

STATE OF MINNESOTA



DEPARTMENT OF ADMINISTRATION REAL ESTATE AND CONSTRUCTION SERVICES DIVISION

REQUEST FOR QUALIFICATIONS AND APPLICATIONS MASTER ROSTER PROGRAM

Minnesota's Commitment to Diversity and Inclusion

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

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296- 2600 or go to the Office of Equity in Procurement website at www.mn.gov/admin/oep

NOTICE: This is a Request for Qualifications and Applications. It does not obligate the State of Minnesota to award a contract or complete the proposed Master Roster program and the State reserves the right to cancel this Request if it is considered in its best interest.

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Request for Qualifications and Applications

Minnesota Department of Administration

Real Estate and Construction Services Division

Program Overview

The Real Estate and Construction Services division (RECS) at the Department of Administration (Admin) administers a program known as the **Master Roster** (Program). The Program provides a streamlined and simplified method of procuring common design- and construction-related services provided by architects, engineers, interior designers, landscape architects, geoscientists, surveyors, appraisers, skilled technicians and others.

A complete list of designated services is provided in the **Service Categories and General Tasks** section below.

The Program may be used to procure: 1) consultant contracts estimated to cost up to but not exceeding \$400,000; and 2) construction contracts estimated to cost up to but not exceeding \$4,000,000. Awards may result in contracts with terms up to five years including term extensions.

The current Program [[Master Roster / Minnesota.gov](#)] expires February 27, 2026, and the new Program corresponding to this RFQ will become effective February 28, 2026, and will expire February 27, 2031.

In addition to the Department of Administration, the Program is used by the Department of Natural Resources, the Department of Military Affairs, the Department of Human Services, the Department of Transportation and is eligible for use by other state agencies.

Goal of RFQ

The goal of this Request is to select qualified contractors, consultants and other suppliers that provide one or more of the services identified in the **Service Categories and General Tasks** section below. Applicants selected for the new Program effective February 28, 2026, will be eligible to participate in the streamlined competitive procurement process limited to prequalified participants.

Service Categories and General Tasks

1. Planning & Development Services

- 1.1 Predesign & Feasibility Studies: Define project scope, cost, and schedule before design.
- 1.2 Facility Condition Assessments: Evaluate and report building conditions for budgeting and capital planning.
- 1.3 Cultural Resources & Historic Assessments: Evaluate archaeological and historic elements to determine project compliance with preservation requirements.
- 1.4 Appraisal & Valuation Services: Provide appraisals and valuations of real estate and facilities for potential acquisition, disposition, or redevelopment.

- 1.5 Relocation Planning & Advisory Services: Provide URA-compliant relocation assistance for individuals, businesses, and nonprofit organizations including benefit determinations, advisory services, and replacement property coordination.
- 1.6 Survey Services: Provide land surveys to determine the boundaries, dimensions, and areas of land parcels.
- 1.7 Wetland Identification & Delineation: Establish the existence, i.e. location, and physical limits, i.e. size, of a wetland for the purposes of complying with the Clean Water Act and other federal, state and local regulations.

2. Architecture & Building Design Services

- 2.1 Architectural Design: Provide full-service architectural design and documentation for new construction, renovations, and expansions.
- 2.2 Building Restoration & Historic Preservation: Provide preservation and restoration services of historic structures consistent with federal and state law, rules and guidelines.
- 2.3 Interior Architecture & Design: Provide space and fit planning and recommend finishes, fixtures, furniture, and equipment selections.
- 2.4 Modular Furniture Design: Provide modular systems furniture space planning, inventory management, layout design and installation services.
- 2.5 Sustainable Design & Energy Efficiency: Provide consulting services corresponding to compliance with the State of Minnesota B3 guidelines, SB 2030 Energy Standard, or other sustainable design guidelines (e.g. LEED, Green Globes, WELL) for sustainable building systems, materials, and energy modeling.

3. Engineering Discipline Services

- 3.1 Civil Engineering: Provide site planning, grading, utilities, and stormwater management services.
- 3.2 Structural Engineering: Provide structural analysis, design, and retrofitting services.
- 3.3 Mechanical Engineering (HVAC & Plumbing): Provide comprehensive heating, ventilation, air conditioning, plumbing, and temperature control systems services including testing and balancing.
- 3.4 Electrical Engineering: Provide power distribution, lighting, and electrical system design services.
- 3.5 Environmental Engineering & Planning: Conduct environmental impact assessments, Phase 1, Phase 2, remediation, and sustainable infrastructure assessments and services.
- 3.6 Building Energy Engineering: Provide energy modeling, audits, and high-performance building system services.
- 3.7 Geotechnical & Geoscience Services: Conduct soil analysis, subsurface explorations, and provide foundation recommendations.
- 3.8 Acoustical Design & Noise Control: Assess and provide related services including reports, testing and planning for sound control.

