



MINNESOTA STATE
Normandale Community College

**REQUEST FOR PROPOSAL (RFP)
FOR
PREDESIGN FOR INTER PROFESSIONAL EDUCATION CENTER**

January 5th 2023

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 Normandale Community College to award a contract or complete the proposed plan 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.

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For Reference Only

- ST.21 A/E RFP Response Instructions (*On-line responses only*)
- P/T Services Contract
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SECTION I. GENERAL INFORMATION

Background

With 26 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 340,000+ students. Fifty-eight percent of the state's undergraduate students attend a Minnesota State college or university. It is the third-largest system of higher education in the country. For more information about Minnesota State Colleges and Universities, please view its website at <https://www.minnstate.edu/>.

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 14,650 students (7,054 FYE) annually a wide range of education opportunities to enhance personal growth and community vitality.

Normandale Community College:

- About 610 employees
- 31 degrees offered for Associate in Arts (A.A.), 16 degrees offered for Associate in Science (A.S.), 5 degrees offered for Associate in Fine Arts (A.F.A.), and 7 degrees offered for Associate in Applied Science (A.A.S.)
- 25 certificate programs
- Continuing education and customized training courses offered for business and industry
- Campus website: www.normandale.edu
- Top Declared Majors (as of fall 2022):
 - 1) Liberal Education
 - 2) Nursing
 - 3) Business: Marketing and Management
 - 4) Engineering Foundations
 - 5) Computer Science
 - 6) Pre-Dental Hygiene
 - 7) Criminal Justice
 - 8) Law Enforcement
 - 9) Art
 - 10) Computer Technology
 - 11) Hospitality Management
 - 12) Creative Writing
 - 13) Music

Normandale Community College students:

- 43% of credit students are full-time and about 57% are part-time
- 45% of students are male and 54% are female
- 33% are 25 or older
- 35% are students of color

Purpose of this Request for Proposal

The Minnesota State Board of Trustees, on behalf of Normandale Community College, hereafter referred to as the “Owner”, is soliciting proposals from interested, qualified consultants, and intends to retain a professional consulting firm, hereafter referred to as the “A/E”, to develop a new predesign for the Inter Professional Education Center, hereafter referred to as the “Predesign”. This RFP is undertaken by Normandale Community College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Campus and project description:

- Campus encompasses 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 most recent renovation, a 150,000 square foot renovation of the College Services Phase One and Two, was completed in 2022
- 220,000 GSF parking ramp with 718 parking stalls; 3,020 total parking stalls
- Campus is situated on 88.2 acres surrounded by residential areas, a watershed district and includes a 1.7 acre Japanese Garden on-site
- Facilities condition index (FCI) is 0.06 and below the system average of 0.11
- Projects with recent predesigns include a 62,000 GSF renovation of the Library Building

A predesign defines project scope, cost, and schedule and clearly validates project alignment with the campus’s Academic Master Plan and Comprehensive Facilities Plan.

The A/E shall work with the Owner’s appointed Project Manager, the Owner’s designated Sim Center Planning Committee (will include representatives of academic and administrative areas, faculty, and students), and the Minnesota State system office System Director of Capital Planning and Analysis to assess current utilization and future space and organizational needs, enrollment and demographics trends, program needs, campus access, and the overall aesthetic sense of campus to create a Predesign in accordance with the Minnesota State Predesign Guidelines and to ensure that the Predesign document is completed on schedule, on budget and to a level of quality commensurate with the Owner’s requirements. The A/E must follow all applicable Minnesota State predesign and design standards.

The current Minnesota State Predesign Guidelines are located at this link:

https://www.minnstate.edu/system/finance/facilities/capital-development/Minnesota%20State%20Predesign%20Guidelines_May%202022.pdf

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 Normandale Community 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 Normandale Community 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

Scope of Services

An innovative, state-of-the-art Center for Inter Professional Education (IPE) and Simulation is needed. This Center will serve as a Minnesota State system innovative model, a benchmark for the education and training of health care professionals in community colleges in Minnesota. The Center would serve as a hub for innovation and fostering learning from and with other healthcare students.

