



MINNESOTA STATE

Minnesota West Community & Technical College

Request for Proposals for Architectural and Engineering Services Comprehensive Facility Plan and Utility Master Plan– QuestCDN #9129638 June 14, 2024

Addendum #1

Addendum #1 is added and shall become part of the RFP document posted on June 14, 2024.
Respondents shall acknowledge receipt of this Addendum.

1. **The due date for the Proposals is changed to Monday, July 1, 2024 at 2:00pm.**
2. The Sign-In sheet for the voluntary informational meeting, held on Friday, May 31, is incorporated as Attachment 1.
3. The agenda for the voluntary informational meeting is incorporated as Attachment 2.

Responses to Questions

4. Questions submitted during the informational meeting and their responses are as follows
 - a. ***Are we to treat all five campuses as one institution?*** Yes.
 - b. ***Please clarify the desired scope of work.*** The Minnesota State Comprehensive Facilities Plan and Utility Master Plan Guidelines provide a general description of the deliverables and the intended scope of work. As part of the RFP response to the Project Approach, the consultant is to define and confirm the scope of services, schedule, and deliverables the consultant will provide for the stipulated Base fee.

For the Comprehensive Facility plan, the expectation is for the consultant to provide a thorough analysis of the space utilization and current scheduling practices in EMS. The CFP guidelines focus on academic space utilization (classrooms and labs) and are considered part of the Base fee. A deep dive into the utilization of spaces *other* than academic would be considered an Added

Value Service. The consultant should describe how they intend to work with the campus and the system office to perform the analysis.

For the Utility Master Plan, the expectation is for the consultant to provide a thorough analysis of the infrastructure condition and energy consumption from VFA , B3, and campus personnel. The findings of the combined analysis – rooted in data - would generate a range of opportunities (recommendations) for the campus. Those recommendations would lead to various scenarios and a suit of projects that would over time, fully optimize and right-size campus resources to support student success. The development of the future scenarios and projects must have strong engagement by the students, faculty, and community.

- c. **What is the enrolment?** Currently, between 1930-1960 students for the Spring semester. This represents about a 5% increase.
- d. **How is the B3 monitoring?** Each campus has a meter, but individual buildings are not metered separately.
- e. **How are your mechanical systems in general?** Overall Minnesota West is in a stable position given past investment and leveraging ESSER funding. Where possible, we are trying to get rid of the remaining DX units and move toward chilled water. We are removing the steam boiler at Jackson and replacing it with a hot water condensing boiler. Worthington and Canby have geothermal.
- f. **What incentives are you aware of?** We know rebates are available but are not as sure about how to best capitalize on them. Rebates are not across the board because each campus is in a different territory. Some of the providers are generous with rebates (Ottertail and municipality) while others are not.
 - Pipestone - Xcel
 - Canby – Ottertail
 - Jackson and Worthington – Great River Energy
 - Granite Falls - municipal (with hydroelectric).
- g. **How can we visit the other campuses?** The buildings are open to the public during standard business hours. If design teams need to view specific spaces or would like a guided tour, please arrange a time with Dillion in advance.

Summary of Attachments:

1. Voluntary informational meeting Sign-In Sheet
2. Agenda for the informational meeting

END OF ADDENDUM #1

Minnesota State is an affirmative action, equal opportunity employer, and educator.



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Minnesota West Community and Technical College

RFP for Comprehensive Facilities Plan and Utility Master Plan

Friday, May 31, 2024

1:00pm

Room 113

Sign In

Name	Firm	Email address
ANN VODA	BTR	ANNV@BTR-ARCHITECTS.COM
Nick Jensen	JLG	NJENSE@JGARCHITECTS.COM
BARRY THROG	THROG BUSINESS	Barry@THROGBUSINESS.COM

Minnesota West Community & Technical College
Informational Meeting Agenda
Comprehensive Facilities Plan and Utility Master Plan RFP

- 1. Introductions**
- 2. Institutional Information**
 - a. General summary and highlights
 - b. Priorities
- 3. Scope of Services Highlights**
 - a. Comprehensive Facility Plan
 - b. Utility Master Plan
- 4. Schedule**
 - a. RFP
 - b. CFP process overall – 9-12 month
 - i. Milestones
 1. 35% submittal – Current state snapshot
 2. 65% submittal – Preview of Future Plans
 3. 95% submittal – Near Final version
 4. 100% submittal – submittal for presentation
 5. System Office Approval
 - ii. Submittals:
 1. Review documents are submitted in electronic/pdf format (no binders needed)
 2. 100% submittal requires at least one full binder with a final PDF version to the system office
- 5. Fee**
 - a. Base Services
 - b. Added Value Services
- 6. Criteria**
 - a. Company profile – 10 points
 - b. Project team – 20 points
 - c. Relevant team experience – 20 points
 - d. Project approach – 40 points
 - e. Fee – 10 points
- 7. Submitting Proposals via QuestCDN**
 - a. Required downloads
 - b. Required uploads
 - c. Proposal submissions due by June 25, 2024, at 11:00 am local time
- 8. Campus visits**
- 9. Questions**