



UNIVERSITY OF MINNESOTA  
**Driven to Discover<sup>SM</sup>**

Design-Build Request for Proposal (“RFP”) for  
717 Delaware Street Electrical Infrastructure Renewal  
RFP # 01-193-26-3802

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**All checked Attachments listed below are part of the RFP.**

<u>X</u>	Attachment A:	RFP Cover Page and Declaration
<u>X</u>	Attachment B:	Respondent’s Team Qualifications
<u>X</u>	Attachment C:	Project Schedule and Work Plan
<u>X</u>	Attachment D:	Project Cost
<u>X</u>	Attachment E:	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 design-build services for replacement and upgrade of the existing building electrical service infrastructure at 717 Delaware Street, located on the east bank of the Twin Cities campus (the “Project”).

### **1.2 Project Description (the “Work”)**

Refer to the attached Scope Document for full Project details/requirements.

#### **1.2.1 Required Design Services**

The Basic Services for the Project will include:

- Schematic Design Phase
- Design Development Phase
- Construction Document Phase
- Bidding / Negotiation Phase
- Construction Phase - Administration of Construction Contract

### **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
- Current Prevailing Wage Rates
- Table D-1: Project Cost Table and Staffing Matrix
- Building 193 Scope Document

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
- Schedule of Values Pay Application Form

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 will include the Cost of the Work and the Respondent's Fee (as those terms are defined in the Contract). The scope of the Work shall include providing cost estimating and value engineering services in cooperation with the University and establishing a final scope of Work and guaranteed maximum price.

The University has established a construction budget for the Cost of the Work in the amount of \$3,500,000 (current dollars, no escalation).

#### **1.5 Critical Project Schedule Dates**

The University requires the Project to be substantially complete by no later than June 16, 2027. Design is expected to be complete June 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 AIA A141 – 2004 Owner Design-Builder, 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.

#### **1.7 Self-Performed Work**

Those portions of the Work (as ultimately described in the Construction Documents) that the selected Respondent request to self-perform shall be managed as set forth in Article A.5, section A.5.2 of the Contract.

### **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 4, 2025 at 2:15 PM
Deadline for RFP Questions	December 10, 2025 at Noon
RFP Due Date	December 17, 2025 at 2:00 PM
Shortlist for Interviews	N/A
Interviews	N/A
Identification of Potential Selected Respondent	January 6, 2026
Anticipated Authorization to Proceed	January 9, 2026

\*All times are noted in Central Time Zone

## 2.2 Pre-Proposal Meeting

A Pre-Proposal Meeting has been scheduled for the date and time noted in section 2.1 of this RFP. Attendance at this Pre-Proposal Meeting is **Mandatory** for prime firms that are interested in responding to this RFP. The University will not accept Proposals from Respondents that are not listed on the Pre-Proposal Meeting Sign-in Sheet that is made publicly available after the meeting via addenda.

The location of the Pre-Proposal Meeting is:

717 Delaware Building  
Meet in the Lobby  
717 Delaware St. SE,  
Minneapolis MN 55414

Campus navigation and parking information for the Pre-Proposal Meeting can be found on our [Interactive Campus Maps](#).

**Note:** Tour of equipment in scope of Project will mean being exposed to online electrical equipment. Please dress accordingly.

## 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	30

Attachment C	Project Schedule and Work Plan	40
Attachment D	Project Cost	20
Attachment E	Targeted Business & Community Economic Development	5
Section 2.9	Safety	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 Schedule and Work Plan**

The Respondent will prepare and submit information regarding their approach / plan to working on the Project.

## **2.7 Project Cost**

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

## **2.8 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 submit monthly reports, as directed, to substantiate compliance.

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.

## **2.9 Safety**

The purpose of the safety score is to confirm that the Respondents performing work for the University are meeting or exceeding applicable safety, health and environmental laws, statutes, regulations, ordinances, rules, directives, and procedures.

If the Respondent currently has an active safety score with the University (available to view [here](#)), that score will be taken into account as part of the evaluation criteria noted in this RFP. Only those Respondents with a safety score of 5.0 or greater will be considered for award.

If the Respondent does NOT currently have an active safety score, they must prepare and submit their safety information per the instructions noted [here](#). Respondent should take the noted processing time into account when submitting their safety information.

If deemed necessary, the University may request a safety score from the selected Respondent's subcontractor(s) prior to issuance of the Authorization to Proceed.

## **2.10 Interviews**

The University does not intend to include interviews as part of the selection process for this RFP.

