

Minnesota State Colleges and Universities

Request for Proposals for Commissioning Agent Services for

Normandale Classroom and Student Services Renovation Project

Date: 11/29/2018

ADDENDUM #1

1. The Sign-In sheet for the project informational meeting, held on Wednesday, November 21, 2018 is incorporated as Attachment #1.
2. *How many air handlers are there in this project?*
There are three mechanical rooms with air handling systems in the project with a total of six (6) AHUs. The air handling units in two of the mechanical rooms will be replaced in Phase 2 and the third unit will be retrofitted.
3. *Explain what we're bidding, there are two phases and one isn't guaranteed so how are we supposed to bid that?*

Phase 1 - Include the following services and these will be awarded in the contract:

Scope	Schedule
Phase 1 & 2 Schematic Design	October 2018 – December 2018
Phase 1 & 2 Design Development	January 2019 – March 2019
Phase 1 Construction Documents	April 2019 – May 2019
Phase 1 Construction (12 months)	July 2019 – July 2020

Phase 2 – Include the following services and these will potentially be added by amendment to the contract in 2020.

Scope	Schedule
Phase 2 Construction Documents	July 2020 – September 2020
Phase 2 Construction (12 months)	October 2020 – March 2022

4. *How many site visits are going to be needed?*
Assume a minimum of one site visit per month during the design and construction phases.
Include additional site visits as necessary during the commissioning of each phase of the project.

5. *Are any systems being re-used?*

The building's automatic control system will expand and integrate with existing N4 open-framework direct digital control system. Systems are currently serviced by UHL company and new work shall align with existing systems through UHL Company or a non-proprietary and open protocol system.

The building hydronic system has a heating source from the campus central plant. Heating of the building envelope is through perimeter panel radiators in offices, conference rooms, lobbies and public spaces. It is likely some of these systems are modified and re-used.

Any existing ductwork that remains will be cleaned. Ventilation and cooling for the occupied spaces to be provided by a variable air volume (VAV) system with hot water reheat and some of these may be used with the goal of one VAV zone for every classroom/conference room and two offices per VAV zone.

6. *Are any re-used systems expected to be a part of the commissioning?*

Due to the magnitude of the project and impact on a number of spaces, any re-used systems should be re-commissioned.

7. What is the Quantity of Terminal Units?

The number of existing and/or new terminal units is unknown.

8. *Is there a specific template or format you would like to see for the RFP Submittal?*

The criteria for evaluating the proposal is in Section IV Response Criteria and the proposal shall not exceed 20 page faces.

9. *Is it acceptable to propose a range on the cost?*

No, please submit proposal as a lump sum. The level of service should be clearly described in the response. The evaluation committee will score the proposals based on the cost in relation to the level of services provided.

Summary of Attachments:



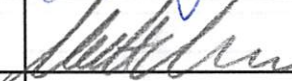






1. November 21, 2018 voluntary project informational meeting Sign-In Sheet.

END OF ADDENDUM #1

Sign in Sheet

NCC-18-Classroom and College Service Center project - Commissioning Firm

Wednesday, November 21, 2018

Name	Company	Email	Phone #	Signature
Ed Cook	Edward Cook and Associates	edward@cookconsultants.com	612-940-8177	
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Matt Malinosky	Questions & Solutions Engineering	matt.malinosky@qseng.com	612-817-5663	
Alex Fleming	Questions & Solutions Engineering	Alex.Fleming@qseng.com		
Sheri Rosenthal	McKinstry Consulting	SheriR@McKinstry.com	763-898-5285	
Travic Evenson	ICS	Travise@ics-consulting	763-354-2670	
Rober Linder	Karges-Falconbridge inc	rlinder@kfi-eng.com	612-282-4947	
Joseph Kowalski	Cain Thomas Associates inc	jkowalski@ctamep.com	651-287-1131	
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Tom King	NVS	Tom.king@NVS.com	612 900 4463	

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