

# APPENDIX D - REQUEST FOR PROPOSALS FOR TESTING & ENVIRONMENTAL SERVICES

Project Name: \_\_\_\_\_

University Project Number: \_\_\_\_\_

## 1. Invitation

1.1. This solicitation has been initiated by

\_\_\_\_\_ at the request of the University of Minnesota, hereinafter referred to as the university, to obtain a Request for Proposal, hereinafter referred to as the RFP, for providing Testing and Environmental Services relative to the \_\_\_\_\_ project, hereinafter called the project. The project generally is described in item 5 below.

1.2. Interested firms should submit copies of their proposals to:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

On or before: \_\_\_\_\_

Time, Date and Day: \_\_\_\_\_

## 2. Form of Proposal

2.1. Proposals shall contain the following sections and appendices. The basic proposals, described in items 2.1.1 through 2.1.3.2 below, shall be limited to five pages. Proposals shall be printed on one side, and exclusive of attachments related to personal resumes, brochures, organization charts and proposed rate schedules.

### 2.1.1. Previous Similar Experiences

This section shall identify similar projects for which the proposing firm has provided testing and environmental services. References for those projects by name and phone number shall be included.

### 2.1.2. Personnel

This section shall indicate the appropriate personnel within the firm that

may be assigned to work on the project. Resumes of all proposed team members shall be attached.

#### 2.1.3. Services Available

2.1.3.1. List all types of testing and environmental services potentially needed for the project and your firm's proposed scope of work. Indicate how your firm is capable of performing them with in-house personnel and equipment.

2.1.3.2. The building code acknowledgement form is attached as Exhibit A to this RFP to specifically address the requirements of UBC 306 related to structural testing.

**3. Pre-Construction Services:** It is anticipated that participation of the testing firm during the Contract Document Phase shall be required in order to assist the design team in establishing the scope and content of the testing program for the project. Please indicate proposed hourly rate for this type of consultation service.

#### 4. Pricing

4.1.1. List proposed hourly rates by calendar year for each classification of personnel and each service listed herein.

4.1.2. List any expenses that you will require reimbursement and rates as applicable.

4.1.3. Provide total cost expectation for the identified scope of work proposed.

**5. Rejection of Proposal:** The university reserves the right to reject any proposal, make counter proposals and/or engage in negotiation with any or all firms making a proposal. This right is important to obtain the required and appropriate services at a cost acceptable to the university. The university also reserves the right to cancel or amend an RFP at any time. The soliciting architect/engineer shall alert all known parties of any changes in the status of an RFP.

**6. Selection:** University representatives, the Department of Facilities Management and others as required shall evaluate proposals. Following the initial screening of written proposals, presentations may be arranged for members of the short list following which, the evaluators shall provide their recommendations. The university shall contract for the services directly.

#### 7. Project Definition

7.1. The project consists of the following parts:

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7.2. Demolition of the existing (Provide Detail as Required):

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7.3. The Site Location Plan of the Project as described in Exhibit B to the RFP.

## 8. Project Schedule

Completion of Design Development: \_\_\_\_\_

Completion of Contract Documents for Review: \_\_\_\_\_

Issue Project for Bids: \_\_\_\_\_

Projected Award of Construction Contract: \_\_\_\_\_

Projected Occupancy:

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**9. Anticipated Services:** A preliminary list of anticipated services, which may be required, is attached as Exhibit C to the RFP. (List all expected testing by CSI Specification Section.)

**10. Additional Information**

For further information regarding proposal requirements or general reporting procedures, please contact the following:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**End of Appendix D - Request for Proposals for Testing and Environmental Services  
University of Minnesota Facilities Management  
November 2002(Revised: December 2006)**