*Note to Respondents:*

The State Designer Selection Board Request for Proposals document was adopted by the Board on August 22, 2017, last modified June 2017. Please carefully review all of the requirements of the RFP when preparing your response to ensure compliance with the RFP.

The changes include but are not limited to:

- Pay particular attention to Section I. F. Pass/Fail Requirements to ensure you’ve included and met all requirements referenced in this section

- The State Designer Selection Board is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

The State Designer Selection Board encourages responders to highlight in its proposal response the prime firm’s efforts for promoting diversity inclusion. Efforts may be considered as part of the evaluation process.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Businesses who may qualify can get more information to obtain certification, and proposers seeking firms owned by TG/ED/VO businesses, may contact the Department of Administration’s Office of Equity in Procurement at 651-201-2402 or via email at procurement.equity@state.mn.us. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to [http://www.mmd.admin.state.mn.us/mn02001.htm](http://www.mmd.admin.state.mn.us/mn02001.htm).

- Projects may be required to meet the design and operational requirement of the B3 (Minnesota Sustainable Building Guidelines and Energy Standard of Sustainable Building 2030 – see Section I. C.

- Forms to be returned: Please review and complete the forms indicated in Section II. D., as well as noted on the Transmittal Form. These forms have been altered, added or deleted over time. Please note the current requirement.
Department of Administration, State Designer Selection Board  
Request for Proposals for Designer Selection for  (Project 19-01)  
Construction of a 5,000 MBH Biomass District Heating Plant, Camp Ripley,  
Little Falls, MN (DMA Project No. 14148)

To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a Design Team for the above project. Proposals from interested firms must be received by, 12:00 noon CT TUESDAY, January 22, 2019. Proposals received after the submission deadline will not be considered. Submit proposals to:

Jennifer Barber, Executive Secretary  
State Designer Selection Board  
Department of Administration  
Real Estate and Construction Services  
Administration Building, Room 309  
50 Sherburne Ave.  
St. Paul, Minnesota 55155

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at 651.201.2389. Questions relating to the project are to be referred to the Project Contact(s) in Item 1.k.

I. PROJECT 19-01

A. PROJECT DESCRIPTION:

The Department of Military Affairs (DMA) intends to construct a Biomass District Heating Plant at the Camp Ripley Training Center located near Little Falls, MN. This Biomass District Heating plant project will demonstrate, on a significant scale, sustainable forest management practices for the purpose of generating renewable biomass thermal energy. To facilitate these forest management practices this project will construct and demonstrate the operation of a woody biomass district heating system for seven facilities within the Camp Ripley Training Center. Camp Ripley is a 53,000 acre, state owned, facility with the capability to demonstrate an environmentally sound and sustainable process to heat numerous buildings. Selective harvesting paired with the utilization of storm blow down material will be implemented and managed with assistance from the Minnesota Department of Natural Resources.

Construction of a 5.0 million BTU/hr (5,000 MBH) Biomass District Heating Plant shall be of permanent construction to include the following items integral to the facility: biomass storage, thermal storage, and distribution piping. The heating plant shall consist of: a 2,200 SF Boiler Operations Building to include the biomass boiler, a smaller natural gas fired boiler plant, and a 5,000 gallon thermal storage tank; a 5,000 SF Biomass Fuel Storage Building, and an estimated total of 5,800 LF of a heating water distribution system to seven existing buildings in areas 11 and 17 at Camp Ripley. The Operations Building shall include a covered day bin for biomass storage. This storage is needed to accommodate multiple fuel deliveries from forest management operations and to provide the flexibility to take advantage of other opportunity fuels.

Project to include an advance biomass combustion unit and hot water boiler capable of replacing 90% of the total natural gas usage at seven buildings within Camp Ripley. The advanced biomass combustion unit and hot water boiler will be used to heat a 5,000 gallon thermal storage tank located in a Biomass Operations Building. This high temperature water in the tank will be blended with return water and pumped from the Biomass Building to seven buildings in Areas 11 and 17 at Camp Ripley (see
Attachment A “Site Plan” for planned facility location and underground distribution runs). Also, natural gas fired boilers shall be included in the Operations Building for times when demand for heat is too low for proper operation efficiency of the biomass boiler. The seven facilities requiring district heat currently use a combination of natural gas fired hydronic forced air and radiant heating systems to satisfy the heating demand. These heating systems will remain in each facility as a supplemental heat source. Providing the new biomass district heat system will avert replacement costs of the independent heating systems as they reach their end of useful life. The table below lists the seven facilities and their current heating equipment:

