

***REQUEST FOR PROPOSAL***  
***BY THE***  
***STATE OF MINNESOTA,***  
***DEPARTMENT OF ADMINISTRATION***  
ON BEHALF OF  
**MINNESOTA HOUSING**

STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
REAL ESTATE AND CONSTRUCTION SERVICES  
50 SHERBURNE AVENUE, ROOM 309  
ST. PAUL, MINNESOTA 55155

**Proposals due**  
**October 24, 2016**  
**By 2:30 p.m.**

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| <b>I. INTRODUCTION</b>   |  |
| A.                       | Minnesota Housing is the state’s housing finance agency. For more than 45 years, Minnesota Housing has worked to provide access to safe, decent and affordable housing and build stronger communities across the state. In 2015, Minnesota Housing invested \$1.04 billion and assisted more than 63,000 households.   |
| B.                       | Values:  |
| 1.                       | Achieve results to improve the lives of Minnesotans  |
| 2.                       | Strive for equity in access to housing choices   |
| 3.                       | Lead with respect and act with integrity   |
| 4.                       | Engage people, communities and partners across Minnesota   |
| 5.                       | Innovative problem solvers   |
| 6.                       | Seek diversity in thought and in partnership   |
| 7.                       | Accountable for our actions  |
| <b>II. PROJECT GOALS</b> |  |
| A.                       | It is the intent of the State to enter into a lease for space in an existing or newly constructed building that will best serve Minnesota Housing needs and requirements.  |
| B.                       | <u>Specific Project Goals:</u>   |
| 1.                       | <p><b>Celebrate the mission of Minnesota Housing</b></p> <ul style="list-style-type: none"> <li>• Educate public and staff on agency mission</li> <li>• Support Minnesota Housing strategic initiatives</li> <li>• Provide best value for the resources invested</li> <li>• Demonstrate value provided to public and employees</li> <li>• Create a space that is caring, warm, open, and welcoming</li> </ul>  |
| 2.                       | <p><b>Create a healthy and engaging workplace</b></p> <ul style="list-style-type: none"> <li>• Promote the successful recruitment of prospective employees</li> <li>• Support work/life balance, and access to amenities (skyway, restaurants, parking, buses, etc.)</li> <li>• Promote a healthy work environment (access to daylight and views, regulated temperature, etc.)</li> <li>• Provide an environment that uses safe, non-toxic, and sustainable materials</li> <li>• Provide an environment that promotes spiritual and emotional wellbeing</li> <li>• Provide safe and secure work environment</li> </ul> |
| 3.                       | <p><b>Promote the creation and sharing of ideas</b></p> <ul style="list-style-type: none"> <li>• Encourage informal interaction and knowledge sharing</li> <li>• Provide spaces that support creativity, research, and innovation with spaces that engage staff</li> <li>• Provide a variety of meeting spaces; formal, collaborative, informal, and social</li> <li>• Create an open and transparent environment</li> </ul>   |