## 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's Proposal include the costs for an acceptable **Certificate of Insurance and Payment and Performance Bonds** that will meet the University's requirements? ☐ Yes ☐ No
4. Does the Respondent understand and agree to meet the **Prevailing Wage Rate** requirements for this Project? ☐ Yes ☐ No
5. Does the Respondent agree to submit monthly documentation to the University to substantiate compliance with their proposed **TGB and/or Workforce Utilization** commitments for this Project? ☐ Yes ☐ N/A
6. Did the Respondent have a representative from their firm present at the **Mandatory Pre-Proposal Meeting**? ☐ Yes ☐ No

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Respondent's Legal Name of Firm

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Date of Submission

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Respondent's Mailing Address

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

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Email Address of Respondent's Primary Contact

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Phone Number of Respondent's Primary Contact

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

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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	Pre-Construction Project Manager	Cost Estimator	Design Architect
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. Cost Estimator: # 2. Design Architect: # 3. Electrical Engineer: # 4. Construction Project Manager: # 5. Site Superintendent: #	1. Pre-Construction PM: # 2. Design Architect: # 3. Electrical Engineer: # 4. Construction Project Manager: # 5. Site Superintendent: #	1. Pre-Construction PM: # 2. Cost Estimator: # 3. Electrical Engineer: # 4. Construction Project Manager: # 5. Site Superintendent: #
Identify the name, cost, and completion date for up to three <u>comparable</u> 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
<u>Briefly</u> describe the Individual's Responsibilities for this Project			
Percent of Time on Project	Pre-Construction: #% Construction: #%	Pre-Construction: #% Construction: #%	Pre-Construction: #% Construction: #%

## ATTACHMENT B-1: CRITICAL TEAM MEMBER EXPERIENCE

Project Role	Electrical Engineer	Construction Project Manager	Site Superintendent
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. Pre-Construction PM: # 2. Cost Estimator: # 3. Design Architect: # 4. Construction Project Manager: # 5. Site Superintendent #	1. Pre-Construction PM: # 2. Cost Estimator: # 3. Design Architect: # 4. Electrical Engineer: # 5. Site Superintendent: #	1. Pre-Construction PM: # 2. Cost Estimator: # 3. Design Architect: # 4. Electrical Engineer: # 5. Construction Project Manager: #
Identify the name, cost, and completion date for up to three <u>comparable</u> 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
<u>Briefly</u> describe the Individual's Responsibilities for this Project			
Percent of Time on Project	Pre-Construction: #% Construction: #%	Pre-Construction: #% Construction: #%	Pre-Construction: #% Construction: #%
Identify the University project(s) this individual is <u>currently, or will be</u> , assigned to and when the individual's responsibilities on said project(s) will be complete	Not Applicable		

**ATTACHMENT B-2: ADDITIONAL TEAM MEMBER**

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

### ATTACHMENT B-3: PROJECT DATA SHEET

Design / Construction Firm Name		Project Owner	
Project Name		Project Owner Contact	
Project Location	City, State	Project Owner Contact Email	
Construction Cost		Project Architect Firm Name	
Construction Commencement Date		Project Architect Contact	
Construction Completion Date		Project Architect Contact Email	
Project Size (square feet, etc.)		Proposed Team Members from Attachment B-1 / B-2 that worked on this project	
Type of Services Provided (Design, Pre-Construction, Construction, etc.)			
Construction Delivery Method (CMAR, Design-Build, etc.)			
<p><u>Briefly</u> describe how this project is similar to the University's Project.          Identify any challenges you encountered on the project and <u>briefly</u> describe how these issues were resolved</p>			

## ATTACHMENT C: PROJECT SCHEDULE AND WORK PLAN

**NOTE: Your response to this Attachment must NOT exceed TEN (10) 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. Provide a schedule, broken down by **weeks** that takes into account any critical dates noted in the RFP, for the Preconstruction Phase of the Project (from Authorization to Proceed to Execution of GMP Amendment) that includes the following:
  - a. Respondent's services as set forth in Article 2 and 3 of the Contract with deliverables and completion dates
  - b. Written overview describing how the Respondent intends to work with the University and Architect/Engineer of Record in providing the proposed services
  - c. Team Members that will be assigned to each service
  - d. Level of commitment, in hours, for each assigned team member
2. Provide a schedule, broken down by **months** that takes into account any critical dates noted in the RFP, which shows how you would initially approach sequencing the Construction Phase of the Project.
3. Provide a preliminary site logistics plan for the Project.
4. Itemize and describe any difficulties, challenges or risks your firm foresees in providing services to the University on this Project, how you expect to manage those difficulties, challenges or risks, and what assistance will be required from the University. In particular, address site security, safety, traffic management, potential schedule delays and/or other issues related to minimizing disruption on campus while performing the Work.
5. Itemize and describe any value-added services, unique product characteristics, or other cost and/or time saving benefits/advantages that will be afforded to the University in selecting the Respondent and their team for the Project.
6. Describe what work your firm would prefer to self-perform, if any, during construction.
7. Identify any concerns you noted in your review of the RFP Documents (as defined in the RFP) for this Project.

