

REQUEST FOR PROPOSALS (RFP)

Project Title: Facility Condition Assessment Services for the Science Museum of Minnesota

RFP Issuance Date: August 3, 2026

Proposal Due Date: August 19, 2026 by 12:00PM CST

Primary Contact: Emily Marlow, Sr. Director of Facilities Management, emarlow@smm.org

1. Introduction

The Science Museum of Minnesota invites qualified architectural, engineering, and facilities consulting firms to perform a baseline facility condition assessment for two structures totaling approximately 375,000 gross square feet in St. Paul, Minnesota. The purpose of this assessment is to establish a detailed inventory of core building systems, document current physical conditions, evaluate remaining useful life, quantify deferred maintenance costs, and deliver a prioritized replacement schedule to support institutional budget predictability and operational continuity.

1.1 Communications & Inquiries

To maintain campus security, detailed building system documents will be distributed via a secure, password-protected folder following the Mandatory Pre-Proposal Meeting & Site Walk on August 12, 2026. Access will be restricted to firms whose representatives are in attendance.

2. Background

Founded in 1907, the Science Museum of Minnesota (SMM) is one of the region's premier cultural and educational institutions, serving over one million visitors annually through onsite experiences, statewide STEM outreach, and national scientific research initiatives. SMM's primary campus in downtown St. Paul, Minnesota, sits along approximately 10 acres of Mississippi River bluffs with two facilities totaling approximately 375,000 gross square feet (GSF):

- Main Facility — ~370,000 GSF: Opened in 1999, this 7-story building features high-volume public assembly areas, scientific research laboratories, artifact storage vaults, administrative offices, and specialized high-use mechanical and life safety infrastructure.
- Science House — ~5,000 GSF: Built in 2003, this 2-story building serves as an educational exhibit showcasing "net-zero energy" design, residential-scale geothermal heating/cooling, and advanced energy monitoring systems.

3. Scope of Work

The selected consultant will perform visual physical site assessments and produce deliverables aligned with ASTM E2018 Standard Guide for Property Condition Assessments (or equivalent industry standards).

3.1 Project Management & Field Coordination

The consultant shall assign a dedicated Project Manager to oversee field operations and serve as the primary point of contact for SMM.

3.2 Building Systems Scope

The selected consultant shall conduct visual physical condition assessments of major building assemblies:

- Site & Civil: Retaining walls, site grading, storm drainage, paving, hardscape plaza framing, pedestrian bridges, and exterior site lighting.
- Building Envelope & Structure: Foundations, structural framing, exterior masonry, curtain wall systems, windows, exterior doors, and roofing assemblies.
- Mechanical, Electrical & Plumbing: Central heating/cooling plant, AHUs and VAVs, domestic plumbing, electrical switchgear, distribution sub-panels, emergency generator and ATS, emergency egress lighting, and fire protection equipment and panels.
- Specialty Systems: Laboratory fume hood exhaust systems, giant astronaut suspension rigging, geothermal heat pump, and exterior plaza hydronic snow-melt loops.

Explicit Scope Exclusions

The following systems are strictly excluded from this assessment:

- Multi-level parking ramp structure
- Vertical transportation
- Omnitheatre and auditorium projection/audio systems
- Exhibit displays, media installations, signage
- ADA compliance
- Energy audits
- Interior finishes and furnishings
- Landscaping and site irrigation
- PV solar panels

3.3 Required Deliverables

The selected consultant shall submit all project deliverables electronically in specified formats. Final deliverables shall include:

1. Executive Summary Report (.pdf): A narrative report summarizing key findings, portfolio-wide FCI, high-risk operational liabilities, and strategic recommendations for SMM leadership and Board of Trustees.
2. Master Database (.xlsx): A fully dynamic, multi-tab Microsoft Excel workbook structured into the following mandatory tabs:
 - Tab 1–Summary table displaying total GSF, aggregate deferred maintenance liability, current replacement value, and automated FCI scores per building.
 - Tab 2–Itemized list of identified deficiencies and recommended replacements

categorized into 10-year priority tiers. Fields must include Building ID, Asset ID, Asset Description (UNIFORMAT II), Deficiency Action, Priority Tier, Estimated Timing/Year, and Opinion of Probable Cost.