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|      | 4.  | <p><b>Develop a workplace that is flexible, efficient, and organized</b></p> <ul style="list-style-type: none"> <li>• Provide a variety of activity settings that include impromptu meeting spaces; formal meeting spaces, project rooms, individual work spaces or break areas</li> <li>• Provide flexibility and choices for where, when, and how work happens</li> <li>• Provide flexibility to accommodate future growth and agency change</li> <li>• Provide access to technology and resources</li> <li>• Support staff adjacencies and work processes</li> <li>• Provide functional, quality common spaces (bathrooms, kitchens, stairs, hallways)</li> </ul> |
| III. | <b>SITE LOCATIONS REQUIREMENTS</b>  |  |
|      | A.  | City of St. Paul Central Business District   |
|      | B.  | Easily accessible for customers, transit, highway, skyway system   |
|      | C.  | Ample and convenient customer and staff parking  |
|      | D.  | Within walking distances to amenities (fitness facilities, parks, restaurants, convenience stores)   |
| IV.  | <b>PROGRAM REQUIREMENTS</b>   |  |
|      | A.  | The Space Requirements as set forth on the attached <i>Exhibit A</i> , provide for an estimated <u>61,000</u> usable square feet of office space. <b>The square feet listed above is an estimate only. The verification of square feet from the approved floor plan layout will dictate the total amount of square feet leased based on the measurements defined in Exhibit B, Lease, Section 4, Page 2.</b>   |
|      | B.  | Proposed space must be contiguous.   |
|      | C.  | The requirements specified for the types of space described on the attached <i>Exhibit A</i> , must be provided at Proposer's expense, unless otherwise specified  |
|      | D.  | Windows and natural light  |
|      | E.  | Proposer shall be responsible for providing, at its expense, all construction drawings required for the project, including but not limited to architectural and engineering services and drawings. Upon completion of the remodeling, Proposer shall be responsible for providing, at its expense, as-built drawings in AutoCAD 2013, or earlier format.   |
| V.   | <b>GENERAL REQUIREMENTS</b> The following are general requirements pertaining to the facility as a whole. These requirements shall be used as base requirements for all spaces. Additional requirements for specific areas are specified in <i>Exhibit A</i> . All requirements whether specified under "General Requirements or in Exhibit A shall be provided at Proposer's expense unless otherwise specified. |  |
|      | A.  | <b>FLOORING</b>  |
|      | 1.  | Flooring materials shall emphasize the use of materials that are durable, non-toxic, low-VOC, and sustainable, contain high post-consumer recycled content and are recyclable.   |
|      | 2.  | Flooring Material Requirements   |
|      | a.  | <i>Linoleum (LIN) and Rubber Base (RB)</i> : Newly installed linoleum flooring in designated areas shall use tiles or sheet with 1/10"   |

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|           |   |   | gauge. The rubber wall base shall be 4" height with 1/8" gauge. Flooring shall be installed in a workmanlike manner in accordance with manufacturer's approved installation instructions using the appropriate recommended 100% solvent-free adhesive. Heat welded is to be used as recommended by manufacturer. Must provide a 10% surplus of the various linoleum installed.   |
|           |   | b.  | <i>Porcelain Tile:</i> Newly installed tile flooring shall be USA manufactured with no toxic substances or waste and consisting of 60% postindustrial and post-consumer recycled content. Tile flooring shall be installed in a workmanlike manner in accordance with manufacturer's approved installation instructions, using the appropriate environmentally friendly adhesive. Must provide a 10% surplus of the various tiles installed.   |
|           |   | c.  | <i>Carpeting:</i> Must use commercial grade USA manufactured carpet tiles. Newly installed carpet tiles shall be 100% commercial grade nylon fiber 6 or 6.6 which is solution dyed with EPA approved antimicrobial protection and 100% recyclable to an equal or higher use. Carpet tiles shall be provided and cut by the die cut method only. Carpet material shall have a face weight of at least 20 oz. minimum with a 1/12 gauge, 9.0-10 stitches per inch, static resistant of 1.0 KVS, and a minimum denier of 6000. The backing material shall be PVC-free and recyclable. The carpet must have a minimum 10-year wear warranty. Carpeting must conform to Federal Occupation Safety and Health Regulations concerning fireproofing. Alternative, LEED- qualifying carpet materials may be used upon the State's prior approval. Must provide a 10% surplus of the various carpet tiles installed. |
|           |   | d.  | Proposer must provide and maintain walk-off mats at all employee and public entrances to the building.   |
| <b>B.</b> | <b>WALLS</b>  |   |  |
|           | 1.  | Except as set forth in B.2 below, walls shall be floor to finished ceiling and/or to rough ceiling where required by code, NC rating, through/over/under, of all walls shall be 45 min. |  |
|           | 2.  | Due to privacy/confidentiality needs, installation of 5/8" gypsum board walls on metal studs and full height insulation with a minimum rating of STC 50.                                |  |
| <b>C.</b> | <b>CEILINGS</b> Suspended grid systems with acoustical lay-in tiles. Tiles shall have a minimum of 60% recycled content and NRC rating of 0.70-.85. |   |  |
| <b>D.</b> | <b>SIGNAGE</b> Proposer shall, at its expense, provide building directory and suite identification.   |   |  |
| <b>E.</b> | <b>PLUMBING</b>   |   |  |
|           | 1.  | Provide toilets for each gender as required by code.  |  |
|           | 2.  | If multi-tenant building, the State's customers must have easy access to restrooms from the shared space areas.   |  |
|           | 3.  | In order to reduce water consumption, Proposer should install faucet aerators, water sense fixtures and low-flow toilets in restrooms within  |  |

