

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

ON BEHALF OF THE
*DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
FOR A
NORTH MINNEAPOLIS WORKFORCE CENTER*

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

**Proposals due
May 30, 2013
By 2:30 p.m.**

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SECTION 1 - INTRODUCTION

- I. **Project Overview:** On March 30, 2011 Governor Mark Dayton attended an Economic Summit in North Minneapolis where many community leaders discussed the chronic issues of unemployment within the African-American community and North Minneapolis in particular. The Governor promised that he would focus on initiatives that would result in job creation opportunities for residents and that he would continue to listen to the community about what was needed to improve their situation.

As a part of that effort, the State is issuing this Request for Proposal to explore opportunities to move the North Minneapolis WorkForce Center to a new site location that better serves customers, provides an enhanced customer environment and improves safety for the area. The North Minneapolis WorkForce Center has served the community since 1983. The Center, however, has outgrown its' current space and capacity to adequately serve the needs of its customers. With a newly designed and relocated WorkForce Center in North Minneapolis, the Department of Employment and Economic Development (DEED) envisions a WorkForce Center for the 21st Century that offers improved services and provides an inviting space for customers, residents and partners alike.

Beyond relocating the Workforce Center, the aspiration of this project is for the Proposer to develop an expanded concept that will help stimulate economic development in the community. The WorkForce Center, as anchor tenant, will provide a long-term lease, financial stability and significant customer traffic to attract complimentary co-tenants and retail offerings that will deliver additional benefits for customers, residents and the community at-large. An ideal development and tenant mix will aim to help build the local economy, improve individual independence and prosperity, enhance community wealth, and create a vibrant neighborhood asset.

Several organizations have express support for the project and have come forward with an interest in being a part of a new development with the WorkForce Center (See Section 1 D). Proposers are encouraged to submit proposals that incorporate the space needs of one or more of these organizations or any other firm or organization that may be interested in leasing space in a new development. DEED welcomes and will consider all ideas that enhance the community economic development goals of this project.

To ensure that the project reflects the interests of community residents and customers the State has supported the formation of a Community Advisory Council (CAC) that will provide meaningful and representative community input at key points in the proposal evaluation and project development process (Exhibit E). The CAC will be comprised of WorkForce Center customers, local residents, and local business owners

II.	<p>WorkForce Center Overview: The State of Minnesota WorkForce Center system utilizes federal and state funding to serve the communities by helping individuals develop skills, prepare for and find jobs, and is a resource for businesses to find employees. Individuals come to the WorkForce Center seeking employment, job seeker programs, dislocated worker programs, vocational rehabilitation programs, basic educational referrals, welfare-to-work assistance and Unemployment Benefits information. Current programs offered through the WorkForce Centers are as follows below:</p>
A.	<p><u>Universal Customer Access</u> – Provides dedicated computer access workstations for job seekers to research opportunities, develop and refine resumes, submit applications and access career related on-line materials. Resource and library materials for job search. Print, fax and email access and adaptive technologies to assist individuals with disabilities. Access to career fairs, job search workshops, networking, computer basic skills training and job clubs.</p>
B.	<p><u>Employer Recruitment</u> – Provides on-site recruitment resources for screening, testing and interviewing prospective applicants. Access to interview, conference and computer/testing rooms</p>
C.	<p><u>Dislocated Worker</u> – Provides State, Federal and project based concentrated services to assist individuals who have been affected by a company lay-off. Dislocated workers receive individualized career planning guidance by trained career counselors. Referral to employers, educational programs, job skills workshops and training, Trade Act program registration and program management.</p>
D.	<p><u>Vocational Rehabilitation</u> – Provides intensive evaluation, career readiness counseling, planning, and referral and placement services for individuals with disabilities.</p>
E.	<p><u>Services for the Blind</u> – Primary contact location for specially trained counseling staff to connect with, counsel, train and maintain the adaptive equipment which is used by the visually impaired.</p>
F.	<p><u>Entrepreneurship</u> – Referral resource for State and Federal programs, information and organizations which can assist future entrepreneurs with business plan development, financing, networking and access to resources which can assist with further development of their ideas.</p>
G.	<p><u>Veterans</u>– Specialized staff and employment services to veterans provide transition assistance, employer advocacy, career guidance and planning and a variety other services and resources to help Minnesota veterans return to work.</p>
H.	<p><u>MFIP</u> – Minnesota Family Investment Program – Assist low income individuals with job readiness and financial services.</p>
I.	<p><u>Job Skills Partnership</u> - Through the Minnesota Jobs Skills Partnership program staff work strategically with businesses and educational institutions to train or retrain workers, expand work opportunities, and keep high-quality jobs in the state. .</p>

