REQUEST FOR PROPOSAL

[INSERT SERVICE]

This Request for Proposal (RFP) format is for use only when soliciting firms with a Facilities Professional/Technical Consultant Master Contract. The TERMS for this RFP are incorporated by reference and are located in the Project Management eManual Documents for Vendors site at http://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html

FPT.26 TERMS. This Request for Proposal incorporates by attachment the EXHIBIT—SCOPE OF SERVICES for the named project.

1. Nature of RFP
The Minnesota State Board of Trustees, on behalf of [INSERT INSTITUTION] hereafter referred to as the “Owner”, is soliciting proposals from interested, qualified consultants, and intends to retain a professional consulting firm to provide [INSERT SERVICE] to assist with the design and/or construction coordination of the described facilities improvement(s), hereafter referred to as the “Project”.

2. Purpose of RFP
The purpose of the RFP is to evaluate and select a [INSERT SERVICE] for the project. [INSERT SERVICE] services shall be provided more specifically as described in this RFP and also as referenced in:

- State of Minnesota, Minnesota State System Office, Facilities Professional or Technical Consultant Master Contract
- AIA Document A201-2017, General Conditions of the Contract for Construction as modified by the Owner
- The Attached Exhibit – Scope of Services for the named project.

3. Project Description
[INSERT A BRIEF PROJECT DESCRIPTION, LIST SPACES OR AREAS IMPACTED, NOTE THE USER GROUPS INVOLVED, DESCRIBE BUILDING SYSTEMS THAT MAY BE INVOLVED, AND DESCRIBE THE INTENT OF THE FINAL PRODUCT.]

Example: The purpose of this RFP is to provide Ridgewater College with a Pre Design, followed by full Design and CA services for replacement of a 200 Ton Chiller unit. Explore possible energy saving ideas including expanding the scope to include eliminating a roof top DX cooling unit and connecting that area to the main chiller system. We want to know the feasibility of the project, the estimated cost and the estimated time to order and complete the project prior to authorizing design.
4. Estimated Project Budget and Fees:
Estimated Construction Cost is: $300,000.00
Estimated Fee Range Is: [8.0 – 8.5%]

5. Project Informational Meeting:
[Mandatory] or [Voluntary] or [None]
[INSERT DATE] at [INSERT TIME]
[INSERT ROOM]
[INSERT CAMPUS]
[INSERT ADDRESS]

6. Project Schedule:
Design and Construction milestone dates*

- Schematic Design [INSERT DATE]
- Design Development [INSERT DATE]
- Construction Documents [INSERT DATE]
- Bidding and Award [INSERT DATE]
- Construction Start [INSERT DATE]
- Substantial Completion [INSERT DATE]

*A milestone is achieved upon Owner approval.

7. Selection and Implementation Timeline:

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>[INSERT]</td>
<td>Issue RFP</td>
</tr>
<tr>
<td>[INSERT]</td>
<td>Informational Meeting</td>
</tr>
<tr>
<td>[INSERT]</td>
<td>PROPOSALS DUE</td>
</tr>
<tr>
<td>[INSERT]</td>
<td>Interviews* (optional)</td>
</tr>
<tr>
<td>[INSERT]</td>
<td>Anticipated PO Execution</td>
</tr>
</tbody>
</table>

*Campus may select based solely on RESPONSE.

8. Proposal Contents and Selection Criteria:

A. PASS /FAIL REQUIREMENTS
1) Response submitted on time.
2) Attended mandatory meeting

B. PROPOSED TEAM – 20 points.
List members assigned to project.

C. TEAM EXPERIENCE - 20 points.
Provide three examples of projects similar in size and scope.

D. PROJECT APPROACH - 25 points.
Identify key project risks and challenges and propose how to address them.

E. FEE - 25 points.
Provide a lump sum fee for all basic and supplemental services.

F. PREFERENCES - (extra points)

9. RFP Submission:
Proposals are DUE: [INSERT DATE AND TIME]
Institution: [INSERT]
Name, Title: [INSERT]
Mailing Address: [INSERT]
Room Number: [INSERT]

- Submit [#] hard copies and ONE electronic PDF * response on flash drive.
- CONSULTANTS must use the RESPONSE FORM provided by Minnesota State.
- The campus must receive a hard copy of the response by the Proposal Due Date and Time in order to be considered.

*The electronic pdf response may be emailed.