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|           |  | the proposed Leased Premises and Building of which the Leased Premises is a part.  |
| <b>F.</b> | <b>HEATING, VENTILATING AND AIR CONDITIONING</b>   |  |
|           | 1.   | See Section <u>15.4</u> of attached <i>Exhibit B</i> . The Proposer must describe how it will comply with these Sections.  |
|           | 2.   | Phone Rooms – Can be served by the building HVAC system with a separate zone and control located within each specific room   |
| <b>G.</b> | <b>LIGHTING</b>  |  |
|           | 1.   | Access to natural light is desired. Proposer must provide blinds for all windows, including any sidelights in offices and conference rooms.  |
|           | 2.   | Proposer shall provide the Leased Premises with overhead lighting at 50- foot-candle power at desk level and 30- foot-candle power in hallways and corridors unless otherwise specified in the <i>Exhibit A</i> .  |
|           | 3.   | The use of LED lighting is preferred.  |
|           | 4.   | Conference rooms and offices must have motion-sensor lighting.   |
| <b>H.</b> | <b>CABINETRY, WALL AND SURFACE FINISHES</b> Where applicable, use paint and finish systems that have low or no VOC's, formaldehyde-free, and/or contain high- recycled content. Use of rebleded or remanufactured paints or finish systems with higher VOC's is acceptable only if the possibility for contaminating adjacent materials is minimal. Exterior walls shall not have wall covering. |  |
| <b>I.</b> | <b>ELECTRICAL</b>  |  |
|           | 1.   | Hard-walled offices: Unless otherwise noted, provide three (3) duplex receptacles for each private office of 120 usable square feet or less. Provide four (4) duplex receptacles for each private office over 120 usable square feet.  |
|           | 2.   | Modular furniture workstations: Floor or wall direct whip connection, One (1) per every four (4) modular workstations. Provide a 5-conductor 20-amp 120/208-volt 3-circuit multi-wire connection (3 line conductors, 1 neutral, 1 ground) and a 3-conductor 20-amp 120-volt single-phase connection (1 line conductor, 1 neutral, 1 ground) to each section of office furniture. The same circuits may serve multiple sections of office furniture provided that no more than four workstations are served by a 20-amp 120-volt circuit. |
| <b>J.</b> | <b>VOICE/DATA CONNECTIONS</b>  |  |
|           | 1.   | Hard-walled offices: 2 fourplex outlets each per office  |
|           | 2.   | Modular furniture workstations: 2 outlets each per workstation   |
| <b>K.</b> | <b>DATA ACCESS AND TECHNOLOGY</b>  |  |
|           | 1.   | Access to high speed data infrastructure; fiber-optics, AV installed wireless access points, CAT 6 network connectivity to all rooms.  |
|           | 2.   | Data Center - redundant air cooling system, raised floor for cabling, dedicated power and separate cooling to Data Center, FM200 Fire Suppression System. See more detail Page 16 of Exhibit A.  |
| <b>L.</b> | <b>TELECOMMUNICATIONS – CONNECTIVITY</b> See Section <u>13</u> of attached <i>Exhibit B</i> .  |  |
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| M. | <b>TRASH REMOVAL AND RECYCLING</b>  |   |
|    | 1.  | <u>Trash Removal</u> Proposer shall, at its expense, provide trash disposal services.   |
|    | 2.  | <u>Recycling Services</u>   |
|    | a.  | Pursuant to Minn. Stat. §16B.24, subd. 6(d), Proposer shall provide space for recyclable materials.   |
|    | b.  | Pursuant to Minn. Stat. §115A.151, subd. (a)(1), Landlord shall, at its expense, provide recycling services to collect at least three recyclable materials, such as, but not limited to, paper, glass, plastics and metal, including, but not limited to, the following: <ul style="list-style-type: none"> <li>i. Provide all recycling containers, either individual containers at each workstation/office and/or centralized containers throughout the Leased Premises; and</li> <li>ii. Empty the recycling containers at a centralized recycling station for pickup by the recycler and return of the recycling containers to the Leased Premises.</li> <li>iii. If there is a facility within 50 miles of the Leased Premises and an available hauler, Landlord must provide containers at a central location for collection of organics for pickup by the hauler.</li> </ul> |
|    | c.  | <u>Quarterly (Calendar Year) Reporting</u> At the end of each quarter without any request from tenant, Landlord shall provide solid waste, recycling and composting disposal amounts, during the timeframe and format as specified by Tenant.   |
|    | d.  | <u>Recycling of Non-Hazardous Construction and Demolition Waste</u> Landlord hereby agrees to recycle at least 50% of the non-hazardous construction and demolition waste produced by the remodeling of the Leased Premises or demonstrate that the waste was delivered to a construction and demolition waste recycling facility that maintains a 50% annual recycling rate.   |
| N. | <b><u>WATER DRINKING STATIONS</u></b> Proposer shall provide, at its expense, wall mounted filtered drinking station with refillable jug-filler. Proposer shall also be responsible for regular filter replacement and maintenance and repairs for the drinking stations.   |   |
| O. | <b><u>EXPANSION SPACE</u></b> Proposer must provide plans showing potential adjacent expansion space options. If the State leases any Expansion Space it shall be at the same rate/sf in effect at the time the Expansion Space is leased. Proposer shall also provide improvements similar and in the same amount as when the Leased Premises was originally leased. |   |
| P. | <b><u>ACCESSIBILITY FOR PERSONS WITH DISABILITIES</u></b>   |   |
|    | 1.  | See Section <u>15.23</u> of the attached <i>Exhibit B</i> . The Building and Leased Premises must comply with this Section.   |
|    | 2.  | <u>Power Assist Operators for Doors</u>   |

