



September 18, 2026

RE: Request for Proposal – Central Loop at 3rd and 4th Avenue

Project No. J8920 – Memorandum 1 for Proposal Clarification Questions

Dear Proposer,

The City is issuing this memorandum to address questions received regarding our Request for Proposals for Central Loop at 3rd and 4th Avenue.

Question1 – What is the required Targeted Business Participation Goal for this Project?

The targeted business participation goal for this project is 15.01%. A revised version of Attachment C is included with this memorandum.

The City used the B2Gnow software platform to identify businesses that may be able to assist in meeting the targeted business goal. This list—provided in no particular order—is included as Attachment E.

Question 2 – Is the Workforce Utilization Form required as part of the proposal submittal?

The Workforce Utilization Form is not required to be submitted with the proposal. The plan will be requested of the selected Consultant prior to contract award for review and approval.

Question 3 – Should the Targeted Business Utilization Plan COR-4 be submitted as a separate attachment?

Yes. The Targeted Business Utilization Plan (Form COR-4) should be submitted as a separate attachment. This plan will not count toward the page limit of the proposal.

Question 4 – Does the cover page and any divider pages count toward the 20-page limit?

Yes. The total proposal submitted should not exceed 20 pages. Pages should generally be 8 ½ x 11 in size.

Question 5 - Will Rochester's selected Central Loop at 3rd and 4th Avenue Consultant be responsible for designing and preparing construction plans for the Package D sanitary sewer improvements within Blocks 17, 23, and 45B in coordination with the Package D designer? Alternatively, should the consultant plan to incorporate the Package D design / construction plans prepared by others into the Central Loop construction plans, or does the City anticipate another arrangement?

The selected consultant will be responsible for coordinating design work within Blocks 17, 23, and 45B with Mayo's design consultant. Mayo has WSB under contract to design the sanitary sewer improvements (Package D), which will be bid separately. Portions of the City's design responsibility may be incorporated within Mayo's bid package (e.g., storm sewer, watermain).

Question 6 - Which state and local agencies does the City anticipate involving in the project under Scope of Work Task 2.2—Public Agency Involvement?

3rd and 4th Avenue are on the City's State Aid System. This project will not go through formal State Aid review; however, any exceptions to State Aid standards (if warranted) would require a variance and coordination with State Aid staff.

Question 7 - Please clarify the intent of Scope of Work Task 3.13—Specifications and Bid Documents—and the consultant's responsibilities related to the following requirement: "Up to four (4) separate bid packages may be required, including an early bid set coordinated with Mayo Clinic's Public Package D Infrastructure Improvement Project and additional bid packages for materials and labor."

Mayo Clinic plans to construct Public Package D Infrastructure Improvements in 2027 and 2028. An early bid package would be required if Sanitary work by Mayo is completed in Blocks 17, 23, and 45B in 2027. Proposers should plan for two (2) separate bid packages. If the City determines additional bid packages are required to separate materials and labor to meet sales tax exemption, a contract revision will be formally requested.

Please note that all clarification questions are due by September 24. Final proposals must be submitted by 5:00 p.m. on September 29.

ATTACHMENTS

Revised Attachment C – City of Rochester Professional Services Compliance Requirements and Forms

New Attachment E – Targeted Business's List

Attachment C

CITY OF ROCHESTER PROFESSIONAL SERVICES COMPLIANCE REQUIREMENTS

1. PROFESSIONAL SERVICES COMPLIANCE REQUIREMENTS

1.1 Definitions

For purposes of these compliance requirements, the following definitions apply:

Proposer: A firm or entity submitting a proposal in response to the solicitation. Upon contract award, the selected Proposer becomes the Prime Consultant.

Prime Consultant: The firm or entity contracting directly with the City of Rochester to provide professional services under the agreement.

Subconsultant: Any consultant, professional service provider, or other firm retained by the Prime Consultant to perform a portion of the professional services required under the contract.

Targeted Business (TB): A business certified as a Disadvantaged or Targeted Business Enterprise through one of the following programs:

- Minnesota Unified Certification Program (MnUCP)
- Minnesota Department of Administration Targeted Group/Economically Disadvantaged (TG/ED) Program, or
- The City of Saint Paul Central Certification (CERT) Program

Relative Availability: The methodology used by the City to establish a Targeted Business participation goal by comparing the number of certified Targeted Businesses available to perform the anticipated professional services with the total number of businesses capable of performing those services within the applicable geographic market.

Workforce Participation: The representation of women and people of color within the workforce performing professional services under the contract, where Workforce Participation requirements have been established.

1.2 Applicability

These requirements apply only where one or more compliance requirements have been established in the solicitation or contract documents.

Applicability is determined based on the funding source, project type, and specific contract provisions.

Where a compliance requirement is not included in the contract, that requirement shall not apply.

The City of Rochester Compliance Team, in coordination with the Project Manager, will monitor compliance with applicable professional services compliance requirements for the contract.

1.3 Compliance System Onboarding Requirement

Prior to the commencement of professional services, the Prime Consultant shall ensure that the project and all applicable subconsultants are registered and active in the City's designated compliance reporting system.

The Prime Consultant is responsible for coordinating with the City to complete onboarding and to ensure all applicable subconsultants are properly established to submit required reports.

The Prime Consultant and applicable subconsultants shall not begin professional services subject to compliance reporting until the required system access and reporting capability have been established, unless otherwise authorized in writing by the City.

For onboarding coordination and system access, contact the City of Rochester Compliance Team at: workforcecompliance@rochestermn.gov

1.4 Compliance Forms and Submission Requirements

The Appendix – Compliance Requirements and Forms is incorporated into the contract and shall be used by the Prime Consultant and all applicable subconsultants to demonstrate compliance with these requirements.

The Prime Consultant is responsible for completing and submitting all required forms in accordance with the timelines and requirements identified in the Appendix.

The Prime Consultant shall incorporate all applicable compliance requirements into agreements with subconsultants performing professional services under the contract.

Failure to submit required forms or provide complete and accurate information may result in a determination of non-compliance and may lead to enforcement actions in accordance with the contract.

Where specific submission deadlines are not otherwise identified, the City may establish administrative reporting timelines to support compliance monitoring. Such timelines do not modify contractual obligations but provide coordination guidance.

1.5 Record Retention

The Prime Consultant must maintain all records necessary to demonstrate compliance with the applicable requirements of this contract for a minimum period of six (6) years after final contract payment.

Supporting records may include:

- Targeted Business participation documentation
- Good Faith Efforts documentation
- Workforce Participation reports
- Subconsultant agreements
- Payment records
- Correspondence related to compliance requirements

These records shall be made available to the City upon request.

2. BUSINESS PARTICIPATION REQUIREMENTS

2.1 Program Overview

This section applies only where a Targeted Business participation goal has been established in the solicitation or contract.

Where no Targeted Business participation goal has been established, the requirements of this section do not apply.

The program is intended to promote participation by small, economically disadvantaged businesses owned by minorities, women, veterans, or individuals with disabilities.

The City of Rochester Compliance Team, in coordination with the Project Manager, will monitor compliance with Targeted Business participation requirements for this contract.

2.2 Eligible Targeted Businesses

A Targeted Business is a business that holds an active certification issued by one of the following programs:

- [Minnesota Unified Certification Program \(MnUCP\)](#)
- [Minnesota Department of Administration Targeted Group / Economically Disadvantaged \(TG/ED\) Program](#)
- [City of Saint Paul Central Certification \(CERT\) Program](#)

Businesses must hold an active certification at the time proposals are submitted in order to receive participation credit.

