REQUEST FOR PROPOSAL (RFP)
FOR
ROOF REPLACEMENT DESGN SERVICES

November 25, 2020

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, hereinafter referred to as “Minnesota State”, its Board of Trustees, or Mesabi Range College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Responding vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.
# REQUEST FOR PROPOSAL (RFP)
FOR
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For Reference Only
Predesign Reports (3) by Roof Spec dated 9/18.
ST.21 A/E RFP Response Instructions

The following can be found on the eManual for Vendors:
AIA B101-2017/B133-2014 Standard Form of Agreement between Owner and Architect (ST.70/CM.70)
AIA Document A201-2017 General Conditions of the Contract for Construction (CC.30)
Professional/Technical Certificate of Insurance Example (CC.20)
SECTION I. GENERAL INFORMATION

Background

With 30 community and technical colleges and seven 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 350,000+ 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.mnstate.edu/.

Purpose of this Request for Proposal

The Minnesota State Colleges and Universities Board of Trustees, on behalf Mesabi Range College hereafter referred to as the “Owner”, is soliciting proposals to provide architectural and engineering consulting services for the design and construction administration services for roof replacement for Main Building, Virginia Campus, hereafter referred to as the “Project”. This RFP is undertaken by Mesabi Range College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

The purpose of this RFP is to evaluate and select an A/E to assist the Owner in the performance of its obligations and enforcement of its rights during the design and/or construction of the Main Building Roof Replacement located at Mesabi Range College, Virginia Campus, Virginia, Minnesota.

The A/E shall work with the Owner’s appointed Project Manager, the Owner’s System Office Program Manager, the Owner’s Representative, related consultants and the construction contractor(s). The A/E shall administer the design and/or construction contract(s) on behalf of the Owner. Complete the Project on schedule, on budget and to a level of quality commensurate with the Owner’s requirements.

Design work may include, but is not limited to the following:

- Existing roof tear-off,
- Replacement with a Minnesota State-approved roof system,
- Mechanical work to replace and/or reconfigure roof drainage systems if necessary to meet building codes and Minnesota State Facilities Design Standards,
- Raise mechanical units as required to accommodate minimum base flashing heights,
- Relocate and/or modify associated mechanical piping and electrical conduits as required,
- Replace roof hatch and/or modify roof access ladders,
- Remove or replace skylights if applicable, and
- Evaluate and prepare a scope plan for masonry repairs to include, but not limited to:
  - Installation of through-wall flashings,
  - Window replacement and/or raise access doors as required,
  - Ensure water-tightness of the building envelope and the integrity of the roofing system, and
- Other unique items as required by the particular roof project.
All design shall comply with the Minnesota State Facilities Design Standards, the Minnesota State Reroofing Design Standards Manual and the Minnesota State Exterior Masonry Design Standards Manual as minimums, all available at: Minnesota State Design-Construction

Bidding, Construction Observation and Construction Administration Phase Services shall be included in proposals. Provide full time roof observation during construction. Roof Observers shall have a thorough knowledge of roofing details, flashing, and roof and building systems and shall ensure conformance with the design documents. On a daily basis, the Roof Observer shall consider weather conditions to determine which days are roof working days, shall check night seals, drain edges, and penetrations for water tightness every night before leaving job site, and provide daily roof reports on work progress and any issues found.

Firm shall have roofing specific testing capabilities, either in-house or by an independent certified testing lab, which will guarantee test results within 48 hours of submittal.

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.

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Mesabi Range College.

Minnesota State System office: The central 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 Mesabi Range College.

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

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

Project Information

Project Scope and Team

To provide architectural and engineering consulting services for the design and construction administration services for roof replacement of roofs on Fine Arts Bldg. F1, F2, & F4, and Student Services Bldg., B1, B2, & B3 as described in the PreDesigns documents attached to the end of this RFP.

Key features of the project include:

- Replace nine contiguous roof segments at similar, but varying elevations
- Some of the roofs are currently ballasted EPDM, others are fully adhered EPDM
- There are several mechanical and ventilation projections through the roofs that will need to be properly addressed
- Masonry flashings will need to be raised
- Roof drainage will need to be evaluated
The project will be constructed in one (1) phase. The Owner intends to use the Design/Bid/Build delivery method for this project.

**Project Budget and Fees**
The estimated cost of construction is [$1,250,000].

The design fee for all Basic and Supplemental Services is estimated to range from 8.0 - 11.0%. Final total fees will be negotiated with the selected Design Team.

The estimated total Project cost is $1,618,000. This cost includes: all professional consultants, Architect/Engineer and Owner’s Representative fees, site investigations and surveys, hazardous materials removals design, construction cost, project management and fees, construction inspection and testing, furniture, fixtures and equipment, contingencies, art and inflation factors. This project is funded with Higher Education Asset Preservation and Replacement (HEAPR) funds from the State of Minnesota.

**Proposed Project Milestone Schedule**
The overall project schedule is:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Development completion</td>
<td>March 12, 2021</td>
</tr>
<tr>
<td>Construction Document completion</td>
<td>April 14, 2021</td>
</tr>
<tr>
<td>Issue Bid Documents</td>
<td>April 19, 2021</td>
</tr>
<tr>
<td>Construction commencement</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>August 20, 2021</td>
</tr>
<tr>
<td>Final Completion</td>
<td>October 15, 2021</td>
</tr>
</tbody>
</table>

[It is important to the campus to achieve the completion and occupancy dates in the above Project Schedule. Responders to this RFP must be able to execute the project within the timeline shown. Final schedule to be determined with the selected firm.]

**Project Pre-design Information**
The following documents are available for review at: [http://www.minnstate.edu/vendors/index.html](http://www.minnstate.edu/vendors/index.html) under Facilities Opportunities.

- Pre-design reports (3) prepared by Roof Spec, Inc, dated September 2018
  - Student Services/Customized Training (B2 & B3) and Fine Arts (F4)
  - Student Services/Customized Training (B1)
  - Fine arts Classrooms and Auditorium (F1 & F2)
Selection Process

In making its selection of the Design Team, the selection committee will consider and score each proposal response using the criteria listed below and assign points for each section. The selection committee including the College or University Facilities Staff and Minnesota State Colleges Program Manager will evaluate the proposals and make the final decision, based solely on the contents of the proposals.

