

Request for Proposals
Minnesota State Community & Technical College
Moorhead
Oscar Bergos Auditorium Renovation (Flexible Classroom/Multipurpose Room)

Executive Summary

Minnesota State Community & Technical College is seeking the services of a consulting team to design the **Flexible Classrooms/Multi-Purpose Auditorium** Project on the existing Moorhead campus. Minnesota State Community & Technical College is a member of the Minnesota State Colleges and Universities System.

Proposals are due by **3:00 pm on February 11, 2010**. Mail or deliver proposals to:

Mr. Matthew J. Sheppard
Director of College Facilities
In care of the Office of the Provost
Minnesota State Community & Technical College
1900 28th Avenue South
Moorhead, MN 56560

Electronically transmitted proposals are not acceptable. Proposals received after this time will be returned unopened. Proposals will not be opened and publically read. Proposals must be clearly marked in the lower left hand corner:

Oscar Bergos Auditorium Renovation
Minnesota State Community & Technical College

A **mandatory** Proposal Information Meeting will be held **February 4, 2010 at 2 PM in the Oscar Bergos Auditorium (A115)**. The Proposal Information Meeting will provide information related to the project and to give interested firms the opportunity to ask questions in person about the Request for Proposal (RFP) or the RFP process and visit the site to be remodeled. Any documents the Owner presents to interested firms at this meeting will be available after the meeting by contacting:

Name: **Matthew J. Sheppard**
Title: **Director of College Facilities**
Address: **1900 28th Ave S Moorhead, MN 56560**
Email: **matt.sheppard@minnesota.edu**
Phone: **218-299-6519**

Attendance at this meeting is **required**. Additionally, any formal addenda to this RFP issued before the deadline for submission of proposals or any other matters will be electronically distributed to firms listed on Owner's Official Respondent list of those in attendance at the Proposal Information Meeting. Proposals will only be considered from consultants that can demonstrate recent experience in the design similar facilities.

Consultants wishing to respond to this proposal shall bring to this informational meeting the following:

- A letter expressing interest in working with the College on this project, and staffing available to meet the schedule.
- A listing of the team members, consultants and key personnel intended to work on this project.

The complete RFP document will be on the M-State website after January 21, 2010, or may be obtained from Matthew J. Sheppard.

Project Scope

Minnesota State Community & Technical College has a budgeted an amount of \$350,000 to renovate the Oscar Bergos Auditorium into a more useable multipurpose space and create up to six flexible classrooms.

The renovation consists of the recessed area of the floor being filled in level, the raised portion of the auditorium will be removed and leveled, under floor power and data will be installed, and moveable flexible partitions installed allowing for maximum multi-configurations of spaces and arrangement of desks and teaching environments. The layout of the auditorium, storage and service areas shall be studied for a more functional arrangement of operations and implemented to the extent as will be within the budget.

The project may include replacement and/or modifications of:

- plumbing rough-ins and connections to existing equipment
- electrical service and distribution to existing equipment
- gas piping and emergency shut off's
- HVAC system
- flooring
- ceiling materials and layout
- lighting
- wall surfaces

The consulting team shall meet with codes officials and the representatives of academic and administrative staffs, faculty and students, and community constituents, as appropriate, to assess current and future needs. The consulting team shall include those professional architects, mechanical & electrical engineers and other consultants necessary to complete the renovation project.

The institution has estimated a budget for design consultants fees of \$28,000 and a construction budget of \$350,000, for a total project budget of \$525,000. The design funds are available for design to begin as soon as possible. The construction funding is pending the current legislative session, and construction would proceed accordingly.

The consulting team shall:

- Collaborate with the Campus Taskforce to develop the facility needs of the College.
- Provide a master plan for the layout of this facility and determine what the scope of construction work at this time is necessary to meet a more useable multipurpose space and create up to six flexible classrooms.
- Perform an engineering study and recommendations on replacement of the existing HAVC and electrical systems. Prepare a facility renovation plan and construction documents in accordance with MnSCU Design Standards. www.facilities.mnscu.edu

Consulting Qualifications

The consulting team shall have prior experience with college planning and construction. Prior experience with MnSCU construction projects is a positive factor.

Required Proposal Information

Name of the firm and its legal status.

- Company background – brief statement of company history and relevant experience.

- Qualifications of all personnel involved with the project.
- Three references pertinent to similar projects including contact name, date of work performed, and phone numbers.
- Consultants to state how they will perform the scope of work required for the proposed fee of \$28,000 and within the time allowed.
- Completed and signed “Request for Proposal Offering Form” (attached.)
- A commitment to enter the work promptly, if selected, along with adequate staff to meet the requirements of the work and a proposed schedule to demonstrate the ability to complete the project. The schedule should show key meetings and review time.
- A statement of the understanding of the project and meeting the goals and objectives of the project along with the financial feasibility.

This solicitation does not commit the College to award a contract or to pay any costs incurred in the preparation of the proposal. The college reserves the right to accept or reject any and all proposals.

The college may interview up to three or more consultants for the purpose of discussion and negotiations if necessary. The award document will be a MnSCU Professional Technical contract incorporating all the requirements, terms and conditions of the solicitation, and the consultant’s proposal as negotiated.

Selection Process

Proposals are being requested of design professionals currently listed on the MnSCU Facilities PT Master Contract list. The contract will be the Facilities PT Master Contract, which can be found at:

http://www.finance.mnscu.edu/facilities/design-construction/pm_emanual/index.html

Consultants’ responses will be evaluated by the College Task Force Committee based on the experience and demonstrated capacity of the consultant to meet the needs of Minnesota State Community & Technical College. The following criteria will be taken into account in evaluating responses:

- 25% The makeup of the team members
- 25% Qualifications/Experience.
- 25% Capacity of firm to complete the project on time.
- 25% Understanding of the project as proposed by the consultant.

Proposed Work Schedule

RFP issued	January 21, 2010
Proposal Information Meeting	Feb 4, 2010
Proposals are due:	February 11 2010
Interviews (if necessary):	February 16, 2010
Contract Awarded & Notice to Proceed:	February 19, 2010
Complete Construction Documents:	April 30, 201

Fees

Provide the fee proposal for services plus reimbursable expenses as follows:

- Fixed fee (lump sum fee) includes all personnel costs associated with the project. SD, DD, and CD to be paid at the time of bidding. CA monthly to the end of construction.
- Proposed reimbursable expenses (include reproductions, plan check fees, postage, telephone, and travel.)

REQUEST FOR PROPOSAL OFFERING FORM

Oscar Bergos Auditorium Renovation (Flexible Classroom/Multipurpose Room)

Minnesota State Community & Technical College

In compliance with the Request for Proposal, the undersigned acknowledges that he/she has read and understands all the conditions imposed herein and offers and agrees to furnish the services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiation.

Name of Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

State Tax ID Number: _____

Federal Employer ID Number: _____

Name _____

Signature _____

Title _____

Date _____