Only work performed by certified Targeted Businesses may be counted toward the established participation goal.

2.3 Targeted Business Participation Goal

The Targeted Business participation goal for this project is:

15.01 percent of the total contract value.

The Proposer shall either:

1. Demonstrate that the established participation goal has been achieved; or
2. Demonstrate Good Faith Efforts and request a waiver or reduction in accordance with Section 2.7.

2.4 Goal Determination

The Targeted Business participation goal was established by the City prior to solicitation or, where applicable, prior to contract award using a documented relative availability analysis.

The relative availability analysis evaluated the availability of certified Targeted Businesses capable of performing the anticipated professional services required under the contract.

The participation goal established through the relative availability analysis is reflected in the solicitation documents.

2.5 Proposer Requirements Before Contract Award

To be eligible for contract award, each Proposer shall submit with its proposal either:

- A Targeted Business Utilization Form (Form COR-4) demonstrating achievement of the established Targeted Business Participation Goal; or
- If the established Participation Goal is not achieved, a Pre-Award Participation Waiver/Reduction Request (Form COR-9), including documentation demonstrating Good Faith Efforts.

The City may establish a different submission deadline in the solicitation. If a different deadline is stated in the solicitation, that deadline shall control.

Failure to submit the required documentation by the applicable deadline may result in the proposal being deemed nonresponsive.

2.6 Demonstrating Achievement of the Goal

If the Proposer meets the established Targeted Business Participation Goal, the Proposer shall submit the Targeted Business Utilization Form (Form COR-4) with its proposal, unless a different deadline is established in the solicitation.

The form shall identify each certified Targeted Business proposed for participation credit, the professional services to be performed, and the anticipated value of those services.

2.7 Requesting a Waiver or Reduction

If the Proposer does not meet the established Targeted Business Participation Goal, the Proposer shall submit a Pre-Award Participation Waiver/Reduction Request (Form COR-9) and Good Faith Effort Documentation (Form COR-5), including the required Outreach Log and Certification.

The request shall be submitted with the proposal unless a different deadline is established in the solicitation.

The Proposer shall provide documentation demonstrating that qualified Targeted Businesses were not reasonably available despite its Good Faith Efforts to solicit participation.

Failure to submit a waiver or reduction request when the Participation Goal is not met may result in the proposal being deemed nonresponsive.

The City will review the request and supporting documentation in accordance with applicable program requirements.

2.8 Evaluation of Good Faith Efforts

If the Participation Goal is not met, the City will evaluate whether the Proposer made reasonable and appropriate Good Faith Efforts to solicit participation by qualified Targeted Businesses.

Good Faith Efforts may include, but are not limited to:

- Soliciting qualified Targeted Businesses through reasonable and available means with sufficient time to permit a meaningful response;
- Following up with Targeted Businesses that were initially contacted to determine their interest and availability;
- Identifying and, where reasonable, dividing anticipated professional services into economically feasible scopes that could be performed by Targeted Businesses;
- Providing interested Targeted Businesses with adequate and timely information regarding the scope, schedule, and requirements of the contract;
- Negotiating in good faith with interested Targeted Businesses and considering their qualifications, experience, capacity, availability, and proposed fees;
- Not rejecting a Targeted Business as unqualified without a reasonable basis supported by an assessment of the firm's capabilities;
- Documenting solicitations, follow-up communications, negotiations, and the basis for selecting or not selecting interested Targeted Businesses; and
- Using available business-assistance organizations, certification directories, professional associations, and other reasonable resources to identify qualified Targeted Businesses.

The City will evaluate Good Faith Efforts based on the quality, quantity, and timeliness of the Proposer's efforts and whether those efforts could reasonably be expected to achieve the established Participation Goal.

After submission and review of the original proposal, the City will not accept requests for administrative reconsideration of Good Faith Efforts determinations.

2.9 Participation Credit

Participation credit shall be counted only for professional services actually performed by a certified Targeted Business under the contract.

Where the Prime Consultant is a certified Targeted Business, participation credit may be counted for professional services performed directly by the Prime Consultant.

Participation credit for a certified Targeted Business subconsultant shall be based on the value of the professional services it performs with its own workforce and for which it is responsible.

Professional services subcontracted by a certified Targeted Business to a non-certified firm shall not be counted toward the established Participation Goal.

To receive participation credit, a certified Targeted Business must perform a commercially useful function. A certified Targeted Business performs a commercially useful function when it is responsible for executing, managing, and supervising the professional services for which participation credit is claimed. The City may consider the scope of services performed, industry practices, the amount paid to the certified Targeted Business, and whether that amount is commensurate with the work it actually performs.

If a certified Targeted Business does not perform or exercise responsibility for at least 30 percent of the total value of its agreement with its own workforce, or subcontracts a greater portion of its work than would ordinarily be expected based on normal industry practices, the City may presume that the certified Targeted Business is not performing a commercially useful function. The certified Targeted Business may provide documentation or other evidence to rebut this presumption.

The City may deny participation credit where a certified Targeted Business serves solely as a conduit, pass-through, or extra participant and is not responsible for performing, managing, or supervising the professional services for which participation credit is claimed.

The Prime Consultant shall maintain documentation sufficient to demonstrate the scope and value of professional services performed by each certified Targeted Business participating under the contract.

2.10 Failure to Meet Participation Requirements

If the Prime Consultant fails to meet the established Participation Goal and fails to demonstrate adequate Good Faith Efforts, or otherwise fails to comply with applicable Targeted Business requirements, the City may impose administrative remedies in accordance with the contract. Such remedies may include withholding payment when authorized by the contract.

After contract award, the Prime Consultant shall obtain prior written approval from the City before terminating, substituting, or reducing the scope of services of any certified Targeted Business identified to satisfy the established Participation Goal.

Requests for substitution or reduction shall include justification and documentation demonstrating Good Faith Efforts to retain or replace the certified Targeted Business.

Proposers are advised that the Minnesota False Claims Act (Minn. Stat. §15C.02) applies to statements and certifications made in connection with this program.

2.11 Targeted Business Reporting

The Prime Consultant shall submit the Targeted Business Progress Report (Form COR-8) monthly, reporting payments made to certified Targeted Businesses participating toward the established Participation Goal. Reports are due by the 15th day of the month following the reporting period, unless otherwise directed by the City.

Where the City requires payment information to be reported through its designated electronic compliance reporting system, entry of the required information into the system shall satisfy the corresponding COR-8 reporting requirement.

2.12 Contract Closeout

Before final payment or contract closeout, whichever occurs first, the Prime Consultant shall submit:

- Targeted Business Total Payment Affidavit (Form COR-2), where a Targeted Business Participation Goal applies; and
- Final Project Certification (Form COR-7).

The Prime Consultant shall verify that all required compliance reports have been submitted and that the participation and payment information reported to the City is complete and accurate.

The City may require supporting documentation to verify final payments made to certified Targeted Businesses and compliance with other applicable contract requirements.

3. WORKFORCE / EEO REQUIREMENTS

3.1 Applicability

Workforce Participation requirements apply only when established in the solicitation or contract.

Where no Workforce Participation requirements have been established, the requirements of this section do not apply.

The City of Rochester Compliance Team, in coordination with the Project Manager, will monitor compliance with applicable Workforce Participation and Equal Employment Opportunity requirements for the contract.

