



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

***REQUEST FOR
STATEMENT OF QUALIFICATIONS 04-23***

Special School District No. 1
04-23-Architect, Engineering, Design & Construction Services

Submit Statements to:

Clyde E. Kane, Manager
Design & Construction
Minneapolis Public Schools
John B. Davis Education and Service Center
1250 W. Broadway
Minneapolis, MN 55411

For further information contact Clyde Kane at (612) 668-0274

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INTRODUCTION

REQUEST FOR "STATEMENT OF QUALIFICATIONS"

Request for "Statement of Qualifications"

Special School District No. 1. Minneapolis Public Schools (the District) is encouraging your firm to respond to this "Request for Statement of Qualifications" (SOQ). Over the past years, you may have submitted an SOQ to facilitate placement on a qualified consultants list for professional service considerations. As of March 1, 2005, that original list will no longer be used for securing professional services. All qualified candidates who wish to be considered for professional services on future projects, must provide SOQ information based on criteria described in this SOQ. If you should have any questions please contact Clyde Kane at 612-668-0274.

Scope of district-wide construction program

With SOQ 04-23, the District is inviting an expression of interest from architectural, engineering and other consultants in providing professional services for one or more of a variety of projects to be initiated during the next several years. Scope of work, schedule and budget differ from project to project. The scope of work could include deferred maintenance, remodeling, additions or new construction. **Any firm interested in doing business with the District must have a response to SOQ 04-23 on file.**

Selection process for projects less than \$20,000,000

The District advertises for "Statement of Qualifications" (SOQ) from firms interested in providing professional design services on District projects. The Facilities Department's Qualification Committee will review each SOQ and evaluate candidates for projects. Evaluated firms will be classified by disciplines and/or specialty, typical project type and typical project size. For projects less than \$20,000,000, the Facilities Department will select from the pool of evaluated candidates a firm that meets the professional services required for a particular project. Representatives of the Facilities Department will negotiate a fee with the firm, after which a recommendation is forwarded to the Board of Education for authorization to enter into a contract.

Projects greater than \$20,000,000

A selection process based on proposals and interviews will be used to further evaluate and rank candidates. Based on a review of SOQ's, the District will select a number of pre-qualified firms to respond to a Request for Proposal (RFP) for a project or projects greater than \$20,000,000. A Slatting Committee will select a "short-list" of candidates for interviews. The Architect Selection Committee will interview the candidates and make a recommendation(s). Representatives of the Facilities Department will negotiate a fee with the firm or firms, after which a recommendation(s) is forwarded to the Board of Education for authorization to enter into a contract(s).

Participation of emerging small businesses, minority and/or women business enterprises

The Minneapolis Public Schools Board of Directors through its Business Partner Diversity initiative seeks to increase business opportunities for Minority, Women Business Enterprises (M/WB/s) and other diverse businesses including GBLT, Veteran Owned and Service Disabled Veterans. The Board of Directors' commitment is to maximize M/MBE and other diverse businesses through the development of mutually beneficial business relationships with these enterprises. Participation by emerging small business, minority and/or women business enterprises is strongly encouraged. This effort is system wide, and is inclusive of all contracting efforts within the traditional procurement system, contract services in facilities and professional services.

Request for "Statement of Qualifications"

Introduction

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Professional services

Typical professional services are as follows:

- Provide basic design services: Programming; Schematic Design; Design Development, Construction & Bid Documentation
- Manage design reviews by governing agencies and the Owner &/or Owners Consultant(s)
- Manage design scope with respect to budget for successful bid and award
- Manage & administer the construction contract(s) through warranty
- Coordinate project requirements with the Owner, Site and community for thorough project execution
- Provide closeout documentation including electronic "as-builts"
- Meet or exceed the District's objectives for quality, budget and schedule
- Manage for efficient closeout of contract(s) for the project
- Provide inspection and remedial action(s) prior to expiration of one year warranty
- Provide special inspections (structural or other) and coordinate necessary project requirements with the City of Minneapolis including applications & back-up information for Conditional Use Permits.