Selection and Implementation Timeline

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP advertisement</td>
<td>Tuesday</td>
<td>December 1, 2020</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Information Meeting</td>
<td>Tuesday</td>
<td>December 8, 2020</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>RFP Questions due</td>
<td>Friday</td>
<td>December 11, 2020</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>RFP Addendum posted</td>
<td>Wednesday</td>
<td>December 16, 2020</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Deadline for RFP</td>
<td>Tuesday</td>
<td>December 22, 2020</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Planned selection</td>
<td>Wednesday</td>
<td>December 30, 2020</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Planned contract execution</td>
<td>Thursday</td>
<td>January 14, 2021</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>

If the Owner and the vendor are unable to negotiate and sign a contract by January 11, 2021, the Owner reserves the right to seek an alternative vendor.

Informational Project Meeting

Minnesota State will hold a MANDATORY informational meeting on Tuesday, December 8, 2020, at 2:00 PM, at Main Campus Entrance, Mesabi Range College, 1001 Chestnut St W, Virginia, MN 55792. Parking is available in the main lot in front of the entrance. It is recommended, all potential or interested responders attend the conference. The meeting will include a review of the scope of work and a brief tour of the proposed project site areas. There will be no additional private tours, meetings or communications outside the provisions in this RFP.

Questions Regarding This Project

To assure all potential vendors receive the same information about the Project, only questions submitted by e-mail concerning the project or clarifications about this RFP, will be addressed by the individual listed below:

Name: Chad Haatvedt
Title: Project Manager
E-mail address: chad.haatvedt@itascacc.edu

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

Addendum to RFP

If appropriate, a change responding to questions or clarifications will be issued by the Owner in the form of addenda to the RFP. Addenda to the RFP will be posted at Minnesota State Facilities Opportunities.
It is the responsibility of the Respondent to check for addenda prior to submitting qualifications. No other communications shall amend this RFP.

**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, the B101 Project Attachment for Roof Projects and AIA Document A201-2017, General Conditions of the Contract for Construction.


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

**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 **Mesabi Range College** and the successful vendor.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of **thirty (30)** calendar days from the date of the proposal opening unless extended by mutual written agreement between **Mesabi Range College** and the CONSULTANT. Prices and terms of the proposal as stated must be valid for the length of the resulting Purchase Order.
SECTION II. VENDOR REQUIREMENTS

Required Consultant Team

- 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.
- Structural Engineer
- Mechanical Engineer, licensed in Minnesota – to include fire protection and integration of the campus energy management system
- Electrical Engineer
- Other

Services Provided by Others

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

- Hazardous materials survey, design and abatement, as needed
- Construction testing
- Other

Scope of Services

The selected design team shall review Articles 2 and 3 of the AIA B101-2017 contract for a full description of responsibilities required of the A/E firm.

Basic Services

Some highlights are as follows:

- **General:**
  - Evaluate existing buildings’ structural and mechanical systems to determine capabilities and design capacities to support the proposed new roof systems and to comply with current plumbing codes.
  - Assist the campus in evaluating construction-phasing options that minimize the disruption of the academic schedule. Clearly communicate design and cost ramifications of the schedule’s impact to allow the campus a complete understanding of the design and schedule decisions.
  - Investigate life cycle costs during the design process. Life cycle cost considerations include but are not limited to energy efficiency; sustainability; and the maintainability of design, materials, and equipment.
  - Meet schedule deadlines, provide accurate cost estimating, and design buildings for ease of constructability. Quality control and complete, accurate and fully coordinated Contract Documents are an important element of the selected Design Team's services.
  - Prepare all Construction Documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to the Owner. 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-Build. 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 login 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.

• **Design**: The selected design team shall provide as a minimum the following:
  • Schematic Design Phase: Interview facility personnel at the C/U campus. Review the Project Predesign(s) and original building construction documents (available from the C/U), review roof leak history, field verify existing conditions including conducting destructive test openings (properly patched) of all roof systems, all conditions and all details. Prepare a Schematic Design/Design Development Report, including construction cost estimate, prepare minutes from design meetings with campus personnel, code authorities having jurisdiction, and the Minnesota State system office (if applicable). Include Structural, Mechanical, Electrical, and Masonry sub-consultant services and asbestos roofing materials testing, if necessary, with field verification of all roof and roof-related existing conditions and weather-tight patching of test openings.
  • Schematic Design/Design Development Report shall include:
    ▪ Title page that includes Project name and location, and index.
    ▪ Project Identification with a campus map identifying and showing the outline of each roof area, proposed staging areas, and north directional arrow.
    ▪ Project Scope: Describe scope of roofing services, a description of the existing roof system(s) and a narrative describing the new roof system(s), including all structural, mechanical, electrical, masonry and miscellaneous work. Highlight unusual or challenging issues of the Project and provide proposed solutions.
    ▪ Provide an updated construction cost estimate to include: # of squares @cost/square, structural, mechanical and electrical work, masonry work, window replacement work (if applicable), 10% construction contingency, bid process fees, and estimated construction inspection and testing fees.
    ▪ Provide an estimate of the construction schedule (number of roof working days or number of weeks).
  • Prepare a Schematic Design/Design Development Roof Plan and major details at 3” = 1’-0” scale. The Roof Plan shall indicate elevations of roof section that are being replaced and the elevations of adjacent roof sections that are not included in the scope of the work.

