

***Request For Proposals
By The
State of Minnesota,
Department Of Administration***

On Behalf Of The

Minnesota Department of Human Services

State Of Minnesota
Department Of Administration
Real Estate and Construction Services
50 Sherburne Avenue, Room 309
St. Paul, Minnesota 55155

Proposals due April 7, 2025

By 2:30 p.m. CDT

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I. INTRODUCTION

The Minnesota Department of Human Services (DHS) Mission is driven by collaboration with community and partners – Counties, Tribes, non-profit and for-profit providers – supporting people to thrive in community and live their healthiest and fullest lives. The DHS Vision is that all people in Minnesota have what they need to thrive in community with no disparities. While the vast majority of human services in Minnesota are provided by our partners, DHS (at the direction of the Governor and Legislature) sets policies and directs payments for many of the services delivered.

The Issuance Operations Center (IOC) is a division of DHS that supports critical business functions to the State of Minnesota by providing printing and mailing of program related services and access availability.

II. ENTERPRISE GOALS

- A. The State of Minnesota published an enterprise Strategic Facilities Plan that provides space planning guidance and accounts for a shift to more hybrid work modes among state agencies post-pandemic, where business requirements allow such a shift.
- B. Since the Strategic Facilities Plan's publication, executive branch agencies have been asked to examine their business needs and their hiring plans and to size their space footprint to reflect the State's latest space planning principles.
- C. The space planning guidance serves the objective of reducing cost, improving workplace environments, and serving the public effectively.

III. PROJECT GOALS

- A. The State of Minnesota, Department of Administration, on behalf of the Department of Human Services ("State"), intends to enter into a lease for space in an existing or newly constructed one level building ("Building") that will best serve the State's interests.
- B. The workplace vision and project goals are as follows:
 - 1. Provide highly secured light industrial production space for high volume mail printing, sorting and document production distributed throughout the State of Minnesota. Operation produces millions of mailings on a regular basis.

2. Provide secure storage for operation supplies and documents received and shipped out daily.
3. Provide comfortable, accessible, secured, and functional workspace for employee's vendors, contactors, and associates to work away from loud production equipment and to support evolving needs.
4. *Incorporate a range of settings and spaces that provide flexibility to support evolving needs.*

Flexible space that is expandable and retractable to meet current and future requirements in the office and warehouse/production areas.

5. *Demonstrate the values of diversity, equity, inclusion and access.*

DHS strives to promote an inclusive work environment where every employee is valued and respected. The workplace should ensure that everyone has what they need to be successful, that everyone has access to the same tools, resources and content, and that it is a place where differences are welcomed, different perspectives are heard and individuals feel a sense of belonging and value.

6. *Incorporate Sustainability Practices in the Workplace*

Promote sustainability in DHS operations and daily work to be socially responsible and preserve our natural resources for future generations to meet their needs. Sustainability goals include, but are not limited to, reducing greenhouse gas emissions from DHS operations; reducing building energy use per square foot; reducing fleet energy use; improving waste reduction, recycling and composting; reducing water use; and increasing green and sustainable product purchasing.

IV. SITE LOCATION REQUIREMENTS

- A. The site shall be located within Minneapolis/St Paul and surrounding suburbs near the 494/694 loop area with preference to be close to the Capitol Complex in St. Paul.
- B. The site should be located along or near public transit with nearby access to freeways.

- C. The site location should have no truck restrictions seasonal or otherwise as semi-tractor trailers will need access to the site daily for deliveries and shipments.
- D. The site must have convenient, safe, and well-lit parking in close proximity for employees, customers, DHS fleet vehicles, and visitors. For DHS parking requirements, see Section VII.E of this Request for Proposal (“RFP”).
- E. The site is preferred to have bicycle friendly features such as bicycle parking, bicycle lockers/storage, and shower facilities for bicycle and other non-motorized commuters.
- F. It is preferred that the site be in walking distance to amenities such as restaurants, convenience stores, fitness facilities, retail shops, and green spaces like parks, plazas and natural areas.
- G. The site and building (including fixed or built-in elements, structures, and pedestrian routes or walkways) must be in compliance with the Americans with Disabilities Act (ADA) standards and Minnesota Accessibility Code.
- H. The site and building must have security services as described in Section VI.P. of this RFP.
- I. The building must be professionally managed with an on-site property manager and/or building engineer.
- J. It is preferred that the site have on-site food service, food vendors, and/or vending. If unavailable onsite, food service must be available within a half mile radius, accessible by walking.
- K. The Building must have an on-site loading dock with dock lift leveler and the ability to accommodate full size semis, small service vans, mail trucks. The Building must have one (1) van/street level dock for mail vans and delivery vehicles.

