Request for Proposal (RFP) for CONSULTING AND SPECIALTY SERVICES QUALIFICATIONS

RFP: 20-48

Minneapolis Public Schools - Special School District No. 1

1250 West Broadway Ave
Minneapolis, Minnesota 55413-2398
Jibril.osman@mpls.k12.mn.us
Issued: July 13, 2020
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SECTION I: OVERVIEW

A. Project Objective

Minneapolis Public Schools (MPS) is seeking statements of qualifications from organizations and individuals to provide mechanical, electrical, plumbing, geotechnical, civil and security, engineering and other professional services (commissioning, landscape architecture, construction testing and inspection) to establish a list of providers for various projects and studies over the next five years. Scope of work, schedule and budget vary from project to project. The scope of work could include deferred maintenance, remodeling, additions or new construction.

Any consultant/firm in the discipline area(s) identified on the Organizational Information Cover Page (Appendix 2) relevant to school remodeling and construction are encouraged to respond.

Minneapolis Public Schools or Special School District Number 1 (SSD #1) is a school district that is coterminous with the City of Minneapolis, Minnesota. With authority granted by the state legislature, the school board makes policy, selects the superintendent, and oversees the district’s budget, curriculum, personnel, and facilities. Students speak ninety different languages at home and most school communications are printed in English, Hmong, Spanish, and Somali. The District covers over 70 school programs at 65 sites, with approximately 35,000 students and 3,200 teaching staff.

The District intends to select organizations for various reports, studies construction projects, designs and analysis projects. Evaluated firms will be classified by discipline and/or specialty. To facilitate the submission and evaluation of proposals, this RFP provides additional background information regarding MPS that will be relevant to qualifications proposals.

RFP Primary Objective 1: Understand qualifications for design services in order to gain an understand of the firm’s capacity and ability to perform at an exemplary level service. Examples of qualifications include:

- Specialized experience and licensure in the areas detailed above
- Capacity to accomplish the work within the established schedule
- Quality of performance on past school projects
- Qualifications of key personnel assigned to project

RFP Primary Objective 2: Select organizations for MPS to seek project specific cost estimates for services and to establish a list of preferred consultants for various projects ranging from studies to full design and construction assistance.

B. Schedule of Proposal

1. Issue RFP: July 13, 2020
2. Notice of Intention to Submit: July 31, 2020 @ 4:00 pm local time
3. Written Questions Due: July 31, 2020 @ 4:00 pm local time
4. Responses to Questions: August 7, 2020
5. Proposals Due: August 27, 2020 @ 2:00 pm local time
6. Finalists Selected & notified: September 18, 2020
7. Award bid – Selection: Varies on Project
C. Mandatory Intention to Submit Proposals
For your organization to receive updates to this Request for Proposal, including responses to submitted questions from all participating firms, please complete Appendix 1: Intention to Submit a Proposal by July 31, 2020. This document can be emailed to jibril.osman@mpls.k12.mn.us. This will allow the District to provide timely information to interested parties. This document is a mandatory document, if this is not submitted by email by July 31, 2020, the organization will not be able to participate in the RFP.

D. Submission of Written Questions
All questions about the RFP shall be submitted by e-mail by 4:00 p.m. Central Standard Time on or before July 31, 2020 to Jibril Osman at jibril.osman@mpls.k12.mn.us. The District will provide written responses to questions from prospective Proposers no later than August 7, 2020 EOD.

E. Changes to the RFP
Vendors who are registered with MPS for this RFP will be notified by email of any changes in the specifications contained in this RFP. If any changes are issued to this RFP, a good faith attempt will be made to deliver the additional information to those persons or firms who, according to the records of MPS, have previously received a copy of and are registered (on the Intent to Submit form) with the District for this RFP.