<table>
<thead>
<tr>
<th>Building</th>
<th>Sq. Ft.</th>
<th>Heating Equipment</th>
<th>Equip. Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-062 Supply and Services Warehouse</td>
<td>50,200</td>
<td>Two 840 MBH output boilers</td>
<td>30</td>
</tr>
<tr>
<td>11-063 Warehouse and Administrative Facility</td>
<td>62,736</td>
<td>Two 1,800 MBH output boilers</td>
<td>30</td>
</tr>
<tr>
<td>11-076 Maintenance and Classroom Facility</td>
<td>29,250</td>
<td>Two 2,200 MBH output boilers</td>
<td>28</td>
</tr>
<tr>
<td>11-159 Maintenance Shop/Office</td>
<td>23,168</td>
<td>Two 330 MBH output boilers</td>
<td>23</td>
</tr>
<tr>
<td>11-160 Maintenance</td>
<td>9,120</td>
<td>Two 724 MBH output boilers</td>
<td>38</td>
</tr>
<tr>
<td>11-169 Maintenance</td>
<td>146,376</td>
<td>Two 960 MBH output boilers</td>
<td>18</td>
</tr>
<tr>
<td>17-001 Maintenance Facility</td>
<td>63,568</td>
<td>Two 1,750 MBH output boilers</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One 4,250 output boiler</td>
<td>22</td>
</tr>
</tbody>
</table>

Project to include buried insulated piping to connect the central biomass plant to the existing heating systems at each building. The piping will tie into the existing hot water heating systems in the mechanical rooms within the seven buildings.

This facility will be designed to meet Industry Standards as well as all local, state, and federal building codes and as per Public Law 90-480. Construction will include all utility services, information systems, fire detection and alarm systems, roads, parking area (employees and handicap accessible parking spaces), and site improvements. Facilities will be designed to a minimum life of 50 years in accordance with DoD’s Unified Facilities Code (UFC 1-200-02) including energy efficiencies, building envelope and integrated building systems performance as per ASA (IE&E) Sustainable Design and Development Policy Update Dec 2013. Access for individuals with disabilities will be provided. Antiterrorism measures in accordance with DoD Minimum Antiterrorism for building standards will be provided and applied as required.

B. SCOPE OF SERVICES:

- The design team shall have an architect as team leader.
• The selected design team shall provide services in accordance with the Basic Services Agreement, which is posted on the following website: http://minnesotanationalguard.ng.mil/requests-for-proposal/ or https://mn.gov/admin/government/construction-projects/sdsb/projects/.

C. SPECIAL CONSIDERATIONS:

• Sustainability: Sustainable principals, to include life cycle cost effective practices, will be integrated in the design, development and construction of the project and will follow the guidelines detailed in the Army Sustainable Design and Development (SDD) Policy complying with applicable laws and executive orders; Department of Defense (DoD’s) Unified Facilities Criteria’s High Performance and Sustainable Building Requirements (UFC 1-200-02); ASHRAE 189.1. This project is not funded with state bonded dollars and as such does not require the design of the project to comply with the State of Minnesota Sustainable Building Guidelines (MSBG) – also known as B3 Guidelines.
• The buildings the new Biomass District Heating Plant will provide heat for will be occupied and are to remain operational during all work.
• Camp Ripley is a secure site. The Consultant is responsible for ensuring that his employees and subcontractors are informed of and comply with security requirements. Camp Ripley Security, 320.616.3087.
• The team lead/architect/project manager has had a minimum of 5 years of prior recent experience in design and construction of similar facilities and has demonstrated such in the firm’s response.
• The State has most, but not a complete set, of paper building drawings on record of facilities that will be connected to the new Biomass Plant by way of district heating. All the drawings will be furnished to the successful design team. It is suggested the design team verify the accuracy of the drawings during any investigative site visit.
• Direct Digital Controls (DDC): Consultant shall use Johnson Control Incorporated’s Metasys Building Automation System (BAS) in their design.

D. REQUIRED CONSULTANT TEAM:

• Architecture
• Structural engineering
• Mechanical engineering
• Electrical engineering
• Civil engineering
• Licensed Land Surveyor
• Geotechnical Engineering
• Cost estimating consultant (outside of the prime firm)
• Sustainability

E. SERVICES PROVIDED BY OTHERS:

• Hazardous materials abatement survey, design and abatement (for seven buildings)
• Construction testing

F. PASS/FAIL REQUIREMENTS:

The requirements of this section will be assessed on a pass/fail basis. Respondents must “pass” each of the requirements identified to proceed to the proposal evaluation stage.

1. The Proposal must be submitted on time at the location indicated herein.
2. Respondents shall make affirmative representations of the following on the Transmittal Form attached to this RFP:
   A. Submittal shall bear an original signature, in ink, of a principal of the Prime Firm.
B. A statement that proposal contents are true and accurate to the best knowledge of signatory
C. A statement of commitment to enter into the work promptly, if selected, by engaging the Sub-Consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
D. A statement indicating that the Sub-Consultants listed have been contacted and have agreed to be a part of the team.
E. A statement indicating that the Prime Firm and Sub-Consultants are willing to enter into a contract using the state’s contract forms and agreeing to their terms.

G. PROJECT BUDGET/FEES:
   - The construction budget is $3,081,000.00
   - The fee for design and construction administration, including topographic survey, soil testing, and travel will be a negotiated all-inclusive not to exceed amount. Owner will pay direct costs as per Article 9.5 of Basic Services Agreement.