• **Construction Documents**:  
  • Prepare drawings and specifications per the Minnesota State Facilities Design Standards, the Minnesota State Reroofing Design Standards Manual, and the Minnesota State Exterior Masonry Design Standards Manual as minimums, all as applicable.
  • Include asbestos roofing material removal and disposal specification section, if necessary.
• Prepare the Project Manual to include Division 0 documents from the Minnesota State Facilities Web site, prevailing wage rates from the Department of Labor and Industry’s web site, for the county where work will be performed, and specification sections using CSI format sections as applicable to the specific Project.
• Provide technical specifications for each division and section that applies to the reroofing and applicable mechanical, masonry, and asbestos removal work with emphasis on language so that the prescribed quality of all materials, products, components, and workmanship requirements are clear and unambiguous.
• An updated construction cost estimate, to include: # of squares @cost/square, mechanical and electrical work, masonry work, window replacement work (if applicable), 10% contingency, bid process fees, and estimated observation and testing fees.
• All drawings and specifications necessary to convey the exact scope of the work and the full intent of the design.
  • Prepare all Construction Documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to Minnesota State Colleges and Universities.
  • All drawings and specifications shall conform to Minnesota State Facilities Design Standards and adhere to all applicable building, life safety, and energy codes.
• **Bid & Award:** Coordinate bid dates and times with the campus personnel where the project is located. The campus will advertise the project following Minnesota State’s On-Line Bidding procedures via QuestCDN.
  • Prepare project documents and upload to e-Build. Review document DIV00.0001 Instructions for Division 00 Documents, Advertised Bids on the Minnesota State eManual for detailed instructions on the format needed for bidding.
  • Submit Plans and Specifications to governmental authorities having jurisdiction for their written approval.
  • Attend Pre-bid meeting, answer questions and provide meeting notes.
  • Prepare addenda for the Owner to post as applicable.
  • Provide award recommendations to the Owner.
  • Provide a conformed set of documents prior to the Pre-construction meeting, if requested by the Owner.
• **Construction Administration:** Pre-construction, Construction (progress), and Pre-Installation Meetings.
  • Schedule and conduct Pre-construction, Construction (progress), and Pre-installation Meetings. Verify the Contractor has obtained all required permits. Review and approve submittals, review and approve Contractor’s Applications for Payment, initiate construction change directives and change orders, coordinate with campus personnel and campus schedules.
  • Verify construction conformance with the Contract Documents.
  • Provide full-time observation and testing of the complete roofing system.
  • Coordinate sub-consultant inspections and testing, if applicable.
• **Project Closeout:** Conduct inspection(s) for Substantial Completion(s) and provide written punch list(s).
  • Issue Certificate(s) of Substantial Completion.
  • Coordinate and document receipt of warranties, operation and maintenance manuals.
• Provide record documents as required by the contract.
• Provide “As-Built” Record Documents and warranties to the C/U Project Manager and the Minnesota State System Office in an electronic format acceptable to the Owner.
• Coordinate Project Final Closeout(s) including verify completion of punch list(s) and final Application for Payment submittal.

• Supplemental Services
  • Provide inspection services for masonry repairs
SECTION III. RESPONSE CONTENTS AND EVALUATION

Scoring Criteria

Criteria described below, based upon the point scale, will be used to evaluate Respondents’ proposal. The evaluation may include requests for additional information, and will focus on the specifics of the Respondent’s response to the RFP and approach. The response to the RFP will be evaluated by the following criteria:

Pass /Fail requirements

- Responder’s proposal must be submitted on time.
- Responder shall provide a statement to confirm that the firm has available, experienced staff to provide full time observation and roof testing capabilities for the Project during construction.
- Attendance at mandatory information meeting, if applicable.

Company profile – 10 points

The Respondent will submit a company profile. Factors favorable to a Respondent will be stability of the Respondent’s business and greater length of experience that would contribute to the Respondent’s performance on this project. Describe problem-solving successes on a) service and support generally, b) service and support as reflected by quality control, and c) service and support as reflected by use of information technology. Factors favorable to a Respondent are:

- Ability to demonstrate a service and support approach that serves the interests of the Owner on this project.
- A detailed and wide-ranging quality assurance plan for all elements of work the Respondent would perform on this project.
- Sophisticated and state-of-the-art information technology in its performance of its project duties.

Project team – 20 points

- The lead Roof Designer shall be a licensed Architect or Professional Engineer in the State of Minnesota or shall have a minimum of a bachelor’s degree in architecture, engineering or construction, with at least 10 years of experience in designing built-up roof systems and other commercial roofing systems and be under the supervision of a licensed Architect or Professional Engineer in the State of Minnesota. A Registered Roofing Consultant (RRC) by the international nonprofit accrediting association, RCI, Inc. is preferred.
- Full time roof observation, during Construction Administration, shall be performed by a roof observer having a minimum of 5 years of experience in commercial roof construction or roof inspection. A Registered Roofing Observer (RRO) by the international nonprofit accrediting association, RCI, Inc. is preferred.
- List the name, title, and telephone number of the firm’s principal who will serve as the point of contact. Provide a complete list of all key personnel (including proposed sub-consultants, if applicable), who will be assigned to the Project. Include key personnel relevant experience, qualifications for this work, roles and responsibilities. Include resumes (limited to one page per person), specific professional registrations and any specialized or technical certifications that your firm or members of your team may have, and relevant experience to past similar projects.
• The Respondent will list the members of its team that will be assigned to the project, their planned responsibilities on this project, and the anticipated percentage of the time of each to be used during specified portions of the project period. The Respondent will attach summary resumes of all team members, stating the years of each with the company, as well as qualifications and special expertise, including specific experience with projects similar to the one that is the subject of this RFP. Highlight individual experience if performed under a previous firm. Factors favorable to a Respondent are the assignment of experienced and highly qualified team members with substantial expertise on similar projects.

• Provide a brief statement of the Team’s past or present working relationships. Explain how each separate design sub-consultant will be utilized (e.g. major role during portions of the design, not participating during construction, etc.). Matrix or chart is suggested. For each Team personnel member, provide:
  o Name and position in firm, include name of firm
  o Home base (if in a multi-office firm)
  o Responsibility on this project
  o Years of experience
  o Relevant recent experience (note if experience is with another firm)
  o Registration – List Minnesota Registration numbers for licensed professionals, (including specialty if Professional Engineer)

Relevant team experience - 20 points
Provide examples of relevant projects from 2014 to present, completed or in progress including:
  A. Photographs, sketches and/or plans
  B. Project name and location
  C. Brief description (e.g. size, cost, relevance)
  D. Firm of record indicating the role of each proposed Team member on each relevant project
  E. Final Substantial Completion date or current status

Relevant project experience is determined by:
  F. Degree project is similar in building type, size, and scope
  G. Degree project is related to higher education
  H. Designed according to Minnesota State Facility Design Standards
  I. Similar key elements or functions to the proposed project
  J. The Owner may contact the references at its discretion. The Owner reserves the right to refer to its own references at any time during the RFP process.

