

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

**MINNESOTA
BOARD
OF
NURSING**

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

**Proposals due
Thursday, August 30, 2018
By 2:30 p.m.**

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I.	INTRODUCTION (Agency Description)	
	A.	The mission of the Minnesota Board of Nursing is to protect the public's health and safety through regulation of nursing education, licensure and practice. Their vision is for the Minnesota Board of Nursing to be a leader in effective nursing regulation by creating, administering and sharing innovative regulatory practices.
		They achieve their mission by:
	1.	Carrying out activities authorized by Minnesota statutes and rules (licensing, discipline, and program approval)
	2.	Fostering knowledge relevant to the needs of the public and to the education and practice of nursing
	3.	Formulating and influencing effective public policy related to nursing practice
	4.	Pursuing collaborative alliances with publics, including consumers of nursing care, nurses, employers, educators, state agencies, and legislators
	5.	Disseminating information to the public and to nurses
	6.	Operating an agency which utilizes human and fiscal resources efficiently and effectively
	B.	Their values are:
	1.	Trust - integrating the obligation of confidence and authority expected of the Board by the public
	2.	Integrity - enforcing laws and rules ethically
	3.	Responsiveness - taking the initiative to communicate openly
	4.	Accountability - committing to public safety
	5.	Collaboration - pursuing alliances with internal and external stakeholders

II.	PROJECT GOALS	
	A.	It is the intent of the State to enter into a lease for space in an existing or newly constructed building that will best serve the Minnesota Board of Nursing's needs and requirements.
	B.	Specific Project Goals are to:
	i.	<i>Promote a healthy work environment (access to daylight and views, regulated temperature, etc.)</i>
	ii.	<i>Provide an environment that uses safe, non-toxic, and sustainable materials</i>
	iii.	<i>Provide a safe and secure work environment</i>
	iv.	<i>Provide a welcoming space for their customers, clients and guests. Adequate sized lobby to handle influx of customers and access to private meeting area off the lobby for private conversation.</i>
	v.	<i>Partner with a Landlord to incorporate and utilize energy efficient strategies and sustainable workplace practices for mutual benefit of Owner and State Agencies.</i>

	vi.	<i>Promote the creation and sharing of ideas</i>
	vii.	<i>Modernize and upgrade their office environment for employee retention and attracting new talent.</i>
	viii.	<i>Flexibility to accommodate Nursing as their program evolves and/or changes.</i>
III.	SITE LOCATIONS REQUIREMENTS	
	A.	St. Paul Suburbs as shown on attached map <u>Exhibit B</u> such as Mendota Heights, Eagan, Highland, Falcon Heights, St. Paul along University Corridor and Energy Park area, Selby/Grand, West 7 th Street, West St. Paul.
	B.	Building should be accessible for customers; easy access to freeways; easy to find.
	C.	Ample and convenient parking for employees, customers and board members.
	D.	Located on Public transit or Light Rail is preferred.
	E.	Onsite security services is required with ability provide extended security hours.
	F.	Surveillance cameras for exterior of building, parking lot/ramp, building entrances and interior common areas of building is preferred.
	G.	Onsite property management and repair/engineer staff preferred.
	H.	Onsite shared cafeteria and onsite vending machines is preferred.
	I.	Onsite fitness center is preferred.
	J.	Preferred to be within 1 mile radius to amenities such as fitness facilities, parks, restaurants, convenience stores.

IV.	PROGRAM REQUIREMENTS	
	A.	The Space Requirements as set forth on the attached <u>Exhibit A</u> , provide for an estimated <u>15,000</u> usable square feet of office space, an estimated <u>1,200</u> SF of lockable cold storage space. The square feet listed above is an estimate only. The verification of square feet from the approved floor plan layout will dictate the total amount of square feet leased based on the measurements defined in <u>Exhibit C, Lease, Section 4, Page 2.</u>
	B.	Proposed space is preferred to be contiguous.
	C.	The requirements specified for the types of space described on the attached <u>Exhibit A, Space Requirements</u> , must be provided at Proposer's expense, unless otherwise specified
	D.	Windows and natural light.
	E.	Proposer shall be responsible for providing, at its expense, all construction drawings required for the project, including but not limited to architectural and engineering services and drawings. Upon completion of the remodeling, Proposer shall be responsible for providing, at its expense, as-built drawings in AutoCAD 2015, or earlier format.

