



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Finance and Facilities Committee

DATE: March 22, 2023

TITLE: Contracts Requiring Board Approval

- a. **Customized Training, Dakota County Technical College**
- b. **Marketing/Advertising Contract, Winona State University**
- c. **Library Renovation and Tutor and Learning Center Consolidation, Lake Superior College**
- d. **Window and Siding Replacement, Williams Hillside Apartments, Minnesota State Community and Technical College - Fergus Falls Campus**
- e. **Parking Lot #6 Pavement Rehabilitation, Normandale Community College**
- f. **Library Building Renovation Construction Contract – Phase 1, Normandale Community College**
- g. **Construction Phase 2 Locker Room Project, Riverland Community College**
- h. **Campus-wide Door Hardware and Access, Rochester Community and Technical College**
- i. **Heintz Center South Parking Lot Improvements, Rochester Community and Technical College**

Proposed New Policy or
Amendment to Existing Policy

Approvals Required by
Policy

Other Approvals

Monitoring/Compliance

Information

PRESENTERS

Bill Maki, Vice Chancellor for Finance and Facilities

Brian Yolitz, Associate Vice Chancellor for Facilities

Tim Anderson, System Director for Procurement and Contract Management

Heather Agesen-Huebner, Vice President of Finance and Operations, Dakota County Technical College

Steve Lommen, Customized Training Representative, Dakota County Technical College

Scott Ellinghuysen, Vice President of Finance and Administration, Winona State University

Jon Olson, Vice President for Advancement, Winona State University

Andrea Northam, Senior Director of Marketing, Communications and Media Relations, Winona State University

Al Finlayson, Vice President of Administration, Lake Superior College

Pat Nordick, Vice President of Finance and Facilities, Minnesota State Community and Technical College

Pat Buhl, Associate Vice President of Operations, Normandale Community College
Jill Boldenow, Vice President of Administration, Normandale Community College
Brad Doss, Vice President for Finance and Operations, Riverland Community College
Shayn Jensson, Physical Plant Project Manager, Rochester Community and Technical College
Kelly Pyfferoen, Interim Vice President of Finance and Facilities, Rochester Community and Technical College

PURPOSE

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

Contract Requiring Board Approval: Customized Training, Dakota County Technical College

BACKGROUND

Dakota County Technical College's (DCTC) Customized Training Department has been designing and maintaining training curriculum for the aerospace industry since 2019. This curriculum is taught by Industrial InSite. Industrial InSite is one of the few providers with trainers capable of providing the soldering and brazing training required for the aerospace industry.

This contract amendment with Industrial InSite is important to DCTC's growing partnership with Collins Aerospace which requires the specialized soldering and brazing training. This training will ensure that employees of Collins Aerospace are certified to continue working and that Collins Aerospace is able to continue manufacturing.

FINANCIAL TERMS

A \$480,000 two-year contract was awarded to Industrial InSite, in February 2020, after a formal RFP process. The contract included up to three, one-year renewals. Amendments increased the contract by \$400,000 in 2022 and \$119,000 in February 2023. Total expenditures to date are \$769,963.

DCTC signed a \$2,000,000 revenue contract with Collins Aerospace in November 2022 to provide additional customized aerospace training. This training must be delivered by November 2024 and DCTC requires continued sub-contracted support from Industrial InSite to deliver the training. This board item requests to increase the amended contract by \$1.201M. This action will result in a five-year contract with Industrial Insite totaling \$2.2M. A new RFP will be issued for any future work.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to approve a \$1.201M increase to the contract, bringing the total contract amount to \$2.2M and with a term of five years for the purposes of maintaining the training curriculum for aerospace clients. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor's designee to approve a \$1.201M increase to the contract, bringing the total contract amount to \$2.2M and with a term of five years for the purposes of maintaining the training curriculum for aerospace clients. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023

Date Presented to the Board of Trustees: 3/22/2023

Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Marketing/Advertising Contract, Winona State University

BACKGROUND

Winona State University (WSU) is seeking to enter into a marketing contract with an advertising agency on July 1, 2023. The contracted agency will provide services encompassing market research, advertising strategy and creative development, ad buying and monitoring, and overall project management to stimulate enrollment growth and promote the university's brand. This contract will allow for expanded marketing to recruit new students to Winona State University and the Minnesota State System, and to expand our university and system brands to reach new out-of-state markets and to better appeal to traditionally underrepresented demographics.

