Addendum #1 is added and shall become part of the RFP document dated February 12, 2020. Respondents shall acknowledge receipt of this Addendum on their proposal.

CHANGES AND/OR CLARIFICATIONS AS FOLLOWS:

1. On page 6 under the heading Selection Process, the Selection and Implementation Timeline the Deadline for RFP is indicated as Monday February 25, 2020 at 2:00 p.m. Is the Deadline Monday, February 24, 2020 or Tuesday, February 25, 2020 at 2:00 p.m.?

   Tuesday, February 25, 2020 at 2:00 p.m. is correct.

2. On page 12 under the heading Project Team, the Team Qualifications and Requirements require a Roof surveyor to be a Registered Roof Consultant (RRC). There are only 9 registered roof consultants of which there are six firms in the State of Minnesota (see attached list of the certified RRCs). Can the RRC be the team lead and licensed Registered Architect or Professional Engineer?

   Yes.

   Or, does the Roof surveyor need to be RCC certified?

   The roof surveyor does not need to be RCC certified. A team member must be RCC certified, which could be the team lead. Roof surveyors should be knowledgeable on roof defects for various roof systems.

3. Define and clarify the role of the Roof surveyor?

   The role of the roof surveyor is up to the team as to who does which tasks. Main purpose of the surveys is to identify defects so that the campus can make repairs in order to extend the life of the roof. Secondary purpose is to determine the remaining life of the roof for future planning for replacement of roof areas. Surveys are not intended to be preliminary predesigns.

4. Will Minnesota State provide a list of the 54 campuses, Academic and Revenue buildings and number of roof areas associated with the North half of the State to be completed in 2020; and for the South half of the State to be completed in 2021, so that everyone can understand the extent of the scope of work to provide the associated costs for the RFP?

   Covered in Exhibit 1 – Initial Data

5. Will Minnesota State provide a general overall schedule (timeframe) of when the work can be completed (start to finish)? This will give the respondent a general sense of the amount of team members they will require to complete the project within the general schedule? Is each of the respondents to put together their intended schedule on how they intend to complete the general schedule you provide?

   Surveys will be done between April 1st and completed and all data uploaded by November 1st of each year.
6. On page 13 under the heading Project Team, the Team Qualifications and Requirements require the “Infrared scanning performed by certified infrared thermographer having a minimum of 5 years of roof scanning experience”. Should the thermographer have a level one or level two certification or just experience?

Level 1 is preferred but a minimum of 5 years of roof scanning experience is acceptable.

Related – Paint outline of areas of suspected of having wet insulation with florescent paint. These areas will be cored to verify moisture presence and extent.

7. Some of the data is incomplete or in error. Does the scope of services require that we correct incomplete data?

If the data can easily obtain from the campus at the time of the surveys, we would expect you to update the data. However, if something like the roof layers deck material are unknown, we are not expecting you to do roof cores to determine the roof composition as part of your proposal. This would be an additional service, which would be negotiated as part of the contract.

8. Is there any special protocol for storm damage found during the roof survey?

If storm damage is identified, notify the campus Facilities Director.

9. Will we be provided with a list of campus contacts?

Yes. The system office will provide a list of campus contacts to the awarded vendor.

10. System office would like to see multiple photos of roof areas from different directions. Is there a minimum number of photos required?

No. For a simple flat roof, I would like a minimum of four photos from different angles so that I could see if the roof area abuts to a wall to a higher roof. There are other roof areas that are more complex, which may wrap around a high roof and a single photo cannot capture enough detail. These photos come in handy when doing a RFP for predesigns. The roof area photos can be uploaded to the Attachment folder for each roof area.

11. Will CAD images be provided?

The roof maps are based on CAD drawings of roof areas. These are all included in the existing data in Roof Pro, which will be available to the contracted vendor. Any future additional roofs or modifications to roofs would be provided in CAD format.

12. Is there a minimum resolution of infrared imaging required?

No. We don’t dictate means and methods. I would think a higher resolution camera would provide some cost savings.

Inadvertently forgot to post Draft Contract for the Roof Management Program. Will be posted on the Solicitation website with this Addendum.