



RPF – 23P043 (SUPPORT SERVICES TO MCUBs)

The overall objective of every single one of the objective areas is to increase the capacity and capabilities of MCUBs to further develop and expand their expertise, understanding, and skills required to pursue and successfully perform council’s contracts and subcontracts. **(Page. 16 RFP)**

Note: these topics are EDU’s recommendations that the consultant to consider when offering the services below.

Service	Topics
Construction Safety Training	<ul style="list-style-type: none"> • Understand the OSHA confined space standard and apply it to the individual jobsite. • Recognize confined space hazards. • Identify a permit required confined space. • Recognize the general responsibilities of those working in and around confined spaces – attendant, entrant, supervisor, and rescue team member. • Understand the different training requirements and regulations that must be adhered to learn about Basic Safety for Construction • Introduction to the most common health and safety hazards
Bidding & Estimating	<ul style="list-style-type: none"> • Bid Documents (Bonds, Insurance) • Estimate Planning, Framework • Determining Estimated Costs • Estimating Pitfalls • Using an Estimator • Submitting Your Bid • Job Cost Recording System • Technology Tools for Estimating
How to respond to a Request for Proposal	<ul style="list-style-type: none"> • Identify the key elements in an RFP. • Examine ethical issues that may be presented by the RFP process. • Learn to prepare your written response effectively while following the guidelines set out in the RFP.
Understanding the process of the Council Change Orders	<ul style="list-style-type: none"> • Overview of change orders for council contracts. • What constitutes a change in a contract, definitions for the different kinds of changes, regulations that affect changes? • When is a change order needed?
One-on-One TA	<ul style="list-style-type: none"> • Provide one-on-one assistance to develop and improve MCUBs capabilities and technical skills. • Provide assistance on how to prepare and submit bids. • Assist MCUB firms in identifying contracting opportunities, reading solicitations and specifications. • Assist MCUB firms on the Metropolitan Council Bench Program (MCBP) • Assistance shall be provided in the form of education that includes in-person and online assistance. workshops, and one-on-one technical assistance, and when appropriate, referrals to other supportive services providers. • The selected consultant is required to maintain a confidential case management file for each MCUB firm receiving assistance.

