REQUEST FOR QUALIFICATIONS
for
FACILITIES PROFESSIONAL/TECHNICAL CONSULTANTS
MASTER CONTRACT

January 19, 2021

SPECIAL NOTE: This Request for Qualifications (RFQ) does not obligate the Minnesota State Colleges and Universities system, hereinafter referred to as “Minnesota State”, its Board of Trustees, and/or any Minnesota State campus or institution to award a contract and each reserves the right to cancel this RFQ if it is considered to be in its best interest. Responses must be clear and concise. Responses that are difficult to follow or that do not conform to the RFQ format may be rejected. Responding consultants must include the required information called for in this RFQ. Minnesota State reserves the right to reject a submittal if the required information is not provided or is not organized as directed. Minnesota State also reserves the right to change any provision in this RFQ by posting notice of the change(s) on Minnesota State’s website:

http://www.minnstate.edu/vendors/index.html
Request for Qualifications (RFQ)
for
Facilities Professional/Technical Consultants Master Contract

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- Minimum FAC P/T MC Consultant Criteria (9 pages)
  For reference only
  - Facilities Professional/Technical Consultant Master Contract – (14 pages)
  - Attachment A – Approved Specialty Services – for reference (1 page)
  - Certificate of Insurance – for reference (1 page)
  - Request for Proposal – (6 pages)

Attachments to the RFQ as separate documents: for use in submitting response

- Attachment 1, Certification Regarding Lobbying - Sample for use (1 page)
- Attachment 2, Workforce Certification - Sample for use (3 pages)
- Attachment 3, Affidavit of Non-Collusion – Sample for use (1 page)
- Attachment 4, Equal Pay Certificate – Sample for use (1 page)
- Transmittal Form for Current Vendors (1 page- WORD)
- Transmittal Form for New Consultants (1 page- WORD)
- Firm Registration Form (1 page - WORD)
- Evidence of Qualifications Form (3 pages- WORD)
SECTION I. GENERAL INFORMATION

Minnesota State Colleges and Universities system (Minnesota State) includes 24 two year colleges and seven state universities with 54 campuses located in 47 Minnesota communities. It is the largest single provider of higher education in the State of Minnesota. The System serves approximately 375,000 students, with 120,000 students taking non-credit courses and customized training programs designed for businesses. For more information about Minnesota State Colleges and Universities, view its website at www.minnstate.edu.

Minnesota State Colleges and Universities (“Minnesota State”) requests information for Architectural/Engineering, Owner’s Representative, Real Estate and other related Professional/Technical services from Minnesota registered architects, engineers, environmental consultants, geoscientists, land surveyors, landscape architects, owner’s representatives, and real estate service firms (including appraisers, brokerage and related service firms) leading toward a Facilities Professional/Technical Consultant Master Contract (“FAC P/T MC”). The services required will vary in nature and may involve due diligence services and the design of new construction and/or remodeling, which includes but is not limited to buildings, commissioning, utilities, facilities, roads and grounds, and land development.

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.

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 55101-7804.

Consultant: an individual or firm which responds to the RFQ.

Responder/Respondent: A company who may reply to this RFQ.

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

Purpose of the RFQ

Minnesota State is requesting responses from interested consultants, and intends to establish a database of firms to provide various types of professional and technical services. The FAC P/T
MC database includes vendors who are available to provide Minnesota State with professional and technical services as described herein. To execute a master contract under the Facilities Professional/Technical Consultant Master contract, consultants must meet the requirements of the RFQ, submit requested documentation, and return a signed Facilities Professional/Technical Consultants Master Contract. The Facilities Professional/Technical Consultants Master Contract of each accepted vendor becomes effective on the later date of May 1, 2021 or its date of full execution.

Vendors with a current FAC P/T MC are encouraged to respond to this RFQ if they wish to submit qualifications for additional Specialty Services. It is not necessary to re-submit qualifications for previously approved specialties. To verify:

1) Firm’s Approved Specialty Services, or
2) Registration information is correct (such as address or Contact Information)


**Specific Project Selection**

Vendors may perform studies, provide reports, design reviews, designs, observations, testing or construction administration services on Minnesota State renovation and/or construction projects on behalf of Minnesota State to assure that the project(s) are designed and constructed in conformance with the Minnesota State Facilities Design Standards, B3 Guidelines and SB2030 Energy Standards, laws, ordinances, building and construction codes, rules and regulations, and meet the specific project requirements. Please visit our Facilities Design and Construction website for more information.

Projects will vary in nature, scope, budget, schedule and locations throughout the state. Vendors may be selected directly or through an RFP process depending on the fee. Approved vendors shall work with the College or Universities’ delegated project manager(s), the system office, and other team members.

Additional requirements may be included in a Request for Proposal (RFP). A sample RFP based on selecting a firm with a FAC P/T MC is included in the Appendix.

On a project-by-project basis, a vendor that is selected to perform services under the Facilities Professional/Technical Consultants Master Contract will receive a Purchase Order from Minnesota State prior to performing contract services. No work shall begin until an executed Purchase Order has been issued and the vendor is notified to begin work. All work will be
subject to the requirements of this RFQ. All vendors will be responsible for the performance of their sub-consultants.