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 your approach to evaluating a roof for replacement during the design phase and your familiarity and understanding of Minnesota State Roof and Facilities Design Standards. How does it influences your approach to issues and how does it effects the final design. Description of approach should demonstrate integration of roofing, mechanical/electrical, masonry and window replacement (if applicable) in the design. Describe your Construction Administration approach to coordinate the work with the C/U campus, resolve issues and keep the C/U informed and your approach to handling of construction observations and testing during the Construction phase.
Favorable factors are the presentation of a clear and thorough strategy, the identified constraints, risks, and issues, and insights shared by the Design team. Other favorable factors include:

- Accurate cost estimating and designing within a project budget
- Consideration of operational energy efficiency, sustainability, and the maintainability of design, materials, and equipment
- Meeting project milestones

Quality control and assurance protocols for a complete, accurate and fully coordinated set of contract documents.

Fee – 20 points

Respondents shall propose a lump sum, not-to-exceed fee in accordance with the proposed contract format. The Architect’s and their sub-consultants fees in performance of this contract shall be included in the proposed total lump sum fee. Provide an estimated breakdown and total for all eligible reimbursable expenses, as defined in the proposed contract. Travel and subsistence expenses shall be included in the lump sum fee. Review AIA document B101-2017, Article 11.8, for allowable reimbursable expenses.

The evaluation for cost of services (excluding reimbursable expenses) will award points according to the lowest fee proposal. The lowest fee proposal will receive the maximum points. Points for each subsequent proposals will be calculated by dividing the lowest proposal cost by the cost of each of the other proposal. The answer will always be less than 1. Take the answer of the division and multiply by the maximum points. The answer will be the number of points (rounded to the nearest whole number) assigned to the total cost for this Respondent.

Unique Qualifications – 5 points

Describe any unique services or qualifications that may benefit the Owner in the execution of the proposed project.

Preferences – 6 points (extra)

In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.), economically disadvantaged (E.D.), and Veteran Owned small businesses will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract.

Eligible, verified, small businesses currently listed in the Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors will be eligible for the preference. This directory is located at http://www.mmd.admin.state.mn.us/mn02001.htm. Attach a copy of your firm’s letter indicating certification by the Office of Equity in Procurement, if applicable.

Responders interested in becoming a certified vendor or to verify their T.G. eligibility and certification or E.D. certification, should refer to the state of Minnesota, Department of Administration, Office of Equity in Procurement Division website at https://mn.gov/admin/business/vendor-info/oep/sbcp/, or call the division’s help line at (651) 296-2402.
SECTION IV. ADDITIONAL RFP RESPONSE & CONTRACT

Requirements

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

1. Cancel the Request for Proposal at any time with no cost or penalty to the State.
2. Reject any and all responses received in response to this RFP;
3. Disqualify any Responder whose submittal fails to conform to the requirements of the RFP;
4. Duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the RFP;
5. Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score;
6. Negotiate as to any aspect of the Proposal with the selected Responder;
7. Extend the contract, not to exceed a total contract term of five (5) years;
8. Change any provisions in this 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 the proposed AIA Document B101 sample contract, Article 2.5. The selected vendor will be required to maintain and furnish satisfactory evidence of insurance for the duration of the contract.

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

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than $250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.
Attachment 1: Affidavit of Non-Collusion
Respondents are required to complete Attachment 1. Affidavit of Non-Collusion form and submit it with the response.

Attachment 2: Workforce Certification
For all contracts estimated to be in excess of $100,000, Responders are required to complete the State of Minnesota – Workforce Certificate Information page and return it with the response. The form is available at Workforce Certificate / Minnesota.gov, click on "Forms."

Attachment 3: Equal Pay
If the Response to this solicitation could be in excess of $500,000, 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. 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.

Attachment 4: Preference Form
Preference to Targeted Group and Economically Disadvantaged Business and Individuals in accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group (TG)businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Certified Economically Disadvantaged (ED) businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal.

Attachment 5: Veteran Owned Preference Form
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 is 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 responder 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 for 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 Mesabi Range College.

The vendor shall recognize the sole and exclusive right of Minnesota State to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.

The vendor agrees to indemnify and hold harmless the State of Minnesota, Minnesota State, and PTCC from any and all liabilities and claims resulting from the unauthorized disclosure by the vendor, its officers, employees or agents of any information required to be held confidential under the provisions of the contract. The vendor must return all source data to the “Authorized Representative” to be identified in the contract.
SECTION IV. RFP RESPONSE

Submission

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

Format

The format shall be a maximum of 20 pages, not counting the cover, cover letter, signature page, index, tabbed section divider sheets, and required Attachments. All responses shall be stapled only, portrait format, with no plastic. Include an index for easy reference. Insert a tab sheet before each section. Sequentially number all pages.

Responding

On-line submission will be received electronically through QuestCDN by 2:00 PM local time, on Tuesday, December 22, 2020. Reference ST.21 Architect/Engineer RFP On-Line Response Instructions.
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Thank you!

MINNESOTA STATE

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

This document is available in alternative formats to individuals with disabilities.
To request an alternate format, contact Human Resources at 651-201-1664.
Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Minnesota State is an affirmative action, equal opportunity employer and educator.
ATTACHMENT 1

Affidavit of Noncollusion
State of Minnesota
Request for Proposals

Firm Name: ________________

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 __________ 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: ____________________________

Print name of

Authorized Representative ____________________________ Title: __________________________

Authorized Signature ____________________________ Date __________________________

(mm/dd/yyyy)

Notary Public

Subscribed and sworn to before me this:

_______ day of ________________________, _________

______________________________

Notary Public signature

______________________________

Commission Expires (mm/dd/yyyy)
ATTACHMENT 2

STATE OF MINNESOTA – WORKFORCE CERTIFICATE INFORMATION

Required by state law for ALL bids or proposals that could exceed $100,000

Complete this form and return it with your bid or proposal. The State of Minnesota is under no obligation to delay proceeding with a contract until a company becomes compliant with the Workforce Certification requirements in Minn. Stat. §363A.36.