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

		d.	Proposer must provide and maintain walk-off mats at all employee and public entrances to the building.
B.	WALLS		
	1.	Except as set forth in <u>Section B.2</u> below, walls shall be floor to finished ceiling and/or to rough ceiling where required by code, NC rating, through/over/under, of all walls shall be 45 min.	
	2.	Due to privacy/confidentiality needs, installation of 5/8" gypsum board walls on metal studs and full height insulation with a minimum rating of STC 50.	
C.	CEILINGS Suspended grid systems with acoustical lay-in tiles. Tiles shall have a minimum of 60% recycled content and NRC rating of 0.70-.85.		
D.	SIGNAGE Proposer shall, at its expense, provide:		
	1.	Building directory and suite identification	
	2.	Monument sign identifying the tenant in a design subject to the State's approval	
E.	PLUMBING		
	1.	Provide toilets for each gender as required by code.	
	2.	If multi-tenant building, the State's customers must have easy access to restrooms from the shared space areas.	
	3.	In order to reduce water consumption, Proposer should install faucet aerators, water sense fixtures and low-flow toilets in restrooms within the proposed Leased Premises and Building of which the Leased Premises is a part.	
F.	HEATING, VENTILATING AND AIR CONDITIONING		
	1.	See Section <u>15.4</u> of attached <u>Exhibit C, Lease</u> . The Proposer must describe how it will comply with these Sections.	
	2.	Phone/Server Rooms – Can be served by the building HVAC system with a separate zone and control located within each specific room	
G.	LIGHTING		
	1.	Access to natural light is desired. Proposer must provide blinds for all windows, including any sidelights in offices and conference rooms.	
	2.	Proposer shall provide the Leased Premises with overhead lighting at 50- foot-candle power at desk level and 30- foot-candle power in hallways and corridors unless otherwise specified in the <u>Exhibit A, Space Requirements</u> . Indirect lighting is preferred.	
	3.	The use of indirect LED lighting is preferred.	
	4.	Conference rooms and offices must have occupancy sensor lighting.	

H.	CABINTRY, 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.
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I.	ELECTRICAL	
	1.	Hard-walled offices: Unless otherwise noted, provide <u>three (3)</u> duplex receptacles for each private office of 120 usable square feet or less. Provide <u>four (4)</u> duplex receptacles for each private office over 120 usable square feet.
	2.	Modular furniture workstations: Floor or wall direct whip connection, <u>One (1)</u> per every <u>six (6)</u> modular workstations. Provide a 5-conductor 20-amp 120/208-volt 3-circuit multi-wire connection (3 line conductors, 1 neutral, 1 ground) and a 3-conductor 20-amp 120-volt single-phase connection (1 line conductor, 1 neutral, 1 ground) to each section of office furniture. The same circuits may serve multiple sections of office furniture provided that no more than four workstations are served by a 20-amp 120-volt circuit.

J.	VOICE/ DATA CONNECTIONS	
	1.	Hard-walled offices: 2 jacks with 2 data ports each per office
	2.	Modular furniture workstations: 1 jack with 2 data ports per workstation
	3.	Office communications design layout will designed by MN.IT Services and MN.IT will oversee the installation provided by the Proposer.

K.	TELECOMMUNICATIONS – CONNECTIVITY	
	1.	Access to high speed data infrastructure; fiber-optics, AV installed wireless access points, CAT 6 network connectivity to all rooms.
	2.	See Section <u>13</u> of attached <u>Exhibit C, Lease</u> .

