



**MINNESOTA STATE UNIVERSITY MOORHEAD FOUNDATION, INC.**

**REQUEST FOR PROPOSAL (RFP)  
FOR  
ARCHITECTURAL AND ENGINEERING SERVICES**

October 22, 2021

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State University Moorhead Foundation, Inc., hereinafter referred to as “MSUM Foundation” to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Responding vendors must include the required information called for in this RFP. The MSUM Foundation reserves the right to reject a proposal if required information is not provided or is not organized as directed.

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**For Reference Only**

AIA B101-2017 Standard Form of Agreement between Owner and Architect  
AIA Document A201-2017 General Conditions of the Contract for Construction  
Attachment A - Professional/Technical Certificate of Insurance Example

# SECTION I. GENERAL INFORMATION

## Background

The MSUM Alumni Foundation was founded in 1969 for the purpose of providing support for Minnesota State University Moorhead. The Foundation has a total of 285 endowed funds and 329 restricted funds.

The Alumni Foundation operates with a staff of 15 full-time employees and serves a network of 60,000+ alumni. The Foundation is governed by a 24-member Board of Directors which meets bi-annually.

The Foundation Board recently approved audited financials that included total assets of \$57.8M and an endowment of almost \$36M. Last fiscal year, donors gave more than \$19M.

In the last five years, the Foundation has provided a total of \$11.5M in support to the University, primarily in the form of scholarships for students and funds to provide the margin of excellence for our programs.

For more information about Minnesota State University Moorhead, please view its website at <https://www.mnstate.edu>.

### Purpose of this Request for Proposal

The MSUM Foundation Board of Directors, on behalf of the MSUM Foundation, hereafter referred to as the “Owner”, is soliciting proposals from interested, qualified consultants, and intends to retain a professional consulting firm to provide Architectural/Engineering and Interior Design services, hereafter referred to as the “A/E”, to assist with the design and/or construction coordination of the described facilities improvement(s), hereafter referred to as the “Project”. This RFP is undertaken by the MSUM Foundation pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

The purpose of this Request for Proposal (RFP) is to evaluate and select an A/E to assist the Owner in the performance of its obligations and enforcement of its rights during the design and/or construction of the Alumni Center located at 707 11<sup>th</sup> Street South, Moorhead, MN 56563.

The A/E shall work with the Owner’s appointed Project Manager, the Owner’s Project Representative, related consultants and the construction contractor(s) to administer the design and/or construction contract(s) on behalf of the Owner to assure that the Project is designed and constructed in accordance with the Minnesota State Design Standards and the Contract Documents and that the Project is completed on schedule, on budget and to a level of quality commensurate with the Owner’s requirements.

## Definitions

Wherever and whenever the following words or their pronouns occur in this RFP, they shall have the meaning given here:

**A/E:** Architect or Engineer licensed in the State of Minnesota.

**MSUM Foundation:** Minnesota State University Moorhead Foundation, Inc., acting through its Board of Directors

**Owner:** MSUM Foundation, acting through its Board of Directors

**Responder/Respondent:** A firm who may reply to this RFP.

**Vendor:** The firm selected by the MSUM Foundation as the successful Responder responsible to execute the terms of a contract.

## Project Information

### Project Scope and Team

The project consists of the construction of a new 18,500 SF Alumni Center adjacent to MSU-Moorhead campus. The Alumni Center will provide a centralized location for Alumni Foundation offices, reception and event space for Foundation activities.

Key features of the project include:

- Demolition of the existing Newman Center
- An enclosed walkway connection to the adjacent Center for Business
- Existing parking adjacent to the site will serve the Alumni Center
- Utilize existing MSUM utility infrastructure

The project will be constructed in **one** phase. The Owner intends to use the **Design/Bid/Build**-delivery method for this project.

### Project Budget and Fees

The estimated cost of construction, including demolition is \$6,875,000. The estimated FF&E budget is \$370,000.

The design fee for all Basic and Supplemental Services is estimated to be 7-8% of the construction costs. Final total fees will be negotiated with the selected Design Team.

The estimated total Project cost is **\$8,455,000**. This cost includes: all professional consultants, Architect/Engineer and Owner's Representative fees, site investigations and surveys, hazardous materials removals design, construction cost, project management and fees, construction inspection and testing, furniture, fixtures and equipment, contingencies, art and inflation factors.

Final contract amount will be negotiated with the selected Consultant. The rates provided by the Consultant in response to this RFP may be used by the Owner to add or deduct services to modify the contract as necessary.