A simulation center with a cluster of lab areas for nursing, dental hygiene, exercise science, nutrition and health will need to be created to provide immersive learning experiences for healthcare practitioners and students. A simulation center, which consists of realistic looking clinical sim lab rooms, manikins and equipment, allows learners to practice and develop clinical expertise without any risk of patient harm. Learners apply their theoretical knowledge in carefully created hands-on scenarios that mimic various clinical situations inside these simulation laboratories. These scenarios range in complexity and/or skill level. For example, healthcare simulation may be used for undergraduate dental hygiene and nursing programs working with CHW and Exercise Science students and ongoing training for qualified practitioners (continuing education). Normandale's vision is a simulation center providing unique opportunities for students to practice team communication, interdisciplinary care and patient safety.

Clinical Simulation may be divided into three main areas:

- Pre-briefing – information is provided to the learners about a patient situation. A review of standards may be included.
- Simulation scenario – A case study with specific learning outcomes which can be reproduced in a simulation lab with a high-fidelity patient simulator or actors. Learners, who assume varying healthcare roles, must respond to the scenario as if they were caring for a live patient. Additional learners may watch and listen either through a one-way mirror or remotely via a live video transmission
- Debriefing – learners review and reflect on their actions during the scenario, identify what went well and not so well (aka practice gaps) and ways to improve future performance. Debriefing is a key component of simulation education where the learners themselves consider their own behaviors, learn from the experience, change future behaviors and become better healthcare practitioners.

Nursing needs:

- High and mid-fidelity simulators – Manikins that mimic many complex biological systems such as cardiac and respiratory functions, measurable blood pressure, palpable pulses, EKG displays, pulse oximeter, arterial waveforms, pulmonary artery waveforms and anesthetic gases.
- Other manikins for simulation (adult, children and babies)
 - Manikins are computerized, contain hydraulics and compressors and have external monitors which display various physiological waveforms.
 - Equipment and supplies to be used during the scenario, e.g. IV catheterization supplies and chest tubes.
- Audio-video equipment such as cameras, microphones and speakers.
 - This equipment is used during the scenario to provide information to the learners participating in the scenario, to relay sound and video to learners watching in other rooms and to record and playback the scenario for debriefing following the completion of the scenario.
- Furniture such as hospital bed, over-the-bed table
 - Headwalls – typically mimics those found in hospitals – may contain oxygen and air outlets, suction, lights, diagnostic equipment such as blood pressure cuffs and sphygmomanometers.
- Bedside computers for access to simulated electronic health records and lab results.
- Additional equipment such as medication dispensing device, electronic health record

Dental needs:

- Student workstations, stool and optional side cabinets (suction, air, water, etc.)
 - Available in single- or dual-configured designs. Cabinets for extra storage for supplies
- Simulators
 - Build skill and confidence with hands-on experience.
- Sink stations to make pre-lab prep convenient and easily accessible.
- Audio-video equipment, computers at each station
- Locker rooms

Nutrition/Exercise needs:

- Kitchen lab/home setting
- Cosmed Bod Pod
- Anatomage Table
- Smaller exercise equipment
- Electronic health record
- Audio-video equipment such as cameras, microphones and speakers.
- Computers/audiovisual equipment

Note: Consultant shall provide Building Information Model(s) in a digital representation of the physical and functional characteristics of the campus. The Model shall be created to a Level of Development (LOD) of 100. The LOD at a minimum shall include, overall building massing indicative of area, height, volume, location, and orientation.

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:

Adapting and modernizing academic and support spaces critical to student success.

Acknowledge the importance of physical campus spaces for our students by modernizing and adapting existing space that directly contributes to student and faculty recruitment, retention, and success. Create flexible spaces that support changing teaching and learning strategies and demographic needs.

Facilitate fulfilling the vision of Equity 2030. Prioritize facility improvements that directly support student success at Minnesota State colleges and universities by supporting inclusive educational opportunities, growing programs, and improving campus climate and culture. Prioritize projects that support closing equity and opportunity gaps to address workforce and employment challenges in Minnesota. Prioritize contracting and procurement strategies and practices that encourage diversity in suppliers of project design, consultation, and construction services as well as their workforces.