Submittal of Statement of Qualifications

All interested architectural/engineering and other professional design & construction consultants must submit six (6) comprehensive Statement of Qualifications (SOQ). Instructions for completion and submission of the Statement of Qualifications are attached. Please provide your SOQ to:

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Request for "Statement of Qualifications"

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INSTRUCTIONS

STATEMENT OF QUALIFICATIONS

Instructions for the Statement of Qualifications (SOQ)

A. General Information

- All interested architectural, engineering and other professional design & construction consultants must submit six (6) comprehensive Statement of Qualifications (SOQ) by responding to the items below.
- Responses must be in sufficient detail to provide for a thorough evaluation and score.
- Any consultant/firm in the discipline area(s) of architecture, engineering, construction management, estimating, technology, scheduling, landscape or accessibility, are encouraged to respond.
- When answering questions, provide more detail than a few sentences. Responses are to be thorough, and detailed resulting in an illustration of your firms' professionalism and knowledge of the subject.

B. Format Information

- Information presented in the SOQ should conform to the following format.
- A letter of introduction is not desired and should not to be included with the SOQ.
- The SOQ shall be limited to a maximum of seventeen (17) single-faced pages of information plus forms or examples as noted. Page limit for responses are noted as "(__pages)" at end of each required item. All page limits are based on single-faced pages. Additional information such as forms or examples are not counted.
- Submittals are to be wire bound, "GBC" bound, or stapled in the upper left-hand corner.
- Font size to be no less than Arial 10 or Times New Roman 11.
- Label the examples to the corresponding number and include with the appropriate section.
- Information submitted must be arranged in the same order in which it is requested in items C.1 -C.20. The SOQ submittal shall be page numbered and appropriately referenced in the Table of Contents. The use of "Tabs" identifying the specific sections are encouraged (ie: Tab C.3, C.4...Tab C.20)
- Items "C.3" (3 pages) and "C.8" (2 pages) shall be submitted on the attached forms. Electronic files of the forms will not be sent to potential respondents.

C. The SOQ submittal shall include the following components:

C.1 Title Page *The Title Page will not be counted in total number of pages.*

The title page will show the following:

- a. Firm's name.
- b. Firms address.
- c. State 'Statement of Qualifications' and the date of the submittal
- d. The name of the person(s) authorized to make representation for the firm and that person's address and telephone number.

INSTRUCTIONS

STATEMENT OF QUALIFICATIONS

C.2 Table of Contents (1 page)

Provide a Table of Contents for the information included in the SOQ, including page numbers, in the sequence outlined below. Label each page/section to correspond with the Instructions as noted ("C.5" Insurance, "C.6" Resume' etc.)

C.3 Organization Information (3 forms)

Complete the "Organization Information" form ("C.3" 3 forms) that follows this section.

C.4 Coordination of joint venture, if joint venture is proposed (1 page)

If a joint venture is proposed, indicate the scope of work to be done by each firm and the address of each firm where it will be performed. Indicate where and how quality control and design coordination will be performed between joint venture partners or prime consultant and sub-consultants. Joint ventures are not required.

C.5 Insurance (1 page)

Please refer to the attached Exhibit C.5 and acknowledge or state why your firm can not comply with the stated limits.

C.6 Resumes of key personnel with K-12 school experience (5 max.). *Resumes are to be one, single-faced page per person. Resumes will not be counted in total number of pages. Label this tab/section "C.6". If no K-12 experience, please provide best comparable facility &/or occupied remodel experience.*

Include any project information, both with this and other firms on which individuals have performed. Illustrate the depth of your professional experience on K-12 school projects. Indicate the position and responsibility the individual held on each K-12 project include the dates (month and year) the individual was involved with the project.

C.7 In-house capabilities (1 page)

- a. Describe the firm's in-house capabilities to provide accurate assessments of existing conditions, project drawings, specifications, cost estimates and calculations for various sizes and scope.
- b. Describe how your firm can successfully coordinate such disciplines simultaneously for project execution. If sub-consultants are typically used, please identify the name(s) of the firm's used.

C.8 Examples of relevant projects, similar to schools, completed during the past three years. *Examples will not be counted in total number of pages.*

Use the "Examples of Relevant Projects" form (C8, 1 - 2 forms) at the end of the SOQ to provide up to six (6) examples of the most relevant school facility projects your firm has completed in the last three years. The examples should include renovations, additions and new buildings.

The Examples of Relevant Projects should not include Minneapolis Public Schools projects unless they are the firm's only relevant projects. Describe projects executed in occupied facilities or phased/coordinated around normal business operations of the facility or campus.

