University of Minnesota
Driven to Discover℠

Architectural (Non-Design/Predesign/Consulting) Professional Services Request for Proposal ("RFP") for UMore Park Infrastructure Plan RFP # 18-877-26-3862

TABLE OF CONTENTS

All checked Attachments listed below are part of the RFP.

_X_ Attachment A: RFP Cover Page and Declaration
_X_ Attachment B: Respondent's Team Qualifications
_X_ Attachment C: Project Work Plan
_X_ Attachment D: Project Schedule
_X_ Attachment E: Project Fee
_X_ Attachment F: Targeted Business & Community Economic Development Questionnaire

Throughout this RFP "Respondent" or "you" means the prime firm responding to this RFP.

1.0 PROJECT INFORMATION

1.1 Background

The Board of Regents of the University of Minnesota (the "University") is requesting Proposals to provide professional consulting services to develop an Infrastructure Plan to define future infrastructure for undeveloped land at UMore Park in Rosemount, MN ("the Project").

1.2 Project Description (the "Work")

The infrastructure under study will include transportation network planning, and utility planning for water, sanitary sewer, and stormwater management. Utility planning will also consider private utilities for electrical, natural gas, and telecommunications infrastructure. The plan will integrate with existing City of Rosemount plans and Metropolitan Council regional plans. The UMore Park Infrastructure Plan will advance the continued development of UMore Park lands for future industrial/ commercial development and some residential/ civic uses.

The selected consultants will draw from knowledge and credentials in civil engineering and environmental science. A strong background in transportation and land use planning, and experience in stakeholder engagement are also required. The selected team will be available to provide ongoing professional services, on a retainer basis, for future development projects at UMore Park.

More information about UMore Park can be found at the Planning, Space, and Real Estate website located here. **Note: The area under study does NOT include Vermillion Highlands.**

1.2.1 Required Scope of Work

1. Project Planning and Coordination

    - **Project Kick-off:** Facilitate initial meetings with University partners to outline project goals, timelines, and responsibilities.
    - **Plan Review:** Review existing plans and relevant studies at the City, County, and Regional level, as well as University sources. Refer to UMore Park Alternate Urban Areawide Reviews (AUARs), City of Rosemount 2040 Comprehensive Plan, City of Empire 2040 Comprehensive Plan, Metropolitan Council systems plans.
    - **Stakeholder Engagement:** Engage key stakeholders, including University representatives (Planning, Real Estate, Environmental Health) as the plan develops.

- **Coordination with Local and Regional Agencies:** Engage the City of Rosemount on public works infrastructure and long-range planning; consult with Metropolitan Council on regional utility management, as needed; consult with private utilities, as needed.
- **Project Schedule:** Use a detailed project timeline to manage progression of work and communicate status to University partners at regular check-ins.

2. Site Assessment and Analysis

- **Site Conditions:** Make use of existing data from City, County, and State resources to gather topographic, geological, and other natural resource system data aligned with comprehensive transportation and civil engineering planning.
- **Environmental Considerations:** Align available University data on ground conditions to support transportation and utility planning. Refer to the UMore Park Online Environmental Information Repository for detailed environmental information.
- **Land Use and Transportation Planning Analysis:** Analyze multiple jurisdictions' plans for future land use, road networks, and public works infrastructure in the area.

3. Infrastructure Planning

- **Transportation Analysis and Planning:** Evaluate existing transportation infrastructure and propose a future road network at the arterial and collector network level to align with land use planning, accommodate increased traffic, including road corridors (with proposed functional classifications and general right of way dimensions), public transit access, and trails/greenways.
- **Utility Analysis and Planning:** Evaluate existing public and private utilities (water, sanitary sewer, stormwater, and electrical, natural gas, and telecommunications) and develop plans for future infrastructure upgrades or extensions to support new development. Future utility demand should be driven by assumptions about land use and utility network locations, topography, etc.
- **Green Infrastructure:** Include recommendations for preservation of areas for functional stormwater management, connections to local open space network, and natural resources areas (wetlands, habitats areas, etc.).
- **Iterate Plan Concepts:** Share evolving plans with City staff as a review/ comment cycle to reach a final set of recommendations.

