Minneapolis Park and Recreation Board
Request for Qualifications (RFQ)
Date Issued: 9/12/2022
Submission Due: 10/7/2022

REQUEST FOR QUALIFICATIONS:
TO PROVIDE CONSULTING SERVICES FOR THE ACQUISITION OF ASSET MANAGEMENT SOFTWARE

Established in 1883, the Minneapolis Park and Recreation Board (MPRB) oversees a renowned urban park system spanning 6,817 acres of parkland and water. Featured among its 180 park properties are 55 miles parkways, 102 miles of Grand Rounds biking and walking paths, 22 lakes, 12 formal gardens, seven golf courses and 49 recreation centers. Altogether, MPRB properties receive about 26 million visits annually.

MPRB was recognized by the Trust for Public Land in 2013, 2014, 2015, 2016, 2017 and 2018 as the #1 urban park system in the United States. It is accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)—one of just five park agencies in Minnesota and some 169 in the United States that have this distinction for excellence in operations and service.

General Information
Through this RFQ, the Minneapolis Park and Recreation Board (MPRB) is seeking interest from experienced consulting firms to assist the MPRB in facilitating the development of an RFP and an Implementation & Integration Plan for an Enterprise Asset Management (EAM) software system and associated vendor services.

The ideal candidate will reflect experience in successfully procuring and implementing comparable solutions at local government agencies of similar size to MPRB, and/or in larger agencies.

In 2017, MPRB purchased VueWorks software for their Enterprise Asset Management needs and has been implementing and using the software since that time. MPRB is looking to re-evaluate their Enterprise Asset Management Software solution given changes to MPRB processes and organizational approaches, changes to technology/ software offerings and lessons learned from the original EAM procurement and implementation.
Request for Qualifications
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Small & Underutilized Business Program (SUBP) Requirements

MPRB policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423 applies to any professional or technical service contract in excess of $175,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no specific SUBP goals on this RFQ. However, if there are subcontracting opportunities later identified, Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. Consultant shall inform the Contract Manager to obtain authorization to subcontract any work. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit http://mnucp.metc.state.mn.us/ or contact contractcompliance@minneapolismn.gov.

SCOPE OF SERVICES
The consultant shall provide and perform the following services:

1. **Procurement Process On-Boarding:** MPRB anticipates at least two (2) on-boarding sessions at the start of the engagement focused on organization and client project team readiness, and an additional two (2) training sessions during the first year providing detail review of next steps in the project cycle, with one being focused on procurement and the second on project delivery/management/partnering (approximately 1-2 hours each). Training is expected to occur via virtual sessions.

2. **Procurement Support:** Provide advisory and procurement support to MPRB procurement team during the implementation of the project.

Procurement support includes:
   a. **Procurement Planning:** Develop procurement schedule and meeting plan, coordinate project planning meetings, provide education and training to internal MPRB staff on the procurement process. Support MPRB with budget review and develop cost projections that align with the anticipated timeline for implementation.

   b. **Solicitation Development:** Develop and review the solicitation (RFP) with assistance from the MPRB, with services including:
      i. Develop proposal, evaluation, interview, and selection timeline
      ii. Solicitation language, requirements, and procedures (does not include review of legal terms, contract/contract language, terms and conditions, or financial/commercial terms of the agreement)
      iii. Assist in development of the Scope of Work
         1. Provide outline for items needed for a Scope of Work
         2. Assist in compiling/preparing available existing conditions information
         3. Assist in preparing/compiling future state objectives
4. Provide review and feedback on necessary improvements
   iv. Develop submittal forms and templates for use by proposers
   v. Include “best in class” methods for proposer submissions, competition, and evaluation.
      1. Evaluation Criteria & Selection Procedures: Consultant shall prepare evaluation criteria and enhanced evaluation methodologies based upon proven past experience. These procurement techniques will focus on identifying the expertise of the project team.
      2. Develop, review and finalize an evaluator guide
   vi. Provide education and training to evaluators on the evaluation process and procedures
   vii. Participate in weekly (or as necessary) RFP development meetings