J.	<p><u>Post Secondary Education Programs</u> – Many WorkForce Centers are co-located in community and technical colleges where they have direct access to referrals to educational options to advance the technical and educational skills needed by employers.</p>
K.	<p><u>Youth</u> - Youth employment, training and education programs provide vital experience and guidance to help prepare Minnesota's neediest young people to succeed. The WorkForce Center serves low-income and at-risk youth who lack academic and “applied” skills considered critical for current and future workplace needs. The WorkForce Center also provides a wealth of practical and technical information designed to help and guide professional service providers who work closely with youth.</p>
III.	<p>Partnerships: The services offered in the North Minneapolis WorkForce Center are provided by multiple partners. Department of Employment and Economic Development (DEED) programs are provided by Job Services, Vocational Rehabilitation Services, Unemployment Insurance, Re-employment services and audit services. Additional services for these programs are provided by Hennepin County and our non-profit partners including HIRED, Goodwill Easter Seals, Job Corps, Metropolitan Center for Independent Living and CHP International. Other agencies and non-profit partners utilize the WorkForce Center for client meetings and to connect with clients.</p>
IV.	<p>Co-Tenants: The intent of this project is for the Proposer to develop an expanded development concept that will stimulate economic development in the community and offers a tenant mix that helps rebuild the local economy and creates a vibrant community asset. The Workforce Center would serve as an anchor tenant in the expanded development. The WorkForce Center’s long-term lease would provide stability and ensure considerable traffic to help attract complimentary co-tenants and retail offerings that will deliver additional benefits for customers, residents and the community at-large.</p> <p>Several organizations have expressed interest in locating in a development that incorporates a relocated WorkForce Center. The state has received letters of support and interest from the following organizations:</p> <ul style="list-style-type: none"> • North Memorial Clinics (Exhibit F) • Hennepin County Human Services and Public Health Department (Exhibit G) • Minneapolis Community and Technical College (Exhibit H) <p>Proposers are encouraged to submit proposals that incorporate the space needs of one or more of these organization or any other firm or organization that may be interested in leasing space in a new development. DEED welcomes and will consider all ideas that enhance the community economic development goals of this project.</p>

	<p>The organizations listed here are not to exclude other organizations or firms that may be interested in co-locating with the WorkForce Center in a new development. Any organization interested in leasing space in a new development please submit a letter of interest to the Department of Administration, Attn: Kathy Meyer at Kathy.Meyer@state.mn.us by April 22, 2013. This information will be provided to all persons or firms that provide a letter of intent to submit a proposal at the mandatory meeting.</p>
V.	<p>Site-Location: The City of Minneapolis has expressed support for DEED's pursuit of a new WorkForce Center in North Minneapolis. The City, through the department of Community Planning & Economic Development, has identified at least two sites under substantial city control that may meet the WorkForce Center needs and the needs of an expanded development. For any Proposer for this project the City is prepared to assist in any efforts. These sites are suggestions for consideration and do not represent all possible sites in North Minneapolis. For more information please see <i>Exhibit L</i>.</p>
VI.	<p>Proposal Evaluation</p>
A.	<p>The proposals will be evaluated in two parts by separate teams on a 100 points scale:</p> <p>Responses to Section 2: Workforce Center Plan will be worth a maximum of 60 points and will be evaluated by staff representing DEED and the Department of Administration.</p> <p>Responses to Section 3: Development Plan will be worth a maximum of 40 points and will be evaluated a team representing the State, City and community stakeholders.</p> <p>The State reserves the right to request additional information as needed to complete its evaluation. The Rent proposal, which is to be submitted in a separate sealed envelope, will be opened and evaluated after the Pass/Fail and qualitative criteria have been evaluated. The criteria and scoring on which proposals will be rated are identified in Section 5, IV, page 18.</p>
2.	<p>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.</p>