F. Preparation of Proposal
1. Careful attention must be paid to all requested items contained in this Request for Proposal. Please read the entire package before bidding. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is enough to provide a complete, accurate, and reliable presentation.
2. For ease of review, the proposal must follow the outline in Section III and IV of this request for proposal. Each response should be clearly numbered, and the full question listed.
3. Each page of the proposal must be sequentially numbered and include the proposing organization’s name.
4. RFP must be double-spaced, with at least one-inch margins. Font must be at least 12-point. Any RFP submitted that is not double-spaced, uses margins less than 1-inch, and smaller than 12-point font will not be reviewed. There will be no exceptions.
5. Each response to questions in Section III and IV of the RFP must be appropriately labeled (e.g., Section III: General Business Questions, A. General Business Requirements, Question #1; etc.).
6. The RFP narrative for Section III-IV may not exceed 25-page total, not including appendices, tabs, title sheet, or table of contents. RFPs exceeding the 20-page limit in Section III-IV will not be reviewed. There will be no exceptions.
7. Some questions in this RFP will require organizations to submit documents as an Appendix. Applicants may wish to submit additional supplemental materials to support responses to questions in Section III and IV. If an applicant intends to include supplemental materials with responses to questions in Sections III and IV of the RFP, separate appendices for each part must be developed. Each appendix should be clearly labeled (e.g., Appendix A: Financial Records, etc.).
8. All appendix materials (e.g., sample letters, curricula, lesson plans, progress reports, academic effectiveness data, etc.) must be labeled with the name of the organization and reference the appropriate section and question (e.g., Section C: Description of Expected Services 1a). Although there is no page limitation for the Appendix, the appendix should not be excessive in length. Applicants should also ensure the appendix items are appropriately described and referenced in the narrative section of the RFP.
9. The RFP must be submitted in the appropriate order. Each part of the RFP should be separated with a section divider page listing the title of the next part of the RFP that is enclosed. All RFPs should follow the order below:
   a. Organization Information Cover Page (Provided in attached Appendix 2)
   b. Table of Contents
   c. Section III- General Business Information
   d. Section IV- Qualifications and Experience: The proposal structure shall follow the Project Management Institute (PMI) process groups as outlined below. Note that typical design-build and design-bid-build processes can all be organized within these groups.
      - Initiating
      - Planning
      - Executing
      - Monitoring and Controlling
      - Closing
   e. Appendix Materials

10. Additional circumstances that may lead to RFP not being reviewed and/or selected:
    a. RFP was received after the deadline, which includes not on the deadline date but also after the deadline time.
    b. Applicant does not intend to complete criminal history checks on employees.
    c. Applicant’s previous clients have significant complaints regarding the quality of the services, communication issues, or other problems.
    d. Any section of the RFP is missing or incomplete.
    e. The RFP does not meet length, font, or other formatting requirements.

G. Submission of Proposals
   In order to be considered for selection, organizations must submit a signed physical and electronic (PDF) response to this solicitation no later than 2:00 pm. on August 27, 2020. Late proposals shall not be accepted. One (1) electronic copy (PDF format) must be submitted to jibril.osman@mpls.k12.mn.us, copying christie.roach@mpls.k12.mn.us

   One hard copy must be submitted to:
   Christie Roach, Project Manager
   Minneapolis Public School Maintenance Building
   1225 North 7th Street
   Minneapolis, MN 55411

   No other distribution of the proposal shall be made by the organization. It is the sole responsibility of the organization to ensure that the proposal is delivered to the designated district office in Item G, above, prior to the deadline. No proposal received after the deadline will be considered. No unsolicited corrected or resubmitted proposals will be accepted after the proposal submission deadline.

H. Withdrawal of Proposals
   A proposal may be withdrawn by the vendor prior to the date and time for submittal of proposals by means of a written request signed by the vendor or its properly authorized representative.
Such written request must be delivered to Jibril Osman at jibril.osman@mpls.k12.mn.us. This written request can be either electronic or a hard copy format.