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|    |  | a.   | Proposer shall, at its expense, provide and maintain power assist door operators, as follows: |
|    |  | i.   | Main building front doors to the building.  |
|    |  | ii.  | Entrance(s) of the leased premises.   |
|    |  | iii. | Entrance to all restrooms whether within the leased premises or common areas.                 |
| Q. | <b><u>SECURITY</u></b> Security for the building shall allow secure access for all employees. Proposer shall, at its expense, provide access to the building and leased premises by an automated key card entry system that controls and records access rights and activity. |      |   |

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| VI. | <b>LEASE PROVISIONS</b> |   |
|     | A.                      | <b>LEASE</b> The state lease form, attached, as <i>Exhibit B</i> will be used. By Proposers response to this RFP, it agrees to use the attached lease form.   |
|     | B.                      | <b>TERM</b> Provide proposals, as follows:<br>(1) five (5) lease term with an option to renew for five (5) years;<br>(2) ten (10) year lease term.  |
|     | C.                      | <b>RENT</b>   |
|     | 1.                      | Proposer's response to this "Lease Proposal Request" must include gross rental rate quotes for each year of the initial five (5) lease term and five (5) year option period and ten (10) year lease term. The rental rate must include all operating costs, including but not limited to, real estate taxes, insurance, recycling, tenant improvements, janitorial services (including lamp, ballasts and starter replacement for light fixtures).  |
|     | 2.                      | <u>Janitorial Services</u> Proposer must provide janitorial services per the attached Exhibit C. Proposer must provide the cost/sf that is included in the rental rate for janitorial services and respond to the following:  |
|     | a.                      | Are the janitorial services provided during the day time or evening?  |
|     | b.                      | If janitorial services is provided during the evening, how would switching to day time service affect the cost per square foot for the janitorial service?  |
|     | D.                      | <b>SPACE MEASUREMENT</b>  |
|     | 1.                      | <u>Definition</u> The Leased Premises is defined as the total usable square feet exclusively occupied by tenant and is the basis for calculation of rent payable hereunder.   |
|     | 2.                      | <u>Measurement Method</u> Usable square feet is calculated by measurement from the inside finished surface of exterior walls to the inside finished surface of Building corridor and other permanent walls or to the center of walls demising the Leased Premises from adjacent tenant space. Measurement is taken from the exterior wall glass line only if more than <u>fifty percent (50%)</u> of the wall is glass.   |
|     | 3.                      | <u>Exclusions and Deductions</u> Excluded from the usable square feet measurement are:<br>a. vertical shafts,<br>b. elevators,<br>c. stairwells,<br>d. dock areas,<br>e. mechanical, utility and janitor rooms,<br>f. restrooms, corridors, lobbies and receiving areas accessible to the public or used in common with other tenants;<br>g. each and every column and/or pilaster within the Leased Premises of <u>four (4)</u> square feet or more; and<br>h. each and every column and/or pilaster attached to the exterior or demising wall within the Leased Premises. |

