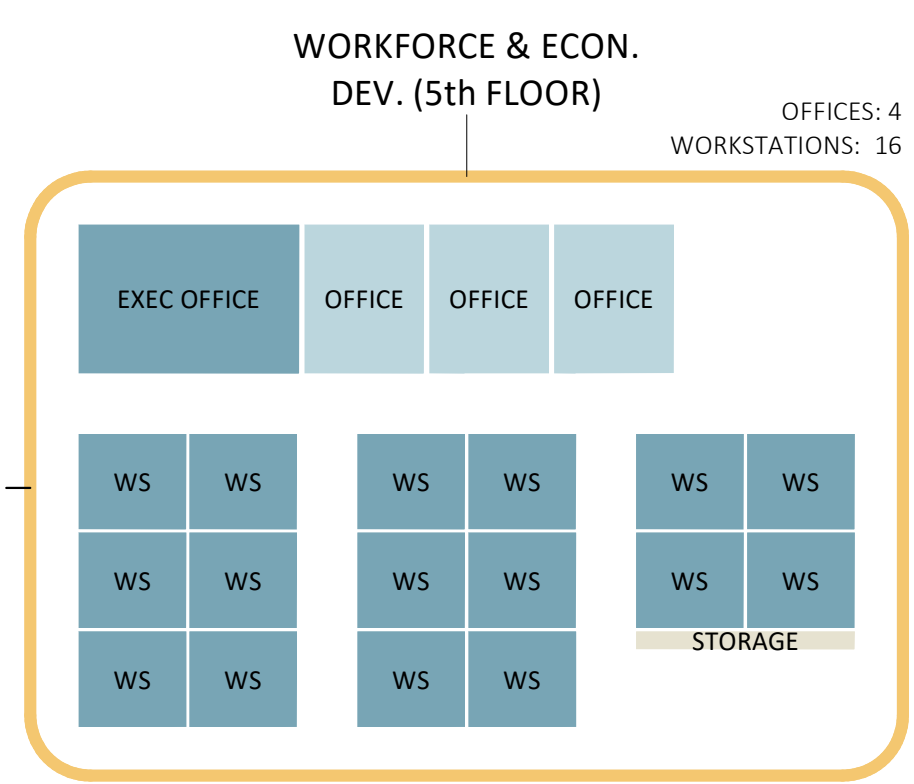
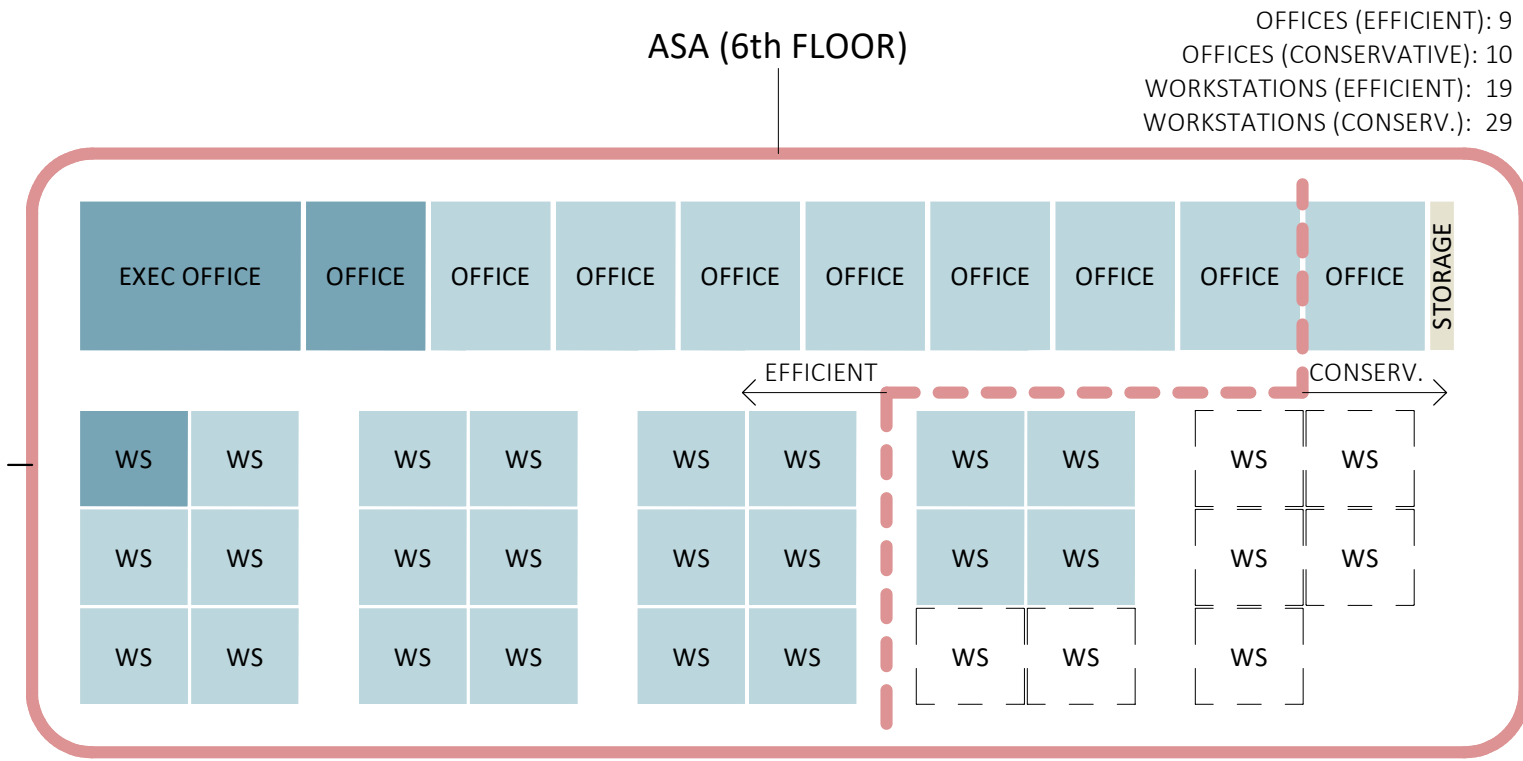
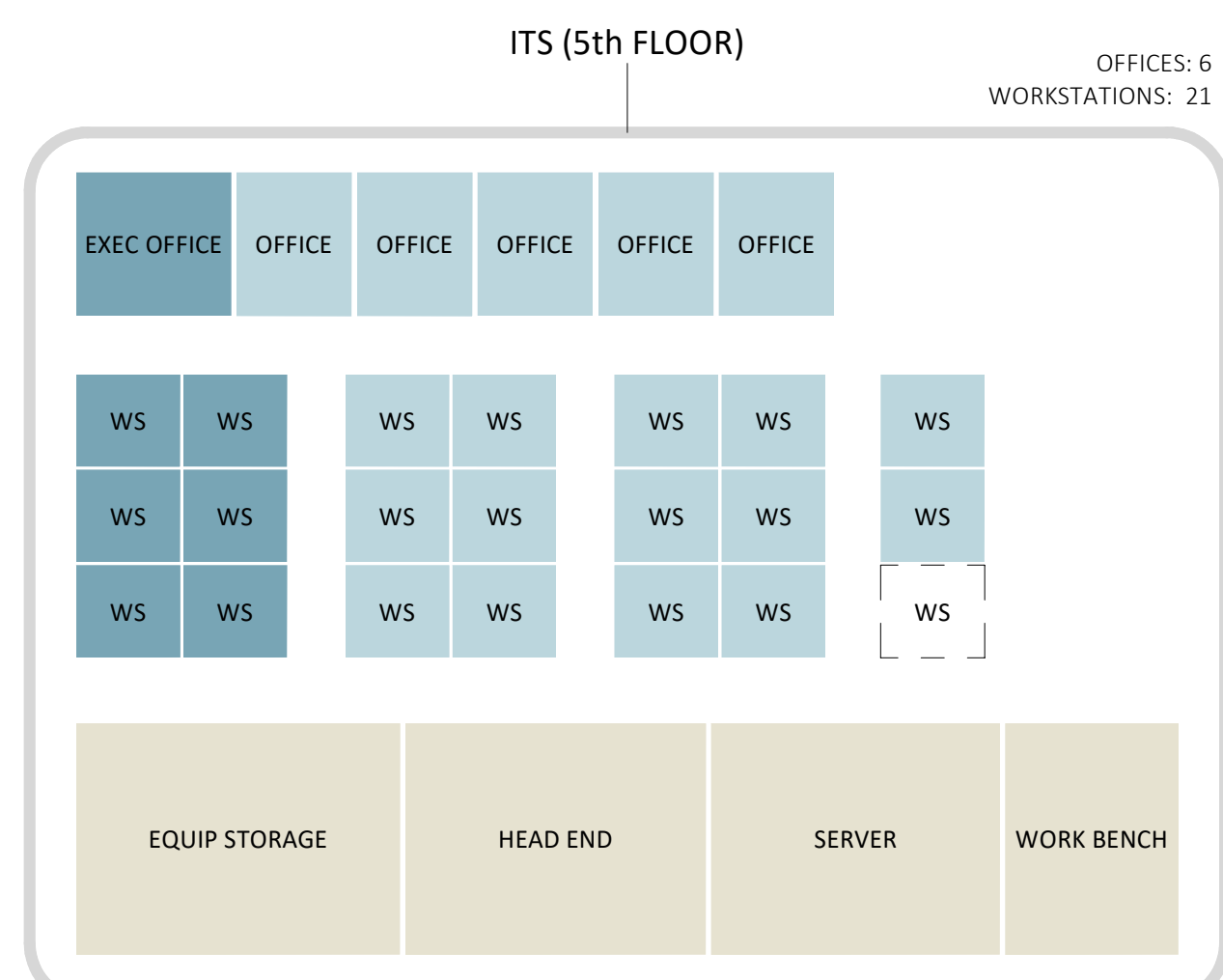


