

Minnesota State Colleges and Universities

Request for Proposals for Designer Selection for (Project 18-06)

NCC-18 Classroom and College Services Center

Date: 08/14/2018

ADDENDUM #1

1. **The Sign-In sheet for the mandatory project informational meeting, held on Friday, August 10, 2018 is incorporated as Attachment #1.**
2. **The most current comprehensive facilities master plan, dated November 11, 2016, as prepared by 292Design Group is incorporated as Attachment #2.**
3. **The most current Phase 2 predesign, 50% update in support of the 2020 Capital Budget Request, dated August 1, 2018, as prepared by 292Design Group is incorporated as Attachment #3.** The availability of an electronic version of the updated predesign will be negotiated with the selected design team.
4. Additional project information provided by the Owner during the informational meeting is as follows:
 - a. Normandale’s mission is to serve students. Many first generation students come to this campus. The schedule is aggressive in order to bring the project benefits to the students as soon as possible.
 - b. We are looking for a technically sound firm with significant design experience that understands the needs of students. The goal is to build a “one stop shop” potentially similar to an Apple service delivery model.
 - c. Refer to Article B, Scope of Services. Clarification, the anticipated scope of work for FF&E will include the requirements of Minnesota State’s Design Standards, the inventory of existing furnishings for possible re-use, design layout, coordination of connectivity and technology, and writing performance specifications for all new items needed for the project. The Owner and Owner’s Representative will procure the new furnishings and equipment and provide the final procurement coordination.
5. Questions submitted during the informational meeting and their responses are as follows:
 - a. ***What is the Construction Manager at Risk procurement process timeline?*** Contracts for both the A/E and the Owner’s Representative are scheduled to be in place by October 1, 2018. The OR will participate in the evaluation of the CM@r qualifications and shortlisting. The CM@r is anticipated to be on board by November 1, 2018.
 - b. ***Please clarify the Target Group (TG)/Economically Disadvantaged (ED) and Veteran Owned Preference.*** The preference typically awarded the prime firm if the prime firms is a certified and eligible Targeted Group (TG), Economically Disadvantaged (Ed), and Veteran-Owned small business in other Minnesota State projects, is a fairness factor in the State Designer Selection Board process. Questions concerning the application of fairness factors should be directed to Jennifer Barber, Executive Secretary of the State Designer Selection Board at jennifer.barber@state.mn.us . Refer to Section III, Proposal Contents.

1. Paragraph A, Transmittal Cover, item 1. Delete the required Targeted Group/Economically Disadvantaged/Veteran-Owned Subcontracting Form from the required attachments to the Transmittal Form.
 2. Paragraph C, item 7 Additional Forms, note a. Delete the required Targeted Group/Economically Disadvantaged/Veteran-Owned Subcontracting Form from the required additional forms.
 3. Transmittal Form. Omit the required Targeted Group Subcontracting Form w/ TG Cert proof
- c. **What kind of security consulting or security features will be needed?** A security consultant is not required for this project. This campus is open to the public with very different needs than a k-12 institution. Typical security features will include the ability to quickly lock-down the front door. The new entry should coordinate with other existing systems such as fire alarm and accessibility.
- d. **Please provide typical state review schedule.** Design teams should allow for the following typical Owner reviews during a GO project with a Construction Manager at risk project delivery:
1. After delivery Schematic Design documents. Technical review and presentation to Vice Chancellor - 4 weeks. Work proceeds to DD after approval from Vice Chancellor.
 2. After delivery of Design Development documents. Report review, GMP development by CM@r, GMP negotiation, GMP acceptance and contract amendments – 8 weeks. Work proceeds to CD's after contracts are amended with GMP.
 3. After delivery of Construction Documents. Owner review – 2 weeks.
- e. **What Deans, if any, will participate in the planning of the College Services Center?** We will assemble a team that represents the campus as part of the design team, on that team we will have the Vice President of Student Affairs which leads the Student Affairs division.
- f. **What is the current status of the campus BIM Model?** The Partnership and Kopp Center are in BIM as well as the current Tunnel Repair project.
- g. **Does the campus have AutoCAD files available of the area?** We have some buildings in AutoCad. Partnership, Kopp, Activities and our overall survey which was completed by Sunde. We have PDF's of the rest of the buildings.
- h. **What kind of HVAC controls are on campus?** We have a mixture of controls such as Robert Shaw, Honeywell and Invenysis, we have some that are digital, some pneumatic and analog.
- i. **Who will represent the campus during the SDSB interview process?** Representatives include Patrick Buhl, Associate Vice President of Operations, Heidi Myers, System Director Design and Construction, and Karen Huiett, Program Manager.

Summary of Attachments:

1. August 10, 2018 mandatory project informational meeting Sign-In Sheet.
2. Comprehensive Facilities Plan
3. 50% Predesign update for Phase 2 for 2020 Capital Budget Request.

END OF ADDENDUM #1