INSTRUCTIONS

STATEMENT OF QUALIFICATIONS

C.9 Emerging Small Business, Minority and/or Women Business Enterprise (ESB, M/WBE) participation (1 page + examples)

- a. Indicate whether your firm is certified as an Emerging Small Business, Minority and/or Women Business Enterprise, and if so, the name of the federal and/or state agencies that provided such certification.
- b. If your firm is not an ESB, M/WBE, how is your firm affiliated with such firm(s).
- c. Describe the firm's outreach efforts, such as mentoring and joint venture to ESB, M/WBEs.
- d. Provide an Affirmative Action Certificate of Compliance or Affirmative Action Plan on company stationery assuring that the contracting firm is an Equal Opportunity / Affirmative Action employer. Response to C.9 should include the firm's Affirmative Action Plan or Certificate. *The Plan will not be counted in total number of pages.*

C10 Design production schedule – “Accurate & On-Time” (1 page + examples)

Describe the firm's typical design production schedule for school facility projects. Provide one example of a typical design production schedule previously used by the firm on a school or relevant facility project. Include necessary milestones to ensure design accuracy, thoroughness and schedule. *The example will not be counted in total number of pages; label the example(s) “C.10”.*

C.11 Procedures to monitor and control the project budget during design (2 pages + examples)

- a. Describe procedures the firm *will* use to monitor and control the design with respect to the Owners construction budget.
- b. Describe the procedure the firm *will follow* if the construction estimate, exceeds the construction budget.
- c. In what instance(s) will “ Bid Alternates” be used? Will the Alternate be an “Add” or “Deduct” and why?
- d. Describe the procedure the firm *will follow* if the “low- bid” exceeds the construction budget.
- e. Attach examples of *procedures, systems or other that will be used to control design/project cost(s).* *The examples will not be counted in total number of pages; label the examples “C.11”.*

C. 12 Reviews & Compliance with applicable Codes & Owners “guidelines” (1 page)

- a. Describe the firm's approach for implementing Owner & code reviews including regulatory agencies.
- b. Incorporation of Owner provided “guidelines” are imperative and may be considered an “error or omission”; please describe how your firm will address this responsibility if “guideline” information is omitted.

C.13 Contract administration to control construction schedule, budget and quality (1 page + examples)

- a. As the “interpreter” of the contract documents, describe what techniques, methods and software applications the firm uses to control construction schedule, budget, quality and claims.
- b. Describe the procedure your firm will follow in the event(s) of errors or omissions. When will these events be the responsibility of the Owner and when should these events be the responsibility of the firm?
- c. Provide examples of forms or procedures used for construction administration &/or management (field observation, meeting minutes, notice of delay etc.) *The examples will not be counted in total number of pages; label the examples “C. 13” and include with this section.*

INSTRUCTIONS

STATEMENT OF QUALIFICATIONS

C. 14 Experience with multiple bid packages and phased construction (1 page)

Describe the firm's experience with school facility projects or similar, that involved the following: multiple bid packages or phased construction.

C.15 Experience with historic preservation and/or renovation projects (1 page)

Describe the firm's experience regarding historic preservation and/or renovations.

C.16 Experience with ADA compliance issues (1 page)

Describe the firm's experience with Americans with Disabilities Act (ADA) compliance.

C.17 Experience with construction in occupied facilities (1 page)

Describe your process of project coordination involving various entities, such as Owner(s), contractor(s) & consultant(s) during construction of an occupied school.

C.18 Experience with project delivery approaches: program, project and/or construction management (1 page)

Please describe the differences in program, project or CM project delivery methods. To avoid disruption in the educational program of an occupied school provide example language or provisions which you would include into the contract documents to ensure that student learning will not be impacted.

C.19 Termination from a project (1 page)

Have you ever been terminated from a project before completion? If so, please discuss when, where and why.

C.20 Special or unique experiences and/or qualifications (1 page)

- a. Identify any special or unique experience and/or qualification of the firm.
- b. Describe why Minneapolis Public Schools should award your firm a contract for professional services.

D. Public records

Responses to this Request for Statement of Qualifications become the exclusive property of the District. At such time as architectural, engineering and other professional design candidates are qualified, all the submitted Statements become a matter of public record and shall be regarded as public record. Exceptions will be those elements in each proposal which are trade secrets and which are so marked as "TRADE SECRETS", "CONFIDENTIAL", or "PROPRIETARY". The District shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. Proposers, which indiscriminately identify all or most of their proposals as exempt from disclosure without justification, may be disqualified.