- Tab 3—Comprehensive asset inventory of all assessed building components across the campus. Fields must include Building ID, Asset ID, Asset Description (UNIFORMAT II), Location/Area, Estimated Age, Observed Condition Rating, Remaining Useful Life, and Estimated Replacement Cost.
- 3. Standardized Raw Data Export (.csv): A single, flat, unformatted table containing all field-collected asset metadata, condition scores, and cost data structured according to UNIFORMAT II standards for future integration into a CMMS.
- 4. Digital Photo Log: High-resolution digital photographs documenting existing conditions, equipment nameplates, and visible deficiencies delivered in two formats:
 - Photo Log Report (.pdf): Organized by Building ID and UNIFORMAT II system category. Each photo entry must display high-resolution imagery accompanied by Building ID, Asset ID, Location, System Category / Equipment Tag, and Observed Condition Description.
 - Source Image Archive (.zip): An organized folder structure containing all uncompressed original digital image files (.jpg or .png) utilizing a standardized, consistent file-naming convention that cross-references the Photo Log Report and Database entries.

4. Methodology

The selected consultant shall conduct the assessment using standardized, industry-accepted protocols aligned with ASTM E2018 standards. The evaluation approach shall incorporate the following core elements:

4.1 Data Collection

- Visual inspections of all accessible components
- Interviews with SMM facilities staff
- Document review
- Non-destructive testing unless otherwise approved

4.2 Facility Condition Index (FCI)

Consultant should apply the industry standard equation to determine Facility Condition Index.

$$\text{FCI} = \frac{\text{Deferred Maintenance Cost}}{\text{Current Building Replacement Value}}$$

FCI scores shall be benchmarked against standard industry condition ratings: Good, Fair, and Poor.

4.3 Prioritized Cost Estimating

- Priority 1 (Immediate/Year 1): Code violations, life safety hazards, or imminent operational failure.
- Priority 2 (Short-Term/Years 2-3): Components nearing end-of-life or causing efficiency loss.
- Priority 3 (Medium-Term/Years 4-5): Standard lifecycle component replacements.
- Priority 4 (Long-Term/Years 6-10): Projected long-term/predictable capital replacements.

5. Proposal Requirements

Proposals must be submitted electronically via email to Emily Marlow (emarlow@smm.org) no later than August 19, 2026, at 5:00 PM CST. Submissions must be organized into a single .pdf document and completed Attachment A containing the following standardized sections:

1. Cover Letter: Signed by an authorized corporate officer, expressing the firm's commitment to meeting SMM's schedule and scope requirements.
2. Qualifications: Overview of firm history, primary office location, and descriptions of at least three similar Facility Condition Assessment projects completed for institutional, educational, cultural, or non-profit clients within the past five years.
3. Project Team: Resumes and professional licensure numbers for key personnel assigned to the project.
4. Methodology: Detailed explanation of field investigation protocols, site safety practices, local cost databases used (e.g., RSMeans St. Paul market data), and confirmation of ability to deliver data in SMM's requested formats.
5. Project Execution: A detailed schedule demonstrating the firm's capacity to complete on-site fieldwork between August 31 and September 11, 2026, and deliver final reports by September 25, 2026.
6. Representative Sample Deliverables: A redacted sample of a completed report and database from a previous client.
7. Fee Proposal (Mandatory Attachment A):
 - Bidders must complete and submit the Attachment A: Fee Proposal Matrix template in its native .xlsx format.
 - The Fee Proposal must break down fixed costs by task and building, itemize reimbursable expense caps, and list hourly billing rates for key roles.
 - Failure to submit Attachment A in native Excel format may result in proposal disqualification.