V. PROGRAM REQUIREMENTS

- A. The Space Requirements as set forth on the attached Exhibit A, Exhibit A-1, and Exhibit A-2 provide for an estimated 30,000 to 42,000 total usable square feet of office and warehouse/production space, consisting of approximately 3,000 to 5,000 usable square feet of office space and approximately 27,000 – 37,000 usable square feet of warehouse/production space. **The usable square feet listed above is an estimate only. The verification of the usable square feet by the State from the approved floor plan layout will dictate the total amount of usable square feet leased based on the measurements defined in Section 4 of Exhibit C.**
- B. The proposed space is preferred to be contiguous with access to windows and natural light for staff areas but prefer minimal to no windows in production areas and shall accommodate the adjacencies specified in the attached Exhibit A, Exhibit A-1 and Exhibit A-2.
- C. The proposed space must accommodate the program requirements included in the attached Exhibit A, Exhibit A-1 and Exhibit A-2.
- D. The requirements specified for the types of space described on the attached Exhibit A, Exhibit A-1, and Exhibit A-2 must be provided at Proposer's expense, unless otherwise specified.
- E. Proposer is responsible for providing, at its expense, all design intent drawings/space planning and construction drawings required for the project, including but not limited to architectural and engineering services and drawings. Upon completion of the remodeling, Proposer is responsible for providing, at its expense (amortized), as-built drawings in AutoCAD 2019, or newer format as specified in Section 12 of Exhibit C.

VI. GENERAL REQUIREMENTS

The following are general requirements pertaining to the proposed facility. These general requirements must be used as base requirements for all spaces. Additional requirements for specific areas are specified in Exhibit A, Exhibit A-1, and Exhibit A-2. All requirements whether specified under "General Requirements", or in the attached Exhibit A, Exhibit A-1, and Exhibit A-2 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 for Office Space:
 - a. Linoleum (LIN) and Rubber Base (RB): Newly installed linoleum flooring in designated areas shall use tiles or sheet with 1/10" gauge. The rubber wall base shall be 4" height with 1/8" gauge. Flooring shall be installed in a workmanlike manner in accordance with manufacturer's approved installation instructions using the appropriate recommended 100% solvent-free adhesive. Heat welded is to be used as recommended by manufacturer. Proposer must provide a 10% surplus of the various linoleum installed.
 - b. Porcelain Tile: Newly installed tile flooring shall be USA manufactured with no toxic substances or waste and consisting of 60% postindustrial and post-consumer recycled content. Tile flooring shall be installed in a workmanlike manner in accordance with manufacturer's approved installation instructions, using the appropriate environmentally friendly adhesive. Proposer must provide a 10% surplus of the various tiles installed.
 - c. Carpeting: Must use commercial grade USA manufactured carpet tiles. Newly installed carpet tiles shall be 100% commercial grade nylon fiber 6 or 6.6 which is solution dyed with EPA approved antimicrobial protection and 100% recyclable to an equal or higher use. Carpet tiles shall be provided and cut by the die cut method only. Carpet material shall have a face weight of at least 20 oz. minimum with a 1/12 gauge, 9.0-10 stitches per inch, static resistant of 1.0 KVS, and a minimum denier of 6000. The backing material shall be PVC-free and recyclable. The carpet must have a minimum 10-year wear warranty. Carpeting must conform to Federal Occupation Safety and Health Regulations concerning fireproofing. Alternative, LEED-qualifying carpet materials may be used upon the State's prior approval. Proposer must provide a 10% surplus of the various carpet tiles installed.