3.2 Equal Employment Opportunity

Consultants performing professional services under this contract shall comply with the Minnesota Human Rights Act (Minn. Stat. Chapter 363A) and all applicable Equal Employment Opportunity requirements.

Consultants shall not discriminate in employment practices based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

These requirements apply to the Prime Consultant and all Subconsultants performing professional services under the contract.

3.3 Affirmative Action Certification

In accordance with Minnesota Statutes §363A.36, Proposers subject to state affirmative action requirements shall possess a valid Certificate of Compliance issued by the Minnesota Department of Human Rights.

Where applicable, Minnesota Statutes §363A.36 and Minnesota Rules parts 5000.3400 to 5000.3600 are incorporated into this contract.

If required, the selected Prime Consultant shall submit the following documentation prior to contract award:

- State of Minnesota Affirmative Action Certificate of Compliance; and
- Workforce Participation Commitment (Form COR-1).

Required documentation shall be submitted by the deadline established in the solicitation or contract, or as otherwise directed by the City.

Upon request, the Prime Consultant shall provide a copy of its affirmative action plan.

3.4 Workforce Participation Goals

Workforce Participation goals for professional services contracts shall be established only where identified in the solicitation or contract.

The Workforce Participation goals for this project are:

- 15 percent participation by people of color
- 9 percent participation by women

These goals are evaluated separately and are not cumulative.

3.5 Workforce Reporting

The Prime Consultant shall submit Workforce Participation information in the form and manner required by the solicitation or contract.

Where required by the City, the Prime Consultant shall submit EEO-13 reports, or other workforce demographic reports approved by the City, for the Prime Consultant and all applicable Subconsultants.

Workforce Participation reports shall be submitted in accordance with the reporting schedule established by the solicitation or contract, or as otherwise directed by the City.

The City may require submission of Workforce Participation information through its designated electronic compliance reporting system. Where electronic reporting is

required, submission through the designated system shall satisfy the corresponding reporting requirement.

Failure to submit required Workforce Participation reports accurately and in a timely manner may result in a determination of non-compliance in accordance with the contract.

3.6 Workforce Monitoring

The City of Rochester Compliance Team, in coordination with the Project Manager, will monitor Prime Consultant performance related to Workforce Participation requirements.

Where Workforce Participation goals are not being achieved, the Prime Consultant shall, upon request by the City, provide documentation describing:

- Good Faith Efforts;
- Outreach activities;
- Recruitment efforts; and
- Corrective actions intended to improve Workforce Participation.

The City may review Workforce Participation reports and other documentation submitted by the Prime Consultant to evaluate compliance with the Workforce Participation requirements established for the contract.

Appendix – Compliance Requirements and Forms

A. Compliance Forms Submission Schedule

This Appendix identifies the compliance forms and submission timelines applicable to this contract.

The Prime Consultant is responsible for ensuring that all required forms are completed and submitted in accordance with the requirements of this contract.

Pre-Award Requirements

Form	Form Name	Requirement	Due
COR-1	Contractor Workforce Participation Commitment	Required only where Workforce Participation requirements are established in the contract	Within ten (10) calendar days after notice of selection and before contract award.
COR-3	Bidder Preference Form	Required only if the Proposer is claiming an applicable Small Business Enterprise or Veteran-Owned Business Enterprise preference	With the proposal
COR-4	Targeted Business Utilization Plan	Required only where a Targeted Business (TB) or Disadvantaged Business Enterprise (DBE) participation goal is established in the contract	With the proposal, unless otherwise stated.

Form	Form Name	Requirement	Due
COR-9	Waiver / Reduction Request	Required only where a TB or DBE participation goal is established in the contract and the goal is not met; must include documentation of Good Faith Efforts	Submitted with the proposal when the established participation goal is not met.
COR-5	Good Faith Effort Documentation, including Outreach Log and Certification	Required with Form COR-9 when the established TB or DBE Participation Goal is not achieved	With the proposal when submitted in support of Form COR-9, or at another time when requested by the City.

Contract Performance Requirements

Form	Form Name	Requirement	Due
COR-8	Targeted Business Progress Report	Required only where a TB or DBE participation goal is established in the contract	Monthly, due by the 15th of the month following the reporting period, unless otherwise directed by the City or through the designated reporting system
EEO-13	Monthly Employment Compliance Report	Required for tracking of Workforce Participation requirements.	Monthly, submitted to the City's designated Compliance Team

Substantial Completion / Closeout / Other Requirements

Form	Form Name	Requirement	Due
COR-2	Targeted Business Total Payment Affidavit	Required only where a TB or DBE participation goal is established in the contract	Upon final payment or project close, whichever occurs first
COR-7	Final Project Certification	Required by the Prime Consultant confirming compliance with all contract requirements	Upon final payment or project close, whichever occurs first

Additional Requirements

The Prime Consultant is responsible for ensuring that all subconsultants comply with applicable form submission requirements.

The Prime Consultant shall ensure all required forms are complete, accurate, and submitted in accordance with contract requirements.

The City may require submission of forms through its designated electronic compliance reporting system. Where electronic submission is required, system entry may satisfy form submission requirements.

B. Compliance Forms (COR Series)

The following forms are incorporated into the contract and shall be used by the Prime Consultant and all subconsultants to satisfy applicable compliance requirements.

The forms included in this Appendix are provided for completion and submission. The City may require submission of equivalent information through its designated compliance reporting system. Where electronic submission is required, system entry may satisfy submission requirements.

The City reserves the right to update formats, provided that the required information remains consistent with contract requirements.

The Prime Consultant shall not alter the content or structure of required forms except to complete the information requested.

Contractor Workforce Participation Commitment

Form: COR-1

Instructions

Provide estimated workforce hours for the Prime Contractor and all Subcontractors expected to perform work on this project.

For each contractor, enter the estimated Total Workforce Hours, Minority Workforce Hours, and Women Workforce Hours. Percentages should be calculated by dividing the category hours by the contractor's total workforce hours.

The Totals row must include the combined workforce hours for the Prime Contractor and all Subcontractors.

Example: 200 Minority Hours ÷ 1,000 Total Hours = 20%.

Prime Contractor Section

Provide estimated workforce hours for the prime contractor and all subcontractors expected to perform work on the project.

Contractor Name	Estimated Total Workforce Hours	Estimated Minority Workforce Hours	Estimated Minority Percentage	Estimated Women Workforce Hours	Estimated Women Percentage

Subcontractor Section

Subcontractor Name	Estimated Total Workforce Hours	Estimated Minority Workforce Hours	Estimated Minority Percentage	Estimated Women Workforce Hours	Estimated Women Percentage
Total (Prime + Subcontractor)					



Certification

I certify that the information provided in this Workforce Participation Plan is true and accurate to the best of my knowledge and reflects the contractor's good faith plan to meet the workforce participation goals established for this project.

Authorized Representative Name	
Title	
Signature	
Date	



Targeted Business Total Payment Affidavit

Form: COR-2

Instructions

This affidavit must be completed by the Prime Contractor after all work performed by Targeted Businesses (TB) on the project has been completed and final payments have been made.

List each TB that worked on the project and provide the following information:

- Original subcontract amount
- Total amount paid
- Amount counted toward TB participation

If the final amount paid to the TB is less than the original subcontract amount, attach an explanation.

Project Information

Project Number	
Project Name	
Final Contract Value	
Total TB Participation Achieved (%)	

Affidavit Statement

I certify that I am authorized to submit this affidavit on behalf of the Prime Contractor listed above.