Steelcase "warm white"



Steelcase "driftwood speckle" laminate

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FIT PLAN LEGEND

- DEPARTMENT: ADMIN
- DEPARTMENT: ASA
- DEPARTMENT: FINANCE/PROC./FACILITY
- DEPARTMENT: ITS
- DEPARTMENT: PERSONNEL
- DEPARTMENT: WORKFORCE
- WORK SPACE: ASSIGNED
- WORK SPACE: UNASSIGNED
- WORK SPACE: COLLABORATIVE
- SHARED OR AMENITY SPACE
- SUPPORT SPACES
- SPACE NOT INCLUDED IN FIT PLAN

WORKING SPACES SUMMARY

COLOR	SPACE	COUNT	USEABLE SF
ASSIGNED			
EXEC OFFICE	EXEC OFFICE	11	1,871 SF
OFFICE	OFFICE	5	649 SF
WS	WS	50	3,600 SF
		66	6,121 SF
UNASSIGNED			
OFFICE	OFFICE	36	4,370 SF
WS	WS	65	4,665 SF
		101	9,036 SF
COLLABORATION			
CONF. LARGE	CONF. LARGE	4	2,180 SF
CONF. MED.	CONF. MED.	4	1,142 SF
CONF. SMALL	CONF. SMALL	10	1,470 SF
MED. CONF.	MED. CONF.	1	352 SF
OPEN COLLAB.	OPEN COLLAB.	5	661 SF
		24	5,804 SF
TOTAL		191	20,960 SF

DEPARTMENTS (APPROXIMATE)

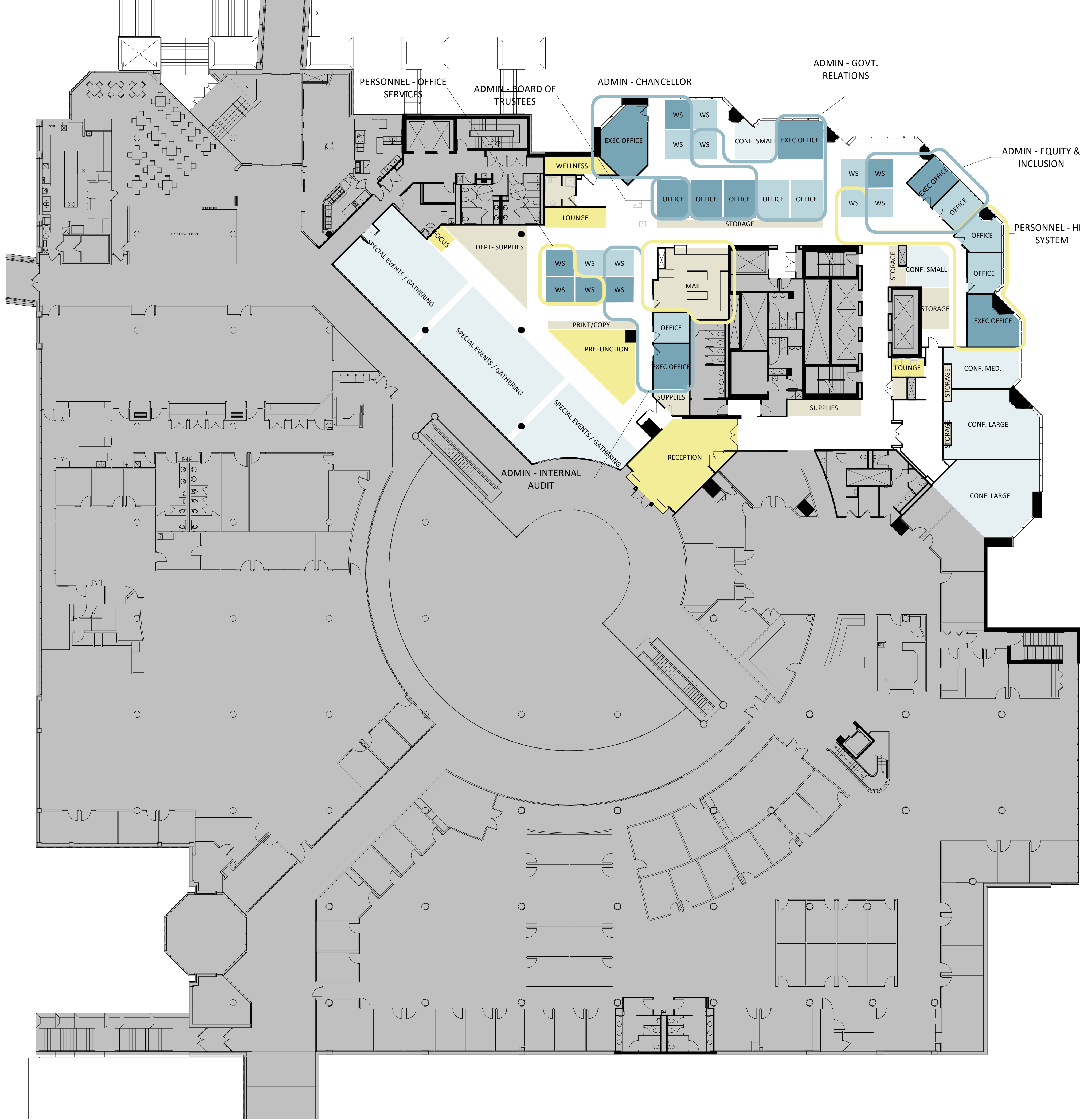
DEPARTMENT	OVERALL AREA	% OF TOTAL
ADMIN - BOARD OF TRUSTEES	150 SF	0%
ADMIN - CHANCELLOR	1,200 SF	2%
ADMIN - EQUITY & INCLUSION	800 SF	1%
ADMIN - GENERAL COUNSEL	1,000 SF	2%
ADMIN - GOVT. RELATIONS	850 SF	2%
ADMIN - INTERNAL AUDIT	650 SF	1%
ADMIN - MARKETING	1,900 SF	4%
ASA	5,300 SF	10%
FINANCE/PROC./FACILITIES	9,300 SF	17%
ITS	5,000 SF	9%
PERSONNEL - HR & LR	2,300 SF	4%
PERSONNEL - HR - SYSTEM	1,100 SF	2%
PERSONNEL - OFFICE SERVICES	850 SF	2%
UNASSIGNED	20,200 SF	37%
WORKFORCE	3,400 SF	6%
APPROXIMATE TOTAL	54,000 SF	