**Selection and Implementation Timeline**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY</th>
<th>DATE, 2021</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Release Date</td>
<td>Tuesday</td>
<td>January 19</td>
<td></td>
</tr>
<tr>
<td>Voluntary Information Meeting</td>
<td>Thursday</td>
<td>January 28</td>
<td>10:00 am (CT)</td>
</tr>
<tr>
<td>Optional Preliminary Docs Due</td>
<td>Tuesday</td>
<td>February 9</td>
<td>2:00 pm (CT)</td>
</tr>
<tr>
<td>Receive Preliminary Comments</td>
<td>Friday</td>
<td>February 12</td>
<td></td>
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<tr>
<td>Final RFQ Questions Due</td>
<td>Friday</td>
<td>February 12</td>
<td>2:00 pm (CT)</td>
</tr>
<tr>
<td>Post Responses to Questions</td>
<td>Tuesday</td>
<td>February 16</td>
<td></td>
</tr>
<tr>
<td>RFQ Submittal Due</td>
<td>Tuesday</td>
<td>February 23</td>
<td>2:00 pm (CT)</td>
</tr>
<tr>
<td>Evaluation of Submittals</td>
<td></td>
<td>March 9 – 18</td>
<td></td>
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<tr>
<td>Contract status notification by</td>
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<td>March 19</td>
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<tr>
<td>Contract Originals Due</td>
<td></td>
<td>April 16</td>
<td>2:00 pm (CT)</td>
</tr>
<tr>
<td>Effective Date of Contract</td>
<td></td>
<td>May 1</td>
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</table>

Responses to this RFQ must be received no later than **2:00 pm CT on Tuesday, February 23, 2021**.

**Voluntary Information Meeting**

**Join Zoom Meeting**

Meeting URL:  https://minnstate.zoom.us/j/98337405295
Meeting ID:    983 3740 5295
Passcode:     637531

**Join by Telephone**

For higher quality, dial a number based on your current location.
Dial:

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833
or +1 253 215 8782 or +1 346 248 7799

Meeting ID:  983 3740 5295

A voluntary web-based, informational meeting will be held on **Thursday, January 28, 2021, at 10:00 am**.
It is recommended, but not required, that all potential or interested responders attend the informational meeting. The presentation slides, answers to any submitted question as well as compilation of Frequently Asked Questions (FAQs) will be posted in an addenda following the meeting at [http://www.minnstate.edu/vendors/index.html](http://www.minnstate.edu/vendors/index.html).

All costs incurred in responding to this request for qualifications shall be borne by the consultant. Minnesota State shall have no financial liability related to or created by consultant’s decision to respond or not respond to this RFQ.

**Optional Preliminary Review**

As a benefit to *new consultants* without a current FAC P/T MC, the system office is offering an optional preliminary review of the firm’s Evidence of Qualifications (EoQ). The purpose of the preliminary review is to provide additional guidance to new consultants in preparing the EoQ for submission. Comments from the system office will note areas of concern and suggest ways to improve or clarify the EoQ before the RFQ due date. After the RFQ due date has past, consultants are not able to modify the EoQ.

Preliminary Evidence of Qualifications must be received no later than **2:00 pm on Tuesday, February 9, 2021** to ensure comments are sent to the consultants by **Friday, February 12, 2021**.

**Questions Regarding This RFQ**

Email questions to FACPTMC@minnstate.edu. Questions must be received no later than **2:00 pm on Friday, February 12, 2021** to ensure a response is posted by **Tuesday, February 16, 2021**. Responses to questions in the form of an addenda will be posted on the Minnesota State Facilities Office web site: [http://www.minnstate.edu/vendors/index.html](http://www.minnstate.edu/vendors/index.html)

**Contract Term**

Minnesota State desires to enter into a contract with the successful vendor(s) effective May 1, 2021. The length of such contract(s) shall be five years. If Minnesota State and the vendor are unable to execute a contract by May 2, 2021, then Minnesota State reserves the right to not award a master contract to the consultant in response to this RFQ. A sample contract is included in the Appendix. If a Respondent requests clarifications to the terms and conditions of this contract, then they may submit a question during the question and answer period of this RFQ where it will be addressed by Addendum.

Vendors with a current FAC P/T MC that are approved for new Specialty Services will have an Amendment to their existing contract, without an extension in time, and will be issued an amended Attachment A – 2021 Approved Specialty Services.
Future Program Changes

Minnesota State anticipates restructuring the program for 2022, prior to the expiration of the majority of the master contracts. It is possible that master contracts executed in 2021 may be used only one year. We anticipate announcing new program details on our Vendor Opportunities website in January of 2022.

Parties to the Contract

Parties to this contract shall be the “State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities” and the successful vendor(s). **Parties will execute (sign) the contract electronically via DocuSign.**

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.

Applicable Law

A Facilities Professional/Technical Consultants Master Contract entered into as a result of this RFQ shall be governed and interpreted under the laws of the State of Minnesota.

Entire Agreement

A written Facilities Professional/Technical Consultants Master Contract and any amendments or addenda thereto, executed in writing by both parties, and any project specific Purchase Order(s), and any attached project specific Exhibit(s), constitute 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 Facilities Professional/Technical Consultants Master Contract may be amended at a future date in writing by mutual agreement of the parties.

Authorized Signature

The RFQ Transmittal Form must be completed and signed in the firm’s name or corporate name of the CONSULTANT, and must be fully and properly executed and signed in **blue** ink by an authorized representative of the CONSULTANT. Proof of authority of the person signing the contract must accompany the response.
SECTION II. VENDOR REQUIREMENTS

General Description of Responsibilities

The table below lists the Specialty Services and a general description of the typical responsibilities. Project responsibilities may span over multiple project phases or may be limited to a single phase depending on the nature of the project. Tasks commonly associated with project phases are described in part A. General Scope of Work by Project Phase. The scope of work and consultant’s fee will be determined on a project-by-project basis by the campus. The work requirements will be incorporated into the contract with an appropriate Exhibit and Purchase Order.