   c. Evaluation & Selection Support Management
      i. Assist in developing issuance/advertisement for RFP posting (MPRB will issue the RFP)
      ii. Preproposal Meeting Management: Assist in management and administration of pre-proposal meeting, conduct the educating and training of proposers during the pre-proposal meeting(s)
      iii. Assist procurement staff with collecting and compiling all bid/proposal/evaluator information
      iv. Assist in preparing the proposal documents for evaluator review
      v. Prepare and input all criteria, weights, and evaluator scores into a matrix
      vi. Assist in preparing interview/presentation questions with client team
      vii. Observe interview period
      viii. Assist with leading & structuring the product demonstrations with shortlisted vendors during the evaluation process.
      ix. Collect interview scores and input into matrix
      x. Prepare final rankings/matrix
      xi. Prepare final procurement report

3. Negotiation Services/Partnering Support: Once MPRB has selected the potential supplier, provide clarification support during the negotiation phase to ensure that expectations are aligned. The clarification activities will be focused on the implementation activities/tasks and not on the legal negotiation.

   This includes:
      a. Provide structure of the Clarification/Negotiation period
      b. Provide list and advisory support for critical activities to be performed
      c. Provide education session with MPRB personnel
      d. Provide education session with project team personnel
      e. Support, review, and provide feedback on critical supplier documentation
      f. Provide risk-based preplanning and partnering support/facilitation for the project during the contract negotiation period.
         i. Risk identification and response planning
         ii. Project Execution Plan advising
         iii. Roles & Responsibilities
         iv. Client Action Requirements
v. Risk Tracking and Management Plan
   g. Provide quarterly partnering meetings and support through project close-out

4. Project Support and Risk Tracking: Implement and oversee a weekly performance risk monitoring and tracking system of the project. The system shall include a transparent and collaborative process for preplanning and tracking of potential and actual challenges, risks, and problems in the project implementation.

5. Owner Advising: Provide consulting support for the project management oversight, specifically serving as the project advisor, attending weekly project meetings, advising and coaching team members on best practices for managing through challenges, questions, and risks as they occur. Develop regular executive reports on implementation process and risks.

Proposal Requirements
The consultant shall prepare and submit a written proposal that addresses the following information:

1. Key Staff (15%) (Limited to 2 pages or less)
   Identify the key individuals (Project Manager, Owner Advisor, and a Technical Lead) who are proposed to be part of the team. Note: These individuals are expected to devote the greatest time commitment at the operational level (rather than an executive, partner, sales representative, or other staff that will be less directly involved in day-to-day operations). The consultant will not be permitted to remove or replace these individuals during the first 12-months of this Contract, unless requested and approved by MPRB (with the exception of uncontrollable events such as: retirement, injury/sickness/death, or resignation).

   For each of these individuals (Project Manager, Owner Advisor, and a Technical Lead), provide a bio that summarized their qualifications and experience as it relates to this scope. Each bio should include the role of the staff person, the length of their work experience, and areas of expertise (as it applies to services outlined in this scope).

   Each bio should be limited to 1-page or less. Additional or supplemental information (such as an attached resume), that is not contained within the 1-page limit, will not be reviewed, evaluated, or considered.

2. Team-Related Experience (25%) (Limited to 4 pages or less)
   This section should outline the qualifications and experience of the team being assigned to this contract (not the firm). The consultant should describe how long the three key staff members have worked together as a team on similar services. The consultant shall identify one (1) similar project/program/effort, in which the three key staff members have all worked together. This project/program/effort should be within the past five years. The consultant should identify the services that were performed as it relates to the services outlined in this scope.