I. Evaluation and Selection Process
1. The Evaluation Committee members will review all proposals and provide ranking of each proposal. The committee will consist of Project Managers, Master Planner, and Department leadership.
2. Consensus on proposal selection will be determined by the Evaluation Committee reaching consensus on the selection. The Committee members will use the rubric in Appendix 5 to evaluate the responses to the questions outlined in this RFP.
3. The Evaluation Committee shall evaluate all proposals to determine which meet the minimum service/product requirements, without regard to price. This evaluation may, at the Evaluation Committee’s discretion, be augmented by verbal or written requests for clarification, or additional information as necessary to determine whether the technical requirements can be met. The Evaluation Committee can contact references supplied in vendor proposals. Findings from these inquiries will be included in the assessment of products for selecting finalists.
4. The Evaluation Committee will then only consider those proposals that meet the minimum service requirements for further evaluation. The Evaluation Committee will evaluate and score the vendor based on the scoring rubric that is provided as Appendix 6.

J. Effective Period of Proposals
Proposals must state the period for which the proposal shall remain in effect (i.e., how much time does the District have to accept or reject the proposal under the terms proposed). Such period shall not be less than 120 days from the proposal date.

K. Bid Reservations
Notwithstanding any other provisions of this RFP, the District reserves the right to award this contract to the organization(s) that best meet the requirements of the RFP, and not necessarily, to the lowest cost Proposer. Further, the District reserves the right to reject any or all bids, to award in whole or part, and to waive minor immaterial defects in bids. The District may consider, at its sole discretion, any alternative bid.

L. Notifications of Unsuccessful Vendors
Via the Senior Buyer, the Evaluation Committee shall notify all Vendors on or before September 18, 2020.

M. Contract Negotiations
Negotiations may include all aspects of services and fees depending on the project. After a review of the proposals and development of the list of firms each project will select firms to compete for the specific project. Upon project selection, the firm will be required to enter into the MPS standard AIA contract for services. If a contract with the selected organization for the particular project is not finalized within 90 days, the District reserves the right to open negotiations with other organizations.
N. Award of Contract
The District reserves the right to award to the provider that is deemed most advantageous to the District.

The selected firm(s) shall be required to enter into a written contract or contracts with the District using the standard AIA contract. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract(s). The District reserves the right to negotiate the terms and conditions of the contract(s) with the selected Proposer(s).

O. Contract Term
It is the intent of this RFQ to develop a list of approved professional service providers in the various areas that will be used over the next 5 years for reports, studies, capital projects, construction and other consulting in the District. Selection of a particular service provider and contact terms will be on the needs of the District. The decision to renew the contract(s) will be at the sole discretion of the District and agreed upon by both parties.

Firms selected to be on the master list must agree to fixed fees for the particular project or study selected. If the organization intends to revise its fee schedule after the contract is entered into, it must give written notice to the District 90 days in advance of any fee change. Fees may be changed only on the contract expiration date with 90 days’ notice. These fees are subject to negotiation and approval by the District. Note that many projects span over multiple years.

P. Disposition of Proposals
All materials submitted in response to this request will become the property of the District. All information submitted is considered public and may be disclosed to third parties.

Q. Cost Incurred in Responding
This solicitation does not commit the District to pay any costs incurred in the preparation and submission of proposals or in making necessary studies for the preparation thereof, nor to procure or contract for services.

R. Assignment
The successful proposer shall not assign, transfer, convey, or otherwise dispose of the contract, or right, title of interest, or power to execute such a contract to any person, firm, or corporation without the previous consent in writing by the District.

S. Causes for Termination
Causes for termination of the specific project agreements are provided in the AIA contract for services.

SECTION II: SCOPE OF SERVICES

A. Project Background
This section begins with some background information on the Minneapolis Public School District and then discusses the overall expectations for the design services qualifications.

