

# REQUEST FOR PROPOSALS

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## Construction Industry Labor & Employer Council

Responses Due  
**October 16, 2020**

Send Response to  
**Construction Industry Labor & Employer Council**  
c/o AGC Minnesota  
525 Park Street Suite 110  
St. Paul, MN 55103

### Project Overview

The Construction Industry Labor & Employer Council (CI-LEC) requests proposals for a study to analyze currently available data and research and make recommendations for future research projects to determine the current and future benefits and challenges of the union construction industry business model in Minnesota.

### Goals

The goal of this project is to prepare a summary and analysis of existing economic and policy data about the union construction industry business model as it applies to Minnesota. Additionally, the project should produce a set of recommendations on additional research or data collection efforts CI-LEC can engage in to supplement the existing data.

### Deliverables

1. Conduct a kick-off meeting with the CI-LEC subcommittee on research.
2. Conduct additional update meetings as needed throughout the project.
3. Become familiar with Minnesota union construction industry, relevant stakeholders, and policy and economic landscape.
4. Prepare and deliver a **final research report and methodology that summarizes and provides analysis of the existing economic and policy research about** the state-level economic impacts of the union construction industry business model that may be informative to the Minnesota model. This specifically includes (but is not limited to) the following:
  - a. An environmental scan of the data sources available related to the union construction industry model.
  - b. A comprehensive survey and analysis of data related to prevailing wage, apprenticeship training, safety, portable benefits, and other economic impacts related to the union construction industry business model.
    - i. Examples of other economic impacts to be surveyed and analyzed may include:
      - (a.) Union work productivity
      - (b.) History of construction activity by project type
      - (c.) Forecast of construction activity in MN
      - (d.) Literature review of costs/benefits of union model

- (e.) General economic overview (MN economy compared to the US (employment, GDP, wages, LQs, etc.)
- c. A review of technology, automation and innovation impacts on the union construction industry business model and construction occupations.
- d. A review of demographic data in Minnesota that may impact the union construction industry business model in Minnesota.
- e. A review of data and research about the union construction industry as it impacts construction workforce supply and demand with a specific focus on Minnesota where possible.
- f. **A set of recommendations, with supporting analysis, for how CI-LEC can engage in further research to inform the following CI-LEC Goals:**
  - i. The development of additional data or research needed to demonstrate the economic impacts of the union construction industry business model in Minnesota.
  - ii. The development of policy and marketing strategies to enhance and promote the Minnesota union construction industry business model.
- 5. Prepare and deliver a timetable for project completion
- 6. Prepare and deliver table of contents and outline
- 7. Prepare and deliver initial full draft of report
- 8. Prepare and deliver second full draft of report and supporting documentation / appendices no later than April 1, 2021
- 9. Prepare and deliver final draft of report and supporting documentation / appendices no later than May 1, 2021.
- 10. A presentation, talking points and supporting materials regarding report findings appropriate for an industry, labor, stakeholder and government audience.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items on the cost proposal.

This request for proposal does not obligate the CI-LEC to award a contract or complete the project, and the CI-LEC reserves the right to cancel the solicitation if it is in its best interest.

Prospective responders who have any questions regarding this request for proposals may email: Tim Worke at [tworke@agcmn.org](mailto:tworke@agcmn.org) or Jessica Looman at [jlooman@mntrades.org](mailto:jlooman@mntrades.org).

All responses are due by **October 16, 2020**.

## Proposal Content

Responders must submit the following information:

1. A statement of the objectives, goals, and tasks to show or demonstrate the responder's view and understanding of the nature of the contract.
2. A preliminary description of project deliverables and a preliminary work plan to be further developed for use as a scheduling and management tool (as well as the basis for invoicing). The preliminary work plan should specifically address:
  - a. all Sample Tasks from this request for proposals

- b. any other tasks the responder believes will be necessary to completing the project or, based on responder's expertise, beneficial to the overall quality of the project (please separate these additional tasks from the required tasks in the cost detail proposal)
  - c. proposed timelines
  - d. a list of personnel who will conduct the project
  - e. anticipated staffing commitments to the project (e.g., number of full time FTE for duration of project).
3. An outline of the responder's background and experience with examples of similar reports/policy analyses by the responder and the personnel who will conduct the project, detailing their training and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.
4. The Cost Detail proposal, which should clearly assign costs for each deliverable, not to exceed a total cost of \$25,000 for the contract. CI-LEC does not anticipate a need for out-of-state travel for this contract.

## Proposal Instructions

All responses should include the following separately attached documents, unless otherwise specified:

1. a Technical Proposal;
2. a Cost Proposal;

All costs incurred in responding to this RFP will be borne by the responder.

Fax, e-mail, and printed proposals will not be accepted or considered.

Proposals will be evaluated on "best value" as specified below.

Cost information must be loaded into the system as a separate document(s) from your technical response. Cost proposals will not reviewed by the evaluation team prior to the qualification scores being finalized.

CI-LEC has estimated that the cost of this contract should not exceed \$XX. Price will be a significant factor in the evaluation of proposals.

## Proposal Evaluation

All responses received by the End Date will be reviewed by the Research Subcommittee of CI-LEC . Proposals will first be reviewed for responsiveness to determine if the minimum requirements have been met. Proposals that fail to meet minimum requirements will not advance to the next phase of the evaluation. CI-LEC reserves the right, based on the scores of the proposals, to create a short-listing of vendors who have received the highest scores to interview, or conduct demonstrations/presentations. CI-LEC reserves the right to seek best and final offers from one or more responders. Upon completion of the pass/fail evaluation, responses will be evaluated on "best value": 70 percent on qualifications using a 100-point scale, and 30 percent on cost considerations.

### **Mandatory Requirements (Scored as Pass/Fail)**

The following will be considered on a pass/fail basis:

1. Proposals must be received on or before the due date and time specified in this solicitation.
2. Proposals must address all elements within the "Proposal Content" section of this request for proposals.
3. Proposal must include all required documents.
4. Proposals must demonstrate at least five years' experience on behalf of government clients.

5. Proposals must demonstrate at least three years' experience in conducting analyses on government benefit systems.
6. Proposals must demonstrate that responder has developed publications on government benefit programs and/or public paid family leave programs, including economic or policy analyses, within the last five years.

#### **Evaluation Factors**

1. Response demonstrates understanding of and plan to develop project content and complete project tasks related to collecting and analyzing currently available research and data related to construction workforce supply and demand.
2. Response demonstrates understanding of and plan to develop project content and complete project tasks related to creating a set of recommendations, with supporting analysis, for how to develop additional data to develop predictive modeling for construction workforce supply and demand in Minnesota.
3. Organizational Capacity
  - a. Sufficient personnel capacity to meet deadlines associated with this proposal
  - b. Sufficient personnel experience to bring required expertise to the project
  - c. Sufficient project management experience or staff to meet delivery and timeline objectives
  - d. Budget
    - i. Budget costs are appropriate
    - ii. Budget is based on deliverables, not time and materials
4. Project cost

It is anticipated that the evaluation and selection will be completed by **December 1, 2020**.

#### **General Requirements**

##### **Conflicts of Interest**

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

#### **About CI-LEC**

The Construction Industry Labor and Employer Council is a not-for-profit Labor-Management Committee focused on providing data, analysis, and messaging to promote, support, and advance the union construction industry business model in Minnesota.