## Proposed Project Milestone Schedule

The anticipated overall project schedule is:

Milestone	Date
Schematic Design completion	February 15, 2022
Design Development completion	April 15, 2022
Construction Document completion	May 15, 2022
Issue Bid Documents	June 30, 2022
Construction commencement	September 1, 2022
Substantial Completion	June 30, 2023
Final Completion	July 31, 2023

It is important to the campus to achieve the completion and occupancy dates in the above Project Schedule. Responders to this RFP must be able to execute the project within the timeline shown. Final schedule to be determined with the selected firm.

## Project Predesign Information

The following documents are available for review upon request.

- Pre-design report prepared by Foss Architects and Interiors, dated September 10, 2021
- Asbestos Survey Report prepared by Legend Technical Services, Inc., dated August 14, 2019
- Environmental Assessment prepared by Legend Technical Services, Inc., dated May 11, 2010
- Information Technology Strategic Plan 2021-2026

## Selection Process

The selection committee includes the following people:

Members of the MSUM Foundation Board of Directors;

Gary Haugo – MSUM Vice President of University Advancement; and

Brenda Norris – Owner’s Representative & MSUM Executive Director of Facilities Management

This group will evaluate the proposals and make the final decision.

## Selection and Implementation Timeline

EVENT	DAY	DATE	TIME
RFP advertisement	Friday	10/22/2021	
RFP Questions due	Thursday	11/04/2021	
RFP Questions answered	Monday	11/08/2021	
<b>Deadline for RFP</b>	<b>Friday</b>	<b>11/12/2021</b>	<b>2:00 PM CST</b>
Planned selection	Wednesday	11/24/2021	
Planned contract execution	Tuesday	11/30/2021	

An interview may be conducted if requested.

If the Owner and the vendor are unable to negotiate and sign a contract by 01/01/2022, the Owner reserves the right to seek an alternative vendor.

## Questions Regarding This Project

The MSUM Foundation's agent for purposes of responding to inquiries about the RFP is:

Name: Brenda Norris  
Title: MSUM Executive Director of Facilities Management  
E-mail address: [brenda.norris@mnstate.edu](mailto:brenda.norris@mnstate.edu)

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and the MSUM Foundation shall not be bound by, and responders may not rely on, information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number and/or e-mail address. Anonymous inquiries will not be answered. If appropriate, a change responding to questions or clarifications may be issued by the MSUM Foundation in the form of addenda to the RFP. All addenda will be posted at <http://www.mnstate.edu/foundation>

## Contract

The successful Respondent will be required to meet all the terms and conditions and execute the most current AIA Document B101-2017, Standard form of Agreement between Owner and Architect, and AIA Document A201-2017, General Conditions of the Contract for Construction along with a copy of the Respondent's Professional/Technical Certificate of Insurance.

Questions or concerns about the contract should be raised during the RFP stage when all Respondents can see the clarification.

## Parties to the Contract

Parties to this contract will be the MSUM Foundation and the successful vendor.

## Duration of Offer

All proposal responses must indicate they are valid for a minimum of thirty (30) calendar days from the date of the proposal opening unless extended by mutual written agreement between the MSUM Foundation and the CONSULTANT.

## SECTION II. VENDOR REQUIREMENTS

### Required Consultant Team

- Architect licensed in Minnesota for Architectural Services, as applicable – including architectural design, project management and project scheduling that includes assistance with staging concepts for construction, and construction administration.
- Certified Interior Designer – including interior finishes, fixtures and equipment design
- Structural Engineer, licensed in Minnesota
- Mechanical Engineer, licensed in Minnesota – to include fire protection and integration of the campus energy management system
- Electrical Engineer, licensed in Minnesota
- Civil Engineer, licensed in Minnesota
- Landscape Architect, licensed in Minnesota
- Cost Estimating

### Services Provided by Others

The Owner may contract directly for, or arrange to provide:

- Commissioning Agent
- Site survey
- Geotechnical survey
- Hazardous materials survey, design and abatement, as needed
- Construction testing and inspections
- Specialty Consultants for various building elements

### Scope of Services

The selected design team shall review the AIA B101-2017 contract for a full description of responsibilities required of the A/E firm.