10. Owner’s Rights

Minnesota State reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice or addendum of the change(s) on [http://www.minnstate.edu/vendors/index.html]. For this RFP, posting on this web site constitutes written notification to each CONSULTANT. CONSULTANTS should check the site daily and are expected to review information on the site carefully before submitting a final proposal. Consultants must acknowledge any addendum when submitting a proposal.
### EXHIBIT – SCOPE OF SERVICES

**[INSERT SERVICE]**

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<table>
<thead>
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<tbody>
<tr>
<td><strong>Owner:</strong></td>
<td><strong>Project Name:</strong></td>
</tr>
<tr>
<td>[INSTITUTION]</td>
<td>[INSERT NAME OF PROJECT]</td>
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<tr>
<td>[CAMPUS]</td>
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<td>[STREET ADDRESS]</td>
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<tr>
<td>[CITY, STATE, ZIP]</td>
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<tr>
<td><strong>Address:</strong></td>
<td><strong>Size:</strong></td>
</tr>
<tr>
<td>[INSERT PROJECT ADDRESS]</td>
<td>#,### SQFT Addition</td>
</tr>
<tr>
<td>[LOCATION]</td>
<td>#,### SQFT Renovation</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td></td>
</tr>
<tr>
<td>[NAME, TITLE of PROJECT MANAGER]</td>
<td></td>
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<tr>
<td>[EMAIL ADDRESS]</td>
<td></td>
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<tr>
<td>[TELEPHONE NUMBER]</td>
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</tbody>
</table>

This **EXHIBIT—Scope of Services** format is for use in when issuing a request for proposal and for executing a purchase order with firms with a Facilities Professional/Technical Consultant Master Contract. This **EXHIBIT—SCOPE of SERVICES Form is incorporated by attachment to the Request for Proposal for the named service and project.** An EXHIBIT is a required attachment to any **PURCHASE ORDER** executed under the State of Minnesota, Minnesota State System Office, Facilities Professional Technical/Consultant Master Contract.

### 1. Compliance

**Project shall comply with the following:**

- Minnesota State Facility Design Standards
- All state and local codes
- Use e-Builder for workflows and document management
- Item
- Item

### 2. Description of General Responsibilities

**[INSERT A BRIEF NARRATIVE OR DESCRIPTION OF GENERAL RESPONSIBILITES. REFER TO THE FAC P/T MC REQUEST FOR QUALIFICATIONS FOR SUGGESTIONS]**
3. Deliverables

[CHECK ALL THAT APPLY]

General
☐ Project scope verification
☐ Studies and Reports
☐ Test Results
☐ Project status updates

Design
☐ Drawings for each phase
☐ Specifications for each phase
☐ Cost Estimate for each phase
☐ Schedule updates

Construction
☐ Field observations and reports
☐ Meeting minutes
☐ Submittals

Close-out
☐ Record Drawings
☐ Commission details
☐ O&M Manuals
☐ Warranty Details

4. Required Tasks

[List specific required tasks. Refer to the FAC P/T MC Request for Qualifications for Suggestions]

Pre-design

Schematic Design

Design development

Construction Documents

Bidding and Award

Construction Administration

Project Close-Out

5. Supplemental Service

[List a list of supplemental services that the consultant should itemize separately. These are in addition to the lump sum fee]

Examples include: Renderings, Movies, Presentations, Energy Modeling, Furniture and Equipment Specifications, Signage design, BIM model with Level of Development, Space Utilization Analysis,
Acknowledgements:

Acknowledge receipt of [INSERT NUMBER] addenda.

We [AGREE TO] or [PROPOSE THE ATTACHED ALTERNATIVE SCHEDULE] the Owner’s Design and Construction milestones.

8B. PROPOSED TEAM —20 points. List members assigned to the project:

1. Name, title. Credentials. Role on project. Years of experience.

8C. TEAM EXPERIENCE —35 points. Provide three examples of projects similar in size and scope. Attach additional sheets if necessary.

1. Name or project. Owner. Year completed. Size. Cost of Construction.
8D. PROJECT APPROACH —25 points. Identify key project risks and challenges and propose how to address them.

8E. FEE —25 points. Provide a lump sum fee for all basic and supplemental services.

Lump Sum Fee: \[\text{[INSERT AMOUNT]}\]
Supplemental Services:
- \[[\text{INSERT ITEM}]\] \[\text{[INSERT AMOUNT]}\]
- \[[\text{INSERT ITEM}]\] \[\text{[INSERT AMOUNT]}\]

TOTAL FEE: \[\text{[INSERT AMOUNT]}\]

8F. Preferences – (extra points). Check all that apply and provide documentation.

☐ Targeted Group ☐ Economically Disadvantage ☐ Veteran Owned

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Sign of Consultant
1. Proposal contents are accurate to the best knowledge of the undersigned.
2. The firm is committed to entering into the work promptly.
3. The undersigned has read and agrees to the terms of Facilities Professional/Technical Consultant Master Contract.

Signature Date

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Signature of Owner
[INSERT INSTITUTION]

[INSERT Printed Name and Title]

Printed Name and Title

Signature Date