A Request for Proposal (RFP) was posted with proposals due on March 30, 2023. Proposals will be reviewed by a committee consisting of the Winona State University Director of Marketing, Director of Admissions, Vice President for Enrollment Management and Student Life, Vice President for Advancement, and Director of Rochester Campus and Student Services. The selection process will occur in April, with the goal of executing a contract by June 1 so the university can begin working with the contracted agency on July 1, 2023.

Once this contract is implemented, it will keep all university marketing expenditures under one contract, which will promote brand cohesion and lead to cost-savings and efficiencies by centralizing control and pooling resources within one agency. It could also provide opportunity to cover additional marketing campaigns including, but not limited to, WSU-Rochester, Graduate Studies, Adult and Continuing Education, and various academic programs. This new contractual arrangement will support a comprehensive, consistent student recruitment strategy by providing flexibility for program-level marketing.

FINANCIAL TERMS

The contract is planned for an initial term of two years at approximately \$400,000 per year with an option to extend the contract for a third year. An additional amount estimated at \$50,000 will be included in the first year of the contract to pay for initial market research that is necessary to develop innovative marketing strategies and to assess and update the university brand.

This contract will be paid for through general operating funds as part of the Winona State University marketing budget. Additional funds could be provided by various university divisions or departments to cover additional marketing campaigns as part of WSU's comprehensive recruitment strategy. This new contract is set to begin on July 1, 2023, and will run through June 30, 2024, with an option to extend through June 30, 2025.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a contract not to exceed \$1,300,000 and with a term up to three years for the purposes of Marketing and Advertising. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a contract not to exceed \$1,300,000 and with a term up to three years for the purposes of Marketing and Advertising. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023
Date Presented to the Board of Trustees: 3/22/2023
Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Library Renovation and Tutor and Learning Center Consolidation, Lake Superior College

BACKGROUND

Lake Superior College (LSC) seeks board approval for a construction contract not to exceed \$2,000,000 to renovate its Library and consolidate it with their Tutor and Learning Center (TLC). The contract relocates the TLC from the second floor to the first floor Library. This also allows the two departments to share staff and partner on academic resources.

The project also creates new space for their TRiO program to better serve underrepresented students. The TRiO program will move into renovated space which provides an inviting climate for students using their services.

The project will also improve mechanical and electrical systems and area lighting.

FINANCIAL TERMS

This construction contract will be funded LSC operating funds and not exceed \$2,000,000. Subject to board approval, the construction contract will be publicly advertised via QuestCDN, our electronic bidding system, and awarded to the lowest responsible bidder. Work is scheduled to begin during the Summer of 2023.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$2,000,000 to renovate the library, consolidate it with the Tutor and Learning Center, and renovate TRiO program spaces at Lake Superior College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$2,000,000 to renovate the library, consolidate it with the Tutor and Learning Center, and renovate TRiO program spaces at Lake Superior College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023
Date Presented to the Board of Trustees: 3/22/2023
Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Window and Siding Replacement, Williams Hillside Apartments, Minnesota State Community and Technical College - Fergus Falls Campus

BACKGROUND

Minnesota State Community and Technical College (MState) seeks board approval of a construction contract not to exceed \$1,200,000 to replace the exterior envelope and windows on four residential student housing apartment units located on the Fergus Falls Campus.

The existing exterior envelope has reached the end of its useful life. The windows are inefficient and in many cases leak. It is difficult for students to maintain a comfortable living environment during the winter months. Currently the exterior stucco siding has several deteriorated areas and damage from bird holes causing some walls to lose structural integrity. It is in the best interest for MState to remove the entire exterior, replace sheathing, and insulation as required, replace the exterior stucco with steel siding, and replace all the windows with higher quality efficient products.