- d. Walk-Off Mats: Proposer must provide and maintain walk-off mats at all employee and public entrances to the building. Walk-off mats shall be made of sustainable, recyclable or environmentally friendly materials and cleaned on a weekly basis or as required by the State.

3. Flooring Requirements for Warehouse and Production Space:

- a. Warehouse, production flooring should be concrete with smooth finish and must have a minimum capacity of 2,000 lbs per square foot. Polished concrete is preferred for the production/warehouse space.

B. WALLS

1. Except as set forth in Section VI.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, all walls shall be constructed with installation of 5/8" gypsum board walls on metal studs and full height insulation with a minimum rating of STC 50 and/or provide for walls to go to deck as required by the State.
3. Proposer must provide sidelights in offices and conference rooms as specified on Section VI.G.1 of this RFP.

- C. **CEILINGS** Suspended grid systems with acoustical lay-in tiles. Tiles shall have a minimum of 60% recycled content and NRC rating of 0.70-.85. Tiles shall be new or if repurposed, the repurposed tiles shall be subject to the State's approval.

- D. **SIGNAGE** Proposer shall, at its expense, provide signage in accordance with Section 26 of Exhibit C including but not limited to the following:

1. Building directory and suite identification.
2. Monument sign and/or any interior or exterior building signage identifying the tenant in a design subject to the State's approval.

3. The State shall bear the expense of signage within its proposed space, excepting code-required signage which is Proposer's responsibility.

E. PLUMBING

1. Provide toilets for each gender as required by code and a minimum of two (2) gender neutral restrooms within the proposed space or (1) one gender neutral restroom per floor as specified on Exhibit A. All restrooms must be in compliance with ADA standards and Minnesota Accessibility Code.
2. If multi-tenant building, the State's customers must have easy access to restrooms, including all gender neutral restrooms, from the shared space areas. All restrooms must be in compliance with ADA standards and Minnesota Accessibility Code.
3. In order to reduce water consumption, Proposer must provide faucet aerators, water sense fixtures and low-flow urinals/toilets in restrooms within the proposed space and Building, of which the proposed space is a part, pursuant to Section 15.11 of Exhibit C. Proposer shall also install automatic/touchless paper towel dispensers and soap dispensers and automatic hand dryer(s) if required by the State.
4. Proposer shall provide all other plumbing connections as specified on Exhibit A.

F. HEATING, VENTILATING AND AIR CONDITIONING

1. See Sections 15.4, 15.5 and 15.6 of attached Exhibit C. The Proposer must describe how it will comply with these Sections.
2. In addition to Section VI.F.1 above, all spaces must have the proper heating, ventilating and air conditioning (HVAC) system to regulate temperature and humidity levels 24/7. See Exhibit A, Exhibit A-1 and Exhibit A-2 for requirements and specifications.
3. Server Room(s), Equipment Room (ER) and/or Telecommunications Room (TR) must be well vented and 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 in office areas is strongly preferred. Proposer must provide sidelights in offices and conference rooms. The sidelights must be a minimum of 18 inches. Proposer must provide window coverings/blinds for all windows in the proposed space. Preference is for roller sunshades in all locations. In addition, preference is blackout blinds to be in conference rooms. Final Type and Color Selection will be determined by the State.
2. Proposer shall provide the proposed space overhead LED lighting in offices, workstations, kitchens, hallway's conference rooms at desk level 30" from floor at 30 foot-candle power unless noted on Exhibit A and Exhibit A-1.
3. The use of LED lighting with dimmer switches in the office spaces is required. Each enclosed office, work room, conference room, or meeting room must have its own dimmer switch. In open office areas, the ability to individually control each fixture is strongly preferred. Open office areas must have the ability to be dimmed. If individual fixture control is not provided, the Proposer, at its sole cost and expense, must change out light fixtures upon the State's request to individually controlled when needed as an ADA accommodation.
4. Conference rooms and other meeting rooms, offices, restrooms, kitchen/break community center, copy rooms, and other areas identified by the State must have occupancy sensor lighting.
5. Lighting Requirements in the Warehouse/Production Space Proposer shall provide overhead LED lighting in the warehouse/production space at 50 foot-candle power at 30" above finished floor (AFF) or as determined by the architect during the space planning process based on DHS specific activities and functions in the proposed space.

