REQUEST FOR PROPOSAL (RFP)

FOR

PREDESIGN SERVICES FOR

Library Building Pre Design Project at Normandale Community College

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or Normandale Community 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. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. 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. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on https://www.minnstate.edu/vendors/index.html. For this RFP, posting on the captioned web site above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.
Executive Summary:
Normandale Community College is seeking the services of a consulting team to develop a predesign for Library Building Pre Design Project. Normandale Community College is a member of the Minnesota State system, serving the Metro region of the state. As a 2-year College located in Bloomington, Minnesota, the institution offers 14,652 (7,024 FYE) annually a wide range of education opportunities to enhance personal growth and community vitality.

Campus Description:
- 590,000 GSF including academic buildings, science halls, a library, an auditorium and theater, a greenhouse, a gym/locker rooms and a student center. The newest building was 76,000 SF and completed in 2013, the oldest building (4) were built in 1967. Recent project renovations after 2015: College Services phase one and two, Campus courtyard, microbiology lab, restroom upgrades, waterproofing of the west wall of the gymnasium and the east wall of the Kopp Center, parking lots one and two, Campus Food Cupboard and gymnasium floor
- We are in the state of accepting proposals to work with the campus on updating our 2016 updated academic and comprehensive facilities plan.
- Schedule constraints: we will need to keep many of the functions on line while in construction of these spaces. The ideal work time for construction is May through July and when school is on break.
- Funding: we are anticipating that the mechanical, electrical and plumbing part of this project will be funded through the HEAPR program, the architectural part will be funded though Normandale Community College’s fund balance. Our number one HEAPR project request that was submitted in FY21 and again in FY22 will be the mechanical system upgrade to the Library building.
- Energy efficiency is extremely important to Normandale Community College, this building being built in 1967 will give the design team lots of room for improvements. We also have our own sustainability workgroup made up of faculty, staff and students that will take part of this process. This project will require B3
- Normandale Community College does partner with other Minnesota State four year institutions (Mankato State, Southwest State, Metro State and others) as well as local school districts and those students do use these spaces.
- Facilities condition index (FCI) is 0.07 and below the system average of 0.11
- www.normandale.edu

Normandale Community College’s Goals:

1. Eliminate the educational equity gap by 2025. Keep Equity 2025 at the forefront of all planning, and operate with a sense of urgency to meet or exceed the goals.
2. Achieve a completion rate of 50% or better for degree-seeking students by 2030. For all students who state an intention to attain an Associate’s degree or transfer to a four-year university will achieve that goal.
3. Support and sustain a pervasive institutional culture that is culturally competent and service oriented. By 2025, every Normandale employee will have participated in various
dimensions of professional development programming to help achieve the college’s goals, including cultural competence training and will be held to the tenants as they do their work.

Predesign Context and Concerns

- The library building mechanical, electrical and infrastructure systems are original to the campus library building, and the Library has had very little updating since it was built in 1967. A recent mechanical predesign has been completed for the 2021 HEAPR project request.
- The mezzanine level of the Library building is not accessible and cannot be open when the Library is closed.
- Programs have changed. Libraries have become learning commons with increased student, faculty and staff interaction. There is still a need for quiet study space, but the library also needs collegiate spaces for students to study and learn in group settings.
- The Library building is home to the following functions on campus: Office for Students with Disabilities, Human Resources, Equity and Inclusion, the Library, TRIO. The following areas located on the first floor will be upgraded with mechanical, electrical and plumbing systems but may not be part of the larger architectural project moving forward: ITS department, Classrooms, Faculty Offices.
- The Library building is 66,203 SF.

A predesign is required to support future HEAPR funding requests to the Legislature. It defines project scope, cost, and schedule and clearly validates project alignment with the campus’s Academic Master Plan and Comprehensive Facilities Plan.

Minnesota State is the third-largest system of higher education in the United States. It comprises 37 two-year and four-year state colleges and universities with 54 campuses located in 46 Minnesota communities. The system serves approximately 350,000 students annually in credit-based courses, an additional 130,000 students in non-credit courses, and produces more than 38,000 graduates each year. For more information about Minnesota State Colleges and Universities, please visit www.MinnState.edu.

Proposals must be submitted via email, or an emailed link to an online file sharing service, no later than 1:00 pm CST on August 30, 2021.