DEPARTMENT SPACES (TOTAL)

COLOR	SPACE	COUNT	USEABLE SF
ADMIN - AUDIT			
EXEC OFFICE	EXEC OFFICE	1	156 SF
WS	WS	1	72 SF
OFFICE	OFFICE	1	105 SF
WS	WS	1	72 SF
		4	405 SF
ADMIN - BOARD			
OFFICE	OFFICE	1	120 SF
		1	120 SF
ADMIN - CHANCELLOR			
EXEC OFFICE	EXEC OFFICE	1	272 SF
OFFICE	OFFICE	2	240 SF
WS	WS	1	72 SF
WS	WS	1	72 SF
STORAGE	STORAGE	1	129 SF
		6	785 SF
ADMIN - EQUITY & INCLUSION			
EXEC OFFICE	EXEC OFFICE	1	128 SF
WS	WS	1	72 SF
OFFICE	OFFICE	1	128 SF
WS	WS	1	72 SF
STORAGE	STORAGE	1	58 SF
		5	459 SF
ADMIN - GEN. COUNCIL			
EXEC OFFICE	EXEC OFFICE	1	102 SF
WS	WS	1	72 SF
OFFICE	OFFICE	3	360 SF
STORAGE	STORAGE	1	90 SF
		6	625 SF
ADMIN - GOVT. RELATIONS			
EXEC OFFICE	EXEC OFFICE	1	168 SF
OFFICE	OFFICE	2	240 SF
WS	WS	1	72 SF
		4	480 SF
ADMIN - MARKETING			
OFFICE	OFFICE	1	169 SF
WS	WS	6	432 SF
OFFICE	OFFICE	1	140 SF
OPEN COLLAB.	OPEN COLLAB.	1	239 SF
STORAGE	STORAGE	1	51 SF
		10	1,031 SF

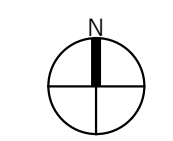
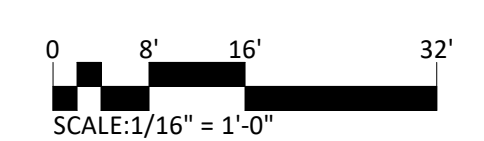
DEPARTMENT SPACES (TOTAL)

COLOR	SPACE	COUNT	USEABLE SF
COMMON			
CONF. LARGE	CONF. LARGE	4	2,180 SF
CONF. MED.	CONF. MED.	4	1,142 SF
CONF. SMALL	CONF. SMALL	10	1,470 SF
OPEN COLLAB.	OPEN COLLAB.	4	421 SF
FOCUS	FOCUS	2	84 SF
KITCHEN	KITCHEN	1	521 SF
LOUNGE	LOUNGE	4	537 SF
MOTHERS	MOTHERS	1	150 SF
PREFUNCTION	PREFUNCTION	1	207 SF
RECEPTION	RECEPTION	1	291 SF
WELLNESS	WELLNESS	2	202 SF
PRINT/COPY	PRINT/COPY	1	68 SF
RESTROOMS	RESTROOMS	1	197 SF
STORAGE	STORAGE	8	210 SF
		44	7,681 SF
FINANCE			
MED. CONF.	MED. CONF.	1	352 SF
		1	352 SF
FINANCE/PROC./FACILITY			
EXEC OFFICE	EXEC OFFICE	1	82 SF
WS	WS	10	720 SF
OFFICE	OFFICE	7	840 SF
WS	WS	14	1,008 SF
STORAGE	STORAGE	2	175 SF
		34	2,825 SF
ITS			
EXEC OFFICE	EXEC OFFICE	1	168 SF
WS	WS	6	432 SF
OFFICE	OFFICE	5	587 SF
WS	WS	14	1,008 SF
EQUIP STORAGE	EQUIP STORAGE	1	172 SF
HEAD END	HEAD END	1	214 SF
SERVER	SERVER	1	330 SF
WORK BENCH	WORK BENCH	1	159 SF
		30	3,069 SF
PERSONNEL - HR & LR			
EXEC OFFICE	EXEC OFFICE	1	168 SF
WS	WS	4	288 SF
OFFICE	OFFICE	3	360 SF
WS	WS	8	576 SF
		16	1,392 SF
PERSONNEL - HR - SYSTEM OFFICE			
EXEC OFFICE	EXEC OFFICE	1	262 SF
OFFICE	OFFICE	2	258 SF
WS	WS	1	72 SF
STORAGE	STORAGE	1	111 SF
		5	703 SF
PERSONNEL - OFFICE SERVICES			
WS	WS	3	216 SF
DEPT-SUPPLIES	DEPT-SUPPLIES	1	235 SF
MAIL	MAIL	1	457 SF
SUPPLIES	SUPPLIES	2	162 SF
		7	1,070 SF
UNASSIGNED			
WS	WS	3	216 SF
COPY/PRINT	COPY/PRINT	1	34 SF
		4	250 SF
WORKFORCE			
EXEC OFFICE	EXEC OFFICE	1	190 SF
WS	WS	16	1,152 SF
OFFICE	OFFICE	3	393 SF
STORAGE	STORAGE	1	159 SF
		21	1,895 SF
TOTAL		231	25,988 SF



DEPT. SPACES - LEVEL 3			
COLOR	SPACE	COUNT	AREA
ADMIN - AUDIT			
ASSIGNED			
EXEC OFFICE		1	156 SF
WS		1	72 SF
		2	228 SF
UNASSIGNED			
OFFICE		1	105 SF
WS		1	72 SF
		2	177 SF
		4	405 SF
ADMIN - BOARD			
ASSIGNED			
OFFICE		1	120 SF
		1	120 SF
		1	120 SF
ADMIN - CHANCELLOR			
ASSIGNED			
EXEC OFFICE		1	272 SF
OFFICE		2	240 SF
WS		1	72 SF
		4	584 SF
UNASSIGNED			
WS		1	72 SF
		1	72 SF
SUPPORT			
STORAGE		1	129 SF
		1	129 SF
		6	785 SF
ADMIN - EQUITY & INCLUSION			
ASSIGNED			
EXEC OFFICE		1	128 SF
WS		1	72 SF
		2	200 SF
UNASSIGNED			
OFFICE		1	128 SF
WS		1	72 SF
		2	200 SF
SUPPORT			
STORAGE		1	58 SF
		1	58 SF
		5	459 SF
ADMIN - GOVT. RELATIONS			
ASSIGNED			
EXEC OFFICE		1	168 SF
		1	168 SF
UNASSIGNED			
OFFICE		2	240 SF
WS		1	72 SF
		3	312 SF
		4	480 SF
COMMON COLLABORATION			
CONF. LARGE		2	1,155 SF
CONF. MED.		1	287 SF
CONF. SMALL		2	292 SF
		5	1,733 SF
PUBLIC			
LOUNGE		2	173 SF
PREFUNCTION		1	207 SF
RECEPTION		1	291 SF
WELLNESS		1	94 SF
		5	765 SF
SUPPORT			
PRINT/COPY		1	68 SF
STORAGE		3	71 SF
		4	139 SF
		14	2,637 SF
TOTAL		34	4,885 SF