Advancing resilience and environmental sustainability. Strive to reduce campus facility impacts on the natural environment by updating infrastructure and facility spaces to reduce energy and resource use, prioritizing sustainable and efficient construction, utilization, and operating practices. Actively pursue and create renewable energy infrastructure and encourage institutions to incorporate environmental, climatic, and other risks in their institutional plans and projects.

No net increase in academic footprint. Invest in maximizing the potential of existing academic space through renovation, retrofit, or replacement with smart, flexible, and wherever possible, a smaller footprint. Increasing campus footprint may be considered in rare and extraordinary circumstances.

Integral to the predesign is describing options or alternatives in program delivery, including associated schedule and budget implications. The predesign must also consider B3 and 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 Sim Center Planning Committee 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).

Predesign Process Tasks

The consultant shall be prepared to undertake the tasks below as part of the predesign 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 predesign 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).**
- Work with the campus's Sim Center Design Team and other campus personnel to develop a predesign 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 predesign 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 administration. Provide to Normandale Community College *six* bound copies of the final predesign document plus one unbound copy ready for reproduction.
- When the final (100%) predesign document is ready, the system office will need 1 electronic copy (in PDF format). The PDF may be submitted on a thumb drive or via an online file sharing service.

Budget and Fees

The fee for all Basic Services is estimated to range from \$25,000-\$65,000.

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

Proposed Predesign Milestone Schedule

The anticipated overall Predesign schedule is (dates for completion of work are approximate):

Milestone	Date
50% draft document completion for review	April 15, 2023
95% draft document completion for review	May 15, 2023
100% (final) predesign document complete	June 1, 2023

Selection Process

The selection committee includes the following people: Sim Center Planning Committee. This group will evaluate the proposals and make the final decision.

Selection and Implementation Timeline

EVENT	DAY	DATE	TIME
RFP advertisement	Mon	1/17/2023 & 1/23/2023	
Information Meeting [optional]	Wed	1/25/2023	10:00 AM
RFP Questions due	Wed	2/1/2023	2:00 pm
RFP Addendum posted			
Deadline for RFP	Wed	2/8/2023	1:00 pm
Planned selection	Mon	2/20/2023	
Planned contract execution	Wed	3/1/2023	

An interview would occur on February 16, 2023 if requested by the campus.

If the Owner and the vendor are unable to negotiate and sign a contract by **March 10, 2023**, the Owner reserves the right to seek an alternative vendor.

Informational Project Meeting

Minnesota State will hold a voluntary informational meeting on, at **10:00 AM**, at Normandale Community College Jodaas Sience Building room S2312. It is recommended all potential or interested responders attend the conference.

Questions Regarding This Project

Normandale Community College's agent for purposes of responding to inquiries about the RFP is:

Name:	Nissa Passmore
Title:	Project Budget and Project Coordinator
E-mail address:	Nissa.passmore@normandale.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Normandale Community 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 answered. If appropriate, a change responding to questions or clarifications may be issued by Normandale Community College in the form of addenda to the RFP. All addenda will be posted at <http://www.minnstate.edu/vendors/index.html>.

Contract

The successful Respondent will be required to meet all the terms and conditions and execute the most current Minnesota State *Professional or Technical Services Contract* and a copy of the Respondent's Professional/Technical Certificate of Insurance - Example (CC.20).

Sample documents are available for review on the Minnesota State website, [e-Manual for Vendors](#).

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 Normandale Community 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 Normandale Community 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.
- [Certified Interior Designer – including interior finishes, fixtures and equipment design]
- [Structural Engineer, licensed in Minnesota]
- [Mechanical Engineer, licensed in Minnesota – to include fire protection and integration of the campus energy management system]
- [Electrical Engineer, licensed in Minnesota]
- [Cost Estimating]
- [Acoustical Consultant]

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.

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. Factors favorable to a Respondent are:

- Prior experience in college design and/or campus planning on a similar campus type environment; municipal, corporate, or other relevant campus planning experience may be considered.
- Demonstrated 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.

