

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

ON BEHALF OF THE
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
FOR A
RAMSEY COUNTY WORKFORCE CENTER

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

**Proposals due
June 15, 2016
By 2:30 p.m.**

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	SECTION 1: INTRODUCTION
I.	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, and Unemployment Benefits information. Current programs offered through the Workforce Centers are as follows below:
A.	<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.
B.	<u>Employer Recruitment</u> – Provides on-site recruitment resources for screening, testing and interviewing prospective applicants. Access to interview, conference and computer/testing rooms
C.	<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.
D.	<u>Vocational Rehabilitation</u> – Provides intensive evaluation, career readiness counseling, planning, and referral and placement services for individuals with disabilities.
E.	<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.
F.	<u>Adult Basic Education (ABE)</u> – Provides adults and out-of-school youth with educational opportunities to acquire and improve the skills necessary to become self-sufficient.
G.	<u>Carl Perkins</u> – Provides career-technical education programs, integrates academic and career-technical instruction, serves special populations, and meets gender equity needs.
H.	<u>Public Assistance</u> – Assist low income individuals with job readiness and financial services.
I.	<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.
J.	<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.
II.		Partnerships: The services offered in the Ramsey County Workforce Center are provided by multiple partners. Department of Employment and Economic Development (DEED) programs are provided by Job Service, Vocational Rehabilitation Services, Unemployment Insurance, Re-employment services and adult services. Additional services for these programs are provided by Ramsey County and our non-profit partners.
III.		<p>Goal Alignment: Aligns with the Workforce Innovation and Opportunity Act (WIOA) goals to:</p> <ol style="list-style-type: none"> 1) Increase access to and opportunities for the employment, education, training, and support services for individuals, particularly those with barriers to employment 2) Support the alignment of workforce investment, education, and economic development systems 3) Promote improvement in the structure and delivery of services <p>Aligns with the Workforce Innovation Board of Ramsey County (WIB) goals to:</p> <ol style="list-style-type: none"> 1) Create strategic regional alignment 2) Utilize integrated approaches to address our workforce supply and demand gaps <p>Aligns with the Ramsey County goals to invest in neighborhoods with concentrated financial poverty and enhance access to opportunity for all residents and businesses.</p>
IV.		Proposal Evaluation:
	A.	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 <i>Section 4, IV, page 12</i> .
	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.

SECTION 2: WORKFORCE CENTER PLAN	
I.	SITE LOCATION CRITERIA
A.	Existing or newly constructed building that will best serve the Workforce Center customer needs and requirements.
B.	The property must be highly accessible for customers within one (1) block (or less) of high frequency public transit and near freeway access for car drivers. Building signage must be easily visible.
C.	The property must have ample and convenient parking.
D.	The property must be accessible for disabled persons. See <i>Exhibit B1-B5</i> for additional criteria.
E.	The property must be located within the boundaries of Ramsey County (excluding the St. Paul Central Business District), with priority given to the area as set forth on the maps attached as <i>Exhibits C1-C2</i> . In the proposal response, Proposer must indicate on a map the location of the proposed property.
F.	The preference is for the property to be close to consumer services (e.g. restaurants, drug store).
II.	SPACE REQUIREMENTS
A.	The Space Requirements, as set forth on <i>Exhibit A1-A5, Ramsey County Workforce Center Space Requirements</i> , provide for an estimated <u>25,000</u> usable square feet of office space for the Workforce Center. 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 Clause 4 of Exhibit D.
B.	The preference is to have all space contiguous on the first floor. If this cannot be accommodated, all Shared Space, set forth on <i>Exhibit A1-A5</i> must be located on the first floor to be easily accessible for the public.
C.	The requirements specified for the types of space described on <i>Exhibit A1-A5</i> , must be provided at Proposer's expense, unless otherwise specified.
D.	Expansion space potential; square footage needs to be determined.
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.
F.	It is not a requirement, but define if the Building has any amenities such as shared conference rooms, coffee shop.

III.	GENERAL SPECIFICATIONS The following are general specifications pertaining to the facility as a whole. These specifications shall be used as base standard for all spaces. Additional requirements for specific areas are specified in <i>Exhibit A1-A5</i> . All requirements whether specified under “General Specifications” or in <i>Exhibit A1-A5</i> 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>Vinyl Composition Tile (VCT) and Resilient Base (RB):</i> Newly installed VCT flooring in designated areas shall use tiles with .08”, 1/10” or 1/8” gauge. The base shall be 4” height with .08”, 1/10” or 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 VCT/RB installed.	
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. Must provide a 10% surplus of the various tiles installed.	
c.	<i>Carpeting:</i> Must use commercial grade 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 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. Carpet base shall be 4” in height. 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.	
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.	CEILING	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 restrooms for each gender and ADA unisex restrooms as required by code.
	2.	If multi-tenant building, the Workforce Center customers must have easy access to restrooms from the shared space areas.
F.	HEATING, VENTILATING AND AIR CONDITIONING	Computer Room and Server Rooms – Can be served by the building HVAC system with a separate zone and control located within each specific room.
G.	LIGHTING/WINDOWS	
	1.	Access to natural light is desired. Proposer must provide blinds for all windows, including any sidelights in offices and conference rooms.
	2.	Conference rooms and offices must have motion-sensor lighting.
	3.	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 A1-A5</i> .
	4.	The use of LED lighting is preferred.
	5.	Entrances to the Building and parking lot(s) will have adequate lighting for the safety of all users.
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.	DOORS/LOCKS Key lockable door handles on offices and conference rooms that lock with a key from the outside and push-button lock from the inside.
L.	CABINETRY – CONFERENCE ROOMS, BREAK ROOM, QUIET/MOTHER’S ROOM Lockable cabinets in each of these rooms; 10 to 12 linear feet in each conference room and break room, 4 to 6 linear feet in quiet/mother’s room. See <i>Exhibit A1-A5</i> for room breakdown.
M.	TELECOMMUNICATIONS – FIBER INSTALLATION TO THE BUILDING See <i>Clause 11 of Exhibit D</i> . a. Proposer must provide fiber to the Building. b. The Building and Leased Premises should have cell phone coverage.
N.	RECYCLING AREA See <i>Clause 13.11 of Exhibit D</i> .
O.	ACCESSIBILITY FOR PERSONS WITH DISABILITIES See <i>Clause 13.23 of Exhibit D</i> . The Building and Leased Premises must comply with this Clause, plus Standards set forth on <i>Exhibit B1-B5</i> .
P.	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. Intrusion detection and panic alarm system should be included.
	2. 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: a. Level One: Reception Area, Resource Room, Conference Rooms, Interview Rooms b. Level Two: Office Areas (staff areas) c. Level Three: Computer Room, Conference Rooms
	3. Proposer shall, at its expense, provide a public address (PA) system within the Workforce Center for communicating emergency announcements, facility closure, etc.
	4. Proposer shall, at its expense, provide an armed security guard in the Leased Premises, during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.
	5. Proposer shall, at its expense, install surveillance cameras within the Leased Premises, the Building, entrances and parking lot(s).
	6. Provide area crime report, including types of crime.
	7. Does the Building have a written evacuation plan and designated safe haven areas? If not, a plan must be developed.

