

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

MINNESOTA DEPARTMENT OF COMMERCE

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

Proposals due June 27, 2024

By 2:30 p.m. Central Daylight Time

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I. INTRODUCTION

For more than 150 years, the Minnesota Department of Commerce (“Commerce”) and its predecessor agencies have protected consumer interests and ensured a fair and competitive marketplace in our state. Commerce protects the public interest through a broad range of regulations and programs. Commerce oversees more than 40 industry areas in Minnesota and licenses about 250,000 professionals and businesses to ensure that their services and products are fair, accessible and comply with state laws.

For the purpose of this Request For Proposal (“RFP”), Commerce will have the following divisions:

1. Commissioner’s Office	<p>The Commissioner’s Office provides leadership to Commerce employees and heads the state’s oversight of industries that provide financial security to Minnesotans and energy resource policy and programs in the state.</p> <ul style="list-style-type: none">• Provides legal counsel and data practices support to other agency divisions.
2. Administration	<p>The Administration Division supports the work of Commerce’s other divisions and the Minnesota Public Utilities Commission (“PUC”) and performs stand-alone functions related to licensing and processing unclaimed property and Petroleum Tank Release Cleanup Fund (Petrofund) claims.</p> <ul style="list-style-type: none">• Performs financial management and accounting services for other divisions.• Provides reception, mailroom, electronic file management, word processing and facilities services.• Works with the PUC to process and manage public information about PUC dockets.• Works to reunite legal owners with bank accounts, safe deposit boxes, insurance benefits, or stock dividends that have gone unclaimed.• Conducts examinations and licenses thousands of agents and appraisers in Minnesota to ensure real estate transactions are conducted fairly and legally.• Reimburses costs to address contaminated properties through the Petrofund.

3. Energy Resources	<p>The Energy Resources Division encompasses energy regulation and planning, energy environmental review and analysis, the State Energy Office, Minnesota's Energy Assistance Program, and telecommunications.</p> <ul style="list-style-type: none"> • Promotes policies and provide services for reliable, affordable and clean energy for Minnesota businesses and homes. • Advocates on behalf of customers and ratepayers in proceedings involving regulated utilities. • Maintains state emergency energy planning and recovery plans. • Oversees the state's Conservation Improvement Program. • Promotes energy-efficient buildings and emerging energy technologies. • Administers Minnesota's Energy Assistance and Weatherization Assistance Programs. • Administer telecommunications programs serving Minnesotans who are deaf, hard of hearing, deaf-blind, and speech disabled. The Lifeline, TAP, and Link-Up programs provide qualified users discounts on monthly services.
4. Enforcement	<p>The Enforcement Division serves to protect and educate consumers, ensure marketplace fairness, and prevent fraud in Commerce-regulated industries and licensed services.</p> <ul style="list-style-type: none"> • Responds to thousands of Minnesota consumers who have inquiries or complaints about Commerce-regulated industries and licensees. • Initiates and supports local law enforcement in investigations of fraud in insurance, finance-related and securities areas, real estate, mortgage, title and multi-industry areas. • Administer programs to prevent insurance fraud.
5. Financial Institutions	<p>The Financial Institutions Division oversees businesses managing billions of dollars in assets and loans.</p> <ul style="list-style-type: none"> • Ensures the safety and solvency of financial institutions through licensing, examinations and

	<p>regulations, encompassing state-chartered banks and credit unions, state-regulated investment advisors and representatives, non-depository financial institutions such as non-bank mortgage lenders and payday lenders.</p> <ul style="list-style-type: none"> • Works to ensure securities sold in Minnesota meet legal requirements for registration and disclosure and launch enforcement actions or civil or criminal investigations when warranted.
6. Insurance	<p>The Insurance Division provides licensing, examinations and analysis of insurance carriers to ensure their business is safe and able to pay claims, encompassing insurance in health, homeowners, auto, life, long-term care and workers compensation.</p> <ul style="list-style-type: none"> • Reviews rates to ensure the insurance products are fair and reasonable. • Oversee Minnesota's reinsurance program for health plans and license and oversee pharmacy benefit managers.
7. Government and External Affairs	<p>The Government and External Affairs Division performs policy development and advocacy functions for Commerce, representing the agency at the State Legislature, as well as with local governmental units and federal partners.</p> <ul style="list-style-type: none"> • Manages external and internal communications to support Commerce's leadership team and divisions, encompassing managing news media, the agency website and social media channels, internal communications and other communications needs. • Leads Commerce's diversity, equity and inclusion initiatives. • Leads Commerce's government-to-government relationships with Tribal Nations that share geography with the state. • Partners with financial professionals to prevent financial fraud and exploitation of elderly or vulnerable adult Minnesotans through a senior fraud ombudsperson.