The Minneapolis Public Schools is the third largest K-12 District in Minnesota. Minneapolis, located in Hennepin County, is the largest city in the state of Minnesota, and is the 48th largest in the United States. The District covers 70 school programs at 65 sites, with approximately 34,000 students and 3,200 teaching staff.
70 school programs include:
- K-5 Schools: 19
- K-8 Schools: 17
- Middle Schools (6-8): 5
- High Schools (9-12): 7
- Special Education Schools: 2
- Specialty Schools: 1
- District Alternative Schools: 4
- Contract Alternative Schools: 12

Growth projection: Stable
Superintendent: Edward Graff
Chief Financial Officer: Ibrahima Diop
Chief Operations Officer: Karen DeVet
Executive Director of Capital Planning, Construction and Maintenance: Curt Hartog, P.E.

B. Description of Expected Services

1. Typical professional services are:
   - Provide basic design services: Programming; Schematic Design; Design Development, Construction & Bid Documentation
   - Manage design reviews by governing agencies and the Owner &/or Owners Consultant(s)
   - Manage design scope with respect to budget for successful bid and award
   - Manage and administer the construction contract(s) through warranty
   - Coordinate project requirements with the Owner, Site and community for thorough project execution
   - Attend and participate in community meetings, stakeholder meetings and steering team meetings as needed.
   - Provide closeout documentation including electronic “as-builts”
   - Meet or exceed the District’s objectives for quality, budget and schedule
   - Manage for efficient closeout of contract(s) for the project
   - Provide inspection and remedial action(s) prior to expiration of one-year warranty
   - Provide special inspections (structural or other) and coordinate necessary project requirements with the City of Minneapolis including applications & back-up information for Conditional Use Permits
   - Provide other services as required to complete the project. This may include building modeling, special studies, geotechnical investigations, change orders and site or program specific studies.
   - Drawings and modelling must comply with MPS Revit and Drafting Standards.
   - The list provided above is not meant as a comprehensive list of items to be provided, but rather a sample of potential items the firm may provide. Since each project may require various studies and information, the actual scope of work to be performed will be part of the Project Charter at the time of selection.
2. MPS expects the highest level of quality, professionalism, and results from the vendor and product and the development and implementation of services provided by them, including, but not limited to the following:
   a. Consultant shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules and regulations, including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.
3. MPS expects that success of the consultant’s performance and product will be determined at the sole discretion of MPS.
4. MPS expects that success of the consultant’s performance and product will be determined by both qualitative and quantitative means of data collection and analysis.

SECTION III: GENERAL BUSINESS INFORMATION

A. General Business Requirements

1. Provide a general overview and brief history of your organization, including parent and/or subsidiary organizations, number of employees, and number of years of experience in the field related to this request.
2. Describe your organization’s policy on changing the project manager on a project in the event MPS asks for a different representative or if it’s at the discretion of the organization. Include a discussion of how key member turnover is addressed in your organization. For example, if a key designer or engineer leaves the project team, how does your firm ensure continuity and quality in the products and services delivered to MPS.
3. Do you have any existing or potential conflict of interest, direct or indirect, with MPS? If yes, please state the potential conflict of interest. Please identify if you employ any former MPS employees.
4. Within the past seven years, has your organization been and/or is involved as a defendant in any lawsuits or administrative charges/complaints? Include those filed by or for customers or employees of customer companies. If yes, provide a brief summary of the case and its current status. Include any mediation you have been part of as part of a capital project. Please also include a list of all projects that your firm was terminated.
5. In the past seven years, has your organization experienced any major debt restructure or bankruptcy proceedings? If yes, provide a brief summary.
6. List any contracts or business arrangements currently and/or formerly in place between your organization and MPS.
7. MPS wants to ensure that organizations have enough cash flow to serve as a preferred MPS vendor. Your firm may be asked to provide the following financial information in totality for the last 3 years: Total Assets, Earnings before Interest & Tax, Net Sales, Market Value of Equity, and Total Liabilities. In the absence of audited financial records, the applicant may attach federal income tax returns, balance sheets, and/or budget accounting for revenues, expenses, and cash flows. Requests for this information made by MPS must be provided within 30 days of request.