H. PROJECT SCHEDULE:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Begin</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predesign</td>
<td>February 2019</td>
<td>February 2019</td>
</tr>
<tr>
<td>Schematic Design</td>
<td>March 2019</td>
<td>April 2019</td>
</tr>
<tr>
<td>Design Development</td>
<td>April 2019</td>
<td>May 2019</td>
</tr>
<tr>
<td>Contract Documents</td>
<td>June 2019</td>
<td>July 2019</td>
</tr>
<tr>
<td>Bidding</td>
<td>July 2019</td>
<td>August 2019</td>
</tr>
<tr>
<td>Construction*</td>
<td>October 2019</td>
<td>October 2020</td>
</tr>
<tr>
<td>Post Construction*</td>
<td>October 2020</td>
<td>October 2021</td>
</tr>
</tbody>
</table>

*Construction schedule may be delayed from noted dates based on availability of federal funds.

I. PROJECT PRE-DESIGN INFORMATION:

The Department of Military Affairs (DMA) has load calculations for each of the seven buildings this biomass facility is to provide heat for. This information will be provided to the selected design team.

J. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

A NON-mandatory informational meeting will be held on **Wednesday, January 9, 2019 at 10:00 a.m.** CT at Building 2-1, Camp Ripley, 15000 Highway 115, Little Falls, Minnesota, 56345. The meeting will include a tour of the proposed project areas and a review of the scope of work.

K. QUESTIONS REGARDING THIS PROJECT

Questions regarding this RFP must be received by **Friday, January 11, 2019 no later than 4:30 p.m. CT.** Only Prime Firms responding to this RFP should send inquiries on behalf of themselves and of their Sub-consultants.

There is only one person authorized to respond to questions regarding this RFP. Questions concerning the project RFP should be referred to **Mr. Dennis Arntson. Submit questions by e-mail only to:** dennis.m.arntson.nfg@mail.mil. When emailing questions, please include the subject line, “RFP questions from (firm name)”. Agency anticipates posting answers to such questions no later than 4:30 P.M. Central Time on **Wednesday, January 16, 2019.** All questions and answers will be posted at
http://minnesotanationalguard.ng.mil/requests-for-proposal/ or https://mn.gov/admin/government/construction-projects/sdsb/projects/. Note that questions will be posted verbatim as submitted.

Addenda and Supplementary Information: All prospective Respondents shall be responsible for information regarding this Project and RFP posted to the web page, including any addenda to this RFP and for answers to submitted questions.

No representatives of Prime Firms responding to this RFP nor its Sub-consultants shall have discussions regarding this RFP nor regarding the Project with any member of the Requesting Agency or its local employees other than the prescribed communications provisions set forth in this RFP from the date of the publication of the RFP in the State Register until after the completion of Consultant Selection for this Project. Proposals may be rejected or disqualified by the State Designer Selection Board if prohibited discussions occur with the Requesting Agency.

L. STATE DESIGNER SELECTION BOARD CONTACT
Questions concerning State Designer Selection Board procedures should be referred to: Jennifer Barber, Executive Secretary 651.201.2389 jennifer.barber@state.mn.us

M. STATE DESIGNER SELECTION BOARD SCHEDULE:
NON-Mandatory Pre-Proposal Project Information
Meeting and/or Site Visit: Wednesday, January 9, 2019, 10:00 a.m. CT
Questions Due: Friday, January 11, 2019, 4:30 p.m. CT
**Project Proposals Due:** TUESDAY, JANUARY 22, 2019, by 12:00 noon CT
Project Shortlist: Tuesday, February 5, 2019
Project Interviews: Tuesday, February 19, 2019

N. TEAM CHANGES
Firms selected for interview may not submit any additional materials to the Board beyond their original proposal with the exception of the following:
- New Design Team member consultant firm or firm member: An addendum to the original proposal regarding a new Design Team member, consultant firm or firm member may be submitted under the following conditions:
  - If the team has been awarded another major project since the Request For Proposal due date and the team member is working on the project awarded, resulting in a conflict;
  - If a team member has left one of the submitting firms since the Request For Proposal due date;
  - If a team member must be removed due to cause
In such cases, the addendum should include a cover letter of no more than one page explaining cause and attach a resume of no more than one page.

O. INTERVIEWS AND INTERVIEW MATERIALS
Respondents who are short-listed for interviews will be notified in writing by email.
- Firms selected for interview may not submit any additional materials to the Board that was not part of their original proposal.
- Interview Presentation Materials: During the interview, Respondent’s presentation materials may be distributed, such as a PowerPoint presentation or presentation boards. Such materials should include only materials to be referenced by the Team during the interview.
- Only team members listed in the proposal are allowed to participate in interviews with the exception of the Team Changes listed in section N.