8. Fraud Bureau	<p>The Fraud Bureau is part of the Enforcement Division but differs from the rest of the Division and other areas of Commerce, in that it is a law enforcement agency.</p> <ul style="list-style-type: none"> • Conducts criminal investigations of insurance fraud. • Comprised of seventeen licensed peace officers, two senior analysts, two case analysts and one administrative analyst.
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II. PROJECT GOALS

- A. It is the intent of the State of Minnesota, Department of Administration, on behalf of Commerce, to enter into a lease for space in an existing or newly constructed building (“Building”) that will best serve the State’s interest.
- B. The goals and drivers for the workspace are as follows:
 1. *Provide visually and acoustically private spaces that allow for focus and unobtrusive collaboration. Locate confidential areas in secured spaces. Provide safety and security.*

Visual and acoustical privacy is highly desired, especially for divisions that often work with confidential documents or information. Smaller focus rooms for heads down work are desired and double for the virtual calls prevalent with hybrid collaboration. Employees, partners and visitors will work in a safe, secure and professional environment. The workplace design will have a balance of public and private spaces, as well as integrated planning, technology and protocols, to ensure the safety of people and security of data and files.

2. *Incorporate a range of settings and spaces that provides flexibility to support evolving needs.*

The majority of Commerce employees currently utilize a hybrid work model unique to their role within the agency. Hybrid styles primarily consist of teleworking and commuting into the office for pre-scheduled division meetings or for collaboration purposes. As such, individual divisions require

access to collaboration or conference spaces of a variety of sizes and technologies.

3. *Create environments that are easily modified to support individual and team's diverse requirements.*

The majority of Commerce employees currently work remotely, with occasional visits to the office, depending upon business needs. Individuals that work in the office on a hybrid basis will need the ability to reserve a workstation located by other colleagues working in the office, despite which division they work in. Divisions will also need to maintain access to reservable workstations allocated solely to their division. This flexibility should trickle into the collaboration areas, as well, through the application of various room sizes, flexible furnishings and intuitive locations within the space.

4. *Provide a warm, inspiring space that embraces nature and utilizes daylight.*

Access to natural light throughout consistent periods of the day is critical to employee wellbeing. Opportunities for wellness inspired design features and materials reminiscent of nature should be applied consistently throughout and spark exploration between division neighborhoods. The ability to quickly personalize a room or space to fit the employee's day will be critical.

5. *Create an inclusive and equitable workspace, with an emphasis on technology, that improves productivity, efficiency and collaboration and helps to recruit and retain employees.*

Enclosed collaboration is required by most divisions, equipped with technology to allow for ease of hybrid meetings. Technology should be intuitive, flexible and consistent from room to room. Low-tech solutions, such as whiteboards, are utilized by various divisions, and should be applied consistently throughout the space. Commerce's workplace should be a place where people want to work and serve others.

6. *Demonstrate the values of diversity, inclusion, and accessibility.*

Commerce 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.

III. SITE LOCATION REQUIREMENTS

- A. The site shall be located within a seven (7) mile radius of the State Capitol Building, which is located at 75 Reverend Martin Luther King Jr. Blvd, St. Paul, MN 55155 as shown on the attached Exhibit B.
- B. The site should be located along or near public transit with nearby access to freeways.
- C. The site must have sufficient, convenient and well-lit parking in close proximity for employees and customers.
- D. 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.
- E. It is preferred that the site be walking distance to amenities such as restaurants, convenience stores, fitness facilities, retail shops, and green spaces like parks, plazas and gardens.
- F. 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.
- G. The site and building shall have security services as described in Section V.P. of this RFP.
- H. The building shall be professionally managed with an on-site property manager and/or building engineer.
- I. It is preferred that the site have on-site food service, food vendors, and/or vending.
- J. An on-site fitness center is preferred.

- K. Buildings with on-site loading dock and freight elevator(s) (ability to accommodate standard-size pallets) are required.

IV. PROGRAM REQUIREMENTS

- A. The Space Requirements as set forth on the attached Exhibit A provide for an estimated 55,000 to 75,000 total usable square feet of office and storage space, consisting of approximately 45,000 – 60,000 usable square feet of office space and approximately 10,000 to 15,000 usable square feet of storage space. **The usable square feet listed above is an estimate only. The verification of the usable square feet 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 and shall accommodate the adjacencies specified in the attached Exhibit A.
- C. The proposed space must accommodate the program requirements included in the attached Exhibit A.
- D. The requirements specified for the types of space described on the attached Exhibit A must be provided at Proposer's expense, unless otherwise specified.
- E. Proposer shall be 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 shall be responsible for providing, at its expense, as-built drawings in AutoCAD 2019, or earlier format as specified in Section 12 of Exhibit C.

V. GENERAL REQUIREMENTS

The following are general requirements pertaining to the facility. These requirements shall be used as base requirements for all spaces. Additional requirements for specific areas are specified in Exhibit A. All requirements whether specified under "General

Requirements”, or in the attached Exhibit A 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. 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.