BOX A – MINNESOTA COMPANIES that have employed more than 40 full-time employees within this state on any single working day during the previous 12 months, check one option below:

☐ Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).

☐ Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on _____________ (date).

BOX B – NON-MINNESOTA COMPANIES that have employed more than 40 full-time employees on a single working day during the previous 12 months in the state where it has its primary place of business, check one option below:

☐ Attached is our current Workforce Certificate issued by MDHR.

☐ We certify we are in compliance with federal affirmative action requirements.

BOX C – EXEMPT COMPANIES that have not employed more than 40 full-time employees on a single working day in any state during the previous 12 months, check option below if applicable:

☐ We attest we are exempt. If our company is awarded a contract, upon request, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to compliance.MDHR@state.mn.us.

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

Name of Company: ___________________________ Date ___________________________

Authorized Signature: ______________________ Telephone number: ______________________

Printed Name and Title: ______________________ Email: ______________________

For Assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services
Email: compliance.mdhr@state.mn.us TTY: 651-296-1283
ATTACHMENT 4

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/oep/sbcp/, or call the division’s help line at (651) 296-2600. The Bidder shall designate their company’s status in below.

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

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

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

Claim the Preference

By signing below I confirm that:

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

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

Name of Company: __________________________ Date: __________________________
Authorized Signature: __________________________ Telephone: __________________________
Printed Name: __________________________ Title: __________________________

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

STATE OF MINNESOTA
STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. §16C.16, subd. 6a, the state will award a 6% preference on state procurement to certified small businesses that are majority owned and operated by veterans.

Veteran-Owned Preference Requirements - See Minn. Stat. § 16C.19(d):
1) The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business.

or
2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation).

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

Name of Company: ____________________________

Authorized Signature: ________________________

Statutory requirements and appropriate documentation must be met by the solicitation response due date and time to be awarded the veteran-owned preference.

Claim the Preference
By signing below I confirm that:

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. By making this claim, I verify that:

• The business has been certified by the Office of Equity in Procurement as being a veteran-owned or service-disabled veteran-owned small business.

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)

Name of Company: ____________________________ Date: ____________________________

Authorized Signature: ________________________ Telephone: ________________________

Printed Name: ________________________________ Title: ________________________________

Attach documentation, sign, and return this form with your solicitation response to claim the veteran-owned preference.
Information regarding certification by the United States Department of Veterans Affairs may be found at: https://www.va.gov/osdbu/
ATTACHMENT 6

Architect/Engineer
RFP Response Certification Form

Respondent Firm Name:
Respondent Address:
Respondent Phone Number:
Respondent primary contact name and email:

This form must be submitted with your ON-LINE RFP Submittal.
We, the undersigned, being familiar with the local conditions affecting the Cost of the Work and with the 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 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, 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.

Responder’s Firm Name: ________________________________

Authorized Signature: ________________________________

Printed Name: ________________________________

Title: ________________________________

Date: ________________________________
ARCHITECT/ENGINEER RFP ON-LINE RESPONSE INSTRUCTIONS

ADVERTISEMENT:

Starting November 1, 2020, Minnesota State will be accepting RFP responses electronically through Quest CDN vBid™ for the selection of Architect/Engineers (A/E) on select projects. Minnesota State may advertise RFPs in the State Register or the Minnesota State Solicitation web site and on QuestCDN at www.QuestCDN.com and at: Minnesota State QuestCDN Private Interface, which shows only Minnesota State opportunities. To find a projects directly on www.QuestCDN.com, you will need to know the eBidDoc#, which will be noted on the State Register advertisement.

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

Interested parties may view and download the RFP 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 by registering with QuestCDN online (www.questcdn.com) or calling (952) 233-1632. RFP Documents can be downloaded and responses submitted for a non-refundable charge of $10.00. Plan holders are parties that have downloaded the RFP Documents. Registering as a plan holder is recommended for all interested Architects/Engineers, as plan holders will be notified of all addenda and other contract document updates via email from QuestCDN.

RFP 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 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 followings:

1. Login to QuestCDN, select the RFP, the select “Download Bid Documents”. When the download is complete, select the DONE button to close the window. Save the download RFP 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 QuestCDN 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 Qualifications, Request for Proposal, 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, contract, or predesign, they may submit an email questions to the College/University’s agent listed in the RFP 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 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 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. Attachment 1 - Affidavit of Non-Collusion

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

E. Attachment 2 - Workforce Certificate:

APPLICABLE FOR RESPONSES SUBMITTED IN EXCESS OF $100,000.00. Download CC.71, ATTACHMENT 2, Workforce Certification form. Complete the document and upload the document in pdf format. INCLUDE A COPY OF THEIR WORKFORCE CERTIFICATE (If applicable).

F. Attachment 3—Equal Pay Certificate Of Compliance Or Exemption

Download CC.72, Attachment 3, Equal Pay Certificate Form. Pursuant to Minnesota Statute 363A.44, each bid which totals over $500,000.00 with a business that has 40 or more full-time employees in this state or state where business has its primary place of business on a single day during the prior 12 months shall be accompanied by an Equal Pay Certificate of Compliance available from the Minnesota Department of Human Rights (MDHR), or is certified in writing that
the business is exempt from the MDHR. Complete the document and upload the document in pdf format.

To obtain an equal Pay Certificate of Compliance, or Exemption, 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.

G. Attachment 4 - Preference:

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 CC.73, Attachment 4 Preference Form. 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.

H. Attachment 5 - Veteran-Owned/Service Disabled Veteran-Owned Contractor: Requirements:

Download CC.74, Attachment 5 Veteran Owned Preference Form. If you check the “Yes”, 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.

I. Attachment 6 – Architect/Engineer RFP Response Certification Form

Download ST.22 A/E RFP Response Certification Form. 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 A/E RFP 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). A summary of steps for using www.QuestCDN.com for submitting electronic responses are as followings:
1. Login to QuestCDN, select the RFP, the select “Download Bid Documents”. When the download is complete, select the DONE button to close the window. Save the download RFP 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.
UPDATE PRE-DESIGN REPORT

GENERAL

This report is an update to the 2011 Initial Predesign Report and the updated predesign report from May 15, 2016. The purpose of this report is to update the previously evaluated roof areas categorized to be re-roofed. This report revises and updates the design issues, new roofing system approach, and project costs associated with reroofing construction to MN State standards.

