Request for Information

In providing A Facility condition assesment for

The Metropolitan Mosquito Control District

MetropolItan Mosquito

control district

May 14, 2024

**SUMMARY**

The Metropolitan Mosquito Control District (MMCD) is interested in receiving information from experienced firms or individuals capable of conducting a comprehensive Facility Condition Assessment. The purpose of this assessment is to evaluate the existing condition of our facilities, identify areas of improvement, and provide recommendations for maintenance, upgrades, or renovations. We would like to identify opportunities for enhancing sustainability practices and provide recommendations for improvements that align with green building principles. This information will be used in the development of a 10-year capital improvement plan. The assessment should also provide enough information that a cost-benefit analysis would provide clear directions on decisions to maintain all current locations, consolidate locations or build new locations.

**General Information**

The Metropolitan Mosquito Control District (MMCD) was established under Minnesota Laws 1959, Chapter 488 (Codified as *Minnesota Statues 2009*, 473.701 to 473.716). The District operates under the Metropolitan Mosquito Control Commission, made up of 18 County Commissioners, representing the seven county metropolitan area. It was created to control mosquitoes and black gnats and to perform surveillance on Lyme ticks in the metropolitan area.

MMCD Demographics

Date Initiated: 1958

Service area: 2,970 square miles

Population est. 2016: 3.04 million

1.19 million households

Counties Included: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

The Metropolitan Mosquito Control District (MMCD) employs an integrated pest management approach in its control of disease transmitting and human biting mosquitoes. The majority of control targets immature mosquitoes that develop in over 70,000 unique wetland settings and over 50,000 catch basins and other man-made habitats within the 7-county service area. Control of adult mosquitoes is also conducted to reduce the risk of disease and annoyance.

MMCD monitors and controls immature black flies that develop in the four major rivers and numerous small streams located within the service area. Immature black flies are treated with a natural soil bacterium (B*ti*) under a permit issued by the Minnesota Department of Natural Resources.

MMCD monitors the distribution of deer ticks that are capable of transmitting Lyme disease, human granulocytic anaplasmosis (formerly known as ehrlichiosis) and babesiosis. MMCD works closely with the Minnesota Department of Health in providing information to citizens to reduce the risk of tick transmitted diseases.

MMCD provides information, using a diverse network of outlets and venues, designed to inform citizens about its activities and to assist citizens in managing the impact of biting insects and ticks on their health and well-being.

**FACILITY LOCATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Oakdale field office  6989 55th St North Suite B  Oakdale, MN 55128 | Leased space  Combined office/storage  Total: 32,000sqft | Jordan field office  1757 Valley View Dr  Jordan, MN 55352 | Office: 5400  Vehicle storage: 9100  Material storage: 9100  Total: 23,600sqft |
| North field office  1280 Bunker Lake Blvd  Andover, MN 55304 | Office: 8122  Vehicle storage: 18460  Material storage: 4550  Material storage 4550  Total: 35,682sqft | Plymouth Field office  14105 Highway 55 North  Plymouth, MN 55447 | Combined  office/storage  Total: 23,810sqft |
| Maple Grove field office  8774 Monticello Ave  Maple Grove, MN 55369 | Combined office/storage  Total 20,800sqft | Rosemount Field office  2955 160th Street W  Rosemount, MN 55068 | Office: 6,150  Vehicle Storage 7,770  Material storage 7,700  Total: 21,550sqft |
| Administration/Research  2099 university Ave W  St. Paul, MN 55104 | Administration 12,073  Lab 14,504  Storage 9,710  Total 36,287spft | Space Owned 161,490  Space Leased 32,000  Total managed space 193,490 | |

**RFI GOALS**

We are interested in learning from you whether the following Scope of Work is reasonable based on what a firm like yours might generally agree to. Please provide detailed feedback on any expectations that may need adjustment. We anticipate a Request For Proposal to follow this initial information phase.

Facility condition assessment

* Physical inspection of building systems, components, and infrastructure
* Assessment of structural integrity, including foundations, walls, and roofs
* Evaluation of mechanical, electrical, plumbing (MEP) systems, and equipment
* Inspection of building envelope, including doors, windows, and exterior finishes
* Review of interior finishes, such as flooring, walls, and ceilings
* Assessment of life safety systems, including fire detection and suppression
* Evaluation site systems, such as storm water, parking, access/egress, paving and fencing
* Identification of code compliance issues and regulatory requirements
* Documentation of findings, including photographs and descriptions of deficiencies

With the information gathered in the facility condition assessment, MMCD is expecting a qualified firm to provide the data analysis and compilation of the following information.

* Comprehensive written reports for each facility, detailing findings, recommendations, and cost estimates for maintenance and repairs
* Recommendation on viability of current locations
* Prioritization of maintenance and repair recommendations based on severity and urgency
* 10-year projection of major repairs and replacements broken out into annual expenses
* Digital documentation, including photographs, drawings, and assessment data

As an organization, the Metropolitan Mosquito Control District is committed to environmentally sustainable practices in the work we perform. MMCD wishes to carry that philosophy into our built environment. We would ask qualified entities submitting to this request for information to describe their ability to perform a sustainability study that includes the following information.

* Evaluate current sustainability practices and initiatives within the facility
* Identify areas for improvement in terms of energy efficiency, water conservation, waste management, indoor air quality, and overall environmental impact
* Provide recommendations for sustainable upgrades, retrofits, or changes that can enhance the facility's performance and sustainability profile.
* Deliver a comprehensive report outlining findings, sustainability opportunities, cost-benefit analysis of proposed measures, and suggested implementation strategies.

**SUBMISSION GUIDELINES**

Please note that this Request For Information (RFI) is for informational purposes only, and no contract will be awarded as a result. A firm or organization’s response to the RFI will have no impact on the evaluation of responses to any subsequent Request for Proposals (RFP) or Invitation to Bid (ITB) released. Responses will be used solely for information and planning purposes.

Responses will have the potential to become public record. Do not submit confidential or proprietary information in your response.

Interested parties are requested to submit the following information.

* **Background information on RFI respondents**
  + Introduce the organization by sharing more about the organization’s history, size, scope, and background
  + Provide a description of the organization’s experience providing facility condition assessments
  + Provide a description of the organization’s experience providing a sustainability study
  + Relevant experience with similar projects, proposed methodology, and projected timelines
  + Provide a description of past work with state and local governments
* **Comment on project scope:**
  + Share feedback on the stated goals outlined above
  + Provide any insight your organization may have in this process that MMCD could be overlooking

Please review the below RFI timeline. Dates may be modified or amended by the MMCD, which will post an amendment to this RFI notifying prospective respondents of any change.

RFI Released: May 13, 2024

Deadline for Questions: May 31, 2024

Responses Due: June 7, 2024

We are open to any inquiries or requests for additional information related to this RFI and have designated the following individual to serve as the official point of contact for this RFI.

Contact information for RFI point of contact.

Tim Stich

Facility Coordinator

Metropolitan Mosquito Control District

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Phone:651-643-8399

Proposals should be sent to Arleen Schacht: [Aschacht@mmcd.org](mailto:Aschacht@mmcd.org) by June 7,2024