DEPT. SPACES - LEVEL 3,...			
COLOR	SPACE	COUNT	AREA
PERSONNEL - HR - SYSTEM OFFICE			
ASSIGNED			
EXEC OFFICE		1	262 SF
		1	262 SF
UNASSIGNED			
OFFICE		2	258 SF
WS		1	72 SF
		3	330 SF
SUPPORT			
STORAGE		1	111 SF
		1	111 SF
		5	703 SF
PERSONNEL - OFFICE SERVICES			
ASSIGNED			
WS		3	216 SF
		3	216 SF
SUPPORT			
DEPT-SUPPLIES		1	235 SF
MAIL		1	457 SF
SUPPLIES		2	162 SF
		4	854 SF
		7	1,070 SF
UNASSIGNED			
UNASSIGNED			
WS		3	216 SF
		3	216 SF
		3	216 SF
TOTAL		15	1,988 SF

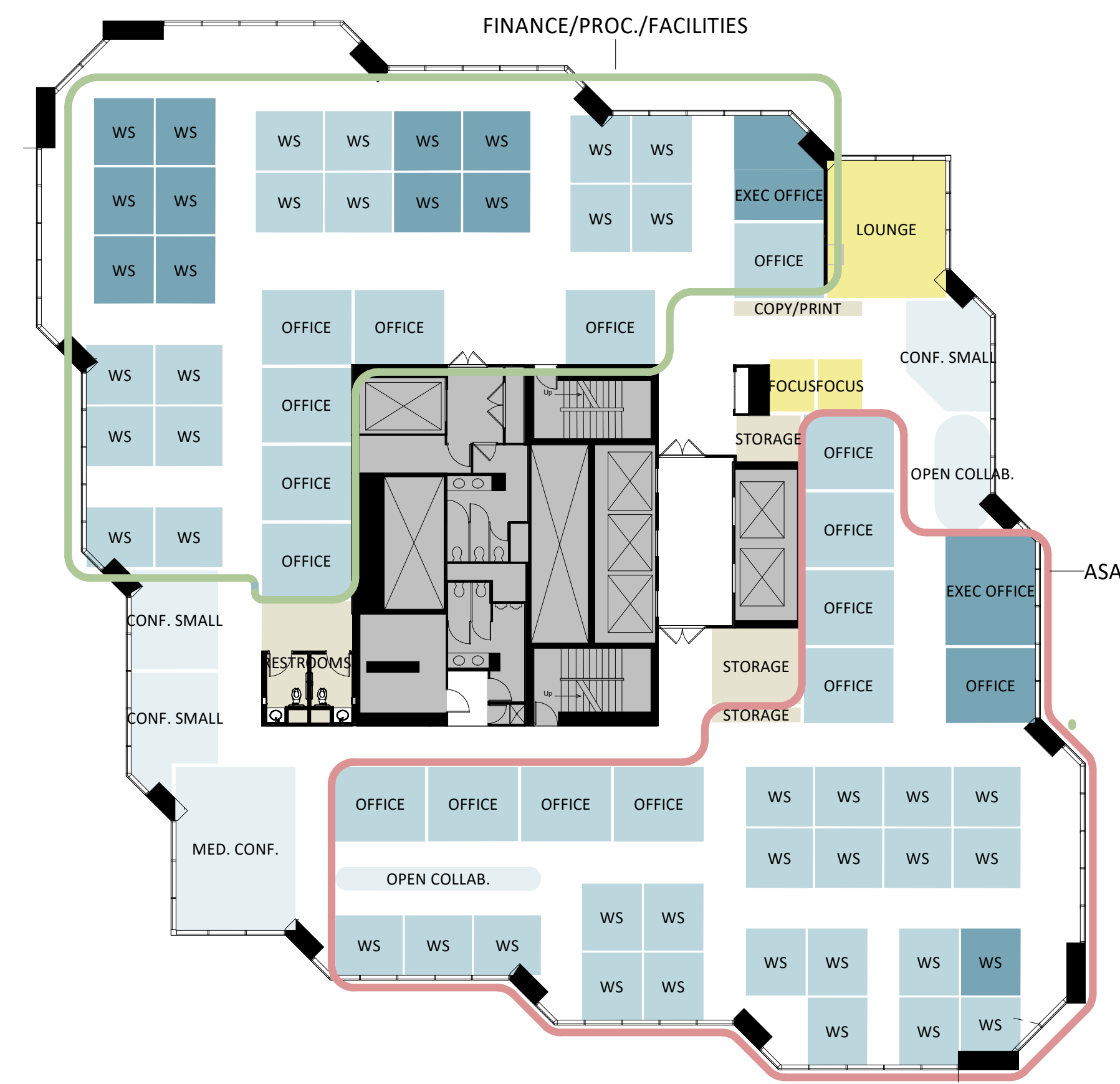




LEVEL 4



LEVEL 5

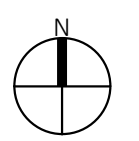
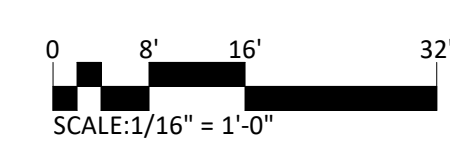