SECTION 2: WORKFORCE CENTER PLAN		<i>60 Points Total</i>
I.	SITE LOCATIONS REQUIREMENTS	<i>40 Points Total</i>
A.	It is the intent of the State to enter in to a lease for space in an existing or newly constructed building that will best serve the WorkForce Center customer needs and requirements.	
B.	The site must be highly accessible for customers within two (2) blocks of high frequency public transit	<i>20 points</i>
C.	Proposed site must be easily visible and accessible for customers and in a commercial corridor and located within the boundaries as set forth on the map attached as <i>Exhibit B</i> . In the proposal response, Proposer must indicate on a map the location of the proposed site.	<i>20 Points</i>
D.	The existing site of the North Minneapolis WorkForce Center, which is state-owned property, is not an option for meeting the requirements of this RFP. Sale of State real property is governed by Minn. Stats. §16B.281 – 16B.284, 16B.286, 16B.295 and 16B.296.	
II.	PROGRAM REQUIREMENTS	<i>20 Points Total</i>
A.	The Space Requirements as set forth on the attached <i>Exhibit A-1, North Minneapolis WorkForce Center Space Requirements</i> provide for an estimated <u>15,000</u> usable square feet of office space for the WorkForce. 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 <i>Exhibit C, Lease, Clause 4, Pages 2 and 3.</i>	
B.	The preference is to have all space contiguous on the first floor. If this cannot be accommodated, all Triage Resource, Reception, Conference, Interview and Training Areas, set forth on the attached <i>Exhibit A-1</i> must be located on the first floor to be easily accessible for the public.	
C.	The preference is for the space design to incorporate insights and space recommendations from the North Minneapolis WorkForce Center space use study conducted by Deloitte Consulting (See <i>Exhibit A-2</i>)	
D.	The requirements specified for the types of space described on the attached <i>Exhibit A-1</i> , must be provided at Proposer's expense, unless otherwise specified	
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 2010, or earlier format.	

III.	GENERAL REQUIREMENTS 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-1</i> . All requirements whether specified under “General Requirements” or in Exhibit A-1 shall be provided at Proposer’s expense unless otherwise specified.	
A.	FLOORING	
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:</i> Newly installed linoleum flooring in designated areas shall use tiles with .08”, 1/10” or 1/8” gauge and have jute backing. 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.	
b.	<i>Tile:</i> Newly installed tile flooring shall be manufactured with no toxic substances or waste and consisting of 70% recycled postindustrial and post-consumer glass in a ceramic matrix. Tile flooring shall be installed in a workmanlike manner in accordance with manufacturer’s approved installation instructions, using the appropriate environmentally friendly adhesive	
c.	<i>Carpeting:</i> 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 20 oz. with a 1/13 tufted multi-level loop, 9.0-9.5 stitches per inch, static resistant of 1.0 KVS, and a minimum denier of 6000. 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.	
B.	WALLS	
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.	
C.	CEILINGS Suspended grid systems with acoustical lay-in tiles. Acoustical rating of NRC 50 minimum	
D.	SIGNAGE Proposer shall, at its expense, provide:	
1.	Building directory and suite identification	
2.	Monument sign identifying the WorkForce Center in a design subject to the State’s approval	

E.	PLUMBING
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.
F.	HEATING, VENTILATING AND AIR CONDITIONING Computer Lab and Phone/Computer Rooms – Can be served by the building HVAC system with a separate zone and control located within each specific room
G.	LIGHTING
1.	Access to natural light is desired. Proposer must provide blinds for all windows
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-1</i> .
H.	CABINETRY, WALL AND SURFACE FINISHES Where applicable, use paint and finish systems that have low or no VOC's, 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.
I.	ELECTRICAL
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.
J.	VOICE/DATA CONNECTIONS
1.	Hard-walled offices: 2 fourplex outlets each per office
2.	Modular furniture workstations: 2 outlets each per workstation
K.	TELECOMMUNICATIONS – CONNECTIVITY See Clause <u>11</u> of attached <i>Exhibit C</i> .
L.	RECYCLING AREA See Clause <u>13.11</u> of attached <i>Exhibit C</i> .
M.	ACCESSIBILITY FOR PERSONS WITH DISABILITIES See Clause <u>13.23</u> of the attached <i>Exhibit C</i> . The Leased Premises must comply with this Clause.