B. Supplier and Employee Equity & Diversity, Sustainability and Community Engagement

1. One of the District’s values is equity and diversity for employees, suppliers, and the products that are purchased. We support organizations who support and exhibit equity and diversity
in many different areas. Please specifically explain how your organization supports and demonstrates this MPS value regarding Supplier Diversity and Employee Diversity.

2. Is your organization a certified, through a formal certification process from a Diverse Supplier organization i.e. MMSDC, WBENC, Quorum etc. or 51% owned or controlled by an individual who represents a diversity category? If yes, please state which one.

3. If yes, please provide a copy of your certification documentation. If yes, but you do not have a certification document please state that here; MPS will also accept a notarized letter of affidavit.

4. Does your company subcontract to Diverse Suppliers? If yes, please provide your annual spend with subcontracted Diverse Suppliers. Do you plan on using subcontracted Diverse Suppliers in the provision of the services specified in this RFP?

5. One of the District’s values is community engagement and involvement. Please describe, in detail, and provide some examples of how your organization supports this MPS value.

6. One of the District’s values is sustainability. Please describe, in detail, and provide some examples of how your organization applies sustainable practices to your operations. I.e. Hybrid or Eco-Friendly fleet, sustainable sourced moving supplies etc.

C. Business Ethics

1. How does your organization protect confidential employee and customer information in compliance with applicable privacy legislation? How does your organization ensure project information that is subject to the Freedom of Information Act is properly filed and managed? How are draft documents marked, kept and deleted?

2. Provide details of where all system processing will be performed and data stored, including information regarding your organization’s data practices and procedures for ensuring confidentiality. If your firm has had a data breach in the last 7 years, please provide details of the breach and the corrections made to your systems.

3. Describe your process for conducting background and reference checks on new hires including criminal checks and providing that information to School Districts.

D. Service Level Expectations

1. Describe your organization’s efforts and processes to ensure that services provided to us will completely satisfy or exceed our expectations.

2. Describe your internal quality assurance and quality control processes to ensure error free documents, drawings and studies. Does your firm have established Standard Operating Procedures? Identify who in your firm is responsible for quality.

3. Describe in detail your organization’s contingency plan for working around problems which may arise as a result of providing your services. This plan should focus on internal problems such as layoffs, data breaches, changes in project or company leadership, etc.

4. What contract cancellations or non-renewals has your organization experienced over the last five (5) years? Please explain.

5. State your staff turnover rate for the last three years related to the services in this proposal. How do you see your staff turnover rate affecting customer service to Minneapolis Public Schools? What is your process for unplanned staff turnover?

6. What turnover has your company experienced at the leadership level over the last three years? Please describe any changes to company leadership.

7. Please describe your structure for employee and organization relationship, i.e., how many account managers, project managers, technical engineers etc.? Please include an organization chart to illustrate.
8. Who will be the main point of contact for MPS?
9. A sample MPS contract is attached in Appendix 3. This contract is included to provide a sample of the level of service that will be required by MPS. MPS and the successful service provider(s) will decide together on the final contract that will be used to manage their relationship. Considering this information:
   a. What existing policies or suggestions does your organization have in respect to penalties for non-performance of services (inaccurate/late billing and reporting, contract agreements not met, unavailability of service etc.)?
   b. Explain, in detail, your complaint escalation process if the contract is in breach.
   c. Describe your process for settlement of issues before mediation is needed.

E. Billing and Payment

1. Does your organization have automated invoicing and payment processes? If no, state below if your organization is willing to transition to these methods for Minneapolis Public School invoicing.
2. What alternative payment and billing methods do you support (i.e., ACH and credit card)?
3. MPS pays its organizations on a net 30-day term. Is this acceptable? If not, what are your standard payment terms?
4. To manage our Vendor Master profile in our procurement system, we prefer to remit payments to one central location only. If you have several offices, can we remit to one central location? If no, provide an explanation as to why this is not possible.
5. List the different methods in which your organization can accept a Purchase Order (i.e., electronically, fax, phone, or mail).