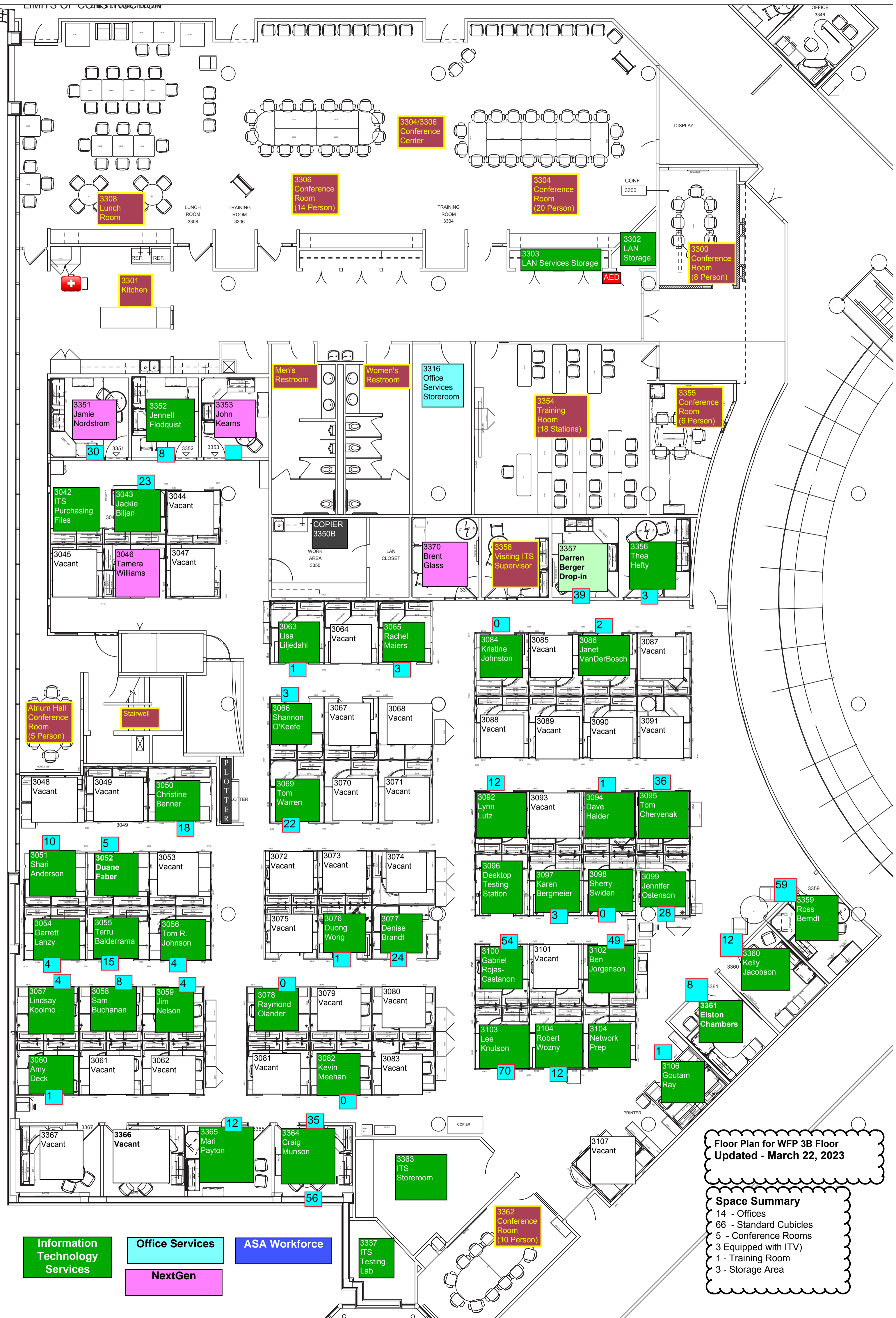
LEVEL 6

DEPT. SPACES - LEVEL 4			
COLOR	SPACE	COUNT	AREA
ADMIN - MARKETING			
ASSIGNED			
Blue	OFFICE	1	169 SF
Blue	WS	6	432 SF
		7	601 SF
UNASSIGNED			
Blue	OFFICE	1	140 SF
		1	140 SF
COLLABORATION			
Light Blue	OPEN COLLAB.	1	239 SF
		1	239 SF
SUPPORT			
Light Blue	STORAGE	1	51 SF
		1	51 SF
		10	1,031 SF
COMMON			
COLLABORATION			
Light Blue	CONF. LARGE	1	629 SF
Light Blue	CONF. MED.	2	602 SF
Light Blue	CONF. SMALL	1	83 SF
		4	1,314 SF
PUBLIC			
Yellow	KITCHEN	1	521 SF
Yellow	WELLNESS	1	108 SF
		2	629 SF
SUPPORT			
Light Blue	STORAGE	5	139 SF
		5	139 SF
		11	2,082 SF
PERSONNEL - HR & LR			
ASSIGNED			
Blue	EXEC OFFICE	1	168 SF
Blue	WS	4	288 SF
		5	456 SF
UNASSIGNED			
Blue	OFFICE	3	360 SF
Blue	WS	8	576 SF
		11	936 SF
		16	1,392 SF
		37	4,505 SF

DEPT. SPACES - LEVEL 5			
COLOR	SPACE	COUNT	AREA
ADMIN - GEN. COUNCIL			
ASSIGNED			
Blue	EXEC OFFICE	1	102 SF
Blue	WS	1	72 SF
		2	174 SF
UNASSIGNED			
Blue	OFFICE	3	360 SF
		3	360 SF
SUPPORT			
Light Blue	STORAGE	1	90 SF
		1	90 SF
		6	625 SF
COMMON			
COLLABORATION			
Light Blue	CONF. LARGE	1	396 SF
Light Blue	CONF. MED.	1	253 SF
Light Blue	CONF. SMALL	4	633 SF
Light Blue	OPEN COLLAB.	2	214 SF
		8	1,496 SF
PUBLIC			
Yellow	LOUNGE	1	72 SF
Yellow	MOTHERS	1	150 SF
		2	222 SF
		10	1,718 SF
ITS			
ASSIGNED			
Blue	EXEC OFFICE	1	168 SF
Blue	WS	6	432 SF
		7	600 SF
UNASSIGNED			
Blue	OFFICE	5	587 SF
Blue	WS	14	1,008 SF
		19	1,595 SF
SUPPORT			
Light Blue	EQUIP STORAGE	1	172 SF
Light Blue	HEAD END	1	214 SF
Light Blue	SERVER	1	330 SF
Light Blue	WORK BENCH	1	159 SF
		4	875 SF
		30	3,069 SF
WORKFORCE			
ASSIGNED			
Blue	EXEC OFFICE	1	190 SF
Blue	WS	16	1,152 SF
		17	1,342 SF
UNASSIGNED			
Blue	OFFICE	3	393 SF
		3	393 SF
SUPPORT			
Light Blue	STORAGE	1	159 SF
		1	159 SF
		21	1,895 SF
		67	7,307 SF

DEPT. SPACES - LEVEL 6			
COLOR	SPACE	COUNT	AREA
ASA			
ASSIGNED			
Blue	EXEC OFFICE	1	176 SF
Blue	OFFICE	1	120 SF
Blue	WS	1	72 SF
		3	368 SF
UNASSIGNED			
Blue	OFFICE	8	960 SF
Blue	WS	21	1,497 SF
		29	2,457 SF
SUPPORT			
Light Blue	STORAGE	1	24 SF
		1	24 SF
		33	2,849 SF
COMMON			
COLLABORATION			
Light Blue	CONF. SMALL	3	462 SF
Light Blue	OPEN COLLAB.	2	207 SF
		5	669 SF
PUBLIC			
Yellow	FOCUS	2	84 SF
Yellow	LOUNGE	1	292 SF
		3	376 SF
SUPPORT			
Light Blue	RESTROOMS	1	197 SF
		1	197 SF
		9	1,243 SF
FINANCE			
COLLABORATION			
Light Blue	MED. CONF.	1	352 SF
		1	352 SF
		1	352 SF
FINANCE/PROC./FACILITY			
ASSIGNED			
Blue	EXEC OFFICE	1	82 SF
Blue	WS	10	720 SF
		11	802 SF
UNASSIGNED			
Blue	OFFICE	7	840 SF
Blue	WS	14	1,008 SF
		21	1,848 SF
SUPPORT			
Light Blue	STORAGE	2	175 SF
		2	175 SF
		34	2,825 SF
UNASSIGNED			
Light Blue	COPY/PRINT	1	34 SF
		1	34 SF
		1	34 SF
		78	7,302 SF





Information Technology Services (Green)

Office Services (Light Blue)

ASA Workforce (Blue)

NextGen (Pink)

Floor Plan for WFP 3B Floor Updated - March 22, 2023

Space Summary

- 14 - Offices
- 66 - Standard Cubicles
- 5 - Conference Rooms
- 3 Equipped with ITV
- 1 - Training Room
- 3 - Storage Area

3304/3306 Conference Center

3308 Lunch Room

3306 Conference Room (14 Person)

3304 Conference Room (20 Person)

3301 Kitchen

3303 LAN Services Storage

3302 LAN Storage

3300 Conference Room (8 Person)

3351 Jamie Nordstrom

3352 Jennell Flodquist

3353 John Kearns

Men's Restroom

Women's Restroom

3316 Office Services Storeroom

3354 Training Room (18 Stations)

3355 Conference Room (6 Person)

3042 ITS Purchasing Files

3043 Jackie Biljan

3044 Vacant

3045 Vacant

3046 Tamera Williams

3047 Vacant

COPIER 3350B

3370 Brent Glass

3358 Visiting ITS Supervisor

3357 Darren Berger Drop-in

3356 Thea Hefty

Atrium Hall Conference Room (5 Person)