<table>
<thead>
<tr>
<th>SPECIALTY SERVICE</th>
<th>GENERAL DESCRIPTION of RESPONSIBILITIES</th>
</tr>
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<tbody>
<tr>
<td>Architecture - Architectural Design</td>
<td>Provide HEAPR predesigns. Provide design, bid and award, construction administration, and closeout services for new construction, renovation, and renewal projects. Review, analyze and evaluate program, budget, and schedule at all phases. Prepare all technical drawings and specifications. Prepare cost estimates and assist in bidding process. Conduct construction observations and provide record drawings.</td>
</tr>
<tr>
<td>Architecture - Comprehensive Facility Planning</td>
<td>Provide campus master plans to include an existing facilities assessment, confirm strategic alignment academic and workforce needs, analysis of regional issues, and recommended site and building improvements.</td>
</tr>
<tr>
<td>Architecture - Predesign</td>
<td>Provide Predesigns for larger capital budget projects. Prepare project feasibility studies and retain required sub-consultants. Review project alignment with strategic, master, and operations plans. Analyze facility needs and prepare cost estimates.</td>
</tr>
<tr>
<td>Architecture - Wayfinding</td>
<td>Provide interior and exterior campus wayfinding assessments. Create wayfinding plans, systems, and visual communication strategies. Develop campus sign design guidelines. Design and specify signage and graphics including monumental signs, emergency plans, and digital integration. Providing cost estimates for wayfinding elements and prepare project schedules.</td>
</tr>
<tr>
<td>SPECIALTY SERVICE</td>
<td>GENERAL DESCRIPTION of RESPONSIBILITIES</td>
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</tr>
<tr>
<td>Building Envelope - Energy Modeling</td>
<td>Prepare existing facilities energy surveys, prepare utility incentive procurement, perform daylight analysis envelope and glazing thermal modeling, perform hygrothermal analysis, perform energy modeling for existing, renovated or new facilities, perform sustainability code and B3 SB2030 compliance analysis, perform energy code compliance analysis, conduct field testing services, provide Owner facilities staff training, perform post-occupancy building performance verifications, conduct energy auditing and benchmarking, and provide reports and recommend corrective or design strategies.</td>
</tr>
<tr>
<td>(New for 2021)</td>
<td></td>
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<tr>
<td>Building Envelope - Exterior wall</td>
<td>Provide HEAPR predesigns. Provide expert recommendations in masonry exterior wall design, through-wall flashing, and air barrier installation. Advise on other exterior wall systems, such as metal panel or precast panels. Coordinate details and prepare project specifications. Analyze exterior wall conditions at critical interfaces such as adjacent walls and roofs. Review penetration details for windows and doors, flashings, roofs, and foundations. Review and/or prepare construction &amp; bid documents. Conduct site observations during construction. Conduct forensic investigations, testing, inspections, and monitor construction.</td>
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<tr>
<td>Building Envelope - Windows and Curtain Walls</td>
<td>Provide HEAPR predesigns. Provide detailed window and curtain wall evaluation, analysis, design, and design reviews. Evaluate and recommend products, accessories, and sealants. Review construction &amp; bid documents. Coordinate pre-installation meetings and conduct site observations during construction. Observe testing procedures and report deficiencies.</td>
</tr>
<tr>
<td>SPECIALTY SERVICE</td>
<td>GENERAL DESCRIPTION of RESPONSIBILITIES</td>
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<tr>
<td>Building Envelope - Waterproofing</td>
<td>Provide expert recommendations in above and below grade waterproofing, including building footings, foundations, foundation walls, tunnels, and plazas. Coordinate details with project specifications. Review and/or prepare construction &amp; bid documents. Conduct detailed wall inspections and evaluations. Conduct forensic investigations, testing, inspections, and monitor construction.</td>
</tr>
<tr>
<td>Commissioning - Mechanical</td>
<td>Evaluate existing mechanical systems. Develop commissioning specifications, requirements, functional checklists and procedures. Review and approve O&amp;M manuals, prepare final reports, and develop operations commissioning plan.</td>
</tr>
<tr>
<td>Engineering - Civil</td>
<td>Provide HEAPR predesigns. Plan, design and oversee construction of infrastructure, roads, bridges, tunnels, water and sewer projects. Prepare project reports, details, drawings, specifications and estimates. Evaluate geotechnical reports. Coordinate site survey activities. Develop storm water management programs (SWMPs) to mitigate construction site runoff. Integrate projects into Municipal Separate Storm Sewer Systems (Ms4s). Recommend maintenance best practices.</td>
</tr>
<tr>
<td>Engineering - Electrical</td>
<td>Provide HEAPR predesigns. Design power, lighting, and other special systems (such as lightning protection, emergency generator). Evaluate energy performance. Prepare project drawings, calculations, and specifications. Prepare detailed reports and narratives. Coordinate electrical design requirements with other disciplines.</td>
</tr>
<tr>
<td>Engineering - Fire Protection</td>
<td>Provide HEAPR predesigns. Design complete fire protection systems, including sprinklers, fire alarm and communication systems.</td>
</tr>
<tr>
<td>Engineering - Geotechnical</td>
<td>Provide expert consultation, investigation, testing and evaluation, planning, mapping, and inspection of geoscientific work and its responsible supervision. Provide soil boring reports and recommendations.</td>
</tr>
<tr>
<td>Specialty Service</td>
<td>Description</td>
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<tr>
<td>Engineering - Structural</td>