Email an electronic copy (in .pdf format) of proposals to:

Nissa Passmore
Facilities Management Office Manager
nissa.passmore@normandale.edu
All questions regarding this Request for Proposal must be addressed to the Normandale Community College contact listed above. She will journalize the questions and send out the questions and the answers to all those that hold the RFP. All questions must be submitted no later than August 26, 2021.

Also email an electronic copy (.pdf format) to:

Michelle Gerner, System Director, Capital Planning and Analysis
Minnesota State
michelle.gerner@minnstate.edu

Complete proposals shall include a copy in Adobe pdf format. Proposals received after 1:00 PM CST on August 30, 2021 will be rejected. Proposals must be clearly marked in the Subject line of the email: Normandale Community College Predesign for the Library Building

Project Scope:
The predesign will describe the purpose and rationale for the project by documenting all pertinent data, criteria, objectives, research and analyses, and project alternatives.

The predesign shall include the current and proposed space utilization (data from EMS Campus), deferred maintenance and backlog, FCI (Facility Condition Index), academic program information, and options to be analyzed for this program scope. The final product should clearly describe the adequacy of the current space in support of the academic mission of the campus. It should also recommend changes in space usage that can better enhance and align academic and support areas across the campus in light of the changing academic or student services vision.

Preference should be given to solutions that address Minnesota State’s priorities for facilities:

- **Protect and modernize academic and student support spaces**: Uphold our collective stewardship responsibilities by focusing capital investments on maintaining, repairing, and updating existing campus classroom, laboratory, and student support space to meet and enhance core academic missions of our colleges and universities. Preserving Minnesota State’s facilities ensures faculty and students have safe, secure, compliant, and inspiring environments in which to teach and learn, reduces the impact campus buildings have on operating budgets and the environment, and remains the system’s top capital investment priority.

- **Facilitate achieving the vision of Equity 2030**: Prioritize facility improvements that support student success at Minnesota State colleges and universities. These
improvements should ensure Minnesota State provides inclusive educational opportunities, grow programs, and improve campus climate.

- **Energy efficiency and renewable energy infrastructure**: Reduce the long term impact on campus operating budgets and the environment by eliminating obsolete space, creating flexible and adaptable spaces, prioritizing sustainable construction and operating practices, and utilizing renewable energy systems where practicable.

- **Additional square footage in rare cases only**: Maximize utilization and potential of existing facility spaces through renovation and retrofit before adding new square footage; additional square footage should be considered only in unique situations where options for reutilization or replacement of existing space have been exhausted.

- **Value partnerships**: Recognize the value and opportunity presented by regional partnerships and interconnectedness between Minnesota State colleges and universities, their industry partners and the communities they serve.

Integral to the predesign is describing options or alternatives in program delivery, including associated schedule and budget implications. The predesign must also consider Sustainable Building 2030 goals and energy benchmarking; energy efficiency plans and sustainability options for the project should be analyzed and described.

Normandale Community College will provide floor plans, site plans, space utilization (EMS) data, Comprehensive Facilities Plan, academic and technology plans, FCI, condition assessments, hazardous waste management plans, and other information that the consultant may need.

The consulting team shall meet with the Predesign Taskforce and representatives of academic and administrative areas, faculty and students, and community constituents to assess current utilization, future space needs, facilities condition issues, program options, and other future needs. The consultant shall weigh this input along with marketing, financial, and institutional data. Note that cost and schedule have an integral connection to the development of the scope of work to be performed; the consultant should be prepared to discuss how different options affect the budget and schedule (e.g., a classroom that must be built in six months may cost substantially more than if it has a more reasonable construction timeframe).

During the predesign process, the consultant shall consider, but not be limited to, the following options for the campus:

- **Addressing academic and workforce needs through space realignment, reconfiguration, and demolition**
- **Renovation, including rightsizing obsolete/underutilized classroom and lab space, or program repurposing and redevelopment.**
Reassessing academic program delivery as it relates to how the learning components fit the physical plant
- Reuse of existing space through scheduling options
- Consolidation and possible relocation of programs to better serve students
- Incremental plans to modernize for enhanced program efficiency and effectiveness
- Collaborative programs and partnerships at the campus
- Creation of alternatives and options that provide budget flexibility
- Recommending alternative uses of the space after relocation of programs (if applicable).

**Pre-design Process:**
The consultant shall be prepared to undertake the tasks below as part of the pre-design process. This list is not inclusive of all necessary tasks.