REPLACEMENT DESIGN ISSUES

The subject roof areas consist of a ballasted EPDM. The majority of these roofs are at the end of their service life and require replacement.
1. According to the existing pre-design report, the existing steel deck has no structural slope; therefore, a fully tapered insulation system is required to conform to MN State 4-way slope requirements.

2. All roof drains shall be replaced and adding or relocating additional primary drains and leaders may be required to meet current building code and MN State 4-ways slope requirements.

3. Secondary/overflow roof drainage is currently provided by a low-profile drip edge and internal overflow roof drains. After the perimeter edge is raised, a through-wall perimeter scupper could be used as secondary drainage pending a structural analysis during the design phase. If structural analysis proves that secondary drainage cannot be accommodated via overflow scupper, then the overflow roof drains may be used. If the existing overflow roof drains are required to be relocated, then new overflow drains and rainwater leaders will be required to meet current building code and MN State requirements.

4. The majority of the perimeter edge of the roof area consist of slightly raised wood control/expansion joints and a low-profile exterior perimeter edge.
   a. The existing perimeter control/expansion joints will be required to be raised to accommodate MN State’s minimum flashing height requirements.
   b. The existing perimeter exterior drip edge will be require to be raised to accommodate MN State’s minimum flashing height requirements.

5. Existing mechanical curbs, vent stacks and other penetrations will require to be raised. Existing mechanical curbs, vent stacks and other roof penetrations may be required to be relocated to accommodate MN State 4-way unobstructed drainage layout. All associated mechanical/electrical/gas and cooling line modifications will be required as necessary to perform the work. All obsolete curbs, vents and penetrations shall be removed and the deck repaired.
NEW ROOF SYSTEM

The following is a general sense of the reroofing construction. Further development will take place when this roof is approved for design.

The performance characteristics and suitability of several roof systems were examined for this project. The built-up system offers the best long-term performance and meets the roofing standards set by the Minnesota State Colleges and Universities. A built-up system would also provide more durability for foot traffic and can be monitored using a nondestructive methods. Therefore, we recommend the use of a built-up roof system.

On decks that contain metal, 1” rigid insulation will be mechanically fastened to the steel deck, followed by a two-ply asphalt vapor retarder. The roof sloping layout shall include a fully tapered insulation system to accommodate MN State approved drainage layout and energy code requirements. 1” top layer of rigid insulation and a four-ply asphalt built-up membrane with gravel surfacing shall then be installed.

OPINION OF PROBABLE CONSTRUCTION COSTS

The following scale of magnitude costs are based on roof systems meeting the requirements of Minnesota State Colleges and Universities. An additional 5% per year inflation factor should be added to the costs when submitted for HEAPR funding beyond 2018.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 squares @ $3,500/square</td>
<td>$122,500</td>
</tr>
<tr>
<td>Sheet Metal</td>
<td>$15,000</td>
</tr>
<tr>
<td>Mechanical/Electrical Work</td>
<td>$35,000</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
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</tr>
<tr>
<td>Contingency (~10%)</td>
<td>$17,000</td>
</tr>
<tr>
<td><strong>Construction Total</strong></td>
<td><strong>$189,500</strong></td>
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<tr>
<td>Construction Observation</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Design &amp; Observation Total</strong></td>
<td><strong>$60,000</strong></td>
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**Design & Construction Total** $249,500*

* Cost estimated on performing work in conjunction with Sections F1 & F2
REMARKS

Roof design shall be completed by a professional engineering or registered architectural firm currently listed as a Roofing Specialty Consultant on MN State’s Master Roster (Prime Consultant). The Prime Consultant shall include all fees and reimbursable for other sub-consultants required to complete the design. Examples of possible sub-consultants may include: structural, mechanical and electrical engineer.

It should be noted that the subject report was based off of the previous 2011 pre-design report and our review of the roofs in 2015 as part of MN State’s Roof Management Inspection Reporting. Existing drawings were not available, nor was a specific site visit performed.

This report is a supplement to our Roof Management Inspection Reporting of the roof system at Mesabi Range Community and Technical College-Virginia. Additional copies of the field notes and photographs will be retained in our files for future reference. Please feel free to call our office if you have any questions.

ROOF SPEC, INC.

By: Tim Pekron
Roof Spec Inc.

PROJECT: MRCTC-Virginia  DATE: September 10, 2018
Fine arts Classrooms and Auditorium  FILE NO.:18-9779-01a-MRCTC
Auditorium (F1 & F2)

UPDATE PRE-DESIGN REPORT

GENERAL

This report is an update to the 2011 Initial Predesign Report and the Updated Predesign Report from May 15, 2016. The purpose of this report is to update the previously evaluated roof areas categorized to be re-roofed. This report revises and updates the design issues, new roofing system approach, and project costs associated with reroofing construction to MN State standards.

REPLACEMENT DESIGN ISSUES

The subject areas consist of ballasted EPDM. The majority of these roofs are at the end of their service life and require replacement.

- BUILDING ENVELOPE CONSULTING - SPECIFICATIONS - DESIGN - CONSTRUCTION MANAGEMENT - INSPECTIONS - TESTING -

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.
F1 & F2:

1. According to the existing pre-design report, the existing steel deck has a structural slope; therefore, a fully tapered insulation system is not required. The existing slope shall be field verified and inclusion of additional tapered insulation system should be analyzed and incorporated as necessary to conform to MN State 4-way slope requirements.

![Overview of F1 & F2 Roofs](image1.jpg)

2. All roof drains shall be replaced. The current location of the primary roof drainage is such that it will not be required to be relocated to accommodate MN State 4-way slope requirements.

   a. Except at the west most F2 roof, in which the current drain and curb locations are such that a 4-way unobstructed slope cannot be provided as is. At this subject roof, the roof drain and/or curbs will require to be modified to accommodate MN State unobstructed 4-way slope requirements.