All questions concerning this RFP must be submitted in writing via email to Emily Marlow (emarlow@smm.org) by August 14, 2026, at 12:00 PM CST. Questions submitted verbally or to other museum personnel will not be answered. SMM will issue a consolidated Q&A Addendum to all participating bidders by August 17, 2026, at 5:00 PM CST.

6. Evaluation Criteria

1. Qualifications (30%): Proven track record with similar projects and qualified personnel.
2. Methodology (25%): Quality of sample deliverables aligned with specified formatting and

industry standards.

3. Value (25%): Cost transparency, fairness, and total proposed price.
4. Project Execution (20%): Ability to complete fieldwork and deliver final reports by September 25, 2026.

7. Schedule

Project Milestone	Target Date
RFP Issuance	August 3, 2026
Mandatory Pre-Proposal Meeting & Site Visit	August 12, 2026 at 1:00PM CST
Deadline for Written Questions	August 14, 2026 at 12:00PM CST
Q&A Addendum Issued	August 17, 2026 by 5:00PM CST
Proposals Due	August 19, 2026 by 5:00PM CST
Contract Award & Project Kickoff	August 24, 2026
On-Site Inspections	August 31-September 11, 2026
Draft Report Review	September 18, 2026
Final Report Delivery	September 25, 2026 by 12:00PM CST

The pre-proposal meeting on August 12, 2026, at 1:00 PM CST is mandatory for all prospective respondents. Interested firms shall meet near the T rex. in the lobby of the Science Museum of Minnesota (120 W. Kellogg Blvd, St. Paul, MN). The meeting will include a brief project overview followed by a guided walkthrough of representative mechanical penthouses, roof areas, and Science House systems.

8. Terms, Conditions & Legal Provisions

8.1 Reservation of SMM Rights

SMM reserves the right, at its sole discretion, to:

- Reject any or all proposals received in response to this solicitation.
- Cancel, amend, or reissue this RFP in whole or in part at any time prior to contract execution without penalty or liability.
- Waive any minor technicalities, informalities, or irregularities in proposals received.
- Issue a full award, partial award, or no award based on institutional priorities.
- Negotiate final scope, schedule, and pricing with the highest-ranked respondent prior to

contract execution.

8.2 Proposal Preparation Costs

SMM shall not be held liable for any expenses, fees, or obligations incurred by firms in preparing, submitting, or presenting proposals in response to this RFP. All submission materials become the property of SMM upon receipt.

8.3 Contract Framework

SMM intends to execute a fixed-price agreement with the selected consultant using AIA Document F301–2024 (Standard Form of Agreement Between Owner and Consultant for Facility Condition Assessment Services) or SMM's Standard Professional Services Agreement. Any requested exceptions to standard indemnification or liability terms must be explicitly stated in Section 5 of the consultant's proposal submission.

8.4 Non-Collusion & Independent Price Determination

By submitting a proposal, the respondent certifies that:

- Proposed pricing has been arrived at independently without consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
- No current employee, executive, or trustee of SMM has a direct or indirect financial interest in the bidding firm or the outcome of this procurement.

8.5 Insurance Requirements

Prior to contract execution and site access, the selected consultant shall provide a Certificate of Insurance (COI) naming SMM as an Additional Insured, demonstrating the following minimum limits:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Professional Liability (Errors & Omissions): \$1,000,000 per claim.
- Workers' Compensation: Statutory limits as required by the State of Minnesota.
- Comprehensive Auto Liability: \$1,000,000 combined single limit.

8.6 Confidentiality & Site Security

All building drawings, facility security layout data, laboratory specifics, and assessment findings made available to or generated by the consultant are strictly confidential. The consultant shall not publish, release, or disclose any project details to third parties or media without express written authorization from SMM.

8.7 Ownership of Work Product & Deliverables

Upon final payment, all reports, data tables, Excel workbooks, CSV exports, photos, and

associated project deliverables generated under this agreement shall become the sole intellectual property of SMM. SMM retains unrestricted rights to use, modify, and distribute these materials for institutional capital planning and operations.