P. SAMPLE CONTRACT:
The successful Respondent will be required to execute the Agency’s Basic Services Agreement, which contains the agency’s standard contract terms and conditions, and includes insurance requirements. A copy is available on the website: [http://minnesotanationalguard.ng.mil/requests-for-proposal/](http://minnesotanationalguard.ng.mil/requests-for-proposal/).

II. PROPOSAL FORMAT

A. **10** paper copies [10 copies (including the original) for the SDSB + agency's requirement]
B. **Two (2)** electronic copies on two (2) CDs in ‘pdf’ format. The file size should be 2-3 MB or less. Use the reduce file size feature if necessary to accomplish this. The document should be password secured against copying of text, images and other content.
C. 8 ½ x 11, binding only stapled, in vertical ‘portrait’ format, no plastic dividers or covers
D. Maximum 20 faces –numbered from 1 to 20.
   - Excludes faces of the cover letter, front and back covers, blank dividers, Proposal Transmittal Form and its required attachments and additional pages of Fee Chart if more than one page is necessary to list fees. The Fee Chart must start on or before page 20.
E. Font size no smaller than 10 point (this does not apply to the Fee Chart referenced in Section III.
F. Respondents are highly encouraged to follow the order of proposal contents found in Section III of this RFP.

III. PROPOSAL CONTENTS

A. **TRANSMITTAL COVER:**
   Prime Firms are required to submit one (1) original Transmittal Form with their responses. The required Transmittal Form is attached and also available on the SDSB website at [http://mn.gov/admin/government/construction-projects/sdsb/](http://mn.gov/admin/government/construction-projects/sdsb/), click on “Forms,” and then on “Proposal Transmittal Form”. Please attach the following to the Transmittal Form:
   1. Targeted Group/ Economically Disadvantaged/Veteran-Owned Subcontracting Form
   2. Affidavit of Non-collusion Form
   3. Affirmative Action Data Page
   4. Equal Pay Certificate Form
   5. Organizational Conflict of Interest Form
   6. Certification Regarding Lobbying
   7. Resident Vendor Form *(if applicable)*

B. **COVER LETTER:**
   Single face cover letter, including a brief overview of proposal

C. **RESPONDENT’S PROPOSAL (BY SECTION):**

1. **INFORMATION ON FIRM(s)**
   For Prime Firm and each Consultant Firm provide brief description including:
   a. Name and location
   b. Year established
   c. Legal status
   d. Ownership
   e. Total staff, staffing by discipline, and how many employees are located in Minnesota
   f. For each firm with multiple offices, briefly summarize which office will be the primary firm location, which office will do what parts of the project and how many employees in each office will be working on the project.
   g. Identify if certified as a Targeted Group/ Economically Disadvantaged/Veteran-Owned firm
2. PROJECT TEAM
   a. Brief statement of the Team’s past or present working relationships
   b. For each team personnel member provide:
      1) Name and position in firm, include name of firm
      2) Home base (if in multi-office firm)
      3) Responsibility on this project
      4) Years of experience
      5) Relevant recent experience (if with another firm, so note)
      6) Registration – List Minnesota Registration numbers for licensed professionals (include specialty if Professional Engineer)
      7) Specifically address the availability of appropriate personnel and their capacity to accomplish the work within the time constraints.

3. TEAM ORGANIZATION
   This section shall explain the cohesiveness and compatibility of the team. The proposal shall demonstrate and explain the team leadership, structure and integration of its members. This may be done using an organizational chart, matrix or other means. This section should identify team leaders and the day-to-day contact(s), the degree of their involvement and an understanding of the stakeholders and commitment to assignments/project phases. If planning or design consultants are a part of the team, explain how they will be utilized (e.g. major role during design, absent during construction, etc.)

4. PROJECT EXPERIENCE
   For architectural, planning, and/or landscape architecture firms, please provide examples of relevant projects recently completed or in progress including:
   a. Photographs, sketches and/or plans
   b. Name and location
   c. Brief description (e.g. size, cost, relevance)
   d. Firm of Record
   e. Indicate the role of each proposed team member on each relevant project.
   f. Completion date or current status

   For engineering or technical firms, provide examples of relevant projects recently completed or in progress, including items a-f above. Photographs, sketches and/or plans should represent only that portion of the work for which firm was responsible. For example, if the firm designed the mechanical system, then a photo of the mechanical system is appropriate, not an exterior building image (unless relevant to the system design).

5. APPROACH/METHODOLOGY
   a. Describe the Team’s understanding of the project, significant issues to be addressed and the Team’s specific approach to the planning, design and construction process for this project. Address perceived constraints that may affect this proposed project.

   b. Describe the Team’s understanding of, and experience with, Sustainable principals, to include life cycle cost effective practices, will be integrated in the design, development and construction of the project and will follow the guidelines detailed in the Army Sustainable Design and Development (SDD) Policy complying with applicable laws and executive orders; Department of Defense (DoD’s) Unified Facilities Criteria’s High Performance and Sustainable Building Requirements (UFC 1-200-02); ASHRAE 189.1.