I further certify that the Targeted Business (TB) firms identified below performed work on the project and that the payment amounts reported are accurate to the best of my knowledge.

If the final amount paid to a Targeted Business is less than the original subcontract amount, an explanation is attached.

Targeted Business Name	Original Subcontract Amount	Total Amount Paid	Amount Counted Toward TB Participation

Targeted Business Name	Original Subcontract Amount	Total Amount Paid	Amount Counted Toward TB Participation
Total			

Authorized Representative Information

Name	
Title	
Company (Prime Contractor)	

Certification

I certify under penalty of perjury that the information provided in this affidavit is true and accurate to the best of my knowledge.

Signature	
Date	

Notary

Subscribed and sworn to before me this ____ day of _____, 20____

Notary Public Signature _____

Printed Name _____

Commission Expiration Date _____



Small Business Enterprise & Veteran-Owned Business Enterprise Preference in Bidding Form

Form: COR-3

Contractor Information

Complete all applicable fields below.

Contractor/Consultant Name	
Address	
City	
State / ZIP	
Contact Person / EEO Officer	
Phone Number	
Email Address	
Project Number	
Bid Letting Date	

Bid Preference Policy

Small Business Enterprises (SBE) and Veteran-Owned Business Enterprises (VBE) may receive a bid evaluation preference of up to 6 percent.

The preference:

- applies only to the first \$1,000,000 of the solicitation
- will not exceed \$60,000
- is used only for evaluating bids
- does not affect the contract award amount or payment due under the contract.

Responders must submit this form with the bid response to be considered for the SBE or VBE preference. Upon request, the City may require documentation verifying certification status.

Preference Eligibility

Check all that apply:

☐	Small Business Enterprise (SBE) Firm is certified through MnUCP, TG/ED, or CERT. SBE must be a Minnesota-based business.
☐	Veteran-Owned Business Enterprise (VBE) Firm is certified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) or Veteran-Owned Small Business (VOSB) by the U.S. Department of Veterans Affairs. VBE must be a Minnesota-based business.

Certification

I certify that the information contained herein is true, accurate, and complete.

Authorized Representative Name	
Signature	
Date	



Targeted Business Utilization Plan

Form: COR-4

Important: Failure to complete this Targeted Business Utilization Plan in its entirety may result in the bid being deemed nonresponsive.

Bidder Information

Project Name and Number	
Targeted Business Goal (MBE/WBE or DBE %)	
Bidder / Proposer Name	
Targeted Business Participation Commitment (MBE/WBE or DBE %)	
Total Bid or Proposal Amount	

Targeted Business Utilization

Instructions

List each Targeted Business subcontractor expected to perform work on this project. Provide the subcontract amount and a brief description of the work to be performed. Attach additional pages if necessary.

Targeted Business Subcontractor Participation Table

Note: Columns labeled “City Use Only” will be completed by the City.

Subcontractor Name	Certification Type (MBE, WBE, or DBE)	Federal Tax ID	Description of Work	Subcontract Amount (\$)	Subcontract Percentage of Total (City Use Only)	City Approval (City Use Only)
Total TB Participation						



Certification

The undersigned certifies that the information provided in this Targeted Business Utilization Plan is true and accurate to the best of their knowledge.

Authorized Representative Name	
Title	
Signature	
Date	



Outreach / Good Faith Effort Summary Sheet

Form: COR-5 (1)

Company Information

Company Name	
Address / Phone	
Bid Reference Number	
Bid Package	
Bid Date	

Outreach Log Instructions

List all firms contacted regarding this bid package and indicate how they were contacted and their response. If additional space is required, duplicate this form.

Method of contact examples: letter, phone, email, fax.

Response examples: will submit bid, no response, not interested.

The Outreach Log is on page two of this form.

Outreach Log

Name / Address	Type of Work or Services Solicited	Method of Contact	Response	Company Representative	Telephone Number



Certification

I certify that the information provided on this form is true and accurate.

Company Representative (Name / Title)	
Signature	
Date	



Statement of Good Faith Efforts

Form: COR-5 (2)

Bid Information

Bid Number	
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Certification Statement

The signature of an authorized company representative certifies that the bidder utilized the following methods to obtain the maximum practicable participation by Small Business Enterprises (SBE) on this project.

Indicate the methods used by selecting the appropriate box.

Good Faith Effort Checklist

Select	Description	Points
☐	Identified sufficient subcontracting work to meet the goal (attach advertisements and written notices indicating the type of work to be subcontracted).	10
☐	Written notice to subcontractors (attach a copy of each letter sent, or a master notification with recipient list).	15
☐	Follow-up to initial solicitations (attach call logs).	20
☐	Advertising (include project name, bidder, available work, contact information, plan availability, and assistance policies).	15
☐	Assistance with bonds, credit lines, or insurance (attach documentation).	30
☐	Provided plans, specifications, and requirements to interested subcontractors.	5
☐	Other good faith efforts (describe below).	5

Additional Good Faith Efforts

Enter description in the following field:

Minimum Requirement

The minimum score required to establish a Good Faith Effort is 50 points.

Certification

Company	
Company Representative (Name / Title)	
Signature	
Date	



Good Faith Efforts Outreach Guidance & Resources

Form: COR-5 (3)

Purpose

This form provides guidance and resources to assist prime contractors in completing Forms COR-5 (1) and COR-5 (2) and in demonstrating Good Faith Efforts (GFE) to meet City-established Targeted Business participation goals.

Outreach is the responsibility of the prime contractor.

Relationship to COR-5 Forms

- COR-5 (1) documents who was contacted and how.
- COR-5 (2) documents which outreach methods were used and assigns points.
- COR-5 (3) explains acceptable outreach practices and available resources.

This document does not establish new requirements.

Acceptable Outreach Activities

Outreach activities that may support Good Faith Efforts include, but are not limited to:

- Written outreach to certified firms (email, letter, or similar)
- Posting subcontracting opportunities publicly
- Contacting trade associations or contractor groups
- Advertising bid opportunities
- Structuring work to facilitate subcontracting
- Allowing sufficient time for firms to respond prior to bid finalization

Efforts are evaluated based on overall reasonableness, not guaranteed outcomes.

Timing Expectations

Outreach should:

- Occur early enough to allow firms to respond meaningfully
- Take place prior to final subcontractor selection
- Not be limited to post-award activity only

Documentation

Prime contractors should retain documentation such as:

- Copies of outreach communications or postings
- Dates outreach occurred
- General description of firms contacted (trade and certification type)
- Responses received, if any

Documentation may be requested by the City to support Forms COR-5 (1) and COR-5 (2).

Optional Outreach Language

The following example language may be used when conducting outreach:

“[Prime Contractor Name] is seeking interest from certified Targeted Business firms for the [Project Name]. This project includes participation goals established by the City of Rochester. Interested firms should contact [Name] at [phone/email] regarding subcontracting opportunities related to their trade or service area.”

Public Certification Resources

The following public directories may assist prime contractors in identifying certified firms:

- Minnesota Unified Certification Program (DBE)
- Minnesota Department of Administration – CERT Program (MBE/WBE)
- Targeted Group / Economically Disadvantaged Small Business Program

These resources are provided for reference only. Prime contractors remain responsible for conducting outreach.

Important Clarifications

- The City does not conduct outreach on behalf of prime contractors.
- The City does not guarantee availability of certified firms.
- Failure to meet participation goals does not automatically indicate noncompliance when Good Faith Efforts are documented.