SECTION IV: QUALIFICATIONS AND EXPERIENCE

A. The District’s key objective is to get the best overall value, considering quality, cost, service, diversity, community involvement, sustainability and other relevant factors, for the services we intend to acquire. Because one of our objectives is to reduce our total cost of doing business, we ask you to summarize how you will help us accomplish this objective without compromising the overall value we receive from you.

   1. Identify and describe any and all other related services or concepts that your organization is offering as part of this proposal.
   2. Include references as part of Appendix A, formatted per Appendix 3 in this RFP.
   3. Describe your organization’s most important success in the past 2 years pertaining to the services in this RFP.
   4. Describe the most significant challenge your organization faced in the past two years pertaining to the services in this RFP and the actions/steps your organization took to address the challenge.
   5. Have you ever been terminated from a project before completion? If so, please discuss when, where and why.
   6. Special or unique experiences and/or qualifications
      a. Identify any special or unique experience and/or qualification of the firm. Include in Appendix G.

B. The proposal structure in this section shall follow the Project Management Institute (PMI) process groups as outlined below. See Appendix #5 Scoring Rubric for reference. Tabs are recommended. Note that typical design-build and design-bid-build processes can all be organized within these groups.
Initiating
Planning
Executing
Monitoring and Controlling
Closing

At minimum, the following shall be addressed:

- Experience with renovation projects
- Experience with project delivery approaches: program, project and/or construction management
- Previous experience/interactions with MDE
- MPS Project experience and outcomes
  - Include Appendices E and F.
- Experience leading various public reviews and meetings during all phases of the project.
- Overall project approach, including experience incorporating feedback and responding to change
- Design production schedule – “Accurate & On-Time”
  - Include Appendix B.
- Reviews and compliance (including subconsultants) with applicable codes & Owner’s guidelines, specifications and any other applicable standards
- Experience with phased, multiple bid packages
- Experience with construction in occupied facilities
- Demonstration that the firms meets scope, schedule and budget
- Quantity of work accomplished within a specific time period
- Quality of work – thorough, effective, and accurate
- Procedures to ensure document quality and integration with multiple subconsultant information.
- Procedures to monitor and control the project budget during design (as applicable)
  - Include Appendix C.
- Contract administration to control construction scope, schedule, budget and quality
  - Include Appendix D.
- Experience with effective closeout

SECTION V: Appendix Requirements

A. **References:** Provide four (4) current (no more than three years old) K-12 preferred. If K-12 not available, provide non-K-12 customer references. Please see Appendix 4 for table.

B. **Design Production Schedule:** Provide one example of a typical design production schedule previously used by the firm on a school or relevant facility project.

C. **Cost Mitigation Examples:** Provide examples of procedures, systems or other that will be used to control design/project cost(s).

D. **Construction Administration Procedures:** Provide examples of forms or procedures used for construction administration &/or management (field observation, meeting minutes, notice of delay etc.)
E. **Key Personnel Resumes (5 max):** Resumes are to be one, single-faced page per person. If no K-12 experience, please provide best comparable facility &/or occupied remodel experience. Include any project information, both with this and other firms on which individuals have performed. Illustrate the depth of your professional experience on K-12 school projects. Indicate the position and responsibility the individual held on each K-12 project include the dates (month and year) the individual was involved with the project.

F. **Examples of Relevant Projects:** Examples of relevant projects, schools or similar, completed during the past three years. Examples will not be counted in total number of pages. Use the "Examples of Relevant Projects" form in Appendix 4 to provide up to six (6) examples of the most relevant school facility projects your firm has completed in the last three years. The examples should include renovations, additions and new buildings. Describe projects executed in occupied facilities or phased/coordinated around summer and/or normal business operations of the facility or campus. Provide a list of all school projects completed or in process by your firm in the last 3 years. Include the name of the school, description of the project, estimated total construction costs and your firm’s project manager.