FINANCIAL TERMS

This construction contract is funded by a combination of student rental fees and MState operating funds not to exceed \$1,200,000. The construction contract is currently being publicly advertised via QuestCDN, our electronic bidding system, and subject to board approval, will be awarded to the lowest responsible bidder.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,200,000 to replace exterior siding and windows on the Williams Hillside Apartments at the Fergus Falls campus of Minnesota State Community and Technical College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,200,000 to replace exterior siding and windows on the Williams Hillside Apartments at the Fergus Falls campus of Minnesota State Community and Technical College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023
Date Presented to the Board of Trustees: 3/22/2023
Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Parking Lot #6 Pavement Rehabilitation, Normandale Community College

BACKGROUND

Normandale Community College (NCC) seeks board approval of a construction contract to repair and improve parking lot #6 on campus. The contract repairs approximately 135,000 square feet of deteriorated bituminous parking lot surfaces and improves pedestrian safety with lighting and provides additional security camera coverage.

FINANCIAL TERMS

This construction contract will be funded by the NCC parking fund for an amount not to exceed \$1,300,000. Subject to board approval and design completion, the construction contract will be publicly advertised via QuestCDN, our electronic bidding system, in late March 2023 and awarded to the lowest responsible bidder.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,300,000 to repair and improve Parking Lot #6, Normandale Community College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,300,000 to repair and improve Parking Lot #6, Normandale Community College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023
Date Presented to the Board of Trustees: 3/22/2023
Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Library Building Renovation Construction Contract – Phase 1, Normandale Community College

BACKGROUND

Normandale Community College (NCC) seeks board approval of a construction contract not to exceed \$15,000,000 for Phase 1 of their Library renovation project for infrastructure upgrades and accessibility improvements.

In their [November 2022 meeting](#), the Board of Trustees approved a design contract not to exceed \$2,500,000 as part of a two-phased project plan to renovate and upgrade the campus Library Building. Phase 1 renovation work focuses on improvements to the exterior envelope and mechanical, electrical, and plumbing (MEP) infrastructure. On the lower level, classroom and student services are reorganized, and restrooms are upgraded. The main elevator and stairs are reconfigured to eliminate barriers to accessibility at the entry connecting the Library to the main campus.

Phase 2 construction contract approval will be subject to inclusion in a future Minnesota State capital budget request and funding by the State of Minnesota.

FINANCIAL TERMS

The Phase 1 project budget totals \$18,000,000 from college operating funds budgeted for over time and designated for this project, Higher Education Asset Preservation and Replacement (HEAPR) funds made available from their 2020 Classroom and Student Services Renovation major capital project, and federal Higher Education Emergency Relief Fund (HEERF) funds:

Source of funds	Amount
Designated college operating funds – Design	\$2,500,000
HEAPR Funds – 2020 Capital Project	\$4,400,000
HEERF Funds	\$1,400,000
Designated college operating funds	\$9,700,000
Phase 1 – Total project funding	\$18,000,000

The previously approved design contract and this construction contract are to be funded within the Phase 1 project budget:

Project costs	Amount
Design contract (Previously approved)	\$2,500,000
Construction contract	\$15,000,000
Support services, materials, and contingency	\$500,000
Phase 1 – Total project cost	\$18,000,000

This project is being executed through the Construction Manager at Risk (CM@R) delivery method where the general contractor is brought on board in the design process to provide experience and expertise. The opportunity for delivering construction management services for this project was publicly advertised via QuestCDN, our electronic bidding system. In February 2023, proposals were

reviewed and three firms were interviewed by the NCC project team as prescribed in Minnesota Statute §16C.34, *Construction Manager at Risk*. The successful contractor, J. E. Dunn Construction Group, demonstrated considerable expertise and a collaborative leadership style befitting this project type.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$15,000,000 for Phase 1 of the Library Building Renovation project at Normandale Community College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$15,000,000 for Phase 1 of the Library Building Renovation project at Normandale Community College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023
Date Presented to the Board of Trustees: 3/22/2023
Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Construction Phase 2 Locker Room Project, Riverland Community College

BACKGROUND

Riverland Community College (RCC) seeks board approval of a construction contract not to exceed \$1,200,000 to renovate locker rooms at their Austin campus. The contract scope includes complete demolition and renovation of both team and physical education locker rooms and the athletic training room and updating showers to ensure Title IX and Americans with Disabilities Act (ADA) compliance and to satisfy student requests.