Final Project Certification

Form: COR-7

Instructions

The Prime Contractor must complete this certification after all work on the project has been completed.

By signing this form, the Prime Contractor certifies that all required reporting has been completed for:

- Prevailing Wage
- Targeted Business participation
- Workforce Participation

All required records must be uploaded to the City's compliance reporting system.

Project Information

Project Number	
Project Name	
Final Contract Value	

Affidavit Statement

I, the authorized representative identified above, being first duly sworn, do hereby certify and state as follows:

1. I am an authorized representative of the Prime Contractor listed above and have the authority to execute this certification on behalf of the Prime Contractor.
2. All required prevailing wage data has been accurately uploaded to the City's compliance reporting system, including data for all lower-tier subcontractors.
3. All required workforce utilization data has been accurately uploaded to the City's compliance reporting system, including data for all lower-tier subcontractors. The final workforce participation obtained is summarized in the table below.
4. The Targeted Business Total Payment Affidavit (Form COR-2) has been completed, and all Targeted Business payment data has been uploaded to the City's compliance reporting system.
5. I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Labor Type	Total Labor Hours	Percent Obtained
All Labor		
Minority		
Women		

Authorized Representative Information

Name	
Title	
Prime Contractor (Company Name)	

Certification

I certify under penalty of perjury that the information provided in this affidavit is true and accurate to the best of my knowledge.

Signature of Authorized Representative	
Date	

Notary

Subscribed and sworn to before me this ____ day of _____, 20____

Notary Public Signature _____

Printed Name _____

Commission Expiration Date _____



Targeted Business Progress Report

Form: COR-8

Instructions

The Prime Contractor must complete this report to document payments made to Targeted Business (TB) subcontractors during the reporting period. For purposes of this report, TB subcontractors may include firms certified under one or more of the following categories:

- WBE – Women-Owned Business Enterprise
- MBE – Minority-Owned Business Enterprise
- DBE – Disadvantaged Business Enterprise

All payments reported must reflect actual amounts paid. Contractors must also report any lower-tier subcontractors hired by Targeted Business subcontractors.

The Prime Contractor must calculate the Targeted Business participation percentage using the Participation Calculation section. The City will review and verify all reported calculations.

Project Information

Project Number	
Project Name	
Prime Contractor	
Reporting Period	
Total Contract Value	
Total Paid to Date (All Contractors)	

Table 1 – Targeted Business Subcontractors

List each Targeted Business subcontractor performing work on this project.

Enter the subcontract amount, payments made during the reporting period (“Amount Paid This Period”), and cumulative payments to date. Calculate totals in the bottom row.

Each subcontractor should be listed only once.

Certification Type should indicate the subcontractor’s certification (WBE, MBE, or DBE).

Use additional sheets as needed.

Subcontractor Name	Certification Type	Original Subcontract Amount	Change Order Amount	Total Subcontract Amount	Amount Paid This Period	Amount Paid to Date
Totals						



Table 2 – Lower-Tier Subcontractors Hired by TB Firms

If a Targeted Business subcontractor hires a lower-tier subcontractor that is not a Targeted Business, report those payments below.

Enter payments made during the reporting period (“Amount Paid This Period”) and cumulative payments to date for each lower-tier subcontractor.

These amounts will be deducted when calculating eligible Targeted Business participation.

Use additional sheets as needed.

Targeted Business Subcontractor	Lower-Tier Subcontractor	Amount Paid This Period	Amount Paid to Date
Totals			



Targeted Business Participation Calculation

Use the information reported above to calculate Targeted Business (TB) participation for the project. The City will calculate and verify this information as well. Contractors must base all reported amounts on actual payments made. Estimates or commitments are not permitted.

Description	Amount
Total Contract Value	
Total Amount Paid to Date (All Contractors)	
Total Amount Paid to TB Subcontractors to Date (Table 1)	
Less: Payments by TB Subcontractors to Non-TB Subcontractors (Table 2)	
Net TB Participation Amount	
Net TB Participation (% of Total Contract Value)	
Net TB Participation (% of Total Paid to Date)	

If Total Amount Paid to Date (All Contractors) is zero, Net TB Participation (% of Total Paid to Date) shall be reported as zero.

“To Date” refers to cumulative payments made as of the end of the reporting period.

1. Net TB Participation Amount Calculation:

Total Amount Paid to TB Subcontractors

Minus

Payments made by TB subcontractors to non-TB subcontractors

2. Targeted Business Participation (%) Calculations:

Net TB Participation (% of Total Contract Value):

Net TB Participation Amount

Divided by

Total Contract Value

Net TB Participation (% of Total Paid to Date):

Net TB Participation Amount

Divided by

Total Amount Paid to Date (All Contractors)



Certification

I certify that the information provided in this report is true and accurate to the best of my knowledge and reflects actual payments made during the reporting period.

Company (Prime Contractor)	
Name	
Title	
Signature	
Date	



MBE/WBE or DBE Pre-Award Participation Waiver / Reduction Request Form

Form: COR-9

Bidder Information

Name of Bidder / Proposer	
Bid / Proposal Title	
Bid / Proposal Reference Number	

Participation Goals

Category	Percentage
MBE/WBE Participation Goal	
DBE Participation Goal	
Participation Achieved	

Documentation of Good Faith Efforts

Answer each question below and attach supporting documentation for all “Yes” responses. Failure to attach required documentation may result in denial of the waiver or reduction request.

Good Faith Effort Questionnaire

Question	Yes	No
Identified sufficient subcontracting work to solicit from MBE/WBE or DBE firms	☐	☐
Conducted broad-based advertising and outreach to certified firms	☐	☐
Followed up on initial solicitations and provided adequate notice before bid opening	☐	☐
Provided plans and specifications to interested firms	☐	☐
Made efforts to assist firms with bonding, insurance, or credit lines	☐	☐

Question	Yes	No
Rejected any bids from MBE/WBE or DBE firms due to qualification concerns	☐	☐

Documentation Requirements

For each “Yes” response in the Good Faith Effort Questionnaire, the bidder must attach documentation supporting the effort described.

- Examples of acceptable documentation may include:
- Copies of outreach communications or notices sent to certified firms
- Copies of advertisements or postings for subcontracting opportunities
- Contact logs showing follow-up communications with firms
- Records of meetings, pre-bid conferences, or outreach events
- Copies of plans, specifications, or other project materials shared with subcontractors
- Documentation describing assistance offered to firms regarding bonding, insurance, or credit lines
- Written explanations and supporting documentation for any bids from MBE/WBE or DBE firms that were rejected

Failure to provide documentation supporting each “Yes” response may result in denial of the waiver or reduction request

Waiver / Reduction Determination

Requests for waivers or reductions will be considered only when no bidder determined to be the lowest and best or most advantageous meets the participation goals.