Stairwell

3063 Lisa Liljedahl

3064 Vacant

3065 Rachel Maiers

3084 Kristine Johnston

3085 Vacant

3086 Janet VanDerBosch

3087 Vacant

3066 Shannon O'Keefe

3067 Vacant

3068 Vacant

3088 Vacant

3089 Vacant

3090 Vacant

3091 Vacant

3048 Vacant

3049 Vacant

3050 Christine Benner

3069 Tom Warren

3070 Vacant

3071 Vacant

3092 Lynn Lutz

3093 Vacant

3094 Dave Haider

3095 Tom Chervenak

3051 Shari Anderson

3052 Duane Faber

3053 Vacant

3072 Vacant

3073 Vacant

3074 Vacant

3096 Desktop Testing Station

3097 Karen Bergmeier

3098 Sherry Swiden

3099 Jennifer Ostenson

3054 Garrett Lanzy

3055 Terru Balderrama

3056 Tom R. Johnson

3075 Vacant

3076 Duong Wong

3077 Denise Brandt

3100 Gabriel Rojas-Castanon

3101 Vacant

3102 Ben Jorgenson

3103 Lee Knutson

3103 Lee Knutson

3104 Robert Wozny

3104 Network Prep

3106 Goutam Ray

3057 Lindsay Koolmo

3058 Sam Buchanan

3059 Jim Nelson

3078 Raymond Olander

3079 Vacant

3080 Vacant

3060 Amy Deck

3061 Vacant

3062 Vacant

3081 Vacant

3082 Kevin Meehan

3083 Vacant

3367 Vacant

3366 Vacant

3365 Mari Payton

3364 Craig Munson

3363 ITS Storeroom

3362 Conference Room (10 Person)

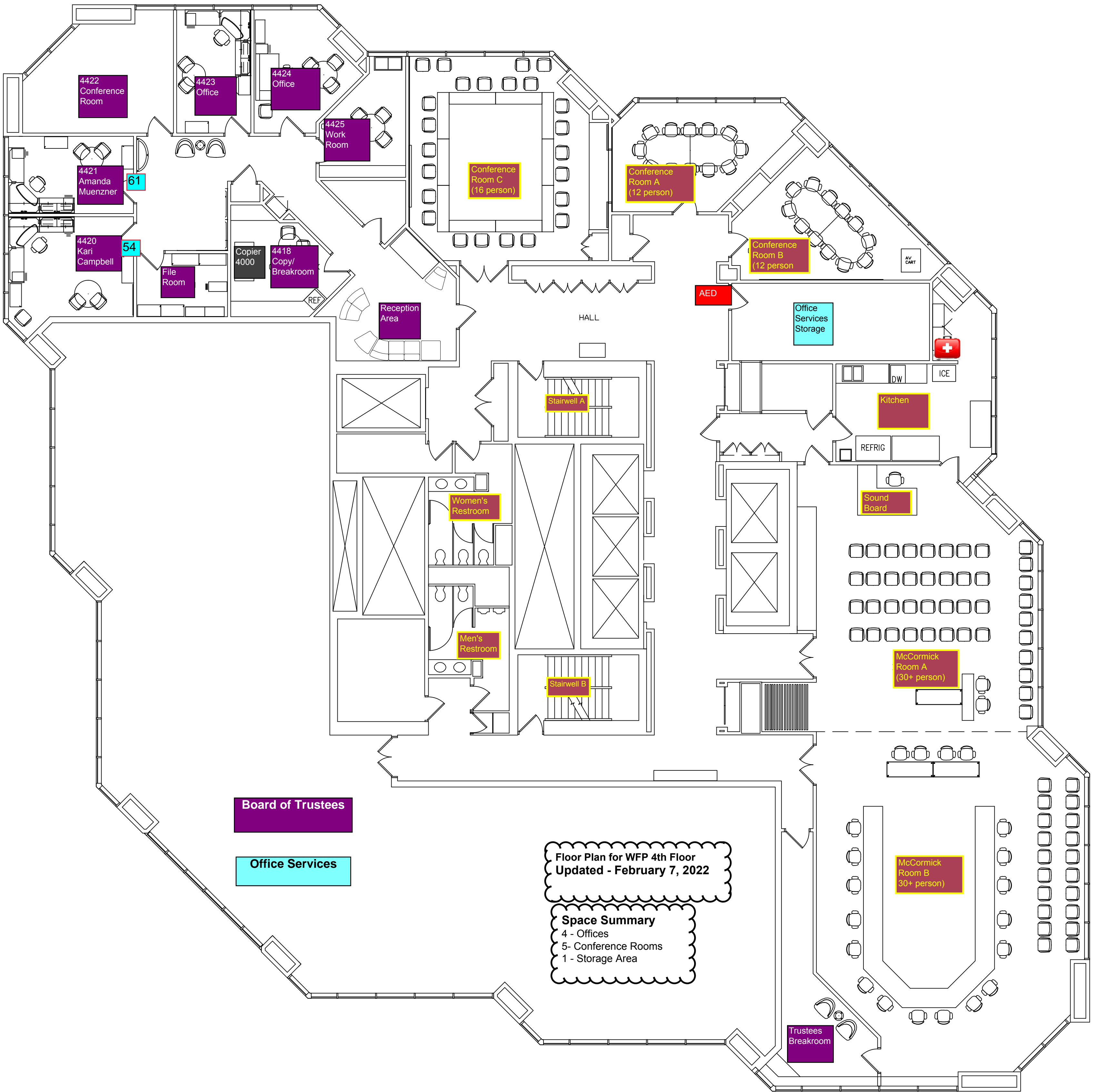
3337 ITS Testing Lab

3107 Vacant

3359 Ross Berndt

3360 Kelly Jacobson

3361 Elston Chambers



Board of Trustees

Office Services

**Floor Plan for WFP 4th Floor
Updated - February 7, 2022**

Space Summary
 4 - Offices
 5 - Conference Rooms
 1 - Storage Area

**Trustees
Breakroom**

**McCormick
Room B
30+ person)**

**McCormick
Room A
(30+ person)**

**Sound
Board**

Kitchen

**Office
Services
Storage**

**Conference
Room B
(12 person)**

**Conference
Room A
(12 person)**

**Conference
Room C
(16 person)**

**4425
Work
Room**

**4424
Office**

**4423
Office**

**4422
Conference
Room**

61

**4421
Amanda
Muenzner**

54

**4420
Kari
Campbell**

**Copier
4000**

**4418
Copy/
Breakroom**

**File
Room**

**Reception
Area**

HALL

Stairwell A

**Women's
Restroom**

**Men's
Restroom**

Stairwell B

AED

ICE

DW

REFRIG

REF

AV CART

**Floor Plan for WFP 5th Floor
Updated - April 10, 2023**

Academic & Student Affairs

Chancellor's Office

Equity & Inclusion

Finance

General Counsel

Human Resources

Information Technology Services

Marketing & Government Relations



Space Summary

- 27 - Offices
- 15 - Standard Cubicles
- 3 - Conference Rooms (5521, 5522, 5540 Equipped with ITV)
- 3 - Private conference Rooms
- 2 - File/Copy Rooms
- 1 - ITS Storage Area
- 1 - ITS Computer room