<td>Provide HEAPR predesigns. Design structural components and systems to ensure the structural integrity of the building as a whole. Prepare project drawings, calculations, and specifications. Coordinate with other project disciplines. Evaluate geotechnical reports. Examine existing structures.</td>
</tr>
<tr>
<td>Engineering - Mechanical</td>
<td>Provide HEAPR predesigns. Develop and design mechanical systems according to Owner's project requirements. Evaluate energy performance and existing mechanical systems. Prepare detailed reports and narratives. Design HVAC and plumbing systems. Prepare project drawings, calculations, and specifications. Coordinate mechanical design requirements with other disciplines.</td>
</tr>
<tr>
<td>Industrial Hygiene - Asbestos Abatement Design</td>
<td>Design and supervise existing conditions as required to perform asbestos related project design. Conduct pre-site analysis and on-site project management, sample testing and analysis. Provide reports and recommend corrective actions.</td>
</tr>
<tr>
<td>Industrial Hygiene - Air Monitoring</td>
<td>Conduct sample collection and provide analysis during asbestos abatement. Monitor air quality throughout construction and during other evaluation periods. Provide reports and recommend corrective actions.</td>
</tr>
<tr>
<td>Industrial Hygiene - Indoor Air Quality</td>
<td>Conduct indoor air quality investigation, sampling, and evaluations. Provide reports and recommend corrective actions to mitigate fungal organism concerns or other contaminants (such as radon, carbon dioxide, or smoke). Conduct discovery investigations and tests to uncover water damages elements that may contribute to mold growth. Provide reports and recommend corrective actions.</td>
</tr>
<tr>
<td>Industrial Hygiene - Industrial Hygienist</td>
<td>Provide assessments of the biological, physical, chemical, air and ergonomic hazards on campuses. Develop and implement programs to mitigate or remove the conditions that could harm staff, faculty, students, and guests. Provide reports and recommend corrective actions.</td>
</tr>
<tr>
<td>Industrial Hygiene - Lead Testing</td>
<td>Design and supervise existing conditions as required to perform lead related project design. Conduct pre-site analysis and on-site project management, sample testing and analysis. Provide reports and recommend corrective actions.</td>
</tr>
<tr>
<td>Inspectors and Laboratories</td>
<td>Conduct special inspections and construction materials testing in accordance with the contract documents. Provide reports to determine compliance with contract documents.</td>
</tr>
<tr>
<td>SPECIALTY SERVICE</td>
<td>GENERAL DESCRIPTION of RESPONSIBILITIES</td>
</tr>
<tr>
<td>Role</td>
<td>Description</td>
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<td>------------------------------------------</td>
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</tr>
<tr>
<td>Land Surveyor</td>
<td>Property surveys that describe, map and locate land ownership boundaries, corners, features and improvements for property acquisitions and dispositions. Show topology, major surface features and location and depth of underground utilities on the site. Provide surveying documentation for storm water management.</td>
</tr>
<tr>
<td>Landscape Architectural Design</td>
<td>Provide HEAPR predesigns. Design of plaza, courtyards, streetscapes, gardens, and other natural features. Determine proper land use, natural land features, ground cover and planting, considerations of the land to erosion, wear, blight and hazards, and sustainable use.</td>
</tr>
<tr>
<td>Owner's Representative</td>
<td>Administer the design and/or construction contract(s) on behalf of the Owner, coordinate major elements of design, provide schedule assistance, and provide project budget control and tracking. Review project documents, attend design and construction meetings. Recommend and assist the Owner in hiring professional and technical project consultants. Provide project status reports. Coordinate project work to be performed by the Owner. Review invoices and payment applications.</td>
</tr>
<tr>
<td>Real Estate - Appraisals</td>
<td>Provide complete self-contained appraisals of properties being considered for sale or acquisition. Provide current market information about real estate values at locations throughout the State of Minnesota.</td>
</tr>
<tr>
<td>Real Estate - Real Estate Broker</td>
<td>Provide real estate consulting services for transactions and advise on leasing offices, warehouses, and classrooms.</td>
</tr>
<tr>
<td>Technology - Audio and Visual</td>
<td>Provide HEAPR predesigns. Advise on presentation technologies, coordinate equipment, recommend strategies for content and presentation delivery, and support existing and new technology. Advise on sound support systems and develop user interfaces and control systems.</td>
</tr>
<tr>
<td>SPECIALTY SERVICE</td>
<td>GENERAL DESCRIPTION of RESPONSIBILITIES</td>
</tr>
<tr>
<td>Specialty Service</td>
<td>Description</td>
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<td>-------------------</td>
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</tr>
<tr>
<td>Technology - Information and Data Networks</td>
<td>Provide HEAPR predesigns. Plan and design security measures to protect computer networks. Identify threats and develop solutions to technical security problems. Evaluate existing network architecture and recommend improvements.</td>
</tr>
<tr>
<td>Planning – Utility Master Planning</td>
<td>Provide campus utility master plan to include evaluating existing utility system conditions, understanding future service needs, evaluating options for meeting these future needs, and articulating an implementation plan that can guide capital investment projects.</td>
</tr>
<tr>
<td>Planning – Higher Education Analyst</td>
<td>Provide comprehensive instructional space utilization analysis. Provide demographic research for academic programs. Perform program, schedule, and section assessments including conflict analysis. Provide data validation, visualization, and modeling. Confirm strategic alignment of on-site and on-line resources, recommend optimization strategies and improvements.</td>
</tr>
</tbody>
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**General Scope of Work by Project Phase**