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|       | E.                         | <b>PARKING</b> The preference is to have all parking adjacent to the building. Proposer must provide diagram(s) indicating the location(s) of the parking requirements set forth below:  |
|       | 1.                         | Visitor: minimum of <u>7</u> and up to <u>10</u> visitor-parking stalls for the State's exclusive use, adjacent to the proposed leased location, at no cost to visitors or the State. Location or change in location during the lease term is subject to the State's approval.   |
|       | 2.                         | Bicycle Parking: Secured parking for a maximum of <u>15</u> bicycle lockers or racks for employee bicycles.  |
| VII.  | <b>SCHEDULE</b>            |  |
|       | A.                         | Issue Request for Proposal August 29, 2016   |
|       | B.                         | Non-Binding Letter of Intent to Submit a Proposal and Questions Due September 27, 2016   |
|       | C.                         | Proposals Due to Department of Administration, Real Estate and Construction Services <b>October 24, 2016<br/>PROPOSALS WILL NOT BE<br/>ACCEPTED AFTER 2:30 p.m.</b>  |
| VIII. | <b>PROPOSAL PROVISIONS</b> |  |
|       | A.                         | In the event that successful negotiations cannot be reached with the Proposer receiving the highest evaluation score, the State may in its sole discretion, commence negotiations with the second Proposer in the rankings. The State may, in its sole discretion, continue this process with additional Proposers until an agreement acceptable to the State is reached.  |
|       | B.                         | The proposal must include color-coded block plans delineating adjacencies and square footage for each division/unit as set forth in <i>Exhibit A</i> .   |
|       | C.                         | Proposer must provide a schedule for construction/remodeling for an occupancy date of no later than <u>August 31, 2017</u> .   |
|       | D.                         | <b><u>NON-BINDING LETTER OF INTENT TO SUBMIT A PROPOSAL</u></b> To be eligible to submit a proposal, interested persons or firms must send a "non-binding letter of intent to submit a proposal" no later than 2:30 p.m. on <u>September 27, 2016</u> by email to <u>Jennifer.Barber@state.mn.us</u> or by fax to (651) 215.6245. Only those persons or firms submitting this letter will be eligible to submit a proposal and receive changes regarding the proposal or responses to questions about this proposal. The "non-binding letter of intent to submit a proposal" must include (1) a subject line of "Request for Proposal for Minnesota Housing", (2) a statement that potential responder intends to submit a proposal, and (3) a contact person, phone number, fax number and email address. |
|       | E.                         | <b><u>QUESTIONS</u></b> In the interest of consistency of response to questions that arise in the development of your proposal, please direct all questions in writing by e-mail or facsimile to <u>Jennifer.Barber@state.mn.us</u> or fax to (615) 215.6245. Questions may be submitted up to 2:30 p.m. on <u>September 27, 2016</u> . Answers obtained through questions posed by some other means or to some other individual or entity must not be relied upon by you and will not be considered in evaluating your proposal.  |