4. Infrastructure & Site Development Services

- 4.1 Roadway & Bridge Engineering: Provide design services, analyses and maintenance assessments of roads and bridges.
- 4.2 Water & Wastewater Systems: Design municipal water supply systems, wastewater treatment systems and sewer systems.
- 4.3 Landscape Architecture & Site Design: Provide master planning and site design for exterior and interior venues.
- 4.4 Energy Supply & Distribution: Design high-voltage power transmission systems including site distribution and infrastructure planning.

5. Specialized Facilities & Systems Design Services

- 5.1 Correctional & Law Enforcement Facilities: Design incarceration and other law enforcement facilities and design research and forensic laboratories.
- 5.2 Educational Facilities: Design K-12 schools, higher education buildings, and educational research laboratories.
- 5.3 Healthcare Facilities: Design health care facilities including hospitals, clinics, nursing homes and medical research space including laboratories.
- 5.4 Office & Administrative Buildings: Design workplace facilities and provide space optimization services.
- 5.5 Recreational & Public Facilities: Design parks, stadiums, community centers, and entertainment venues.
- 5.6 Industrial & Commercial Service Facilities: Design industrial and commercial production plants, factories and storage facilities.
- 5.7 Food Service & Commercial Kitchen Design: Design commercial dining facilities including commercial kitchens.

6. Technology, Security & Specialty Systems Services

- 6.1 Building Automation & Controls: Design “Smart Building” technologies for HVAC, lighting, security and energy efficiency including Building Management Systems (BMS) and Direct Digital Controls (DDC).
- 6.2 IoT-Based Building Systems: Design and implement Internet of Things (IoT) technologies for real-time data collection, predictive maintenance, occupancy tracking, and system optimization.
- 6.3 AI-Driven Building Management & Optimization: Analyze using artificial intelligence (AI) and machine learning (ML) to conduct predictive analytics, improve energy efficiency, fault detection and autonomous building operations including AI-driven HVAC optimization, smart lighting, and security automation.
- 6.4 Temperature Control: Design applications of climate control systems for HVAC and mechanical operations.
- 6.5 Audio Visual & Media Systems: Design audio, visual, video, and digital media environments.
- 6.6 Telecommunications & IT Infrastructure: Provide network designs, fiber optics and low-voltage systems.
- 6.7 Security Systems & Access Control: Design comprehensive surveillance, entry control and integrated security technology systems.
- 6.8 Specialty Electrical Systems: Design industrial control, process automation, and critical system monitoring systems.

7. Construction & Project Management Services

- 7.1 Owner’s Project Representation (OPR): Provide comprehensive full-service project management from planning through occupancy.
- 7.2 Construction Administration & Oversight: Provide coordination, quality control, and compliance monitoring.
- 7.3 Financial Auditing & Cost Control: Audit construction payment applications/invoicing and financial tracking.
- 7.4 Commissioning Services: Provide commissioning services for one or more disciplines.

8. Other Facility Services

- 8.1 Roofing Systems: Assess, design and replace roofing systems.
- 8.2 Signage & Wayfinding: Design interior and exterior information signage systems.

- 8.3 **Hazardous Materials Design:** Hazardous materials surveys, abatement design specifications and bid documents, remediation work plans and drawings.

General Applicant and Participant Information

Application Period.

Applicants may submit their qualifications and other required applicant information [see **Application Instructions** section below] beginning Monday, October 27, 2025. Please note this Request does not have a submission expiration date and responders may submit their applications and other required information up to and including February 27, 2031.

Important Note to Current Roster Program Participants.

Participants in the current Program that expires February 27, 2026 must respond to this RFQ if they wish to participate in the new Program that becomes effective February 28, 2026. Current Program participants must reapply if they wish the State to consider their participation in the 2026-2031 Program.

Annual Fee Escalator Feature.

Participants will have one opportunity annually to revise their fee schedules up to a maximum of 5%. Participants will upload their proposed new fee schedule into VMS and transmit an email to the Master Roster Program administrator at recs.contracting@state.mn.us notifying the administrator of the proposed new fee schedule. The administrator will review the proposed revision and notify the Participant in writing of its status within five business days.

Fees may be increased on the anniversary date of the Participant's submission to the Program.

Note: If the Participant adds a new service category or position not identified on its current schedule, the Participant must update its fee schedule within five business days of written approval from RECS.

Annual Opt-Out Feature.

Participants will have one opportunity annually to opt out of the Program subject to written pre-approval by the State. Participants wishing to opt out must submit an email request to recs.contracting@state.mn.us no less than ninety days prior to the proposed withdrawal date from the Program. The Master Roster Program administrator will review the opt-out request and notify the Participant of its status within five business days.

Procurement Thresholds.