Labor Relations

Facilities

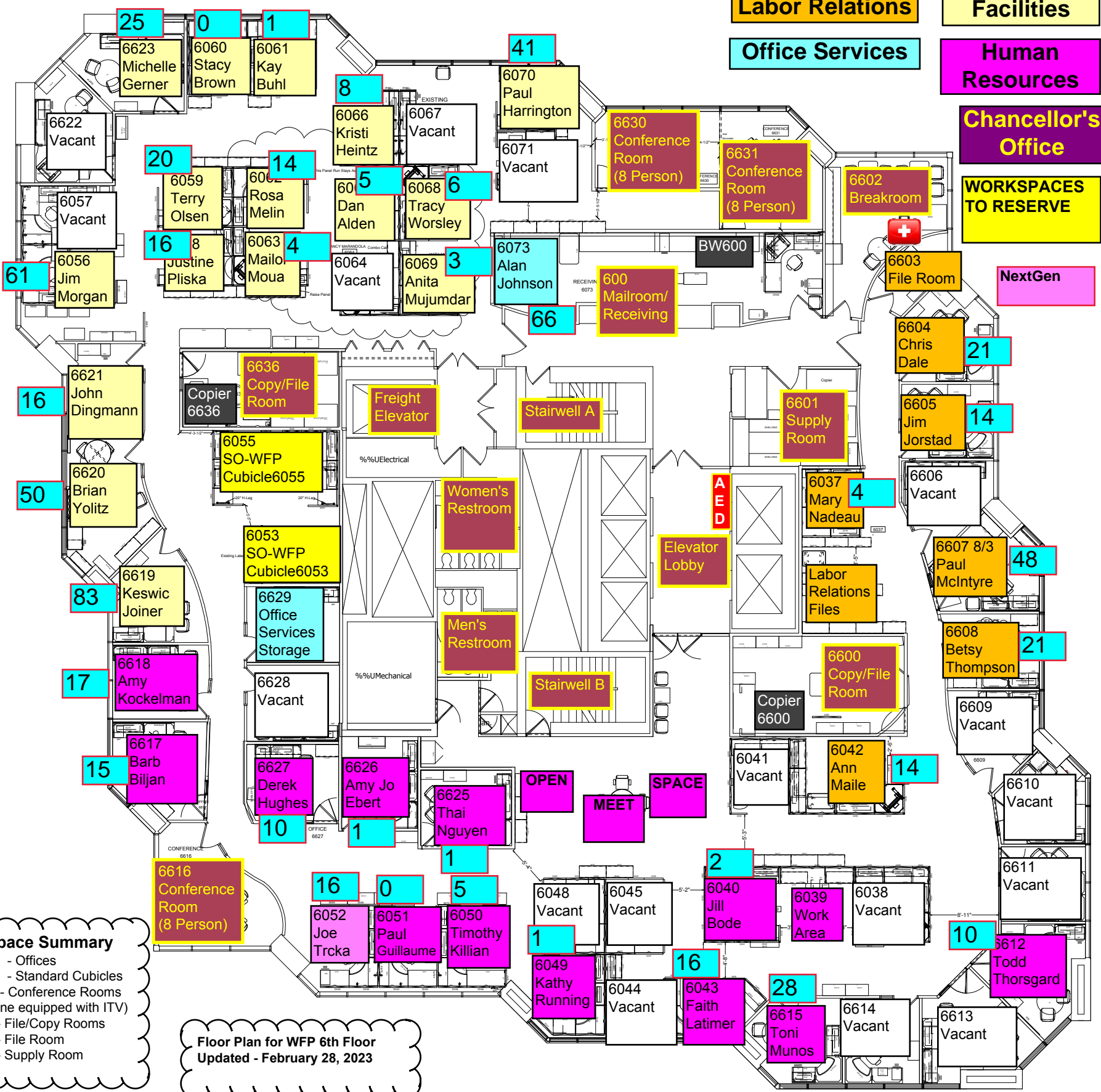
Office Services

Human Resources

Chancellor's Office

WORKSPACES TO RESERVE

NextGen



- Space Summary**
- 24 - Offices
 - 34 - Standard Cubicles
 - 3 - Conference Rooms (One equipped with ITV)
 - 2 - File/Copy Rooms
 - 1 - File Room
 - 1 - Supply Room

Floor Plan for WFP 6th Floor
Updated - February 28, 2023

RFP/RFQ ON-LINE RESPONSE INSTRUCTIONS

ADVERTISEMENT:

Since November 1, 2020, Minnesota State started accepting RFP/RFQ responses electronically through Quest CDN vBid™ for the selection of Architect/Engineers (A/E)/ Construction Manager at Risk (CMr), and Owner Representatives (OR) selection. Minnesota State will post RFP/RFQs on Minnesota State QuestCDN private interface: [Minnesota State QuestCDN Private Interface](#), which shows only Minnesota State opportunities and on QuestCDN website at www.QuestCDN.com. There will also be an advertisement on the Minnesota State Solicitation web site, which will direct interested respondents to the QuestCDN sites.

Minnesota State may also advertise RFP/RFQs in the State Register or the Minnesota State Solicitation web site: <https://www.minnstate.edu/vendors/index.html>, if they are not receiving responses on-line.

I. ELECTRONICALLY RESPONDING TO RFP/RFQ for MINNESOTA STATE PROJECTS:

Interested parties may view and download the RFP/RFQ Documents at no cost on the Minnesota State QuestCDN private interface website at: [Minnesota State QuestCDN Private Interface](#). Interested Responders can download and submit a response to the RFP/RFQ by registering with QuestCDN online (www.questcdn.com) or calling (952) 233-1632. RFP/RFQ Documents can be downloaded free charge. Responders pay \$15 to submit RFP/RFQ Responses. Plan holders are parties that have downloaded the RFP/RFQ Documents. Registering as a plan holder is recommended for all interested Responders, as plan holders will be notified of all addenda and other contract document updates via email from QuestCDN.

RFP/RFQ Submittals will **ONLY** be received and accepted via the online electronic submittal service through QuestCDN.com. To access the electronic bid form and to download the project documents, click the online bidding button at the top of bid advertisement (on-line bid button will be available, only when the project is published and ready for accepting RFP/RFQ responses).

For questions or assistance contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance with viewing, downloading, submitting responses for this digital project information.

A. FOR NEW USERS OF QUESTCDN Vbid:

Prior to starting use of the Quest CDN vBid, be sure to set up your firm's On-Line Bid ID Code and update your password to higher security if required. You can do this by logging in at www.QuestCDN.com and going to the My Account page. If you do not have a My Account page, please contact the administrator at your firm.

To access the electronic response form and to download the required submittal documents, click the online bidding button at the top of bid advertisement. The on-line bid button will only be available, only if the project is published and ready to receive submittals. A summary of steps for using www.QuestCDN.com for submitting electronic responses are as follows:

1. Login to QuestCDN, select the RFP/RFQ, then select "Download Bid Documents". When the download is complete, select the DONE button to close the window. Save the downloaded RFP/RFQ to your computer.

2. Click on On-Line Bid button to go to Quest vBid (may need to refresh after download); You will need to login to QuestCND Vbid.
3. To fill out the Qualification Tab, download the required documents – Save;
4. Upload any required completed documents – Save;
5. Be sure you download any issued addenda. vBid™ will not allow your proposal to be submitted if you do not download the addenda.; and
6. When finished with Qualification, click Submit – You will need the company “On-Line Bid ID Code”. This is a special pass code required only at bid submittal – it can be added or change at QuestCDN.com on the My Account page.

B. EXAMINATION OF SITE AND DOCUMENTS

Responders shall examine all documents, attend the informational meeting at the site and record their own observations, and shall inform themselves of the conditions under which the Work is to be performed at the site of the Work.

The Responder shall base their response on materials complying with the Request for Proposal or Request for Qualifications and Addendum. The Responder shall upload all information requested on the vBid™ form.

C. Addenda

If any Responder is in doubt as to the meaning of any part of the RFP/RFQ, contract, or predesign, they may submit an email questions to the College/University’s agent listed in the RFP/RFQ for a response. Any interpretation or change will be addressed only by Addenda numbered, dated, and posted to the project advertisement on QuestCDN. All Responders who have downloaded a set of RFP/RFQ Documents will be notified by QuestCDN of all Addenda. The Owner will not be responsible for any other explanations or interpretations. In order to successfully submit a RFP/RFQ response the Responder must download all Addenda, thereby automatically acknowledging receipt of all Addenda.

II. PREPARATION OF THE RESPONSE:

QUALIFICATIONS TAB: *The following documents are required to be downloaded, completed, then uploaded in pdf format for your submittal to be accepted:*

D. Affidavit of Non-Collusion

Download the Affidavit of Non-Collusion form (CC.70). Complete the document and upload the document in pdf format

E. Workforce and Equal Pay Declaration Page:

APPLICABLE FOR RESPONSES SUBMITTED IN EXCESS OF \$100,000.00 for Workforce Certificates and, if applicable, \$500,000 for Equal Pay Certificate. Download the Workforce and Equal Pay Certification Form (CC.71). Complete the document and upload the document in pdf format.