6. FEE CHART
   List all State of Minnesota, Minnesota State Colleges and Universities (MN State) and University of
Minnesota current and past projects and studies awarded to the Prime Firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal (whether your firm was the Prime Firm or a Sub-consultant working on projects and studies). Four years shall be from the date the contracts were originally executed. Projects and studies shall be defined as those projects and studies (1) funded by the state legislature, by state/user agencies, MN State or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies, MN State or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies, MN State or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems, including owner’s representative fees.

The Prime Firm(s) shall list and total all Gross Fees contracted for the above projects and studies, whether the fees have been received or are anticipated. In addition, the Prime Firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The Prime Firm(s) shall subtract Consultant Fees from Gross Fees to determine total Net Fees using the format below. The fairness factor will be based on Net Fees of the Prime Firm divided by the number of Minnesota employees of the Prime firm.

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>(A) Gross Fee</th>
<th>(B) Sub-consultant Portion</th>
<th>(C) Net Total Project Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total column A  Total column B  Total A-Total B = C

7. ADDITIONAL FORMS

Please attach the following to the Transmittal Form. These forms may be found and downloaded from [https://mn.gov/admin/government/construction-projects/sdsb/forms/](https://mn.gov/admin/government/construction-projects/sdsb/forms/). One (1) copy of the following forms must be included with the proposal submitted:

a. Targeted Group/ Economically Disadvantaged/Veteran-Owned Subcontracting Form is completed.
b. Affirmative Action Data Page is completed and signed.
c. Equal Pay Certificate form is completed and signed.
d. Affidavit of Non-collusion form is completed, signed, and notarized.
e. Certification Regarding Lobbying form is completed and signed.
f. Organizational Conflicts of Interest form is completed and signed.
g. If applicable, Resident Vendor form is completed.
h. If applicable, Veteran Owned Preference form is completed.

IV. SELECTION CRITERIA

In making its selection of designers the Board considers the criteria stated in Section I, Project Description and the following, which are derived in part from Minnesota Statutes 16B.33 Subd. 4(a) and Minnesota Rules Chapter 3200.0700. The order of the criteria does not imply priority, nor are they necessarily weighted equally.

A. Primary: Qualifications and technical competence in the required field of design and prior performance of the Team on projects for the state and others. This is demonstrated by experience of the proposed Team on similar projects and by the proposed Team's discussion in the proposal and in the interview. [Note: Unsatisfactory performance must be documented in writing from the Commissioner of Administration, the University of Minnesota or Minnesota State Colleges and Universities based on
B. **Primary:** Leadership, integration and cohesiveness of the proposed Team, compatibility between the proposed Team and the project stakeholders, and availability of appropriate personnel and capacity to accomplish the work within the required constraints. This is demonstrated by:

1. The organization of the project Team and commitment to assign and support the team members proposed.
2. The team dynamics, previous experience of the team working together, and leadership style shown in the interview.
3. The stakeholders' perception of the style demonstrated at the interview as well as previous positive working relationships.

C. **Secondary:** Ability to deal with aesthetic factors, including the level of design your firm brings into the spaces both interior and exterior. This is demonstrated by experience of proposed team on similar projects.

D. **Primary:** The proposed team's project understanding, the approach/methodology as it applies to this project, and the constraints and issues affecting this proposed project. This is demonstrated by the team's proposal and discussion in the interview.

E. **Primary:** The proposed team’s understanding, experience and approach to sustainability and energy efficiency, specifically related to sustainable principals, to include life cycle cost effective practices, will be integrated in the design, development and construction of the project and will follow the guidelines detailed in the Army Sustainable Design and Development (SDD) Policy complying with applicable laws and executive orders; Department of Defense (DoD’s) Unified Facilities Criteria’s High Performance and Sustainable Building Requirements (UFC 1-200-02); ASHRAE 189.

F. **The following 'fairness' factors are also considered:**

1. If certified as a Targeted Group/ Economically Disadvantaged/Veteran-Owned firm. For information regarding certification, contact the Office of Equity in Procurement at 651.201.2402, or Procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

2. If certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time as a Veteran-owned firm. Information regarding certification by the United States Department of Veterans Affairs may be found at [http://www.vip.vetbiz.gov](http://www.vip.vetbiz.gov).

3. Geographic relationship of the Prime Firm's base to the project site. This is demonstrated by the location of the Prime Firm and/or its consultants with respect to the project site.

4. Awards previously made to the Prime Firm by the state. This is in the interest of equitable distribution of commissions. Consideration is given to all state work awarded (by executed contract) to the Prime Firm during the past four years prorated based on the number of employees in the Minnesota office(s) of the Prime Firm.

V. **RIGHTS RESERVED**

Notwithstanding anything to the contrary, the State reserves the right to:

A. Reject any and all Proposals received in response to this RFP.
B. Disqualify any Respondent whose conduct or Proposal fails to conform to the requirements of this RFP.
C. Have unlimited rights to duplicate all materials submitted for purposes of RFP evaluation, and
duplicate all public information in response to data requests regarding the Proposal.

D. Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score.

E. At its sole discretion, to waive any non-material deviations from the requirements and procedures of this RFP and to waive irregularities contained in the RFP.

F. Negotiate as to any aspect of the Proposal with the selected Respondent including asking for a Respondent’s “Best and Final” offer.

G. Extend the contract for up to an additional three years, in increments determined by the State, not to exceed a total contract term of five (5) years.

H. Cancel the Request for Proposal at any time with no cost or penalty to the State.

All costs incurred in responding to this RFP will be borne by the Respondent. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if, in its sole discretion, it is considered to be in the State’s best interest.

VI. CONTRACT REQUIREMENTS

A. AFFIDAVIT OF NONCOLLUSION
Each Respondent must complete the attached Affidavit of Non-collusion. This form is available at http://mn.gov/admin/government/construction-projects/sdsb/, click on "Forms".

B. CONFLICTS OF INTEREST
Respondent must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals by completing the Organizational Conflict of Interest Form available at https://mn.gov/admin/government/construction-projects/sdsb/forms/. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

C. ORGANIZATIONAL CONFLICTS OF INTEREST
The Respondent must include in their proposal a statement warranting that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest by completing the Organizational Conflict of Interest Form available at https://mn.gov/admin/government/construction-projects/sdsb/forms/.

An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the Respondent is unable or potentially unable to render impartial assistance or advice to the State, or the Respondent’s objectivity in performing the contract work is or might be otherwise impaired, or the Respondent has an unfair competitive advantage.

The Respondent agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration’s Office of State Procurement (“OSP”), 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the Consultant has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract.

In the event the Respondent was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to OSP, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime Consultant, and the terms “contract,” “Consultant,” and “contracting officer” modified appropriately to preserve the State’s rights.
D. **DISPOSITION OF RESPONSES**

All materials submitted in response to this RFP will become the property of the State and will become public record in accordance with Minnesota Statutes 13.591 after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Respondent submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Respondent must:

- clearly mark all trade secret materials in its response at the time the response is submitted,
- include a statement with its response justifying the trade secret designation for each item, and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State’s award of a contract. In submitting a response to this RFP, the Respondent agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider prices submitted by the Respondent to be proprietary or trade secret materials.

Notwithstanding the above, if the State contracting party is a part of the judicial branch, the release of data shall be in accordance with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time.

E. **CONTINGENCY FEES PROHIBITED**

Pursuant to Minnesota Statutes Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

F. **WORK FORCE CERTIFICATION REQUIREMENT**

For all contracts estimated to be in excess of $100,000, Respondents are required to complete the Affirmative Action Data page and return it with the response. The form is available on the State Designer Selection Board website [http://mn.gov/admin/government/construction-projects/sdsb/](http://mn.gov/admin/government/construction-projects/sdsb/), click on "Forms". As required by Minn. R. 5000.3600, "It is hereby agreed between the parties that Minn. Stat. § 363A.36 and Minn. R.5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minn. Stat. § 363.36 and Minn. R.5000.3400 - 5000.3600 are available upon request from the contracting agency."

G. **EQUAL PAY CERTIFICATION Required for RFPs anticipated to be in excess of $500,000**

If the Response to this solicitation could be in excess of $500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.

H. **WORKERS’ COMPENSATION AND OTHER INSURANCE**

By submission of a proposal, Respondent certifies that it is in compliance with all insurance requirements specified in the State’s Basic Services Agreement, Exhibit C, which is posted on the following website: [http://minnesotanationalguard.ng.mil/requests-for-proposal/](http://minnesotanationalguard.ng.mil/requests-for-proposal/).

I. **VETERAN-OWNED PREFERENCE**

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs’ Center for Veteran Enterprises (CVE Verified) (prior to the solicitation opening date and time)
will receive a preference in the evaluation of its proposal (consistent with RFP Section IV., Selection Criteria). Eligible veteran-owned small businesses include CVE verified, certified small businesses that are majority-owned and operated by veterans (pursuant to Minnesota Statute §16C.16, subd. 6a). Information regarding CVE verification may be found at http://www.vip.vetbiz.gov.

Eligible veteran-owned small businesses should complete and sign the Veteran-Owned Preference Form found at http://mn.gov/admin/government/construction-projects/sdsb/, click on "Forms". Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation per the form, will be given the preference.

J. DEPARTMENT OF ADMINISTRATION 10% TARGETED GROUP/ECONOMICALLY DISADVANTAGED/ VETERAN OWNED SUBCONTRACTING GOAL:
The Department of Administration has set a ten percent (10%) subcontracting goal for this contract. Prime contractors are required to subcontract at least ten percent (10%) of their contract to certified Targeted Group/ Economically Disadvantaged/Veteran-Owned (TG/ED/VO) businesses or individuals. This provision does not apply to prime contractors which are certified TG/ED/VO businesses or prime contractors which are Veteran-Owned Small Business, as defined in MN Statute 16C.19 (d) as a business with their principal place of business in Minnesota, and verified by the US Department of Veterans Affairs (at www.vip.vetbiz.gov/) as being either a veteran-owned small business or a service-disabled veteran-owned small business.