G. **Additional Documents:** Attach any additional documents that would provide additional information for the evaluation team to better understand your firm’s capabilities. Be brief.

**SECTION VI: MPS Appendix Documents**

1. Intention to Submit a Proposal
2. Organization Information Cover Sheet
3. References Table
4. Relevant K-12 Projects form
5. Scoring Rubric
6. MPS Sample Contract
APPENDIX 1
INTENTION TO SUBMIT A PROPOSAL

In order to provide timely updates to this Request for Proposal, including the responses to questions submitted, we ask that potential organizations complete the follow form and return it by email to Jibril Osman at Jibril.osman@mpls.k12.mn.us

| Business Name: |
| RFP Point of Contact: |
| RFP Contact Email: |
| Physical Address: |
| Mailing Address: |
| Phone # |
| Fax #: |
| Diverse Organization?: |
| If no, please select “None of the Above”. If yes, please select which classification: |
| - Disadvantage Business Enterprise |
| - GLBT |
| - Veteran Owned |
| - Woman Owned and Controlled |
| - Minority Owned and Controlled |
| - Service Disabled Veteran |
| - Non Profit |
| - None of the Above |

☐ Yes, we plan to submit a proposal. Please continue to provide updates to the individual named above.

☐ No, we do not plan to submit a proposal.

Reason: ____________________________________________

Organization Name (Print name): ____________________________________________

Signature of Authorized Individual: ____________________________________________

Printed Name of Authorized Individual: ____________________________________________

Printed Title of Authorized Individual: ____________________________________________

Date: ____________________________

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APPENDIX 2
Organization Information Cover Page

<table>
<thead>
<tr>
<th>Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| RFP Contact Person’s Full Name and Title:          |
|                                                   |
|                                                   |

| RFP Contact Person’s Email Address:                |
|                                                   |
|                                                   |

| RFP Contact Person’s Phone Number:                 |
|                                                   |
|                                                   |

| Main Office Address:                                |
|                                                   |
|                                                   |

| Date (Month/Year) the organization was formed:     |
|                                                   |
|                                                   |

This proposal is for the following specialty services (check all that apply)

- [ ] Mechanical engineering
- [ ] Electrical engineering
- [ ] Plumbing engineering
- [ ] Safety and security consulting
- [ ] Commissioning services
- [ ] Landscape architecture
- [ ] Civil engineering
- [ ] Geotechnical engineering
- [ ] Energy consulting
- [ ] Structural engineering
- [ ] Surveying/Scanning
- [ ] Special Testing & Inspections
- [ ] Estimating
- [ ] Other Professional Service (please describe below)

Responders are not required to submit separate proposals for each specialty service. One proposal for multiple specialties is acceptable.
## APPENDIX 3
REFERENCES TABLE

<table>
<thead>
<tr>
<th>Description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td></td>
</tr>
<tr>
<td>Customer Address</td>
<td></td>
</tr>
<tr>
<td>Current Telephone # of a rep. most familiar with the project/program</td>
<td></td>
</tr>
<tr>
<td>Time period over which each project was completed</td>
<td></td>
</tr>
<tr>
<td>List of services performed</td>
<td></td>
</tr>
<tr>
<td>Estimated size of project (sf and total construction cost)</td>
<td></td>
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</table>
## EXAMPLES OF RELEVANT K-12 PROJECTS

<table>
<thead>
<tr>
<th>Project Name</th>
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<tbody>
<tr>
<td>Client/Contact</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Facility</th>
<th>Renovation</th>
<th>Addition</th>
<th>New Building</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Scope of Services Performed</th>
<th></th>
</tr>
</thead>
</table>

| Original Budget $ | Actual Cost $ |  |
|-------------------|--|  |

<table>
<thead>
<tr>
<th>Scheduled Completion</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Actual Completion</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fee Structure</th>
<th>Fixed</th>
<th>Floating</th>
<th>Actual fee Total</th>
</tr>
</thead>
</table>
APPENDIX 5
SCORING RUBRIC

Note: The following scoring rubric will be used to review the responses. This rubric addresses specific responses needed for evaluation of proposals. Responders are required to submit information required in Sections III and IV that will be scored separately based on responses. The rubric below evaluates the firm’s ability to effectively execute projects.

