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

MINNESOTA ATTORNEY GENERAL’S OFFICE

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

Proposals due December 8, 2021
By 2:30 p.m. Central Time
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**EXHIBITS:**

- **EXHIBIT A** PROGRAM REQUIREMENTS
- **EXHIBIT A-1** SERVER ROOM REQUIREMENTS
- **EXHIBIT B** SITE LOCATION REQUIREMENTS
- **EXHIBIT C** LEASE
- **EXHIBIT D** JANITORIAL SCHEDULE
- **EXHIBIT E** PROPOSED GROSS RENTAL RATES
I. INTRODUCTION

The Attorney General is the chief legal officer of the State of Minnesota. The Minnesota Attorney General’s Office (“AGO”) provides legal representation to over 100 state agencies, boards, and commissions and represents the State of Minnesota in state and federal court and administrative hearings. In some situations, the AGO provides legal assistance to rural county prosecutors in major felonies and criminal appeals. The AGO enforces state consumer protection and antitrust laws, regulates charitable institutions, and advocates for people and small business in utilities matters.

II. PROJECT GOALS

A. It is the intent of the State of Minnesota, Department of Administration, on behalf of the Minnesota Attorney General’s Office, 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 workplace vision and stated Project Goals are to:

1. Ensure that the mission of equity, dignity and justice is carried out.

   The AGO is dedicated to ensuring that equality, dignity and justice are protected, maintained and improved for all Minnesotans. Bringing these values to the workplace will serve as the foundation and inspiration for the work that AGO workers conduct on a daily basis.

2. To promote growth and change by providing a collaborative, organized, flexible, and efficient workplace that supports the use of technology.

   To accommodate the AGO’s growing workforce and changing needs, the workspace will be functional, organized and flexible. These spaces will emphasize effective and efficient space usage, support technology and data migration to electronic storage when appropriate, maintain confidentiality, and foster communication and collaboration across divisions, locations, and partnerships.
3. *Provide safety and security*

All employees, partners, and visitors to the AGO shall work in a safe, secure, inviting, dignified 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.

4. *Recruit and retain employees*

The AGO’s workplace shall be a place where people want to work and serve others, making the space more attractive to the next generation while supporting multiple generations. This dynamic workplace will include a variety of focus and collaborative workspaces, as well as support individual employee work styles and preferences, encourage communication, stimulate employee engagement and promote professional pride.

5. *Create a healthy and engaging workplace*

The AGO’s workplace shall promote a healthy and engaging workplace by providing a healthy work environment (access to windows and natural light, improve lighting, healthy air quality and circulation, regulated temperature, etc.), promote employee wellness by providing multipurpose wellness rooms and supporting work/life balance, and provide an environment that promotes sustainability by using safe, non-toxic, sustainable materials, and promoting energy efficiency.

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

The AGO strives to promote an inclusive work environment where every employee is valued and respected, ensuring that everyone has what they need to be successful, that everyone has access to the same tools, resources and content, and ensure that the AGO’s workplace is a place where differences are welcomed, different perspectives are heard and that every individual feels a sense of belonging and value.
III. SITE LOCATION REQUIREMENTS

A. The site shall be located within a fifteen (15) 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 should 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 parks.

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 Request for Proposal (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 highly preferred.

L. The site should be able to accommodate large volumes of incoming mail and outgoing mail and space for courier/overnight delivery services shipping receptacles.
IV. PROGRAM REQUIREMENTS

A. The Space Requirements as set forth on the attached Exhibit A and Exhibit A-1 provide for an estimated 90,000 to 120,000 total usable square feet of office and storage space, consisting of approximately 90,000 – 110,000 usable square feet of office space and approximately 8,000 to 10,000 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, Page 3 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 and Exhibit A-1.

D. The requirements specified for the types of space described on the attached Exhibit A and Exhibit A-1 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 2015, or earlier format as specified in Section 12, Pages 7-8 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 and Exhibit A-1. All requirements whether specified under “General Requirements”, or in the attached Exhibit A and Exhibit A-1 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.
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.

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 15.10 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 except as specified in Exhibit A-1.

G. LIGHTING

1. Access to natural light is strongly preferred. Proposer must provide sidelights in offices and conference rooms. All sidelights shall have privacy film and shall be subject to approval by the State. 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 at 50-foot-candle power at desk level and 30-foot-candle power in hallways and corridors unless otherwise specified in Exhibit A and Exhibit A-1.

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 A-1 for the electrical requirements in the Server Room and 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.

3. Server Room – The Proposer must provide a Server Room in accordance with the requirements specified in the attached Exhibit A-1.
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.


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 Openers 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 15.21 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 security system will be zoned to at least a minimum of four (4) levels of security and allow for card access to all zoned or specific areas. 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 7:00 a.m. to 6:00 p.m., Monday through Friday. The ability to provide extended security services during nights and weekends is preferred.

3. A security central desk/checkpoint with a security guard to check-in guests before entering the proposed space, to monitor surveillance cameras as described in Sections V.P.4 and V.P.5 below, and if necessary, to escort visitors in or out of the proposed space are required. The security central desk/checkpoint and reception desk shall have a ballistic material incorporated into the desk, glass (if any), and walls. Both the security central desk/checkpoint and 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
   b. Public Conference Center/Conference Rooms or any public meeting places where AGO is meeting members of the public.
   c. Data Server Room (as specified in Section 4 of Exhibit A-1) and Equipment Room (ER)/Telecommunications Room (TR).
   d. Medicaid Fraud Storage
   e. Medicaid Fraud Office Area
   f. Other areas within the proposed space as identified by the State


7. 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, recycling, tenant improvements, utilities, janitorial services (including lamp, bulbs/LED array, driver and other associated components for light fixtures), security services, property management, grounds maintenance, landscaping, and snow removal.