#### Basic Services

Some highlights are as follows:

A. General:

- Examine the project's design documents and balance the program needs for this project with the budget.
- Clearly communicate design and cost ramifications of the schedule's impact to allow the Owner a complete understanding of the design and schedule decisions.
- Create healthy, vibrant, flexible, and collaborative spaces to facilitate the delivery of program services to stakeholders.
- Investigate life cycle costs during the design process. Life cycle cost considerations include but are not limited to: energy efficiency; sustainability; and the maintainability of design, materials, and equipment.
- Meet schedule deadlines, provide accurate cost estimating, and design buildings for ease of constructability. Quality control and complete, accurate and fully coordinated Contract



- Documents are an important element of the selected Design Team's services.
- All drawings and specifications shall conform to Minnesota State Colleges and Universities Facilities Design Standards and adhere to all applicable building, life safety, and energy codes.
  - Project design is to consider the B3 / SB2030 requirements.
- B. **Design:** Develop and refine the design to meet Owner's stated goals and budgeted cost of the work. The selected design team will have all documents and files from the pre-design for their use.
- Develop design deliverables by phase as described in the Facilities Design Standards located at:  
<http://www.minnstate.edu/system/finance/facilities/design-construction/resources.html>
- C. **Construction Documents:** Prepare drawings and specifications per the Minnesota State Facilities Design Standards, the Minnesota State Reroofing Design Standards Manual, and the Minnesota State Exterior Masonry Design Standards Manual as minimums, all as applicable.
- Include prevailing wage rates for the county where the work is to be performed from the Department of Labor and Industry web site, and specification sections using CSI format sections as applicable to the specific Project.
  - Provide technical specifications for each division and section that applies to the project. Include a separate title page with signature block for approval, table of contents, drawing schedule, and division 0 documents.
  - Show existing furniture and equipment being relocated or reused on drawings. Design new furniture and equipment. Prepare performance-based specifications for the Owner's procurement of furniture, fixtures and equipment including classroom furniture and kitchen equipment.
  - All drawings and specifications necessary to convey the exact scope of the work and the full intent of the design.
- D. **Bid & Award:** Coordinate bid dates and times with the Foundation personnel where the project is located.
- Prepare project documents.
  - Attend Pre-bid meeting and provide meeting notes.
  - Prepare addenda for the Owner to post as applicable.
  - Attend the bid opening and assist Owner as needed.
  - Provide award recommendations to the Owner.
  - Provide a conformed set of documents to the Owner prior to the pre-construction meeting.
- E. **Construction Administration:** Pre-construction, Construction (progress), and Pre-Installation Meetings.
- Attend and document progress meetings. Verify all required permits are obtained by the Contractor. Review and approve submittals, review and approve Contractor's Applications for Payment, initiate construction change directives and change orders, coordinate with campus personnel and campus schedules
  - Verify construction conformance with the Contract Documents.
  - Coordinate sub-consultant inspections and testing, if applicable.

- F. **Project Closeout:** Conduct inspection(s) for Substantial Completion(s), provide Certificate(s) of Substantial Completion, and written punch list(s). Coordinate and document receipt of warranties, operation and maintenance manuals. Provide record documents as required by the contract. Coordinate Project Final Closeout(s) including verify completion of punch list(s) and final Application for Payment submittal.

### **Supplemental Services**

Supplemental services are not included in Basic Services but may be necessary to support the project. The Architect shall provide Supplemental services listed below:

- Additional promotional materials or renderings as requested

## SECTION III. RESPONSE CONTENTS AND EVALUATION

### Scoring Criteria

Criteria described below, based upon the point scale, will be used to evaluate Respondents' proposal. The evaluation may include requests for additional information and will focus on the specifics of the Respondent's response to the RFP and approach. The response to the RFP will be evaluated by the following criteria:

#### Pass /Fail requirements

Responder's proposal must be submitted on time.

#### Company profile – 10 points

The Respondent will submit a company profile. Factors favorable to a Respondent will be stability of the Respondent's business and greater length of experience that would contribute to the Respondent's performance on this project. Describe problem-solving successes on a) service and support generally, b) service and support as reflected by quality control, and c) service and support as reflected by use of information technology. Factors favorable to a Respondent are:

- Ability to demonstrate a service and support approach that serves the interests of the Owner on this project.
- A detailed and wide-ranging quality assurance plan for all elements of work the Respondent would perform on this project.
- Sophisticated and state-of-the art information technology in its performance of its project duties.

#### Project team – 20 points

The Respondent will list the members of its team that will be assigned to the project, their planned responsibilities on this project, and the anticipated percentage of the time of each to be used during specified portions of the project period. The Respondent will attach summary resumes of all team members, stating the years of each with the company, as well as qualifications and special expertise, including specific experience with projects similar to the one that is the subject of this RFP. Highlight individual experience if performed under a previous firm. Factors favorable to a Respondent are the assignment of experienced and highly qualified team members with substantial expertise on similar projects.