4. Project Deliverables

    - **Concept Plan Development:** Create preliminary concepts for the location of future infrastructure components, including roads and utilities, as described.
        - Align plan content to support future plan updates to AUAR, inform local comprehensive plan process (2050 Comp Plan revision), and inform the University's plans for future land development and disposition.
    - **Final Plan:** Produce a final plan document, accessible in digital format with supportive communication materials (maps, graphics, images) related to consultant generated content. Provide digital versions of plan materials in native file format, including CADD and GIS content.

5. Ongoing Professional Services (ongoing/ retainer services)

    - **Proposal:** Provide a written proposal detailing the scope of design and engineering services available for ongoing support to the University of Minnesota for future development projects at UMore Park; services must include transportation, water, sanitary sewer, and stormwater design review.

    Note: The submittal for retainer services is based on hourly rates and personnel and is separate and outside of fee for the Infrastructure Plan (items 1 – 4).

1.2.2 Required Non-Design Services

The Designated Non-Design Services for the Project will include:

- Infrastructure Planning Study

Service requirements are further defined in the Contract referenced in section 1.6.

1.3 University-Provided Information

The University has assembled the following information about the Project (collectively, the "RFP Documents") for review by the Respondent:

- This RFP and all Attachments
- RFx Instructions, Requirements, and Rights Reserved by the University
- UMore Park Map

The University has assembled the following additional RFP Documents (available to view online at the Capital Project Management Website) for review by the Respondent:

- The Contract
- The University's Building Standards

However, note the RFP Documents are subject to change. The University will provide notice of any changes to the RFP via addenda. Any information provided to Respondents during the RFP process, including the documents enumerated in this Section 1.3, is provided only for your use in preparing your Proposal. Respondents shall independently evaluate the information for their use in preparing the Proposal and shall be solely responsible for their use or interpretation of the information.

1.4 Contract Sum

The selected Respondent will perform the Work for a Contract Sum that shall be an Hourly Not-to-Exceed Fee that shall include all costs necessary to complete the Work in accordance with the Contract, including Reimbursable Expenses for the Project, Respondent's overhead, and profit.

1.5 Critical Project Schedule Dates

The University requires the Infrastructure Planning Study to be complete by no later than June 1, 2026

1.6 Form of Contract between the University and the Selected Respondent

1.6.1 The Contract between the selected Respondent and the University will be the Owner and Architect (Non-Design) Agreement, AIA B102-2007, as modified by the University, which is incorporated into this RFP (the "Contract"). By submitting a Proposal, Respondent acknowledges and agrees that it received, read, understands, and shall be bound by and comply with the Contract. No exceptions or deviations to the Contract will be considered.

1.6.2 The Contract will incorporate by reference this RFP and any RFP Attachments, and any RFP modifications agreed to by the University. The University may attach to the Contract as Supplementary Conditions Respondent's Proposal, selected provisions of Respondent's Proposal or modifications to Respondent's Proposal agreed to by University and Respondent.

2.0 PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

2.1 Tentative Schedule of Selection Process

The University's intended schedule for selection of the selected Respondent is set forth below.

Activity	Date*
RFP Available for Distribution	November 13, 2025

Pre-Proposal Meeting	December 2, 2025 at 9:00 AM
Deadline for RFP Questions	December 5, 2025 at Noon
RFP Due Date	December 15, 2025 at 2:00 PM
Shortlist for Interviews	January 6, 2026
Interviews	January 13, 2026
Identification of Potential Selected Respondent	January 15, 2026
Anticipated Authorization to Proceed	January 26, 2026

*All times are noted in Central Time Zone

2.2 Pre-Proposal Meeting

A Pre-Proposal Meeting has been scheduled (via a Zoom Meeting) for the date and time noted in section 2.1 of this RFP. In the interests of public health, this meeting will occur digitally with no in-person attendance permitted. Participation at this Pre-Proposal Meeting is not mandatory; however, it is highly encouraged for prime firms that are interested in responding to this RFP.

You will be able to join the Zoom Meeting at the following link:
https://umn.zoom.us/j/99312792623?pwd=610sOJboc0bZOz6a0OSLpVaY0kcujl.1

Or, go to Zoom Meeting and enter the Meeting ID: **993-1279-2623** and Passcode: **nNm6ME**.

We would recommend that interested participants:

- Upload Zoom prior to the meeting and familiarize themselves with the platform.
- Sign into the meeting in the chat window by identifying your name, email, and the firm you are representing.
- Ask all questions using the chat function (either privately or to the whole group)
- Keep webcams off and microphone muted during the meeting.