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C.3 - ORGANIZATION INFORMATION

NAME OF
FIRM: _____

() Corporation () Partnership () Individual () Joint Venture () Other

ADDRESS: _____

E-MAIL: _____

CITY: _____ STATE: _____ ZIP: _____

TEL: _____ FACSIMILE NO. _____

1. Year organization was established: _____

2. Identify the highest number of employee's _____
What year(s)? _____

3. Identify the lowest number of employee's _____
What year(s)? _____

4. Number of years the firm has been in business under its present
name: _____

5. Identify all other or former names under which your firm has operated:

C.3 – ORGANIZATION INFORMATION Continued

Page 2 of 3

Name _____
Address _____
City _____ State _____ Zip _____
Telephone No. _____ Facsimile No. _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone No. _____ Facsimile No. _____

6. If a corporation, complete the following:

Date incorporated: _____

Name of state in which incorporated: _____

President's name: _____

Vice President's name: _____

Secretary's name: _____

Treasurer's name: _____

7. If an individual or partnership, complete the following:

Date of organization: _____

Is the partnership: () General () Limited () Association

List name and address of all partners:

Name _____
Address _____
City _____ State _____ Zip _____
Telephone No. _____ Facsimile No. _____



8. If other than a corporation or partnership, describe organization and name principals, owners and/or partners.

<u>Name</u>	<u>Percent of Ownership</u>
_____	_____ %
_____	_____ %
_____	_____ %

9. Identify the total number of permanent professional employees by discipline:

<u>Discipline</u>	<u>Number</u>

EXHIBIT FOR C.5

STATEMENT OF QUALIFICATIONS

CONSULTANT'S INSURANCE

1. CONSULTANT'S INSURANCE

The Consultant shall at its own expense maintain in effect at all times during the performance of the Work under the Agreement at least the following coverage and limits of insurance:

A) Worker's Compensation and Employer's Liability Insurance:

Coverage A - - - - Statutory
Coverage B - - - - \$500,000 Each Accident
 \$500,000 Each Employee
 (Disease) \$500,000 Policy Limit (Disease)

*B) Comprehensive General Liability Insurance:

General Aggregate	\$1,000,000	
Products/Completed Operations Aggregate		\$1,000,000
Per Occurrence	\$1,000,000	
Medical Payments	\$10,000	

*The District should be named as an additional insured.

C) Automobile Insurance:

Per Occurrence	\$1,000,000
P I P	Basic
Underinsured Motorist	\$1,000,000
Uninsured Motorist	\$1,000,000

D) Professional Liability Insurance:

Per Occurrence	\$2,000,000
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E) Umbrella Liability:

Per Occurrence	\$2,000,000
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2. CONSULTANT'S OBLIGATIONS

Consultant shall not violate or knowingly permit any violation of any conditions or terms of the policies of insurance required to be carried under the terms hereof and shall endeavor to satisfy the requirements of the insurance companies issuing them. In the event Consultant neglects, refuses or fails to provide or maintain any of the insurance required to be carried under the Agreement, or if such insurance is canceled for any reason, the Owner or the Owner's lender(s) shall have the right, but not the duty, to procure or maintain the same.

EXHIBIT FOR C.5

STATEMENT OF QUALIFICATIONS

In the event Owner or the Owner's lender(s) do procure or maintain such insurance, the owner or the Owner's lender(s) shall have, in addition to any and all other available remedies, the right to recover from the Consultant(including the right of set-off against sums otherwise due the Consultant) all of the costs associated with procuring or maintaining such insurance.

3. PROFESSIONAL LIABILITY INSURANCE

- A) Professional Liability Coverage of \$2,000,000 shall be maintained for one (1) year from the date of Substantial Completion. If Consultant discontinues its business and if directed by Owner in writing, Consultant shall purchase such insurance in such amount for an extended discovery period beyond the one (1) year after the date of Substantial Completion, with the premium cost to be a reimbursable expense paid by the Owner. The limit of liability for such policy may not be reduced below \$2,000,000 without Owner giving its prior, written consent. All policies of insurance that Consultant is required under the terms of this Exhibit "A" to secure and maintain shall bear the endorsement "Not to be canceled until sixty (60) calendar days after Owner has received a written notice from insurer as evidenced by a return receipt of registered or certified mail."
- B) The Owner shall not be responsible for obtaining or paying premiums or other expenses in connection with insurance required to be carried under the Agreement or normally carried by the Consultant's consultants, and the obligation to obtain such insurance and to pay such premiums and other expenses shall be solely that of the Consultant.
- C) The Consultant shall bear all costs of any and all deductible amounts under any insurance policies required to be carried under the Agreement and shall remain solely and fully liable for the full amount of any claim or item not compensated by insurance (to the extent that any amount resulted from damages that arose out of the Consultant's sole negligence.)