L.	TRASH REMOVAL AND RECYCLING	
	1.	<u>Trash Removal</u> Proposer shall, at its expense, provide trash disposal services.
	2.	<u>Recycling Services</u>
		a. Pursuant to Minn. Stat. §16B.24, subd. 6(d), Proposer shall provide space for recyclable materials.
		b. Pursuant to Minn. Stat. §115A.151, subd. (a)(1), Landlord shall, at its expense, provide recycling services to collect at least three recyclable materials, such as, but not limited to, paper, glass, plastics and metal, including, but not limited to, the following:

			<ul style="list-style-type: none"> i. Provide all centrally located recycling containers, throughout the Leased Premises; and ii. Empty the recycling containers at a centralized recycling station for pickup by the recycler and return of the recycling containers to the Leased Premises. iii. If there is a facility within 50 miles of the Leased Premises and an available hauler, Landlord must provide containers at a central location for collection of organics for pickup by the hauler.
		c.	<u>Quarterly (Calendar Year) Reporting</u> At the end of each quarter without any request from tenant, Landlord shall provide solid waste, recycling and composting disposal amounts, during the timeframe and format as specified by Tenant.
		d.	<u>Recycling of Non-Hazardous Construction and Demolition Waste</u> Landlord hereby agrees to recycle at least 50% of the non-hazardous construction and demolition waste produced by the remodeling of the Leased Premises or demonstrate that the waste was delivered to a construction and demolition waste recycling facility that maintains a 50% annual recycling rate.
M.	<u>WATER DRINKING STATIONS</u> Proposer shall provide, at its expense, wall mounted filtered drinking station with refillable jug-filler. Proposer shall also be responsible for regular filter replacement and maintenance and repairs for the drinking stations.		
N.	<u>ACCESSIBILITY FOR PERSONS WITH DISABILITIES</u>		
	1.	See Section <u>15.22</u> of the attached <u>Exhibit C, Lease</u> . The Building and Leased Premises must comply with this Section.	
	2.	Power Assist for Doors	
	a.	Proposer shall, at its expense, provide and maintain power assist door operators, as follows:	
		i.	Main front doors to the building and any designated employee entrances.
		ii.	Entrance(s) to the leased premises.
		iii.	Entrance to all restrooms whether within the leased premises or common areas.
O.	<u>SECURITY</u>		
	1.	Security for the building shall allow secure access for all employees.	
	2.	Proposer shall, at its expense, provide access to the building and leased premises by an automated key card entry system that controls and records access rights and activity. System subject to State's approval.	

P. JANITORIAL SERVICES AND GREEN CLEANING		
1.		Landlord shall provide janitorial services to the Leased Premises and common areas of the Building in accordance with the janitorial schedule set forth on the attached <u>Exhibit E, Janitorial Schedule</u> .
		Provided daytime janitorial services for Tenant's secured areas.
2.		Green Cleaning is preferred but not required.
a		Landlord shall be responsible for janitorial equipment and supplies required for Green Cleaning standards as follows:
	i.	Ensure that all vacuum models used in the Leased Premises (including backpack, canister and upright) are approved by the Carpet and Rug Institute (Green Label Program).
	ii.	Provide all cleaning supplies, garbage liners, toilet paper, hand towels and non-antibacterial hand soap.
	iii.	Only use cleaning products certified by Green Seal, EcoLogo, or Design for the Environment (DfE) or provide demonstrable proof of meeting the Green Seal, EcoLogo, or Design for the Environment standards.
	iv.	Provide Tenant with a list of all cleaning products used for the Leased Premises, Material Safety Data Sheets (MSDS) for each product and any relevant certifications for documentation demonstrating proof of meeting one of the standards listed above. Landlord shall provide Tenant an updated cleaning product list and MSDS during the Lease Term as required.
	v.	Provide the Leased Premises with trash liners that contain a minimum of 30% total recycled content with a minimum 10% post-consumer recycled content.
	vi.	Make reasonable efforts to purchase cleaning and janitorial products that are packaged to minimize waste (such as bulk and concentrated products) and also ensure that all packaging accepted by the building's recycling program is placed in appropriate recycling receptacles.

VI. LEASE PROVISIONS	
A.	LEASE The state lease form, attached, as <u>Exhibit C, Lease</u> will be used. By Proposers response to this RFP, it agrees to use the attached lease form.
B.	TERM Provide proposals, as follows: (1) five (5) year lease term with an option to renew for five (5) years; (2) ten (10) year lease term.