F. Minnesota State Preference Form:

PREFERENCE for Targeted Group (T.G.) and/or Economically Disadvantaged (E.D.) and Veteran Owned/Service Disabled Veteran Owned Contractor Requirements. Bidders will receive a six

percent (6%) preference. Preference will only be allowed if the Bidder is certified prior to the scheduled bid opening. Preferences 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. You must Attach and Certify whether the following two preferences apply or not and if so, attach required documentation to be considered for preference.

Targeted Group (T.G.) And/Or Economically Disadvantaged (E.D.): Contractor Requirements:

Download the Preference Form (CC.73). If you check the “Yes” for either T.G. or E.D. preference, also upload a copy of your firm’s letter indicating certification by the Office of Equity in Procurement. Complete the document and upload the document in pdf format.

G. State of Minnesota Veteran-Owned Preference Form Requirements:

Download the Minnesota State Veteran Owned Preference Form (CC.74). Check “No” if you are not a Veteran Owned vendor. If you are a Veteran Own vendor, check “Yes” and provide the required documentation with your response. If you do not provide the required documentation, you will not be considered for this preference. Complete the document and upload the document in pdf format.

H. RFP/RFQ Response Certification Form

Download RFP/RFQ Response Certification Form (CC.72). Complete the document and upload the document in pdf format.

At the top of the form -Insert your firm’s legal name. Insert the firm’s address (no PO Boxes). Insert the Firm’s main phone number. Insert the Primary contact and their email address. At the bottom of the form, under Certification: Insert your firm’s legal name. 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 shall sign the form and print their name on the next line. Insert the title of the person signing. Insert the date form was signed.

III. ELECTRONICALLY RESPONDING TO THE RFP/RFQ FOR MINNESOTA STATE PROJECTS:

If the informational Meeting was mandatory, only Respondents who attended the meeting will be permitted to submit a response to the Request for Proposal (RFP) or Request for Qualifications (RFQ). A summary of steps for using www.QuestCDN.com for submitting electronic responses are as followings:

1. Login to QuestCDN, select the RFP/RFQ, the select “Download Bid Documents”. When the download is complete, select the DONE button to close the window. Save the download RFP/RFQ to your computer.
2. Click on On-Line Bid button to go to Quest vBid (may need to refresh after download); You will need to login to QuestCND Vbid.
3. To fill out the Qualification Tab, download the required documents – Save;
4. Upload any required completed documents – Save;
5. Be sure to download any issued addenda(s) prior to submittal; and

6. When finished with Qualification, click Submit – You will need the company “On-Line Bid ID Code”. This is a special pass code required only at bid submittal – it can be added or change at QuestCDN.com on the My Account page.

The system checks that you have completed all the requirements, and if so accepts your response and puts it in the bid-box for the project. You will receive a confirming email showing your response was delivered (be sure to keep this email).

Once your Response has been submitted, you can no longer make changes. If you need to make changes, press the **unsubmit** button at the bottom of either the Qualification or Worksheet page. You will then be able to make any needed changes. Once you have saved all your changes, **be sure to re-submit your response**. If you fail to re-submit, your response will not be accepted – it is just like you never submitted a response at all.

Affidavit of Non-Collusion

State of Minnesota
Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

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 [INSERT PROJECT NAME] Request for Proposals 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 Proposals, 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.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder

Firms Name: [INSERT COMPANY NAME]

Print name of

Authorized Representative [INSERT AUTHORIZED REPRESENTATIVE NAME] Title: [INSERT TITLE]

Authorized Signature _____ Date [INSERT DATE mm/dd/yyyy]

Notary Public

Subscribed and sworn to before me this:

[INSERT DAY] day of [INSERT MONTH, YEAR]

Notary Public signature

[INSERT COMMISSION EXPIRATION DATE mm/dd/yyyy]

Workforce and Equal Pay Declaration Page

This form is **required for all businesses** executing government contracts under the following:

Select one:

- Businesses executing a contract with **State or Metropolitan agencies** in excess of \$100,000 ([Workforce Certificate](#)) and, if applicable, \$500,000 ([Equal Pay Certificate](#))
- Businesses executing a contract with **University of Minnesota** for general obligation bond funded capital projects in excess of \$100,000 ([Workforce Certificate](#)) and, if applicable, \$500,000 ([Equal Pay Certificate](#))
- Businesses executing a contract with **Political Subdivisions** for general obligation bond funded capital projects in excess of \$250,000 ([Workforce Certificate](#)) and, if applicable, \$1,000,000 ([Equal Pay Certificate](#))

Select all that apply:

We are a certificate holder:

- Workforce Certificate under the name: _____
- Equal Pay Certificate under the name: _____

We are applying/have applied for the following certificate(s):

- Workforce Certificate Application date (MM/DD/YYYY): _____
- Equal Pay Certificate Application date (MM/DD/YYYY): _____

We have not applied for one or both certificates:

- Our company does not yet have a Workforce Certificate or Equal Pay Certificate. We acknowledge that a Workforce Certificate and, if applicable, Equal Pay Certificate, or approved exemption by the Minnesota Department of Human Rights is required before a contract can be executed.

We are Exempt:

- We attest to the Minnesota Department of Human Rights that we have not employed 40 or more employees on a single day during the prior 12 months in Minnesota or the state in where we have our primary place of business. The Minnesota Department of Human Rights may request the names of our employees during the previous 12 months, the date of separation, if applicable, and the current employment status and count.
- We believe our company is exempt because _____
The Minnesota Department of Human Rights will review and determine if your company is exempt.

Business Information

Vendor/Supplier ID	Business Name	Name of Contracting Agency
Authorized Signatory Name	Title	Date
Signature	Email	Phone

For assistance with this form, email the Minnesota Department of Human Rights Compliance.MDHR@state.mn.us



RFP/RFQ Response Certification Form

[RESPONDENT FIRM NAME]

[RESPONDENT ADDRESS]

[RESPONDENT PHONE NUMBER]

[RESPONDENT CONTACT NAME]

[RESPONDENT EMAIL ADDRESS]

This form must be submitted with your ON-LINE RFP/RFQ Submittal.

We, the undersigned, being familiar with the local conditions affecting the Cost of the Work and with the applicable Contract Documents, including the Request for Proposal, Contract Terms, General Conditions of the Contract for Construction as amended therein, Special Conditions, Predesign and all Addenda Numbers and in accordance with the provisions thereof, hereby propose to furnish all design services necessary for the proposed Project and attest that:

1. RFP/RFQ Submittal contents are accurate to the best knowledge of the undersigned,
2. Is committed to entering into the work promptly, if selected, by assigning the persons named along with adequate staff to meet the requirements of the work,
3. Is familiar with the terms of Minnesota State’s contracts, and is willing to sign contract(s), if selected,
4. There are no entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this RFP/RFQ, and
5. There are no relevant facts or circumstances that could give rise to organizational conflicts of interest, except as otherwise disclosed.

CERTIFICATION:

By signing this statement, I certify that as an owner or officer of the company, the appropriate person has executed the Certification on behalf of the Respondent, required by applicable articles, by-laws, resolutions or ordinances; and, that the information provided above is complete and accurate.

[RESPONDENT FIRM NAME]

Authorized Signature: _____

[RESPONDENT FIRM NAME]

[RESPONDENT TITLE]

[INSERT DATE mm/dd/yyyy]

STATE OF MINNESOTA

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/oepp/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]

[INSERT DATE mm/dd/yyyy]

Authorized Signature: _____

[TELEPHONE NUMBER]

[PRINTED NAME]

[INSERT 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.



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

[INSERT COMPANY NAME]

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.

or

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

[INSERT NAME OF COMPANY]

[INSERT DATE]

Authorized Signature: _____

[INSERT TELEPHONE NUMBER]

[PRINTED NAME]

[INSERT 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/>