This Request for Proposal (RFP) is for firms with a Minnesota State Facilities Professional/Technical Consultant Master Contract. The terms for this RFP are incorporated by reference and are located at: https://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/BIDDING%20eManual%20index%20version%202.1.html FPT.26 Facilities PT Master Contract RFP Terms. This RFP incorporates by attachment EXHIBIT A—SCOPE OF SERVICES for the Project.

1. Nature of RFP
The Minnesota State Board of Trustees, on behalf of Minnesota State University, Mankato hereafter referred to as the “Owner”, is soliciting proposals from interested, qualified consultants, and intends to retain a professional consulting firm to provide Predesign Services to assist with the preparation of several HEAPR predesigns for the described facilities improvement(s), hereafter referred to as the “Project”. This RFP is undertaken by Minnesota State University, Mankato 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 professional consulting firm to provide Predesign Services for the Project. Predesign Services shall be provided more specifically as described in this RFP and also as referenced in:
- State of Minnesota, Minnesota State System Office, Facilities Professional or Technical Consultant Master Contract
- Exhibit A – Scope of Services for the Project.

3. Project Description
The Project will provide Minnesota State Mankato with HEAPR Predesigns for several projects across campus. The predesigns will explore and evaluate potential projects to be included in our 2020 HEAPR request. The initially identified projects include the following:
- Performing Arts Building HVAC – Replace AHUs and related HVAC updates (est. $750K)
- Performing Arts Building Envelope – Window and curtain wall replacement (est. $1.5M)
- Utility Plant Chiller Replacement - Replace Chiller No. 1 (est. $900K)
- Wigley Admin Building Envelope - Replace curtain wall (est. $2M)
- Trafton South and Ford Hall – Laboratory casework repair & replacement ($2M)
- Campus Storm Water Improvements – Address storm water flooding of ML-CSU Tunnel Link ($500K)
- Utility Tunnel – Structural repairs and waterproofing of campus utility tunnels

FPT.25 Request for Proposal
4. **Estimated Project Construction Cost:**
The estimated construction cost of the initially identified projects $7,500,000 - $8,000,000

5. **Project Informational Meeting:**
A project information meeting will be held on **Thursday, May 16, 2019 at 10:00 AM.** The meeting will be held in Wiecking Center, Room A221. Parking is available in the Visitors Pay Lot (Lot 4) located at the intersection of South Road and Ellis Ave. There is also limited metered parking on Malin Street outside of Wiecking Center.

6. **Project Schedule:**
Predesign milestone dates*:
- 50% Predesign: September 20, 2019
- 100% Predesign: November 22, 2019

7. **Selection and Implementation Timeline:**

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May 7, 2019</td>
<td>Issue RFP</td>
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<tr>
<td>May 16, 2019, 10:00 AM</td>
<td>Info Meeting</td>
</tr>
<tr>
<td><strong>May 23, 2019, 4:00 PM</strong></td>
<td><strong>PROPOSALS DUE</strong></td>
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<tr>
<td>May 30-31, 2019</td>
<td>Interviews* (optional)</td>
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<tr>
<td>June 7, 2019</td>
<td>Anticipated PO Execution</td>
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* A milestone is achieved upon Owner approval.

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

   **A. PASS /FAIL REQUIREMENTS**
   1) Response submitted on time
   2) Attended project info meeting (if mandatory)

   **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 - 30 points**
   Identify key project risks and challenges and propose how to address them

   **E. FEE - 30 points**
   Provide a lump sum fee for all basic and supplemental fees, including reimbursables. Include any proposed additional services

   **F. PREFERENCES - 6 extra points**

9. **RFP Submission:**
Proposals shall be submitted to:
Donna Hensel, Facilities Purchasing Coordinator
Minnesota State University, Mankato
358 Wiecking Center
Mankato, MN 56001
Email: donna.hensel@mnsu.edu

- Clearly mark RFP with “RFP for Predesign Services – HEAPR Predesigns, RFP #117828213”
- Submit TWO (2) hard copies and ONE (1) electronic PDF copy on a flash drive*.
- Response MUST use the RESPONSE FORM provided by Minnesota State.
- The campus must receive a hard copy of the response in order to be considered.

*The electronic pdf copy may be emailed.

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.mnsu.edu/fpurchas/](http://www.mnsu.edu/fpurchas/). 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.
This EXHIBIT A — SCOPE of SERVICES Form is incorporated by attachment to the Request for Proposal for Predesign Services for the HEAPR Predesigns Project at Minnesota State University, Mankato. An EXHIBIT is a required attachment to any PURCHASE ORDER executed under the State of Minnesota, Minnesota State System Office, Facilities Professional Technical/Consultant Master Contract.

1. Compliance
Project shall comply with the following:
- Minnesota State Facility Design Standards
- Minnesota State Predesign Guidelines
- All state and local codes

2. Description of General Responsibilities
The University has identified several potential projects across multiple buildings on campus. In order to be eligible for HEAPR funding, a predesign is required for each project. The Consultant will prepare predesign documents for each project to address deferred maintenance related items ranging from building envelope repairs to mechanical and electrical systems upgrades. The Consultant will assist with identifying and clarifying the full scope of work to be included with each project. The predesigns will be prepared in accordance with the requirements of the Minnesota State Predesign Guidelines (July 2017) for HEAPR projects.
3. Deliverables

General
- Project scope verification for each identified project
- Project cost estimate for each project
- Predesign reports (multiple)

4. Required Tasks

Meetings
The Consultant will meet with University Staff to identify the need and scope for each project. Every effort will be made to coordinate meetings with various staff across the multiple buildings and projects to most efficiently utilize the Consultant’s time on campus.

The Consultant may utilize a combination of web-enabled and face-to-face meetings.

Reports
The Consultant will prepare a predesign report for each identified project. Where appropriate, and with the approval of the University and the System Office, multiple projects may be packaged together as separate projects within a single predesign. The predesigns must meet the requirements of the Minnesota State Predesign Guidelines for HEAPR predesigns, either full or limited scope depending on the project.

5. Supplemental Service

No supplemental services have been identified as part of this RFP