## **ATTACHMENT D: PROJECT COST**

All Project cost information in this Attachment should be completed assuming a Cost of the Work equal to the University's budget, as noted in section 1.4, and achieve the Substantial Completion Date (or any other critical dates) stated in Section 1.5.

1. Complete and submit both worksheets found in the Project Cost Table and Staffing Matrix (Table D-1). The purpose of these tables is to establish the Lump Sum amounts and percentages of the estimated Cost of the Work, which are to be incorporated in the Contract. The selected Respondent will be bound to these values. The actual Guaranteed Maximum Price will be established pursuant to Section 2.2 of the Contract. The percentages will be converted to fixed amounts in the final Guaranteed Maximum Price. Additional information regarding this requirement can be found in the following Attachment D-1.

## **ATTACHMENT D-1: PROJECT COST TABLE AND STAFFING MATRIX**

1. Attach with your Proposal the completed Project Cost Table (worksheet 1) and Proposed Home Office/On-Site Supervisory and Administrative Staffing Matrix (worksheet 2). Both worksheets can be accessed with the RFP Documents as noted in section 1.3.

### **Compensation: Fees and the Cost of the Work**

Under the Contract, the University will pay the Respondent's compensation consisting exclusively of the lesser of the Guaranteed Maximum Price or the sum of (1) Pre-Construction Phase Services Fee, (2) the Cost of the Work and (3) the Construction Fee.

Section B2 of the Contract, "Costs to be Reimbursed," lists items that are reimbursable as a "Cost of the Work" during the construction phase. Section B3 of the Contract lists items that are specifically not reimbursable.

Section B2 includes in its definition of Cost of the Work items that will not be incorporated in the Project, which items are commonly referred to as "overhead," "general conditions," or "general requirements." The Contract requires the Respondent to include such items in the Guaranteed Maximum Price proposal and the Schedule of Values as "General Requirements." The University will only pay for General Requirements items identified in Section B2 of the Contract or in the final Guaranteed Maximum Price proposal accepted by the Owner and incorporated in the Contract by execution of the Guaranteed Maximum Price Amendment pursuant to Section 1.3 of the Contract. The University will not pay "overhead," "general conditions," or "general requirements" on a percentage basis.

### **Cost Limits**

The University shall not pay more for any item payable as a Cost of the Work than the lesser of the actual cost the Respondent pays for the item or any cost limit established by any of the following:

- A. Wages and labor rates stated by the Respondent in Attachment D-2 of this RFP;
- B. Rates stated in the final Guaranteed Maximum Price proposal accepted by the University;  
or
- C. If not stated in Attachment D-2 or in the final Guaranteed Maximum Price proposal, the fair market value at the place of the Project as dictated by the Contract.

## **ATTACHMENT D-2: LABOR RATES FOR SELF-PERFORMED WORK (TRADE LABOR ONLY)**

**NOTE: If the Project includes self-performed work, the selected Respondent will be required to submit the following information, upon request, to the University. This information is NOT required to be submitted at the time the RFP is due.**

1. If the Respondent is planning to self-perform any of the Work during construction, they may be required to submit, upon request, the Labor Rates for Self-Performed Work Table (Table D-2). The purpose of this table is to establish a schedule of hourly rates that the Respondent will charge as a part of their Contract Sum for construction workers directly employed by the Respondent to perform the construction of the Work at the site or, with the Owner's written agreement, at off-site workshops under Section B.2.2.1 of the Contract, identifying each worker by title or job classification. The rates included in this schedule are to include the labor burden identified in Number 2 below.
2. Indicate the percent of wages for construction workers that the Respondent will charge under B.2.2.4 of the Contract as full payment for costs paid or incurred by the Respondent for taxes (SUTA, FUTA, and FICA), workers compensation insurance contributions, assessments and benefits required by law or collective bargaining agreements, and for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations, and pensions.