- H. **CABINETRY WALL, AND SURFACE FINISHES** Where applicable, use paint and finish systems that have low or no VOC's, formaldehyde-free, and/or contain high- recycled content. Use of rebleded or remanufactured paints or finish systems with higher VOC's is acceptable only if the possibility for contaminating adjacent materials is minimal. Exterior walls shall not have wall covering.

- I. **ELECTRICAL** All electrical requirements within the space shall be installed by Proposer in accordance with the State's requirements. The Proposer must be responsible for meeting the applicable requirements of local codes and ordinances.
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: Unless otherwise noted, floor or wall direct whip connection or power poles connection (avoid power poles whenever possible), 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. Proposer shall provide all electrical service wiring and connections to the modular furniture workstations at designated junction points or as required by the State's furniture vendors.
 3. Conference rooms/multipurpose rooms: Provide electrical power considerations for smart conference rooms/multipurpose rooms/meeting spaces for video conferencing (large televisions, monitors, smart boards, microphones, speakers/sound bars, etc.) and additional power considerations at conference table for laptops (preferred to be floor electrical outlet).
 4. Electrical power considerations for security systems including but not limited to automated key card system, Public Address (PA) system (including amplifiers, speakers, etc.), panic buttons, automated security hardware system, intercom system, and security cameras (if security camera system is not Power-over Ethernet (PoE)) camera system.
 5. See Exhibit A, Exhibit A-1, and Exhibit A-2 and Section 13 of Exhibit C for the electrical requirements in the Server Room, Equipment Room (ER) and Telecommunications Room (TR).

6. All production equipment must be supported by emergency and backup power - Generator and UPS Power. The Proposer must provide and install the generator. The State will provide the UPS system equipment. Proposer must provide generator and appropriate transfer switch gears and required panels. See Exhibit A and Exhibit A-1 for generator requirements.

J. **DATA CONNECTIONS** All data wiring/data connection requirements within the space must be installed by Proposer in accordance with the State's requirements, including that all data wires enclosed in walls, fixed ceiling or in floors must be in plastic (or equal) conduit to allow for future wiring changes. The Proposer must be responsible for meeting the applicable requirements of local codes and ordinances. The telecommunications design is subject to approval by the State. All data cabling connections must be certified from end to end. At a minimum, the Proposer must provide the following:

1. Hard-walled offices: 2 wall plates per office with 2 data ports per wall plates.
2. Modular furniture workstations: 1 wall plate with 2 data ports per wall of workstation.
3. Wiring for Wi-Fi Access Points (WAPs). These WAPs shall be located in required locations identified by the State's IT Wi-Fi site survey.
4. Wiring for security systems including but not limited to automated key card entry system, panic buttons, PA system, intercom system, automated security hardware system and security cameras. See Section VI.P. of this RFP.
5. Wiring for all smart conference rooms or conference center. Wiring shall accommodate video conferencing (large televisions, monitors, smart boards, speakers/sound bars, etc.), conference room phones, room schedulers, and additional wiring considerations at conference table for laptops (preferred to be floor data outlet), etc.

K. **TELECOMMUNICATIONS – CONNECTIVITY**

1. Provide access to high-speed data infrastructure; fiber optics, AV installed wireless access points, CAT 6 network connectivity to all rooms.

2. Proposer must comply with the requirements in Section 13 of the attached Exhibit C.

L. UTILITIES

1. Proposer is responsible for the cost of heat, electricity, air conditioning, gas, sewer and water in the proposed space.
2. Monthly Reporting Proposer must provide utility usage for the proposed space for any or all of the utilities during the timeframe and format specified by the State.