Provide a brief statement of the Team's past or present working relationships. Explain how each separate design sub-consultant will be utilized (e.g. major role during portions of the design, not participating during construction, etc.). Matrix or chart is suggested. For each Team personnel member, provide:

- Name and position in firm, include name of firm.
- Home base (if in a multi-office firm).
- Responsibility on this project.
- Years of experience.
- Relevant recent experience (note if experience is with another firm).
- Registration – List Minnesota Registration numbers for all licensed professionals.

### **Relevant team experience - 20 points**

The Respondent will provide a brief summary of experience with projects of similar nature and scope to the project, specifically stating project description, scale and complexity, and geographic location of each. The summary should include the following:

- A. Projects at Minnesota State, 2014 to present.
- B. The members of your proposed team for the present project that worked on the previous project and in what capacity.
- C. Non-Minnesota State projects completed 2014 to present. The Respondent shall provide as to these projects the name of the Owner and the name of an Owner's contact person with phone number and email address.

The Owner reserves the right to independently confirm the information provided. The Owner reserves the right to refer to its own references at any time during the RFP process.

### **Project approach - 25 points**

The Respondent should describe its understanding of the project and its approach and methodology. Describe the anticipated difficulties or challenges in providing services to the Owner on this project, how it expects to manage those difficulties or challenges, and what assistance it requires from the Owner for such management. Additionally, the Respondent should describe any special services, product characteristics, or generally other benefit or advantage to the Owner in selecting the Respondent for the project.

### **Fee - 20 points**

Provide a lump sum fee for all basic and supplemental services. Also, list for each of the phases of the project work, the team members by name providing services, their estimated hours and hourly rate. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Respondent in performance of this contract shall be **included** within the Respondent's lump sum fee. The rates listed on the RFP may be used by the Owner to add or deduct services to modify the RFP response or subsequent contract on a per hour or per service basis.

The evaluation for cost of services (excluding reimbursables) will award points according to the lowest fee proposal. The lowest fee proposal will receive the maximum points. Points will be awarded to each of the other proposals by dividing the lowest proposal by each of the other proposal costs. The answer will always be less than 1. Take the answer of the division and multiply by the maximum points. The answer will be the number of points (rounded to the nearest whole number) assigned to the total cost for this Respondent.

### **Unique Qualifications – 5 points**

Describe any unique services or qualifications that may benefit the Owner in the execution of the proposed project.

## SECTION IV. ADDITIONAL RFP RESPONSE & CONTRACT

### Requirements

#### Rights Reserved

Notwithstanding anything to the contrary, the MSUM Foundation reserves the right to:

1. Cancel the Request for Qualifications at any time with no cost or penalty; to the Foundation;
2. Reject any and all responses received in response to this RFP;
3. Disqualify any Responder whose submittal fails to conform to the requirements of the RFP;
4. Duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the RFP;
5. Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score;
6. Negotiate as to any aspect of the Proposal with the selected Responder;
7. Extend the contract, not to exceed a total contract term of five (5) years;
8. Change any provisions in this RFQ by posting Addenda on MSUM Foundation website; and
9. Waive any non-material deviations from the requirements and procedures of this RFP and waive informalities contained in the RFP.

All costs incurred in responding to this RFP will be borne by the Responder. This RFP does not obligate the Owner to award a contract or complete the project, and the Owner reserves the right to cancel the solicitation if it is considered to be in its best interest.

#### Insurance Requirements

By submission of a proposal, Responder certifies that it is in compliance with all insurance requirements posted with this RFP. The selected vendor will be required to maintain and furnish satisfactory evidence of insurance for the duration of the contract as noted in the insurance certificate example (Attachment A).

#### Notice to Contractors and Vendors

By submitting this proposal, the firm has adequate staff and will enter into the Work promptly, is familiar with and willing to sign and AIA – B101 contract, the firm has no actual or apparent conflict of interest with the entities of this contract, and no facts or circumstances could give rise to an organizational conflict of interest.

## SECTION IV. RFP RESPONSE

### Submission

*By submitting a response to the RFP for this project, your firm commits to the schedule and to dedicating the required staff for the duration of the project.*

### Format

The format shall be a maximum of 20 pages, not counting the cover, cover letter, signature page, index, section divider tab sheets, and Attachments.

### Responding

Submitted proposals must be emailed to [gary.haugo@mnstate.edu](mailto:gary.haugo@mnstate.edu) not later than 2:00pm CT on Friday, November 12, 2021.

The responder should email its RFP response as a PDF. Attachment limits are 50MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in the cloud storage will not be accepted.

Proposals received after the proposal deadline date and time will not be considered. MSUM email receipt time stamp will be used for consideration, not the senders.

Proof of authority of the person signing must accompany the response.

Fax and mailed responses will not be considered.

**Thank you!**

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