

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



[www.minneapolismn.gov](http://www.minneapolismn.gov)

January 31, 2019

To whom it may concern:

Attached is a Request for Qualifications (RFQ) 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 modern-era context study and report 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 Madel Dueñas at [madel.duenas@minneapolismn.gov](mailto:madel.duenas@minneapolismn.gov).

Qualifications are due by February 28, 2019. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Madel Dueñas". The signature is written in a cursive, flowing style.

Madel Dueñas  
City Planner  
CPED Long Range Planning

# Request for Qualifications

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

**Minneapolis Modern-Era Context**  
**Report and Study**  
January 31, 2019

**Qualifications Due by: February 28, 2019**

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REQUEST FOR QUALIFICATIONS  
FOR  
**Minneapolis Modern-Era  
Context Report and Study**

**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 complete a modern-era context study that encompasses the entirety of Minneapolis. In addition, the Consultant will complete a small series of field test reconnaissance surveys for the City of Minneapolis (hereinafter called the Project) to help verify accuracy of context assertions within the context study. 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 \$49,000 and was provided by a Minnesota Historical Society Legacy Grant.

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

Madel Dueñas, City Planner  
CPED Long Range Planning  
105 5<sup>th</sup> Ave S, #200  
Minneapolis, MN 55401  
madel.duenas@minneapolismn.gov

The submittal shall be made at or before **4:00 P.M. (Minneapolis Time), February 28, 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. **Graphic Capabilities:** Applicants should provide a sample of 1-4 sheets from a recent project that demonstrate the firm’s graphic presentation capabilities.
3. **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 Investigator must meet The Secretary of the Interior's Professional Qualifications Standards for Architectural History (Code of Federal Regulations, 36 CFR Part 61).

4. **Budget:** The total Consultant budget for the completion of the project is \$49,000. 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.
5. **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 February 1, 2020.
6. **Experience and Capacity:** Describe background and related experience demonstrating ability to provide required services. Note prior experience working on a City-wide context study and working with resources of the modern-era. 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.
7. **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 31, 2019
Questions on RFQ due by	February 7, 2019
Responses to Questions posted by	February 14, 2019
Qualifications due by	4:00 PM February 28, 2019
Estimated Consultant selection	March 14, 2019
Initial kickoff meeting	March 28, 2019
Estimated services start date	April 1, 2019
Public engagement check-in	May 31, 2019
Sample chapter of the context statement due to City with a sample of preliminary reconnaissance-level survey results	July 15, 2019
75% draft of the context study and a draft of a SHPO standardized inventory form	September 30, 2019
Final copies of the context study report and reconnaissance survey due to City	February 1, 2020

*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 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:

Madel Dueñas, City Planner  
 CPED Long Range Planning  
 105 5<sup>th</sup> Ave S, #200  
 Minneapolis, MN 55401  
 Madel.duenas@minneapolismn.gov

All questions are due no later than February 7, 2019. Responses to the questions will be posted by February 14, 2019 on City’s RFQ website at: [http://www.minneapolismn.gov/cped/cped\\_rfp](http://www.minneapolismn.gov/cped/cped_rfp)

**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\\_rfp](http://www.minneapolismn.gov/cped/cped_rfp)  
 The City reserves the right to cancel or amend the RFQ at any time.