Bidder Certification

Signature of Authorized Representative	
Date	

City Determination

☐ Approved	☐ Denied
Authorized Signature	
Date	



FORM EEO-13

Project and Consultant Information

Reporting Period:		to	
Project Number:		Contractor Name:	
Address:		State:	
Project City/County:		City:	Zip:
Prime or Subconsultant:		Federal Tax ID:	
Contract Amount:		Percent Complete:	

Preparer and Reviewer Information

Prepared By:		Reviewed By:	
Title:		Title:	
Email:		Email:	
Phone:		Phone:	
Date:		Date:	

Employment Data

No.	Employee Last, First, Middle Initial	SSN#	Ethnicity	Gender	Trade	Level	Hours Worked this Period
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							



Attachment E - Targeted Business List

Business Name	Phone	Email	Website	Business Description	Certifying Agency	Certification Type
3 RIVERS ENTERPRISE	715-781-0060	MARKT@3RIVERSINSUL.COM	http://305 Greeley Street South Suite 108	Commercial Duct & Pipe Insulation	Minneapolis	MBE
AFRICAN LIGHT BOOK AND COFFEE SHOP	802-279-3083	TAFENUG@GMAIL.COM	WWW.AFRICANLIGHTBOOKANDCOFFEEESHOP.COM		Minneapolis	MBE
ART AND ASSOCIATES LLC	651-303-0729	DR.ARTIKATYNER@GMAIL.COM		NAICS 541611 Administrative Management and General Management Consulting Services; NAICS 611430 Professional and Management Development Training; ;	Minneapolis	MBE
ASSOCIATED CONSULTING SERVICES LLC	612-568-3227	ANNA@ACSTEAM.COM	http://www.acsteam.com	NAICS 541330: Engineering services; NAICS 541370: Surveying and Mapping (except Geophysical) Services	MN UCP	DBE
ATLAS SPECIALIZED TRANSPORT INC	952-985-5400	JSCHUBERT@ATLAS-USA.COM	http://www.atlas-usa.com	Transportation	Minneapolis	SBE
AUAES INC	651-556-4326	SFDS-MGMT@INTRADYN.COM	http://https://www.intradyn.com	NAICS 541512 Computer Systems Design Services	Minneapolis	MBE
BEQUEST LLC	414-839-4855	CONTACT@BEQUESTLLC.COM		ACDBE FIRM PROVIDING GIFT, NOVELTY, AND SOUVENIR RETAIL PRODUCTS; MISCELLANEOUS RETAILER. PROVIDES SERVICES IN THE HEALTH AND WELL-BEING INDUSTRY INCLUDING, NATURAL AND ECO-FRIENDLY CANDLES, ESSENTIAL OILS, BATH, BODY AND SKIN CARE PRODUCTS, SOME HEMP DERIVED PRODUCTS, OILS, LOTIONS, AND TINCTURES; AND DIFFUSERS AND ROOM SPRAYS	MN UCP	DBE
BUILDINGS CONSULTING GROUP, INC.	612-789-6696	Ing@BCGminnesota.com	http://buildingsconsultinggroup.com	Engineering consulting for building design, renovation study, and maintenance program study.	MN	TBE
BUSSELL COMPANIES INC	952-931-2111	ABUSSELL@BUSSELLCOMPANIES.COM	http://bussellcompanies.com	Electrical design firm with excellent team of mechanical engineering subs for all types of projects from healthcare to commercial, industrial and municipal facilities. Services include: lighting, power and communications design/drawings; HVAC, plumbing design/drawings; master planning; systems assessment; facility one-line diagrams; CAD services.	MN UCP	DBE
BUTTERFLY LOTUS HEALING SANCTUARY LLC	651-387-1298	OHENEWAATRAVEL@GMAIL.COM		NAICS 624190: Other Individual and Family Services; ; NAICS 711190: Other Performing Arts Companies	Minneapolis	MBE
CBS Squared Inc.	715-861-7408	sclaflin@cbssquaredinc.com	http://www.cbssquaredinc.com	Consulting Services Highways and Architectural	MN	TBE
CHOSEN TO ACHIEVE LLC	612-245-0075	chosentoachieve@gmail.com	http://www.cagroueducation.com		MN	TBE
CNA CONSULTING ENGINEERS	612-379-8805	marlys.nelson@cnaengineers.com	www.cnaengineers.com		MN UCP	DBE
COASTWISE FIREGUARD, INC.	651-248-5148	linda@coastwisefireguard.com	http://www.coastwisefireguard.com	Fire Protection Contractor	MN	TBE
CR-BUILDING PERFORMANCE SPECIALISTS, GBC	612-360-3889	crykal@cr-bps.com	http://www.cr-bps.com	NAICS 541690 Other Scientific and Technical Consulting Services ; NAICS 541310 Architectural Services	MN	TBE
DAWN LESLEY	541-852-0575	dawnlesley6@gmail.com		Professional environmental engineering technical consulting. Water, wastewater, planning, energy efficiency.	MN	TBE
DUAN CORPORATION	612-326-3000	FDUAN@DUANCORP.COM	http://www.duancorp.com	Architectural design, interior design, urban design and computer 3D renderings and animation.	Minneapolis	SBE
ELAN DESIGN LAB INC	612-260-7981	mweslock@elanlab.com	http://www.elanlab.com		541330 MN	TBE
ELEVATOR ADVISORY GROUP, INC.	952-210-3319	kathy@elevatoradvisorygroup.com	http://www.ElevatorAdvisoryGroup.com	Vertical Transportation Consulting firm established in 1991. EAG specializes in elevator and escalator design services, development of technical specifications, and management of modernization or new construction projects. Also offering QEI inspection services, maintenance evaluation and contract creation and negotiations.	MN	TBE
ELFERING & ASSOCIATES PLC	763-780-0450	kelfering@elferingeng.com	http://www.elferingeng.com		MN UCP	DBE
ENGINEERING DESIGN & SURVEYING	763-545-2800	vsivriver@edsmn.com	http://www.edsmn.com		MN UCP	DBE
EVS, INC.	952-646-0236	dkim@evs-eng.com	http://www.evs-eng.com	Civil engineering, land surveying, environmental services, and wetland delineation.	MN	TBE
GEOWALL DESIGNS LLC	218-280-2465	kyle.huerd@geowalldesigns.com	http://www.geowalldesigns.com		MN	TBE
HALLBERG ENGINEERING INC	651-748-1100	rlucio@hallbergengineering.com	http://www.hallbergengineering.com	Established in 1984, Hallberg Engineering is a professional engineering services firm offering mechanical, electrical and technology systems design, commissioning and energy services for government, commercial, higher education, healthcare, industrial, institutional, places of worship, retail/restaurant buildings and K-12 schools.	MN	TBE
Hfte INC	651-398-6157	xiao@hfteinc.com	http://www.hfteinc.com	Traffic & transportation engineering consulting services: Travel demand forecasting,Regional/city/subarea/corridor transportation planning & analysis; Redevelopment traffic impact studies; Signal timing optimization; Intersection Control Evaluation (ICE);Freeway/Interchange modeling;Interstate Access Modification Request (IAMR);Crash/safety analysis	MN	TBE
HILL LEGACY TRUCKING	612-242-6643	HILLLEGACYTRUCKING@GMAIL.COM		FIRM TRANSPORTING GOODS AND PROPERTIES INCLUDING DIRT, SAND, AND GRAVEL	Minneapolis	SBE
HOLST ARCHITECTURE INC	612-503-9239	KWILSON@HOLSTARC.COM	http://www.holstarc.com	Architectural services for residential, commercial, and public projects	MN UCP	DBE
IDEATE CONSULTING PLLC	651-860-9987	JBORGEN@IDEATECONSULTING.COM	http://www.ideateconsulting.com	NAICS 541330 Engineering Services; NAICS 541512 Computer Systems Design Services;	MN UCP	DBE
IMO CONSULTING GROUP, INC.	952-446-7898	imatinez@imoconsultinggroup.com	http://www.imoconsultinggroup.com	NAICS 541310: Building architectural design services; NAICS 541330: Engineering services	MN	TBE
INTELLIGENT UNMANNED AIRCRAFT SYSTEM & INTEGRATION	612-819-1151	KIN.CHAN@IUASI.COM	http://www.iUASi.com	Provide advice for the use of drones (consultant) for security, agriculture, construction.	MN UCP	DBE
ISTHMUS ENGINEERING INC	651-288-0300	KATIE@ISTHMUSENGINEERING.COM	http://www.isthmusengineering.com	Civil Engineering, Microstation/Geopak Design, Support and training services.	MN UCP	DBE
ITPROFOUND INC	651-252-1593	INFO@ITPROUSA.COM	http://www.itprousa.com	Computer software consulting services or consultants	Minneapolis	WBE
IYAWE & ASSOCIATES	612-267-2880	siyawe@iaabuilders.com	http://www.iaabuilders.com	Construction, consulting engineering services.	MN	TBE
JADE LOGISTICS	651-405-3141	ni@shipjade.com	http://www.shipjade.com	Domestic & International freight management services	MN UCP	DBE
JPMI CONSTRUCTION CO	651-636-1499	jay@jpmicconstruction.com		General contractors (commercial and warehouse), engineers and construction management.	MN	TBE
				Lean Design & Construction, Lean Leadership, Lean Project Facilitation, Lean Design and Construction Training, Lean Corporate Coaching, Management Consulting, Lean Management Consulting, Lean Construction Coaching, Lean Transformation, Target Value Delivery, Coaching, and Facilitation Services, Integrated Project Delivery, Kata Improvement, Process Mapping, IPD, TVD, Lean IPD, Process Mapping, Visual Management.; Engineering Management Consulting, Equipping Technical Managers and Supervisors, Choosing by Advantages, Management Strategic Path Planning, Project Management Training for Engineers, Developing Metrics that Motivate, Maximizing Staff Contributions, Sustainable Change Management, Set-Based Design, Manager Toolbox Development, Continuous Improvement, Process Efficiency, Maximizing Team Potential and Happiness, Leveling Flow, Eliminating Waste, Standard Work, Team Buy-In, Sustainable Change, Change Management;		