- For some projects, additional analysis is required to confirm the overall scope where infrastructure, existing conditions, or phasing of options present additional challenges. This analysis will be part of the pre-design project.

- Ensure that the project proposed aligns with the campus’s current Comprehensive Facilities Plan.

- Compile and analyze data from previous studies and plans to ensure a consistent plan for Normandale Community College (e.g. space utilization, deferred maintenance analysis, facilities condition index (FCI), academic plan, security plan, energy management improvement, technology plan, and transportation/parking studies). Note how the consultant will perform this work in conjunction with the campus. *Assessment of existing facilities condition and building systems must include in-person site surveys by the appropriate consultant(s). Normandale Community College may not have all of the original campus drawings so it is critical that the pre-design team spend time on campus exploring the Library building*

- Work with the campus’s Pre-design Taskforce and other campus personnel to develop a pre-design that addresses academic and facilities needs while aligning with the principles established in the core commitments of the Minnesota State Strategic Framework. The work outlined in the pre-design must comply with all applicable local, state and federal codes and Minnesota State policies and standards.

- Provide 50% and 95% document drafts to the campus and to Capital Planning & Analysis at the system office for review and comments. The results of this review should be incorporated before submitting the final document. Modifications may also be required after final submittal. Capital Planning & Analysis staff are available for interim review with the campus or consultant.
• Present the predesign document and recommendations to Normandale Community College’s president and administration. Provide to Normandale Community College six bound copies of the final predesign document plus one unbound copy ready for reproduction and two electronic copy (in PDF format). The PDF may be submitted on a thumb drive or via an online file sharing service.

• When the final (100%) predesign document is ready, the system office will need 1 hard copy (3 ring binder, sections separated by tabs, binder labeled front and spine) and 1 electronic copy (in PDF format). The PDF may be submitted on a thumb drive or via an online file sharing service.

Proposed Fee Range:
Normandale Community College has established a fee range of $120,000 – $140,000 for the predesign.

A major goal of predesign is to obtain accurate assessments of existing conditions in the project area (including, but not limited to, mechanical and electrical systems, furniture, fixtures & equipment, instructional technology, hazardous materials, structural systems, environmental concerns, and site conditions) and accurate estimates of project costs. It is expected that consultant teams will include all subconsultants necessary to achieve this goal. The consulting team should ensure that their proposed fee includes subconsultant costs.

Candidate Minimum Qualifications:
The consulting team shall have a minimum of 5 years prior experience with college design and/or campus planning on a similar campus type environment; municipal, corporate, or other relevant campus planning experience may be considered. The prior experience must demonstrate the ability to determine facilities utilization, evaluate conditions, understand deferred maintenance condition assessments, incorporate sustainability components, suggest project and potential total project costs, evaluate multiple campuses, assess academic program needs, and project future space needs based on that data.

Required Proposal Information:
Proposals must contain, at a minimum, all of the following components, presented in the order outlined below.

0. Cover letter (addressed to campus contact)

1. Table of contents
2. Responder information

   a. Name of lead responding firm and its legal status
   b. Company background - summary of company history and relevant experience.
   c. Qualifications of consultant personnel and overall organization of team, including resumes of lead responder staff and proposed consultants/subcontractors. Identify lead person responsible for the project and their specific qualifications.
   d. Three references who can speak to the consultant’s predesign experience; list contact name, date of work performed, and phone number.
   e. A statement of commitment by the consultant to enter the work promptly, if selected, or as indicated in the proposed schedule, along with confirmation that the consultant has adequate staff to meet the requirements of the work.

3. Project Approach/Work Plan: Consultant shall state how they will perform the scope of work required within the stated fee range.

   a. Communications Plan: Describe how the consultant will work with the campus to gather information and create options; describe how overall communications are expected to flow.
   b. How the consultant will gather academic data relevant to future needs
   c. How scope and alternatives will be documented and presented
   d. How schedule and costing analysis will be done: How project costs will be calculated; which methodology will be used to ensure costing accuracy; which tools will be used to ensure the cost estimate is full, accurate, and complete?
   e. How overall options will be determined and presented

4. Schedule: Proposed schedule with key milestones demonstrating how the consultant proposes to complete the predesign within the timeframe established by Normandale Community College. The schedule should show key meetings and review times.

5. Fee Proposal: Provide a rate cost for each fee option as follows:

   - Fixed fee (lump sum fee) that includes all personnel costs associated with the project and estimated reimbursable expenses.
- List of hourly rates for all consultant team members (including any subconsultants).