	<p>C. RENT Proposer’s response to this "Lease Proposal Request" must include gross rental rate quotes for each year of the initial five (5) year lease term and five (5) year option period and ten (10) year lease term. The rental rate must include all operating costs, including but not limited to, real estate taxes, insurance, recycling, tenant improvements, janitorial services (including lamp, ballasts and starter replacement for light fixtures).</p>
	<p>D. SPACE MEASUREMENT</p>
	<p>1. <u>Definition</u> The Leased Premises is defined as the total usable square feet exclusively occupied by tenant and is the basis for calculation of rent payable hereunder.</p>
	<p>2. <u>Measurement Method</u> Usable square feet is calculated by measurement from the inside finished surface of exterior walls to the inside finished surface of Building corridor and other permanent walls or to the center of walls demising the Leased Premises from adjacent tenant space. Measurement is taken from the exterior wall glass line only if more than <u>fifty percent (50%)</u> of the wall is glass.</p>
	<p>3. <u>Exclusions and Deductions</u> Excluded from the usable square feet measurement are:</p> <ul style="list-style-type: none"> a. vertical shafts, b. elevators, c. stairwells, d. dock areas, e. mechanical, utility and janitor rooms, f. restrooms, corridors, lobbies and receiving areas accessible to the public or used in common with other tenants; g. each and every column, dead wall space, and/or pilaster within the Leased Premises of <u>four (4)</u> square feet or more; and h. each and every column and/or pilaster attached to the exterior, building corridor walls or demising wall within the Leased Premises.
	<p>E. PARKING The preference is to have all parking adjacent to the building. Proposer must provide a diagram(s) indicating the location(s) of the parking requirements set forth below:</p>
	<p>1. Visitor: minimum of <u>20</u> visitor-parking stalls for the State’s exclusive use, at no cost to visitors or the State</p>
	<p>2. Employee. Proposer shall include <u>44</u> employee parking stalls at no additional cost to Tenant for the lease term.</p>
	<p>3. <u>Bicycles</u> At no cost to Tenant, Landlord shall provide secure parking for bicycles.</p>

VII.	SCHEDULE	
	A. Issue Request for Proposal	August 6, 2018
	B. Non-Binding Letter of Intent to Submit a Proposal Due	August 20, 2018
	C. Proposals Due to Department of Administration, Real Estate and Construction Services	August 30, 2018 PROPOSALS WILL NOT BE ACCEPTED AFTER 2:30 p.m.

VIII.	PROPOSAL PROVISIONS	
	A. In the event that successful negotiations cannot be reached with the Proposer receiving the highest evaluation score, the State may in its sole discretion, commence negotiations with the second Proposer in the rankings. The State may, in its sole discretion, continue this process with additional Proposers until an agreement acceptable to the State is reached.	
	B. The proposal must include color-coded block plans delineating adjacencies and square footage for each division/unit as set forth in <i>Exhibit A, Space Requirements</i> .	
	C. Proposer must provide a schedule for construction/remodeling for an occupancy date of no later than <u>June 1, 2019</u> .	
	D. <u>NON-BINDING LETTER OF INTENT TO SUBMIT A PROPOSAL</u> To be eligible to submit a proposal, interested persons or firms must send a “non-binding letter of intent to submit a proposal” no later than 2:30 p.m. on <u>August 20, 2018</u> by email to Nora.Ladd@state.mn.us or by fax to (651) 215.6245. Only those persons or firms submitting this letter will be eligible to submit a proposal and receive changes regarding the proposal or responses to questions about this proposal. The “non-binding letter of intent to submit a proposal” must include (1) a subject line of “ <u>Request for Proposal for Minnesota Board of Nursing</u> ”, (2) a statement that potential responder intends to submit a proposal, and (3) a contact person, phone number, fax number and email address.	
	E. <u>QUESTIONS</u> In the interest of consistency of response to questions that arise in the development of your proposal, please direct all questions in writing by e-mail or facsimile to Nora.Ladd@state.mn.us or fax to (615) 215.6245. Questions may be submitted up to 2:30 p.m. on <u>August 20, 2018</u> . Answers obtained through questions posed by some other means or to some other individual or entity must not be relied upon by you and will not be considered in evaluating your proposal.	
	F. <u>RESPONSES TO QUESTIONS</u> Responses to questions will be sent via email or fax by <u>August 24, 2018</u> only to those who have submitted a “non-binding letter of intent to submit a proposal” by the <u>August 20, 2018</u> deadline.	
	G. Proposer must provide evidence of site-control for the location(s) being proposed and will submit authorized representation by the owner of said proposed site(s).	
	H. Proposals submitted to the Department of Administration, Real Estate and Construction Services must be valid through <u>December 31, 2018</u> .	