The construction contract was publicly advertised via QuestCDN, our electronic bidding system, and awarded in late November 2022 to the lowest responsible bidder, Met-Con Construction, for \$965,000. During the preconstruction meeting and early construction work, it became apparent with site conditions the total construction contract cost was going to exceed the board approval threshold of \$1,000,000 to fully realize the project scope and intent.

To enable the project team to advance the project without delay, the college seeks board approval of a construction contract not to exceed \$1,200,000.

FINANCIAL TERMS

This construction contract is being funded with RCC general funds up to \$776,000 and a \$424,000 grant from The Hormel Foundation.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$1,200,000 to renovate and upgrade the locker rooms at the Austin campus of Riverland Community College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$1,200,000 to renovate and upgrade the locker rooms at the Austin campus of Riverland Community College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023

Date Presented to the Board of Trustees: 3/22/2023

Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Campus-wide Door Hardware and Access, Rochester Community and Technical College

BACKGROUND

Rochester Community and Technical College (RCTC) seeks board approval of a construction contract not to exceed \$1,100,000 to install a new, campus-wide door access control system to improve campus safety and security by adding key card and remote operation of all exterior and classroom doors with a manual override feature at classrooms, and the ability to lock-down all remote-operated doors from a single location. The scope includes doors at the RCTC Main Campus, Sports Facilities Center, and the Heintz Center.

The construction contract was publicly advertised via QuestCDN, our electronic bidding system, and awarded to the lowest responsible bidder, Premier Electric Corporation, for an amount of \$918,820.53. During the initial construction phase, unforeseen complexities arose with the existing door frames and additional doors were added to fully realize the project goals. The college now seeks board approval of the amended construction contract the Premier Electric Contract not to exceed \$1,100,000.

FINANCIAL TERMS

This construction contract is being funded with RCTC general operating funds for an amount not to exceed \$1,100,000.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter into an amended construction contract not to exceed \$1,100,000 to provide door access controls at Rochester Community and Technical College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into an amended construction contract not to exceed \$1,100,000 to provide door access controls at Rochester Community and Technical College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023
Date Presented to the Board of Trustees: 3/22/2023
Date of Implementation: 3/22/2023

Contract Requiring Board Approval: Heintz Center South Parking Lot Improvements, Rochester Community and Technical College

BACKGROUND

Rochester Community and Technical College (RCTC) seeks board approval of a construction contract not to exceed \$1,200,000 to repair and improve the south parking lot at their Heintz Center. The contract repairs 91,000 square feet of deteriorated bituminous parking lot surfaces and improves pedestrian safety with new islands and walking surfaces and includes new plantings and trees, pathways for future EV charging stations, new LED (Light Emitting Diode) parking lot lighting, and new wireless and exterior camera technology equipment. In addition, storm water drainage will be improved, Americans with Disabilities Act (ADA) parking will be revised, and the entire lot restriped for better visibility to staff and students.

FINANCIAL TERMS

This construction contract will be funded by the RCTC parking fund for an amount not to exceed \$1,200,000. Subject to board approval and design completion, the construction contract will be publicly advertised via QuestCDN, our electronic bidding system, in late March 2023 and awarded to the lowest responsible bidder.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,200,000 to repair and improve the Heintz Center South Parking Lot Improvements, Rochester Community and Technical College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,200,000 to repair and improve the Heintz Center South Parking Lot Improvements, Rochester Community and Technical College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Finance and Facilities Committee: 3/22/2023

Date Presented to the Board of Trustees: 3/22/2023

Date of Implementation: 3/22/2023