Tasks for each Specialty Service may include, but are not limited to the following:

**Studies & Reports:**
- Evaluate existing building or utility systems and site conditions; assess overall condition
- Determine actual or potential source(s) of leakage, weakness or failures
- Take samples and evaluate any suspected hazardous materials.
- Provide recommendations for corrective actions.
- Provide design reviews of project design documents prepared by others.
- Provide expert recommendations for the building systems specialty to be addressed.
- Provide analysis of specialty design documents and application of Minnesota State Facilities Design Standards.
- Provide cost estimates for corrective actions.
- Conduct exploratory testing, selective destructive testing, monitoring of air quality, or other evaluation of materials for conformance with ASTM or similar specified standards
- Provide review comments of design documents for each phase of design.
- Prepare due diligence reports or studies for regulatory compliance.
**Predesign:**
- Obtain building documentation from Campus/University (C/U) or Minnesota State.
- Complete a comprehensive assessment of existing facilities condition and building systems
- Identify and analyze facility needs and specialty design issues.
- Discuss options, alternatives and solutions, and analyze energy efficiency
- Provide a planning cost estimate to include specialty design, construction, contingency, and observation and testing costs as appropriate to the scope of the project.
- Provide projected design and construction schedule(s).
- Consider Sustainable Building 2030 goals, energy benchmarking and sustainability initiatives.
- Review how a project meets Minnesota State’s strategic plan, master plan, and operational program.
- Perform program, schedule, and section assessments including conflict analysis

**Design (Schematic Design thru Construction Documents Phases):**
- Comply with the Minnesota State Facilities Design Standards.
- Apply relevant B3 guidelines and prepare required documents.

**Schematic Design (SD) Phase:**
- Review, analyze and evaluate the project program, budget and schedule.
- Interview facility, maintenance and operations personnel at the C/U for their input.
- Provide field verification(s) of existing conditions including conducting destructive test openings (properly patched) as required.
- Include directly associated structural, mechanical and electrical engineering and other sub-consultant services and asbestos testing reports, as required by the specific project.
- Schedule SD review meetings with both C/U and Minnesota State personnel.
- Provide all SD Submittal Requirements per the Minnesota State Facilities Design Standards.
- An updated SD construction cost estimate and schedule.

**Design Development (DD) Phase:**
- All DD Submittal Requirements must conform to the Minnesota State Facilities Design Standards and adhere to all applicable building, life safety, and energy codes in accordance with interpretations of authorities having jurisdiction.
- Submit Design Standards Variance Requests as applicable.
- An updated DD construction cost estimate and schedule.
- Prepare a Quality Assurance Plan.
- Evaluate, use, calibrate and interpret results of energy modeling software to assist clients in forecasting, designing or decision-making for reduction in both anticipated
energy usage and carbon / carbon-equivalent emissions.

**Construction Documents (CD) Phase:**
- Prepare drawings and specifications per the Minnesota State Facilities Design Standards as applicable.
- Include Division 0 documents from the Minnesota State Facilities website and insert prevailing wage rates for the county where the work is to be performed from the Department of Labor and Industry website.
- Project Manual: Provide a separate title page with signature blocks for designers’ approval(s), table of contents, drawing schedule, and division 0 documents. Provide technical specifications for each division and section that applies to the project scope of the work.
- Provide an updated CD construction cost estimate and schedule.
- Prepare all drawings and specifications necessary to convey the exact scope of the work and the full intent of the design related to the work.
- Prepare all CD’s using computer aided design and drafting technology in an electronic data exchange file format acceptable to Minnesota State.

**Bid & Award:**
- Coordinate bid dates and times with the C/U personnel where the project is located.
- Conduct/attend a Pre-bid meeting and provide meeting notes. Prepare and post addenda on QuestCDN as needed.
- Provide a written bid tab and provide a written award recommendation letter to the C/U.

**Construction Administration, Observation, Inspections, and other Testing:**
- Schedule and conduct Pre-construction, Construction (progress), and Pre-Installation Meetings.
- Provide minutes for each meeting.
- Verify all required permits are obtained by the Contractor.
- Review and approve shop drawings and submittals.
- Review and approve Contractor payment applications.
- Initiate construction change modifications.
- Coordinate with C/U personnel and campus schedules.
- Verify construction conformance with the Minnesota State Facilities Design Standards and project Contract Documents.
- Coordinate construction inspection and testing services, as applicable.
- Provide full or part time construction observation to ensure conformance with Project Documents.
- Test construction materials as required by contract documents.
- Inspect systems and provide required reports.
Project Closeout:
- Conduct inspection(s) for Substantial Completion(s), provide written punch list(s).
- Coordinate and document receipt of warranties, operation and maintenance manuals. Review and approve as required.
- Verify performance tests and conformance with the Operations Commissioning Plan.
- Provide “as-built” record documents to C/U and Minnesota State in a format acceptable to C/U.
- Coordinate project final closeout(s) including verification(s) of punch list completion(s) and final payment application submittals.
- Develop and coordinate a Commissioning Systems and Concepts Manual.
- Participate in 10 month warranty reviews.
- Conduct seasonal or deferred testing and recommend deficiency corrections.

Enterprise Project Management System – e-Builder

Vendors are typically required to use the Minnesota State’s internet-based enterprise project management system, e-Builder, in the participation or administration of a Project. The functionality of this software may include, but is not limited to, the electronic filing and processing of:

a) Contracts and contract modifications, including contract amendments,
b) Design documents, bidding documents
c) Requests For Information (RFI’s), Proposal Requests (PR’s), Construction Change Directives (CCD’S), and Change Orders (CO’s),
d) Applications for Payment and Invoices, and other financial correspondence.
e) Submittals, construction schedules, product data, shop drawings, samples, and
f) other Project related information.

Minnesota State will provide the vendor with access to the software and initial training for the vendor’s designated project representative(s) at no cost to the vendor. Except for electronic access and initial training, Minnesota State assumes no responsibility for any real or potential costs associated with the use of e-Builder by the vendor.
SECTION III. RESPONSE CONTENTS AND EVALUATION

Minimum Criteria

Refer to the Minimum FAC P/T MC Consultant Criteria for each Specialty Service criteria included in the Appendix. All requirements are PASS/FAIL. All requirements must be PASSED to be eligible for master contracting and inclusion in the FAC P/T MAC database.