SECTION 3: LEASE PROVISIONS

I.	LEASE	The State's lease form, <i>Exhibit D</i> , will be used. By Proposers response to this RFP, it agrees to use the attached lease form.
II.	TERM	Provide proposals for five (5) and ten (10) year lease terms.
III.	RENT	Proposer's response to this "Lease Proposal Request" must be provided on <i>Exhibit E, Rent Proposal Form</i> , and include gross rental rate quotes for each year of the five (5) and ten (10) year lease terms. 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).
IV.	SPACE MEASUREMENT	
	A.	<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.
	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.	<p><u>Exclusions and Deductions</u> Excluded from the usable square feet measurement are:</p> <ul 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.
V.	PARKING	The preference is to have all parking in a surface lot or ramp adjacent to the building at no additional cost to parkers. In addition, proposed parking should have adequate lighting and surveillance cameras for the safety of all users. Proposer must provide diagram(s) indicating the location(s) of the parking requirements set forth below:
	A.	Employee: minimum of <u>100</u> parking stalls for employees and state owned vehicles
	B.	Visitor: minimum of <u>30</u> visitor parking stalls
	C.	Proposed parking must have adequate Handicapped Parking as required by code.

SECTION 4: Proposal Response and Evaluation of Proposals

I.	SCHEDULE		
	A.	Issue Request for Proposal	<u>April 15, 2016</u>
	B.	Non-Binding Letter of Intent to Submit a Proposal Due	<u>May 13, 2016</u> – 4:00 p.m.
	C.	Proposals Due to Department of Administration, Real Estate and Construction Services	<u>June 15, 2016</u> 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>May 13, 2016</u> by email to jennifer.barber@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 – Ramsey County 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 jennifer.barber@state.mn.us or fax to (615) 215.6245. Questions may be submitted up to 4:00 p.m. on <u>May 25, 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.</p>	
	C.	<p>RESPONSES TO QUESTIONS Responses to questions will be sent via email or fax by <u>June 1, 2016</u> only to those who have submitted a “non-binding letter of intent to submit a proposal” by the <u>May 13, 2016</u> deadline.</p>	
	D.	Proposals submitted to the Department of Administration, Real Estate and Construction Services must be valid through <u>January 31, 2017</u> .	
	E.	The State of Minnesota reserves the right to reject any and all offers and proposals received.	
	F.	Proposer may be asked to present their proposal to a review committee and/or provide a tour of the proposed location(s).	
	G.	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.	

	H.	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.
	I.	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.
	J.	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, including response to specific questions, 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 <i>Section 1, IV, page 4</i> , in a separately sealed envelope with the name of the proposer and notation "Rent Proposal" 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 A1-A5</i> and the space recommendations attached as <i>Exhibit A1</i> .
	C.	CONSTRUCTION SCHEDULE Proposer must provide a schedule for construction/remodeling for an occupancy date no later than <u>January 18, 2017</u> .
	D.	SITE CONTROL Proposer must have site control of the site(s) being proposed for the Workforce Center and submit evidence of site control of said proposed site(s).
	E.	<u>Sixteen (16)</u> copies of the completed proposal must be submitted no later than 2:30 p.m. on <u>June 15, 2016</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 on a 100 points scale.
	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 2 envelopes. 16 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. Rent Proposal utilizing <i>Exhibit E, Rent Proposal Form</i> attached to RFP.	Pass/Fail

CRITERIA POINTS	
Location Accessible for customers/transit accessibility (9 points) Within location parameters - see Exhibit C1-C2 (13 points) Near highway access for vehicle drivers (9 points) Ample and convenient parking (9 points) Local amenities within walking distance (1 point) Visible signage (1 point)	42
Space Contiguous square footage/on 1 level (5 points) Expansion potential (5 points) Windows and natural light (3 points) Building amenities (2 points)	15
Data Access Access to high speed data infrastructure - fiber (7 points) Cell phone coverage (1 point)	8
Cost Highest rental rate psf = lowest points	35
Total	100