   This includes:
   a) Background of the project/program/effort: Client/Organization name, approximate date of service, summary of services performed.
b) Identify what type of education and training was performed (how many training sessions were held, internal stakeholders that attended, number of internal stakeholders trained, etc.)

c) Identify what efforts were performed to create a new RFP template (as it relates to the project type)

d) Identify any innovative procurement practices that were utilized regarding the proposal process.

e) Identify any innovative procurement practices that were utilized regarding the interview process.

f) Identify any innovative procurement practices that were utilized that resulted in significant procurement time savings.

g) Identify what efforts were performed to create a guide for evaluators.

h) Identify what procurement support was provided related to the project.

i) Identify what partnering support was provided.

j) Identify what owner advising efforts were provided.

k) Identify a point of contact to serve as a reference for this project (name of contact, title, email address, and phone number).

3. Proposed Schedule (10%) (Limited to 1 page)
This section should provide a high-level project schedule with anticipated delivery dates for key scope of service items.

4. Cost (15%) (Limited to 1 page)
The proposer must provide a total all-inclusive price proposal and an itemized cost per scope of service category (Training, Procurement Support, Negotiation Services/Partner Support, Project Support/Risk Tracking, and Owner Advising) which shall include all direct and indirect costs by cost component such as labor, overhead, general administrative rate and profit.

The proposer must also provide hourly rates for key staff.

5. Interviews (35%)
MPRB will shortlist and invite up to the top 3 consultants to participate in key personnel interviews.

MPRB will interview the key staff that have been proposed (Project Manager, Project Advocate, and a Technical Lead) from the shortlisted consultants. No other individuals from the consultant’s firm may participate or attend. Interviews are expected to last approximately 60 minutes.

Interviews shall be performed virtually, via an online platform (Microsoft Teams) rather than in-person.

Consultant Requirements
The consultant shall meet the following minimum requirements:

- The Consulting Firm must have assisted at least one (1) public organization with procurement for an Enterprise Asset Management System over the past five (5) years.
• The Consulting Firm must assign a Project Manager and Owner Advisor/Project Advocate to this contract. These individuals cannot be removed or replaced during the contract (unless requested by MPRB, or due to unforeseen circumstances such as death, retirement, or sickness/disability). The assigned Project Manager and Project Advocate may be the same person, but MPRB anticipates that these will be different individuals.
• The Project Manager must have a minimum of two (2) years of experience with educating and training public organizations (cities, States, etc.).
• Experience in procuring enterprise asset management (EAM) systems and specialized Asset Management systems (e.g. for specific technical applications beyond a traditional EAM).
• Experience in procuring system integrator / standalone software implementation services.
• Experience in training business units, IT professionals, and project management offices on best practices for procuring software products and services.
• Experience as a 3rd party QA/QC or project controls or contract administration role following the procurement & negotiation stage.

General schedule and Project Team
The MPRB is anticipating a start date as soon as qualifications have been reviewed and contracts can be agreed upon. We expect the RFP process to take place in the winter of 22'/23’ with anticipated completed and beginning implementation summer of 2023.

The MPRB will create a Project Team consisting of key staff from within the Asset Management, Planning, Recreation, Forestry, Environmental Management, Customer Service, and Information Technology Departments. The project will be led by staff from the Asset Management Department under direction of the Assistant Superintendent for Environmental Stewardship.

SUBMISSION DETAILS
Please submit complete proposal via email to:
Chris DesRoches
Park Project and System Manager
cdesroches@minnepolisparks.org
612-313-7717

The Minneapolis Parks and Recreation Board (MPRB) reserves the right to reject all or any part of any quote or proposal and to waive informalities to gain a contract to best serve the interest of the MPRB. Informality shall mean a minor defect or variation of a quote or proposal from the exact requirements of the request which does not affect the price, quality, quantity, or scope of work schedule for the services being procured.

RFQ TIMELINE
RFQ Issued: 9/12/2022
Question Cutoff Date: 9/23/2022
MPRB Receives Qualifications: 10/7/2022 @2:00pm
Review Submissions: Week of 10/10/2022
Interviews with top candidates: Week of 10/17/2022
Begin negotiations with selected candidate: Week of 10/24/2022
Consultant and MPRB release RFP for Asset Management Vendors: Winter 22’/23’