Minnesota State retains the right at all times to not use the Facilities Professional/Technical Consultant contracting process for any projects. Minnesota State retains the right at all times to use the public advertisement process for any services. A Facilities Professional/Technical Consultants Master Contract is not a guarantee of any work nor does it obligate Minnesota State to award any work.

Transmittal Form

Consultants responding to this RFQ shall provide a Transmittal Form (file name: FIRMNAME_Transmittal.pdf). Two templates are attached for your use as a separate document.

For current vendors, if the information shown on the Database is correct, please check the box “No changes to our current Registration”. If the information in the Database is incorrect, provide an updated Firm Registration form.

The Transmittal Form must be signed in blue ink by the Primary Contact who is an authorized signatory member of the consultant’s firm.

CONSULTANTS must acknowledge the total number of addendum in the Transmittal Form at the time of submission.

Firm Registration

For vendors with current, existing FAC P/T MC contracts:
   Provide an updated Firm Registration form in Microsoft WORD (file name: FRIMNAME_Registration.doc) if needed. A template is attached.

For new consultants seeking to master contract with Minnesota State:
   Provide a Firm Registration form in Microsoft WORD (file name: FRIMNAME_Registration.doc). A template is attached for your use as a separate document. Minnesota State imposes no special requirements for consultants with multiple office locations.
The consultant’s legal name should match the vendor name in the Statewide Integrated Financial Tools (SWIFT) system.

Consultant must indicate if the consultant is an individual to ensure the appropriate clauses are included in the main body of the master contract.

Consultant shall indicate a Preferred Status according to the Minnesota Department of Administration’s Targeted Group/Economically Disadvantaged/Veteran-Owned (TG/ED/VO) Small Business Procurement Plan at the time of RFQ response submittal, if applicable. Consultant shall include a copy of the letter of certification or a screen print of the appropriate website showing certification as part of the RFQ response submittals.

The Primary Contact listed on the firm’s registration is the individual with the authority to enter the firm into a contract and who will be responsible for the management of the contract with Minnesota State. The secondary contact is an individual that may support the primary contact, or be a key personnel, or may be available for campus project inquiries.

**Evidence of Qualifications**

Consultants shall submit a separate Evidence of Qualifications (EoQ) Form (file name: FIRMNAME_EoQ_Specialty.pdf for example, XYZARCHITECTS_EoQ_Predesign.pdf) for each Specialty Service under consideration for evaluation. A template is attached for your use as a separate document. For example, a large A/E firm will submit one Firm Registration form and possibly several Evidence of Qualification forms for the various Specialty Services listed in Section IV.

The minimum criteria for each Specialty Service is listed in the Minimum FAC P/T MC Consultant Criteria included in the Appendix.

List Key Personnel within the firm who will be responsible for leading projects or managing contracts. A minimum of one (1) appropriately credentialed individual is required per Specialty Service. List only the key personnel associated with the Specialty Service under consideration. **Minnesota State professional license numbers must be included for key personnel listed in the EoQ otherwise the firm will not be eligible for the Specialty Service.**

Provide the name (individual or business) and contact information of the Laboratory or Testing Service either in-house or subcontracted as required per Specialty Service in the Minimum FAC P/T MC Consultant Criteria. List the credentials or accreditations of the testing agency providing the service. Provide a brief list of the testing capabilities.

**Provide a general description of the firm’s project responsibilities and briefly list tasks accomplished for the scope of work.** Brief examples can be found in the RFQ, Section IV.
Specialty Services and Responsibilities and also under part A. General Scope of Work by Project Phase.

Include at least the minimum number of projects for the Specialty Service as required in the Attachment Minimum FAC P/T MC Consultant Criteria. Consultants are encouraged to submit the maximum of five (5) projects for each Specialty Service. **Projects listed must be completed as of this RFQ response due date.** The consultant must be the direct, **prime contract** holder for the project. Provide Owner contact information.

Here is one example for the Mechanical Engineering Specialty Service:

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General description of responsibilities and tasks:

We designed a new geothermal heat pump loop system for the project. Our scope of work included providing site civil work and preparation for the geothermal borings as well as an entirely new heating and cooling system as the facilities existing infrastructure had reached end of useful life. Mechanically, the HVAC units were replaced, a new high efficiency boiler was installed, and a water to water geothermal heat pump skid was installed, in addition to demolition of the existing equipment. The new design was based on updating the pre-design to meet the requirements of the project and updating the cost estimate accordingly. The majority of the controls were specified to be integral to the new equipment, with a small amount of control interface with the existing controls system. The design followed the Minnesota State Design Standards throughout all phases of design, including drawings, calculations, and specifications. The electrical design required some distribution upgrades and main breaker replacements at the switchboards. We uploaded relevant documents and used appropriate e-Builder workflows.
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Consultants will **not** be able to re-submit Evidence of Qualifications for any Specialty Service if the information is determined to **not** meet the Minimum FAC P/T MC Consultant Criteria. If firm’s have additional questions regarding the Minimum FAC P/T MC Consultant Criteria or the expectations for the general description of responsibilities and tasks, please email a question during the RFQ question period.

Minnesota State reserves the right to verify the information submitted by the CONSULTANT in response to this RFQ at any time.

**Certificate of Insurance**

The consultant shall provide to Minnesota State a copy of their certificate of insurance (file name: FIRMNAME_COI.pdf) in accordance with the requirements of the Facilities Professional/Technical Consultants Master Contract. A sample contract with the minimum insurance requirements is included in the Appendix.
An example of the Certificate of Insurance with the minimum requirements is included in the Appendix.

