

O&M RFP Vendor Questions

Last updated: October 12, 2017

Please listen to the recording of the October 10 Pre-proposal Vendor Conference for answers to additional questions. Please contact Emily.Ziring@minnstate.edu to request the recording in an accessible format.

Q1. Will MnSCU require a Veteran/SDVOSB firm to prime contract in order to receive the applicable 6% preference?

The TG/ED paragraph indicates that in order for the preference (up to 6%) to apply, the certified TG/ED firm must prime the contract with MnSCU. In the following paragraph it describes the same preference that can be applied for Veteran and/or Service Disabled Veteran Owned (SDVOSB) firms; however, the RFP does not indicate that the Veteran/SDVOSB firm must prime the contract with MnSCU.

A1. Minn. Stat. 16C.16, subd. 6a provides in relevant part:

“...as a condition of awarding a construction contract or approving a contract for professional or technical services, may set goals that require the prime contractor to subcontract a portion of the contract to a veteran-owned small business....The subcontracting requirements of this paragraph do not apply to prime contractors who are veteran-owned small businesses.”

For the purposes of this RFP, either the prime contractor or the subcontractor may be the statutorily-defined Veteran and/or Service Disabled Veteran Owned firm in order to receive the applicable 6% preference, however, the subcontractor must be a material participant in the contract. A material participant is defined as a firm that provides 35% or more of the total labor hours performed under the entire scope of work of the contract, including any amendments or extensions.

Q2. Does the answer to Q1 also apply to Targeted Group and Economically Disadvantaged Business and Individuals?

A2. Yes. For the purposes of this RFP, either the prime contractor or the subcontractor may be the statutorily-defined Targeted Group and Economically Disadvantaged Business or Individual in order to receive the applicable 6% preference, however, the subcontractor must be a material participant in the contract. A material participant is defined as a firm that provides 35% or more of the total labor hours performed under the entire scope of work of the contract, including any amendments or extensions.

Note that in order to receive the 6% preference for Veteran and/or Service Disabled Veteran Owned firms and the 6% preference for Targeted Group and Economically Disadvantaged Business and Individuals, there may be two contractors listed on a proposal (with each providing 35% or more of the total labor hours) OR there may be one contractor that qualifies for both preferences (providing 35% or more of the total labor hours).

Q3. Does the scope of this RFP include review of Building Envelope features (roofs, windows, walls) in terms of O&M procedures in place as well as condition assessment?

A3. Yes, the vendor is expected to visit college or university facilities departments to review and document the departments' O&M procedures and their practices related to asset inventory and

condition. Those procedures and practices should include maintenance, inventory and condition of building envelope features (roofs, windows and exterior walls).

Q4. Same question as above but for pavement (sidewalks, parking lots, etc.). Or is this handled by a separate group within your system?

A4. Most campuses assign maintenance of landscape and hardscape (including sidewalks, courtyards, fencing, and parking lots) to their Grounds Maintenance crew, therefore, this work is excluded from the scope of the RFP. If Grounds Maintenance-related tasks are using Facilities Maintenance resources to an extent that there is a material impact on Facilities Maintenance, however, that should be noted in reports.

Q5. Can you provide the organizational charts for the facilities maintenance departments of the seven campuses in advance of the due date for proposals?

A5. The organizational charts will be provided to the bidder who is awarded the contract as part of Phase I of the scope of work. If you wish to view an example of the organizational structure of the physical plant department at a large university campus, please see [https://www.mnstate.edu/uploadedFiles/Internal/Content/Human Resources/Physical%20Plant-OCt%20'17\(1\).pdf](https://www.mnstate.edu/uploadedFiles/Internal/Content/Human%20Resources/Physical%20Plant-OCt%20'17(1).pdf).

Q6. On page 7 of the RFP, under “Institution Level Assessments”, it mentions a table in the APPA book “Operational Guidelines for Educational Facilities: Maintenance”. The RFP states “The table details 10 common characteristics that can be used to describe the level of maintenance on campus,....” and directs the Vendor(s) to analyze and assess within these 10 characteristics.

The referenced table actually lists 13 different characteristics.

Does Minnesota State want the study to include analysis of each institution against all 13 characteristics in the table, or are there 10 specific characteristics that are to be included in the study?

A6. Yes, this is an error in the RFP. There are 13 different characteristics that should be studied.