The current dollar value transaction thresholds based on estimated transaction costs are available for viewing by accessing "Detailed Instructions/Documentation Tables" at [Master Roster Agency Instructions / Minnesota.gov](https://www.mn.gov/master-roster-agency-instructions).

Vendor Management System (VMS).

RECS has VMS software to maintain Participants' information. The Administrator will create an applicant's login user name and password within five business days of an applicant completing Step 3 of the **Application Instructions** identified below.

Vendor SWIFT Registration.

Prior to doing business with the State of Minnesota, the State requires all suppliers, i.e. contractors and vendors, to be registered in SWIFT (Statewide Integrated Financial Tool), the State's financial and contract system.

If an applicant has not registered in SWIFT and received a unique ten-digit SWIFT supplier number, the applicant must register as a supplier by visiting <https://mn.gov/mmb/accounting/swift/vendor-resources/>. Approval of registration by Minnesota Management and Budget (MMB) may take up to five business days. If assistance is needed to complete the registration process, contact the SWIFT Vendor Assistance Helpline at 651-201-8106 or efthelpline.mmb@state.mn.us.

Cost.

There is no fee to apply for the Program. However, all costs incurred in responding to this RFQ will be the responsibility of the applicant.

Potential Program Users.

State agencies, boards and commissions as defined in Minnesota Statutes section 16C.02, subdivision 2, may use the Program and all Participants are required to follow the Master Roster Program guidelines. Instructions for use are found at <https://mn.gov/admin/government/construction-projects/master-roster/>.

Contract Terms and Conditions.

Participants providing contracted services to the State are responsible for reading and understanding the terms and conditions in the contract templates and exhibits located on the RECS website at <https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/forms/>.

Submission of Questions.

Questions about this RFQ **must** be emailed to recs.contracting@state.mn.us and identify **Master Roster RFQ** on the email subject line. This is the only email account authorized to receive questions regarding this RFQ and questions submitted to any email other than recs.contracting@state.mn.us will not receive a response. Answers to all questions will be posted within five business days at <https://mn.gov/admin/government/construction-projects/master-roster/rfq/> by clicking on the **2026-2031 RFQ FAQ** link.

State's Rights Reserved.

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

- Cancel this RFQ if it is considered in its best interest;
- Modify this RFQ by issuing and publishing an addendum (all modifications will be issued as an addendum to the RFQ);
- Waive any informalities and non-material deviations from the application requirements;
- Consider documented past performance(s) resulting from a State contract(s);
- Seek clarifications and request additional information about applications;
- Interview key applicant personnel;
- Reject any and all applications received; and
- Amend its website at any time.

Application Instructions

To apply for participation in the Program, follow the steps below to complete the application process:

Step 1: Read this **Request for Qualifications and Applications** and ask questions, if any (see **Submission of Questions** section above).

Step 2: For Applicants who have not transacted business with the State, obtain 10 digit SWIFT supplier number from Minnesota Management and Budget (see **Vendor SWIFT Registration** section above).

Step 3: Transmit the following information via email to the Program administrator at

recs.contracting@state.mn.us:

- SWIFT supplier number
- Legal name of entity (and d/b/a name if applicable)

The RECS Program Administrator will create the applicant's VMS portal (see **Vendor Management System** section above)

Step 4: Complete Attachment A: [Master Roster Application](#) and Attachment B: [Fee Schedule](#) and convert to pdf format, and transmit both Attachments to the Program administrator.

Step 5: Log into VMS system using login information created by the RECS Program administrator

- Input required vendor information into VMS
- Input required vendor location information into VMS
- Transmit email to Program administrator at recs.contracting@state.mn.us notifying steps are completed

The RECS Master Roster Program Administrator will upload Attachments A and B into VMS and notify applicant of its status within five business days of submission.

Fee Schedule.

Applicants are required to submit a fee schedule (**Attachment B: Fee Schedule**) for all **Service Categories and General Tasks** (see section above) in which they have interest and are qualified. The fee schedule must identify the position(s), i.e. working title, and corresponding maximum hourly rate (not a range of fees) for each position that may be used to fulfill obligations required in the selected Category. The fee schedule will apply to any services corresponding to this RFQ and the Program.

A fee schedule may be increased up to a maximum of 5% annually (see **Annual Fee Escalator Feature** above).

If the Participant proposes to add a new service category or position not identified on its current schedule, the Participant must update its fee schedule within five business days upon prior written approval from the RECS Program administrator.

Expenses associated with printing plans and reports, copies of electronic files of record drawings and specifications, mail, telephone and fax charges, plan review fees and advertisements cannot not be included in the fee schedule.

Submittal Format.

All documents uploaded into VMS must be in Portable Document Format (.pdf) Format. RECS will review the documents uploaded into the Vendor Management System and notify the applicant within five business days of its application status.