- The Certificate of Insurance must specify Minnesota State as an additional insured and provide an endorsement.
- The Certification of Insurance must indicate the Professional Liability Insurance deductible.
- The maximum deductible for Professional Liability Insurance is $50,000.

A variance to the insurance coverage for Business Automobile Liability Insurance is available under the following condition:

- In the event, a firm does not own any automobiles, an exception to the Owned Coverage requirement is a letter from an authorized member of the firm stating that the firm does not own any automobiles. The letter must be provided at the same time as the documents in response to this Request for Information.
- The Business Automobile Liability Insurance for Hired and Non-owned coverage shall be in accordance with the requirements of the Facilities Professional/Technical Consultants Master Contract.

Insurance coverage must be maintained throughout the entire five-year term of this master contract. When policies expire, new certificates must be emailed to FACPTMC@minnstate.edu. It is the vendor’s responsibility to ensure that Minnesota State has the most current insurance information on file.

**Attachment #1 Certificate Regarding Lobbying**

Pursuant to Minnesota Statutes § 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action. All responding consultants are required to complete the Certificate Regarding Lobbying form (file name: FIRMNAME_Attachment1.pdf) and submit it with the response. A template is included in the Appendix for your use.

**Attachment #2 Workforce Certification**

All responding consultants are required to complete the Workforce Certificate of Compliance forms (file name: FIRMNAME_Attachment2.pdf) and submit it with the response. A template is included in the Appendix for your use.

Minnesota State intends to carry out its responsibility for requiring affirmative action by its vendors.

1. **Covered Contracts and Contractors.** If a Purchase Order for project work exceeds One Hundred Thousand and 00/100 Dollars ($100,000.00) including reimbursable expenses and the CONSULTANT employed more than forty (40) full-time employees on a single working
day during the previous twelve (12) months in Minnesota or in the state where it has its principal place of business, then the vendor must comply with the requirements of Minnesota Statute §363A.36 and Minnesota R. Parts 5000.3400-5000.3600. If a CONSULTANT is covered by Minnesota Statute §363A.36 because it employed more than forty (40) full-time employees in another state and the vendor does not have a Certificate of Compliance, said vendor must certify that it is in compliance with federal affirmative action requirements.

2. **Minnesota Statutes §363A.36.** Minnesota Statutes §363A.36 requires a vendor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (hereinafter “Commissioner”) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

3. **Consequences.** The consequences for the vendor’s failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or Minnesota State.

4. **Certification.** The vendor will be required to submit an executed Minnesota State Affirmative Action Data Page with its response to this RFQ, which Data Page will be an attachment to, and part of, the Facilities Professional/Technical Consultants Master Contract and a current Certificate of Compliance if the Data Page reflects that a Certificate is required. If the vendor was not required to have a Certificate of Compliance at the time of the execution of the Facilities Professional/Technical Consultants Master Contract because of (a) the number of its employees during the twelve (12) months prior to such execution, or (b) the location of its principal place of business outside Minnesota, BUT such status thereafter changes and then calls for a Certificate of Compliance, it shall be the obligation of the vendor to promptly inform Minnesota State of the change of status, keep its Minnesota State Affirmative Action Data Page current, and obtain the Certificate. In any event, the vendor must obtain the Certificate before it can be considered to be selected for any project work exceeding a value of $100,000 (including reimbursable expenses).

**Attachment #3 - Affidavit of Non-Collusion**

All responders are required to complete the Affidavit of Non-Collusion form (file name: FIRMNAME_Attachment3.pdf) and submit it with the response. A template is included in the Appendix for your use.
Attachment #4 - Equal Pay Certificate
All responding CONSULTANTS are required to complete the Equal Pay Certificate (file name: FIRMNAME_Attachment4.pdf) and submit it with the response. A template is included in the Appendix for your use. A copy of the consultant’s Equal Pay Certificate from the Minnesota Department of Human Rights must be included in the response to the RFQ.

If the Equal Pay Certificate is unavailable from the Minnesota Department of Human Rights at the time of response submittal, indicate PENDING on the Transmittal form and Attachment 4. Submit the Equal Pay Certificate with your signed contract by March 27, 2020.

The Response to this solicitation could be in excess of $500,000, including renewal and extension options. The Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution (file name: FIRMNAME_Attachment4.pdf). 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.
SECTION IV. ADDITIONAL RFQ RESPONSE AND CONTRACT REQUIREMENTS

Rights Reserved

Notwithstanding anything to the contrary, the Minnesota State Colleges and Universities, or its Board of Trustees, or any Minnesota State college or university, reserves the right to:

1. Cancel the Request for Qualifications at any time with no cost or penalty to the State.
2. Reject any and all responses received in response to this RFQ;
3. Disqualify any Responder whose submittal fails to conform to the requirements of the RFQ;
4. Duplicate all materials submitted for purposes of RFQ evaluation, and duplicate all public information in response to data requests regarding the RFQ and subsequent RFPs;
5. Negotiate as to any aspect of the RFQ with the selected Responder;
6. Extend the contract, not to exceed a total contract term of five (5) years;
7. Change any provisions in this RFQ by posting Addenda on Minnesota State website http://www.minnstate.edu/vendors/index.html, and
8. Waive any non-material deviations from the requirements and procedures of this RFQ and waive informalities contained in the RFQ.