M. TRASH REMOVAL AND RECYCLING

1. Trash Removal Proposer must, at its expense, provide trash disposal services and provide trash containers alongside recycling containers in the proposed space.
2. Recycling Services
 - a. Pursuant to Minn. Stat. §16B.24, subd. 6(d), Proposer must provide space for recyclable materials.
 - b. Proposer must, at its expense, provide recycling services, including, but not limited to, the following:
 - i. Provide all recycling containers at convenient and/or centralized containers throughout the proposed space (i.e. work areas, production areas, copy/print areas, and in kitchen/break community center;
 - ii. Pursuant to Minn. Stat. §115A.151, subd. (a)(1) collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic and metal; and
 - iii. Empty the centralized recycling containers and return of the recycling containers to the proposed space.

- iv. Recycling of approximately thirty (30) to forty (40) pallets per week is preferred.
 - c. Organics Recycling Proposer must, at its expense, provide organics recycling services.
 - i. Provide organics recycling containers at convenient locations throughout the proposed space (i.e., restrooms, copy/print areas, and in kitchenette areas).
 - 2. Monthly Reporting Proposer shall provide solid waste, recycling, and composting disposal amounts on the proposed space during the timeframe and in the format specified by the State.
 - 3. Recycling of Non-Hazardous Construction and Demolition Waste Proposer agrees to recycle at least 50% of the non-hazardous construction and demolition waste produced by the construction or remodeling of the proposed space or demonstrate that the waste was delivered to a construction and demolition waste recycling facility that maintains a 50% annual recycling rate.
- N. **WATER DRINKING STATIONS** Proposer shall provide, at its expense, wall mounted filtered water drinking stations with a bottle-filler in the proposed space as designated by the State. Proposer must provide for regular filter replacement and maintenance and repairs of the water drinking stations and any filtered water dispensers on sinks.
- O. **ACCESSIBILITY FOR PERSONS WITH DISABILITIES** The site and building must comply with ADA standards and Minnesota Accessibility Code including but not limited to the following:
- 1. ADA Automatic Door Openers: Installed at all suite entrances (and if applicable and based on design, secondary entrances) of the proposed space, restrooms, and exterior doors/entrances of the Building where the proposed space is located.
 - 2. Parking: Accessible parking and routes to/from/within the Building.
 - 3. Accessible Restrooms including gender neutral restrooms.

4. In addition to the above, the Building and proposed space must comply with Section 15.22 of the attached Exhibit C.

P. SECURITY REQUIREMENTS

1. Proposer must provide security for the Building. Security must allow secure access for all employees. Proposer must, at its expense, provide access to the Building and into and within the proposed space by an automated key card entry system that controls and records access rights and activity. The automated key card entry system is subject to the State's approval and must include the following minimum features:
 - a. The system must be managed by the proposer and be compatible with the State's card access software and access cards.
 - b. Key system that supports different access throughout the facility in the event the automated key card entry system does not work. Key system should all be on the same keyway to support hierarchy of keys.
 - c. The zoned or specific security areas shall be determined by the State.
 - d. The automated key card entry system will allow for the State's access twenty four (24) hours per day, seven (7) days per week.
 - e. Key card access for all secured rooms with alarms. Alarms include audio on location and remotely monitored notification via e-mail or text.
2. On-site security services are required from 6:00 a.m. to 6:00 p.m., Monday through Friday. The ability to provide extended security services during nights and weekends is preferred. Mobile patrols are required at least two (2) times per night to provide security outside the on-site hours and on at least three (3) times per day on holidays.
3. Provide a functional public address system to allow the State to make announcements to be heard by staff in all leased areas.