<table>
<thead>
<tr>
<th>Initiating</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Renovation experience</td>
<td>15</td>
</tr>
<tr>
<td>Experience with diversity of project delivery methods</td>
<td>5</td>
</tr>
<tr>
<td>Interactions with MDE</td>
<td>10</td>
</tr>
<tr>
<td>Relations with MPS or relevant school districts</td>
<td>15</td>
</tr>
<tr>
<td>Leadership with Public Reviews</td>
<td>5</td>
</tr>
</tbody>
</table>

Planning

<p>| Project Approach | 10 |</p>
<table>
<thead>
<tr>
<th>The extent to which the firm has a detailed project approach to meet the needs of MPS. The firm's ability to accept feedback and change throughout the process.</th>
<th>Provide a narrative describing the project approach and how feedback is requested and change implemented in the final product.</th>
</tr>
</thead>
</table>
| **Design Production Schedule**  
Describe the firm's typical design production schedule for school facility projects. | 5  
Provide one example of a typical design production schedule previously used by the firm on a school or relevant facility project as Appendix B. Include necessary milestones to ensure design accuracy, thoroughness and schedule. |
| **Reviews and compliance with code and owner guidelines**  
Describe the firm's approach for implementing Owner & code reviews including regulatory agencies. Incorporation of Owner provided guidelines, including Master Specifications, are imperative and may be considered an “error or omission”. | 15  
Provide a narrative of firm's approach to implement Owner and code reviews. Describe how firm will address responsibility if guideline information is omitted. |
| **Phased and multi-bid pack experience**  
Describe the firm's experience with school facility projects or similar, that involved the following: multiple bid packages or phased construction. | 5  
Provide a narrative highlighting experience with multiple bid packages, and phased construction to avoid disruptive work during the school year. |
| **In-house capabilities**  
Describe the firm’s in-house capabilities to provide accurate assessments of existing conditions, testing procedures and tools, project drawings, specifications, cost estimates and calculations for various sizes and scope. | 15  
Provide details on the available capabilities to support high quality outputs for MPS projects. |
| **Experience with Construction in Occupied Facilities**  
Describe your process of project coordination involving various entities, such as Owner(s), contractor(s) & | 10  
Provide a narrative/examples of experience with construction in occupied facilities. |
<table>
<thead>
<tr>
<th>Consultant(s) during construction of an occupied school.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Executing</td>
<td></td>
</tr>
<tr>
<td>Meeting Scope, Schedule and Budget</td>
<td>15</td>
</tr>
<tr>
<td>Quantity of Work</td>
<td>10</td>
</tr>
<tr>
<td>Quality of Work</td>
<td>15</td>
</tr>
<tr>
<td>Monitoring and Controlling</td>
<td></td>
</tr>
<tr>
<td>Subconsultant Integration</td>
<td>5</td>
</tr>
<tr>
<td>Design Monitoring and Controlling Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Construction Monitoring and Controlling Procedures</td>
<td>10</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Describe what techniques, methods and software applications the firm uses to control construction schedule, budget, quality and claims.</td>
<td></td>
</tr>
<tr>
<td><strong>Closing</strong></td>
<td></td>
</tr>
<tr>
<td>Effective Closeout</td>
<td>10</td>
</tr>
<tr>
<td>MPS relies on the consultant to ensure project document requirements are met through construction. Long project closeout periods are costly to the owner. Describe experience providing closeout services that resulted in an accurate and efficient closeout.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 6
MINNEAPOLIS PUBLIC SCHOOLS CONTRACT

MPS uses the standard AIA contracts B101 and C103. Contracts are available on request. MPS also uses a standard generic contract for services that are limited and below cost thresholds.