2.3 Evaluation Criteria

2.3.1 The University will evaluate Proposals against the evaluation criteria for the degree to which each Proposal meets the criteria as follows:

Attachment / Section	Description	Value
Attachment A	RFP Cover Page and Declaration	Pass / Fail
Attachment B	Respondent’s Team Qualifications	35
Attachment C	Project Work Plan	35

Attachment D	Project Schedule	10
Attachment E	Project Fee	15
Attachment F	Targeted Business & Community Economic Development	5

2.3.2 In order to be considered responsive, each Respondent must complete and submit all required Attachments without any modifications to the RFP Documents. Failure to complete or follow directions within any of the Attachments may result in disqualification or loss of RFP points for said Attachment.

2.3.3 The University will evaluate each Proposal based on the criteria noted above. The University reserves the right to shortlist Respondents for further evaluation and interviews. The Respondent selected for an award will be the one whose Proposal is responsive, responsible, and is the most advantageous to the University, as determined by the University in its sole discretion, whether or not the Proposal is the lowest cost or the highest scorer.

2.3.4 Submission of a Proposal indicates the Respondent's acceptance of the evaluation criteria.

2.4 RFP Cover Page and Declaration

The Respondent will prepare and submit the RFP Cover Page and Checklist. This completed document should be the cover page of the Respondent's Proposal.

2.5 Respondent's Team Qualification

The Respondent will prepare and submit information pertaining to their Team's Qualification which will identify the experience of the Respondent and its Team Members. A lack of prior experience and/or working together on comparable projects may hinder your overall score. The University reserves the right to contact any noted references, consider other references, or consider Respondent's documented past performance at the University.

2.6 Project Work Plan

The Respondent will prepare and submit a Project Work Plan. The Project Work Plan should emphasize the Respondent's understanding of the Project requirements by documenting their approach/methodology as it applies to the Project's scope of Work, schedule, and budget. In addition, the Respondent should identify any constraints and issues they see affecting the Project.

2.7 Project Schedule

The Respondent will prepare and submit information regarding their proposed schedule for the Project. The Respondent must take into account any critical dates identified in section 1.5 when building their schedule.

2.8 Project Fee

The Respondent will prepare and submit information regarding their proposed Project fee.

2.9 Targeted Business and Community Economic Development

Respondents will prepare and submit as part of their Proposal, the Targeted Business (TGB) & Community Economic Development Questionnaire that is available to download and submit from the SmartCOMP tool.

By submitting a Proposal, Respondent hereby acknowledges that it has reviewed the University's TGB policy. Respondent also agrees that in consideration for the University's TGB program, Respondent will fulfill its commitments with regard to the TGB goals set forth in their Proposal. In addition, Respondent agrees to provide, in a timely manner upon the University's request, substantiation of compliance of said TGB goals.

The following constitutes grounds for designation, as determined by the University in its sole discretion, as non-compliant:

- Failure to meet proposed commitments without executing good-faith efforts
- Failure to provide timely reporting
- Failure to engage in open communication

Penalties for non-compliance may include, but is not limited to, a temporary bar on receiving Targeted Business & Community Economic Development points on future RFP responses with the University.

2.10 Interviews

If necessary, the University may shortlist and interview the top-rated Respondents.

The University may request that the Respondent's team members attend the interview on the date specified in this RFP. Only those individuals identified in the Respondent's Proposal may be allowed to attend the interview. Individuals who fail to participate in the interview may jeopardize the Respondent's competitiveness. At the University's discretion, substitutes, proxies, phone interviews, or electronic interviews may be allowed.

The University may request additional information prior to interviews.

ATTACHMENT A: RFP COVER PAGE AND DECLARATION

1. Does the Respondent acknowledge that they have **NOT modified or re-formatted** the RFP Attachments and that **NO page limit requirements** have been exceeded?	☐ Yes	☐ No
2. Will the Respondent sign the **Contract** referenced in this RFP?	☐ Yes	☐ No
3. Does the Respondent agree to submit monthly documentation to the University to substantiate compliance with their proposed **TGB** commitments for this Project?	☐ Yes	☐ No

Respondent's Legal Name of Firm

Date of Submission

Respondent's Mailing Address

Name of Respondent's Primary Contact (to whom all future communications regarding this Proposal will be sent)