N.	SECURITY It is important that WorkForce Center customers and employees have confidence that safety concerns are met. Security will be an important component of the design for the WorkForce Center.
1.	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.
2.	<p>The security system will be zoned to three (3) levels of security and allow for card access to all zoned areas. The zoned security areas are as follows:</p> <ul style="list-style-type: none"> a. Level One: Triage, Resource Room and Reception Area, Interview Rooms b. Level Two: Office Areas (staff areas), c. Level Three: Computer Lab, General Conference Room

SECTION 3 – DEVELOPMENT PLAN		40 Points Total
I.	Community Economic Development Goals:	
A.	Beyond relocating the Workforce Center, the aspiration of this project is for the Proposer to develop an expanded concept that will help stimulate economic development in the community. The WorkForce Center, as anchor tenant, will provide a long-term lease, financial stability and significant customer traffic to attract complimentary co-tenants and retail offerings that will deliver additional benefits for customers, residents and the community at-large. An ideal development and tenant mix will aim to help build the local economy, improve individual independence and prosperity, enhance community wealth, and create a vibrant neighborhood asset.	
B.	Community Economic Development Plan: Based on the Community Economic Development Goals outlined below, the proposer must: <p style="text-align: right;">15 Points</p>	
	1.	Generate new jobs through the planning, construction, and design of a new or remodeled facility with above average hiring targets for local residents.
	2.	Position the development in location that helps create a revitalized center of activity in the business corridor while respecting the integrity of its surroundings, the residents and the community.
	3.	Design a development concept and tenant mix plan that provides a positive impact for the area and brings needed amenities and/or services to the community and is market-driven and financially self-sustainable.
	4.	Provide location of a facility that helps create a revitalized center of activity along or near the transit corridor while respecting the integrity of its surroundings, residents and the community.
	5.	Reinforce DEED’s priority to invest in education and training that leads to industry-recognized credentials for jobs in-demand, providing increased opportunities for minority job seekers to attain careers in growth industries.
C.	Community Engagement Plan: As part of the community economic development goals of this project the State is committed to working with a Proposer who engages and incorporates community input and partnership. To ensure that the project reflects the interests of community residents and customers the State has supported the formation of a Community Advisory Council (CAC) that will provide meaningful and representative community input at key points in the proposal evaluation and project development process (Exhibit E). The CAC will be comprised of WorkForce Center customers, local residents, and local business owners <ul style="list-style-type: none"> The CAC will be a point of contact and source of community input for the State, organizations interested in responding to the RFP, and any organizations interested in leasing space in the expanded development. 	

		<ul style="list-style-type: none"> • The CAC will advise the State and Proposers on the full range of issues that have direct community impact such as site location, accessibility, building design, parking, and the community economic development goals of this project. • Help facilitate citizen participation, including efforts to get local businesses and residents involved in the project. <p>As part of the response to the Development Plan, proposers are required to submit a Community Engagement Plan that will detail how they plan to work with the Community Advisory Council to engage and incorporate community input throughout the development process. Proposal will be evaluated in part based on the strength of the community engagement plan.</p> <p>The State recognizes the merits of Community Benefits Agreements and encourages Proposers to incorporate a Community Benefits Agreement process as part of their Community Engagement Plan.</p> <p>Proposers that submit letters of intent to propose will be receiving a document developed by the CAC that will outline the community values and objectives for this project. Proposers are strongly encouraged to respond directly to the document in their proposals.</p> <p>Community Advisory Council member contact information will be provided at the mandatory meeting on April 24, 2013 to potential proposers who submitted the non-binding letter of intent to submit a proposal.</p> <p style="text-align: right;">15 Points</p>
	D.	<p>Developer Experience & Capacity: The Proposer must provide the following information with its proposal response:</p> <p style="text-align: right;">10 points</p>
		<p>1. Describe at the minimum two (2) previous projects that proposer developed including the type of project, e.g., commercial, retail, residential.</p>
		<p>2. Developer/Proposer shall provide financial information, to the satisfaction of the State of Minnesota, to substantiate its ability to finance the proposed project.</p>
		<p>3. Describe the proposed team members.</p>
		<p>4. Provide a plan for community engagement and/or partnership.</p>
		<p>5. Provide a plan for potential tenants for the development and copy(s) of letters of commitment.</p>
		<p>6. Describe Proposers Affirmative Action plan. <i>See Exhibit C, Lease, Clause 23, page 19.</i></p>

