



Community Planning and Economic Development
Development Services Division
105 Fifth Ave. S. - Room 300
Minneapolis, MN 55401
TEL 612.673.2830

www.minneapolismn.gov

January 10, 2019

To whom it may concern:

Attached is a Request for Qualifications (RFQ, attached) for services from professionals meeting The Secretary of the Interior's *Professional Qualification Standards* (as published in the Federal Register of September 29, 1983) for the preparation of a streetcar commercial building context and intensive thematic survey for the City of Minneapolis. Please consider submitting qualifications if your firm meets these standards and is available. See the RFQ for details and direct any questions that you may have to project manager Jim Voll at james.voll@minneapolismn.gov.

Qualifications are due by January 31, 2019. Thank you for your consideration.

Sincerely,

Jim Voll
Principal City Planner
CPED Long Range Planning

Request for Qualifications



City of Minneapolis
Department of Community Planning & Economic Development
Long Range Planning Division

Streetcar Commercial Building Context
and
Intensive Thematic Survey
January 10, 2019

Qualifications Due by: January 31, 2019

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REQUEST FOR QUALIFICATIONS
FOR
**Minneapolis Streetcar Commercial Buildings Context and
Intensive Thematic Survey**

I. INVITATION: The City of Minneapolis (hereinafter referred to as the City) makes this Request for Qualifications (hereinafter referred to as the RFQ) to select a qualified Consulting Firm (hereinafter referred to as the Consultant) to update the City’s Street Railway, 1873-1954, Context Study as it relates to Minneapolis streetcar commercial buildings. In addition, the Consultant will complete an intensive thematic survey for the City of Minneapolis (hereinafter called the Project) to help identify properties potentially worthy of local historical designation due to their associations with significant aspects of our community’s streetcar commercial building heritage. The Project is generally described in the “Scope of Services” (Attachment A) including descriptions of roles, responsibilities and relationship of the Consultant, City, and other parties involved in the Project.

The total Consultant budget is \$45,000. A Certified Local Government grant from the National Park Service through the Minnesota State Historic Preservation Office has provided \$24,999 for this effort. The remainder of the project budget will be paid for with City funds.

II. QUALIFICATIONS DUE DATE and LOCATION: The Consultant shall submit one electronic copy of their qualifications to the City of Minneapolis, labeled:

Jim Voll, Principal City Planner
CPED Long Range Planning
105 5th Ave S, #200
Minneapolis, MN 55401
James.voll@minneapolismn.gov

The submittal shall be made at or before **4:00 P.M. (Minneapolis Time), January 31, 2019.**
NOTE: Late Qualifications may not be accepted.

III. QUALIFICATIONS FORMAT: The Consultant shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in Section IV – “EVALUATION OF QUALIFICATIONS.” To allow for easier comparison of Qualifications during evaluation, Qualifications should contain the following sections and appendices and be arranged in consecutive order.

1. **Executive Summary:** An executive summary, designed to reflect the applicant’s understanding of the project, must begin the qualifications.
2. **Research Design:** A research design must be included in the qualifications.
3. **Graphic Capabilities:** Applicants should provide a sample of 1-4 sheets from a recent project that demonstrate the firm’s graphic presentation capabilities.

4. **Staffing:** Applicants should note how tasks will be completed and by whom, including interaction with city staff. Involved individuals should provide resumes noting applicable experience. Sub-consultants should also be listed, including the identification of any that are certified in the City of Minneapolis Small & Underutilized Business Program. If submitted by a team, the qualifications should include the name of the team leader, the composition of the team and their rationale for selection, and the qualifications/resumes and experience of each team member. Principal team members must meet The Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).
5. **Budget:** The total Consultant budget for the completion of the project is \$45,000. The budget should include a cost breakdown for each of the proposed activities, project hours for each member, and a statement as to how the project will be billed.
6. **Timeline:** All Qualifications should indicate a beginning date, a project schedule that identifies major tasks to be accomplished and when (including revision time prior to final submission), and anticipated delivery date for the final product. The City's project manager will arrange a meeting with the selected Consultant to ensure that the Consultant understands the project scope. All work must be completed by the Consultant by July 22, 2019.
7. **Experience and Capacity:** Describe background and related experience demonstrating ability to provide required services. Indicate if company expansion is required to provide service. Include projects, names, addresses, and telephone numbers of references for whom the team has completed comparable projects, with basic information about those comparable projects.
8. **Company Financial Information:** Provide proof of financial responsibility, to include necessary insurance and disclosure of any bankruptcy filings by the Consultant, its principals, and officers during the previous seven years.

IV. EVALUATION OF QUALIFICATIONS – CONSULTANT SELECTION: Qualifications will be reviewed by an Evaluation Panel made up of representatives of the City of Minneapolis' CPED Long Range Planning Division and other City staff assistance as they might require. The Evaluation Panel will select the most qualified Consultant, based on the required criteria listed in Section III "QUALIFICATIONS FORMAT", and the following:

- A. Quality, thoroughness, and clarity of qualifications.
- B. Qualifications and experience of staff (includes a review of references).
- C. How well the services offered meet project objectives.
- D. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFQ.
- E. Organization and management approach and involvement for a successful project.
- F. Small & Underutilized Business participation.
- G. Insurance coverage as defined for the services.

V. SCHEDULE: The following is a listing of Project milestones:

RFQ Release	January 10, 2019
Questions on RFQ due by	January 18, 2019
Responses to Questions posted by	January 24, 2019
Qualifications due by	4:00 PM on January 31, 2019
Estimated Consultant selection	February 15, 2019
Estimated services start date	March 11, 2019
Sample chapter of the context statement due to City with a sample of preliminary reconnaissance-level survey results	May 20, 2019
Draft of the context statement and survey due to City	July 1, 2019
Final copies of the context statement and survey due to City	July 22, 2019

The City may request other written progress reports and reviews of project progress, as necessary.

VI. CONTRACT: The contracting parties will be the City of Minneapolis and the Consultant selected to provide the services as described herein per the attached City of Minneapolis Standard Agreement Form.

VII. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION: The Consultant’s primary interface with the City will be with the Contract Manager who will act as the City’s designated representative for the Project. Prospective responders shall direct inquiries/questions ***in writing (e-mail is acceptable) only*** to project staff:

Jim Voll, Principal City Planner
CPED Long Range Planning
105 5th Ave S, #200
Minneapolis, MN 55401
James.voll@minneapolismn.gov

All questions are due no later than January 18, 2019. Responses to the questions will be posted by January 24, 2019 on City’s RFQ website at: http://www.minneapolismn.gov/cped/cped_rfq

VIII. REJECTION OF QUALIFICATIONS: The City reserves the right to reject any Consultant on the basis of the Qualifications submitted. The City reserves the right to reject all Qualifications or any Consultant on the basis of the qualifications submitted.

IX. ADDENDA TO THE RFQ: If any addendum is issued for this RFQ, it will be posted on the City of Minneapolis web site at: http://www.minneapolismn.gov/cped/cped_rfq
The City reserves the right to cancel or amend the RFQ at any time.