	I.	The State of Minnesota reserves the right to reject any and all offers and proposals received.
	J.	Proposer may be asked to present their proposal to a review committee and/or provide a tour of the proposed location(s).
	K.	The proposal must be signed by an individual authorized to bind the Proposer and shall contain a statement of the name, title, address and telephone number of an individual with authority to negotiate and contractually bind the company. The State's representative may contact this individual during the period of the proposal evaluation.
	L.	This Request for Proposal does not commit the State to enter into a lease or to pay any costs incurred in the preparation of a proposal to this request. The State reserves the right to accept or reject any or all proposals or parts thereof received as a result of this request.
	M.	<u>CONFLICT OF INTEREST</u> Proposer covenants that it presently has no interest and shall not acquire any interest, direct, or indirect, which would conflict in any manner or degree with the performance of its services hereunder.
	N.	<u>Five (5)</u> copies of the completed proposal must be submitted no later than 2:30 p.m. on <u>Thursday, August 30, 2018</u> to:
		DEPARTMENT OF ADMINISTRATION REAL ESTATE AND CONSTRUCTION SERVICES 50 SHERBURNE AVENUE, ROOM 309 ST. PAUL, MINNESOTA 55155
		E-MAIL RESPONSES WILL NOT BE ACCEPTED
IX.	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 VIII of this Request for Proposal in a separately sealed envelope with the name of the proposer and notation "Response to Space Requirements for Minnesota Board of Nursing" noted on the envelope.
	B.	Rent proposal as requested in Section VI.C. Page 9, in a separately sealed envelope with the name of the proposer and notation "Rent Proposal" noted on the envelope.
X.	EVALUATION OF PROPOSALS	
	A.	The proposal will be evaluated based on how well it meets the program requirements, location, construction costs, and rental rate proposed.
	B.	Pursuant to Minn. Stat. §13.591, Sec. b, Data submitted by a business to a government entity in response to a request for proposal is private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected vendor.

PASS/FAIL CRITERIA	Maximum Points
1. Submitted non-binding letter of intent to submit proposal	Pass/Fail
2. The Proposal must be submitted on time and at the location indicated herein	Pass/Fail
3. Proposal separated into 2 envelopes. 5 copies of required documents in each envelope; as follows: <ul style="list-style-type: none"> a. Includes response as requested in Sections 2 and 4, including required documentation set forth in these Sections), b. Rent Proposal utilizing <i>Exhibit E, Rent Proposal Form</i> attached to RFP. 	Pass/Fail
CRITERIA POINTS (EXAMPLES ONLY BELOW)	POINTS
Location	42
<p>Accessible for customers/transit accessibility (9 points)</p> <p>Within location parameters - see Exhibit C1-C2 (13 points)</p> <p>Near freeway access for vehicle drivers (9 points)</p> <p>Ample and convenient parking (9 points)</p> <p>Local amenities within walking distance (1 point)</p> <p>Visible signage (1 point)</p>	
Space	15
<p>Contiguous square footage/on 1 level (5 points)</p> <p>Expansion potential (5 points)</p> <p>Windows and natural light (3 points)</p> <p>Building amenities (2 points)</p>	
Data Access	8
<p>Access to high speed data infrastructure - fiber (7 points)</p> <p>Cell phone coverage (1 point)</p>	
Cost	35
Highest rental rate psf = lowest points	
Total	100