KATA CONSULTING LLC	651-210-0055	terri@katacons.com	http://www.kata-consulting.com		MN	TBE
KINGDOM CONCIERGE SERVICES LLC	612-236-5833	B_ADEKUNLE@YAHOO.COM	www.kingdomconciergeservices.com		MN UCP	DBE
KISMET CONSULTING INC	952-679-7679	MKAHL@KISMETCONSULTINGINC.COM	http://www.kismetconsultinginc.com	NAICS 541330: Civil engineering services	MN UCP	DBE
KOECH ENGINEERING LLC	651-600-2971	STEPHEN.C@KOECHENGINEERING.COM	http://WWW.KOECHENGINEERING.COM	PROTECTION AND RELAYS, POWER STUDIES: LOAD FLOW ANALYSIS, SHORT FLOW ANALYSIS, EQUIPMENT EVALUATION, PROTECTIVE DEVICE COORDINATION STUDY, ARCH FLASH RISK ASSESSMENT, POWER QUALITY MONITORING, INFRARED THERMOGRAPHY. NRTL EQUIVALENT FIELD EVALUATION, LOCK OUT TAG OUT PROCEDURES, NEC AND OSHA CODE VIOLATION, AND CONTROL SYSTEMS ENGINEERING;; NAICS541330Engineering services	MN UCP	DBE
KUBICK CONSERVATION INC	612-564-3176	KCINCLAURA@GMAIL.COM	WWW.KCICONSERVATION.COM		MN UCP	DBE
LANDMARK ENVIRONMENTAL LLC	952-666-2420	svanduy@landmarkenv.com	http://www.landmarkenv.com	Specializes in providing professional consulting services to clients who buy, sell, develop or manage properties affected by environmental conditions. Collectively we offer our clients years of experience, a depth of technical and regulatory knowledge, and expertise in the following areas: Phase I environmental assessments, evaluation of funding sources, regulatory strategy, environmental planning and review, phase II environmental investigations, geotechnical investigations, response action remediation design and oversight.	MN	TBE
LEVINGSTON MANAGEMENT LLC	651-226-1405	VANESSA@LEVINGSTONMANAGEMENT.COM			Minneapolis	MBE
M-P CONSULTANTS PC	612-567-2667	BMENDEZ@MPCONS.COM	http://WWW.MPCONS.COM	M-P Consultants provides professional electrical engineering services in the municipal, educational, commercial and institutional arenas. Services include power distribution, indoor/outdoor lighting, fire alarm and detection systems, emergency generator systems and communications.	MN UCP	DBE
MAKWA GLOBAL LOGISTICS, LLC	800-448-0853	adefotsido@makwaglobal.com	https://www.makwaglobal.com/		MN	TBE
MAKWA GLOBAL SECURITY SOLUTIONS, LLC	800-448-0853	adefotsido@makwaglobal.com	https://www.makwaglobal.com/		MN	TBE
MCMONIGAL ARCHITECTS, LLC	612-331-1244	rosemary@mcmonigal.com	http://www.mcmonigal.com	Architctural	MN	TBE
MG FACILITY SERVICES, LLC	800-448-0853	adefotsido@makwaglobal.com	https://www.makwaglobal.com/		MN	TBE
MINNESOTA DEMOLITION AND SPECIALTY CONSTRUCTION	651-403-0501	MNDEMOLITION@OUTLOOK.COM	http://www.mndemolition.com		MN UCP	DBE
MN BEST, INC.	763-233-1751	htkim@mnbestinc.com	http://WWW.MNBESTINC.COM	Construction Oversight; Environmental Compliance; Project Controls	MN	TBE
MOBILIZE DESIGN & ARCHITECTURE LLC	612-208-0504	Jamil@mobilizedesign.net	http://www.mobilizedesign.net	Architctural Services (Commercial & Residential	MN	TBE
MOULI ENGINEERING, INC.	612-424-5176	mouli@mouliengg.com	http://www.mysolarpod.com		MN	TBE
NEW HISTORY INC	612-843-4140	elliott@newhistory.com	http://www.newhistory.com	Preservation Design Works, LLC (PVN) is a specialized consulting company that increases the use of historic buildings through preservation design, code compliance, real estate development, and research. PVN integrates specialized knowledge in these areas to efficiently and effectively redevelop and increase the use of historic resources.	MN	TBE
NEWPUBLICA LLC	612-729-5900	INFO@NEWPUBLICA.COM	http://www.newpublica.com	Public & Community Relations Consulting; Corporate Communications • Event Planning & Management; Media Placement & Assessment	Minneapolis	MBE
NU CENTURY PAINTING LLC	612-298-3511	NUCENTURYPAINTING@GMAIL.COM		Interior painting, commercial cleaning	Minneapolis	WBE
Obra3	612-876-8769	luis@obra3.net	WWW.OBRA3.NET		MN	TBE
PROFESSIONAL ENGINEERING SERVICES LTD	952-456-6707	JENNIFER.HILDEBRAND@PESERVICESMN.COM	http://www.peservicesmn.com	Civil engineering consulting, technical writing, teaching technical courses and seminars, construction monitoring, concrete field testing, CADD.	MN UCP	DBE
PROSPECT ENGINEERING AND CONTRACTING COMPANY, LL	651-235-7523	dojainadu@gmail.com		NAICS 541330 Engineering Services	MN	TBE
PUBLIC SOLUTIONS GROUP INC	218-260-9017	KIMBERLY@PUBLICSOLUTIONSINC.COM	http://www.publicsolutionsinc.com		MN UCP	DBE
QUESTIONS & SOLUTIONS ENGINEERING INC	612-308-4716	rebecca.ellis@qseng.com	http://www.qseng.com	Commissioning and Leed Consulting Services	MN UCP	DBE
QUETICA, LLC	651-964-4646	info@quetica.com	http://https://quetica.com	541330: Engineering services; 541614: Process, Physical Distribution, and Logistics Consulting Services	MN	VOB
RANI ENGINEERING LLC	612-455-9394	STEVEN.CARLETON@RANIENG.COM	http://www.ranieng.com	Engineering, site design, environmental remediation design, water resources engineering, surveying, right of way, environmental documentation and review, construction material testing and construction inspection.	MN UCP	DBE
REALM UNLIMITED LLC	651-263-8727	REALMUNLIMITED@GMAIL.COM	http://WWW.REALMUNLIMITED.COM		Minneapolis	SBE
RIVERLINK STAFFING INC	952-392-7046	CHADK@RIVERLINKBIZ.COM	http://www.riverlinkstaffing.com		MN UCP	DBE
ROYAL UKAGA DESIGN GROUP PLLC	651-335-9614	EMEKAUKAGA@GMAIL.COM			MN UCP	DBE
SCIpact LLC	952-855-6756	mbartlett@scipact.com	http://www.scipact.com	SCIpact LLC is a certified Service-Disabled Veteran-Owned Small Business that provides professional, technical, and construction services to federal, state and local governments. SCIpact offers professional and specialty services including: 1) Development and implementation of energy savings projects, 2) Installation and service of various energy and water savings technologies, 3) Installation and service of electric vehicle charging stations, 4) Installation and maintenance of renewable energy and energy storage systems, 5) Conducting energy and water efficiency audits, 6) Conducting facility condition audits, 7) Performing commissioning and re-commissioning of facility HVAC and other equipment, and 8) Provide professional project management services including consulting, training, and owners representation.	MN	VOB
SOMKEN TRUCKING LLC	256-335-9976	SOMKENTRUCKING@GMAIL.COM		NAICS 484121: General Freight Trucking, Long-Distance, Truckload	MN UCP	DBE
SSTS LLC	952-212-7625	KATIE@S2TRAFFIC.COM	http://WWW.S2TRAFFIC.COM	541330 - Engineering Services	MN UCP	DBE
STACIA GOODMAN MOSAICS LLC	612-718-7946	STACIA@SGOODMANCREATIVE.COM	http://WWW.STACIAGOODMANMOSAICS.COM		Minneapolis	WBE
STONEBROOKE ENGINEERING, INC.	952-402-9202	brenda@stonebrookeengineering.com	http://www.stonebrookeengineering.com	Civil Engineering Consulting	MN	TBE
SW URBAN SOLUTIONS LLC	480-603-5870	SWANGTT@GMAIL.COM		FIRM PROVIDING TRANSPORTATION ENGINEERING SERVICES INCLUDING FREEWAY MODELING TRAFFIC IMPACT STUDY TRANSPOTATION PLANNING AND TRAVEL DEMAND FORECASTING	MN UCP	DBE
TE2: EDUCATION & ENGINEERING CONSULTANTS LLC	651-249-1474	RJP7227@YAHOO.COM	http://WWW.TE2CONSULTING.COM		MN UCP	DBE
TOTAL LIGHTING DESIGNS, INC.	651-303-1416	snelson@totalighting.com	http://www.totalighting.com	Consultive; lighting design and lightig energy audit services.	MN	TBE
TRANSCENDENCE CONSULTING GROUP	651-329-8576	BECKY.ZWART@GMAIL.COM			Minneapolis	WBE
TRINITY HOUSE COFFEE LLC	763-285-2888	GEX@TRINITYHOUSECOFFEE.COM	WWW.TRINITYHOUSECOFFEE.COM		Minneapolis	MBE
TWIN CITY HAULING LLC	952-393-7958	OFFICE@TWINCITYHAULING.COM			Minneapolis	SBE
VICTUS ENGINEERING	612-859-8299	erod@victusengineering.com	http://victusengineering.com	Consulting firm in the design of Mechanical, Electrical and Plumbing (MEP) building systems	MN	TBE
VMC LLC	407-919-9898	AMERRIFIELD@VMCLLC.COM	http://vmcllc.com	VMC LLC offers a robust line of technical capabilities in support of our customers including:: Aviation Services; IT and Computer Support Services; Business Operations; Engineering Services; Research and Development; Documentation and Training; Contract Vehicles	MN UCP	DBE
WENDT MASONRY INC	763-443-9175	KWENDT@WENDTMASONRY.COM		Masonry Contractor; Commercial and residential	Minneapolis	WBE

