REQUEST FOR PROPOSAL (RFP) for
MECHANICAL ENGINEERING SERVICES FOR
Chilled Water System Replacement
Addendum 1 dated May 6, 2021

1. A MANDATORY informational meeting for Mechanical Engineering Services was held on Thursday, April 29th, 2021, at 10:00 am, in the Roland Dille Center for the Arts, Room 165. The agenda and sign-in sheet from that meeting are attached and incorporated into this Request for Proposal Addendum.

2. The following questions and responses are incorporated into this Request for Proposal:

1) Question: One question for you on the CA building chilled water project. “Cost Estimating” is a required service. Is this anticipated to be completed by the A/E team or a contractor separate from the team? I know of other projects we’ve proposed on the State has required the cost estimating to be done by a contractor.

Answer: Cost estimating may be completed by the A/E team.

2) Question: Is the intent to replace only as much chilled water piping as is necessary to install the chiller and pumps? Or will the chilled water piping in the whole building be replaced with new pipe?

Answer: The intent is to replace only as much chilled water piping as is necessary to install the chiller and pumps.

3) Question: Is the intent to only provide new DDC controls for the chiller and associated pumps? Or are we replacing the controls for all the associated chilled water control valves on the AHUs, etc. in the building?

Answer: The intent is to replace the controls for the chiller and associated pumps. We would also like to look at replacing other control valves on the AHUs as an option.
4) **Question:** In the past the college staff has complete the controls work for new equipment. Will the college staff be providing the controls for the project? Or will we be responsible for the DDC controls work on our plans and specs?

**Answer:** MSUM is not providing the controls work for this project. The controls work should be included in the design.

5) **Question:** What control system is in the building and what work is required to be specified/designed for tie in to building and/or central plant monitoring?

**Answer:** The existing control system is a Honeywell system. Controls shall be able to tie into this existing system.

6) **Question:** Do you have any requirements for roofing work specifications/contractor or can our Arch sub-consultant take care of it?

**Answer:** The roofing design must comply with the State of Minnesota Facilities Design Standards. A qualified architectural sub-consultant would be allowable.

7) **Question:** Will the original structural design documents be made available to the successful proposer? If so, in what format?

**Answer:** Yes, the original structural design documents are available in .pdf format.

8) **Question:** Are there any historical utility records available for this building?

**Answer:** There is no historical data for electrical usage. We do have steam and water usage data for the building.

9) **Question:** Is there any historical trend data available for the cooling system from the existing facility automation system?

**Answer:** No, there is no recorded history available.

10) **Question:** During the pre-proposal meeting it was noted that attendance at construction meeting would be required on a bi-weekly basis, then later it was stated that it would be required on a weekly basis. Please clarify whether it will be weekly or biweekly.

**Answer:** Attendance during construction will be required on an every two weeks basis.

11) **Question:** For attendance at the construction meetings, will you expect team members from all disciplines to attend? If not, would one member of the design team suffice?

**Answer:** It will depend on the upcoming work. There are times when one member would be sufficient and other times when multiple disciplines will be expected.
12) Question: The RFP states that you are looking for a lump sum fee including expenses for the entire project, but also for the estimated hours and hourly rates of each team member. Must the anticipated expenses be added into the bill rates and apportioned among the team members?

Answer: We are looking for lump sum fee to include all of the team members’ fees and expenses.

13) Question: Does this chiller serve other buildings?

Answer: No.

14) Question: Is thermal storage a requirement?

Answer: This is not a requirement, but MSUM would be willing to consider this option.

15) Question: Does MSUM need assistance with utility rebates?

Answer: Yes.

16) Question: To what extent is energy modeling required? Can the engineer just provide loads based on current use?

Answer: Energy modeling shall identify full building loads and model for use into the future.

17) Question: How should the design handle existing fluid? Drain and refill?

Answer: The existing fluid shall be drained and re-filled with additional fluid if necessary. A sample of the existing fluid shall be taken and tested prior to removal.

Proposals are due Thursday, May 13th at 2pm CST.

End of Addendum No. 1
MECHANICAL ENGINEERING SERVICES

INFORMATION MEETING AGENDA

Center for the Arts Chilled Water System Replacement
Minnesota State University Moorhead
April 29, 2021
CA Room 165

1. Introductions

Brenda Norris  Terry Olsen
Executive Director of Facilities Management  Program Manager
Minnesota State University Moorhead  Minnesota State
218-477-2069 office  651-201-1425 office
701-371-2106 cell  terry.olsen@minnstate.edu
Brenda.norris@mnstate.edu

2. Project background (System Office Program Manager)

A. Predesign Report

B. Funding
General Obligation, Revenue or Campus

3. Project description (Campus Project Manager)

A. Scope
The scope of the project is to replace an existing water-cooled chiller system at MSUM’s Center for the Arts with a new air-cooled chiller system. This work would include the complete demolition of the existing cooling tower and condenser water piping system, as well as the existing chiller, and replacing it with a new air-cooled chiller. The new chiller would be located on the roof of the building in the location from which the existing cooler tower is removed. A structural review will need to be completed to verify this, and reinforcement designed as needed.

New pipe and insulation would be installed from the new chiller location down to the basement mechanical room from which the existing chiller was removed. Within the mechanical room, a set of redundant chilled water system pumps would be installed along with a new air separator, expansion tank, manual valves and instrumentation. The controls for the new chiller and pumps would be connected into the existing building automation system for monitoring and control.