4. Main entrance, and secondary delivery entrances must have an intercom system routed to security management.
5. The security reception desk within the proposed space shall have a ballistic material incorporated into the desk, glass, and walls. The reception desk shall have panic buttons and automated security hardware installed which shall include undercounter/desk door release.
6. Security cameras with recording capability that will monitor the common areas of the Building, the Building entrances, parking lots and ramps, and other areas designated by the State are required. Proposer's security staff shall be responsible for monitoring the security cameras in these areas. The security camera system is subject to approval by the State.
 - a. Proposer's security staff is responsible for live video monitoring of select security cameras. Proposer must provide select State staff access to live and recorded video.
 - b. Recording device(s) hard disk must be located in a secured area and testing must be done on a regular basis to ensure proper operation of the video security system.
 - c. All security recordings must be saved for no less or more than ninety (90) days.
 - d. Proposer must provide card access reports as requested by the State.
 - e. Proposer must provide the State access to video surveillance as requested.
7. An overall comprehensive security plan for the building is required.
8. The proposer must engage a security consultant to conduct a Security Risk Assessment including but not limited to reviewing Tenant's security requirements, the schematic design and all applicable information, ensuring compliance with IRS 1075 requirements, analyzing assets, threats, and vulnerabilities, identifying required level of protection and other security elements. The proposer must include the Security Risk

Assessment findings from the security consultant and implement said findings on the construction drawings and build-out requirements.

- Q. **JANITORIAL SERVICES AND GREEN CLEANING** Landlord shall provide janitorial services to the proposed space and common areas of the Building in accordance with the janitorial schedule set forth on the attached Exhibit D and as outlined in Section 15.9 of Exhibit C.

VII. LEASE PROVISIONS

- A. **LEASE** The State lease form, attached as Exhibit C, will be used. By Proposers response to this RFP, it agrees to use the attached lease form.
- B. **TERM** Provide proposals, as follows:
1. ten (10) year lease term
 2. two (2) options to renew for a period of five (5) years each.
- C. **RENT**
1. Proposer's response to this "Request for Proposal" must include the gross rental rate offered for each year of the initial ten (10) year lease term and for each of the two (2) five (5) year option periods by utilizing the attached Exhibit E. The rental rate must include all operating costs, including but not limited to, real estate taxes, insurance, solid waste/trash removal and recycling services, tenant improvements, utilities, janitorial services, security services, emergency generator maintenance and repairs, property management, grounds maintenance, landscaping, snow removal, and other maintenance and repairs identified in Exhibit C that are the responsibilities of the Landlord.
- D. **SPACE MEASUREMENT**
1. Definition The proposed space will be defined as the total usable square feet exclusively occupied by the State and will be the basis for calculation of rent payable in the lease.
 2. Measurement Method 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 proposed space from adjacent tenant space. Measurement is taken from the exterior wall glass line only if more than fifty percent (50%) of the wall is glass.

3. **Exclusions and Deductions** Excluded from the usable square feet measurement are:
 - 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, dead wall space and/or pilaster within the proposed space of four (4) square feet or more; and
 - h. each and every column, dead wall space and/or pilaster attached to the exterior, building corridors walls or demising wall within the proposed space.

E. PARKING The preference is to have all parking adjacent to the building.

1. Visitor: A minimum of nine (9) visitor-parking stalls adjacent to the main entrance for the State's exclusive use, at no cost to visitors or the State.
2. Employee: A minimum of thirty (30) parking stalls for employees. In the event there is a fee for parking provided by the Proposer, employees shall contract directly with Proposer for the payment of parking fee. In the event there is a fee for parking provided by another vendor, the State or employees shall contract directly with the vendor for the payment of parking fee.
3. ADA Parking: A minimum of four (4) ADA-accessible parking stalls with Van Accessible.
4. State Vehicles: A minimum of four (4) parking stalls for State Vehicles, at no additional cost to the State if parking is provided by the Proposer. In the event parking is provided by another vendor, the State shall contract directly with the vendor for the payment of parking fees.

5. Bicycles: Proposer must provide secure indoor or outdoor parking for bicycles and outlets for electric bicycles.
6. Electrical Vehicle (EV) Charging Stations: Proposer shall provide a minimum of two (2) EV charging stations for electric or hybrid vehicles, at no additional cost to the State, for the installation, maintenance and repair, and electric usage of the charging stations.