![Overview of west most F2 Roof](image2.jpg)
3. Secondary/overflow roof drainage is currently provided by a low-profile drip edge. After the perimeter edge is raised, a through-wall perimeter scupper could be used as secondary drainage pending a structural analysis during the design phase. If structural analysis proves that secondary drainage cannot be accommodated via overflow scupper, then overflow roof drains and rainwater leaders shall be installed.

4. Existing mechanical curbs, vent stacks and other penetrations will require to be raised. Existing mechanical curbs, vent stacks and other roof penetrations may be required to be relocated to accommodate MN State 4-way unobstructed drainage layout. All associated mechanical/electrical/gas and cooling line modifications will be required as necessary to perform the work. All obsolete curbs, vents and penetrations shall be removed and the deck repaired.

5. The small masonry walls on F2 shall be clad with sheet metal to tie into the new raised parapet walls of F1.

6. The existing perimeter exterior drip edge will be required to be raised to accommodate MN State’s minimum flashing height requirements.

7. Raised wood control/expansion joints are present between roof areas F2, F3 and B3. These joints will require to be modified and raised to accommodate MN State’s minimum flashing height requirements.

8. On the east most F2 roof, existing wall vents penetrate through the masonry wall which will require to be clad with sheet metal. These curbs and their ductwork will require to be relocated to the roof surface.

9. According to the previous Roof Management Inspection Report, there is a #40 base sheet applied to the metal deck. Therefore, ACM testing will be required to be performed during the design phase.
10. The fascia will be covered with standing seam sheet metal to match the look of the newly reroofed and remodeled adjacent areas.

11. After the perimeter edge of roof areas F1 (east) is raised, an OSHA and MN State approved access ladder will be provided to meet current state and local codes.

NEW ROOF SYSTEM

The following is a general sense of the reroofing construction. Further development will take place when this roof is approved for design.

The performance characteristics and suitability of several roof systems were examined for this project. The built-up system offers the best long-term performance and meets the roofing standards set by the Minnesota State Colleges and Universities. A built-up system would also provide more durability for foot traffic and can be monitored using a nondestructive methods. Therefore, we recommend the use of a built-up roof system.

The existing roof systems will be removed down to the existing deck. Past 2011 Pre-Design Report and 2014 Roof Management Data show a discrepancy between the deck types on roof area F2. The roof deck type is either metal or precast wood fiber deck. As part of the design phase this should be field verified.

On decks that contain precast wood fiber deck, a base sheet will be installed over the deck and a base layer of 1” rigid insulation will be mopped in hot asphalt over the base sheet, followed by a two-ply asphalt vapor retarder. The roof sloping layout shall include flat stock insulation to accommodate MN State and energy code requirements and utilize additional tapered insulation as required to provide MN State approved drainage layout. 1” top layer of rigid insulation and a four-ply asphalt built-up membrane with gravel surfacing shall then be installed.

On decks that contain metal, 1” rigid insulation will be mechanically fastened to the steel deck, followed by a two-ply asphalt vapor retarder. The roof sloping layout shall include flat stock insulation to accommodate MN State and energy code requirements and utilize additional tapered insulation as required to provide MN State approved drainage layout. 1” top layer of rigid insulation and a four-ply asphalt built-up membrane with gravel surfacing shall then be installed.
OPINION OF PROBABLE CONSTRUCTION COSTS

The following scale of magnitude costs are based on roof systems meeting the requirements of Minnesota State Colleges and Universities. An additional 5% per year inflation factor should be added to the costs when submitted for HEAPR funding beyond 2018.

F1 & F2

90 squares @ $2,600/square $234,000
Sheet Metal/Wall Panel Work $60,000
Mechanical/Electrical Work $70,000
Structural (Ladder) $10,000
Possible Hazardous Materials $30,000

Sub-Total $404,000
Contingency (~10%) $40,000
Construction Total $444,000

Design $38,000
Construction Observation $40,000
Design & Observation Total $78,000

Design & Construction Total $522,000
REMARKS

Roof design shall be completed by a professional engineering or registered architectural firm currently listed as a Roofing Specialty Consultant on MN State’s Master Roster (Prime Consultant). The Prime Consultant shall include all fees and reimbursable for other sub-consultants required to complete the design. Examples of possible sub-consultants may include: structural, mechanical and electrical engineer.

It should be noted that the subject report was based off of the previous 2011 pre-design report and our review of the roofs in 2015 as part of MN State’s Roof Management Inspection Reporting. Existing drawings were not available, nor was a specific site visit performed.

This report is a supplement to our Roof Management Inspection Reporting of the roof system at Mesabi Range Community and Technical College-Virginia. Additional copies of the field notes and photographs will be retained in our files for future reference. Please feel free to call our office if you have any questions.

ROOF SPEC, INC.

By:  
Tim Pekron
Roof Spec Inc.

PROJECT: MRCTC-Virginia
Student Services/Customized Training (B2 & B3)
Fine Arts (F4)

DATE: September 10, 2018
FILE NO.:18-9779-01a-MRCTC

UPDATE PRE-DESIGN REPORT

GENERAL

This report is an update to the 2011 Initial Predesign Report and the Updated Predesign Report from May 15, 2016. The purpose of this report is to update the previously evaluated roof areas categorized to be re-roofed. This report revises and updates the design issues, new roofing system approach, and project costs associated with reroofing construction to MN State standards.

REPLACEMENT DESIGN ISSUES

The subject roof areas consist of a fully adhered EPDM. The majority of these roofs are at the end of their service life and require replacement.
B2 & B3:

1. According to the existing pre-design report, the existing steel deck has a structural slope; therefore, a fully tapered insulation system is not required. The existing slope shall be field verified and inclusion of additional tapered insulation system should be analyzed and incorporated as necessary to conform to MN State 4-way slope requirements.

![Overview of B2 & B3](image)

2. All roof drains shall be replaced and adding or relocating additional primary drains and leaders may be required to meet current building code and MN State 4-ways slope requirements.

3. There is currently no secondary drainage near the primary roof drain. Secondary/overflow roof drainage and rain water leaders will be required to meet current building code and MN State requirements.