Project team – 20 points

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 sub-consultant will be utilized (e.g. major role during portions of the predesign development, etc.). Matrix or chart is suggested. For each Team personnel member, provide:

- Name and position in firm, include name of firm.
- Home base (if in a multi-office firm).
- Responsibility on this project.
- Years of experience.
- Relevant recent experience (note if experience is with another firm).
- Registration – List Minnesota Registration numbers for all licensed professionals.

Relevant team experience - 20 points

The Respondent will provide a brief summary of experience with college or university planning and predesigns on a similar campus type environment. Municipal, corporate, or other relevant campus planning may be included. The prior experience must demonstrate the Respondent's 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. Specifically state the project description, scale and complexity, and geographic location of each. The summary should include the following:

- A. Projects at Minnesota State campuses, 2012 to present.
- B. The members of your proposed team for the present project that worked on the previous project and in what capacity.
- C. Non-Minnesota State projects completed 2012 to present. The Respondent shall provide as to these projects the name of the Owner and the name of an Owner's contact person with phone number and email address.

In addition to the summary described above, the Respondent shall provide an electronic copy, in PDF format, of three (3) predesign documents that have been completed by the Respondent, 2012 to present. These documents do not count toward the proposal page limit listed in Section IV.

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 - 40 points

The Respondent should describe its understanding of the Predesign development process and its approach and methodology:

- Communications Plan: Describe how the Respondent will work with the campus to gather information and create options; describe how overall communications are expected to flow.
- How the Respondent will gather academic data relevant to future needs
- How scope and alternatives will be documented and presented
- 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?
- How overall options will be determined and presented.

Describe the anticipated difficulties or challenges in providing services to the Owner on this project, how Respondent expects to manage those difficulties or challenges, and what assistance it requires from the Owner for such management. Provide a proposed schedule with key milestones and review times necessary to complete the Predesign. Additionally, the Respondent should describe any special services, product characteristics, or generally other benefit or advantage to the Owner in selecting the Respondent for the project.

Fee - 10 points

Provide a lump sum fee for all services. Also, list the team members by name providing services, their estimated hours and hourly rate. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Respondent in performance of this contract shall be included within the

Respondent's lump sum fee. The rates listed on the RFP may be used by the Owner to add or deduct services to modify the RFP response or subsequent contract on a per hour or per service basis.

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

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 Normandale Community College reserves the right to:

1. Cancel the Request for Proposals 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 RFP by posting Addenda on the 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 Section 21 of the *Professional or Technical Services Contract* example contract, posted with this RFP. The selected vendor will be required to maintain and furnish satisfactory evidence of insurance for the duration of the contract. A sample insurance certificate (CC.20) can be found on [Minnesota State - eManual Version 2.0 for Vendors](#).

Notice to Vendors and Contractors

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

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

Affidavit of Non-Collusion

All respondents shall complete Attachment CC.70 and submit with their response to this request for qualifications.

Workforce and Equal Pay Declaration Page

The Respondent must complete the State of Minnesota – Workforce and Equal Pay Declaration page and submit it with their response. If the Response to this solicitation could be greater than or equal to \$100,000, then the Responder must obtain a Workforce Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. As required by Minn. R. 5000.3600, “It is hereby agreed between the parties that Minn. Stat. §363A.36 and Minn. R.5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it”.

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

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

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

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

Small Business Preference Form

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

Veteran/Service Disabled 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 may be found at <http://www.vip.vetbiz.gov>.

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

Architect/Engineer RFP Response Certification Form (*On-line only*)

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

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

Organizational Conflicts of Interest

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

officer, the school or System Office may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve the rights of Minnesota State.

Physical and Data Security

The vendor is required to recognize that on the performance of the contract the vendor will become a holder of and have access to private data on individuals and nonpublic data as defined in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13; and other applicable laws.

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statute Chapters 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information.

The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of Minnesota State and Normandale Community 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 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.

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 **30** pages (faces), not counting the cover, cover letter, signature page, index, section divider tab sheets, required **Attachments**, and the three (3) predesign example documents.

Responding

On-line submission will be received electronically through QuestCDN by **Wednesday February 8, 2023 at 1:00 PM local** time, **Reference ST.21 Architect/Engineer RFP On-Line Response Instructions**

Thank you!



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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.

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