- F. **FURNITURE, FIXTURES AND EQUIPMENT ALLOWANCE** Proposer must indicate the allowance amount that Proposer must provide to the State that may be used for acquisition of new furniture, fixtures, and equipment, including but not limited to furniture, fixtures and equipment tear down and installation, construction, disposal, design fees, project management fees and other related costs. This furniture, fixtures, and equipment (FF&E) allowance is separate from the build-out requirements in this RFP and may be used any time during the lease term or extensions thereof.

VIII. SCHEDULE

A. Issue Request for Proposal	February 24, 2025
B. Non-Binding Letter of Intent to Submit a Proposal Due	March 17, 2025 at 2:30 p.m. CDT
C. Proposer Questions Due	March 19, 2025 at 4:00 p.m. CDT
D. Responses to Questions	March 26, 2025
E. Proposals Due to Department of Administration, Real Estate and Construction Services	April 7, 2025 at 2:30 p.m. CDT PROPOSALS WILL NOT BE ACCEPTED AFTER 2:30 p.m. CDT <u>EMAIL RESPONSES WILL NOT BE ACCEPTED.</u>

IX. PROPOSAL PROVISIONS

- A. The proposal must include color-coded block plans delineating adjacencies and square footage for each division/area as set forth in Exhibit A, Exhibit A-1, and Exhibit A-2.
- B. Proposer must provide a schedule for construction/remodeling for an occupancy date of no later than **October 1, 2026.**

- C. Proposer must provide a summary of current and previous relevant experience pertaining to leasing and turnkey construction of office spaces that are comparable both in size and uses. As appropriate, this information must include a project description, photos, duration of development/construction processes, dates completed and financing sources.
- D. Proposals submitted to the Department of Administration, Real Estate and Construction Services must be valid through **December 1, 2025**.
- E. The proposal must be signed by an individual authorized to bind the Proposer and must contain a statement of the name, title, mailing address, email address and telephone number of an individual with authority to negotiate and contractually bind the Proposer. The State's representative may contact this individual during the period of the proposal evaluation.
- F. Proposer may be asked to present their proposal to a review committee and/or provide a tour of the proposed location(s).
- G. The State reserves the right to withdraw or cancel this RFP at any time without prior notice and the State makes no representations that any contract will be awarded to any Proposer(s) responding to this RFP.
- H. This RFP does not commit the State to enter into a lease or to pay any costs incurred in the preparation or submission 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.
- I. The State reserves the right to reject any and all offers and proposals received.
- J. The State reserves the right to modify this RFP as it deems necessary by issuing an Addendum to this RFP.
- 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.
- L. **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 **2:30 p.m. CDT on March 17, 2025** by email to recs.leasing.adm@state.mn.us. 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 the Minnesota Department of Human Services”, (2) a statement that potential Proposer intends to submit a proposal, and (3) a contact person, phone number, and email address.

- M. **QUESTIONS** In the interest of consistency of response to questions that arise in the development of your proposal, proposers must direct all questions in writing by email to recs.leasing.adm@state.mn.us. Questions may be submitted up to **4:00 p.m. CDT on March 19, 2025**. Answers obtained through questions posed by some other means or to some other individual or entity must not be relied upon by the proposer and will not be considered in evaluating the proposal submitted by the proposer.
- N. **RESPONSES TO QUESTIONS** Responses to questions will be sent via email on **March 26, 2025** only to those who have submitted a “Non-Binding Letter of Intent to Submit a Proposal”.
- O. Two (2) hard copies and one (1) digital copy (on a USB flash drive, memory stick, etc.) of the completed proposal must be submitted no later than **2:30 p.m. CDT on April 7, 2025** to:

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

EMAIL RESPONSES WILL NOT BE ACCEPTED

X. CONTENT OF PROPOSAL (PASS/FAIL REQUIREMENTS)

The Proposal must contain the following documents:

- A. Specific response defining compliance with each item set forth in Sections III through IX of this RFP in a **separately sealed envelope with the name of the proposer and notation “Response to Request for Proposal for the Minnesota Department of Human Services” noted on the envelope** (except

for the Rent proposal which shall be submitted separately as described in Section X.B below).