### **Instruction for completing field labor rates and labor burden**

Respondent is required to submit Labor Rates subsequent supporting taxes and fringes associated with each trade scope of work the Respondent wishes to propose to perform. The Labor Rates Table has been included with this RFP and is not to be altered, changed, or modified unless prior approval has been granted by the University.

The Labor Rates are to be outlined and detailed within the guidelines of the Table, and are to include the following required supporting documentation:

- A. **Union wage rate agreements** - Respondent is to attach the current union wage rate agreement for each proposed trade that could be performing work on the proposed project. These agreements are to be included as supporting documentation to the trade category labor rate sheets (*Only need the 1 page union wage rate agreement for each trade*).
- B. **Workers Compensation Insurance** - (overhead / profit). *Workers compensation is based on the trade classification of work being performed. This is not to be a blended rate of all trades, i.e. carpenters/cement masons/laborers/bricklayers or etc.* It is intended to be specifically for the specific trade category of work being performed. If there is overhead/profit or any other costs included within the above-mentioned workers compensation percentage, then the Respondent is required to break this percentage out and list it in the overhead column. **The selected Respondent will be required (no**

exceptions) to provide written proof of their workers compensation rate sheets from their insurance agency to substantiate the net rate less all applicable discounts, deductions or any other costs.

- C. **Overhead** – If overhead is included within these sheets, Respondent is required to define and substantiate what is included in the overhead percentage listed.
- i. It is important to note that the overhead percentage on self-performed work can only be assessed on field labor.
  - ii. Overhead costs do not increase in the calculation of overtime or double time. The afore-mentioned costs will be the same factor used in the calculation of straight time overhead costs.
  - iii. Respondent is required to list out what costs their overhead percentage field labor will cover.
- D. **FUTA** - Federal unemployment is taxed on the first \$7,000 of employee's wages each year at .60%. Thus the cap on this is \$40.00 per year / per employee. Respondent will prorate the FUTA charges over the course of the Project.
- E. **SUTA** – State unemployment is taxed on the first \$42,000 of employee's wages each year. The Respondent is required to provide a copy of their SUTA worksheet received from the State of Minnesota and will prorate the SUTA charges over the course of the Project.
- F. **Labor burden calculations** – Calculations are to be based on taxable wages only as outlined within the union wage agreements; which are specifically detailed. Such wages will include the base wages and subsequent vacation wage only.
- G. **FUTA / SUTA /Workers Compensation Insurance** – Within the calculation of overtime and double time, these costs are not to increase.

**NOTE: All rates, percentages, and fees are subject to audit and verification by the Owner and its affiliates.**

**Note: The Microsoft Excel Spreadsheet of the Self-Performed Work Labor Rate Breakdown Table can found online at the [Purchasing Services website](#).**

## **ATTACHMENT E: 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 thirteen percent (13%) 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).

### **Workforce Utilization Requirements**

Workforce levels of participation (based on [goals set by the MN Department of Human Rights](#)) for the Project are:

<b>Region</b>	<b>Goals</b>
Hennepin and Ramsey Counties	<ul style="list-style-type: none"><li>• 32% BIPOC Employees;</li><li>• 20% Female Employees;</li><li>• 2% Disabled Employees.</li></ul>

A Respondent demonstrates its commitment to prevent discrimination in employment by:

- Its inclusion of BIPOC, women, and persons with disabilities on its permanent staff;
- Its inclusion of BIPOC, women, and persons with disabilities on its planned workforce on this Project;
- Possession of a Workforce Certificate and an Equal Pay Certificate, issued by the State of Minnesota.

### **Business & Community Economic Development**

A Respondent demonstrates its commitment to improve the economic conditions in communities in which the University construction projects are located by:

- Its current practice of funding, providing personnel to and/or soliciting employees from programs designed to train residents of the targeted areas designated by each city pursuant to [Minnesota Statute Section 469.202](#).
- Its agreement to participate during this project with the University to fund, provide personnel to, and/or solicit employees from programs designed to train residents of the targeted areas designated by each city pursuant to [Minnesota Statute Section 469.202](#).

### **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 and/or Workforce Utilization goals:

1. Submitted to OSD (via the SmartCOMP tool)
  - a. Workforce Utilization (Document 659) on or before the 10th of each month for all onsite labor the previous month.
  - b. TGB Payment Affidavit(s) (Document 660) on or before the 10th of each month for payments made the previous month, if any.
  - c. TGB Work Verification (Document 661) when the contracted TGB work is complete.