Facilities Professional/Technical Consultants Master Contract

A complete Facilities Professional/Technical Consultants Master Contract consists of the following properly signed and executed documents:

- Facilities Professional/Technical Consultants Master Contract – prepared by Minnesota State (13 pages)
- Attachment A, Approved Specialty Services – prepared by Minnesota State (1 page)
- Attachment 1, Certification Regarding Lobbying – submitted with RFQ response (1 page)
- Attachment 2, Minnesota State Affirmative Action Data Page – submitted with RFQ response, (4 pages)
- Attachment 3, Affidavit of Non-Collusion – submitted with RFQ response (1 page)
- Attachment 4, Equal Pay Certificate - submitted with RFQ response (1 page)
- Certificate of Insurance - submitted with RFQ response

A sample contract is included in the Appendix. Minnesota State will send qualified consultants a prepared contract for signature along with instructions.

A submittal by a consultant of a partially executed Facilities Professional/Technical Consultants Master Contract DOES NOT bind Minnesota State to accept or execute any contract. Minnesota State shall have sole discretion in determining which consultants meet the requirements to be
placed on a Facilities Professional/Technical Consultants Master database. The proposed Facilities Professional/Technical Consultants Master Contract is not in effect until accepted and fully executed by Minnesota State, in its sole discretion.

**Parties will execute (sign) the contract electronically via DocuSign.**

**Notice to Consultants**

As a condition of this contract, the vendor 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 vendor 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 Minnesota State or the vendor.

**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 RFQ 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 RFQ that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the consultant 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 Minnesota State, its agents and employees, from any judgments or damages awarded against the 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 RFQ, 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.

**Disposition of Responses**

All materials submitted in response to this RFQ will become the property of Minnesota State and will become public record after the evaluation process is completed. All materials will be made available to Minnesota State Colleges and Universities for review.

If the consultant submits information in response to this RFQ that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes § 13.37, the vendor must clearly mark 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 Minnesota State and its agents and employees from any judgments or damages awarded against them 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 RFQ, the vendor agrees that this indemnification survives as long as the trade secret materials are in possession of Minnesota State.

**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 Conflict of Interest

The vendor warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which 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 to Minnesota State, or the vendor’s objectivity in performing contract work is or might be otherwise impaired, or the vendor has an unfair advantage. The vendor agrees that, if after award, an organizational conflict of interest is discovered, an immediate full disclosure in writing shall be made to Minnesota State which shall 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, Minnesota State may, at its discretion, cancel the contract. In the event the vendor was aware of an organizational conflict of interest prior to the award of their contract and did not disclose the conflict to the Minnesota State contracting officer, Minnesota State may terminate the contract for default. The provisions of this clause shall be included in all subcontracts for work within the service provided by the prime contractor, and the terms “vendor”, “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.
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 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.

**Contracting Limits**

Minnesota State may use its Facilities Professional/Technical Consultants Master Contract and a Purchase Order to secure services of vendors who provide Specialty Services on its FAC P/T MC with a value up to $100,000 in fees per project.

**Solicitation**

Qualified vendors on the Facilities Professional/Technical Consultants Master database may be selected by Minnesota State for particular contract work with estimated fees for services as follows:

**Estimated Fee for Services less than $50,000**

Minnesota State will request a quotation from a minimum of one firm or individual on the FAC P/T MC database. One of these firms or individuals should be a qualified TG/ED or Veteran Preference firm if one is available in the project experience category. Rotation of work, geographic location and project requirements (i.e. experience) are considerations in bid solicitation.

**Estimated Fee for Services from $50,001 to $100,000**

Minnesota State will request a quotation from a minimum of two firms or individuals on the FAC P/T MC database. One of these firms or individuals should be a qualified TG/ED or Veteran Preference firm if one is available in the project experience category. Rotation of work, geographic location and project requirements (i.e. experience) are considerations in bid solicitation.
SECTION V. RFQ RESPONSES

Submission

Responses to this RFQ are DUE by **2:00 pm CT on Tuesday, February 23, 2021.** Responses that do not provide the requested information may be rejected. Late responses will not be considered or acknowledged. Minnesota State will not be responsible for any associated delays.

Email the electronic submittal to FACPTMC@minnstate.edu

Send hard copy RFQ responses to:

<table>
<thead>
<tr>
<th>Location:</th>
<th>Minnesota State Colleges &amp; Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Karen Huiett</td>
</tr>
<tr>
<td>Title:</td>
<td>Program Manager, Design and Construction</td>
</tr>
<tr>
<td>Address:</td>
<td>30 East 7th Street, Suite 350, Saint Paul, MN 55101</td>
</tr>
</tbody>
</table>

Submit **one (1) hard copy AND one (1) electronic copy. **Electronic will govern.

The hard copy submittal must be in a sealed envelope, delivered by mail or courier, and include all the requested information. Submit all information on 8 ½” x 11” paper and paper-clipped, not bound. The envelope must clearly show the consultant’s name and address. The following must appear in the lower left corner of the envelope: “RFQ Response for Facilities Professional/Technical Consultants Master Contract”.

All requested information must be attached. Do not combine documents. **Rename** each file as specified in each section below to ensure your firm’s information stays together.

Contract Maintenance

The consultant is responsible to ensure that the Firm Registration information is accurate and current. Any vendor added to the FAC P/T MC database now or in the future, must comply with all the requirements of the RFQ and Facilities Professional/Technical Consultants Master Contract, including attachments, supplements and other requirements.

If a vendor wishes to **ADD** a Specialty Service, then an amendment to the contract is required. Evaluations for additional Specialty Services will occur on an annual basis when the RFQ is re-opened. Other changes, such as changes to the Firm Registration or removing a Specialty Service, should be sent to the system office notification at FACPTMC@minnstate.edu.

END OF REQUEST FOR QUALIFICATIONS