If Responder is the selected consultant, Responder’s commitment will be assessed at the time of cost proposal. At the time of cost proposal, if the selected consultant’s cost proposal does not result in meeting the 10% TG/ED/VO subcontracting goal, contract negotiations shall not continue and the contracting agency shall contact the State Designer Selection Board’s alternate selection for contract award and negotiation.

This provision does not apply to prime contractors which are certified % TG/ED/VO businesses. A complete listing of certified % TG/ED/VO businesses is available on the Office of State Procurement Website at www.mmd.admin.state.mn.us/process/search/. This is the only acceptable list. Other agencies may have their own similar lists, however, these other similar lists do not apply to this RFP. PRINT AND ATTACH PROOF OF TARGETED GROUP/ ECONOMICALLY DISADVANTAGED/ VETERAN OWNED CERTIFICATION available at www.mmd.admin.state.mn.us/process/search/. Do this for EVERY % TG/ED/VO subcontractor your firm lists (or for prime firm if prime firm is TG/ED/VO certified) on the TG/ED/VO Subcontracting Form included with your proposal response.

Instructions for printing proof of TG/ED/VO certification:
1. Go to www.mmd.admin.state.mn.us/process/search/
2. Enter TG/ED/VO subcontractor company name
3. Click on subcontractor company name
4. Print page that provides TG/ED/VO subcontractor information, attach to the % Targeted Group/ Economically Disadvantaged/Veteran-Owned Subcontracting Form and submit with proposal.

*Do this for every TG/ED/VO subcontractor identified on your firm’s completed % Targeted Group/ Economically Disadvantaged/Veteran-Owned Subcontracting Form.

*Note that Targeted Group/ Economically Disadvantaged/Veteran-Owned firms are identified on this website with the following Category codes:
- Minorities
  - (A) Asian/Pacific Islander
  - (B) African-American
  - (H) Hispanic
{In order for the proposal to be considered, a list of the TG/ED/VO businesses or individuals to be utilized and the percentage of utilization on this contract MUST be submitted with the proposal. A form has been provided for this purpose and is available at https://mn.gov/admin/government/construction-projects/sdsb/forms/. The total percent to be subcontracted must be equal to or in excess of the stated goal.}

Prime contractors may request a waiver from the TG/ED/VO subcontracting goal requirement as set out in Minn. Rules 1230.1820. subp. 3 if the Responder has demonstrated good faith efforts to meet the goal by submitting documented unsuccessful efforts to obtain certified subcontractors via e-mail to Amondo Dickerson, Office of Equity in Procurement, at amondo.dickerson@state.mn.us (copying Jennifer Barber, Real Estate and Construction Services, at jennifer.barber@state.mn.us). If requesting a waiver from this subcontracting goal, it must be received via email no later than Friday, January 11, 2019 at 4:30 p.m. C.T.

Whether or not to grant a waiver will be determined on a case-by-case basis by the Office of Equity in Procurement of the Minnesota Department of Administration, who shall review all the documentation submitted by the Responder and all relevant documentation in the Office's possession to determine if good faith steps were taken. The Office of Equity in Procurement must consider whether the documentation demonstrates good faith efforts to achieve the TG/ED/VO subcontracting goal based on the following general types of activities conducted by the Responder. This list is not intended to be an exhaustive list of activities that may be considered good faith steps:

1. Retrieving a list of certified TG/ED/VO Businesses that provide the services included in Responder’s proposal (Contact info, not just company names)
2. Contact log (who, how when – particularly important for phone contacts that are not as easily documented as email/fax)
3. Confirmation of contact (emails, faxes, etc)
4. Responses from TG/ED/VO businesses (no response, no thanks, etc.)
5. Notes on evaluation of TG/ED/VO responses (if eliminated from consideration, why)
6. Any other efforts responder made to increase (or attempt to increase) the utilization of TG/ED/VO businesses.
7. Info on any obstacles responder encountered

The submission of the Targeted Group/ Economically Disadvantaged/Veteran-Owned Subcontracting form confirming that you have met one of the four requirements listed below is a PASS/FAIL requirement; failure to complete and submit this form will result in your proposal not being considered for this project.

1. The Prime Firm is Certified as a TG/ED/VO business
2. The Prime Firm is a Veteran-Owned Small Business as described above
3. The Prime Firm has requested a waiver*
4. The Prime Firm has met the 10% Targeted Subcontracting Goal

*Note about requesting a waiver: You must submit the Targeted Group/ Economically Disadvantaged/Veteran-Owned Subcontracting Form in order to qualify for a “PASS” score; however, if you have checked the box indicating that you have requested a waiver you will only receive a “PASS” score if the request is approved by the Office of Equity in Procurement and the waiver is granted. If your request for a waiver is denied, you will receive a score of “FAIL”.