B. WALLS

1. Except as set forth in Section V.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 V.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.

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 office floor as specified on Exhibit A. All restrooms must be in compliance with ADA standards.
2. If multi-tenant building, the State's customers must have easy access to restrooms, including all gender/neutral gender restrooms, from the shared space areas. All restrooms in the shared space areas must be in compliance with ADA standards.
3. In order to reduce water consumption, Proposer should install 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. Equipment Room (ER)/Telecommunications Room (TR) shall 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 is strongly preferred. Proposer must provide sidelights in offices and conference rooms. Proposer shall provide window coverings/blinds for all windows in the proposed space. Color Selection and Type shall be determined by the State.

2. Proposer shall provide the proposed space with overhead lighting within the range of 20 to 50 foot-candle power at desk level and 30 foot-candle power in hallways and corridors unless otherwise specified in Exhibit A.
3. The use of LED lighting with dimmer switches in the proposed space is required.
4. Conference rooms and other multipurpose rooms, offices, restrooms, work cafes/breakrooms, copy rooms/scanning stations and other areas as identified by the State must have occupancy sensor/motion sensor lighting.

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 shall 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, 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: electrical power considerations for smart conference rooms/multipurpose rooms/conference center for video conferencing (large televisions, monitors, smart boards, speakers/sound bars, etc.) and additional power considerations at conference table for laptops (preferred to be floor electrical outlet), etc.
4. See Exhibit C for the electrical requirements in the Equipment Room (ER)/Telecommunications Room (TR).

J. **DATA CONNECTIONS** All data wiring/data connection requirements within the space shall be installed by Proposer in accordance with the State's requirements. The Proposer shall be responsible for meeting the applicable requirements of local codes and ordinances.

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 Wi-Fi site survey.
4. Wiring for security systems including but not limited to automated key card entry system, panic buttons and automated security hardware system and security cameras.
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.
6. Office Telecommunications design shall be subject to approval by the State.

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 13 of attached Exhibit C.

L. UTILITIES

1. Proposer shall be responsible for the cost of heat, electricity, air conditioning, gas, sewer and water in the proposed space.
2. Monthly Reporting Proposer shall 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 shall, at its expense, provide trash disposal services.
2. Recycling Services
 - a. Pursuant to Minn. Stat. §16B.24, subd. 6(d), Proposer shall provide space for recyclable materials.
 - b. Proposer shall, at its expense, provide recycling services, including, but not limited to, the following:
 - i. Provide all recycling containers, either individual containers at each workstation/office and/or centralized containers throughout the proposed space;
 - 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.
 - c. Organic Recycling Organic Recycling is preferred.
3. Monthly Reporting Proposer shall provide solid waste, recycling, and composting disposal amounts on the proposed space during the timeframe and format specified by the State.

4. 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 drinking stations with refillable jug-filler in the proposed space as designated by the State. Proposer shall also be responsible for regular filter replacement and maintenance and repairs of the water drinking stations and filtered water dispensers on sinks.

O. **ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

1. Proposer shall install ADA Automatic Door/Automatic Door Openers and related components at all suite entrances of the proposed space, restrooms, and exterior doors/entrances of the building where the proposed space is located.
2. See Section 15.22 of the attached Exhibit C. In addition to the above, the building and proposed space must comply with this Section.

P. **SECURITY REQUIREMENTS**

1. Security for the building shall allow secure access for all employees. Proposer shall, 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 shall include the following minimum features:
 - a. The zoned or specific security areas shall be determined by the State.
 - b. The automated key card entry system will allow for the State's access twenty four (24) hours per day, seven (7) days per week.

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.
3. The 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.
4. Surveillance cameras with recording capability that will monitor the common areas of the building, the building entrances, parking lots and ramps are required. Proposer's security staff shall be responsible for monitoring the surveillance cameras in these areas.
5. Surveillance cameras with recording capability are required in the areas indicated below and said surveillance camera system shall be subject to approval by the State. Proposer's security staff shall be responsible for monitoring the surveillance cameras in the areas indicated below but shall provide access to the State if requested. Recording device(s) (hard disk) must be located in a secured area and recording must be done on a regular basis to ensure proper operation of the video security system. All security recordings must be saved for no less than 30 days.
 - a. Lobby/Reception Area; non-Fraud Bureau space.
 - b. Public Conference Center/Conference Rooms or any public meeting places where Commerce is meeting members of the public.
 - c. Common areas around restrooms.
 - d. Fraud Bureau Entrance Area.
 - e. Other areas within the proposed space as identified by the State.
6. An overall comprehensive security plan for the building is required.

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.