- B. The Rent proposal on the attached Exhibit E, as requested in Section VII.C above, **in a separately sealed envelope with the name of the proposer and with a notation “Rent Proposal” on the face of the envelope.**

XI. EVALUATION OF PROPOSALS

- A. The proposals will be evaluated on a 100 point scale. Each proposal will be evaluated and scored based upon the indicated available points by the evaluation team established by the State. The scoring is for purposes of ranking the proposals. The award of the solicitation will be negotiated. The State reserves the right to negotiate with multiple parties at the same time. The State may, at its own discretion, continue this process with Proposers until an agreement acceptable to the State is reached. The final award decision will be made by the Commissioner of the State of Minnesota, Department of Administration or the Commissioner’s designee. The Commissioner or the Commissioner’s designee may accept or reject the recommendation of the evaluation team.
- B. During the evaluation process, proposer may be asked to provide the proposer’s capability to source the capital necessary to successfully fund and finance the tenant improvements/construction and FF&E Allowance, including but not limited to, a description of the anticipated financing structure to be employed by proposer to finance the tenant improvements/construction and FF&E Allowance and any specific evidence to support proof of the ability of proposer to fund a turnkey project of this size.
- C. 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 proposer’s response to an RFP 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 Proposer.
- D. The State of Minnesota will advise proposers when they are no longer under consideration for the award of this solicitation.

E. PASS/FAIL CRITERIA AND CRITERIA POINTS

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 two (2) envelopes. <u>Four (4)</u> hard copies and <u>one (1)</u> digital copy (on a USB flash drive, memory stick, etc.) of the required documents in each envelope as follows: a. <u>Envelope 1</u> : Proposer's response to Request for Proposal and <u>one (1)</u> digital copy (on a USB flash drive, memory stick, etc.). Name of the Proposer and with a notation "Response to Request For Proposal for the Minnesota Department of Human Services" on the envelope. b. <u>Envelope 2</u> : Rent Proposal utilizing <u>Exhibit E</u> attached to this RFP. Name of the Proposer and with a notation "Rent Proposal" on the envelope.	Pass/Fail
4. Within location parameters – see Exhibit B	Pass/Fail
CRITERIA POINTS	POINTS
1. Location	20
a. Within proximity and access to public transportation (5 points) b. Near freeway/highway access for vehicle drivers (5 points) c. Ample, convenient, and well-lit parking in close proximity for employees and customers (5 points)	

<ul style="list-style-type: none"> d. Local amenities within walking distance such as restaurants, convenience stores, fitness facilities, retail shops, and parks (3 points) e. Easy to find with visible signage, building directories and suite identification (2 points) 	
2. Space	30
<ul style="list-style-type: none"> a. Contiguous square footage. Accessible, flexible, organized and efficient work space and design which promotes movement and collaboration (6 points) b. Meets the general building requirements for flooring, walls, ceilings, plumbing, heating, ventilation and air conditioning (HVAC), lighting, electrical, cabinetry, wall and surface finishes, trash removal, recycling, utilities and janitorial services as identified in Section V of this request for proposal (6 points) c. Sense of internal and external safety and security which includes on-site property management, security and escort services, surveillance cameras for external and internal areas, security zoning and automated key card access for entry into Building and proposed space (6 points) d. Functional, quality conference rooms and common spaces including a secure mother's room, prayer room and/or multipurpose wellness room(s) (4 points) e. Expansion potential for future growth and change (2 points) f. Access to windows, natural light, and/or green space (4 points) 	

g. Building amenities such as on-site food service, food vendors, vending facility, fitness center, tenant lounge, etc. (2 points)	
3. Data Access	10
a. Access to high speed data infrastructure – fiber with appropriate data connections as identified in this request for proposal (10 points)	
4. Sustainability	10
a. Building and its amenities, appliances and materials are energy efficient and complies with the Sustainability provisions of <u>Exhibit C</u> (7 points) b. Building has the ability to comply with organics recycling (3 points)	
5. Cost	30
a. Highest rental rate psf = lowest points	
TOTAL	100