4. The majority of the perimeter edge of the roof area consist of slightly raised wood control/expansion joints and a masonry cavity wall.
   a. The existing perimeter control joints will be required to be raised to accommodate MN State’s minimum flashing height requirements.
   b. A new MN State approved double through wall flashing will be required to provide the minimum base flashing heights required to meet current MN State standards. Various other masonry distress occurs at these walls, therefore, masonry repairs (tuck-pointing, sealant joint replacement and etc.) should also be included in the design.

![Overview of wall and roof on B2 & B3](image)
5. Existing mechanical curbs, vent stacks and other penetrations will require to be raised. Existing mechanical curbs, vent stacks and other roof penetrations may be required to be relocated to accommodate MN State 4-way unobstructed drainage layout. All associated mechanical/electrical/gas and cooling line modifications will be required as necessary to perform the work. All obsolete curbs, vents and penetrations shall be removed and the deck repaired.

6. According to the previous Roof Management Inspection Report, there is a #40 base sheet applied to the metal deck. Therefore, ACM testing will be required to be performed during the design phase.

7. A structural evaluation may be required to determine if the existing structure can handle snowdrift load and/or any additional weight if different (heavier) type of roof system is selected.
F4:

1. According to the existing pre-design report, the existing steel deck has a structural slope; therefore, a fully tapered insulation system is not required. The existing slope shall be field verified and inclusion of additional tapered insulation system should be analyzed and incorporated as necessary to conform to MN State 4-way slope requirements.

![Overview of F4 Roof](image)

2. All roof drains shall be replaced. The current location of the primary roof drainage is such that it will not be required to be relocated to accommodate MN State 4-way slope requirements.

3. Secondary/overflow roof drainage is currently provided by a low-profile drip edge. After the perimeter edge is raised, a through-wall perimeter scupper could be used as secondary drainage pending a structural analysis during the design phase. If structural analysis proves that secondary drainage cannot be accommodated via overflow scupper, then overflow roof drains and rainwater leaders shall be installed. Further, if overflow scuppers are used, verification that the existing lower roofs (B2 & F3) which would accumulate the overflow drainage are analyzed and/or designed to accommodate the overflow drainage from F4.

4. Existing mechanical curbs, vent stacks and other penetrations will require to be raised. All associated mechanical/electrical/gas and cooling line modifications will be required as necessary to perform the work. All obsolete curbs, vents and penetrations shall be removed and the deck repaired.

5. Masonry cavity wall construction is present at the existing abutting walls. A new MN State approved double through wall flashing will be required to provide the minimum base flashing heights required to meet current MN State standards. Various other masonry distress occurs at these walls, therefore, masonry repairs (tuckpointing, sealant joint replacement and etc.) should also be included in the design.
6. The existing perimeter exterior drip edge will be required to be raised to accommodate MN State’s minimum flashing height requirements.

7. According to the previous Roof Management Inspection Report, there is a #40 base sheet applied to the metal deck. Therefore, ACM testing will be required to be performed during the design phase.

8. The existing insulation is phenolic, metal deck repair/replacement should be considered as part of the design.

9. A structural evaluation may be required to determine if the existing structure can handle snowdrift load and/or any additional weight if different (heavier) type of roof system is selected.

10. The existing access ladder needs to be modified and/or replaced with an OSHA and MN State approved access ladder to meet current state and local codes.
NEW ROOF SYSTEM

The following is a general sense of the reroofing construction. Further development will take place when this roof is approved for design.

The performance characteristics and suitability of several roof systems were examined for this project. The built-up system offers the best long-term performance and meets the roofing standards set by the Minnesota State Colleges and Universities. A built-up system would also provide more durability for foot traffic and can be monitored using a nondestructive methods. Therefore, we recommend the use of a built-up roof system.

The existing roof systems will be removed down to the existing deck. Past 2011 Pre-Design Report and 2014 Roof Management Data show a discrepancy between the deck types on roof area F4. The roof deck type is either metal or precast wood fiber deck. As part of the design phase this should be field verified.

On decks that contain precast wood fiber deck, a base sheet will be installed over the deck and a base layer of 1” rigid insulation will be mopped in hot asphalt over the base sheet, followed by a two-ply asphalt vapor retarder. The roof sloping layout shall include flat stock insulation to accommodate MN State and energy code requirements and utilize additional tapered insulation as required to provide MN State approved drainage layout. 1” top layer of rigid insulation and a four-ply asphalt built-up membrane with gravel surfacing shall then be installed.

On decks that contain metal, 1” rigid insulation will be mechanically fastened to the steel deck, followed by a two-ply asphalt vapor retarder. The roof sloping layout shall include flat stock insulation to accommodate MN State and energy code requirements and utilize additional tapered insulation as required to provide MN State approved drainage layout. 1” top layer of rigid insulation and a four-ply asphalt built-up membrane with gravel surfacing shall then be installed.
OPINION OF PROBABLE CONSTRUCTION COSTS

The following scale of magnitude costs are based on roof systems meeting the requirements of Minnesota State Colleges and Universities. An additional 5% per year inflation factor should be added to the costs when submitted for HEAPR funding beyond 2018.

B2, B3 & F4

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<tr>
<td>112 squares @ $2,600/square</td>
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<tr>
<td>Sheet Metal</td>
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<tr>
<td>Mechanical/Electrical Work</td>
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<td>Through-Wall Flashing &amp; Masonry</td>
<td>$110,000</td>
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<tr>
<td>Structural (Ladders)</td>
<td>$15,000</td>
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<td>Possible Hazardous Materials</td>
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Sub-Total: $622,200

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<td>Construction Total</td>
<td>$622,200</td>
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Design: $53,000
Construction Observation: $70,000

Design & Observation Total: $123,000

Design & Construction Total: $745,200
REMARKS

Roof design shall be completed by a professional engineering or registered architectural firm currently listed as a Roofing Specialty Consultant on MN State’s Master Roster (Prime Consultant). The Prime Consultant shall include all fees and reimbursable for other sub-consultants required to complete the design. Examples of possible sub-consultants may include: structural, mechanical and electrical engineer.

It should be noted that the subject report was based off of the previous 2011 pre-design report and our review of the roofs in 2015 as part of MN State’s Roof Management Inspection Reporting. Existing drawings were not available, nor was a specific site visit performed.

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ROOF SPEC, INC.

By: ____________________________
   Tim Pekron