Email Address of Respondent's Primary Contact

Phone Number of Respondent's Primary Contact

Name of Respondent's Authorized Signee (to whom all future Contract documents will be sent)

Email Address of Respondent's Authorized Signee

ATTACHMENT B: RESPONDENT'S TEAM QUALIFICATIONS

1. Complete the following Critical Team Member Experience Matrix (Attachment B-1) identifying the experience and responsibilities of the identified team members. Note the following when documenting this information:

    a. Submit information for only the Project Roles specified in the Matrix. Do NOT alter the table by removing or adding additional roles.
    b. List only ONE individual per role.
    c. The comparable project(s) must have been commenced/completed within the last FIVE years and should be similar to the University's Project.
    d. Attach a 1-page resume for EACH individual listed in the Matrix.

2. Complete the following Additional Team Member Matrix (Attachment B-2) identifying the other key Team Members / Subcontractors that will contribute to the success of the Project. Note the following when documenting this information:

    a. Attach a 1-page resume for EACH individual listed in the Matrix.

3. Complete and submit the following Project Data Sheet(s) (Attachment B-3) identifying the specific project experience of the Respondent and their Critical Team Members. Note the following when documenting this information:

    a. A separate Project Data Sheet must be prepared for EACH project with only one project allowed per sheet.
    b. Submit up to, and no more than, THREE total projects.
    c. Listed project(s) must have been commenced/completed within the last FIVE years and should be similar to the University's Project.
    d. Listed project(s) must have been managed by the Respondent or any other firm's on the Respondent's team.
    e. It is recommended that you list projects completed by the Team Members identified in Attachment B-1.
    f. Attach any photos or additional information (no more than two pages worth) with each Project Data Sheet.

ATTACHMENT B-1: CRITICAL TEAM MEMBER EXPERIENCE

Project Role	**Project Manager**	**Consultant 1**	**Consultant 2**
Name of Individual			
Email Address			
Individual's Firm Name			
Individual's Firm Location	City, State	City, State	City, State
Years working within Firm	#	#	#
Years working within Industry	#	#	#
Number of projects completed with other Team Members	1. Consultant 1: # 2. Consultant 2: #	1. Project Manager: # 2. Consultant 2: #	1. Project Manager: # 2. Consultant 1: #
Identify the name, cost, and completion date for up to three comparable projects	1a. Project Name 1b. Project Cost 1c. Completion Date 2a. Project Name 2b. Project Cost 2c. Completion Date 3a. Project Name 3b. Project Cost 3c. Completion Date	1a. Project Name 1b. Project Cost 1c. Completion Date 2a. Project Name 2b. Project Cost 2c. Completion Date 3a. Project Name 3b. Project Cost 3c. Completion Date	1a. Project Name 1b. Project Cost 1c. Completion Date 2a. Project Name 2b. Project Cost 2c. Completion Date 3a. Project Name 3b. Project Cost 3c. Completion Date
Briefly describe the Individual's Responsibilities for this Project			
Percent of Time on Project	#%	#%	#%

ATTACHMENT B-2: ADDITIONAL TEAM MEMBER

Project Role / Subcontractor	Individual Name	Firm Name	Firm Location (City, State)

ATTACHMENT B-3: PROJECT DATA SHEET

Consultant Firm Name		Project Owner	
Project Name		Project Owner Contact	
Project Location	City, State	Project Owner Contact Email	
Project Value		Proposed Team Members from Attachment B-1 / B-2 that worked on this project	
Project Commencement Date			
Project Completion Date			
Project Size (land acreage, campus population, etc.)			
Type of Services Provided (Feasibility Study, Master Planning, etc.)			

Briefly describe how this project is similar to the University's Project. Identify any challenges you encountered on the project and briefly describe how these issues were resolved

ATTACHMENT C: PROJECT WORK PLAN

NOTE: Your response to this Attachment must NOT exceed SEVEN (7) pages.
You may also NOT include or reference supplemental information as an Appendix/Exhibit or in virtual form (e.g., hyperlinks to documents/videos/images stored elsewhere).

1. The Respondent must prepare and submit information pertaining to their approach/methodology as it applies to the Project's scope of Work, schedule, and budget. In addition, identify any constraints, risks, and/or issues you see affecting the Project.

2. The Respondent should identify any optional additional services (and the cost / time associated with these services) that are OUTSIDE the required Scope of Work of the Project.

