



# REQUEST FOR PROPOSAL

## *Systems Commissioning Services*

Owner: **Minnesota State  
Pine Technical & Community College  
(PTCC)  
Pine City, MN**

Project Name: **Technical/Trades Addition and  
Renovation**

Address: **900 4TH Street SE  
Pine City, MN 55063**

Contact: **John Stelten, Sr. P.M. CPMI  
jstelten@cpmi.com  
612-963-1274**

Size: **Project Budget \$14,541,000**

*This Request for Proposal (RFP) format is being used for soliciting proposals. An ND.30 contract (attached) will be issued to the successful firm.*

***This Request for Proposal incorporates by attachment the EXHIBIT—FPT 27 SCOPE OF SERVICES for the named project.***

### **1. Nature of RFP**

The Minnesota State Board of Trustees, on behalf of **PTCC** hereafter referred to as the “Owner”, is soliciting proposals from interested, qualified consultants, and intends to retain a professional consulting firm to provide **Systems Commissioning Services** to assist with the design of the described facilities improvement(s), hereafter referred to as the “Project”. This RFP is undertaken by **PTCC** pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

### **2. Purpose of RFP**

The purpose of the RFP is to evaluate and select a **Systems Commissioning Services** for the design of the project. Commissioning services during construction will be negotiated with the successful firm for this RFP. Commissioning Services shall be provided more specifically as described in this RFP and also as referenced in:

- State of Minnesota, Minnesota State System Office, ND.30 Contract
- *AIA Document A201-2017, General Conditions of the Contract for Construction as amended by the Owner*
- The Attached Exhibit – Scope of Services for the named project.

### **3. Project Description**

The project includes renovation of, and an addition to the Technical/Trades applied learning labs at PTCC. Key features include 15,000 sf of renovated space and 30,000 sf of addition that will include Innovated research and development lab, machine lab, automation lab, collaborative work lab, functional health science and simulation lab, nursing lab, general classrooms, gunsmithing lab, armory storage, test shooting tunnel, welding lab, faculty offices, support spaces and student lab. The project is a designated B3, version 3.0 and SB 2030 project. The total project budget is \$14,541,000 and is funded by GO Bond funds – anticipated in Spring 2022. Campus funds are available at this time for design and design consulting through Schematic Design. Funds to complete the design are anticipated after July 1, 2022, pending legislative action (the initial contract will be issued for SD, then DD and CD phases added by

#### 4. Estimated Project Budget and Fees:

Estimated Construction Cost is: **\$11,480,000**  
Estimated Fee Range Is:

#### 5. Project Informational Meeting:

NA

#### 6. Project Schedule:

Design and Construction milestone dates\*

Schematic Design (complete)	<b>Jan 15, 2022</b>
Design Development	<b>Jul 2022-Oct 2022</b>
Construction Documents	<b>Nov 2022-Mar 2023</b>
Construction Start	<b>May 2023</b>
Construction Complete	<b>Sep 2024</b>

#### 7. Selection and Implementation Timeline:

<u>Date and Time</u>	<u>Event</u>
<b>Oct 29, 2021</b>	Issue RFP
<b>NA</b>	Informational Meeting
<b>Nov 12, 2021</b>	<b>PROPOSALS DUE</b>
<b>NA</b>	Interviews* (optional)
<b>Nov 19, 2021</b>	Anticipated PO Execution

\* **Campus may select based solely on RESPONSE.**

#### 8. Proposal Contents and Selection Criteria:

##### A. PASS /FAIL REQUIREMENTS

- 1) Response submitted on time.
- 2) Not used

##### B. PROPOSED TEAM – 20 points.

List members assigned to project.

##### C. TEAM EXPERIENCE - 20 points.

Provide three examples of projects similar in size and scope.

##### D. PROJECT APPROACH - 25 points.

Identify key project risks and challenges and propose how to address them.

##### E. FEE - 25 points.

Provide a lump sum fee for all basic, supplemental and additional services.

##### F. PREFERENCES - (extra points)

Proposals are DUE: **2:00 p.m., Nov 12, 2021**

Institution: **CPMI**

Name, Title:

**John Stelten, [jstelten@cpmi.com](mailto:jstelten@cpmi.com)**

**Project Director, CPMI**

**612.963.1274**

- **Submit a PDF via e-mail**
- **CONSULTANTS must use the RESPONSE FORM provided by Minnesota State.**

#### 10. Owner's Rights

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