

CITY OF MINNEAPOLIS
SMALL AND UNDERUTILIZED BUSINESS PROGRAM (SUBP)

REQUEST FOR SUBP GOALS

INSTRUCTIONS:

- Please allow 7-10 business days for this request to be completed.
- **Please attach a description of the Scope of Services** to be performed under the contract, the estimated dollar value of each scope, and the type of business needed to complete the work. This request will be returned if the scope of services is not sufficiently described.
 - The Scopes of Services Form can be found on the CityTalk Forms page.
 - Attach additional documentation if available (draft plans & specifications, draft RFP, etc...)
- Submit completed form to: contractcompliance@minneapolismn.gov

Project Name:	Minnehaha Townhomes
Duties to be Performed/ Goods to be purchased:	New construction of a 16-unit townhouse development on City owned land.
Contract Type:	<input checked="" type="checkbox"/> Construction/Development [over \$100,000] <input type="checkbox"/> Commodities and Supplies [over \$400,000] <input type="checkbox"/> Professional Services [over \$100,000] <input type="checkbox"/> Technical Services [over \$100,000]
Selection Process:	<input checked="" type="checkbox"/> Public Bid <input type="checkbox"/> Request for Proposals <input type="checkbox"/> PRC Presentation Date: _____
Date Request Submitted:	June 8, 2017
Department:	CPED – Housing Finance Department
Department Contact:	Theresa Cunningham
Department Contact Phone & Email:	612.673.5237 – theresa.cunningham@minneapolismn.gov
Estimated Contract Value¹:	\$3,551,637 – edited by L. Woyee \$3,611,904
Estimated Contract Start Date:	December 31, 2017
Estimated Contract Length:	12 months

Notes/comments: _____

SUBP GOAL DETERMINATION

To be completed by Department of Civil Rights

SUBP Goals:	8% Minority Business Enterprise (MBE) 9% Women Business Enterprise (WBE)
Date Goals Calculated:	June 12, 2017
Goals Calculated By:	Leslie Woyee
MBE/WBE List Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Goals Approved By & Date*:	<i>S. Gill</i> 6/12/17

*Goals expire one year after they are approved and must be re-requested

Notes/Comments: Attached to this document is a list of MnUCP certified firms, capable of performing the relevant scopes of work. Please incorporate this list into all subcontractor solicitations.

¹ For construction projects, only list the total construction cost.
This amount should match the total value entered on the Scopes of Services Form.