		<p>7. <u>Minority and Female Hiring and Disadvantaged Business Enterprise Plan:</u> Proposer will provide a Disadvantaged Business Enterprise (DBE) and Minority and Female Hiring plan. Proposer will describe its commitment to minority and female, DBE and local hiring practices. The Proposer shall also provide specific written information regarding experience with recent similar projects outlining the following information:</p> <ul style="list-style-type: none"> • Project name and location; • Owner's DBE Compliance Officer; • Owners Affirmative Action Officer • Goal established; • Actual participation achieved for workforce and DBE; • Year work was completed; • List recruitment and training organizations you have contacted and partnered with to hire minority and females to meet your workforce goals. • Any DBE firms with whom you had formal partnering or mentoring relationships; and • A description of any innovative measures undertaken to involve minorities, females and DBE firms.
II.	ADDITIONAL RESOURCES AND INFORMATION	
	A.	City of Minneapolis, West Broadway Alive! Plan - http://www.minneapolismn.gov/cped/planning/plans/cped_west-broadway
	B.	<p>Community Asset Mapping follow links:</p> <p>http://www.filedropper.com/mjbnorthminneapolisstudy</p> <p>http://www.filedropper.com/assetmappinginnorthminneapolis</p>
	C.	Letter of Tenant Interest and Support from the North Memorial Hospital - attached <i>Exhibit F</i>
	D.	Letter of Tenant Interest and Support from the Hennepin County - attached <i>Exhibit G.</i>
	E.	Letter of Tenant Interest and Support from the Minneapolis Community and Technical College - attached <i>Exhibit H</i>
	F.	North Minneapolis WorkForce Center Customer Demographics – attached <i>Exhibit I</i>
	G.	North Minneapolis Neighborhood Demographics – attached <i>Exhibit J</i>

SECTION 4 - LEASE PROVISIONS		60 Points Total
I.	LEASE	The state lease form, attached, as <i>Exhibit C</i> will be used. By Proposers response to this RFP, it agrees to use the attached lease form.
II.	TERM	Provide proposals for a ten (10) year lease term.
III.	RENT	<p>Proposer's response to this "Lease Proposal Request" must be provided on the attached <u>Exhibit D, Rent Proposal Form</u>, and include gross rental rate quotes for each year of the 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).</p> <p><u>Evaluation of Rent Proposals:</u> Points for rent proposals will be awarded independently of a full evaluation of proposers' responses to WorkForce Center Plan (Section 2) and the Development Plan (Section 3). Points for rent proposals will be awarded based on a proportional ranking formula with the lowest proposed rent receiving 100% of maximum 60 points and higher cost proposals receiving fewer points in proportion to the lowest cost proposal.</p>
IV.	SPACE MEASUREMENT	
A.	<u>Definition</u>	The Leased Premises is defined as the total usable square feet exclusively occupied by LESSEE and is the basis for calculation of rent payable hereunder.
B.	<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.
C.	<u>Exclusions and Deductions</u>	<p>Excluded from the usable square feet measurement are:</p> <ol style="list-style-type: none"> a. vertical shafts, b. elevators, c. stairwells, d. dock areas, e. mechanical, utility and janitor rooms, f. restrooms, corridors, lobbies and receiving areas accessible to the public or used in common with other tenants; g. each and every column and/or pilaster within the Leased Premises of <u>four (4)</u> square feet or more; and h. each and every column and/or pilaster attached to the exterior or demising wall within the Leased Premises.

SECTION 5 – Proposal Response and Evaluation of Proposals

I. SCHEDULE			
	A.	Issue Request for Proposal	Monday, March 4 th , 2013
	B.	Non-Binding Letter of Intent to Submit a Proposal Due	April 12, 2013– 4:00 p.m.
	C.	Mandatory Pre-Proposal Meeting	April 24, 2013 at 1:30 pm at the Department of Employment and Economic Development, First National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, MN
	D.	Proposals Due to Department of Administration, Real Estate and Construction Services	May 30, 2013 PROPOSALS WILL NOT BE ACCEPTED AFTER 2:30 p.m.
II. RESPONSE INFORMATION/REQUIREMENTS			
	A.	<p>NON-BINDING LETTER OF INTENT TO SUBMIT A PROPOSAL 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 4:00 p.m. on <u>April 12, 2013</u> by email to Kathy.Meyer@state.mn.us 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 Department of Employment and Economic Development – North Minneapolis WorkForce Center”, (2) a statement that potential responder intends to submit a proposal, and (3) a contact person, phone number, fax number and email address.</p>	
	B.	<p>QUESTIONS 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 Kathy Meyer@state.mn.us or fax to (615) 215.6245. Questions may be submitted up to 4:00 p.m. on <u>April 12, 2013</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.</p>	
	C.	<p>RESPONSES TO QUESTIONS Responses to questions will be sent via email or fax by <u>April 19, 2013</u> only to those who have submitted a “non-binding letter of intent to submit a proposal” by the <u>April 12, 2013</u> deadline.</p>	
	D.	<p>MANDATORY PREPROPOSAL MEETING In order for the State to evaluate Proposers response, anyone who submits a non-binding letter of intent to submit a proposal must attend a mandatory pre-proposal meeting on <u>April 24, 2013</u> at the Department of Employment and Economic Development, First National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, MN. This meeting is not an open meeting in accordance with the Minnesota Data Privacy statute and is only for potential proposers who</p>	