Attachment E - Targeted Business List

Business Name	Phone	Email	Website	Business Description	Certifying Agency	Certification Type
WHOLESOME MANAGEMENT LLC	763-260-1134	CORENIA@WHOLESOMEMANAGEMENT.COM	https://wholesomemanagement.com/	NAICS 541611 Administrative Management and General Management Consulting Services	Minneapolis	SBE
WILLOW CONSULTING LLC	612-961-9517	AMY@WILLOW-CONSULTING.COM	http://willow-consulting.com	NAICS 54161: Management Consulting Services; NAICS 541611: Strategic planning consulting services	Minneapolis	WBE
Windward Engineers & Consultants, LLC	651-335-2604	jason.booth@windwardec.com	http://www.windwardec.com	Other Activities Related to Real Estate; Architectural Services; Construction engineering services	MN	TBE
WINGS TRANSPORT LLC	612-236-6905	SIR_MG@YAHOO.COM			Minneapolis	MBE
WORD TECH SECRETARIAL SERVICE INC	612-349-9214	patty@wordtechtranscription.com	http://www.wordtechtranscription.com	Transcription of audio and video files. High quality, accurate transcripts from your digital files. Quick turnarounds. Private FTP site to transfer your files to us.We can transcribe administrative/court hearings, conference calls, documentaries, interrogations, interviews - one-on-one or groups, focus groups, forums, media broadcasts, podcasts, police interviews/investigations, presentations, sales meetings, seminars, speeches, training sessions, videos, webinars and more.	Minneapolis	SBE
YOUNG ENVIRONMENTAL CONSULTING GROUP LLC	651-249-6974	DELLA@YOUNGECG.COM	http://www.youngecg.com	Young Environmental Consulting Group, LLC (Young Environmental) is a small, woman-owned, minority owned water and natural resources management, planning and permitting consulting company. Young Environmental offers the following services: project management, watershed planning and management, regulatory permitting and compliance, and stakeholder involvement and engagement.	Minneapolis	WBE
ZACZKOWSKI TRUCKING SERVICE INC	651-464-1500	KATE@ZTSTRUCKING.COM	http://www.ztstrucking.com	We are a local flatbed trucking company specializing in over- dimentional freight and general flatbed freight. We have 30 trucks 15 owned 15 leased and over 40 trailers. ; We haul steel, precast concrete, structural steel, road barrier, construction material. ; We usually stay int he 100 mile radius, our trucks are home every night. ; ZTS has 2 shops, one in Osseo and one in Columbus.	Minneapolis	WBE
ZESTFUL DESIGN LLC	612-392-1707	INFO@ZESTFULDESIGN.COM	http://www.zestfuldesign.com		Minneapolis	SBE