B. Program/Area
Center for the Arts roof and mechanical rooms

C. Construction Budget Amount
$500,000

D. Delivery method:
Design/Bid/Build
4. **Project Schedule** *(Campus Project Manager)*

The anticipated overall project schedule is:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Advertisement</td>
<td>April 12, 2021</td>
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<tr>
<td>Mandatory Information Meeting</td>
<td>April 21, 2021</td>
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<tr>
<td>RFP Questions due</td>
<td>May 3, 2021</td>
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<tr>
<td>RFP Addendum posted</td>
<td>May 6, 2021</td>
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<tr>
<td><strong>Proposals Due</strong></td>
<td>May 13, 2021</td>
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<tr>
<td>Planned Selection</td>
<td>May 21, 2021</td>
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<tr>
<td>Planned Contract Execution</td>
<td>May 28, 2021</td>
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<tr>
<td>Schematic Design completion</td>
<td>June 30, 2021</td>
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<tr>
<td>Design Development completion</td>
<td>July 23, 2021</td>
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<tr>
<td>Construction Document completion</td>
<td>August 27, 2021</td>
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<tr>
<td>Issue Bid Documents</td>
<td>September 3, 2021</td>
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<tr>
<td>Construction commencement</td>
<td>October 11, 2021</td>
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<tr>
<td>Substantial Completion</td>
<td>June 1, 2022</td>
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<tr>
<td>Final Completion</td>
<td>July 1, 2022</td>
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5. **A/E Consultant Responsibilities** *(System Office Program Manager)*

A. General Requirements
   a. Design guidelines, procedures, forms available at  
      [http://www.minnstate.edu/system/finance/facilities/design-construction/index.html](http://www.minnstate.edu/system/finance/facilities/design-construction/index.html)
   b. eManual (forms, templates, contracts) available at  
      [http://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html](http://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/index.html)
   c. Minnesota Statutes requirements for construction
      a. Sustainability
         - B3/MSBG/ (MS 16B.325)
         - SB 2030 (MS 216B.24)
      b. Recycling Construction Waste (MS 16B.327)
      c. Prevailing Wage (MS 177.42 – 177.44)  
   d. Equal Pay Certificate (MS 363A.44)
   e. Contractor Registration with DLI (MS 181.723)
   f. Responsible Contractor (MS 16C.285)
   d. eBuilder (Project management software)
      a. All documents and workflows to be processed in eBuilder
         - Basic information is available at Sharepoint site  
           [https://connect.mnscu.edu/sites/ebuildervendor/SitePages/General.aspx](https://connect.mnscu.edu/sites/ebuildervendor/SitePages/General.aspx)
      b. Training required
      c. Electronic approval
         - Reminder to review electronic documents detail
   d. Financial
      a. Lump sum fee
      b. Reimbursable Expenses (Limited to printing and State Plan Review)
      c. Change in Work (Amendment procedure)
e. Communications
   a. A/E prepares meeting minutes for design and construction
   b. Campus Project Manager responsible for decisions

B. Project Phases
  1) General
     a. Each design phase includes cost estimate prepared by cost estimator that is within construction budget amount
        • Design contingency is reduced as design advances
        • Deduct alternates are used to respond to variable market conditions to avoid redesign
     b. Hazardous Material
        • Review surveys and identify areas that need further investigation
     c. Obtain written approval prior to starting next phase

  2) Schematic Design
     a. Program Verification (Predesign)
     b. Submittal -Technical Review by Campus Project Manager, System Office Facilities staff
        • Include: variance requests, code review and cost estimate

  3) Design Development
     a. Submittal -reviewed by Campus Project Manager, System Office Program Manager

  4) Construction Documents
     a. Submittal –reviewed by Campus Project Manager, System Office Program Manager
        • Include Request for Bid Form with cost estimate
        • Do not change front end documents/use latest revision on Minnesota State website
        • Liquidated Damages
        • Prevailing Wage- insert county wage rates in front end document – version is effective on date of issuing for bid
        • Deduct Alternates – must be taken in order

  5) Bid/Award
     a. Post Bidding Documents on Quest CDN at
        https://www.questcdn.com/questcdn/action/questLogin
     b. Informational (Prebid) meeting (mandatory or not mandatory)
     c. Addenda
        • Meeting minutes of informational meeting
        • Substitution requests approved by Campus Project Manager
     d. Bid Opening at campus
     e. Recommend award
     f. Post Bid tab results on QuestCDN (occurs after Campus Project Manager awards bid)

  6) Construction Administration
     a. Conduct Preconstruction meeting (occurs after execution of contract and Notice to Proceed)
     b. Field Reports
     c. Conduct Construction progress meetings and issue meeting minutes
     d. Process Construction SI, RFI, PR, Change Orders in a timely manner
     e. Coordinate Substantial Completion certificate with punch list
f. Review and Certify Pay Applications in a timely manner.
g. Final Completion
h. Contract Close out
   • IC 134
   • Record documents
   • O&M Manuals
7) Conduct 10 month warranty review
   • Warranty starts on date of Substantial Completion

6. Project Closeout
   A. Post Occupancy Evaluation
   B. A/E Evaluation

7. Other items

8. Tour
Center for the Arts Chilled Water Replacement
Minnesota State University Moorhead

RFP for Engineering Services
Mandatory Information Meeting
April 29, 2021, 10am
CA Room 165

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<thead>
<tr>
<th>Name</th>
<th>Ryan Bachand</th>
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<tbody>
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<td>Company</td>
<td>MBN Engineering</td>
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<tr>
<th>Name</th>
<th>Andrew Honeyman</th>
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<tr>
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<td>Obernel Engineering</td>
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<tr>
<th>Name</th>
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<td>KFI Engineers</td>
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