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| F. | <b>RESPONSES TO QUESTIONS</b> Responses to questions will be sent via email by <u>October 4, 2016</u> only to those who have submitted a “non-binding letter of intent to submit a proposal” by the <u>September 27, 2016</u> deadline.   |
| G. | Proposer must provide evidence of site-control for the location(s) being proposed and will submit authorized representation by the owner of said proposed site(s).  |
| H. | Proposals submitted to the Department of Administration, Real Estate and Construction Services must be valid through <u>June 30, 2017</u> .   |
| I. | The State of Minnesota reserves the right to reject any and all offers and proposals received.  |
| J. | Proposer may be asked to present their proposal to a review committee and/or provide a tour of the proposed location(s).  |
| K. | The proposal must be signed by an individual authorized to bind the Proposer and shall contain a statement of the name, title, address and telephone number of an individual with authority to negotiate and contractually bind the company. The State's representative may contact this individual during the period of the proposal evaluation. |
| L. | This Request for Proposal does not commit the State to enter into a lease or to pay any costs incurred in the preparation of a proposal to this request. The State reserves the right to accept or reject any or all proposals or parts thereof received as a result of this request.   |
| M. | <b>CONFLICT OF INTEREST</b> Proposer covenants that it presently has no interest and shall not acquire any interest, direct, or indirect, which would conflict in any manner or degree with the performance of its services hereunder.  |
| N. | <u>Seven (7)</u> copies of the completed proposal must be submitted no later than 2:30 p.m. on <u>October 24, 2016</u> to   |
|    | DEPARTMENT OF ADMINISTRATION<br>REAL ESTATE AND CONSTRUCTION SERVICES<br>50 SHERBURNE AVENUE, ROOM 309<br>ST. PAUL, MINNESOTA 55155   |
|    | <b>E-MAIL RESPONSES WILL NOT BE ACCEPTED</b>  |

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| IX. | <b>CONTENT OF PROPOSAL (PASS/FAIL REQUIREMENTS)</b>       |   |  |
|     | <b>The Proposal must contain the following documents:</b> |   |  |
|     | A.  | Specific response defining compliance with each item set forth in Sections III through VIII of this Request for Proposal <b>in a separately sealed envelope with the name of the proposer and notation “Response to Space Requirements for Minnesota Housing” noted on the envelope.</b>  |  |
|     | B.  | Rent proposal as requested in Section VII.C., Page 9, <b>in a separately sealed envelope with the name of the proposer and notation “Rent Proposal” noted on the envelope.</b>  |  |
| X.  | <b>EVALUATION OF PROPOSALS</b>                            |   |  |
|     | A.  | The proposal will be evaluated based on how well it meets the program requirements and rental rate proposed.  |  |
|     | B.  | Pursuant to Minn. Stat. §13.591, Sec. b, Data submitted by a business to a government entity in response to a request for proposal is private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder’s response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected vendor. |  |
|     | C.  | <b>PASS FAIL CRITERIA</b>   |  |
|     |   | 1.  | Submitted non-binding letter of intent to submit proposal<br>Pass/Fail   |
|     |   | 2.  | The Proposal must be submitted on time and at the location indicated herein<br>Pass/Fail   |
|     |   | 3.  | Proposal separated into 2 envelopes. 7 copies of required documents in each envelope; as follows:<br>a. Includes response as requested in Sections III through VII, including required documentation set forth in these Sections),<br>b. Rent Proposals utilizing <i>Exhibit D, Rent Proposal Form</i> attached to RFP.<br>Pass/Fail |
|     |   | <b>CRITERIA POINTS</b>  |  |
|     |   | 1.  | Location<br>10 points  |
|     |   | 2.  | Space<br>25 points   |
|     |   | 3.  | Data Access and Technology<br>10 points  |
|     |   | 4.  | Cost<br>35 points  |