VI. 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 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, 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. If there is a charge for parking from the Proposer, the Proposer must include the parking cost per stall per month, as applicable, for the lease term and option periods. If there is a charge for the parking from a vendor other than the Proposer, the Proposer must include documentation of the parking vendor's parking cost per stall per month, as applicable, for the lease term and option periods. Proposer must provide a diagram(s) indicating the location(s) of the parking requirements set forth below, regardless of whether the parking is provided by the Proposer or another vendor:

1. Visitor: minimum of 5 visitor-parking stalls for the State's exclusive use, at no cost to visitors or the State.
2. Employee: Minimum of 150 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. State Vehicles: Minimum of 10 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.
4. Bicycles: Proposer shall provide secure parking for bicycles.
5. Electrical Vehicle (EV) Charging Stations: Proposer shall provide a minimum of 2 EV charging stations for electric or hybrid vehicles, at no

additional cost to the State, for the installation of the charging stations or for the electrical services used.

- F. **FURNITURE, FIXTURES AND EQUIPMENT ALLOWANCE** Proposer shall indicate the allowance amount that Proposer shall 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 allowance is separate from the build-out requirements in this RFP and may be used any time during the Lease Term or extensions thereof.

VII. SCHEDULE

A. Issue Request for Proposal	May 13, 2024
B. Non-Binding Letter of Intent to Submit a Proposal Due	June 3, 2024 at 2:30 p.m. CDT
C. Proposer Questions Due	June 10, 2024 at 4:00 p.m. CDT
D. Responses to Questions	June 13, 2024
E. Proposals Due to Department of Administration, Real Estate and Construction Services	June 27, 2024 at 2:30 p.m. CDT PROPOSALS WILL NOT BE ACCEPTED AFTER 2:30 p.m. CDT

VIII. PROPOSAL PROVISIONS

- A. The State of Minnesota reserves the right to negotiate with multiple parties at the same time. The State may, in its sole discretion, continue this process with 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/area as set forth in Exhibit A.
- C. Proposer must provide a schedule for construction/remodeling for an occupancy date of no later than **August 1, 2025**
- D. **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**

June 3, 2024 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 Commerce”, (2) a statement that potential Proposer intends to submit a proposal, and (3) a contact person, phone number, and email address.

- E. **QUESTIONS** In the interest of consistency of response to questions that arise in the development of your proposal, please direct all questions in writing by email to recs.leasing.adm@state.mn.us. Questions may be submitted up to **4:00 p.m. CDT on June 10, 2024**. 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. **RESPONSES TO QUESTIONS** Responses to questions will be sent via email on **June 13, 2024** only to those who have submitted a “Non-Binding Letter of Intent to Submit a Proposal”.
- 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 **December 31, 2024**.
- I. The State of Minnesota reserves the right to reject any and all offers and proposals received.
- J. The State of Minnesota reserves the right to withdraw or cancel this Request for Proposal 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 Request for Proposal.
- K. Proposer may be asked to present their proposal to a review committee and/or provide a tour of the proposed location(s).
- L. 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 proposed evaluation.

- M. This Request for Proposal 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.
- N. The State of Minnesota reserves the right to modify the Request for Proposal as it deems necessary by issuing an Addendum to this Request for Proposal.
- O. **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.
- P. Four (4) 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 **June 27, 2024** to:

**DEPARTMENT OF ADMINISTRATION
REAL ESTATE AND CONSTRUCTION SERVICES
50 SHERBURNE AVENUE, 1ST FLOOR GUARD'S DESK
ST. PAUL, MINNESOTA 55155**

EMAIL 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 Request for Proposal for the Minnesota Department of Commerce" noted on the envelope** (except for the Rent proposal which shall be submitted separately as described in Section IX.B below).

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

X. 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 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. 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 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 Proposer.
- C. The State of Minnesota will advise proposers when they are no longer under consideration for the award of this solicitation.
- D. 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

<p>3. Proposal separated into 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:</p> <p>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.). This should include required documentation as set forth in this RFP.</p> <p>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 face of the envelope.</p>	Pass/Fail
4. Within location parameters – see Exhibit B	Pass/Fail
CRITERIA POINTS	POINTS
1. Location	20
<p>a. Within proximity and access to public transportation (5 points)</p> <p>b. Near freeway/highway access for vehicle drivers (5 points)</p> <p>c. Ample, convenient, and well-lit parking in close proximity for employees and customers (5 points)</p> <p>d. Local amenities within walking distance such as restaurants, convenience stores, fitness facilities, retail shops, and parks (3 points)</p> <p>e. Easy to find with visible signage, building directories and suite identification (2 points)</p>	

2. Space	30
<ul style="list-style-type: none"> a. Contiguous square footage on each level. 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
<ul style="list-style-type: none"> a. Access to high speed data infrastructure – fiber with appropriate data connections as identified in this request for proposal (10 points) 	

4. Sustainability	10
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> a. Highest rental rate psf = lowest points 	
TOTAL	100