**Proposal Format:**

- Via email or an online file sharing service, provide electronic (.pdf) copies of at least three predesign documents completed by the specific members of the firm proposed. Documents will be used only for review by the selection team to evaluate the graphics and ability to convey efficiently and effectively the overall plan data, concepts, alternative and options, and final plan.

- Proposals should be no more than 30 pages. (Predesign sample documents may have unlimited pages.)

This solicitation does not commit to award a contract or to pay any costs incurred in the preparation of the proposal. Normandale Community College reserves the right to accept or reject any and all proposals.

**Selection Process:**

Consultants’ responses will be evaluated by the Predesign Taskforce based on the experience and demonstrated capacity of the consultant to meet the needs of predesign and the campus. The following criteria will be taken into account in evaluating responses:

- Qualifications/experience of the individuals proposed for the Predesign
- Capacity of firm and individuals to complete the project on time
- Description of methodology and how the scope of work and tasks will be performed by the consultant and Normandale Community College to complete the predesign work.

**Proposed Schedule:**

(Dates for completion of work and presentation are approximate.)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFP issued:</td>
<td>August 9, 2021</td>
</tr>
<tr>
<td>Proposals are due:</td>
<td>August 30, 2021</td>
</tr>
<tr>
<td>Potential Interviews - to be at campus</td>
<td>September 13, 2021*</td>
</tr>
<tr>
<td>Contract Signed:</td>
<td>September 27, 2021</td>
</tr>
<tr>
<td>Notice to Proceed:</td>
<td>September 30, 2021</td>
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<tr>
<td>50% Draft completion for review:</td>
<td>November 15, 2021**</td>
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<td>--------------------------------</td>
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<tr>
<td>95% Draft completion for review:</td>
<td>January 6, 2022**</td>
</tr>
<tr>
<td>100% (final) predesign document complete:</td>
<td>January 21, 2022**</td>
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*Note: Interviews will be held at the prerogative of the campus. Selected consultants will be notified by September 6, 2021 for interviews.

**Due dates subject to change.

Additional RFP Response and General Contract Requirements

Contract Termination

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract(s) upon 30 days written notice, with or without cause.

Definitions

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

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

School: Normandale Community College

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 55101.

Vendor: The firm selected by Normandale Community College as the successful responder(s) responsible to execute the terms of a contract.

Applicable Law

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

Entire Agreement

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the
subject matter of this contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

Deviations and Exceptions

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Normandale Community College and the vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the vendor, and must be fully and properly executed and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or Normandale Community 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. Normandale Community College also reserves the right to waive minor informalities and, not withstanding anything to the contrary, reserves the right to:

1. reject any and all proposals received in response to this RFP;
2. select a proposal for contract negotiation other than the one with the lowest cost;
3. negotiate any aspect of the proposal with any vendor;
4. terminate negotiations and select the next most responsive vendor for contract negotiations;
5. terminate negotiations and prepare and release a new RFP;
6. terminate negotiations and take such action as deemed appropriate.

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.

Problem Resolution Process

A formal problem resolution process will be established in the contract to address issues raised by either Normandale Community College or the vendor.

Affidavit of Non-Collusion

All responding vendors are required to complete the Affidavit of Non-Collusion form and submit it with the response.

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 Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may
reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation due date and time.

If you are claiming the veteran-owned preference, attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation 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’s award of a contract. In submitting a response to this RFP, the responder agrees this indemnification survives as long as the trade secret materials are in possession of Minnesota State.

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

**Conflict of Interest**

The vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that it is contemplated in this Request for Proposal. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.

**Organizational Conflicts of Interest**

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice, or the vendor’s objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the respective school’s chief financial officer or the System Office’s Business Manager that must include a description of the action which the vendor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the school or System Office may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the school or System Office may terminate the contract for default. The provisions of this clause must be included in all subcontracts.
for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve Minnesota State’s rights.

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 Normandale Community College.

The vendor shall recognize Minnesota State’s sole and exclusive right 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 Normandale Community College 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.
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/oeep/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 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 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 ________________

Notary Public

Subscribed and sworn to before me this:

_______ day of ______________________, ________

________________________________________

Notary Public signature

________________________________________

Commission Expires (mm/dd/yyyy)

CC.70 1 11/3/20
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/