4. COVERAGE

The coverage's referred to above are set forth in full in the respective policy forms, and the foregoing descriptions of such policies are not intended to be complete.

5. GENERALLY

- A) The Consultant thereby represents and warrants to the Owner that, as of the date of the execution of the Agreement, the Consultant is not aware of any claims or potential claims which have been made, filed or threatened against any of the insurance or for damages covered by any of the insurance required to be carried under the Agreement.
- B) It is understood that the provisions in the Agreement requiring the Consultant to carry insurance shall not be construed as in any manner waiving or restricting the liability of the Consultant as to any obligations imposed under the Agreement, including, but not limited to, obligations imposed under the provisions of Article 14 of the Agreement.



STATEMENT OF QUALIFICATIONS

C.8 – EXAMPLES OF RELEVANT K-12 PROJECTS
Completed during the past three years

Project Name _____

Client/Contact _____ Telephone: _____

Type of Facility: () Renovation () Addition () New Building

Scope of Services Performed: _____

Original Budget \$ _____ Actual Cost \$ _____

Scheduled Completion _____ Actual Completion _____

Fee Structure () Fixed () Floating Actual Fee Total \$ _____

Project Name _____

Client/Contact _____ Telephone: _____

Type of Facility: () Renovation () Addition () New Building

Scope of Services Performed: _____

Original Budget \$ _____ Actual Cost \$ _____

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Scheduled Completion _____ Actual Completion _____

Fee Structure () Fixed () Floating Actual Fee Total \$ _____

EXHIBIT FOR C.9

STATEMENT OF QUALIFICATIONS

AFFIRMATIVE ACTION CERTIFICATE OR PLAN
(Submit with SOQ C.9.c)

For formal contracts over \$50,000, please provide a copy of your firm's current Affirmative Action Certificate of Compliance or an Affirmative Action Plan that includes:

1. A list showing the number and job categories of all employees with breakdown of female, minority and disabled.
2. A statement of nondiscrimination with regard to all protected classes as per the Minneapolis Civil Rights Ordinance (race, color, creed, religion, ancestry, national origin, sex, sexual harassment, pregnancy, affectional preference, disability, age, marital status, or status with regard to public assistance) in all areas of employment and training including but not limited to recruitment, application, testing, selection, hiring, placements orientation, on-the-job and external training, educational assistance, transfer opportunity, upgrading, promotion, compensation, discipline, company sponsored social and recreational activities, benefits, layoff, recall, termination, and all other terms and conditions of employment.
3. A statement that you will abide by all pertinent EEO/AA laws federal, state and local including Title VII of the Civil Rights Act of 1964, Chapter 363 of Minnesota. Statutes and Section 139 and 141 of the Minneapolis Ordinance.
4. A statement prohibiting harassment because of an employee's, applicants, or contractor's race, sex, national origin, affectional preference, disability or age.
5. A statement that you will take affirmative action to ensure the company will utilize to the maximum extent feasible in all purchases, contracts and services businesses owned and controlled by women and minorities.
6. A statement naming and assigning a high level administrator to develop and coordinate the implementation of an affirmative action plan. NOTE: The individual assigned to implement the program must be an employee with sufficient status within the company and ability to ensure major program goals are accomplished. This person must be directly responsible to a top-level management official such as the Chief Executive Officer. All employees and subcontractors must be made aware, in writing, that this person is serving in this capacity and of the duties and responsibilities of this person.
7. A statement that you will commit all necessary time and reserves both financial and human to the achievement of the affirmative action policy.
8. A statement that any employee not complying with the policy and plan will be subject to disciplinary action and contractors not complying will be subject to legal sanction.
9. Signing of the policy by the Chairperson of the Board and/or Chief Executive Officer.