		have submitted a non-binding letter of intent to submit a proposal, State of Minnesota staff, and invited guests. If Proposer does not attend this meeting, the proposal will not be evaluated.
	E.	Proposals submitted to the Department of Administration, Real Estate and Construction Services must be valid through <u>January 31, 2014</u> .
	F.	The State of Minnesota reserves the right to reject any and all offers and proposals received.
	G.	Proposer may be asked to present their proposal to a review committee and/or provide a tour of the proposed location(s).
	H.	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.
	I.	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.
	J.	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.
	K.	CONFLICT OF INTEREST 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.
III.	CONTENT OF PROPOSAL	
	A.	The Proposal must contain the following documents:
		1. Response stating Proposer will comply with each item set forth in Section 2 of this Request for Proposal in a separately sealed envelope with the name of the proposer and notation "WorkForce Center Plan" noted on the envelope.
		2. Rent proposal as requested in Section 4, page 15, in a separately sealed envelope with the name of the proposer and notation "Rent Proposal" noted on the envelope.
		3. Development Plan information as requested in Section 3. pages 12 -14, in a separately sealed envelope with the name of the proposer and notation "Development Plan" noted on the envelope.

	B.	COLOR CODED BLOCK PLAN The proposal must include color-coded block plans delineating adjacencies and square footage for each division/unit as set forth in <i>Exhibit A-1</i> and the space recommendations attached as <i>Exhibit A - 2</i> .
	C.	CONSTRUCTION SCHEDULE Proposer must provide a schedule for construction/remodeling.
	D.	SITE CONTROL
		1. If Proposer currently has site control of the site(s) being proposed for the WorkForce Center, submit evidence of site control of said proposed site(s). by Proposer
		2. If Proposer needs to purchase site(s) and proposal is selected as the preferred site; Proposer must have site control and show evidence of said site control prior to lease execution which is anticipated to be <u>August 31, 2013</u> .
	E.	<u>Fifteen (15)</u> copies of the completed proposal must be submitted no later than 2:30 p.m. on <u>May 30, 2013</u> to:
		DEPARTMENT OF ADMINISTRATION REAL ESTATE AND CONSTRUCTION SERVICES 50 SHERBURNE AVENUE, ROOM 309 ST. PAUL, MINNESOTA 55155 E-MAIL RESPONSES WILL NOT BE ACCEPTED
IV.	Evaluation of Proposals	
	A.	The proposals will be evaluated in two parts by separate teams on a 100 points scale: Responses to Section 2: Workforce Center Plan will be worth a maximum of 60 points and will be evaluated by staff representing DEED and the Department of Administration. Responses to Section 3: Development Plan will be worth a maximum of 40 points and will be evaluated a team representing the State, City and community stakeholders. The State reserves the right to request additional information as needed to complete its evaluation. The Rent proposal, which is to be submitted in a separate sealed envelope, will be opened and evaluated after the Pass/Fail and qualitative criteria have been evaluated. The criteria and scoring on which proposals will be rated are identified in Section 5, page 19.
	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.
PASS/FAIL CRITERIA	Maximum Points
1. Submitted non-binding letter of intent to submit proposal	Pass/Fail
2. The Proposal must be submitted on time and at the location indicated herein	Pass/Fail
3. Proposal separated into 3 envelopes. 15 copies of required documents in each envelope; as follows: a. Includes response as requested in Sections 2 and 4, including required documentation set forth in these Sections), b. Development Plan (Section 3, c. Rent proposal utilizing Exhibit D, Rent Proposal Form attached to RFP,	Pass/Fail
4. Attended mandatory meeting	Pass/Fail
CRITERIA POINTS	
WorkForce Center Plan Evaluation (60 Points Total)	
1. Accessible for customers/transit accessibility (see Section 2. I.B)	20
2. Within location parameters (see Section 2 I-C)	20
3. Building & Space Design (see Section 2 II-A,B,C,D)	20
Development Plan Evaluation (40 Points Total)	
4. Community Economic Development Plan (see Section 3, A and B)	15
5. Community Engagement Plan (see Section 3 1.C)	15
6. Proposer Experience and Capacity (see Section 3 I.D)	10
TOTAL POINTS	100
Lease Evaluation	
7. Rent	60
RENT SUBTOTAL	
TOTAL AVAILABLE POINTS	160