3. Identify any concerns you noted in your review of the RFP Documents (as defined in the RFP) for this Project.

ATTACHMENT D: PROJECT SCHEDULE

1. Respondent must attach a suggested total Project schedule. This should be a realistic schedule that allows adequate time for University reviews/decision-making at all critical steps of the Project. The schedule should provide a high level overview including all major milestones. When preparing the schedule, assume the following:

   a) All schedule dates noted in Sections 1.5 and 2.1 of the RFP. The Respondent MUST use the Anticipated Authorization to Proceed date as the starting point of their Project Schedule. Respondent should not be doing any Work prior to this Anticipated Authorization to Proceed date.

   b) University Project team reviews will occur as required by the University's Standards and Procedures for Design. While progress on design can be made during the review periods, reviewers have two weeks to provide responses.

2. State what events or issues, if any, could impede your ability to achieve the substantial completion date (or any other critical dates) stated in Section 1.5 of the RFP.

ATTACHMENT E: PROJECT FEE

1. **Designated Non-Design Services:**

   A. Identify your Hourly-Not-To-Exceed Fee to complete ALL Work noted in items 1 – 4 of section 1.2.1

Criteria	Contract	Fee
Infrastructure Planning Study	**§ 1.1**	**$**
Total Non-Design Services Fee	**§ 6.1**	**$**
Reimbursable Expenses	**§ 6.2**	Included in above

   B. Respondent shall also include an Hourly-Rate Schedule (as a separate attachment) for completing the Work noted above.

2. **Ongoing Professional Services**:

   A. Identify your hourly rates and personnel for ongoing/retainer services (as noted in item 5 of section 1.2.1) for each role identified below:

Critical Team Member Role	Calander Year**		
	2026	**2027**	**2028**
Project Manager	**$**	**$**	**$**
Consultant 1	**$**	**$**	**$**
Consultant 2	**$**	**$**	**$**
Other Consultant	**$**	**$**	**$**
Other Consultant	**$**	**$**	**$**
Other Consultant	**$**	**$**	**$**
Other Consultant	**$**	**$**	**$**
Other Consultant	**$**	**$**	**$**
Other Consultant	**$**	**$**	**$**

** Above hourly rates shall remain fixed during the entirety of each noted term. The University may require Ongoing Professional Services beyond the terms noted above and may negotiate new hourly rates if necessary.

ATTACHMENT F: TARGETED BUSINESS & COMMUNITY ECONOMIC DEVELOPMENT

Definitions

For University purposes, a Targeted Business (TGB) enterprise is one which is at least 51% owned and controlled by Black, Indigenous, and people of color (BIPOC), women, and/or persons with disabilities, and actively certified with one of the following University-recognized certification agencies:

- National Minority Supplier Development Council (NMSDC)
- Women's Business Enterprise National Council (WBENC)
- Disability:IN
- Central (CERT) Certification Program
- State of Minnesota Dept of Administration TG
- Minnesota Unified Certification Program (MnUCP)
- Service-Disabled Veteran Small Business Certification (VetCert)

TGB Program Administration and Requirements

The University of Minnesota's TGB Program is administered by the Office for Supplier Diversity (OSD).

A Respondent demonstrates its commitment to supporting the University's supplier diversity goals by engaging Targeted Businesses as subcontractors/suppliers on this Contract at a meaningful level of participation relative to the size, type, and location of the Project.

The following goals and requirements apply for this Project:

- Participation of Targeted Businesses equal to or greater than ten percent (10%) of the Base Bid/Proposal costs.
- No less than 75% of the work or material contracted to the identified TGB enterprise(s) must be performed or supplied by said TGB enterprise(s).

RFP Requirements

Respondent shall complete and submit the Targeted Business & Community Economic Development Questionnaire. The questionnaire for this RFP (which is available to complete and submit from the SmartCOMP tool) must be submitted prior to the Proposal Due Date noted in section 2.1.

Award Requirements

Once the Authorization to Proceed has been issued, the selected Respondent shall be prepared to submit the following documentation to substantiate compliance of TGB commitments:

1. Submitted to OSD (via the SmartCOMP tool)

    a. TGB Payment Affidavit(s) (Document 660) on or before the 10th of each month for payments made the previous month, if any.

    b. TGB Work Verification (Document 661) when the contracted TGB work is complete.