*A Targeted Group/ Economically Disadvantaged/Veteran-Owned Subcontracting Check List is attached for your use.
K. CERTIFICATION OF NONDISCRIMINATION (In accordance with Minn. Stat. § 16C.053)
The following term applies to any contract for which the value, including all extensions, is $50,000 or more: Contractor certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.
Transmittal Form [company name]

Date:
Prime Firm Name: Contact Person:
Prime Firm Address: Direct Phone:
Phone Number: Email Address of Contact Person:
Fax Number: Company Email address:

Response includes:
- Transmittal Sheet - this page with the following attached to it:
  - Affidavit of Non-Collusion
  - Organizational Conflict of Interest Form
  - Workforce Certificate
  - Equal Pay Certification
  - Certification Regarding Lobbying
  - Targeted Group Subcontracting Form w/TG Cert proof attached (if applicable)

Cover Letter (no more than one page and included with each proposal copy)

(XXX) Copies of Proposal: (each proposal is no more than twenty pages and includes):
- Cover Letter
- Information on Firms
- Project Team
- Team Organization
- Project Experience
- Fee Chart (or statement of no fees in last four years)
- Does not exceed 20 faces (excluding cover letter, blank dividers, front & back covers)

By signing below, (Name of Firm) agrees:
1. The proposal contents are accurate to the best knowledge of the undersigned.
2. (Name of Firm) is committed to entering into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet the requirements of the work.
3. The consultants listed in this proposal have been contacted and have agreed to be part of the team.
4. The undersigned has read and agrees to the terms of the (State’s/MN State’s/U of M’s) contract terms, and is willing to sign the contract should it be offered to our firm.
5. Respondent has completed the required Targeted Group Subcontracting Form (if applicable).

Signature: Dated:
State Designer Selection Board
Targeted Group Subcontracting Check List

☐ Targeted Group Subcontracting Form is completed and included with response. This is required for ALL responses. If not included, proposal will receive a score of “FAIL”.

☐ Sub-consultant(s) (or prime firm) listed on the Targeted Group Subcontracting Form is/are identified on the Materials Management Division Website at www.mmd.admin.state.mn.us/process/search/ on or before the due date/time of the proposal. (Subconsultants in the process of being certified do not qualify.) This is the only acceptable list. If not in compliance, proposal will receive a score of “FAIL”.

☐ Responder has attached a screen print of proof of Targeted Group certification available on the Materials Management Division Website at www.mmd.admin.state.mn.us/process/search/ for every Targeted Group identified on the Targeted Group Subcontracting Form, including prime firm if prime firm is certified Targeted Group (see instructions in RFP).

☐ Targeted Group Subcontracting form identifies anticipated percentages for Targeted Group Sub-consultant(s) listed and the total percent is equal to or in excess of the goal stated in the RFP and on the Targeted Group Subcontracting Form.

☐ If requesting a waiver, Targeted Group Subcontracting Form must still be completed and returned with the proposal, indicating such. If Responder has requested a waiver by the waiver request due date indicated in the RFP, Responder will only receive a “PASS” score if the request is approved by the Materials Management Division (as indicated in the RFP) and the waiver is granted. If Responder’s request for a waiver is denied and Responder’s proposal (submitted by the proposal due date) does not meet the Targeted Group Subcontracting requirement indicated in the RFP, Responder’s proposal will receive a score of “FAIL”.

☐ If exempt based on prime firm being a Veteran-Owned Small Business, as defined in MN Statute 16C.19 (d) as a business with their principal place of business in Minnesota, and verified by the U.S. Department of Veterans Affairs (at www.vetbiz.gov) as being a certified small businesses that is majority-owned and operated by a veteran, attach a screen print from www.vetbiz.gov confirming verification.

*Responder’s cannot add Targeted Group Subcontractors after the proposal due date.

*The RFP indicates the only situations in which team changes after the proposal due date are allowed.

*This Check List is for assistance and is to be used only as a guide. Responder’s MUST follow all instructions for meeting the Targeted Group Subcontracting requirement as indicated in the RFP.
District Heating with Renewable Biomass at Camp Ripley Training Center

![Site Plan](attachment:A)

- **Buildings included in district heating**
- **Biomass Boiler Facility**
- **Cantonment Area**
- **Installation Boundary**

1 inch = 400 feet

- **Area 11**: Cantonment Area
- **Area 13**: Cantonment Area
- **Area 17**: Cantonment Area
- **Area 2**: Cantonment Area
- **Area 8**: Cantonment Area

**Legend**:
- Buildings included in district heating
- Biomass Boiler Facility
- Cantonment Area
- Installation Boundary

**Map Details**:
- Cantonment Area
- Installation Boundary
- Buildings included in district heating
- Biomass Boiler Facility