2. Proposer shall define the “Per Square Foot Gross Rental Rate Reduction” should the State remove the Server Room as defined in Exhibit A-1 from the Program Requirements. Please note that in the event the State removes the Server Room from the Program Requirements, an Equipment Room (ER) and/or Telecommunications Room (TR) per Section 13 of the Exhibit C and Section 4 of the Exhibit A-1 will be applicable and will be part of the General Requirements, including but not limited to any data racks, cable management (horizontal/vertical wire management), uninterruptable power supply (UPS) systems, and associated ER/TR equipment.
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 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, the Proposer must include the 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:

1. **Visitor**: minimum of 30 visitor-parking stalls for the State’s exclusive use, at no cost to visitors or the State.

2. **Employee**: Minimum of 340 parking stalls for employees. In the event there is a fee for parking, employees shall contract directly with Proposer for the payment of parking fee.
3. **State Vehicles:** Minimum of 10 parking stalls for State Vehicle, at no additional cost to the State.

4. **Bicycles:** Proposer shall provide secure parking for bicycles.

5. **Electrical Vehicle (EV) Charging Stations:** Proposer shall provide 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**

<table>
<thead>
<tr>
<th>A. Issue Request for Proposal</th>
<th>November 8, 2021</th>
</tr>
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<tbody>
<tr>
<td>B. Non-Binding Letter of Intent to Submit a Proposal Due</td>
<td>November 30, 2021 at 2:30 p.m.</td>
</tr>
<tr>
<td>C. Proposals Due to Department of Administration, Real Estate and Construction Services</td>
<td>December 8, 2021</td>
</tr>
<tr>
<td></td>
<td>PROPOSALS WILL NOT BE ACCEPTED AFTER 2:30 p.m.</td>
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</tbody>
</table>

**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/unit as set forth in Exhibit A and Exhibit A-1.
C. Proposer must provide a schedule for construction/remodeling for an occupancy date of no later than November 1, 2022.

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. on November 30, 2021** by email to nora.ladd@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 Attorney General’s Office”, (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 mary.waldrop@state.mn.us. Questions may be submitted up to **4:00 p.m. on December 1, 2021**. 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 only to those who have submitted a “Non-Binding Letter of Intent to Submit a Proposal” by the **December 6, 2021** 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 **May 1, 2022**.

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. Seven (7) 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. on December 8, 2021 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 Request for Proposal for the Minnesota Attorney General’s Office” 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, page 15, 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

<table>
<thead>
<tr>
<th>PASS/FAIL CRITERIA</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submitted Non-Binding Letter of Intent to submit proposal</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>2. The Proposal must be submitted on time and at the location indicated herein</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>3. Proposal separated into 2 envelopes. Seven (7) hard copies and one (1) digital copy (on a USB flash drive, memory stick etc.) of the required documents in each envelope as follows:</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>a. Envelope 1: Proposer’s response to Request for Proposal and one (1) digital copy (on a USB flash drive, memory stick, etc.). This should include required documentation as set forth in this RFP.</td>
<td></td>
</tr>
<tr>
<td>b. Envelope 2: Rent Proposal utilizing Exhibit E attached to this RFP. Name of the Proposer and with a notation “Rent Proposal” on the face of the envelope.</td>
<td></td>
</tr>
</tbody>
</table>

### CRITERIA POINTS

<table>
<thead>
<tr>
<th>POINTS</th>
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</thead>
<tbody>
<tr>
<td>1. Location</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>a. Within proximity and access to public transportation (5 points)</td>
</tr>
<tr>
<td>b. Near freeway/highway access for vehicle drivers (5 points)</td>
</tr>
<tr>
<td>c. Ample, convenient, and well-lit parking in close proximity for employees and customers (5 points)</td>
</tr>
<tr>
<td>d. Local amenities within walking distance such as restaurants, convenience stores, fitness facilities, retail shops, and parks (3 points)</td>
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<tr>
<td><strong>e.</strong> Easy to find with visible signage, building directories and suite identification (2 points)</td>
</tr>
<tr>
<td><strong>2. Space</strong></td>
</tr>
<tr>
<td><strong>a.</strong> Contiguous square footage on each level. Accessible, flexible, organized and efficient work space and design which promotes movement and collaboration (6 points)</td>
</tr>
<tr>
<td><strong>b.</strong> 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)</td>
</tr>
<tr>
<td><strong>c.</strong> 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)</td>
</tr>
<tr>
<td><strong>d.</strong> Functional, quality conference rooms and common spaces including a secure mother’s room, prayer room and/or multipurpose wellness room(s) (4 points)</td>
</tr>
<tr>
<td><strong>e.</strong> Expansion potential for future growth and change (2 points)</td>
</tr>
<tr>
<td><strong>f.</strong> Access to windows, natural light, and/or green space (4 points)</td>
</tr>
<tr>
<td><strong>g.</strong> Building amenities such as on-site food service, food vendors, vending facility, fitness center, tenant lounge, etc. (2 points)</td>
</tr>
</tbody>
</table>
3. **Data Access**  
   a. Access to high speed data infrastructure – fiber with appropriate data connections as identified in this request for proposal (7 points)  
   b. Cell phone coverage (3 points)

4. **Sustainability**  
   a. Building and its amenities, appliances and materials are energy efficient and complies with the Sustainability provisions of Exhibit C (7 points)  
   b. Building has the ability to comply with organics recycling (3 points)

5. **Cost**  
   a. Highest rental rate psf = lowest points

<table>
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<tr>
<th>TOTAL</th>
<th>100</th>
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*AGO RFP*  
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